



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, April 28, 2017 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

April 28, 2017



NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, APRIL 28, 2017 AT 8:00 A.M.

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

POSTED: APRIL 26, 2017

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

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

AGENDA

- I CALL TO ORDER & ROLL CALL**
- II APPROVAL OF AGENDA**
- III PUBLIC COMMENT**
- IV CONSENT AGENDA**

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

- A. *Consideration of Approval of March 24, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of April 7, 2017 Special Meeting Minutes – Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for March 2017 for Public Housing & HCV Section 8 Programs – Approval Recommended.*

- D. *Review & Approval of Payment of Invoices for April 2017* – Approval Recommended.
- E. *Review & Acceptance of Financial Statements for March 2017* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Resident Advisory Board Meeting: April 18, 2017
- B. Executive Committee Meetings: April 20, 2017
- C. Governance Committee Meeting: April 20, 2017
- D. Ad Hoc Committee on Hostile Environment Harassment/Bullying: Update on Membership
- E. Review of Commission Committee Assignments

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2017 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Update
- C. Executive Director Annual Review: Report
- D. "Shared Drive" Request from City: Update
- E. TCHC Human Resources Policy & Procedures Manual: Update & Discussion
- F. TCHC Smoke Free Policy: Resolution

VIII NEW BUSINESS

- A. Policy on Schedule of Excess Utility Charges
- B. Municipal Underwriters of Michigan Insurance Quote: Review
- C. Engineering Services: Discussion on Need (Parking Lot, Rooftop, etc.)
- D. RTRC Memorandum of Understanding: Commission Review

IX CORRESPONDENCE

- A. April 20, 2017 Letter of Support for Goodwill Industries and Continuum of Care
- B. TCHC Memorandum to the City of Traverse City on Building Height Restrictions
- C. TCHC Annual Report to the City of Traverse City

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, May 26, 2017 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

March 24, 2017 Regular Meeting Minutes

April 7, 2017 Special Meeting Minutes

Schedule of Disbursements for March 2017 for Public Housing

Schedule of Disbursements for March 2017 for HCV Section 8 Programs

Invoices for April 2017

Financial Statements for March 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission

March 24, 2017

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

I ROLL CALL

The following Commissioners were present: Richard Michael, Kay Serratelli, Andy Smits, and Michelle St. Amant. Brain Haas was excused due to an illness.

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

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

Others: Ward Kuhn, TCHC Attorney, and two students from Grand Valley State University.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

General comments: Ellen Corcoran.

IV CONSENT AGENDA

Commissioner Michael moved (St. Amant support) to approve the Consent Calendar as presented. The motion was unanimously approved.

- A. Approval of the Meeting Minutes of the February 24, 2017 Regular Commission Meeting.
- B. Acceptance of the Schedule of Disbursements for February 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Review of the Payment of Invoices for March 2017.
- D. Acceptance of the Financial Statements for February 2017.

V COMMITTEE REPORTS

- A. Executive Committee Meetings: March 7, 2017 & March 20, 2017. There were no comments or questions.
- B. Governance Committee Meeting: March 22, 2017. There were no comments or questions.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: T. Lentych presented the report. There were comments related to staffing and organizational structure and the Housing Solutions Network.
- B. Family Self-Sufficiency Report: There were no comments or questions.
- C. Resident Council Report: February and March, 2017.

VII OLD BUSINESS

- A. The FY 2017 Budget was reviewed.

- B. TCHC Policy Review Schedule was presented. The Safety and Evacuation policy is next to be reviewed. The Code of Conduct policy will also be placed on the schedule.
- C. Executive Director Annual Review: Commissioner Serratelli presented the format for the review. The Board will be meeting in closed session to begin the process, the date to be determined by electronic poll.
- D. The office renovation is complete. Staff is working well in the new space.
- E. The "Shared Drive" request from the City has not changed since the last discussion. ED Lentych continues to be involved in discussions regarding the property.
- F. A timeline for development and implementation of the Smoke Free Property Policy was presented. Commissioner St. Amant (Smits support) to formally adopt the timeline for implementation. The motion was unanimously approved.

VIII NEW BUSINESS

- A. The Orchardview "Windows & Siding" Project was presented. A bid walk-through was held on March 22, 2017 with four contractors in attendance. A special meeting will be held in approximately 2 weeks to review and approve a bid on the project. Commissioner Smits encourages the Board to stay engaged in the process.
- B. The Human Resources Policy & Procedures Manual is being completed and will be presented to the Board at the April meeting. Commissioner St. Amant requested inclusion of a confidentiality clause in this document.
- C. A revised TCHC Check signing policy was presented and discussed. Commissioner Michaels moved (Smits support) to adopt the policy as presented. The motion was unanimously approved.
- D. ED Lentych discussed the ongoing federal budget discussions regarding HUD. The TCHC will continue to monitor this process.
- E. Commissioner Smits moved (Michaels support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a potential purchase of property per MCL 15.268(d).

Roll call

Hass	Absent
Michael	Yes
Serratelli	Yes
St. Amant	Yes
Smits	Yes

The motion was approved.

- F. Commissioner Smits moved (Michaels support) that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss a privileged attorney-client communication in connection with Priscilla Townsend v. the Traverse City Housing Commission and John and/or Jane Doe per MCL 15.268(e).

Roll call

Hass	Absent
Michael	Yes
Serratelli	Yes

St. Amant	Yes
Smits	Yes

The motion was approved.

IX CORRESPONDENCE

Two pieces of correspondence were presented and accepted.

X PUBLIC COMMENT

General comments: Norma Loper, Brenden O'Donnell, Ellen Corcoran and Jo Simerson.

XII CLOSED SESSION - LAWSUIT

The Commission went into closed session at 9:34 AM.

The Commission was called back to order at 10:35 AM.

XII CLOSED SESSION – PROPERTY PURCHASE

The Commission went into closed session at 10:38 AM.

Commissioner Michael left the meeting at 10:57 AM.

The Commission was called back to order at 11:02 AM.

XI COMMISSIONER COMMENT

Commissioner Smits commented that he has had discussions with an attorney to clarify and comply with the Open Meetings Act when meeting in a Commercial building versus a publicly owned building.

XII ADJOURNMENT

Commissioner St. Amant moved (Smits support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 11:08 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Brian Haas, President

DRAFT Meeting Minutes of the Traverse City Housing Commission

April 7, 2017

A Special Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City, Michigan at 8:05 AM.

I ROLL CALL

The following Commissioners were present: Brian Haas, Kay Serratelli, Andy Smits and Michelle St. Amant. Richard Michael was excused.

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

Residents: Jo Simerson.

II APPROVAL OF AGENDA

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

III NEW BUSINESS

- A. The Orchardview Windows & Siding Project bid process results were presented and discussed. After the presentation, President Haas moved (Serratelli support) to accept the qualified bid from First Contracting Incorporated of Ovid, Michigan for the Orchardview Townhomes Siding and Window Replacement Project, pending final review and approval from HUD, and hereby instruct staff to finalize a contract under the guidance of our architect, Alliance Architects of South Bend, Indiana. The motion was unanimously approved.

Commissioner Smits moved (St. Amant support) to authorize Alliance Architects via a "Notice to Proceed" letter for item 1.3 of Task Order No. 1. The motion was unanimously approved.

President Haas moved (Serratelli second) to adopt the resolution obligating funds from the Capital Fund Program [Grant nos. MI133PO80501-15 and MI128PO80501-16] in amounts sufficient enough to commence the "Orchardview Townhomes Siding & Window Replacement Project" pending the successful negotiation of the contract with First Contracting Incorporated of Ovid, Michigan.

Roll call

Hass	Yes
Michael	Absent
Serratelli	Yes
Simerson	Yes
Smits	Yes

The resolution was adopted.

IV PUBLIC COMMENT

General comments: Jo Simerson.

V COMMISSIONER COMMENT

Commissioner St. Amant appreciated the efforts put forth with this process as it relates to the construction contract.

Commissioner Smits suggested that staff conduct a RFQ for engineering services during the next several months.

VI ADJOURNMENT

President Haas adjourned the meeting at 8:40 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2017 To: 03/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
03/02/2017	EFT	T-Mobile		2,200.00	59,120.90
03/03/2017	EFT	IRS	2,992.36		56,128.54
03/07/2017	EFT	HUD		16,226.00	72,354.54
03/07/2017	EFT	HUD		5,580.00	77,934.54
03/09/2017					77,934.54
03/09/2017	DEP			35,047.00	112,981.54
03/09/2017	DEP			4,464.58	117,446.12
03/09/2017	037026	City Of Traverse City	148.00		117,298.12
03/09/2017	037027	DTE ENERGY	208.11		117,090.01
03/10/2017	037028	Lee Delancy	314.00		116,776.01
03/10/2017	037029	DTE ENERGY	106.43		116,669.58
03/10/2017	037030	Anthony Lentych	119.00		116,550.58
03/10/2017	037031	Northwest Lock, Inc.	4.00		116,546.58
03/10/2017	037032	Integrated Payroll Services, Inc.	248.85		116,297.73
03/10/2017	037033	Thomas P. Licavoli	720.00		115,577.73
03/10/2017	037034	Charles Edwards	116.10		115,461.63
03/10/2017	037035	The Trophy Trolley Inc.	115.10		115,346.53
03/10/2017	037036	Trugreen	546.00		114,800.53
03/10/2017	037037	Engineered Protection Systems Inc	326.25		114,474.28
03/10/2017	037038	Cintas Corp. #729	245.40		114,228.88
03/10/2017	037039	Wilmar	21.14		114,207.74
03/10/2017	037040	Thomas P. Licavoli	770.00		113,437.74
03/10/2017	037041	Spence Brothers	50,549.40		62,888.34
03/10/2017	037042	Trugreen	175.00		62,713.34
03/10/2017	037043	Sondee, Racine & Doren, P.L.C.	32.00		62,681.34
03/10/2017	037044	NorthSky Nonprofit Network	360.00		62,321.34
03/10/2017	037045	Elmer's	450.00		61,871.34
03/10/2017	037046	Guardian Medical Monitoring	14.95		61,856.39
03/10/2017	037047	R.W. Popp Excavating, Inc.	180.00		61,676.39
03/10/2017	037048	City of Traverse City	169.86		61,506.53
03/10/2017	037049	Grand Traverse County DPW	483.00		61,023.53
03/10/2017	037050	Housing Data Systems	387.25		60,636.28
03/10/2017	037051	Barton Carroll's Inc	335.00		60,301.28
03/10/2017	037052	Verizon Wireless	142.80		60,158.48
03/10/2017	037053	Environmental Pest Control	270.00		59,888.48
03/10/2017	037054	United Laboratories	239.68		59,648.80
03/10/2017	037055	City of Traverse City, Treasurer's	426.84		59,221.96
03/10/2017	037056	McCardel Water Conditioning	8.00		59,213.96
03/10/2017	037057	Save Carpet USA	3,290.00		55,923.96
03/10/2017	037058	Nan McKay & Associates Inc	448.00		55,475.96

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2017 To: 03/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
03/10/2017	037059	David Gourlay	71.49		55,404.47
03/10/2017	037060	Housing Authority Accounting	1,819.54		53,584.93
03/10/2017	037061	Safety Net	362.50		53,222.43
03/10/2017	037062	McGough's	47.00		53,175.43
03/10/2017	037063	D & W Mechanical	581.00		52,594.43
03/10/2017	037064	Munson Occupational Health &	70.00		52,524.43
03/10/2017	037065	Great Lakes Business Systems, Inc.	533.86		51,990.57
03/10/2017	037066	Charter Communications	3,343.57		48,647.00
03/10/2017	037067	Home Depot Credit Services	413.35		48,233.65
03/10/2017	037068	Nichols Paper & Supply Co.	16.89		48,216.76
03/10/2017	037069	Aflac	119.28		48,097.48
03/10/2017	037070	Sherwin Williams Co.	916.48		47,181.00
03/10/2017	037071	Ace Hardware	30.81		47,150.19
03/10/2017	037072	Kendall Electric Inc	124.25		47,025.94
03/10/2017	037073	Cardmember Service	933.34		46,092.60
03/10/2017	037074	Wilmar	235.12		45,857.48
03/14/2017	ADJST	Alisa Kroupa	909.91		44,947.57
03/14/2017	ADJST	Anthony Lentych	2,351.37		42,596.20
03/14/2017	ADJST	Kari Massa	1,205.18		41,391.02
03/14/2017	ADJST	Michelle Reardon	1,371.79		40,019.23
03/14/2017	ADJST	Angela N. Szabo	628.18		39,391.05
03/14/2017	ADJST	Joseph Battaglia	277.17		39,113.88
03/14/2017	ADJST	Charles Edwards	838.60		38,275.28
03/14/2017	ADJST	David Gourlay	1,054.38		37,220.90
03/14/2017	ADJST	Benjamin Weston	553.13		36,667.77
03/14/2017	EFT	Principal Life Insurance Co.	334.16		36,333.61
03/14/2017	ADJST	Deluxe Business Forms And Supp	77.83		36,255.78
03/15/2017	DEP			1,049.75	37,305.53
03/15/2017	DEP			266.00	37,571.53
03/15/2017	DEP			25,424.83	62,996.36
03/17/2017	ADJST	IRS	2,885.23		60,111.13
03/20/2017	EFT	State of Michigan	872.16		59,238.97
03/20/2017	EFT	State of Michigan	2,992.36		56,246.61
03/21/2017	DEP			1,221.00	57,467.61
03/27/2017	037075	Trugreen	185.50		57,282.11
03/27/2017	037076	City Of Traverse City	14,401.81		42,880.30
03/27/2017	037077	A T & T	228.39		42,651.91
03/27/2017	037078	TREND WINDOW & DESIGN	995.00		41,656.91
03/27/2017	037079	Republic Services #239	646.44		41,010.47
03/27/2017	037080	Safety Net	619.00		40,391.47

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2017 To: 03/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
03/27/2017	037081	Environmental Pest Control	270.00		40,121.47
03/27/2017	037082	Vision Service Plan	91.11		40,030.36
03/27/2017	037083	City of Traverse City	1,192.50		38,837.86
03/27/2017	037084	Anthony Lentych	65.67		38,772.19
03/27/2017	037085	Save Carpet USA	1,535.00		37,237.19
03/27/2017	037086	CynergyComm.net,Inc	10.73		37,226.46
03/27/2017	037087	Integrated Payroll Services, Inc.	112.90		37,113.56
03/27/2017	037088	Kuhn Rogers PLC	1,463.00		35,650.56
03/27/2017	037089	Grand Traverse County	46.17		35,604.39
03/27/2017	037090	DTE ENERGY	2,787.52		32,816.87
03/27/2017	037091	SAM'S CLUB	679.12		32,137.75
03/27/2017	037092	John DeWeese	108.85		32,028.90
03/27/2017	037093	Home Depot Credit Services	1,236.32		30,792.58
03/27/2017	037094	Thomas P. Licavoli	770.00		30,022.58
03/28/2017	EFT	Principal Life Insurance Co.	369.16		29,653.42
03/28/2017	ADJST	Alisa Kroupa	966.64		28,686.78
03/28/2017	ADJST	Anthony Lentych	2,351.41		26,335.37
03/28/2017	ADJST	Kari Massa	1,205.19		25,130.18
03/28/2017	ADJST	Michelle Reardon	1,371.78		23,758.40
03/28/2017	ADJST	Angela N. Szabo	617.58		23,140.82
03/28/2017	ADJST	Joseph Battaglia	277.16		22,863.66
03/28/2017	ADJST	Charles Edwards	1,068.87		21,794.79
03/28/2017	ADJST	David Gourlay	1,026.11		20,768.68
03/28/2017	ADJST	Benjamin Weston	309.53		20,459.15
03/28/2017	DEP			1,872.00	22,331.15
03/29/2017	DEP			16,938.59	39,269.74
03/29/2017	EFT	Principal Life Insurance Co.	369.16		38,900.58
03/31/2017	EFT	IRS	2,897.97		36,002.61
03/31/2017	DEP			294.00	36,296.61
03/31/2017	DEP			2,181.00	38,477.61
03/31/2017	DEP			758.95	39,236.56
03/31/2017	ADJST	Chemical Bank		23.52	39,260.08
Total:			131,208.04	113,547.22	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2017 To: 03/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2017	EFT	HUD		7,504.00	173,862.95
03/01/2017	EFT	HUD		84,227.00	258,089.95
03/01/2017	ADJST	PNC	76.60		258,013.35
03/01/2017	000190	Sandra Aeschliman	285.00		257,728.35
03/01/2017	000190	Jeana Aiken	473.00		257,255.35
03/01/2017	000190	Dustin Ansonge	1,164.00		256,091.35
03/01/2017	000190	Ayers Investment Properties LLC	558.00		255,533.35
03/01/2017	000190	Brad Barnes	488.00		255,045.35
03/01/2017	000190	Bay Front Apartments	320.00		254,725.35
03/01/2017	000190	Bay Hill Housing LDHALP	3,535.00		251,190.35
03/01/2017	000190	Bay Hill II Apartments	5,043.00		246,147.35
03/01/2017	000190	Christopher Becker	750.00		245,397.35
03/01/2017	000190	Bellaire Senior Apartments	631.00		244,766.35
03/01/2017	000190	Brookside Commons LDHA, LP	1,730.00		243,036.35
03/01/2017	000190	Irma Jean Brownley	355.00		242,681.35
03/01/2017	000190	Rebecca Carmien	339.00		242,342.35
03/01/2017	000190	Carson Square	5,501.00		236,841.35
03/01/2017	000190	Central Lake Townhouses	401.00		236,440.35
03/01/2017	000190	Cherrywood Village Farms, Inc.	2,321.00		234,119.35
03/01/2017	000190	Douglas A. Chichester	600.00		233,519.35
03/01/2017	000190	Cycle-Paths LLC.	968.00		232,551.35
03/01/2017	000190	Jack V. Dean	422.00		232,129.35
03/01/2017	000190	Dmytro Cherkasov	1,053.00		231,076.35
03/01/2017	000190	Eden Brook LLC	447.00		230,629.35
03/01/2017	000190	Shirley Farrell	834.00		229,795.35
03/01/2017	000190	Rent Leelanau, LLC	693.00		229,102.35
03/01/2017	000190	Lisa Forbes	489.00		228,613.35
03/01/2017	000190	Dale E. French	102.00		228,511.35
03/01/2017	000190	French Quarter Apts.	93.00		228,418.35
03/01/2017	000190	Michael Glowacki	640.00		227,778.35
03/01/2017	000190	David Grzesiek	370.00		227,408.35
03/01/2017	000190	Habitat for Humanity	33.00		227,375.35
03/01/2017	000190	Harbour Ridge Apts	1,343.00		226,032.35
03/01/2017	000190	Heartwood Enterprises	775.00		225,257.35
03/01/2017	000190	Louis Herman	24.00		225,233.35
03/01/2017	000190	Susan Herman	550.00		224,683.35
03/01/2017	000190	Hillview Terrace	547.00		224,136.35
03/01/2017	000190	Josh Hollister	411.00		223,725.35
03/01/2017	000190	HomeStretch	3,067.00		220,658.35
03/01/2017	000190	Caroline Hupp	199.00		220,459.35

