



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

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, May 25, 2018 at 8:00 A.M.

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



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

MEETING AGENDA

May 25, 2018

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TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

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TCHousing.org

NOTICE

THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING ON FRIDAY, MAY 25, 2018 AT 8:00 A.M.

SECOND FLOOR COMMITTEE ROOM – GOVERNMENTAL CENTER

400 Boardman Avenue, Traverse City, Michigan, 49684

(231) 995-5150

POSTED: MAY 23, 2018

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 23, 2018 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of May 16, 2018 Special Meeting Minutes – Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for March & April 2018 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for May 2018 – Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for March & April 2018 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meeting: April 24, 2018 & May 21, 2018
- B. Governance Committee Meeting: April 19, 2018 & May 17, 2018
- C. Communication & Outreach Committee Meeting: April 10, 2018

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: April & May 2018
- B. Family Self-Sufficiency (FSS) Program Report: April & May 2018
- C. Resident Council Report: April & May 2018

VII OLD BUSINESS

- A. 2018 Consolidated Budget: Review of March & April 2018
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Review: Update on Goals
- D. RTRC Memorandum of Understanding: Update
- E. Executive Director Contract: Action Requested

VIII NEW BUSINESS

- A. FSS Escrow Disbursement Request: Action Required
- B. Review of Coverages from Michigan Township Participating Plan: Action Required
- C. Resolution to Adopt TCHC Code of Conduct: Action Requested
- D. Resolution to Adopt Community Service Policy: Action Requested
- E. Resolution to Apply for Mainstream Vouchers (Section 811): Action Requested
- F. Resolution to Provide Management Services to Elk Rapids Housing Commission
- G. Introduction of Suggested Amendments to TCHC By-Laws: First Reading

IX CORRESPONDENCE

- A. April 2, 2018 Letter from Independent Bank
- B. April 12, 2018 Letter from Kathleen Stocking on the Boardman River
- C. April 16, 2018 Record Eagle Article on East Bay Flats
- D. April 20, 2018 Letter from HUD on New Midwest Regional Administrator
- E. May 1, 2018 Letter from HUD on Closing of FY 2017 Audit
- F. May 7, 2018 Resolutions Adopted by the City of Traverse City
- G. May 8, 2018 Letter on RAD Conversions – Sample of Solicitations

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING IS THE ANNUAL MEETING: Friday, June 22, 2018 at 8:00 A.M.



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

CONSENT AGENDA

May 16, 2018 Special Meeting Minutes

March 23, 2018 Regular Meeting Minutes

Schedule of Disbursements for March & April 2018 for Public Housing & HCV Section 8 Programs

Payment of Invoices for May 2018

Financial Statements for March 2018 & April 2018

DRAFT Meeting Minutes of the Traverse City Housing Commission

May 16, 2018

A Special Meeting, requested by Commissioner Haas and Commissioner Serratelli, of the Traverse City Housing Commission was called to order by Vice President Kay Serratelli at the Government Center – Second Floor Committee Room, 400 Boardman, Traverse City, Michigan at 8:04 A.M.

I ROLL CALL

The following Commissioners were present: Kay Serratelli, Brian Haas, Jim Friend, and Heather Lockwood. Andy Smits was excused.

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

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV NEW BUSINESS

- A. The Draft TCWFH LLC Operating Agreement was presented and discussed. Commissioner Haas moved (Lockwood support) to adopt the Resolution to Authorize Signatures on the TCWFH LLC Operating Agreement and related closing documents as presented in the TCHC Special Meeting Packet.

Roll call

Friend	Yes
Serratelli	Yes
Lockwood	Yes
Haas	Yes
Smits	Excused

The resolution was adopted.

Note: Commissioner Friend was excused from the meeting at 8:28 A.M.

V PUBLIC COMMENT

Staff announced that there will be a TCHC Study Session on Friday, July 20, 2018 to discuss the Rental Assistance Demonstration (RAD) Program and to discuss its impact on our properties. Jennifer Hall, Executive Director of the Ann Arbor Housing Commission, will be our guest to discuss their experiences with the implementation of RAD.

VI COMMISSIONER COMMENT

None.

VII ADJOURNMENT

Commissioner Lockwood moved (Haas support) to adjourn the meeting. The motion was unanimously approved. Vice President Serratelli adjourned the meeting at 8:29 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Kay Serratelli, Vice President

DRAFT Meeting Minutes of the Traverse City Housing Commission

March 23, 2018

The Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits in the Second Floor Training Room of the Governmental Center, 400 Boardman Avenue, Traverse City, Michigan at 8:00 A.M.

I ROLL CALL

The following Commissioners were present: Jim Friend, Brian Haas, Kay Serratelli, and Andy Smits. Heather Lockwood was excused.

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

Residents: Jo Simerson and Norma Loper.

II PUBLIC HEARING ON PHA ANNUAL PLAN – CFP

Commissioner Haas moved (Serratelli support) to open the public hearing on the PHA Annual Plan - CFP. The motion was unanimously approved.

The public hearing opened at 8:01 A.M. There were no verbal or written comments received.

Commissioner Serratelli moved (Friend support) to close the public hearing. The motion was unanimously approved. The public hearing closed at 8:03 A.M.

III APPROVAL OF AGENDA

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

III PUBLIC COMMENT

General Comment: Norma Loper.

IV CONSENT AGENDA

Commissioner Friend moved (Haas support) to approve the Consent Agenda as tendered in the March 23, 2018 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the February 23, 2018 Regular Commission Meeting.
- B. Schedule of Disbursements for February 2018 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for March 2018.
- D. Financial Statements for February 2018.

V COMMITTEE REPORTS

- A. The meeting minutes from the March 16, 2018 Executive Committee meeting were presented and accepted.
- B. The meeting minutes from the March 15, 2018 Governance Committee meeting were presented and accepted.

- C. The meeting minutes from the March 6, 2018 Communications & Outreach Committee meeting were presented and accepted.

VI STAFF AND PROGRAM REPORTS

- A. Staff presented the Executive Director's February 2018 Report and made brief comments. There was discussion on select items from the report.
- B. The February 2018 Family Self-Sufficiency Report was presented and accepted.
- C. The February 2018 Resident Council Report was accepted by the Board.

VII OLD BUSINESS

- A. The 2018 Consolidated Budget was presented and reviewed.
- B. TCHC Policy Review Schedule was presented and reviewed.
- C. Staff presented a memo and attachments regarding progress on the Executive Director Goals. There was a brief discussion.
- D. There is no update on the RTRC Memorandum of Understanding.
- E. Staff updated the Commission on the progress of the Smoke-Free Properties Policy. The Policy will be distributed to each public housing household in April.
- F. The Executive Director Employment Contract will be reviewed by TCHC attorney next week.