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 03/01/2017 To: 03/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2017	000190	Joseph and Marion Fasel	358.00		220,101.35
03/01/2017	000190	Donna Kalchik	323.00		219,778.35
03/01/2017	000190	Lake Pointe Acquisitions LLC.	1,063.00		218,715.35
03/01/2017	000190	Sidney Lammers	372.00		218,343.35
03/01/2017	000190	Legendary Rentals, LLC	957.00		217,386.35
03/01/2017	000190	John J. Lewis	762.00		216,624.35
03/01/2017	000190	Don E. Lint	459.00		216,165.35
03/01/2017	000190	Juan Maldonado	314.00		215,851.35
03/01/2017	000190	Mathews Trust	255.00		215,596.35
03/01/2017	000190	McLain Management	29.00		215,567.35
03/01/2017	000190	Oak Park Apts	1,798.00		213,769.35
03/01/2017	000190	Oak Terrace Apts	763.00		213,006.35
03/01/2017	000190	Gerald Oliver Revocable Trust	900.00		212,106.35
03/01/2017	000190	P Avium Associates, Inc.	506.00		211,600.35
03/01/2017	000190	Daniel G. Pohlman	1,463.00		210,137.35
03/01/2017	000190	Douglas L. Porter	438.00		209,699.35
03/01/2017	000190	Phillip Putney	733.00		208,966.35
03/01/2017	000190	Adele M. Reiter	995.00		207,971.35
03/01/2017	000190	Timothy Rice	493.00		207,478.35
03/01/2017	000190	Singkhan Sina Riddell	389.00		207,089.35
03/01/2017	000190	Robert F. Follett	837.00		206,252.35
03/01/2017	000190	Sabin Pond Apartments LLC	841.00		205,411.35
03/01/2017	000190	John Sarya	715.00		204,696.35
03/01/2017	000190	Eldon Schaub	388.00		204,308.35
03/01/2017	000190	Gerald Sieggreen	670.00		203,638.35
03/01/2017	000190	SILVER SHORES MHC	321.00		203,317.35
03/01/2017	000190	Douglas & Julia Slack	327.00		202,990.35
03/01/2017	000190	22955 Investments LLC	3,334.00		199,656.35
03/01/2017	000190	Carl Sumner	508.00		199,148.35
03/01/2017	000190	Traverse City Property Management	353.00		198,795.35
03/01/2017	000190	TCR Investments, LLC	1,020.00		197,775.35
03/01/2017	000190	Wendy Teagan	449.00		197,326.35
03/01/2017	000190	TOS Holdings, LLC	744.00		196,582.35
03/01/2017	000190	Tradewinds Terrace Apts	253.00		196,329.35
03/01/2017	000190	Village Glen Apartments	7,533.00		188,796.35
03/01/2017	000190	Woda Boardman Lake LDHA.LP	2,974.00		185,822.35
03/01/2017	000190	Woodmere Ridge Apartments LDHA	5,027.00		180,795.35
03/01/2017	000190	Theodore V. Zachman	774.00		180,021.35
03/01/2017	000190	Ann Zenner	497.00		179,524.35
03/01/2017	000190	Barb Zupin	1,177.00		178,347.35

Traverse City Housing Commission
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Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2017	000191	Bay Hill Apartments	750.00		177,597.35
03/01/2017	000191	TEAMCO PROPERTIES	1,559.00		176,038.35
03/01/2017	000191	Village View Housing LHDA LP	369.00		175,669.35
03/01/2017	022969	TEAMCO PROPERTIES	1,559.00		174,110.35
03/01/2017	022969	**VOID** TEAMCO PROPERTIES	(1,559.00)		175,669.35
03/01/2017	022970	Village View Housing LHDA LP	369.00		175,300.35
03/01/2017	022970	**VOID** Village View Housing LHDA	(369.00)		175,669.35
03/02/2017	022971	Blarney Castle Oil Co.	62.30		175,607.05
03/02/2017	022972	Cherryland Electric Cooperative	198.70		175,408.35
03/02/2017	022973	City Of Traverse City	592.60		174,815.75
03/02/2017	022974	Consumers Energy	34.00		174,781.75
03/02/2017	022975	DTE ENERGY	745.40		174,036.35
03/02/2017	022976	Holtens LP Gas Fife Lake	42.00		173,994.35
03/02/2017	022977	Village of Ellsworth	106.00		173,888.35
03/03/2017	000192	TOS Holdings, LLC	550.00		173,338.35
03/06/2017	ADJST		(750.00)		174,088.35
03/10/2017	022978	Traverse City Housing Commission	24,438.83		149,649.52
03/15/2017	DEP			519.00	150,168.52
03/21/2017	DEP			894.00	151,062.52
03/27/2017	022979	Chase Bank	1,951.00		149,111.52
03/27/2017	022980	Traverse City Housing Commission	15,389.49		133,722.03
Total:			125,780.92	93,144.00	

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Chemical Bank
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Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	EFT	HUD		5,580.00	44,840.08
04/03/2017	EFT	HUD		13,452.00	58,292.08
04/03/2017	DEP			16,241.00	74,533.08
04/04/2017	EFT	T Mobile		2,257.20	76,790.28
04/04/2017	DEP			11,941.05	88,731.33
04/05/2017	DEP			5,399.67	94,131.00
04/06/2017	DEP			2,851.00	96,982.00
04/10/2017	037095	PIC Consulting Company	875.00		96,107.00
04/11/2017	ADJST	Kari Massa	1,205.18		94,901.82
04/11/2017	ADJST	Alisa Kroupa	935.88		93,965.94
04/11/2017	ADJST	Anthony Lentych	2,351.39		91,614.55
04/11/2017	ADJST	Michelle Reardon	1,395.57		90,218.98
04/11/2017	ADJST	Angela N. Szabo	781.87		89,437.11
04/11/2017	ADJST	Joseph Battaglia	238.84		89,198.27
04/11/2017	ADJST	Charles Edwards	866.07		88,332.20
04/11/2017	ADJST	David Gourlay	1,026.12		87,306.08
04/11/2017	ADJST	Benjamin Weston	519.89		86,786.19
04/12/2017	EFT	Principal Life Insurance Co.	637.54		86,148.65
04/12/2017	DEP			2,097.41	88,246.06
04/14/2017	EFT	IRS	2,974.22		85,271.84
04/20/2017	EFT	State of Michigan	856.64		84,415.20
04/20/2017	037098	Housing Authority Accounting	1,099.41		83,315.79
04/20/2017	037099	MailFinance	149.85		83,165.94
04/20/2017	037100	Twin Bay Glass Inc.	167.70		82,998.24
04/20/2017	037101	Northwest Lock, Inc.	6.00		82,992.24
04/20/2017	037102	Speedwrench, Inc.	1,064.18		81,928.06
04/20/2017	037103	Safety Net	650.79		81,277.27
04/20/2017	037104	David Gourlay	68.58		81,208.69
04/20/2017	037105	Spectrum Business	3,343.57		77,865.12
04/20/2017	037106	Charles Edwards	116.10		77,749.02
04/20/2017	037107	Spence Brothers	14,278.72		63,470.30
04/20/2017	037108	City Of Traverse City	157.83		63,312.47
04/20/2017	037109	McCardel Water Conditioning	18.50		63,293.97
04/20/2017	037110	A T & T	210.10		63,083.87
04/20/2017	037111	Grand Traverse County DPW	483.00		62,600.87
04/20/2017	037112	Traverse City Record Eagle	93.40		62,507.47
04/20/2017	037113	Elmer's	225.00		62,282.47
04/20/2017	037114	R.W. Popp Excavating, Inc.	120.00		62,162.47
04/20/2017	037115	Great Lakes Business Systems, Inc.	128.00		62,034.47
04/20/2017	037116	Kendall Electric Inc	727.11		61,307.36

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Chemical Bank

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/20/2017	037117	AmRent	97.35		61,210.01
04/20/2017	037118	D & W Mechanical	147.15		61,062.86
04/20/2017	037119	Integrated Payroll Services, Inc.	108.90		60,953.96
04/20/2017	037120	Guardian Medical Monitoring	14.95		60,939.01
04/20/2017	037121	City of Traverse City, Treasurer's	426.84		60,512.17
04/20/2017	037122	John DeWeese	58.75		60,453.42
04/20/2017	037123	City of Traverse City	13,423.24		47,030.18
04/20/2017	037124	Nan McKay & Associates Inc	224.00		46,806.18
04/20/2017	037125	Roto-Rooter	557.50		46,248.68
04/20/2017	037126	Kuhn Rogers PLC	1,942.00		44,306.68
04/20/2017	037127	CynergyComm.net,Inc	9.16		44,297.52
04/20/2017	037128	Sondee, Racine & Doren, P.L.C.	64.00		44,233.52
04/20/2017	037129	USPS- Hasler	1,500.00		42,733.52
04/20/2017	037130	A T & T	229.53		42,503.99
04/20/2017	037131	Dolly's Best Inc.	1,800.00		40,703.99
04/20/2017	037132	Alliance Architects, Inc.	4,253.30		36,450.69
04/20/2017	037133	Aflac	119.28		36,331.41
04/20/2017	037134	Ace Welding & Machine Inc	25.00		36,306.41
04/20/2017	037135	South Cedar Chimney Sweep	1,020.00		35,286.41
04/20/2017	037136	Verizon Wireless	84.82		35,201.59
04/20/2017	037137	Traverse Outdoor	93.25		35,108.34
04/20/2017	037138	City Of Traverse City	70.79		35,037.55
04/20/2017	037139	DTE ENERGY	20.30		35,017.25

Total: 64,062.16 59,819.33

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	EFT	HUD		84,227.00	217,949.03
04/03/2017	EFT	HUD		7,504.00	225,453.03
04/03/2017	ADJST	PNC	76.95		225,376.08
04/03/2017	000193	Jeana Aiken	473.00		224,903.08
04/03/2017	000193	Dustin Ansorge	1,164.00		223,739.08
04/03/2017	000193	Ayers Investment Properties LLC	558.00		223,181.08
04/03/2017	000193	Brad Barnes	488.00		222,693.08
04/03/2017	000193	Bay Front Apartments	320.00		222,373.08
04/03/2017	000193	Bay Hill Housing LDHALP	3,904.00		218,469.08
04/03/2017	000193	Bay Hill II Apartments	6,332.00		212,137.08
04/03/2017	000193	Christopher Becker	750.00		211,387.08
04/03/2017	000193	Bellaire Senior Apartments	631.00		210,756.08
04/03/2017	000193	Brookside Commons LDHA, LP	1,905.00		208,851.08
04/03/2017	000193	Irma Jean Brownley	355.00		208,496.08
04/03/2017	000193	Rebecca Carmien	339.00		208,157.08
04/03/2017	000193	Carson Square	4,909.00		203,248.08
04/03/2017	000193	Central Lake Townhouses	401.00		202,847.08
04/03/2017	000193	Cherrywood Village Farms, Inc.	2,260.00		200,587.08
04/03/2017	000193	Douglas A. Chichester	600.00		199,987.08
04/03/2017	000193	Cycle-Paths LLC.	968.00		199,019.08
04/03/2017	000193	Jack V. Dean	422.00		198,597.08
04/03/2017	000193	Dmytro Cherkasov	1,053.00		197,544.08
04/03/2017	000193	Eden Brook LLC	447.00		197,097.08
04/03/2017	000193	Shirley Farrell	834.00		196,263.08
04/03/2017	000193	Rent Leelanau, LLC	693.00		195,570.08
04/03/2017	000193	Lisa Forbes	489.00		195,081.08
04/03/2017	000193	Dale E. French	102.00		194,979.08
04/03/2017	000193	French Quarter Apts.	93.00		194,886.08
04/03/2017	000193	Michael Glowacki	640.00		194,246.08
04/03/2017	000193	David Grzesiek	370.00		193,876.08
04/03/2017	000193	Habitat for Humanity	33.00		193,843.08
04/03/2017	000193	Harbour Ridge Apts	1,343.00		192,500.08
04/03/2017	000193	Heartwood Enterprises	775.00		191,725.08
04/03/2017	000193	Louis Herman	24.00		191,701.08
04/03/2017	000193	Hillview Terrace	547.00		191,154.08
04/03/2017	000193	Josh Hollister	411.00		190,743.08
04/03/2017	000193	HomeStretch	3,067.00		187,676.08
04/03/2017	000193	Caroline Hupp	199.00		187,477.08
04/03/2017	000193	Joseph and Marion Fasel	358.00		187,119.08
04/03/2017	000193	Donna Kalchik	323.00		186,796.08

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Date	Ref Num	Payee	Payment	Deposit	Balance
04/03/2017	000193	Lake Pointe Acquisitions LLC.	323.00		186,473.08
04/03/2017	000193	Sidney Lammers	372.00		186,101.08
04/03/2017	000193	Legendary Rentals, LLC	325.00		185,776.08
04/03/2017	000193	John J. Lewis	762.00		185,014.08
04/03/2017	000193	Don E. Lint	459.00		184,555.08
04/03/2017	000193	Juan Maldonado	314.00		184,241.08
04/03/2017	000193	Mathews Trust	255.00		183,986.08
04/03/2017	000193	McLain Management	29.00		183,957.08
04/03/2017	000193	Oak Park Apts	1,798.00		182,159.08
04/03/2017	000193	Oak Terrace Apts	763.00		181,396.08
04/03/2017	000193	Gerald Oliver Revocable Trust	919.00		180,477.08
04/03/2017	000193	P Avium Associates, Inc.	506.00		179,971.08
04/03/2017	000193	Daniel G. Pohlman	1,463.00		178,508.08
04/03/2017	000193	Douglas L. Porter	438.00		178,070.08
04/03/2017	000193	Phillip Putney	733.00		177,337.08
04/03/2017	000193	Adele M. Reiter	934.00		176,403.08
04/03/2017	000193	Timothy Rice	493.00		175,910.08
04/03/2017	000193	Singkhan Sina Riddell	389.00		175,521.08
04/03/2017	000193	Robert F. Follett	837.00		174,684.08
04/03/2017	000193	Sabin Pond Apartments LLC	800.00		173,884.08
04/03/2017	000193	John Sarya	600.00		173,284.08
04/03/2017	000193	Eldon Schaub	388.00		172,896.08
04/03/2017	000193	Gerald Sieggreen	693.00		172,203.08
04/03/2017	000193	SILVER SHORES MHC	321.00		171,882.08
04/03/2017	000193	Douglas & Julia Slack	327.00		171,555.08
04/03/2017	000193	22955 Investments LLC	3,334.00		168,221.08
04/03/2017	000193	Carl Sumner	508.00		167,713.08
04/03/2017	000193	Traverse City Property Management	353.00		167,360.08
04/03/2017	000193	TCR Investments, LLC	1,020.00		166,340.08
04/03/2017	000193	Wendy Teagan	449.00		165,891.08
04/03/2017	000193	TEAMCO PROPERTIES	653.00		165,238.08
04/03/2017	000193	TOS Holdings, LLC	744.00		164,494.08
04/03/2017	000193	Tradewinds Terrace Apts	253.00		164,241.08
04/03/2017	000193	Village Glen Apartments	7,674.00		156,567.08
04/03/2017	000193	Village View Housing LHDA LP	369.00		156,198.08
04/03/2017	000193	Woda Boardman Lake LDHA.LP	2,940.00		153,258.08
04/03/2017	000193	Woodmere Ridge Apartments LDHA	5,036.00		148,222.08
04/03/2017	000193	Theodore V. Zachman	774.00		147,448.08
04/03/2017	000193	Ann Zenner	497.00		146,951.08
04/03/2017	000193	Barb Zupin	1,176.00		145,775.08

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Date	Ref Num	Payee	Payment	Deposit	Balance
Total:			79,677.95	91,731.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017

	1 Month Ended		9 Months Ended			
	<u>March 31, 2017</u>		<u>March 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	29,998.00	\$	274,201.53	\$ 465,000	\$ 190,798.47
3110.2 - Dwelling Rental-Proj. 2		5,393.00		49,004.83	0	(49,004.83)
3120 - Excess Utilities		357.52		1,456.52	1,000	(456.52)
3190 - Nondwelling Rental		7,069.05		63,519.15	51,500	(12,019.15)
Total Rental Income	\$	42,817.57	\$	388,182.03	\$ 517,500	\$ 129,317.97
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	16,226.00	\$	193,603.00	\$ 250,000	\$ 56,397.00
Total HUD PHA GRANTS	\$	16,226.00	\$	193,603.00	\$ 250,000	\$ 56,397.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	225.14	\$	1,718.04	\$ 2,700	\$ 981.96
3690 - Tenant Income		199.00		4,875.75	5,000	124.25
3690.1 - Non-Tenant Income		1,040.75		12,329.34	28,000	15,670.66
3690.2 - Tenant Income-Cable		2,410.00		22,122.76	26,080	3,957.24
3690.3 - Gain (Loss) of Disposal of Equip.		0.00		300.00	0	(300.00)
Total Nonrental Income	\$	3,874.89	\$	41,345.89	\$ 61,780	\$ 20,434.11
Total Operating Income	\$	62,918.46	\$	623,130.92	\$ 829,280	\$ 206,149.08
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	10,887.06	\$	98,728.30	\$ 139,140	\$ 40,411.70
4120 - Compensated Absences		0.00		0.00	1,500	1,500.00
4130 - Legal Expense		1,495.00		10,274.84	6,500	(3,774.84)
4140 - Staff Training		180.60		2,718.15	4,000	1,281.85
4150 - Travel Expense		443.90		2,874.73	4,400	1,525.27
4170 - Accounting Fees		1,170.29		5,198.91	7,500	2,301.09
4171 - Auditing		0.00		4,060.00	3,000	(1,060.00)
4182 - Employee Benefits - Admin		1,979.98		42,837.27	55,550	12,712.73
4185 - Telephone		494.17		5,948.81	6,600	651.19
4190.1 - Publications		224.00		802.80	1,000	197.20
4190.2 - Membership Dues and Fees		14.97		999.97	1,000	0.03
4190.3 - Admin. Service Contracts		1,068.26		23,266.71	25,300	2,033.29
4190.4 - Office Supplies		489.55		3,604.36	5,200	1,595.64
4190.5 - Other Sundry Expense		844.24		15,906.39	7,000	(8,906.39)
4190.6 - Advertising		0.00		2,299.93	1,500	(799.93)
Total Administration	\$	19,292.02	\$	219,521.17	\$ 269,190	\$ 49,668.83
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	1,750.44	\$	6,607.92	\$ 15,000	\$ 8,392.08
4230 - Cable TV-Tenants		3,163.59		27,677.12	37,460	9,782.88
Total Tenant Services	\$	4,914.03	\$	34,285.04	\$ 52,460	\$ 18,174.96

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017

	1 Month Ended	9 Months Ended		
	<u>March 31, 2017</u>	<u>March 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 983.40	\$ 12,664.55	\$ 16,500	\$ 3,835.45
4320 - Electricity	14,071.27	96,133.73	150,000	53,866.27
4330 - Gas	2,893.95	11,059.70	15,500	4,440.30
Total Utilities	<u>\$ 17,948.62</u>	<u>\$ 119,857.98</u>	<u>\$ 182,000</u>	<u>\$ 62,142.02</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 7,381.12	\$ 68,756.77	\$ 81,130	\$ 12,373.23
4420 - Materials	5,177.33	30,853.30	20,200	(10,653.30)
4430.02 - Heating & Cooling Contracts	581.00	5,674.65	5,000	(674.65)
4430.03 - Snow Removal Contracts	1,176.00	3,486.00	4,000	514.00
4430.04 - Elevator Maintenance Contracts	0.00	9,168.51	8,500	(668.51)
4430.05 - Landscape & Grounds Contracts	0.00	31,413.41	5,000	(26,413.41)
4430.06 - Unit Turnaround Contracts	2,264.00	17,684.14	10,000	(7,684.14)
4430.07 - Electrical Contracts	0.00	433.85	2,000	1,566.15
4430.08 - Plumbing Contracts	0.00	276.75	1,500	1,223.25
4430.09 - Extermination Contracts	540.00	2,515.00	3,500	985.00
4430.10 - Janitorial Contracts	0.00	1,800.00	3,000	1,200.00
4430.11 - Routine Maintenance Contracts	326.25	10,419.99	8,000	(2,419.99)
4430.12 - Misc. Contracts	108.85	9,535.42	9,200	(335.42)
4431 - Garbage Removal	646.44	8,819.28	5,800	(3,019.28)
4433 - Employee Benefits - Maint.	998.19	24,966.96	38,770	13,803.04
Total Ordinary Maint. & Oper	<u>\$ 19,199.18</u>	<u>\$ 225,804.03</u>	<u>\$ 205,600</u>	<u>\$ (20,204.03)</u>
General Expense				
4510 - Insurance	\$ 2,386.35	\$ 21,515.82	\$ 30,600	\$ 9,084.18
4520 - Payment in Lieu of Taxes	1,780.00	16,020.00	23,000	6,980.00
4570 - Collection Losses	(588.65)	7,267.01	0	(7,267.01)
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
4590 - Other General Expense	0.00	0.00	500	500.00
Total General Expense	<u>\$ 3,577.70</u>	<u>\$ 44,802.83</u>	<u>\$ 86,100</u>	<u>\$ 41,297.17</u>
Total Routine Expense	<u>\$ 64,931.55</u>	<u>\$ 644,271.05</u>	<u>\$ 795,350</u>	<u>\$ 151,078.95</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 4,545.00	\$ 10,000	\$ 5,455.00
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>
Casualty Losses-Not Cap.				
Total Casualty Losses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Non-Routine Expense	<u>\$ 0.00</u>	<u>\$ 4,545.00</u>	<u>\$ 10,000</u>	<u>\$ 5,455.00</u>
Total Operating Expenses	<u>\$ 64,931.55</u>	<u>\$ 648,816.05</u>	<u>\$ 805,350</u>	<u>\$ 156,533.95</u>
Operating Income (Loss)	<u>\$ (2,013.09)</u>	<u>\$ (25,685.13)</u>	<u>\$ 23,930</u>	<u>\$ 49,615.13</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 200,478.11	\$ 0	\$ (200,478.11)
Total Depreciation Expense	<u>\$ 21,695.94</u>	<u>\$ 200,478.11</u>	<u>\$ 0</u>	<u>\$ (200,478.11)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017