VIII NEW BUSINESS

- A. Commissioner Serratelli moved (Friend support) to adopt the Resolution for the Adoption of the HUD CFP Annual Plan dated March 23, 2018 as presented in the TCHC Meeting Packet.

Roll call

Friend	Yes
Smits	Yes
Serratelli	Yes
Haas	Yes
Lockwood	Excused

The motion was adopted.

- B. Staff presented the draft TCHC Capitalization Policy. Commissioner Haas moved (Friend support) to adopt the Resolution to Adopt the Capitalization Policy dated March 23, 2018 as presented in the TCHC Meeting Packet.

Roll call

Smits	Yes
Serratelli	Yes
Haas	Yes
Friend	Yes
Lockwood	Excused

The motion was adopted.

- C. Staff presented the draft UIV/EIV Policy & Procedures. Commissioner Haas moved (Serratelli support) to adopt the Resolution for the Adoption of the UIV/EIV Policy & Procedures dated March 23, 2018 as presented in the TCHC meeting packet.

Roll call

Serratelli	Yes
Haas	Yes
Friend	Yes
Smits	Yes
Lockwood	Excused

The motion was adopted.

- D. Staff provided an update regarding the Riverwalk request from the City and supplied the Commission with a copy of the 2016 Asset/Physical Plan Management Addendum. There was some discussion. Commission Serratelli moved (Haas support) that the TCHC recognizes that the Downtown Development Authority has indefinitely put Phase II and III of the Riverwalk on hold. TCHC is prepared to rejoin the discussion should the DDA reinstate discussions at a future time in accordance with TCHC policy in place at that time, as offered by Commissioner Smits. The motion was unanimously approved.

IX CORRESPONDENCE

Two items of correspondence were presented and accepted.

X PUBLIC COMMENT

General Comments: Jo Simerson and Norma Loper.

XI COMMISSIONER COMMENT

Commissioner Friend commented that he is in support of the residents as a majority of them do not seem to want a Riverwalk.

Commissioner Smits commented that the passion focused on the river is good and that there are many players yet to weigh in on this subject.

XII ADJOURNMENT

Commissioner Haas moved (Serratelli support) to adjourn the meeting at 9:40 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Andy Smits, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/02/2018	DEP			59.00	35,899.71
04/02/2018	DEP			10,388.54	46,288.25
04/02/2018	037849	All American Investment Group, LLC	9,500.00		36,788.25
04/03/2018	EFT	T Mobile		2,324.92	39,113.17
04/03/2018	DEP			7,553.98	46,667.15
04/03/2018	DEP			3,244.00	49,911.15
04/04/2018	EFT	U.S. Dept. of HUD		26,826.00	76,737.15
04/04/2018	EFT	U.S. Dept. of HUD		5,602.00	82,339.15
04/04/2018	DEP			1,189.00	83,528.15
04/05/2018	DEP			8,429.80	91,957.95
04/06/2018	DEP			12,938.70	104,896.65
04/06/2018	DEP			168.00	105,064.65
04/10/2018	ADJST	Alisa Kroupa	1,275.05		103,789.60
04/10/2018	ADJST	Anthony Lentych	2,412.52		101,377.08
04/10/2018	ADJST	Michelle Reardon	1,417.98		99,959.10
04/10/2018	ADJST	Angela N. Szabo	802.75		99,156.35
04/10/2018	ADJST	Joseph Battaglia	282.55		98,873.80
04/10/2018	ADJST	Charles Edwards	978.84		97,894.96
04/10/2018	ADJST	David Gourlay	995.83		96,899.13
04/10/2018	ADJST	Benjamin Weston	407.85		96,491.28
04/10/2018	EFT	Principal Life Insurance Co.	725.76		95,765.52
04/10/2018	DEP			1,272.00	97,037.52
04/12/2018	EFT	Internal Revenue Service	2,573.29		94,464.23
04/13/2018	037850	DTE ENERGY	375.01		94,089.22
04/13/2018	037851	Wilmar	350.46		93,738.76
04/13/2018	037852	Temperature Control, Inc.	2,892.98		90,845.78
04/13/2018	037853	Wind, Water & Energy Conservation	1,028.00		89,817.78
04/13/2018	037854	Integrated Payroll Services, Inc.	104.90		89,712.88
04/13/2018	037855	A T & T	251.23		89,461.65
04/13/2018	037856	Environmental Pest Control	270.00		89,191.65
04/13/2018	037857	Aflac	188.88		89,002.77
04/13/2018	037858	Natalie McManemy	175.00		88,827.77
04/13/2018	037859	David Carr	312.00		88,515.77
04/13/2018	037860	Sondee, Racine & Doren, P.L.C.	80.00		88,435.77
04/13/2018	037861	Kuhn Rogers PLC	456.00		87,979.77
04/13/2018	037862	Thomas P. Licavoli	2,310.00		85,669.77
04/13/2018	037863	Great Lakes Business Systems, Inc.	204.64		85,465.13
04/13/2018	037864	McCardel Water Conditioning	39.00		85,426.13
04/13/2018	037865	Elmer's	77.00		85,349.13
04/13/2018	037866	Munson Occupational Health &	35.00		85,314.13