	1 Month Ended	9 Months Ended		
	<u>March 31, 2017</u>	<u>March 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
7520 - Replacement of Equipment	\$ 335.00	\$ 16,310.06	\$ 0	\$ (16,310.06)
7540 - Betterments and Additions	55,374.40	108,588.47	25,000	(83,588.47)
7590 - Operating Expenditures-Contra	<u>(55,709.40)</u>	<u>(124,898.53)</u>	<u>(25,000)</u>	<u>99,898.53</u>
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Other Financial Items				
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
HUD Net Income (Loss)	<u>\$ (57,722.49)</u>	<u>\$ (150,583.66)</u>	<u>\$ (1,070)</u>	<u>\$ 149,513.66</u>
GAAP Net Income (Loss)	<u>\$ (23,709.03)</u>	<u>\$ (226,163.24)</u>	<u>\$ 23,930</u>	<u>\$ 250,093.24</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017**

	<u>1 Month Ended March 31, 2017</u>	<u>9 Months Ended March 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 75,071.00	\$ 677,123.00	\$ 0	\$ (677,123.00)
4715.3 - HAP - Non-Elderly Disabled	3,860.00	35,667.00	0	(35,667.00)
4715.4 - HAP - Utility Allowances	1,781.00	8,234.00	0	(8,234.00)
4715.5 - HAP - Fraud Recovery	(165.00)	(630.00)	0	630.00
4715.6 - HAP - Homeownership	1,060.00	8,326.00	0	(8,326.00)
4719 - HAP - FSS Escrow	1,951.00	14,600.55	0	(14,600.55)
4719.1 - FSS Forfeitures	0.00	(8,925.98)	0	8,925.98
Total HAP Payments	<u>\$ 83,558.00</u>	<u>\$ 734,394.57</u>	<u>\$ 0</u>	<u>\$ (734,394.57)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 88,699.95	\$ 805,775.96	\$ 97,900	\$ (707,875.96)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 3,196.05</u>	<u>\$ 19,649.04</u>	<u>\$ (97,900)</u>	<u>\$ (117,549.04)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 2,362.05</u>	<u>\$ 2,040.61</u>	<u>\$ (97,900)</u>	<u>\$ (99,940.61)</u>

Analysis of Funding

A.C. Received: March 31, 2017

3410 - HAP Funding

**9 Months Ended
March 31, 2017**
\$ 751,323.00

A.C. Earned

4715.1 - HAP - Occupied Units	677,123.00
4715.3 - HAP - Non-Elderly Disabled	35,667.00
4715.4 - HAP - Utility Allowances	8,234.00
4715.5 - HAP - Fraud Recovery	(630.00)
4715.6 - HAP - Homeownership	8,326.00
4719 - HAP - FSS Escrow	14,600.55
4719.1 - FSS Forfeitures	(8,925.98)

Total Funding Required

\$ 734,394.57

Over/(Under) Funding

\$ 16,928.43

NRA as of: March 31, 2017

\$ 28,252.55

UNA as of: March 31, 2017

\$ 128,532.31

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2017</u>	<u>March 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 165.00	\$ 680.00	\$ 0	\$ (680.00)
3603 - Number of Unit Months	(162.00)	(1,485.00)	0	1,485.00
3604 - Unit Months - Contra	162.00	1,485.00	0	(1,485.00)
Total Operating Reserve Income	<u>\$ 165.00</u>	<u>\$ 680.00</u>	<u>\$ 0</u>	<u>\$ (680.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 84,227.00	\$ 751,323.00	\$ 0	\$ (751,323.00)
3411 - Admin Fee Funding	7,504.00	73,422.00	0	(73,422.00)
Total HUD PHA GRANTS	<u>\$ 91,731.00</u>	<u>\$ 824,745.00</u>	<u>\$ 0</u>	<u>\$ (824,745.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 91,896.00</u>	<u>\$ 825,425.00</u>	<u>\$ 0</u>	<u>\$ (825,425.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 2,604.63	\$ 27,799.83	\$ 41,800	\$ 14,000.17
4120 - Compensated Absences	0.00	0.00	250	250.00
4130 - Legal Expense	0.00	205.80	2,850	2,644.20
4140 - Staff Training	77.40	525.90	1,710	1,184.10
4150 - Travel Expense	96.33	818.80	1,890	1,071.20
4170 - Accounting Fees	649.25	6,180.78	8,500	2,319.22
4171 - Auditing	0.00	1,740.00	3,000	1,260.00
4182 - Employee Benefits - Admin	498.86	14,006.45	17,500	3,493.55
4185 - Telephone	113.90	1,653.38	3,200	1,546.62
4190 - Administrative Sundry	0.00	33.65	0	(33.65)
4190.1 - Publications	224.00	224.00	500	276.00
4190.2 - Membership Dues and Fees	6.42	831.42	1,000	168.58
4190.3 - Admin. Service Contracts	457.83	9,519.23	10,000	480.77
4190.4 - Office Supplies	10.49	1,302.34	2,200	897.66
4190.5 - Other Sundry Expense	402.84	6,414.38	3,500	(2,914.38)
4190.6 - Advertising	0.00	125.43	0	(125.43)
Total Administration	<u>\$ 5,141.95</u>	<u>\$ 71,381.39</u>	<u>\$ 97,900</u>	<u>\$ 26,518.61</u>
General Expense				
Total General Expense	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
Total Routine Expense	<u>\$ 5,141.95</u>	<u>\$ 71,381.39</u>	<u>\$ 97,900</u>	<u>\$ 26,518.61</u>

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017**

	1 Month Ended		9 Months Ended			
	<u>March 31, 2017</u>		<u>March 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income						
Total Operating Reserve Income	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS						
3412 - FSS Grant Revenue	\$	5,580.00	\$	50,226.85	\$ 0	\$ (50,226.85)
Total HUD PHA GRANTS	\$	5,580.00	\$	50,226.85	\$ 0	\$ (50,226.85)
Income Offset HUD A.C.						
Total Income Offset		0.00		0.00	0.00	0.00
Total Operating Income	\$	5,580.00	\$	50,226.85	\$ 0	\$ (50,226.85)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	4,173.06	\$	43,310.92	\$ 56,980	\$ 13,669.08
4182 - Employee Bonofits - Admin		842.68		13,714.81	18,050	4,335.19
4190.1 - Publications		0.00		67.20	0	(67.20)
Total Administration	\$	5,015.74	\$	57,092.93	\$ 75,030	\$ 17,937.07
General Expense						
Total General Expense	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Routine Expense	\$	5,015.74	\$	57,092.93	\$ 75,030	\$ 17,937.07

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2017**

	<u>1 Month Ended March 31, 2017</u>	<u>9 Months Ended March 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 5,015.74	\$ 57,092.93	\$ 75,030	\$ 17,937.07
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 564.26</u>	<u>\$ (6,866.08)</u>	<u>\$ (75,030)</u>	<u>\$ (68,163.92)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Resident Advisory Board Meeting: April 18, 2017

Executive Committee Meetings: April 20, 2017

Governance Committee Meeting: April 20, 2017

Review of Commission Committee Assignments / Organizational Chart

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Resident Advisory Board
April 18, 2017**

A Meeting of the Traverse City Housing Commission Resident Advisory Board was called to order by Executive Director Tony Lentych at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 8:05 AM.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant.

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

Residents: Jo Simerson, David Wagstaff, Ellen Corcoran, Priscilla Townsend, Paula Hunter, Lois DeHart, Patty Szabo, Deb Scheer, Vivian Arnold, Kathleen Stocking, Jeff Turner, Armandina Zamora, and Hunter Reed.

II APPROVAL OF AGENDA

The agenda was approved by consent of those in attendance.

III NEW BUSINESS

- A. The 2017 PHA Plan was presented and discussed. There are no changes proposed to the 2017 budget from the previously adopted 5-year Plan.
- B. The Debt Service was presented and discussed.
- C. A discussion of past, current and future projects was held. The following projects were mentioned for future consideration:
 - Upgrades to the Riverview Terrace (RVT) Community Room including flooring, paint, installation of cable television, cleaning of the room divider, etc.
 - Upgrades to the RVT Laundry Room including new machines, change machine or swipe system for payment.
 - Upgrade and remodel of the Community Kitchen at Riverview Terrace.
 - Seal the exterior of Riverview Terrace.
 - Installation of additional security cameras on the 3rd floor of Riverview Terrace.
 - Re-design of the RVT parking lot to include maintenance and design improvements.
 - New immediate entrance lobby furniture at Riverview Terrace.
 - New RVT hallway carpeting.
 - Professional painting of the RVT hallways.
 - Upgrade of the entrance camera for the RVT phone entry system.
 - Window replacement at Riverview Terrace, window stripping in the meantime.
 - New curtain in the TV Room at Riverview Terrace.

OTHER – Items were discussed that may or may not be a part of Capital Fund improvements but are worth noting: inclusion of more partner agency programming for residents, including a “Director’s Note” in the monthly RVT Gazette, a RVT resident reminder of safety

protocols regarding allowing strangers to enter the building, and the use of floor runners in the RVT entrance lobby during the winter to keep the floors dry and clean.

D. The 2018 Calendar for review of the PHA Plan Review was presented.

IV PUBLIC COMMENT

None.

V ADJOURNMENT

Executive Director Lentych adjourned the meeting at 11:12 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
April 20, 2017**

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 4:00 p.m. at the offices of Brian Haas.

ROLL CALL

The following Commissioners were present: Brian Haas and Kay Serratelli.

CORRESPONDENCE

Brian Haas introduced the items he received via email and phone conversations with commissioners that should be included in the April meeting.

AGENDA

The following Agenda items were discussed:

- A. A draft Agenda for the April Commission regular meeting was discussed:
 - There was a lengthy discussion on Commissioner Smit's request to address the RTRC MOU. It will be included with New Business items.
 - There was also lengthy discussion on a request from staff to consider a payment in lieu of health care benefits. This item will be discussed under the line item concerning the employee manual. The Commission will decide if this is a good idea to investigate further or not.
 - The Ad Hoc Committee on Bullying and Harassment needs a new member. This will be addressed on the agenda along with overall committee assignments.
 - We are expecting to receive the new rates on our comprehensive insurance policies this month and they will be in the packet. Paul Olsen has offered to attend the May meeting to answer questions.
 - The meeting will be held at the Governmental Center, Second Floor Committee Room.
- B. Executive Director Review session was discussed and preparations are in place.

ADJOURNMENT

President Haas adjourned the meeting at 5:45 p.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance Committee
April 20, 2017**

A Meeting of the Traverse City Housing Commission Resident Advisory Board was called to order at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 10:03 AM.

I ROLL CALL

The following Commissioners were present: Kay Serratelli and Michelle St. Amant.
Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.
Residents: Priscilla Townsend, Jeff Turner, Jane Ellen Bishoff, Samir Moubarak, Norma Loper, and Marie Schaffer.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The minutes of the previous meeting were reviewed and the agenda was approved by consent of those in attendance.

III UPDATES

- A. Executive Director Lentych explained that the purpose of this committee is to advise the Housing Commission on policies and procedures as they are developed and offer feedback.
- B. The Policy Review Schedule was discussed. A Rent Collection Policy will be added to the schedule and the Bylaws are in process for the April Meeting. The schedule will be updated and included with the Commission Board packet.

IV OLD BUSINESS

- A. There has been no communication from the developer regarding the “Shared Drive” request from the City. Executive Director Lentych requested feedback from the committee regarding working with our Architect of Record to be proactive in the design and planning of the future shared drive. The committee is supportive of this idea and recommends that the Commission move forward with this activity.
- B. Executive Director Lentych informed the committee that the TCHC Smoke Free Properties Policy calendar for development and implementation was approved by the Commission at their March 2017 meeting. The Commission supports the action of creating a policy to comply with HUDs smoke free rule. Smoking cessation support programming will be offered to residents beginning in the fall of 2017.
- C. Executive Director Lentych updated the committee on the TCHC Human Resources & Procedures Manual. During the review of the policy a question regarding the ability of the Commission to offer a cash payment in lieu of medical benefits should an employee decide to opt out of program coverage. There was not a consensus on a policy recommendation and the committee defers to the Commission on this subject.

V NEW BUSINESS

- A. The Schedule of Excess Utilities was reviewed. An amended schedule will be proposed to the Commission to reflect the cost savings of the newer model machines that are energy efficient.
- B. The existing Safety & Evacuation Plan was presented to the committee and discussed.

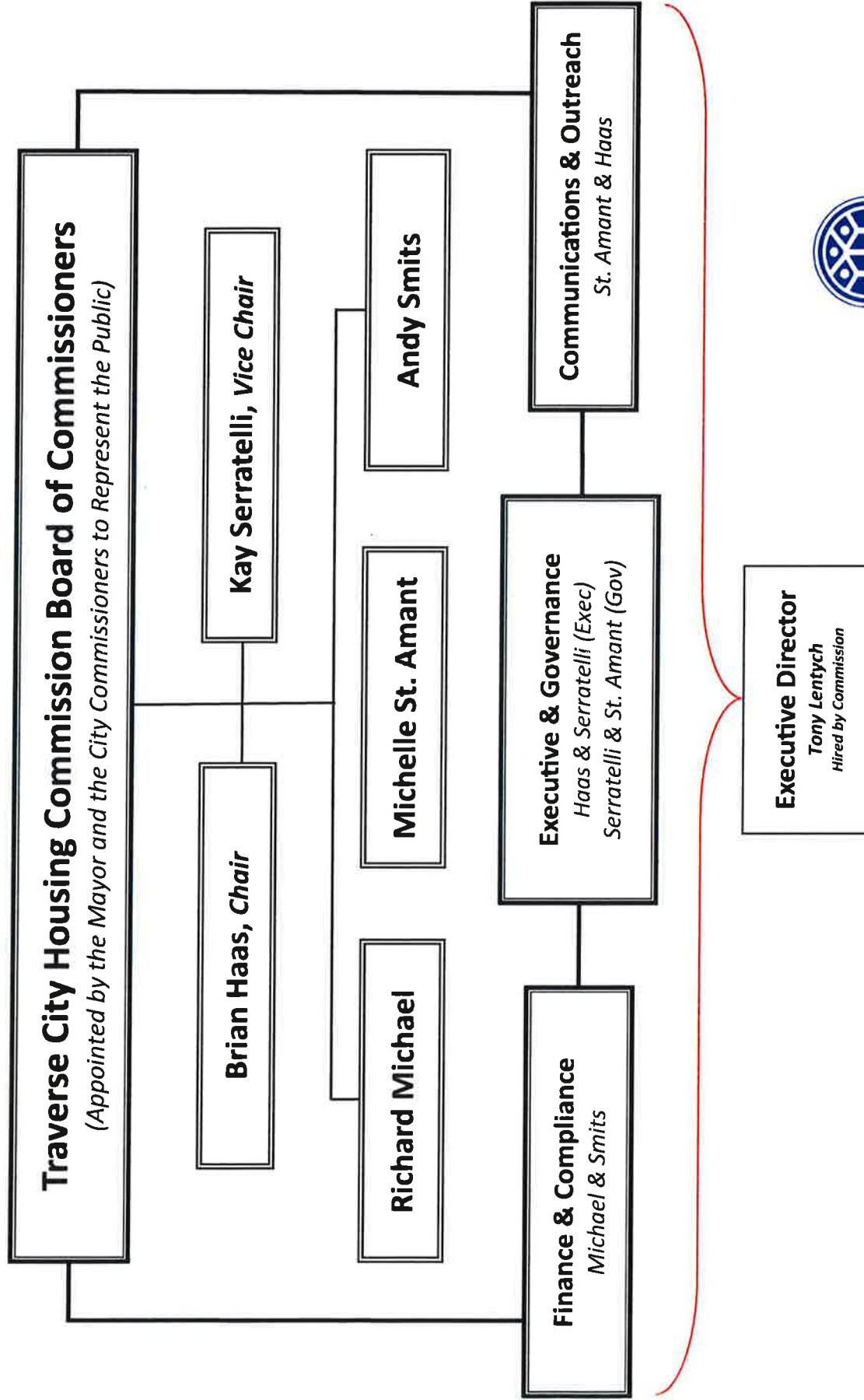
VI ADJOURNMENT

The Committee Meeting was adjourned at 11:52 AM.

Respectfully submitted,

Michelle Reardon, Recording Secretary

TCHC ORGANIZATIONAL CHART





Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report for April 2017

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

Resident Council Report: April 2017

EXECUTIVE DIRECTOR'S REPORT: April 28, 2017

This report covers the work accomplished from March 24, 2017 until April 27, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1	Expand affordable housing inventory and range of options.
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Current Properties

1. Riverview Terrace: One (1) barrier free unit is open. That unit will be filled by a current resident who needs that type of unit. We already have a person approved for the unit that will be open after the move.
2. Orchardview: One unit is open and is being prepared for a current resident who will be moving into a 4-bedroom unit. We already have a family approved for the 3-bedroom unit that will be open after the move.

Potential Projects

1. Held a bid opening for our Orchardview Townhome Siding and Window Project. Only one bid arrived. Worked with architect to review bid with "single bid" protocols and cleared decision through HUD. Reviewed and signed contract with the bidder and obligated project funding through HUD. Working on project schedule and finalizing materials.
2. Several meetings with our development team/consultants on our primary property. The property received two bids causing us to move forward and compete to secure the funding. Submitted two separate bids on the property. We were not successful in securing the property.
3. Property tour of several properties that can satisfy our financial partners. Worked with realtors representing property owners to get all known background information.
4. Communications/Conversations/Meetings with MEDC consultant about the State's interest in our projects and to update him on our search for property.
5. Conversations with several other properties owners/agents including unlisted properties.
6. Several conversations and meetings with two area nonprofits about potential collaborations. Inspected one property for potential conversion to housing. And met with another nonprofit about re-opening another property.

7. Conversations with the owner/developers of the neighboring property on Pine Street for project updates only – nothing on shared drive.
8. Discussions with Alliance Architects on next projects and engineering services.
9. Meeting with another CDFI Manager about pre-development funding and potential private equity placement.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
-------------------------	--

1. Attended a meeting of the Resident Advisory Board and discussed the annual update to the five-year plan. Was also able to hear several suggestions for improving our properties that may not require capital fund monies or HUD funding.
2. Held several meetings with Riverview Terrace Residents regarding general issues in our community and properties. Assisted By-Laws committee as they progressed through their review process.
3. Several meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues.

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

1. Updated Organizational Chart for Annual Report and continued to track items in 2017 Work Plan. Our Strategic Plan was helpful in preparing our Annual Report.

Financial

1. The reviewed and prepared the monthly financial report. Everything is still on target we are at the 75% mark with one quarter to go. Also began work on the budget for Fiscal Year 2018 (including a review of all employee benefits).
2. Met with our insurance representative about upcoming renewals.

Staff Management

1. Meeting with City HR staff to continue work on our Employee Manual.

2. Working to finish all Job Descriptions based on new organization chart and reassignment of duties.

Office IT

1. Planning to increase the presence of cameras at Riverview Terrace.

TCHC

1. Attended one TCHC regular meeting (March) and prepared for another (April). Also prepared for and attended two (2) special meetings in April.
2. Coordinated one Executive Committee meeting and one prepared for one Governance Committee. Prepared for and attended a Resident Advisory Board Meeting.
3. Meetings with Commissioner Michelle St. Amant and Brian Haas on several items.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Prepared and delivered an Annual Report to the City of Traverse City. The report generated some media interest which in turn, generated multiple calls from realtors, individuals, and agencies that wanted to offer assistance or properties. Next year, I will remember to set aside some time for these kinds of calls and inquiries before accepting the invitation to present to the City Commission.
2. Housing Solution Network: Chaired the monthly meeting and conducted another meeting with Sarah Lucas of Networks Northwest about the NW MI Rural Housing Partnership. Sarah and I then presented to Rotary Charities staff and board members (Transformation Fund Task Force) about this concept. Attended a meeting on the potential of crowdfunding as a mechanism to fund affordable housing.
3. Federal Home Loan Bank of Indianapolis: Participated in two training calls to learn the new web-based system for meeting information.
4. Community Economic Development Association of Michigan (CEDAM): Participated in a Board of Directors Meeting via conference call.
5. Media: Article on Annual Report on the Ticker. Radio interviews on the Crystal Frost Show and the Ron Jolly Show. Served as background for a follow-up story in the Record Eagle about Riverview Terrace residents and their food stamps cuts/refunds.
6. Several conversations with City Commissioners on various topics that effect the Housing Commission. Attended two (2) City Commission meetings.

7. Conversations with the City of Manistee City Manager's office on PILOTs and their use as a development tool.
8. Meeting with City Clerk.
9. Asked to serve on Leelanau County government's Affordable Housing advisory group.

Miscellaneous	Other information – plus personal items.
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1. Several meetings and phone calls with TCHC attorney, Ward Kuhn on a variety of issues. Attended meeting between Commissioners Smits and Haas and attorneys Dan White and Ward Kuhn. Prepared for, and attended, the Deposition of the Mayor.
2. Holiday/Vacation/Personal Time (0 days).

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

April 28, 2017

Current SEMAP Status

SEMAP reporting places the program in the "High Performer" category.

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	24	104%	12	57%

Program Manager Update

I will be participating in a week-long FSS Training Program in May. Once I return, I will be focusing on meeting one on one with all of our clients. Additionally, I am working on developing promotional materials to distribute to all qualifying TCHC clients.

We have started to reassemble our FSS Program Coordinating Committee (PCC) and have reached out to all of our past members. We also met with a recently active member to hear her feedback on the perceptions and functions of the committee. We plan to have a PCC meeting during the month of May.

We continue to ensure that our reporting in HDS and VMS match.

Status of Participants

A new participant began the FSS program on April 18, 2017. We had one client surrender her HCV and therefore forfeited her escrow balance of \$1,862.02. All current participants are showing progress and continuously working to meet their goals.

FSS Grant

Nothing to update.



TRAVERSE CITY HOUSING COMMISSION

MONTHLY REPORT FROM: RIVERVIEW RESIDENTIAL COUNCIL FOR APRIL 2017

SOCIAL: * MONTHLY ACTIVITIES AS USUAL WITH THE ADDITION OF THE EASTER DINNER

* SPOKE WITH TONY ABOUT DRESSING UP THE COMMUNITY ROOM TO MAKE THE AREA MORE INVITING TO THE RESIDENTS

* BIRTHDAY BASH SATURDAY 4/29

BUSINESS;

- MONTHLY COUNCIL MEETING RTRC HELD 4/21
- LOW ATTENDANCE NO QORUM
- FIRST READING OF THE BY-LAWS REVISIONS
- FINAL READING IN MAY AND ENTER FOR THE RECORD IN JUNE 2017
- FILLED VACANT POSITION OF TREASURER Hunter Reed (volunteer)
- SPOKE WITH JOE DAVIS (HUD) CONCERNING BOARD RESIDENT COUNCIL MEMBER AND THE STRUCTURE OF RAB.
- MET WITH RAB TO DISCUSS ONE YEAR AND FIVE YEAR PLANS FOR HUD AND GUIDELINE FOR RESIDENTS OF THE CAPITAL IMPROVEMENT PLANS.
- MET WITH RESIDENT BOARD MEMBER AND WITH TONY REGARDING THE POSITION TO PROMOTE COOPERATION AT RIVERVIEW TERRACE, RESULTS NEGATIVE.
- MEETINGS WITH TONY TO DISCUSS ISSUES AND PLANS

Page 2

OUTSIDE COMMUNICATIONS;

- *JORDAN TRAVIS , RECORD EAGLE REGARDING FOOD STAMP STATUS
- * ERIC, COMMUNICATIONS DIRECTOR, BATA REGARDING BALLOT ISSUE
- * MARY GROVER, LEAGUE OF WOMEN VOTERS REGARDING BY-LAWS.

PRISCILLA TOWNSEND, RTRC PRESIDENT

RIVERVIEW TERRACE RESIDENT COUNCIL

AGENDA

Friday April 21, 2017
1:00 PM Community Room

VTS

Welcome and Call to order
Pledge of allegiance
Roll Call

Jo walked in +
out

OFFICERS REPORTS

Secretary, Lois DeHart Reading and approval of minutes for March 2017
President, Priscilla Townsend
Vice President, Jeff Turner
Treasurer, Hunter Reed
Social Director Patty Szabo

STANDING COMMITTEE REPORTS

Welcome Committee	Chairman Priscilla Townsend
Sunshine Committee	Chairman Lois DeHart
Birthday Committee	Chairman Patty Szabo
Food Committee	Chairman
Activity	Chairman

ADHOC COMMITTEE REPORTS

Ellen Corcorn 305 Construction and Prop 3 Progress

TITLE INQUIRY

OLD BUSINESS

Reading of By-Laws Revisions for the Riverview Terrace Residential Council
Norma Loper Chairperson

RESIDENT COMMENTS

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

MOTION TO ADJOURN

COFFEE AND COOKIES Thanks Lois DeHart

Riverview Terrace Resident Council
Minutes of Meeting – March 17, 2017

Welcome & Call to order by Priscilla Townsend, President

Pledge of Allegiance

Roll Call: President, Priscilla Townsend; Vice president, Jeff Turner; Secretary, Lois DeHart; introduction of new Social Coordinator, Patty Szabo; no Treasurer currently, previously resigned. Hunter Reed volunteered for the Treasurer position and will begin duties as soon as possible.

Reading & approval of minutes: motion to accept by Norma Loper, 2nd by Deb Scheer.

Treasurer's report is included in agenda package.

Social Coordinator report: on success of recent breakfast and upcoming Birthday Bash.

Standing Committee Reports:

Welcome Committee: Chairman Priscilla Townsend – 2 new residents

Sunshine Committee: Chairman, Lois DeHart – no cards sent this month. Please report to her if anyone is sick or in hospital.

Birthday Committee: Chairman, Patty Szabo

Food Committee: no report from Jane Bishoff

Activity Committee: no report from Jacob Warren

AdHoc Committee (River West report): Ellen Corcoran regarding 305 Construction and Proposal 3 progress which is still being implemented by the City. Lawsuit is in process regarding the project near the Park Place.

AdHoc Committee (By-laws revision): Norma Loper – still in process. All are welcome to attend meetings on Mondays at 3 PM in Community Room.

Old Business: none

New Business: Info flyers available for free movies at State Theatre during spring break.

Resident Comments/Group Discussion: Marie stated that Section 8 is a different program than Riverview Terrace. Meetings can be watched on computer at Up North Media. Laundry room washers & dryers are too small for bedding; discussion regarding new appliances. Paula suggested an article in the monthly Gazette to encourage more attendance at council meetings. Marie suggested that subjects for discussion should be included. Regarding the TV common area, certain people tend to control the remote and TV. Need to get cable hooked up to the large TV near the kitchen. Priscilla will send a letter to TCHC stating the need for this cable connection and 3 internet connections in order to "modernize" this area. Requesting that this be completed in 90 days.

Motion to Adjourn: by Norma Loper, 2nd by Marie

Next meeting: Friday, April 21 at 1:00 PM in the Community Room

RIVERVIEW RESIDENT COUNCIL

FINANCIAL STATEMENT

MARCH 2017

RESIDENT FUNDS

HUD FUNDS

Beginning Balance

\$304.46

\$877.29

INCOME

73.51

-

11.65

TOTAL INCOME

377.97

877.29

Expenses

Pantry

45.56

Supplies

28.49

70.65

Training

Phone

39.99

Equipment

15.00

Fees

11.65

Food

76.93

Entertainment

Ink

37.61

Gas

20.00

TOTAL EXPENSES

150.98

194.90

EOM

226.99

682.39

\$909.38

Per Bank

909.38

Petty Cash \$100.00 Laundry \$50.00

LAKE MICHIGAN CREDIT UNION
P.O. Box 2848
Grand Rapids, MI 49501-2848
RETURN SERVICE REQUESTED

Your Statement Of Accounts
03/01/2017-03/31/2017
Your Account Number
xxxxxx1794
Page 1

Our new online banking portal is scheduled to launch this summer, and your correct email address and phone number will be needed to access it. To ensure uninterrupted access, please make sure your email address and phone number are correct by logging into online banking and updating your information. Thank you for your cooperation!

116701 1 AV 0-373 166610-116701-346



RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,176.75	\$904.38
		Total	\$909.38

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Mar 01		Beginning Balance			\$5.00
Mar 31		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

			Total Deposits		\$73.51
			Total Withdrawals		\$345.88
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Mar 01		Beginning Balance			\$1,176.75
Mar 02	Mar 02	Withdrawal POS #121944 NWS STAPLES 03 2632 CROSSING CIRC TRAVERSE CITY MI	(\$62.53)	✓ office	\$1,114.22
Mar 03	Mar 03	Withdrawal POS #620110 WAL Wal-Mart S 2338 WAL-SAMS TRAVERSE CITY MI	(\$21.56)	✓ First Party	\$1,092.66
Mar 04	Mar 04	Withdrawal Debit Card Business Debit DOLLAR TREE TRAVERSE CITY MI 03/03/2017	(\$24.00)	✓ Comm dm	\$1,068.66
Mar 05	Mar 05	Withdrawal Debit Card Business Debit ALDI 67013 TRAVERSE CITY MI 03/03/2017	(\$5.75)	✓ Party	\$1,062.91
Mar 07	Mar 07	Withdrawal POS #019340 GES STORE #091 1781 Barlow St Traverse City MI	(\$30.31)	✓ Private Br	\$1,032.60
Mar 07	Mar 07	Withdrawal POS #023208 WM SUPERCENTER Wal-Mart Super Cen TRAVERSE CITY MI	(\$40.87)	✓ ST Pts	\$991.73
Mar 07	Mar 07	Withdrawal Debit Card Business Debit AmazonPrime Membership amzn.com/prme WA 03/07/2017	(\$11.65)	✓ Conwell	\$980.08
Mar 16	Mar 16	Withdrawal Debit Card Business Debit HP *INSTANT INK 855-785-2777 CA 03/15/2017	(\$10.59)	✓ FRK	\$969.49
Mar 16	Mar 16	Withdrawal Debit Card Business Debit CHARTER COMM 888-438-2427 MO 03/16/2017	(\$39.99)	✓ phone	\$929.50
Mar 16	Mar 16	Withdrawal POS #060361 DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI	(\$6.00)	✓	\$923.50
Mar 18	Mar 18	Deposit		\$63.00 ✓	\$986.50
Mar 18	Mar 18	Deposit		\$10.51 ✓	\$997.01
Mar 18	Mar 18	Draft 001138 Tracer 0000000000	(\$92.63)	✓	\$904.38
Mar 31		Ending Balance			\$904.38

7 5.00
909.38

RIVERVIEW TERRACE RESIDENT COUNCIL
BY-LAWS REVISION [PRESENTED 04-21-2017]

Article I – Name

The name of the council shall be the Riverview Terrace Resident Council, hereafter referred to as RTRC.

Article II - Purpose

Section 1.

The purpose of the RTRC is to:

- Give residents greater participation in affairs within their community.
- Promote friendship and understanding among residents.
- Provide and receive necessary information for the benefit of all residents.

Article III – Membership

Every tenant of Riverview Terrace is a voting member of the RTRC.

Article IV – Officers and their Duties

Section 1. - Officers

The elected officers of the RTRC shall be President (chair), Vice President, Secretary, Treasurer and Social Director, to be elected by majority vote of members in accordance with the Nomination & Election procedure as outlined in Article VII of these By-Laws.

Section 2. - Duties

President

- Preside at all regular, special and officer meetings of the RTRC in compliance with Robert's Rules of Order.
- Make ad-hoc committee appointments as necessary with approval of membership and/or officers.
- Sign checks along with the treasurer for payment of proper debts and obligations of the RTRC as authorized by the membership or officers.
- Act as spokesperson for the RTRC with approval of membership and/or officers.

Vice President

- Temporarily perform the duties of the president when requested to do so by the president, or in the temporary absence or incapacity of the president to act.
- In case of resignation, death or removal of the president, the vice president shall accede to the office of president for the remainder of that term, assuming all powers, authority and responsibility of the presidency.

Secretary

- Take minutes at regular and special RTRC meetings and provide copy of same at the following meeting.
- Have care of all records of the RTRC which shall be kept in the RTRC office.
- Perform those duties usually and normally incidental to the office of secretary.

Treasurer

- Have the care of all funds of the RTRC and shall deposit same in the bank selected by the council,
- Sign all orders and checks along with the president for the payment of proper debts and obligations of the RTRC as authorized by the membership or officers.
- Keep regular books of accounts showing receipts and expenditures and provide a summary of same to the RTRC members at regular meetings.
- Keep and preserve billing invoices, receipts and other documentation for expenditures.
- Not disburse any funds without proper documentation.

Social Director

- Create budgets and plans for standing committees and other committees as created and deemed necessary.
- Carry out the planning and facilitating activities for the enjoyment of the RTRC membership as approved and report on these activities at the monthly meetings.

Article V – Committees

Standing Committees: Committees shall be formed as deemed necessary by the Social Director with approval of membership and/or officers.

Ad Hoc Committees: Created by RTRC for a single purpose.

Article VI – Meetings**Section 1.**

A general meeting of the RTRC shall be held on the third Friday of each month at 1:00 P.M. in the 3rd floor Community Room. The President, with the consent of the officers may cancel or change the time and/or date of such meetings. The agenda will be posted at least 2 days prior on the 2nd floor information board.

Section 2.

Special meetings may be held at the call of the President or upon the written request of ten (10) members. At least 2 days' notice shall be posted to the RTRC members regarding the date, time and place of any special meeting.

Section 3.

For all regular and special meetings:

- The quorum for all meetings of the RTRC, regular and special, shall consist of a majority of those members present, except that the majority must number a minimum of sixteen (16) members that includes at least three (3) of the RTRC elected officers.
- Except that a meeting including the removal of an elected officer on the agenda, the minimum number shall be twenty-five (25), including at least three (3) elected officers other than the one or ones who are the subject of the removal.
- A simple majority of the RTRC members present and voting is required for the adoption of a motion or other business properly placed before the RTRC membership, with the exception of a recall vote which requires a two-thirds (2/3) vote in favor.
- At any meeting where a quorum is not present, those in attendance may discuss matters of concern but shall not take any action on such matters. If enough additional members should arrive during such discussion to provide the quorum, then the formal meeting may proceed.

Article VII – Nomination & Election of Officers

Section 1. – Process

- Election of officers shall be held every 2 years beginning in 2017.
- Term of office shall be 2 years beginning with installation and ending when the next officer is installed to that position, which must be completed by January 1st of the upcoming year.
- Nominations shall be taken prior to election with written acceptance of the nominee.
- Primary ballots shall be published at least 30 days prior if there are multiple candidates for an office. The top 2 candidates shall proceed to the general election for the final vote. An uncontested candidate shall be deemed elected to the office sought.
- General election ballots shall be published at least 30 days prior to the selected date.
- A neutral outside party shall oversee the election process.

Section 2. – Term Limits

No elected officer shall hold more than one elective office at a time, and no officer shall serve more than two (2) consecutive terms in the same office. For the purposes of this Article, a partial term or appointed term shall not be considered a full term, and such officer shall be eligible to seek a full term. This provision shall not prevent a person from accepting appointment to an office after having served two (2) terms in some other office.

Section 3. – Vacancy of Office

If for any reason an elected office is vacated, the current officers shall fill the vacancy by appointment, except the office of President which shall be filled by the Vice President.

Section 4. – Removal of Officer

Any officer may be removed from office for just cause. Removal shall be by a petition signed by at least twenty-five (25) members and presented at a regular meeting of the RTRC, which shall have been duly publicized and at which a quorum is present. Cause shall be, but not limited to, misconduct in office or failure to fulfill the duties of the office. The petition shall state the specific cause and shall be corroborated by fact. The recall matter shall be voted on at that meeting, except if a quorum is not present, the matter shall be postponed to the next regularly-scheduled meeting of the RTRC. If circumstances other than a lack of a quorum seem to justify a postponement, such action shall require a two-thirds (2/3) vote in favor by the members present. No more than one postponement is permitted. If the matter is not then resolved, it will die for lack of action.

Article VIII. – Amendments to By-Laws

- Proposed amendments to these By-Laws shall be submitted in writing at a general or special meeting of the RTRC and also published to the RTRC membership in a timely manner.
- The proposed amendment(s) shall be voted on at the next general or special meeting after its presentation.
- A two-thirds (2/3) majority vote of those members present and voting is necessary to adopt the amendment.

Article IX – Indemnification

Except to the extent prohibited by law, the volunteers for Riverview Terrace Resident Council shall not be personally liable to the Riverview Terrace Resident Council (hereafter referred to as the Corporation) for monetary damages for breach of fiduciary duty. The Corporation assumes all liability to any person other than the Corporation for all acts or omissions of an officer occurring on or after ____ date _____. Any repeal or amendment to this Article shall not adversely affect any right or protection of an officer (as provided in this Article) against any claim which is made or which accrues prior to the date of such repeals or amendments.

Approval of Amendment(s) to these By-Laws

The following dates indicate when approval was given to these By-Laws and any subsequent amendments thereto:

Approval of By-Laws given on the ____ day of _____, 20__

Approval of Amendment #1 on the ____ day of _____, 20__

RECEIVED

APR 25 2017

Traverse City
Housing Commission



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2017 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

TCHC Human Resources Policy & Procedures Manual: Update & Discussion

TCHC Smoke Free Policy: Resolution

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	MARCH 2017 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$ 35,391.00	\$ 323,206.36	69.51%
Investment Interest	3,195.44	2,700.00	225.14	1,718.04	63.63%
Program Income: HCV	1,091,389.00	1,005,000.00	91,896.00	825,312.50	82.12%
Program Income: FSS	66,688.65	66,600.00	5,580.00	50,226.85	75.42%
Earned Income	134,075.71	110,584.00	11,076.32	104,668.47	94.65%
HUD Property Subsidy	263,918.00	250,000.00	16,226.00	193,603.00	77.44%
CFP / Draw on Surplus	182,486.66	199,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 160,394.46	\$ 1,498,735.22	71.41%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 17,664.75	\$ 169,839.05	71.13%
Benefits	71,191.54	101,818.30	3,321.52	71,015.98	69.75%
Compensated Absences	5,126.29	(1,500.00)	-	-	0.00%
Legal	5,614.12	9,500.00	1,495.00	10,604.24	111.62%
Travel / Staff Training	10,045.68	12,000.00	798.23	7,586.83	63.22%
Accounting / Auditing	20,495.42	22,000.00	1,819.54	17,179.69	78.09%
General Office Expenses	82,892.87	68,000.00	4,350.67	72,876.40	107.17%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$ 29,449.71	\$ 349,102.19	77.48%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ 1,750.44	\$ 6,607.92	77.06%
Cable Television	35,065.00	37,460.00	3,163.59	27,677.11	73.88%
HAP	948,943.11	965,400.00	83,558.00	734,407.07	76.07%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$ 88,472.03	\$ 768,692.10	76.00%
<u>UTILITIES</u>					
Water	\$ 16,413.25	\$ 16,500.00	\$ 983.40	\$ 12,664.55	76.75%
Electricity	125,464.02	150,000.00	14,071.27	96,133.73	64.09%
Gas	10,035.02	15,500.00	2,893.95	11,059.70	71.35%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$ 17,948.62	\$ 119,857.98	65.86%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 7,381.12	\$ 68,756.77	80.57%
Maintenance Benefits	33,937.30	48,093.00	998.19	24,966.96	51.91%
Materials	25,160.53	20,200.00	5,177.33	30,853.30	152.74%
Contract / CFP Costs	304,677.97	180,000.00	5,642.54	101,227.00	56.24%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$ 19,199.18	\$ 225,804.03	67.68%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,386.35	\$ 21,515.82	70.31%
Payment in Lieu of Taxes	24,914.86	23,000.00	1,780.00	16,020.00	69.65%
Collection Losses	4,438.91	-	(588.65)	7,267.01	0.00%
Interest Expense / Other	34,625.21	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 3,577.70	\$ 44,802.83	52.34%
EXTRAORDINARY / CASUALTY	6,936.36	\$ 10,000.00	\$ -	\$ 4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 158,647.24	\$ 1,512,804.13	72.97%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ 1,747.22	\$ (14,068.91)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (55,709.40)	\$ (69,189.13)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ (53,962.18)	\$ (83,258.04)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	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 2017

PUBLIC HOUSING

Chemical Bank	Checking	\$	42,398.09	
4Front Credit Union	Savings	\$	6,604.81	
TC State Bank	520011210	\$	162,192.25	
TC State Bank	1051647	\$	42,452.01	
First Merit Bank	53691	\$	162,643.02	
TC State Bank	4535723359	\$	75,579.38	
Chemical Bank	ICS Acct	\$	25,221.51	
Chemical Bank	1075909	\$	17,584.14	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,846.15	
4Front Credit Union	CD 16525-S100	\$	31,187.80	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
SUB TOTAL		\$	<u>744,547.55</u>	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	133,360.03	
Chase Bank	135080088317	\$	54,451.12	Escrow Account
SUB TOTAL		\$	<u>187,811.15</u>	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	<u>554,397.00</u>	
TOTAL Cash & Cash Equivalents		\$	<u><u>1,486,755.70</u></u>	

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws				
ACOP (Admission & Continued Occupancy Policy)	October 19, 2004	June 17, 2014	May/June 2016	June 24, 2016
ADMIN (Administrative Plan HCV)				
Anti-Bullying & Hostile Environment Harassment Policy	January 1, 2005	September 20, 2005 Annual	TBD	March 25, 2016
Asset / Physical Plant Management Addendum	NEW	NA	April 2017	On-Going
Capitalization Policy	January 22, 2016	NA	NA	January 22, 2016
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	December 2004	July 30, 2012	March 2017	March 24, 2017
Code of Conduct Policy	September 11, 1996	None	TBD	
Community Room Policy	September 28, 2012	January 11, 2013	May 2017	
Community Service Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Credit Card Policy	Unknown	Unknown	TBD	
Deceased Resident Policy	October 20, 2015	NA	NA	October 20, 2015
Disposition Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Document Retention Policy	June 25, 1985	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	March 18, 2001	July 30, 2012	January 2017	January 27, 2017
Emergency Closing Policy	Unknown	Unknown	TBD	
Equal Housing Opportunity Plan	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Family Self Sufficiency Action Plan	March 8, 1990	None	TBD	
Freedom of Information Policy	August 31, 1998	January 11, 2013	September 2016	September 23, 2016
Grievance Policy	June 16, 2015	NA	NA	June 16, 2015
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	TBD	
Investment Policy	June 25, 1985	Unknown	August 2016	August 26, 2016
Key (Master) Policy	July 18, 2006	Unknown	TBD	
Maintenance Policy	Unknown	July 15, 2008	April 2016	April 22, 2016
Pet Policy	Unknown	Unknown	TBD	
	April 20, 2010	August 21, 2012	October 2016	October 28, 2016

TCHC Policy Review Schedule

Petty Cash Policy	Unknown	Unknown	TBD	On-Going
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	March 2017	
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	Unknown	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	April 2017	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	May 2017	
Schedule of Excess Utility Charges Policy	February 14, 1989	November 15, 2005	April 2017	TBD
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Policy	December 19, 2006	September 18, 2012	Summer 2017	
Social Security Number Privacy Policy	January 22, 2016	NA	NA	January 22, 2016
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Tresspass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	May 2017	
Social Media Policy	NEW	NA	August 2016	August 26, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 28, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Smoke-Free Public Housing

MESSAGE:

On February 3, 2017, the new rule by the U.S. Department of Housing and Urban Development (HUD) on Smoke-Free Public Housing became effective thereby giving public housing agencies that administer public housing programs 18 months to develop policies and procedures that prohibit the use of certain tobacco products. At our meeting in March, TCHC adopted a calendar for implementation of this policy. The first action item on the calendar was to adopt the overall rule by resolution. This will send the message that Commissioners are aware of the rule and plan to see it enforced on or before the required date of implementation.