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/13/2018	037867	Grand Traverse County DPW	483.00		84,831.13
04/13/2018	037868	Verizon Wireless	13.02		84,818.11
04/13/2018	037869	Advantage Electric, LLC	392.17		84,425.94
04/13/2018	037870	David Gourlay	43.20		84,382.74
04/13/2018	037871	Save Carpet USA	4,234.00		80,148.74
04/13/2018	037872	R.W. Popp Excavating, Inc.	120.00		80,028.74
04/13/2018	037873	A T & T	277.06		79,751.68
04/13/2018	037874	Spectrum Business	3,290.20		76,461.48
04/13/2018	037875	Otis Elevator Company	337.50		76,123.98
04/13/2018	037876	Housing Authority Accounting	1,099.41		75,024.57
04/13/2018	037877	Charles Edwards	159.30		74,865.27
04/13/2018	037878	Republic Services #239	632.92		74,232.35
04/13/2018	037879	AmRent	35.40		74,196.95
04/13/2018	037880	City Of Traverse City	175.74		74,021.21
04/13/2018	037881	Guardian Medical Monitoring	14.95		74,006.26
04/13/2018	037882	Dolly's Best Inc.	80.00		73,926.26
04/13/2018	037883	The Inspection Group	184.98		73,741.28
04/13/2018	037883	**VOID** The Inspection Group	(184.98)		73,926.26
04/13/2018	037884	MailFinance	149.85		73,776.41
04/13/2018	037885	Ace Hardware	18.57		73,757.84
04/13/2018	037886	City Of Traverse City	261.40		73,496.44
04/13/2018	037887	DTE ENERGY	63.10		73,433.34
04/13/2018	037888	Cardmember Service	838.23		72,595.11
04/16/2018	DEP			164.00	72,759.11
04/16/2018	037889	Natalie McManemy	175.00		72,584.11
04/16/2018	037890	Engineered Protection Systems Inc	208.80		72,375.31
04/17/2018	037891	Spectrum Business	184.98		72,190.33
04/20/2018	EFT	State Of Michigan	793.76		71,396.57
04/23/2018	DEP			952.00	72,348.57
04/24/2018	ADJUST	Alisa Kroupa	1,275.05		71,073.52
04/24/2018	ADJUST	Anthony Lentych	2,412.52		68,661.00
04/24/2018	ADJUST	Michelle Reardon	1,417.97		67,243.03
04/24/2018	ADJUST	Angela N. Szabo	802.76		66,440.27
04/24/2018	ADJUST	Joseph Battaglia	282.55		66,157.72
04/24/2018	ADJUST	Charles Edwards	1,097.56		65,060.16
04/24/2018	ADJUST	David Gourlay	1,132.83		63,927.33
04/24/2018	ADJUST	Benjamin Weston	482.52		63,444.81
04/24/2018	EFT	Principal Life Insurance Co.	725.76		62,719.05
04/24/2018	ADJUST	Chemical Bank	82.57		62,636.48
04/26/2018	037892	MHDA	200.00		62,436.48

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/26/2018	037892	**VOID** MHDA	(200.00)		62,636.48
04/26/2018	037893	MHDA	185.00		62,451.48
04/27/2018	EFT	Internal Revenue Service	2,691.62		59,759.86
04/30/2018	DEP			2,956.00	62,715.86
04/30/2018	EFT	Principal Life Insurance Co.	550.00		62,165.86
04/30/2018	EFT	Chemical Bank		21.66	62,187.52
Total:			57,742.79	84,089.60	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	DEP			27,608.14	48,378.17
03/01/2018	DEP			5,717.57	54,095.74
03/02/2018	EFT	Internal Revenue Service	4,354.52		49,741.22
03/02/2018	EFT	T Mobile		2,266.00	52,007.22
03/02/2018	DEP			8,217.00	60,224.22
03/05/2018	EFT	U.S. Dept. of HUD		17,860.00	78,084.22
03/05/2018	EFT	U.S. Dept. of HUD		5,602.00	83,686.22
03/05/2018	DEP			15,341.17	99,027.39
03/06/2018	DEP			6,191.42	105,218.81
03/06/2018	037784	Housing Data Systems	539.10		104,679.71
03/06/2018	037785	R.W. Popp Excavating, Inc.	240.00		104,439.71
03/06/2018	037786	David Gourlay	68.79		104,370.92
03/06/2018	037787	Verizon Wireless	87.44		104,283.48
03/06/2018	037788	Charles Edwards	192.24		104,091.24
03/06/2018	037789	Housing Authority Accounting	1,099.41		102,991.83
03/06/2018	037790	Sherwin Williams Co.	445.20		102,546.63
03/06/2018	037791	Guardian Medical Monitoring	14.95		102,531.68
03/06/2018	037792	Nichols Paper & Supply Co.	57.98		102,473.70
03/06/2018	037793	Nan McKay & Associates Inc	423.00		102,050.70
03/06/2018	037794	Trugreen	370.00		101,680.70
03/06/2018	037794	**VOID** Trugreen	(370.00)		102,050.70
03/06/2018	037795	Spectrum Business	184.98		101,865.72
03/06/2018	037796	Spectrum Business	3,292.18		98,573.54
03/06/2018	037797	Kendall Electric Inc	115.54		98,458.00
03/06/2018	037797	**VOID** Kendall Electric Inc	(115.54)		98,573.54
03/07/2018	DEP			1,011.00	99,584.54
03/07/2018	DEP			172.90	99,757.44
03/07/2018	037782	City Of Traverse City	169.50		99,587.94
03/07/2018	037783	DTE ENERGY	65.50		99,522.44
03/07/2018	037798	Elizabeth Allen	955.89		98,566.55
03/07/2018	037798	**VOID** Elizabeth Allen	(955.89)		99,522.44
03/07/2018	037799	Elmer's	308.00		99,214.44
03/07/2018	037800	Wilmar	221.85		98,992.59
03/07/2018	037801	Traverse City Record Eagle	96.67		98,895.92
03/07/2018	037802	Trugreen	370.00		98,525.92
03/07/2018	037803	City Of Traverse City	151.87		98,374.05
03/07/2018	037804	Grand Traverse County DPW	483.00		97,891.05
03/07/2018	037805	A T & T	278.23		97,612.82
03/07/2018	037806	TC Millworks	182.69		97,430.13
03/07/2018	037807	Ace Hardware	56.61		97,373.52