§ 965.653 Smoke-Free Public Housing.

- a) In general. PHAs must design and implement a policy prohibiting the use of prohibited tobacco products in all public housing living units and interior areas (including but not limited to hallways, rental and administrative offices, community centers, day care centers, laundry centers, and similar structures), as well as in outdoor areas within 25 feet from public housing and administrative office buildings (collectively, "restricted areas") in which public housing is located.
- b) Designated smoking areas. PHAs may limit smoking to designated smoking areas on the grounds of the public housing or administrative office buildings in order to accommodate residents who smoke. These areas must be outside of any restricted areas, as defined in paragraph (a) of this section, and may include partially enclosed structures. Alternatively, PHAs may choose to create additional smoke-free areas outside the restricted areas or to make their entire grounds smoke-free.
- c) Prohibited tobacco products. A PHA's smoke-free policy must, at a minimum, ban the use of all prohibited tobacco products. Prohibited tobacco products are defined as:
 - (1) Items that involve the ignition and burning of tobacco leaves, such as (but not limited to) cigarettes, cigars, and pipes.
 - (2) To the extent not covered by paragraph (c)(1) of this section, waterpipes (hookahs).

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE HUD SMOKE-FREE PUBLIC HOUSING RULE

April 28, 2016

WHEREAS, the United States Department of Housing and Urban Development (HUD) now requires all public housing authorities including the Traverse City Housing Commission (TCHC) to implement a “smoke-free” policy banning the use of prohibited tobacco products in all public housing units, indoor common areas, and all administrative offices within 18 months of February 3, 2017; and

WHEREAS, HUD believes that the rule will improve indoor air quality and will, therefore, improve the health of all public housing residents, visitors, and staff; and

WHEREAS, HUD predicts that the rule will reduce the risk of catastrophic fires and will lower overall maintenance costs; and

WHEREAS, the TCHC, with much of the same rationale in mind, had previously adopted a smoke-free public housing rule in 2006 that established all properties owned by TCHC as Smoke-Free for all new tenants; and

WHEREAS, the TCHC concurs in the recommendation of the Governance Committee and staff.

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

The Traverse City Housing Commission will be fully compliant with the HUD Smoke-Free Public Housing Rule before August 3, 2018.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Policy on Schedule of Excess Utility Charges

Municipal Underwriters of Michigan Insurance Quote: Review


Engineering Services: Discussion on Need (Parking Lot, Rooftop, etc.)

RTRC Memorandum of Understanding: Commission Review

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 28, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Schedule of Excess Utility Charges

MESSAGE:

Attached you find an update to our Schedule of Excess Utility Charges. It is one of the policies that we needed to review. Minimal changes were made and it was determined by staff that this was still a necessary policy. Staff researched the items mentioned on this schedule for manufacturer's estimated utility usage and it was determined that only one charge was too high. Costs for dehumidifiers were lowered by \$1.00 per month based upon the fact that units sold today are small and much more energy efficient.

This was Governance Committee reviewed the schedule of charges at its April meeting.

There is no need to adopt this by resolution since this is not a true policy. A simple motion will approve this new fee schedule.

Traverse City Housing Commission

Schedule of Excess Utility Charges

1. **Purpose.** Riverview Terrace residents do not pay a separate utility bill; it is included in their rent payment. In order to manage the overall utility costs for the building, a fee may be charged to residents that use atypical appliances and electronics.
2. **Definition.** An “Excess Utility Charge” is a fee that is established by TCHC to cover the costs of these atypical appliances and electronics.
3. **Schedule.** The following is a schedule of annual fees for major appliances that will be collected with rent on a monthly basis and will be established for a twelve month (annual) period:
 - 1) **Freezer.** All Energy Star Rated freezers will be charged a fee based upon the size (or capacity) of the unit. We have settled on three categories for size:
 - Small (less than 10 cubic feet in size) \$ 4.00 per month
 - Medium (between 10 and 20 cubic feet in size) \$ 7.00 per month
 - Large (over 20 cubic feet in size) \$10.00 per month
 - 2) **Dishwasher.** Any and all dishwashers whether a free-standing or a countertop model will be charged the same fee:
 - Energy Star Rated \$ 3.00 per month
 - 3) **Dehumidifier.** Any and all dehumidifiers will be charged the same fee:
 - Energy Star Rated \$ 3.00 per month
 - 4) **Portable/Free Standing Air-Conditioner.** Any and all air-conditioners whether a free-standing or portable will be charged the same fee:
 - Energy Star Rated \$ 4.00 per month
 - 5) **Other.** TCHC reserves the right to add items on a case-by-case basis depending upon the unusual or extraordinary needs of our tenants. Non-Energy Star Rated items may be charged an additional fee of \$1.00 to \$2.00 per month. Please note that all necessary medical equipment is exempt from this schedule.

Riverview Terrace residents will not be charged any fees for normal small kitchen appliances (including microwaves), health & beauty appliances, home entertainment electronics, and personal computers. Additionally, all residents have the ability to control their own temperature with the base-board heating system.

This schedule is in no way intended to be an endorsement of, or an evaluation of, the items included on the schedule. TCHC staff will not comment on the make or model of any item included on the schedule nor will staff offer any suggestions on new versus used items.

Adopted: Unknown

Revised: November 15, 2005

Proposed: April 28, 2017

RECEIVED

APR 26 2017

Traverse City
Housing Commission

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690

Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

April 24, 2017

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

Dear Tony;

Enclosed you will find Summary of Coverage's and an invoice for the **Traverse City Housing Commission's** 2017-2018 insurance years. The renewal date of your policy is 06/16/2017.


Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, \$1,700,000 has been provided back to our members for the grant program.

The quoted premium is **\$24,783.00**. This is an increase of 3% over last year's beginning premium of **\$24,100.00**.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served the **Traverse City Housing Commission's** insurance needs for the past **13 years**. **Thank you for your business.**

Sincerely,


Paul W. Olson
Regional Risk Manager
MUM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Municipal Underwriters of West MI, Inc. 4171 Wolverine Drive Williamsburg MI 49690	CONTACT NAME: Paul W. Olson	
	PHONE (A/C, No, Ext): 888-883-6391 FAX (A/C, No): 231-421-3509	
INSURED Traverse City Housing Commission 150 Pine Street Traverse City MI 49684	E-MAIL ADDRESS: polson@i2k.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: US Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HMTP-142938	06/16/2017	06/16/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ Included
	OTHER:						\$
	AUTOMOBILE LIABILITY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/>				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Property Coverage	<input type="checkbox"/>	<input type="checkbox"/>	HMTP-132938	06/16/2016	06/16/2017	
	20,166,876 Blanket Basis/Special	<input type="checkbox"/>	<input type="checkbox"/>				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following is added as an additional insured and a loss payee as their interest appears in the financing of the renovations at all Traverse City Housing Commission property locations..

CERTIFICATE HOLDER**CANCELLATION****Additional Insured and Loss Payee:**

All American Investment Group LLC
730 17th Street, Suite 830
Denver, Colorado 80202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____



PROPERTY SECTION

 DATE (MM/DD/YYYY)
04/24/2017

AGENCY NAME Municipal Underwriters of West MI, Inc.		CARRIER US Specialty Insurance Company		NAIC CODE
POLICY NUMBER HMTP-142938		EFFECTIVE DATE 06/16/2017	NAMED INSURED(S) Traverse City Housing Commission	

BLANKET SUMMARY

BLKT #	AMOUNT	TYPE	BLKT #	AMOUNT	TYPE

PREMISES INFORMATION		PREMISES #:	STREET ADDRESS: 150 Pine Street						
		BUILDING #: 1	BLDG DESCRIPTION: High Rise						
SUBJECT OF INSURANCE	AMOUNT	COINS %	VALU- ATION	CAUSES OF LOSS	INFLATION GUARD %	DED	DED TYPE	BLKT #	FORMS AND CONDITIONS TO APPLY
Renovation Financing	284,000	90	RC	Special	2.5	1,000			

ADDITIONAL INFORMATION	BUSINESS INCOME / EXTRA EXPENSE - Attach ACORD 810	VALUE REPORTING INFORMATION - Attach ACORD 811
------------------------	--	--

ADDITIONAL COVERAGES, OPTIONS, RESTRICTIONS, ENDORSEMENTS AND RATING INFORMATION

SPOILAGE COVERAGE (Y / N) <input type="checkbox"/>	DESCRIPTION OF PROPERTY COVERED	LIMIT \$	REFRIG MAINT AGREEMENT (Y / N) <input type="checkbox"/>	OPTIONS <input type="checkbox"/> BREAKDOWN OR CONTAMINATION <input type="checkbox"/> POWER OUTAGE <input type="checkbox"/> SELLING PRICE
		DEDUCTIBLE \$		

SINKHOLE COVERAGE (Required in Florida)	<input type="checkbox"/> ACCEPT COVERAGE	<input type="checkbox"/> REJECT COVERAGE	LIMIT: \$
MINE SUBSIDENCE COVERAGE (Required in IL, IN, KY and WV)	<input type="checkbox"/> ACCEPT COVERAGE	<input type="checkbox"/> REJECT COVERAGE	LIMIT: \$
<input type="checkbox"/> PROPERTY HAS BEEN DESIGNATED AN HISTORICAL LANDMARK			# OF OPEN SIDES ON STRUCTURE: _____

CONSTRUCTION TYPE	DISTANCE TO HYDRANT FT	FIRE STAT MI	FIRE DISTRICT	CODE NUMBER	PROT CL	# STORIES	# BASM'TS	YR BUILT	TOTAL AREA
-------------------	------------------------------	-----------------	---------------	-------------	---------	-----------	-----------	----------	------------

BUILDING IMPROVEMENTS		BLDG CODE GRADE	TAX CODE	ROOF TYPE	OTHER OCCUPANCIES
<input type="checkbox"/> WIRING, YR:	<input type="checkbox"/> PLUMBING, YR:	WIND CLASS <input type="checkbox"/> RESISTIVE <input type="checkbox"/> SEMI- RESISTIVE			<input type="checkbox"/> HEATING SOURCE INCL WOODBURNING STOVE OR FIREPLACE INSERT MANUFACTURER: _____
<input type="checkbox"/> ROOFING, YR:	<input type="checkbox"/> HEATING, YR:				
OTHER: YR: _____					

PRIMARY HEAT		SECONDARY HEAT	
<input type="checkbox"/> BOILER	<input type="checkbox"/> SOLID FUEL <input type="checkbox"/>	<input type="checkbox"/> BOILER	<input type="checkbox"/> SOLID FUEL <input type="checkbox"/>
IF BOILER, IS INSURANCE PLACED ELSEWHERE? <input type="checkbox"/> Y / N		IF BOILER, IS INSURANCE PLACED ELSEWHERE? <input type="checkbox"/> Y / N	

RIGHT EXPOSURE & DISTANCE	LEFT EXPOSURE & DISTANCE	FRONT EXPOSURE & DISTANCE	REAR EXPOSURE & DISTANCE
---------------------------	--------------------------	---------------------------	--------------------------

BURGLAR ALARM TYPE	CERTIFICATE #	EXPIRATION DATE	<input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> LOCAL GONG
		WITH KEYS	

BURGLAR ALARM INSTALLED AND SERVICED BY	EXTENT	GRADE	# GUARDS / WATCHMEN	<input type="checkbox"/> CLOCK HOURLY
---	--------	-------	---------------------	---------------------------------------

PREMISES FIRE PROTECTION (Sprinklers, Standpipes, CO2 / Chemical Systems)	% SPRNK	FIRE ALARM MANUFACTURER	<input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> LOCAL GONG
---	---------	-------------------------	--

ADDITIONAL INTEREST

INTEREST	NAME AND ADDRESS RANK: _____ EVIDENCE: <input checked="" type="checkbox"/> CERTIFICATE	INTEREST IN ITEM NUMBER
<input type="checkbox"/> LENDER'S LOSS PAYABLE	All American Investment Group LLC 730 17th Street, Suite 830 Denver, Colorado 80202 REFERENCE / LOAN #: _____	LOCATION: _____ BUILDING: _____
<input checked="" type="checkbox"/> LOSS PAYEE		ITEM CLASS: _____ ITEM: _____
<input type="checkbox"/> MORTGAGEE		ITEM DESCRIPTION
<input type="checkbox"/>		

ACORD 140 (2016/03)

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**ADDITIONAL
PREMISES INFORMATION**

PREMISES #:		STREET ADDRESS:							
BUILDING #:		BLDG DESCRIPTION:							
SUBJECT OF INSURANCE	AMOUNT	COINS %	VALU- ATION	CAUSES OF LOSS	INFLATION GUARD %	DED	DED TYPE	BLKT #	FORMS AND CONDITIONS TO APPLY

ADDITIONAL INFORMATION

BUSINESS INCOME / EXTRA EXPENSE - Attach ACORD 810

VALUE REPORTING INFORMATION - Attach ACORD 811

ADDITIONAL COVERAGES, OPTIONS, RESTRICTIONS, ENDORSEMENTS AND RATING INFORMATION

SPOILAGE COVERAGE (Y / N) <input type="checkbox"/>	DESCRIPTION OF PROPERTY COVERED	LIMIT \$	REFRIG MAINT AGREEMENT (Y / N) <input type="checkbox"/>	OPTIONS <input type="checkbox"/> BREAKDOWN OR CONTAMINATION <input type="checkbox"/> POWER OUTAGE <input type="checkbox"/> SELLING PRICE
		DEDUCTIBLE \$		
SINKHOLE COVERAGE (Required in Florida)		ACCEPT COVERAGE <input type="checkbox"/>	REJECT COVERAGE <input type="checkbox"/>	LIMIT: \$
MINE SUBSIDENCE COVERAGE (Required in IL, IN, KY and WV)		ACCEPT COVERAGE <input type="checkbox"/>	REJECT COVERAGE <input type="checkbox"/>	LIMIT: \$
<input type="checkbox"/> PROPERTY HAS BEEN DESIGNATED AN HISTORICAL LANDMARK		# OF OPEN SIDES ON STRUCTURE: _____		

CONSTRUCTION TYPE	DISTANCE TO HYDRANT FT	FIRE STAT MI	FIRE DISTRICT	CODE NUMBER	PROT CL	# STORIES	# BASM'TS	YR BUILT	TOTAL AREA
BUILDING IMPROVEMENTS	BLDG CODE GRADE	TAX CODE	ROOF TYPE	OTHER OCCUPANCIES					
<input type="checkbox"/> WIRING, YR: <input type="checkbox"/> PLUMBING, YR:	<input type="checkbox"/> WIND CLASS	<input type="checkbox"/> RESISTIVE	<input type="checkbox"/> SEMI- RESISTIVE	<input type="checkbox"/> HEATING SOURCE INCL WOODBURNING STOVE OR FIREPLACE INSERT		DATE INSTALLED: _____			
<input type="checkbox"/> ROOFING, YR: <input type="checkbox"/> HEATING, YR:									
<input type="checkbox"/> OTHER: YR:									
PRIMARY HEAT			SECONDARY HEAT						
<input type="checkbox"/> BOILER <input type="checkbox"/> SOLID FUEL <input type="checkbox"/>			<input type="checkbox"/> BOILER <input type="checkbox"/> SOLID FUEL <input type="checkbox"/>						
IF BOILER, IS INSURANCE PLACED ELSEWHERE? <input type="checkbox"/> Y / N			IF BOILER, IS INSURANCE PLACED ELSEWHERE? <input type="checkbox"/> Y / N						
RIGHT EXPOSURE & DISTANCE		LEFT EXPOSURE & DISTANCE		FRONT EXPOSURE & DISTANCE		REAR EXPOSURE & DISTANCE			
BURGLAR ALARM TYPE			CERTIFICATE #			EXPIRATION DATE		<input type="checkbox"/> CENTRAL STATION	<input type="checkbox"/> LOCAL GONG
BURGLAR ALARM INSTALLED AND SERVICED BY			EXTENT		GRADE		# GUARDS / WATCHMEN		<input type="checkbox"/> CLOCK HOURLY
PREMISES FIRE PROTECTION (Sprinklers, Standpipes, CO2 / Chemical Systems)				% SPRNK		FIRE ALARM MANUFACTURER			<input type="checkbox"/> CENTRAL STATION <input type="checkbox"/> LOCAL GONG

ADDITIONAL INTEREST

ACORD 45 attached for additional names

INTEREST	NAME AND ADDRESS	RANK: _____	EVIDENCE: _____	CERTIFICATE	INTEREST IN ITEM NUMBER	
<input type="checkbox"/> LENDER'S LOSS PAYABLE	REFERENCE / LOAN #: _____				LOCATION:	BUILDING:
<input type="checkbox"/> LOSS PAYEE					ITEM CLASS:	ITEM:
<input type="checkbox"/> MORTGAGEE					ITEM DESCRIPTION	
<input type="checkbox"/>						

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Applicable in AL, AR, DC, LA, MD, NM, RI and WV

Any person who knowingly (or willfully)* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. *Applies in MD Only.

Applicable in CO

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Applicable in FL and OK

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)*. *Applies in FL Only.

Applicable in KS

Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in KY, NY, OH and PA

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties* (not to exceed five thousand dollars and the stated value of the claim for each such violation)*. *Applies in NY Only.

Applicable in ME, TN, VA and WA

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)* include imprisonment, fines and denial of insurance benefits. *Applies in ME Only.