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/07/2018	037808	McCardel Water Conditioning	8.00		97,365.52
03/07/2018	037809	City of Traverse City	369.46		96,996.06
03/07/2018	037810	Cardmember Service	518.83		96,477.23
03/07/2018	037811	DTE ENERGY	142.11		96,335.12
03/07/2018	037812	Great Lakes Business Systems, Inc.	394.68		95,940.44
03/07/2018	037813	Allen Supply	955.89		94,984.55
03/09/2018	037814	Byte Productions, LLC	150.00		94,834.55
03/12/2018	037815	HCC Public Risk Claim Service	1,000.00		93,834.55
03/13/2018	ADJUST	Alisa Kroupa	940.64		92,893.91
03/13/2018	ADJUST	Anthony Lentych	2,412.51		90,481.40
03/13/2018	ADJUST	Michelle Reardon	1,417.98		89,063.42
03/13/2018	ADJUST	Angela N. Szabo	802.75		88,260.67
03/13/2018	ADJUST	Joseph Battaglia	282.55		87,978.12
03/13/2018	ADJUST	Charles Edwards	1,024.50		86,953.62
03/13/2018	ADJUST	David Gourlay	995.83		85,957.79
03/13/2018	ADJUST	Benjamin Weston	466.55		85,491.24
03/13/2018	EFT	Principal Life Insurance Co.	699.20		84,792.04
03/14/2018	DEP			155.00	84,947.04
03/14/2018	DEP			1,361.88	86,308.92
03/16/2018	EFT	Internal Revenue Service	2,499.92		83,809.00
03/19/2018	ADJUST			(473.00)	83,336.00
03/19/2018	ADJUST	Chemical Bank	10.00		83,326.00
03/19/2018	037816	SAM'S CLUB	324.18		83,001.82
03/19/2018	037817	Home Depot Credit Services	457.53		82,544.29
03/19/2018	037818	Environmental Pest Control	270.00		82,274.29
03/19/2018	037819	A T & T	253.04		82,021.25
03/19/2018	037820	SimplexGrinnell LP	681.03		81,340.22
03/19/2018	037821	DTE ENERGY	4,683.02		76,657.20
03/19/2018	037822	Grand Traverse County	53.43		76,603.77
03/19/2018	037823	City of Traverse City, Treasurer's	50.00		76,553.77
03/20/2018	EFT	State Of Michigan	1,040.03		75,513.74
03/20/2018	037824	Kendall Electric Inc	122.73		75,391.01
03/20/2018	037825	Dolly's Best Inc.	310.00		75,081.01
03/20/2018	037826	D & W Mechanical	446.86		74,634.15
03/20/2018	037827	Integrated Payroll Services, Inc.	104.90		74,529.25
03/20/2018	037828	AmRent	17.70		74,511.55
03/20/2018	037829	Republic Services #239	473.48		74,038.07
03/20/2018	037830	Aflac	188.88		73,849.19
03/20/2018	037831	Kuhn Rogers PLC	209.00		73,640.19
03/20/2018	037832	CynergyComm.net,Inc	26.39		73,613.80

Traverse City Housing Commission
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Chemical Bank
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/20/2018	037833	Safety Net	704.00		72,909.80
03/20/2018	037834	Staples Business Advantage	56.47		72,853.33
03/20/2018	037835	Thomas P. Licavoli	1,640.00		71,213.33
03/20/2018	037836	John DeWeese	29.98		71,183.35
03/20/2018	037837	Vision Service Plan	102.87		71,080.48
03/20/2018	037838	HBC Contracting	150.00		70,930.48
03/20/2018	037839	Speedwrench, Inc.	375.00		70,555.48
03/20/2018	037840	Kendall Electric Inc	94.60		70,460.88
03/20/2018	037841	South Cedar Chimney Sweep	150.00		70,310.88
03/20/2018	037842	Save Carpet USA	3,070.00		67,240.88
03/20/2018	037843	City Of Traverse City	13,690.11		53,550.77
03/20/2018	037844	Sherwin Williams Co.	291.60		53,259.17
03/20/2018	037845	Amber Dutmer	207.00		53,052.17
03/20/2018	037846	Jacob Warren	290.00		52,762.17
03/20/2018	037847	Priority Health	6,292.39		46,469.78
03/20/2018	037848	Grand Traverse County	53.43		46,416.35
03/26/2018	DEP			25.00	46,441.35
03/26/2018	DEP			260.95	46,702.30
03/26/2018	DEP			998.00	47,700.30
03/27/2018	ADJUST	Alisa Kroupa	1,275.05		46,425.25
03/27/2018	ADJUST	Anthony Lentych	2,412.52		44,012.73
03/27/2018	ADJUST	Michelle Reardon	1,417.98		42,594.75
03/27/2018	ADJUST	Angela N. Szabo	802.76		41,791.99
03/27/2018	ADJUST	Joseph Battaglia	244.21		41,547.78
03/27/2018	ADJUST	Charles Edwards	933.18		40,614.60
03/27/2018	ADJUST	David Gourlay	1,007.25		39,607.35
03/27/2018	ADJUST	Benjamin Weston	487.85		39,119.50
03/27/2018	EFT	Principal Life Insurance Co.	725.76		38,393.74
03/30/2018	EFT	Internal Revenue Service	2,577.13		35,816.61
03/31/2018	ADJUST	Chemical Bank		24.10	35,840.71
Total:			77,268.45	92,339.13	

Traverse City Housing Commission
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PNC - Section 8
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/02/2018	EFT	U.S. Dept. of HUD		7,326.00	128,679.52
04/02/2018	EFT	HUD		86,502.00	215,181.52
04/02/2018	ADJST	PNC Bank	79.05		215,102.47
04/02/2018	000212	TC Commons I LDHA, LLC	263.00		214,839.47
04/02/2018	000212	Jeana Aiken	563.00		214,276.47
04/02/2018	000212	Dustin Ansorge	1,178.00		213,098.47
04/02/2018	000212	Ayers Investment Properties LLC	575.00		212,523.47
04/02/2018	000212	Brad Barnes	507.00		212,016.47
04/02/2018	000212	Bay Front Apartments	322.00		211,694.47
04/02/2018	000212	Bay Hill Apartments	995.00		210,699.47
04/02/2018	000212	Bay Hill Housing LDHALP	3,488.00		207,211.47
04/02/2018	000212	Bay Hill II	7,886.00		199,325.47
04/02/2018	000212	Elizabeth Beckett	288.00		199,037.47
04/02/2018	000212	Bellaire Senior Apartments	248.00		198,789.47
04/02/2018	000212	Brookside Commons LDHA, LP	2,051.00		196,738.47
04/02/2018	000212	Irma Jean Brownley	465.00		196,273.47
04/02/2018	000212	Rebecca Carmien	358.00		195,915.47
04/02/2018	000212	Carson Square	5,996.00		189,919.47
04/02/2018	000212	Central Lake Townhouses	421.00		189,498.47
04/02/2018	000212	Cherrywood Village Farms, Inc.	2,286.00		187,212.47
04/02/2018	000212	Douglas A. Chichester	622.00		186,590.47
04/02/2018	000212	Davis Investment Properties, LLC	156.00		186,434.47
04/02/2018	000212	Jack V. Dean	421.00		186,013.47
04/02/2018	000212	Zachary Duell	1,200.00		184,813.47
04/02/2018	000212	Eden Brook LLC	457.00		184,356.47
04/02/2018	000212	Shirley Farrell	833.00		183,523.47
04/02/2018	000212	Five P Enterprises, LLC	485.00		183,038.47
04/02/2018	000212	Rent Leelanau, LLC	715.00		182,323.47
04/02/2018	000212	Lisa Forbes	527.00		181,796.47
04/02/2018	000212	Mabel Foust	450.00		181,346.47
04/02/2018	000212	Dale E. French	91.00		181,255.47
04/02/2018	000212	French Quarter Apts.	110.00		181,145.47
04/02/2018	000212	Michael Glowacki	669.00		180,476.47
04/02/2018	000212	David Grzesiek	394.00		180,082.47
04/02/2018	000212	Habitat for Humanity	341.00		179,741.47
04/02/2018	000212	Harbour Ridge Apts	1,689.00		178,052.47
04/02/2018	000212	Leonard Herman	1,042.00		177,010.47
04/02/2018	000212	Hillview Terrace	1,425.00		175,585.47
04/02/2018	000212	Josh Hollister	396.00		175,189.47
04/02/2018	000212	HomeStretch	2,658.00		172,531.47

Traverse City Housing Commission
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PNC - Section 8
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/02/2018	000212	Nancy Irish	554.00		171,977.47
04/02/2018	000212	Donna Kalchik	313.00		171,664.47
04/02/2018	000212	Jim Kidder	555.00		171,109.47
04/02/2018	000212	Bruce W. Korson	427.00		170,682.47
04/02/2018	000212	Lake Pointe Acquisitions LLC.	315.00		170,367.47
04/02/2018	000212	Sidney Lammers	372.00		169,995.47
04/02/2018	000212	John J. Lewis	758.00		169,237.47
04/02/2018	000212	Don E. Lint	504.00		168,733.47
04/02/2018	000212	Maret Sabourin	525.00		168,208.47
04/02/2018	000212	Meadowrun-Mancelona Rd 207 LHDA	471.00		167,737.47
04/02/2018	000212	Robert J. Mork	371.00		167,366.47
04/02/2018	000212	Oak Park Apts	1,346.00		166,020.47
04/02/2018	000212	Oak Terrace Apts	718.00		165,302.47
04/02/2018	000212	Gerald Oliver Revocable Trust	769.00		164,533.47
04/02/2018	000212	Daniel G. Pohlman	1,519.00		163,014.47
04/02/2018	000212	Douglas L. Porter	390.00		162,624.47
04/02/2018	000212	Punta Gorda Housing Authority	1,128.38		161,496.09
04/02/2018	000212	Timothy Rice	349.00		161,147.09
04/02/2018	000212	John Sarya	448.00		160,699.09
04/02/2018	000212	Eldon Schaub	401.00		160,298.09
04/02/2018	000212	Mike & Melissa Schichtel	644.00		159,654.09
04/02/2018	000212	Melanie Schmid	818.00		158,836.09
04/02/2018	000212	Gerald Sieggreen	697.00		158,139.09
04/02/2018	000212	SILVER SHORES MHC	885.00		157,254.09
04/02/2018	000212	Douglas & Julia Slack	333.00		156,921.09
04/02/2018	000212	22955 Investments LLC	3,509.00		153,412.09
04/02/2018	000212	Carl Sumner	535.00		152,877.09
04/02/2018	000212	Traverse City Property Management	439.00		152,438.09
04/02/2018	000212	TCR Investments, LLC	497.00		151,941.09
04/02/2018	000212	Wendy Teagan	475.00		151,466.09
04/02/2018	000212	TEAMCO PROPERTIES	651.00		150,815.09
04/02/2018	000212	TOS Holdings, LLC	697.00		150,118.09
04/02/2018	000212	Tradewinds Terrace Apts	262.00		149,856.09
04/02/2018	000212	Village Glen Apartments	6,508.00		143,348.09
04/02/2018	000212	Village View Housing LHDA LP	1,249.00		142,099.09
04/02/2018	000212	Village Woods	704.00		141,395.09
04/02/2018	000212	Wagner Asset Group at Ninth Street,	903.00		140,492.09
04/02/2018	000212	Paul Wheelock	538.00		139,954.09
04/02/2018	000212	Woda Boardman Lake LDHA.LP	2,009.00		137,945.09
04/02/2018	000212	Woodland Shores Properties, LLC	344.00		137,601.09

Traverse City Housing Commission
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PNC - Section 8
From: 04/01/2018 To: 04/30/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
04/02/2018	000212	Woodmere Ridge Apartments LDHA	4,900.00		132,701.09
04/02/2018	000212	Wyatt Road Apartment Company	573.00		132,128.09
04/02/2018	000212	Theodore V. Zachman	876.00		131,252.09
04/02/2018	000212	Ann Zenner	549.00		130,703.09
04/02/2018	000212	Barb Zupin	1,053.00		129,650.09
04/04/2018	DEP			100.00	129,750.09
04/10/2018	DEP			771.00	130,521.09
04/10/2018	ADJST		(1,042.00)		131,563.09
04/10/2018	000213	Leonard Herman	1,563.00		130,000.09
04/11/2018	ADJST	PNC Bank	(995.00)		130,995.09
04/16/2018	DEP			390.00	131,385.09
Total:			85,057.43	95,089.00	

Traverse City Housing Commission
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PNC - Section 8
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	ADJST	PNC Bank	74.05		110,365.49
03/01/2018	EFT	U.S. Dept. of HUD		7,326.00	117,691.49
03/01/2018	EFT	U.S. Dept. of HUD		87,544.00	205,235.49
03/01/2018	DEP			900.00	206,135.49
03/01/2018	000211	TC Commons I LDHA, LLC	263.00		205,872.49
03/01/2018	000211	Jeana Aiken	563.00		205,309.49
03/01/2018	000211	Dustin Ansorge	1,178.00		204,131.49
03/01/2018	000211	Ayers Investment Properties LLC	575.00		203,556.49
03/01/2018	000211	Brad Barnes	507.00		203,049.49
03/01/2018	000211	Bay Front Apartments	322.00		202,727.49
03/01/2018	000211	Bay Hill Housing LDHALP	4,136.00		198,591.49
03/01/2018	000211	Bay Hill II	7,623.00		190,968.49
03/01/2018	000211	Elizabeth Beckett	288.00		190,680.49
03/01/2018	000211	Bellaire Senior Apartments	248.00		190,432.49
03/01/2018	000211	Brookside Commons LDHA, LP	2,062.00		188,370.49
03/01/2018	000211	Irma Jean Brownley	465.00		187,905.49
03/01/2018	000211	Rebecca Carmien	331.00		187,574.49
03/01/2018	000211	Carson Square	5,649.00		181,925.49
03/01/2018	000211	Central Lake Townhouses	421.00		181,504.49
03/01/2018	000211	Cherrywood Village Farms, Inc.	2,302.00		179,202.49
03/01/2018	000211	Douglas A. Chichester	622.00		178,580.49
03/01/2018	000211	Davis Investment Properties, LLC	156.00		178,424.49
03/01/2018	000211	Jack V. Dean	421.00		178,003.49
03/01/2018	000211	Zachary Duell	1,200.00		176,803.49
03/01/2018	000211	Eden Brook LLC	457.00		176,346.49
03/01/2018	000211	Shirley Farrell	833.00		175,513.49
03/01/2018	000211	Five P Enterprises, LLC	485.00		175,028.49
03/01/2018	000211	Rent Leelanau, LLC	715.00		174,313.49
03/01/2018	000211	Lisa Forbes	527.00		173,786.49
03/01/2018	000211	Mabel Foust	450.00		173,336.49
03/01/2018	000211	Dale E. French	91.00		173,245.49
03/01/2018	000211	French Quarter Apts.	110.00		173,135.49
03/01/2018	000211	Michael Glowacki	669.00		172,466.49
03/01/2018	000211	David Grzesiek	394.00		172,072.49
03/01/2018	000211	Habitat for Humanity	341.00		171,731.49
03/01/2018	000211	Harbour Ridge Apts	1,689.00		170,042.49
03/01/2018	000211	Hillview Terrace	1,408.00		168,634.49
03/01/2018	000211	Josh Hollister	396.00		168,238.49
03/01/2018	000211	HomeStretch	2,658.00		165,580.49
03/01/2018	000211	Caroline Hupp	89.00		165,491.49