Applicable in NJ

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

Applicable in OR

Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Applicable in PR

Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE

PRODUCER'S NAME (Please Print)

STATE PRODUCER LICENSE NO
(Required in Florida)

APPLICANT'S SIGNATURE

DATE

NATIONAL PRODUCER NUMBER

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Traverse City Housing Commission 2017

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of West MI. Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
231-421-3509 FAX
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

Midwest Claims Service
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 1,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 1,000

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 1,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 1,000

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 Per Person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 1,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 1,000,000
D. Uninsured Motorists	\$ 1,000,000
E. Non-owned & Hired Auto Liability	\$ 1,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ No Fleet Vehicles

A. Comprehensive	\$ 0 ACV Deductible, Actual Cash Value
B. Collision	\$ 0 Deductible, ACV, Broadened

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 25,000
Deductible \$ 1,000

SEE ATTACHED SCHEDULE

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 20,166,826.00
Deductible	\$ 1,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Flood Coverage- \$100,000
5. Earthquake Coverage- \$1,000,000
6. Accounts Receivable- \$250,000
7. Loss of Business Income Coverage- \$500,000 Per Occurrence
8. Extra Expense Coverage - \$500,000 Per Occurrence
9. Newly Acquired and Constructed Property- \$1,000,000 180 Days
10. Foundations of Machinery- \$250,000
11. Power Surge Coverage - \$25,000 Limit
12. Glass Coverage-\$00 Deductible Glass Breakage
13. Underground Pipes, Flues or Drains- \$1,000,000
14. Law and Ordinance Coverage- Actual Sustained Loss
15. Inventory and Appraisal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

Property

Application:
T000020025125

TRAVERSE CITY HOUSING CO

Number ▼	Loc.# ▼	Bldg.# ▼	Within 50 ft ▼	Fac Loc.# ▼	Street Address ▼	POK ▼	BC ▼	Bldg. Lim.▼	Cont. Lim.▼	Mine Sub▼	Yr. Built ▼	FAR ▼	BF ▼	Special Ded▼	Sprinkler ▼	Sq Foot	BoilerVal
56300	1	1	No	0	150 PINE STREET HIGH RISE	10	4	\$ 17,017,088	\$ 23,153	\$ 0	1976	R	802	0	Yes	0	R
56309	1	2	No	0	150 PINE ST	11	1	\$ 3,647	\$ 0	\$ 0	1976	R	614	0	No	0	R
56301	2	1	No	0	10224 E. CARTER FAMILY DWELLING	10	1	\$ 488,633	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
56310	2	2	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56311	2	3	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56302	3	1	No	0	10220 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
56312	3	2	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56313	3	3	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56303	4	1	No	0	10216 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
56314	4	2	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56315	4	3	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56304	5	1	No	0	10212 E CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
56316	5	2	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56317	5	3	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56305	6	1	No	0	10208 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
56318	6	2	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56319	6	3	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56320	6	4	No	0	10208 E. CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56321	6	5	No	0	10208 CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
56306	7	1	No	0	10200 E. CARTER OFFICE	10	2	\$ 399,902	\$ 57,881	\$ 0	1994	R	100	0	Yes	0	R
56307	7	2	No	0	10200 CARTER CENTER	18	1	\$ 121,238	\$ 2,894	\$ 0	1996	R	910	0	No	0	R
56308	7	3	No	0	10200 CARTER CENTER	10	1	\$ 6,685	\$ 0	\$ 0	1996	R	403	0	No	0	R
Totals:								\$20,053,953	\$112,873	\$0							
Grand Total:								\$20,166,826									

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS:

EMPLOYEE BLANKET BOND \$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 20,166,826.00

XIII. VOLUNTEER FIREMEN'S ACCIDENT:

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY [FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: \$24,753.00

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 28, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Engineering Services

MESSAGE:

As a result of the conversations held during the Special Meeting held on April 7, 2017, staff had a brief discussion with Alliance Architects about TCHC's need for Engineering Services. After the conversation with Alliance, staff would like to have a more formal conversation on this matter to get clear direction.

One of the topics on the Governance Committee's agenda this month was the "shared drive" with our neighbors. Staff asked the committee if it thought it would be prudent to invest in our own design work for our parking lot and our needs related to this "shared drive." The overwhelming response was "yes", we should invest in our own design work.

There are several ways to address this and feedback from the Commission will help achieve the most desirable outcome.



DATE: April 25, 2017
TO: Tony Lentych, TCHC Executive Director and Commissioners
FROM: Andy Smits
SUBJECT: Non-Compliance with Code of Federal Regulations
Memorandum of Understanding (MOU) dated April 19, 2016

RECEIVED

APR 25 2017

Traverse City
Housing Commission

The Code of Federal Regulations (CFR) Chapter 24, Part 964 is entitled "Tenant Participation Opportunities in Public Housing" (hereinafter: Part 964). The purpose of these regulations are to, "...recognize the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing." Subpart A Subpart B of Part 964 provides the federal regulation applicable to Public Housing Authorities (PHAs) and Resident Councils (RCs), operating under this law.

Review of the subject MOU in the context of Part 964 and the general requirements of a PHA's Annual Contributions Contract (ACC) with HUD suggest to this Commissioner that:

- The TCHC is not fully compliant with federal law and/or best management practices
- The MOU is insufficient as an agreement between the TCHC and Riverview Terrace (RT) RC
- The MOU is insufficient as a TCHC policy document pertaining to Tenant Participation
- The MOU fails to include standard contract language for the benefit of the RTRC and TCHC

This memorandum is intended to support the deliberations of the TCHC at its April 2017 regular meeting. I will be proposing that the TCHC provide the RTRC, on or before May 15, 2017, written notice of TCHC's intent to terminate the MOU and replace it with a written agreement that will cure the deficiencies of the MOU with regard to TCHC's Part 964 obligations and codify TCHC's recognition of the RTRC, consistent with federal law and the policies and prerogatives to the TCHC.

The agreement and/or policy should include, but not be limited to:

Statement of Purpose / Objective

Recognition of a duly elected RTRC Board as the SOLE representative of the RT residents with regard to tenant participation activities

Provide the RTRC with thorough and clear guidance to assist them in maintaining a RC, consistent with Part 964

Provide clarity as to the manner and extent of RTRC participation in TCHC operations

Means and measures by which the collaborative agreement is terminated, including progressive enforcement measures for key provisions

Identify the points of contact and official communications procedures under the collaborative agreement

Detailed procedures and responsibilities for annual and other audits, financial and compliance

Records retention and records quality requirements

Procedures and documentation related to annual RTRC funding requests, including budgets, ledgers, etc.

RTRC certification that funds use will comply with Part 964 requirements and limitations established under other laws.

enc. MOU April 2016 (2 pp)
24 CFR 964 (18pp)

 = EVALUATE FOR AUDIT



Code of Federal Regulations

24

Parts 700 to 1699

Revised as of April 1, 2000

Housing and Urban Development

Containing a Codification of documents
of general applicability and future effect

As of April 1, 2000

With Ancillaries

Published by
Office of the Federal Register
National Archives and Records
Administration

As a Special Edition of the Federal Register

part shall comply with: the contract provisions of 24 CFR 85.36(i); the provisions of 24 CFR 85.36(h), 24 CFR 968.240(d) or 24 CFR 968.335(c)(1) governing bonding requirements, where applicable; and such other contract terms that may be applicable to the particular procurement under the Department's regulations. In addition to the recordkeeping requirements imposed by 24 CFR 85.36(i), the PHA also shall maintain records sufficient to detail the significant history of the procurement made under this part. These records will include, but are not necessarily limited to the following: The independent cost estimate and comparable price analysis as required by paragraph (b) of this section; the basis for contractor selection, including documentation concerning the eligibility of the selected resident owned business under § 963.10; and the basis for determining the reasonableness of the proposed contract price.

PART 964—TENANT PARTICIPATION AND TENANT OPPORTUNITIES IN PUBLIC HOUSING

Subpart A—General Provisions

- Sec.
- 964.1 Purpose.
- 964.3 Applicability and scope.
- 964.7 Definitions.
- 964.11 HUD policy on tenant participation.
- 964.12 HUD policy on the Tenant Opportunities Program (TOP).
- 964.14 HUD policy on partnerships.
- 964.15 HUD policy on resident management.
- 964.16 HUD role in activities under this part.
- 964.18 HA role in activities under subparts B & C.
- 964.24 HUD policy on FIC Program.
- 964.30 Other Program requirements.

Subpart B—Tenant Participation

- 964.100 Role of resident council.
- 964.105 Role of the jurisdiction-wide resident council.
- 964.115 Resident council requirements.
- 964.117 Resident council partnerships.
- 964.120 Resident management corporation requirements.
- 964.125 Eligibility for resident council membership.
- 964.130 Election procedures and standards.
- 964.135 Resident involvement in HA management operations.
- 964.140 Resident training.

- 964.145 Conflict of interest.
- 964.150 Funding tenant participation.

Subpart C—Tenant Opportunities Program

- 964.200 General.
- 964.205 Eligibility.
- 964.210 Notice of funding availability.
- 964.215 Grant agreement.
- 964.220 Technical assistance.
- 964.225 Resident management requirements.
- 964.230 Audit and administrative requirements.

Subpart D—Family Investment Centers (FIC) Program

- 964.300 General.
- 964.305 Eligibility.
- 964.308 Supportive services requirements.
- 964.310 Audit/compliance requirements.
- 964.315 HAs role in activities under this part.
- 964.320 HUD Policy on training, employment, contracting and subcontracting of public housing residents.
- 964.325 Notice of funding availability.
- 964.330 Grant set-aside assistance.
- 964.335 Grant agreement.
- 964.340 Resident compensation.
- 964.345 Treatment of income.
- 964.350 Administrative requirements.

Subpart E—Resident Board Members

- 964.400 Purpose.
- 964.405 Applicability.
- 964.410 Additional definitions.
- 964.415 Resident board members.
- 964.420 Resident board member may be elected.
- 964.425 Small public housing agencies.
- 964.430 Nondiscrimination.

AUTHORITY: 42 U.S.C. 1437, 1437d, 1437g, 1437i, 1437r, 1437t, and 3535(d).

SOURCE: 59 FR 43636, Aug. 24, 1994, unless otherwise noted.

Subpart A—General Provisions

§ 964.1 Purpose.

The purpose of this part is to recognize the importance of resident involvement in creating a positive living environment and in actively participating in the overall mission of public housing.

§ 964.3 Applicability and scope.

(a) The policies and procedures contained in this part apply to any PHA that has a Public Housing Annual Contributions Contract (ACC) with HUD. This part, except for subpart E, does

§ 964.7

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not apply to PHAs with housing assistance payments contracts with HUD under section 8 of the U.S. Housing Act of 1937.

(b) Subpart B of this part contains HUD policies, procedures, and requirements for the participation of residents in public housing operations. These policies, procedures, and requirements apply to all residents participating under this part.

(c)(1) Subpart C of this part contains HUD policies, procedures, and requirements for residents participating in the Tenant Opportunities Program (TOP) (replaces the Resident Management Program under Section 20 of the United States Housing Act of 1937). Resident management in public housing is viable and remains an option under TOP.

(2) Subpart C of this part is not intended to negate any pre-existing arrangements for resident management in public housing between a PHA and a resident management corporation. On or after September 23, 1994, any new, renewed or renegotiated contracts must meet the requirements of this part, the ACC and all applicable laws and regulations.

(d) Subpart D of this part includes requirements for the Family Investment Centers (FIC) Program which was established by Section 22 of the United States Housing Act of 1937 (42 U.S.C. 1437t) to provide families living in public housing and Indian housing with better access to educational and employment opportunities.

(e) Subpart E of this part implements section 2(b) of the United States Housing Act of 1937 (42 U.S.C. 1437), which provides for resident membership on the board of directors or similar governing body of a PHA. Subpart E applies to any public housing agency that has a public housing annual contributions contract with HUD or administers tenant-based rental under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

(f) The term "resident," as used throughout this part, is interchangeable with the term "tenant," to reflect the fact that local resident organizations have differing preferences for the terms. Terms such as "resident council" and "tenant council" and "resident management" and "tenant man-

agement" are interchangeable. Hereafter, for ease of discussion, the rule will use the terms resident, resident council and resident management corporation, as appropriate.

[57 FR 43636, Aug. 24, 1994, as amended at 64 FR 56879, Oct. 21, 1999]

§ 964.7 Definitions.

Annual Contributions Contract (ACC). A contract (in the form prescribed by HUD) under which HUD agrees to provide financial assistance, and the HA agrees to comply with HUD requirements for the development and operation of the public housing project.

Eligible residents for FIC. A participating resident of a participating HA. If the HA is combining FIC with the Family Self-Sufficiency (FSS) program, the term also means Public Housing FSS and Section 8 families participating in the FSS program. Although Section 8 FSS families are eligible residents for FIC, they do not qualify for income exclusions that are provided for public housing residents participating in employment and supportive service programs.

Family Investment Centers (FIC). A facility on or near public housing which provides families living in public housing with better access to educational and employment opportunities to achieve self-sufficiency and independence.

FIC service coordinator. Any person who is responsible for:

(1) Determining the eligibility and assessing needs of families to be served by the FIC;

(2) Assessing training and service needs of eligible residents;

(3) Working with service providers to coordinate the provision of services on a HA-wide or less than HA-wide basis, and to tailor the services to the needs and characteristics of eligible residents;

(4) Mobilizing public and private resources to ensure that the supportive services identified can be funded over the five-year period, at least, following the initial receipt of funding.

(5) Monitoring and evaluating the delivery, impact, and effectiveness of any supportive service funded with capital or operating assistance under the FIC program;

DEFINES "OPERATIONS"

(6) Coordinating the development and implementation of the FIC program with other self-sufficiency programs, and other education and employment programs; and

(7) Performing other duties and functions that are appropriate for providing eligible residents with better access to educational and employment opportunities.

HA means the same as *Public Housing Agency (PHA)*.

Management. All activities for which the HA is responsible to HUD under the ACC, within the definition of "operation" under the Act and the ACC, including the development of resident programs and services.

Management contract. A written agreement between a resident management corporation and a HA, as provided by subpart C.

Public Housing Agency (PHA) is defined in 24 CFR part 5.

Public housing development (Development). The term "development" has the same meaning as that provided for "low-income housing project" as that term is defined Section 3(b)(1) of the Act.

Resident management. The performance of one or more management activities for one or more projects by a resident management corporation under a management contract with the HA.

Resident management corporation. An entity that proposes to enter into, or enters into, a contract to manage one or more management activities of a HA.

Resident-owned business. Any business concern which is owned and controlled by public housing residents. (The term "resident-owned business" includes sole proprietorships.) For purposes of this part, "owned and controlled" means a business:

(1) Which is at least 51 percent owned by one or more public housing residents; and

(2) Whose management and daily business operations are controlled by one or more such individuals.

Supportive services for FIC. New or significantly expanded services that are essential to providing families living with children in public housing with better access to educational and em-

ployment opportunities to achieve self-sufficiency and independence.

Tenant Opportunities Program (TOP). The TOP program is designed to prepare residents to experience the dignity of meaningful work, to own and operate resident businesses, to move toward financial independence, and to enable them to choose where they want to live and engage in meaningful participation in the management of housing developments in which they live. Financial assistance in the form of technical assistance grants is available to RCs/RMCs to prepare to manage activities in their public housing developments.

Vacant unit under FIC. A dwelling unit that is not under an effective lease to an eligible family. An effective lease is a lease under which an eligible family has a right to possession of the unit and is being charged rent, even if the amount of any utility allowance equals or exceeds the amount of a total resident payment that is based on income and, as a result, the amount paid by the family to the HA is zero.

[59 FR 43636, Aug. 24, 1994, as amended at 61 FR 5215, Feb. 9, 1996]

§964.11 HUD policy on tenant participation.

HUD promotes resident participation and the active involvement of residents in all aspects of a HA's overall mission and operation. Residents have a right to organize and elect a resident council to represent their interests. As long as proper procedures are followed, the HA shall recognize the duly elected resident council to participate fully through a working relationship with the HA. HUD encourages HAs and residents to work together to determine the most appropriate ways to foster constructive relationships, particularly through duly-elected resident councils.

§964.12 HUD policy on the Tenant Opportunities Program (TOP).

HUD promotes TOP programs to support activities that enable residents to improve the quality of life and resident satisfaction, and obtain other social and economic benefits for residents and their families. Tenant opportunity programs are proven to be effective in facilitating economic uplift, as well as in

§ 964.14

improving the overall conditions of the public housing communities.

§ 964.14 HUD policy on partnerships.

HUD promotes partnerships between residents and HAs which are an essential component to building, strengthening and improving public housing. Strong partnerships are critical for creating positive changes in lifestyles thus improving the quality of life for public housing residents, and the surrounding community.

§ 964.15 HUD policy on resident management.

It is HUD's policy to encourage resident management. HUD encourages HAs, resident councils and resident management corporations to explore the various functions involved in management to identify appropriate opportunities for contracting with a resident management corporation. Potential benefits of resident-managed entities include improved quality of life, experiencing the dignity of meaningful work, enabling residents to choose where they want to live, and meaningful participation in the management of the housing development.

§ 964.16 HUD role in activities under this part.

(a) *General.* Subject to the requirements of this part and other requirements imposed on HAs by the ACC, statute or regulation, the form and extent of resident participation including resident management are local decisions to be made jointly by resident councils/resident management corporations and their HAs. HUD will promote tenant participation and tenant opportunities programs, and will provide additional guidance, as necessary and appropriate. In addition, HUD will endeavor to provide technical assistance in connection with these initiatives.

(b) *Monitoring.* HUD shall ensure that the requirements under this part are operating efficiently and effectively.

§ 964.18 HA role in activities under subparts B & C.

(a) *HAs with 250 units or more.* (1) A HA shall officially recognize a duly elected resident council as the sole representative of the residents it purports

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to represent, and support its tenant participation activities.

(2) When requested by residents, a HA shall provide appropriate guidance to residents to assist them in establishing and maintaining a resident council.

(3) A HA may consult with residents, or resident councils (if they exist), to determine the extent to which residents desire to participate in activities involving their community, including the management of specific functions of a public housing development that may be mutually agreeable to the HA and the resident council/resident management corporation.

(4) A HA shall provide the residents or any resident council with current information concerning the HA's policies on tenant participation in management.

(5) If requested, a HA should provide a duly recognized resident council of office space and meeting facilities, free of charge, preferably within the development it represents. If there is no community or rental space available, a request to approve a vacant unit for this non-dwelling use will be considered on a case-by-case basis.

(6) If requested, a HA shall negotiate with the duly elected resident council on all uses of community space for meetings, recreation and social services and other resident participation activities pursuant to HUD guidelines. Such agreements shall be put into a written document to be signed by the HA and the resident council. If a HA fails to negotiate with a resident council in good faith or, after negotiations, refuses to permit such usage of community space, the resident council may file an informal appeal with HUD, setting out the circumstances and providing copies of relevant materials evidencing the resident council's efforts to negotiate a written agreement. HUD shall require the HA to respond with a report stating the HA's reasons for rejecting the request or for refusing to negotiate. HUD shall require the parties (with or without direct HUD participation) to undertake or to resume negotiations on an agreement. If no resolution is achieved within 90 days from the date HUD required the parties to undertake or resume such negotiations, HUD shall serve notice on both

parties that administrative remedies have been exhausted (except that, pursuant to mutual agreement of the parties, the time for negotiations may be extended by no more than an additional 30 days).

(7) In no event shall HUD or a HA recognize a competing resident council once a duly elected resident council has been established. Any funding of resident activities and resident input into decisions concerning public housing operations shall be made only through the officially recognized resident council.

(8) The HA shall ensure open communication and frequent meetings between HA management and resident councils and shall encourage the formation of joint HA management-resident committees to work on issues and planning.

(9) The resident council shall hold frequent meetings with the residents to ensure that residents have input, and are aware and actively involved in HA management-resident council decisions and activities.

(10) The HA and resident council shall put in writing in the form of a Memorandum of Understanding the elements of their partnership agreement and it shall be updated at least once every three (3) years.

(11) The HA, in collaboration with the resident councils, shall assume the lead role for assuring maximum opportunities for skills training for public housing residents. To the extent possible, the training resources should be local to ensure maximum benefit and ongoing access.

(b) HAs with fewer than 250 units. (1) HAs with fewer than 250 units of public housing have the option of participating in programs under this part.

(2) HAs shall not deny residents the opportunity to organize. If the residents decide to organize and form a resident council, the HA shall comply with the following:

(i) A HA shall officially recognize a duly elected resident council as the sole representative of the residents it purports to represent, and support its tenant participation activities.

(ii) When requested by residents, a HA shall provide appropriate guidance to residents to assist them in estab-

lishing and maintaining a resident council.

(iii) A HA shall provide the residents or any resident council with current information concerning the HA's policies on tenant participation in management.

(iv) In no event shall HUD or a HA officially recognize a competing resident council once a duly elected resident council has been established. If a duly elected resident council has been formed, any input into changes concerning public housing operations shall be made only through the officially recognized resident council.

§ 964.24 HUD policy on FIC Program.

HUD promotes Family Investment Centers which provide better access to educational and employment opportunities for residents living in public housing. HUD encourages resident involvement in the FIC Program and promotes resident-HA partnerships to achieve mutual goals.