Traverse City Housing Commission
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PNC - Section 8
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	000211	Nancy Irish	554.00		164,937.49
03/01/2018	000211	Joseph and Marion Fasel	465.00		164,472.49
03/01/2018	000211	Donna Kalchik	313.00		164,159.49
03/01/2018	000211	Jim Kidder	555.00		163,604.49
03/01/2018	000211	Bruce W. Korson	365.00		163,239.49
03/01/2018	000211	Lake Pointe Acquisitions LLC.	315.00		162,924.49
03/01/2018	000211	Sidney Lammers	372.00		162,552.49
03/01/2018	000211	John J. Lewis	758.00		161,794.49
03/01/2018	000211	Don E. Lint	504.00		161,290.49
03/01/2018	000211	Maret Sabourin	525.00		160,765.49
03/01/2018	000211	Meadowrun-Mancelona Rd 207 LHDA	525.00		160,240.49
03/01/2018	000211	Robert J. Mork	371.00		159,869.49
03/01/2018	000211	Oak Park Apts	1,362.00		158,507.49
03/01/2018	000211	Oak Terrace Apts	946.00		157,561.49
03/01/2018	000211	Gerald Oliver Revocable Trust	741.00		156,820.49
03/01/2018	000211	Daniel G. Pohlman	1,519.00		155,301.49
03/01/2018	000211	Douglas L. Porter	390.00		154,911.49
03/01/2018	000211	Punta Gorda Housing Authority	1,128.38		153,783.11
03/01/2018	000211	Timothy Rice	349.00		153,434.11
03/01/2018	000211	John Sarya	448.00		152,986.11
03/01/2018	000211	Eldon Schaub	401.00		152,585.11
03/01/2018	000211	Mike & Melissa Schichtel	644.00		151,941.11
03/01/2018	000211	Melanie Schmid	818.00		151,123.11
03/01/2018	000211	Gerald Sieggreen	693.00		150,430.11
03/01/2018	000211	SILVER SHORES MHC	885.00		149,545.11
03/01/2018	000211	Douglas & Julia Slack	333.00		149,212.11
03/01/2018	000211	22955 Investments LLC	3,509.00		145,703.11
03/01/2018	000211	Carl Sumner	535.00		145,168.11
03/01/2018	000211	Traverse City Property Management	439.00		144,729.11
03/01/2018	000211	TCR Investments, LLC	497.00		144,232.11
03/01/2018	000211	Wendy Teagan	475.00		143,757.11
03/01/2018	000211	TEAMCO PROPERTIES	651.00		143,106.11
03/01/2018	000211	TOS Holdings, LLC	697.00		142,409.11
03/01/2018	000211	Tradewinds Terrace Apts	262.00		142,147.11
03/01/2018	000211	Village Glen Apartments	6,899.00		135,248.11
03/01/2018	000211	Village View Housing LHDA LP	1,249.00		133,999.11
03/01/2018	000211	Village Woods	704.00		133,295.11
03/01/2018	000211	Wagner Asset Group at Ninth Street,	903.00		132,392.11
03/01/2018	000211	Paul Wheelock	538.00		131,854.11
03/01/2018	000211	Woda Boardman Lake LDHA.LP	2,308.00		129,546.11

Traverse City Housing Commission
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PNC - Section 8
From: 03/01/2018 To: 03/31/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
03/01/2018	000211	Woodland Shores Properties, LLC	344.00		129,202.11
03/01/2018	000211	Woodmere Ridge Apartments LDHA	5,034.00		124,168.11
03/01/2018	000211	Wyatt Road Apartment Company	573.00		123,595.11
03/01/2018	000211	Theodore V. Zachman	876.00		122,719.11
03/01/2018	000211	Ann Zenner	549.00		122,170.11
03/01/2018	000211	Barb Zupin	1,032.00		121,138.11
03/06/2018	DEP			100.00	121,238.11
03/14/2018	EFT	U.S. Dept. of HUD		2,500.00	123,738.11
03/20/2018	023057	Traverse City Housing Commission	1,815.59		121,922.52
03/20/2018	023058	Cherryland Electric Cooperative	12.00		121,910.52
03/20/2018	023059	City Of Traverse City	192.70		121,717.82
03/20/2018	023060	Consumers Energy	51.10		121,666.72
03/20/2018	023061	DTE ENERGY	313.20		121,353.52
Total:			87,456.02	98,370.00	

Traverse City Housing Commission
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Chemical Bank
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	DEP			13,025.57	75,213.09
05/02/2018	DEP	T Mobile		2,333.98	77,547.07
05/02/2018	037894	Engineered Protection Systems Inc	51.81		77,495.26
05/02/2018	037895	Vision Service Plan	205.74		77,289.52
05/02/2018	037896	Traverse City Business News	35.00		77,254.52
05/02/2018	037897	Charles Edwards	177.12		77,077.40
05/02/2018	037898	SAM'S CLUB	902.04		76,175.36
05/02/2018	037899	Staples Business Advantage	86.37		76,088.99
05/02/2018	037900	Allen Supply	40.49		76,048.50
05/02/2018	037901	Ace Hardware	43.58		76,004.92
05/02/2018	037902	Home Depot Credit Services	562.88		75,442.04
05/02/2018	037903	CynergyComm.net,Inc	24.57		75,417.47
05/03/2018	DEP			12,933.00	88,350.47
05/03/2018	037904	David Gourlay	31.05		88,319.42
05/03/2018	037905	DTE ENERGY	30.91		88,288.51
05/03/2018	037906	Safety Net	704.00		87,584.51
05/03/2018	037907	Traverse Outdoor	96.25		87,488.26
05/03/2018	037908	City of Traverse City, Treasurer's	738.92		86,749.34
05/03/2018	037909	Spectrum Business	3,290.20		83,459.14
05/03/2018	037910	Verizon Wireless	29.42		83,429.72
05/03/2018	037911	Spectrum Business	184.98		83,244.74
05/03/2018	037912	D & W Mechanical	1,395.59		81,849.15
05/03/2018	037912	**VOID** D & W Mechanical	(1,395.59)		83,244.74
05/03/2018	037913	Elmer's	462.00		82,782.74
05/03/2018	037914	Housing Authority Accounting	1,099.41		81,683.33
05/03/2018	037915	City Of Traverse City	12,378.09		69,305.24
05/03/2018	037916	DeWeese Hardware	10.92		69,294.32
05/03/2018	037917	Grand Traverse County	53.43		69,240.89
05/03/2018	037918	Priority Health	6,292.39		62,948.50
05/03/2018	037919	Cardmember Service	599.41		62,349.09
05/03/2018	037920	Anthony Lentych	238.85		62,110.24
05/03/2018	037921	City Of Traverse City	123.50		61,986.74
05/03/2018	037922	DTE ENERGY	28.50		61,958.24
05/04/2018	EFT	U.S. Dept. of HUD		23,765.00	85,723.24
05/04/2018	EFT	U.S. Dept. of HUD		5,602.00	91,325.24
05/04/2018	DEP			8,933.76	100,259.00
05/07/2018	DEP			7,205.84	107,464.84
05/07/2018	DEP			341.00	107,805.84
05/07/2018	037923	D & W Mechanical	1,374.97		106,430.87
05/08/2018	ADJUST	Alisa Kroupa	1,275.05		105,155.82

Traverse City Housing Commission
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Chemical Bank
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/08/2018	ADJUST	Anthony Lentych	2,412.52		102,743.30
05/08/2018	ADJUST	Angela N. Szabo	648.22		102,095.08
05/08/2018	ADJUST	Michelle Reardon	1,417.98		100,677.10
05/08/2018	ADJUST	Joseph Battaglia	282.55		100,394.55
05/08/2018	ADJUST	Charles Edwards	914.91		99,479.64
05/08/2018	ADJUST	David Gourlay	995.83		98,483.81
05/08/2018	ADJUST	Benjamin Weston	445.23		98,038.58
05/08/2018	EFT	Principal Life Insurance Co.	713.16		97,325.42
05/11/2018	EFT	Internal Revenue Service	2,507.08		94,818.34
05/16/2018	037924	SAM'S CLUB	311.76		94,506.58
05/16/2018	037925	Staples Business Advantage	57.94		94,448.64
05/16/2018	037926	Kendall Electric Inc	45.84		94,402.80
05/16/2018	037927	Safety Net	704.00		93,698.80
05/16/2018	037928	Total Attention	1,850.00		91,848.80
05/16/2018	037929	A T & T	251.15		91,597.65
05/16/2018	037930	City Of Traverse City	11,796.14		79,801.51
05/16/2018	037931	DTE ENERGY	1,413.03		78,388.48
05/16/2018	037932	Home Depot Credit Services	281.40		78,107.08
05/16/2018	037933	Aflac	188.88		77,918.20
05/16/2018	037934	Environmental Pest Control	270.00		77,648.20
05/16/2018	037935	John DeWeese	40.75		77,607.45
05/16/2018	037936	Integrated Payroll Services, Inc.	104.90		77,502.55
05/16/2018	037937	Kuhn Rogers PLC	133.00		77,369.55
05/16/2018	037938	Republic Services #239	604.65		76,764.90
05/16/2018	037939	City Of Traverse City	125.44		76,639.46
05/16/2018	037940	AmRent	106.20		76,533.26
05/16/2018	037941	South Cedar Chimney Sweep	1,050.00		75,483.26
05/16/2018	037942	Mold Matters	140.00		75,343.26
05/16/2018	037943	CynergyComm.net,Inc	5.47		75,337.79
05/16/2018	037944	Housing Data Systems	145.00		75,192.79
05/16/2018	037945	Great Lakes Business Systems, Inc.	134.64		75,058.15
05/16/2018	037946	A T & T	276.66		74,781.49
05/16/2018	037947	McCardel Water Conditioning	32.50		74,748.99
05/16/2018	037948	Grand Traverse County DPW	483.00		74,265.99
05/16/2018	037949	R.W. Popp Excavating, Inc.	1,048.90		73,217.09
05/16/2018	037950	Holiday Fleet	51.65		73,165.44
05/16/2018	037951	Sherwin Williams Co.	46.58		73,118.86
05/21/2018	EFT	State Of Michigan	824.17		72,294.69
05/21/2018	DEP			17,683.50	89,978.19
05/21/2018	037952	Save Carpet USA	1,180.00		88,798.19