§ 964.30 Other Program requirements.

In addition to the requirements set forth in 24 CFR part 5, the following Federal requirements apply to this program:

(a) *Affirmative Outreach.* (1) The Affirmative Fair Housing Marketing Program requirements of 24 CFR part 200, subpart M and the implementing regulations at 24 CFR part 108; and

(2) The fair housing advertising and poster guidelines at 24 CFR parts 109 and 110.

(b) Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131) and implementing regulations at 28 CFR part 35.

[61 FR 5216, Feb. 9, 1996]

Subpart B—Tenant Participation

§ 964.100 Role of resident council.

The role of a resident council is to improve the quality of life and resident satisfaction and participate in self-help initiatives to enable residents to create a positive living environment for families living in public housing. Resident councils may actively participate through a working partnership with

the HA to advise and assist in all aspects of public housing operations.

§ 964.105 Role of the jurisdiction-wide resident council.

(a) *Jurisdiction-wide resident council.* Resident councils may come together to form an organization which can represent the interest of residents residing in units under a HA's jurisdiction. This can be accomplished by the presidents of duly elected resident councils forming an organization, by resident councils electing a representative to the organization, or through jurisdiction-wide elections. If duly elected resident councils form such an organization, the HA shall recognize it as the voice of authority-wide residents for input into housing authority policy making.

(b) *Function.* The jurisdiction-wide council may advise the Board of Commissioners and executive director in all areas of HA operations, including but not limited to occupancy, general management, maintenance, security, resident training, resident employment, social services and modernization priorities.

(c) *Cooperation with other groups.* There shall be regularly scheduled meetings between the HA and the local duly elected resident council, and the jurisdiction-wide resident council to discuss problems, plan activities and review progress.

§ 964.115 Resident council requirements.

A resident council shall consist of persons residing in public housing and must meet each of the following requirements in order to receive official recognition from the HA/HUD, and be eligible to receive funds for resident council activities, and stipends for officers for their related costs for volunteer work in public housing:

- (a) It may represent residents residing:
 - (1) In scattered site buildings;
 - (2) In areas of contiguous row houses; or
 - (3) In one or more contiguous buildings;
 - (4) In a development; or
 - (5) In a combination of these buildings or developments;

(b) It must adopt written procedures such as by-laws, or a constitution which provides for the election of residents to the governing board by the voting membership of the residents residing in public housing, described in paragraph (b) of this section, on a regular basis but at least once every three (3) years. The written procedures must provide for the recall of the resident board by the voting membership. These provisions shall allow for a petition or other expression of the voting membership's desire for a recall election, and set the number or percentage of voting membership ("threshold") who must be in agreement in order to hold a recall election. This threshold shall not be less than 10 percent of the voting membership.

(c) It must have a democratically elected governing board that is elected by the voting membership. At a minimum, the governing board should consist of five (5) elected board members.

The voting membership must consist of heads of households (any age) and other residents at least 18 years of age or older and whose name appears on a lease for the unit in the public housing that the resident council represents.

§ 964.117 Resident council partnerships.

A resident council may form partnerships with outside organizations, provided that such relationships are complementary to the resident council in its duty to represent the residents, and provided that such outside organizations do not become the governing entity of the resident council.

§ 964.120 Resident management corporation requirements.

A resident management corporation must consist of residents residing in public housing and have each of the following characteristics in order to receive official recognition by the HA and HUD:

- (a) It shall be a non-profit organization that is validly incorporated under the laws of the State in which it is located;
- (b) It may be established by more than one resident council, so long as each such council:

(1) Approves the establishment of the corporation; and

(2) Has representation on the Board of Directors of the corporation;

(c) It shall have an elected Board of Directors, and elections must be held at least once every three (3) years;

(d) Its by-laws shall require the Board of Directors to include resident representatives of each resident council involved in establishing the corporation; include qualifications to run for office, frequency of elections, procedures for recall, and term limits if desired.

(e) Its voting members shall be heads of households (any age) and other residents at least 18 years of age and whose name appears on the lease of a unit in the public housing represented by the resident management corporation;

(f) Where a resident council already exists for the development, or a portion of the development, the resident management corporation shall be approved by the resident council board and a majority of the residents. If there is no resident council, a majority of the residents of the public housing development it will represent must approve the establishment of such a corporation for the purposes of managing the project; and

(g) It may serve as both the resident management corporation and the resident council, so long as the corporation meets the requirements of this part for a resident council.

§ 964.125 Eligibility for resident council membership.

(a) Any member of a public housing household whose name is on the lease of a unit in the public housing development and meets the requirements of the by-laws is eligible to be a member of a resident council. The resident council may establish additional criteria that are non-discriminatory and do not infringe on rights of other residents in the development. Such criteria must be stated in the by-laws or constitution as appropriate.

(b) The right to vote for resident council board shall be limited to designated heads of households (any age) and other members of the household who are 18 years or older whose name appears on the lease of a unit in the

public housing development represented by the resident council.

(c) Any qualified voting member of a resident council who meets the requirements described in the by-laws and is in compliance with the lease may seek office and serve on the resident council governing board.

§ 964.130 Election procedures and standards.

At a minimum, a resident council may use local election boards/commissions. The resident council shall use an independent third-party to oversee elections and recall procedures.

(a) Resident councils shall adhere to the following minimum standards regarding election procedures.

(1) All procedures must assure fair and frequent elections of resident council members—at least once every three years for each member.

(2) Staggered terms for resident council governing board members and term limits shall be discretionary with the resident council.

(3) Each resident council shall adopt and issue election and recall procedures in their by-laws.

(4) The election procedures shall include qualifications to run for office, frequency of elections, procedures for recall, and term limits if desired.

(5) All voting members of the resident community must be given sufficient notice (at least 30 days) for nomination and election. The notice should include a description of election procedures, eligibility requirements, and dates of nominations and elections.

(b) If a resident council fails to satisfy HUD minimum standards for fair and frequent elections, or fails to follow its own election procedures as adopted, HUD shall require the HA to withdraw recognition of the resident council and to withhold resident services funds as well as funds provided in conjunction with services rendered for resident participation in public housing.

(c) HAs shall monitor the resident council election process and shall establish a procedure to appeal any adverse decision relating to failure to satisfy HUD minimum standards. Such appeal shall be submitted to a jointly selected third-party arbitrator at the

§964.135

local level. If costs are incurred by using a third-party arbitrator, then such costs should be paid from the HAS resident services funds pursuant to §964.150.

§964.135 Resident involvement in HA management operations.

Residents shall be involved and participate in the overall policy development and direction of Public Housing operations.

(a) Resident management corporations (RMCs) may contract with HAS to perform one or more management functions provided the resident entity has received sufficient training and/or has staff with the necessary expertise to perform the management functions and provided the RMC meets bonding and licensing requirements.

(b) Residents shall be actively involved in a HA's decision-making process and give advice on matters such as modernization, security, maintenance, resident screening and selection, and recreation.

(c) While a HA has responsibility for management operations, it shall ensure strong resident participation in all issues and facets of its operations through the duly elected resident councils at public housing developments, and with jurisdiction-wide resident councils.

(d) A HA shall work in partnership with the duly elected resident councils.

(e) HAs, upon request from the duly elected resident council, shall ensure that the duly elected resident council officers as defined in subpart B of this part, and other residents in the development are fully trained and involved in developing and implementing Federal programs including but not limited to Comprehensive Improvement Assistance Program (CIAP), Comprehensive Grant Program, Urban Revitalization Demonstration, Drug Elimination, and FIC.

(f) HAs shall involve resident council officers and other interested residents at the development through education and direct participation in all phases of the budgetary process.

(g) Resident council officers shall be encouraged to become involved in the resident screening and selection process for prospective residents at the de-

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velopment. Those selected to perform resident screening and selection functions must be trained by the HA, in resident screening and selection and must sign a legal document committing to confidentiality.

§964.140 Resident training.

(a) Resident training opportunities. HUD encourages a partnership between the residents, the HA and HUD, as well as with the public and non-profit sectors to provide training opportunities for public housing residents. The categories in which training could occur include, but are not limited to:

(1) Community organization and leadership training;

(2) Organizational development training for Resident Management Corporations and duly elected Resident Councils;

(3) Public housing policies, programs, rights and responsibilities training; and

(4) Business entrepreneurial training, planning and job skills.

(b) Local training resources. HUD encourages the use of local training resources to ensure the ongoing accessibility and availability of persons to provide training and technical assistance. Possible training resources may include:

(1) Resident organizations;

(2) Housing authorities;

(3) Local community colleges, vocational schools; and

(4) HUD and other Federal agencies and other local public, private and non-profit organizations.

§964.145 Conflict of interest.

Resident council officers can not serve as contractors or employees if they are in policy making or supervisory positions at the HA.

§964.150 Funding tenant participation.

(a) Funding duly elected resident councils and jurisdiction wide resident councils. (1) The HA shall provide funds it receives for this purpose to the duly elected resident council at each development and/or those jurisdiction-wide councils eligible to receive the resident portion of the tenant services account

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to use for resident participation activities. This shall be an addition to the Performance Funding System (PFS), 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, subject to the availability of appropriations. 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/or jurisdiction-wide 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, including the expenses for conducting elections, recalls or arbitration required under § 964.130 in subpart B. This will guarantee the resources necessary to create a bona fide partnership among the duly elected resident councils, the HA and HUD. Where both local and jurisdiction-wide councils exist, the distribution will be agreed upon by the HA and the respective councils.

(2) If funds are available through appropriations, the HA must provide tenant services funding to the duly elected resident councils regardless of the HA's financial status. The resident council funds shall not be impacted or restricted by the HA financial status and all said funds must be used for the purpose set forth in subparts B and C of this part.

(3) The HA and the duly elected resident council at each development and/or those jurisdiction-wide councils shall collaborate on how the funds will be distributed for tenant participation activities. If disputes regarding funding decisions arise between the parties, the matter shall be referred to the Field Office for intervention. HUD Field Office shall require the parties to undertake further negotiations to resolve the dispute. If no resolution is achieved within 90 days from the date of the Field Office intervention, the Field Office shall refer the matter to HUD Headquarters for final resolution.

(b) Stipends. (1) HUD encourages HAs to provide stipends to resident council officers who serve as volunteers in their public housing developments. The amount of the stipend, up to \$200 per

month/per officer, shall be decided locally by the resident council and the HA. Subject to appropriations, the stipends will be funded from the resident council's portion of the operating subsidy funding for resident council expenses (\$15.00 per unit per year).

(2) Pursuant to § 913.106, stipends are not to be construed as salaries and should not be included as income for calculation of rents, and are not subject to conflict of interest requirements.

(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.

Subpart C—Tenant Opportunities Program

§ 964.200 General.

(a) The Tenant Opportunities Program (TOP) provides technical assistance for various activities, including but not limited to resident management, for resident councils/resident management corporations as authorized by Section 20 of the U.S. Housing Act of 1937. The TOP provides opportunities for resident organizations to improve living conditions and resident satisfaction in public housing communities.

(b) This subpart establishes the policies, procedures and requirements for participating in the TOP with respect to applications for funding for programs identified in this subpart.

(c) This subpart contains the policies, procedures and requirements for the resident management program as authorized by section 20 of the U.S. Housing Act of 1937.

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§964.350

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under the 1937 Act, and ends on the earlier of:

(1) The date the resident ceases to continue employment without good cause; or

(2) The expiration of the 18-month period beginning on the date of commencement of employment in the first job not funded by assistance under this program. (See §913.106, Annual Income.) This provision does not apply to residents participating in the Family Self-Sufficiency Program who are utilizing the escrow account.

§964.350 Administrative requirements.

The HUD Inspector General, the Comptroller General of the United States, or any duly authorized representative shall have access to all records required to be retained by this subpart or by any agreements with HUD for the purpose of audit or other examinations.

(a) Each HA receiving a grant shall submit to HUD an annual progress report, participant evaluation and assessment data and other information, as needed, regarding the effectiveness of FIC in achieving self-sufficiency.

(b) The policies, guidelines, and requirements of OMB Circular Nos. A-110 and A-122 are applicable with respect to the acceptance and use of assistance by private nonprofit organizations.

(b) *Exceptions.* The requirements of this subpart do not apply to a public housing agency that is:

(1) Located in a State that requires the members of a governing board to be salaried and to serve on a full-time basis; or

(2) Not governed by a governing board.

§964.410 Additional definitions.

The following additional definitions apply to this subpart only:

Directly assisted. Directly assisted means a public housing resident or a recipient of housing assistance in the tenant-based section 8 program. Direct assistance does not include any State financed housing assistance or Section 8 project-based assistance.

Eligible resident. An eligible resident is a person:

(1) Who is directly assisted by a public housing agency;

(2) Whose name appears on the lease; and

(3) Is eighteen years of age or older.

Governing board. Governing board means the board of directors or similar governing body of a public housing agency.

Resident board member. A resident board member is a member of the governing board who is directly assisted by that public housing agency.

Subpart E—Resident Board Members

SOURCE: 64 FR 56879, Oct. 21, 1999, unless otherwise noted.

§964.400 Purpose.

The purpose of this subpart is to implement section 2(b) of the United States Housing Act of 1937 (42 U.S.C. 1437).

§964.405 Applicability.

(a) *General.* Except as described in paragraph (b) of this section, this subpart applies to any public housing agency that has a public housing annual contributions contract with HUD or administers tenant-based rental assistance under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

§964.415 Resident board members.

(a) *General.* Except as provided in §§964.405(b) and 964.425, the membership of the governing board of each public housing agency must contain not less than one eligible resident board member.

(b) *Resident board member no longer directly assisted.* (1) A resident board member who ceases to be directly assisted by the public housing agency is no longer an "eligible resident" as defined in §964.410.

(2) Such a board member may be removed from the PHA board for that cause, where such action is permitted under State or local law.

(3) Alternatively, the board member may be allowed to complete his/her current term as a member of the governing board. However, the board member may not be re-appointed (or re-

elected) to the governing board for purposes of serving as the statutorily required resident board member.

(c) *Minimum qualifications for board membership.* Any generally applicable qualifications for board membership also apply to residents, unless the application of the requirements would result in the governing board not containing at least one eligible resident as a member. Further, PHAs and localities may not establish eligibility requirements for board membership that are solely applicable to residents.

§ 964.420 Resident board member may be elected.

(a) *General.* Residents directly assisted by a public housing agency may elect a resident board member if provided for in the public housing agency plan, adopted in accordance with 24 CFR part 903.

(b) *Notice to residents.* The public housing agency must provide residents with at least 30 days advance notice for nominations and elections. The notice should include a description of the election procedures, eligibility requirements, and dates of nominations and elections. Any election procedures devised by the public housing agency must facilitate fair elections.

§ 964.425 Small public housing agencies.

(a) *General.* The requirements of this subpart do not apply to any public housing agency that:

(1) Has less than 300 public housing units (or has no public housing units);

(2) Has provided reasonable notice to the resident advisory board of the opportunity for residents to serve on the governing board;

(3) Has not been notified of the intention of any resident to participate on the governing board within a reasonable time (which shall not be less than 30 days) of the resident advisory board receiving the notice described in paragraph (a)(3) of this section; and

(4) Repeats the requirements of paragraphs (a)(2) and (a)(3) of this section at least once every year.

(b) *Public housing agencies that only administer Section 8 assistance.* A public housing agency that has no public housing units, but administers Section

8 tenant-based assistance, is eligible for the exception described in paragraph (a) of this section, regardless of the number of Section 8 vouchers it administers.

(c) *Failure to meet requirements for exception.* A public housing agency that is otherwise eligible for the exception described in paragraphs (a) and (b) of this section, but does not meet the three conditions described in paragraphs (a)(2) through (a)(4) of this section, must comply with the requirements of this subpart.

§ 964.430 Nondiscrimination.

(a) *Membership status.*—(1) *General.* A resident board member is a full member of the governing board.

(2) *Resident participation must include matters regarding Federal public housing and Section 8 tenant-based assistance.* A resident board member must be allowed to take part in decisions related to the administration, operation, and management of Federal public housing programs and Section 8 tenant-based rental assistance programs. This rule does not extend to matters that:

(i) Exclusively relate to other types of housing assistance (such as State financed housing assistance); or

(ii) Do not involve housing assistance (as may occur where the city or county governing body also serves as the PHA board).

(3) *Public housing agency may expand scope of resident participation.* A public housing agency may choose to expand the scope of resident member involvement to matters not required under paragraph (a)(2) of this section.

(b) *Residence status.* A governing board may not prohibit any person from serving on the governing board because that person is a resident of a public housing project or is assisted under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

(c) *Conflict of interest.* A governing board may not exclude any resident board member from participating in any matter before the governing board on the grounds that the resident board member's lease with the public housing agency, or the resident board member's status as a public housing resident or recipient of Section 8 tenant-based assistance, either results or may result

END

Pt. 965

in a conflict of interest, unless the matter is clearly applicable to the resident board member only in a personal capacity and applies uniquely to that member and not generally to residents or to a subcategory of residents.

PART 965—PHA-OWNED OR LEASED PROJECTS—GENERAL PROVISIONS

Subpart A—Preemption of State Prevailing Wage Requirements

Sec.
965.101 Preemption of State prevailing wage requirements.

Subpart B—Required Insurance Coverage

965.201 Purpose and applicability.
965.205 Qualified PHA-owned insurance entity.
965.215 Lead-based paint liability insurance coverage.

Subpart C—Energy Audits and Energy Conservation Measures

965.301 Purpose and applicability.
965.302 Requirements for energy audits.
965.303 [Reserved].
965.304 Order of funding.
965.305 Funding.
965.306 Energy conservation equipment and practices.
965.307 Compliance schedule.
965.308 Energy performance contracts.

Subpart D—Individual Metering of Utilities for Existing PHA-Owned Projects

965.401 Individually metered utilities.
965.402 Benefit/cost analysis.
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965.404 Order of conversion.
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Subpart E—Resident Allowances for Utilities

965.501 Applicability.
965.502 Establishment of utility allowances by PHAs.
965.503 Categories for establishment of allowances.
965.504 Period for which allowances are established.
965.505 Standards for allowances for utilities.
965.506 Surcharges for excess consumption of PHA-furnished utilities.
965.507 Review and revision of allowances.

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965.508 Individual relief.

Subpart F—Physical Condition Standards and Physical Inspection Requirements

965.601 Physical condition standards; physical inspection requirements.

Subpart G [Reserved]

Subpart H—Lead-Based Paint Poisoning Prevention

965.701 Lead-based paint poisoning prevention.

Subpart I—Fire Safety

965.800 Applicability.
965.805 Smoke detectors.

AUTHORITY: 42 U.S.C. 1437, 1437a, 1437d, 1437g, and 3535(d). Subpart H is also issued under 42 U.S.C. 4821-4846.

SOURCE: 41 FR 20276, May 17, 1976, unless otherwise noted. Redesignated at 49 FR 6714, Feb. 23, 1984.

Subpart A—Preemption of State Prevailing Wage Requirements

§ 965.101 Preemption of State prevailing wage requirements.

(a) A prevailing wage rate including basic hourly rate and any fringe benefits determined under State law shall be inapplicable to a contract or PHA-performed work item for the development, maintenance, and modernization of a project whenever:

(1) The contract or work item: (i) Is otherwise subject to State law requiring the payment of wage rates determined by a State or local government or agency to be prevailing and (ii) is assisted with funds for low-income public housing under the U.S. Housing Act of 1937, as amended; and

(2) The wage rate determined under State law to be prevailing with respect to an employee in any trade or position employed in the development, maintenance, and modernization of a project exceeds whichever of the following Federal wage rates is applicable:

(i) The wage rate determined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 276a *et seq.*) to be prevailing in the locality with respect to such trade;

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.

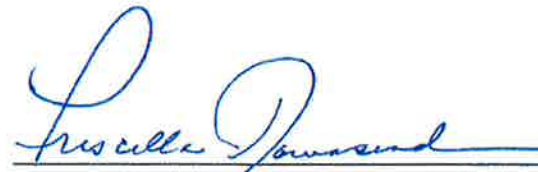
5. The Resident Council will provide a proposed budget in advance of disbursement and will report financial activity to the TCHC Executive Director in a timely manner which

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



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

April 20, 2017 Letter of Support for Goodwill Industries and Continuum of Care
TCHC Memorandum to the City of Traverse City on Building Height Restrictions
TCHC Annual Report to the City of Traverse City



April 20, 2017

Tina Allen
Northwest Michigan Continuum of Care Coordinator
10120 Deerpath South
Traverse City, Michigan 49685

Dear Tina:

Please accept this letter of support for the Substance Abuse & Mental Health Services Administration Grant for the Benefit of Homeless Individuals proposal by Goodwill Industries of Northern Michigan on behalf of the Northwest Michigan Continuum of Care (NWMCoC). The Traverse City Housing Commission has successfully partnered with Goodwill Industries in the past and plans to assist in this endeavor in any way we can.

Our organization appreciates the opportunity for our community to expand local implementation of comprehensive homeless programs and services that our NWMCoC members offer. We are excited to see that this grant includes addressing immediate substance abuse and mental health needs of the homeless population, greater access to benefits and more availability of on-going housing supports to improve long term housing and health outcomes.

Existing programs such as Goodwill's Street Outreach, Northwest Michigan Supportive Housing's HUD Permanent Supportive Housing, Northwest Michigan Community Action Agency's Coordinated Entry and Traverse Health Clinic's Homeless Shelter Nurse Triage serve as a strong foundation to meet the goals of the this grant. NWMCoC is well-regarded for its ability to work closely together and with community partners to end homelessness in Northern Michigan. These proposed services will meet significant gaps in our rural community and maximize the resources available to us, allowing our community to serve homeless individuals more comprehensively, with a goal to end their homelessness permanently.

Should you need any additional information from me or if I can be of any further assistance, please do not hesitate to call me directly.

Respectfully,

A handwritten signature in blue ink, appearing to read "Tony Lentych".

Tony Lentych,
Executive Director

Goodwill Industries of Northern Michigan and Greater Grand Traverse Continuum of Care SAMHSA Grants for the Benefit of Homeless Individuals (GBHI) Project Outline

Problem/Population of Focus: Men and women experiencing homelessness, particularly chronic and long-term homelessness, frequently struggle with co-occurring mental health and substance use disorders. The relationship between these issues is a highly complex mosaic of causation, consequence, exacerbation and co-morbidity. SAMHSA estimates that 35-40% of all individuals experiencing homelessness in the U.S. are living with a substance use disorder, and that approximately 50% to 70% of persons who are homeless with mental illness misuse substances (i.e. co-occurring diagnosis) (Substance Abuse Treatment and Housing Leadership Forum Framing Paper, CSH, October 6, 2014.). Based on the local Goodwill Street Outreach caseload, 40% of clients experiencing chronic homelessness are living with a substance use disorder, and 77% of them also have a mental illness, the upper bounds of the national data. For many people experiencing homelessness, substance use and misuse is embedded in experiences of trauma, mental illness, and physical comorbidities that require concurrent attention and resources. Moreover, the challenges of the social stigma, discrimination and marginalization of people living with substance use disorders, mental illness, criminal records, and/or the experience of homelessness itself cannot be understated. Homelessness compounds these challenges, making something manageable become daunting, such as following treatment recommendations for chronic illness and acute medical needs. The longer someone is homeless, the more chronic and entrenched their substance and mental health barriers become. Sadly, these barriers often impair the ability of these suffering men and women to attain the essential benefits (Health Coverage, SSI/SSDI, Food Assistance, Veteran's Benefits, etc.), as well as to engage with mainstream support systems (Primary Care, Mental Health treatment, Substance Use Disorder treatment, etc.) that would help break the cycle of homelessness and begin their recovery journeys.

Street Outreach brings supports to where people are experiencing homelessness – the streets. Trained staff works with individuals and families who are experiencing street homelessness using person-centered, trauma-informed and evidence-based approaches like “Motivational Interviewing” to establish a trusting, non-judgmental relationship and connect them with supports and services to meet both their immediate needs and long-term need for permanent, safe, and stable housing. In addition, all Street Outreach program staff are SOAR trained and well versed in the processes for accessing mainstream benefits.

Those experiencing Co-Occurring Disorders are often the most difficult to engage, house, and support. Street Outreach is a vital part of the community's crisis response network, helping to maintain contact with these vulnerable men and women, and assisting them in navigating an often confusing and intimidating system of agencies, applications, and programs. However, there remain gaps in our community's ability to provide comprehensive support to those individuals who need intensive guidance, support and assistance in obtaining mainstream benefits. This work requires a large time commitment dedicated to this population, and often competes with the overall support needs of all Street Outreach clients. Further, Street Outreach workers are not Behavioral Health or Medical care providers, and often struggle in facilitating men and women experiencing homelessness in engaging in

routine and non-emergent care that requires them to proactively schedule and attend an appointment at a specific place and time. This lack of access to care is a barrier to housing because individuals are unable to obtain the documentation verifying their disabling conditions required by Federally funded Permanent Supportive Housing programs.


Program Proposal: This SAMHSA GBHI project proposal is intended to increase access and engagement in care throughout the process of navigating men and women from homelessness to permanent housing, as well as maintain supports to ensure that no one returns to homelessness.

- Street Outreach would create a position dedicated to serving this specific population. This COD Outreach Specialist would engage with individuals and families to facilitate their enrollment in all eligible mainstream benefits (Medicaid, Social Security, Food Assistance, etc.) and help coordinate access to necessary medical, substance use and/or mental health treatment. This position would be uniquely able to follow clients through events that would disqualify them from traditional homeless services, such as an extended jail sentence or couch surfing/doubling up.
- Local medical and behavioral health providers (Munson – Emergency Dept, Behavioral Health, Family Practice; Traverse Health Clinic; Community Mental Health; Addiction Treatment Services; Women’s Resource Center) would be engaged and contracted to develop a Street Medicine Program modeled off of the successful programs in other communities like Pittsburg, PA and Detroit, MI. The program will work with local healthcare providers (Hospital/Emergency Department) and emergency personnel (Law Enforcement, EMTs, Fire Department, etc.) to provide these hidden/difficult to serve men and women with basic medical care, as well as screening, diagnosis, and initial treatment of mental health and substance use disorders. The ultimate goal would be to transition these men and women into mainstream care providers and facilitate development of a recovery support network.
- Goodwill would partner with local housing programs (Northern Michigan Supportive Housing, Traverse City Housing Commission, etc.) to fund intensive Housing-Based Case Management supports to this high-need population as they transition into housing. Case management supports would follow the individual as long as they are needed, helping navigate the transition to housing, continuing to build on the foundation of wellness and recovery, and proactively intervening to prevent unsuccessful exits and returns to homelessness. Case Managers would facilitate a person- or family-centered efforts to “wrap-around” supports to ensure that these men and women are not only able to maintain sobriety and housing, but to thrive and create a life of meaning and value.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 3, 2017
TO: All Commissioners of the City of Traverse City
FROM: Tony Lentych, Executive Director 
SUBJECT: Implementation Policy for Building Height Restriction

MESSAGE:

After reviewing your policy document on the implementation of the new language added to Section 28 of the City Charter, the Traverse City Housing Commission has a few areas of concern – mostly centered the around Section 4 of the Policy: “Pre-Existing Buildings”. I recognize that you had a quite the complicated task of trying to review all possible scenarios for implementation. The document presented certainly represents a lot of work but the issue surrounding Pre-Existing Buildings may need some additional conversation or a simple exploration of facts.

Riverview Terrace is a “lawfully constructed building that pre-dates,” these proposed policy changes and is therefore exempt from this policy. Should Riverview Terrace be damaged, however, the City is proposing a threshold to rebuild or rehab that seems artificial to me. While I would agree that if we razed our building after some “event” that destroyed much of our structure, we would need to follow the procedures outlined in your Policy should we want to rebuild a structure over 60 feet. But I do not understand why the policy is triggered if our building suffers damage that exceeds 50% of its true cash value. We have never had any reason to challenge the assessed or true cash value of this property because we submit a PILOT calculation and not a tax payment. It seems that would be an unnecessary conversation or debate to have to have after such an event. We would rather get to work on rebuilding the homes that are lost and not argue about whether or not some threshold is triggered and an election is needed to proceed.

It seems that the easiest policy suggestion would be for Riverview Terrace to be exempt from this policy as long as it is rebuilt to be what it was before such an event occurred – if our footprint is not altered or overall design of the exterior is not changed, we should not have to submit our plans to a vote of the people. Riverview Terrace should be allowed to continue to be Riverview Terrace – and without unnecessary delays.

I do not believe that TCHC’s concern requires any delay in approving your overall policy but I wanted to at least highlight this issue. If City staff and our team can meet in the near future to discuss this, we may be able to make it a non-issue or at least get all the facts on the table so that we know what to expect after some unlikely event.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: April 17, 2017
TO: The City Manager and All Commissioners of the City of Traverse
FROM: Tony Lentych, Executive Director 
SUBJECT: Annual Report

MESSAGE:

The Traverse City Housing Commission is please to present to you its report on operations for the program and fiscal year 2016. I have previously submitted our certified annual audit to the Office of the City Manager but am attaching a brief presentation about our overall programs and plans. In summary, I can report that our organization is financially sound. We are working toward accomplishing our operational goals. And we are excited about our potential moving forward.

We began 2016 with an investment in Riverview Terrace (new base-board heaters) and we ended it with a construction project to renovate our office (providing an open concept and most importantly, easy accessibility to all). In between, we managed our organizational change well; we rose to meet some challenges; and we fell short in others areas of our mission. I wish that we could be reporting the start of a new TCHC housing project somewhere in our community but I cannot do so today. Nonetheless, we prepare daily to make this happen one way or another in the near future.

Our audit was conducted in late October of 2016 and finalized in early December. The independent audit included the respective financial position of all business-type activities as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Our accountants reported to our Commissioners there were no findings, difficulties, or disagreements found during the audit process.

FINANCIAL HIGHLIGHTS & ANALYSIS FROM THE AUDIT

- The term “net position” refers to the difference between assets and liabilities. The Housing Commission’s total net position at year-end was \$2,457,172. The net position decreased by \$47,185, or 1.9% from the prior year.

- Revenues and contributions for the Housing Commission were \$2,173,532 during the year. This was an increase of \$379,833 or 22% from the prior year.
- Expenses for the Housing Commission were \$2,220,717 during the year. This was an increase of \$390,909 or 20% from the prior year.
- HUD operating grants were \$1,425,207 during the year. This represents an increase of \$288,694 or 25% from the prior year. Capital contributions were \$158,571 during the year. This was an increase of \$46,056 or 41% from the prior year.
- Over time, changes in net position may serve as a useful indicator of the Housing Commission's financial position. As stated, assets exceeded liabilities by \$2,457,172 at the close of the fiscal year, a decrease of \$47,185. The decrease in net position was primarily attributed to normal business fluctuations from year to year.
- The unrestricted net position was \$922,963 at year-end. This amount may be used to meet the Housing Commission's ongoing obligations. The Housing Commission had net position classified as restricted in the amount of \$38,162 which is subject to external restrictions on how the funds may be used. The amount of restricted net position is restricted for unexpended loan proceeds. At the end of the year, the Housing Commission is able to report positive balances in all categories of net position. The same situation held true for the prior fiscal year.

In December, our Commissioners met in a planned study session to review our Strategic Plan, to summarize our accomplishments for the prior year, and to set goals for 2017. Pam Evans from the NorthSky Nonprofit Network served as our facilitator.

Here are some of the highlights:

2016 ACCOMPLISHMENTS

- Staffing model and roles – job descriptions; performance reviews; policies review and updates underway plus we navigated staff turnovers and transitions; a staffing model for the future is in place.
- Good start on communication plan and process; needs to be continued.
- Public is more aware of who we are with positive and negative debates but potentially has brought unity and a more educated public
- Found some possible properties.
- Residents have established a better platform for communicating and stating their views.
- Moved forward in collaborating with other nonprofits and like-minded individuals about issues and need.
- Structure of board – more effective and the inclusion of a city commissioner helpful.
- Demonstrated we're a capable partner (e.g., Carson Square project).
- Policy work has been accomplished. TCHC has been included in majority of housing discussions in the city and around the county/region. Plus staff has brought us more state visibility; we have more of a voice at the state level.

- Physical appearance and landscaping is great.

CHALLENGES

- Environment for affordable housing went negative for a while and it will be for some time. There is strong leadership at the city and business level but still some builders are challenged and the public is not always supportive
- What we build needs to make sense to the community but making sense to the community does not always meet the requirements of funding sources.
- Public sentiment, financial realities and government requirements are three big sectors we need to influence.
- The cost of building in this county just does not work for affordable housing. We cannot satisfy demand for lower rents within the city limits. We also cannot be outside city limits unless government says they'll fund it/ subsidize it. We need to change the financial paradigm (it is not 100% public will or intent – it is financial barriers).

MEASURES OF SUCCESS IN 2017

- Affordable housing inventory has increased in region; whether we facilitated or built it ourselves; it hasn't decreased; while in progress or completed our work could result in 50 new units.
- Our two current properties are well-managed.
- Internal Operations are well-managed.

As noted above, last year was also a year of great change for our staff. Our long-time Deputy Director, JoAnn Turnbull, officially retired in November and we missed her immediately. Her retirement coupled with a new fiscal year that called for the creation of a new staff person, allowed us to hire three (3) new persons for our operations: A new Deputy Director, a new Intake/Office Manager, and a new assistant director in maintenance. We had well over 100 applications for all three positions. I am personally excited about our team as we go forward in fulfilling our mission.

I would also like to report that I appreciate all of the interest and feedback I have received from our City Commission and the City staff. I truly feel that we have an open dialogue with everyone on the Commission and at the City – this is greatly appreciated. In 2016, in consultation with City Manager, Marty Colburn, I reached out to your Human Resources department for professional guidance and qualified assistance with our HR needs. This has led to a great on-going working relationship. I would like to thank Mayor Carruthers for his interest in, and visits to, our facilities; all of our residents are impressed that he takes the time to stop by from time to time. I would be remiss if I did not publically thank Commissioner Brian Haas for service to the Housing Commission. His dedication, guidance, and leadership are invaluable to us.

On a final note, I wish to publically thank both our Police Chief, Jeff O'Brien and our Fire Chief, Jim Tuller for their respective departments' work with my staff and our program participants. During the last year, we have developed a closer relationship with both departments and we have been able to solve problems and address areas of concern BEFORE it becomes too great of a problem. We are a better agency because of their efforts.

ATTACHMENT: Presentation Materials

ANNUAL REPORT

TCHC's Annual Report
to the City Commission for 2016



Traverse City Housing Commission
A Public Housing Authority

TCHC HISTORY & BACKGROUND

- Created by City Ordinance on **October 3, 1966** under the authority of Michigan Public Act 18 of 1933.
- The ordinance has been amended twice since then with the last one allowing TCHC to borrow and bond.
- Public Act 18 dictates that we only have **5 members** of our Authority Board with one member being a resident of Public Housing (following HUD regulation).
- Over the years, TCHC has formed partnerships with HUD to deliver three programs:
 - Public Housing — 136 total units located in Traverse City
 - Rental Assistance — up to 208 Housing Choice Vouchers are available for a 6 county area
 - Family Self-Sufficiency (FSS) Program — up to 30 families can be served

TCHC HISTORY & BACKGROUND

- In 1973, we began construction on **Riverview Terrace Apartments** located on the Boardman River at 150 Pine Street. It opened in 1976 as a 116 unit low-income senior housing apartment building. Today, it is a 115 unit apartment building for elderly and disabled extremely low-income (ELI) residents.
- In 1989, TCHC was first awarded Section 8 **Housing Choice Vouchers (HCV)** for this region. The program can now provide up to 208 individuals and/or families with rental assistance within 50 miles of Traverse City — 6 Counties total but only the northern portion of Wexford County is eligible.
- In 1994, we began construction on **Orchardview Townhomes** a 20 unit apartment complex located in Leelanau County (now annexed into the City). Today, it is a 21 unit affordable housing community for families — all units are 3 and 4 bedrooms.

TCHC HISTORY & BACKGROUND

- In 1994, TCHC partnered with Grand Traverse County to operate a program for low-income homeowner repairs — funded by the CD8G program. We no longer provide this program but we served over 178 homeowners when we did.
- In 1998, we purchased and rehabilitated a house that would become known as **Madeleine's House**. Today, it is owned and operated by the Women's Resource Center.
- In the late 1990's, TCHC launched its **Family-Self Sufficiency Program** to assist our low-income individuals and families in our HCV and Public Housing Programs obtain the education and the life skills and abilities necessary to become more self-sufficient. Participants sign a Five-Year Contract of Participation and work to achieve their goals while saving money in an escrow account. The escrow account can be used for education expenses, down payment assistance, etc.

TCHC HISTORY & BACKGROUND

- **Riverview Terrace renovation** in 2000 with over \$900,000.00 in investment upgrades in all units of the property.
- New Executive Director began work in March of 2015.
- All apartments in **Riverview Terrace** had base-board heating units replaced in 2016 - \$200,000.00 investment.
- **TCHC Office renovation** in 2017. Our office is now a fully "**accessible**" and open concept office.
- **Orchardview Townhomes** are scheduled to have the siding replaced along with window upgrades starting in the summer of 2017. This will be a \$300,000.00 investment in the property.
- Today, our **Development Team** is searching for property to expand our programs!

NOW: NEW STRATEGIC DIRECTION (2015-2020)

A New Mission

Because we know that housing is a cornerstone of a stable life, and that the lack of truly affordable housing in our region is at critical levels, the Traverse City Housing Commission exists to provide, quality affordable housing options that enhance our residents' opportunities for self-sufficiency and economic independence. We accomplish this mission by creating housing, partnering to create housing, or through the successful management of existing housing.



A New Vision

Our vision is to play a leadership role in expanding the range of housing options in the region including rentals and home ownership. Our TCHC housing inventory will be larger and will set a competitive standard for quality and affordability in a fiscally responsible way. We will be viewed as a champion of affordable housing. We will have strong partnerships in the private, public, and nonprofit housing sectors and our products and services will be recognized as successful models. The community will understand our role, value our work, and see the results of our efforts through an expanded housing inventory and program delivery system.

STRATEGIC GOALS

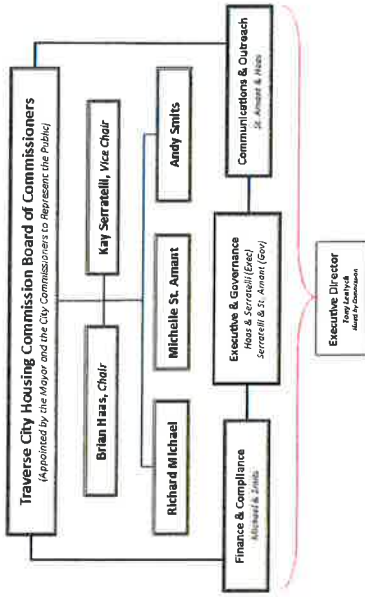
1. Expand affordable housing inventory and range of options.
2. Create opportunities for residents to improve quality of life and achieve individual successes.
3. Foster an environment of innovation and excellence.
4. Increase community engagement and understanding of our work.



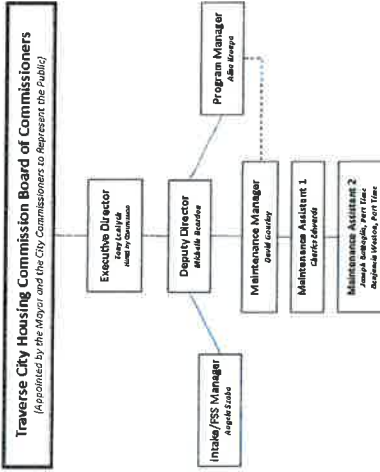
WHAT IS AFFORDABLE?

- Generally speaking, an **affordable housing** unit exists when the total costs for rent and utilities is equal to or less than 30% of the households total income.
- For TCHC Properties, a household needs to qualify as low-income, very low-income, or extremely low-income household. This will vary by size of the household.
- **Riverview Terrace** is generally a single tenant apartment complex so incomes need to be less than **\$34,550 (LI)**, **\$21,600 (VLI)**, or **\$12,900 (ELI)**.
- **Orchardview Townhomes** is generally for families so for a family of 5, incomes need to be less than **\$53,250 (LI)**, **\$33,300 (VLI)**, or **\$28,440 (ELI)**.
- In our **HCV Program**, we can only pay **\$965.00** for a 2 Bedroom unit (This is for Grand Traverse County only and this must pay for utilities too – NOTE: Each county in our program is different).
- These, of course, are recalculated every year based upon available data.

TCHC ORGANIZATIONAL CHART



TCHC ORGANIZATIONAL CHART



AUGUST 2016

In August of last year, Scott Kuehler was commissioned to carve a riverfront sculpture on our RiverView Terrace property. He completed this work in two days. This was a planned property improvement utilizing funding from our neighbors at Uptown. Kuehler, is an award winning chainsaw artist, carver, and sculptor from Chertierfield, Michigan.



THANK YOU! AND SEE YOU NEXT YEAR...

For more information:

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Traverse City Housing Commission
A Public Housing Authority