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/22/2018	ADJST	Alisa Kroupa	1,216.18		87,582.01
05/22/2018	ADJST	Anthony Lentych	2,412.52		85,169.49
05/22/2018	ADJST	Angela N. Szabo	802.76		84,366.73
05/22/2018	ADJST	Michelle Reardon	1,417.97		82,948.76
05/22/2018	ADJST	Joseph Battaglia	282.54		82,666.22
05/22/2018	ADJST	Charles Edwards	878.39		81,787.83
05/22/2018	ADJST	David Gourlay	995.83		80,792.00
05/22/2018	ADJST	Benjamin Weston	221.98		80,570.02
05/22/2018	EFT	Principal Life Insurance Co.	721.14		79,848.88
Total:			74,162.29	91,823.65	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	ADJST	PNC	73.70		131,311.39
05/01/2018	EFT	U.S. Dept. of HUD		87,850.00	219,161.39
05/01/2018	EFT	U.S. Dept. of HUD		7,358.00	226,519.39
05/01/2018	000214	TC Commons I LDHA, LLC	263.00		226,256.39
05/01/2018	000214	Jeana Aiken	563.00		225,693.39
05/01/2018	000214	Dustin Ansorge	1,318.00		224,375.39
05/01/2018	000214	Ayers Investment Properties LLC	575.00		223,800.39
05/01/2018	000214	Brad Barnes	507.00		223,293.39
05/01/2018	000214	Bay Front Apartments	322.00		222,971.39
05/01/2018	000214	Bay Hill Housing LDHALP	5,096.00		217,875.39
05/01/2018	000214	Bay Hill II	7,871.00		210,004.39
05/01/2018	000214	Elizabeth Beckett	288.00		209,716.39
05/01/2018	000214	Bellaire Senior Apartments	248.00		209,468.39
05/01/2018	000214	Brookside Commons LDHA, LP	1,959.00		207,509.39
05/01/2018	000214	Irma Jean Brownley	465.00		207,044.39
05/01/2018	000214	Rebecca Carmien	358.00		206,686.39
05/01/2018	000214	Carson Square	5,818.00		200,868.39
05/01/2018	000214	Central Lake Townhouses	421.00		200,447.39
05/01/2018	000214	Cherrywood Village Farms, Inc.	2,286.00		198,161.39
05/01/2018	000214	Douglas A. Chichester	622.00		197,539.39
05/01/2018	000214	Davis Investment Properties, LLC	298.00		197,241.39
05/01/2018	000214	Jack V. Dean	421.00		196,820.39
05/01/2018	000214	Zachary Duell	1,200.00		195,620.39
05/01/2018	000214	Eden Brook LLC	457.00		195,163.39
05/01/2018	000214	Shirley Farrell	833.00		194,330.39
05/01/2018	000214	Five P Enterprises, LLC	485.00		193,845.39
05/01/2018	000214	Rent Leelanau, LLC	658.00		193,187.39
05/01/2018	000214	Lisa Forbes	531.00		192,656.39
05/01/2018	000214	Mabel Foust	450.00		192,206.39
05/01/2018	000214	Dale E. French	91.00		192,115.39
05/01/2018	000214	French Quarter Apts.	110.00		192,005.39
05/01/2018	000214	Michael Glowacki	669.00		191,336.39
05/01/2018	000214	David Grzesiek	395.00		190,941.39
05/01/2018	000214	Habitat for Humanity	341.00		190,600.39
05/01/2018	000214	Harbour Ridge Apts	1,689.00		188,911.39
05/01/2018	000214	Leonard Herman	521.00		188,390.39
05/01/2018	000214	Hillview Terrace	1,425.00		186,965.39
05/01/2018	000214	Josh Hollister	396.00		186,569.39
05/01/2018	000214	HomeStretch	3,443.00		183,126.39
05/01/2018	000214	Nancy Irish	554.00		182,572.39

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	000214	Donna Kalchik	313.00		182,259.39
05/01/2018	000214	Kalkaska Woods Limited Partnership	931.00		181,328.39
05/01/2018	000214	Jim Kidder	555.00		180,773.39
05/01/2018	000214	Bruce W. Korson	427.00		180,346.39
05/01/2018	000214	Lake Pointe Acquisitions LLC.	315.00		180,031.39
05/01/2018	000214	Sidney Lammers	372.00		179,659.39
05/01/2018	000214	John J. Lewis	758.00		178,901.39
05/01/2018	000214	Don E. Lint	504.00		178,397.39
05/01/2018	000214	Maret Sabourin	525.00		177,872.39
05/01/2018	000214	Meadowrun-Mancelona Rd 207 LHDA	471.00		177,401.39
05/01/2018	000214	Robert J. Mork	371.00		177,030.39
05/01/2018	000214	Oak Park Apts	1,342.00		175,688.39
05/01/2018	000214	Oak Terrace Apts	718.00		174,970.39
05/01/2018	000214	Gerald Oliver Revocable Trust	769.00		174,201.39
05/01/2018	000214	Daniel G. Pohlman	1,519.00		172,682.39
05/01/2018	000214	Douglas L. Porter	390.00		172,292.39
05/01/2018	000214	Punta Gorda Housing Authority	1,128.38		171,164.01
05/01/2018	000214	Timothy Rice	349.00		170,815.01
05/01/2018	000214	John Sarya	448.00		170,367.01
05/01/2018	000214	Eldon Schaub	401.00		169,966.01
05/01/2018	000214	Mike & Melissa Schichtel	620.00		169,346.01
05/01/2018	000214	Melanie Schmid	818.00		168,528.01
05/01/2018	000214	Gerald Sieggreen	697.00		167,831.01
05/01/2018	000214	SILVER SHORES MHC	405.00		167,426.01
05/01/2018	000214	Douglas & Julia Slack	333.00		167,093.01
05/01/2018	000214	22955 Investments LLC	3,003.00		164,090.01
05/01/2018	000214	Carl Sumner	535.00		163,555.01
05/01/2018	000214	Traverse City Property Management	439.00		163,116.01
05/01/2018	000214	TCR Investments, LLC	611.00		162,505.01
05/01/2018	000214	Wendy Teagan	475.00		162,030.01
05/01/2018	000214	TEAMCO PROPERTIES	651.00		161,379.01
05/01/2018	000214	TOS Holdings, LLC	697.00		160,682.01
05/01/2018	000214	Tradewinds Terrace Apts	262.00		160,420.01
05/01/2018	000214	Village Glen Apartments	7,439.00		152,981.01
05/01/2018	000214	Village View Housing LHDA LP	1,249.00		151,732.01
05/01/2018	000214	Village Woods	704.00		151,028.01
05/01/2018	000214	Wagner Asset Group at Ninth Street,	734.00		150,294.01
05/01/2018	000214	Paul Wheelock	538.00		149,756.01
05/01/2018	000214	Woda Boardman Lake LDHA.LP	2,009.00		147,747.01
05/01/2018	000214	Woodland Shores Properties, LLC	344.00		147,403.01

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2018 To: 05/22/2018

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2018	000214	Woodmere Ridge Apartments LDHA	5,179.00		142,224.01
05/01/2018	000214	Wyatt Road Apartment Company	573.00		141,651.01
05/01/2018	000214	Theodore V. Zachman	876.00		140,775.01
05/01/2018	000214	Ann Zenner	549.00		140,226.01
05/01/2018	000214	Barb Zupin	1,053.00		139,173.01
05/02/2018	023062	City Of Traverse City	152.10		139,020.91
05/02/2018	023063	Consumers Energy	51.10		138,969.81
05/02/2018	023064	DTE ENERGY	295.80		138,674.01
05/02/2018	023065	Traverse City Housing Commission	5,518.31		133,155.70
05/03/2018	DEP			100.00	133,255.70
05/16/2018	023066	Traverse City Housing Commission	8,327.50		124,928.20
Total:			101,764.89	95,308.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018

	1 Month Ended		10 Months Ended			
	<u>April 30, 2018</u>		<u>April 30, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	30,754.00	\$	310,473.00	\$ 435,000	\$ 124,527.00
3110.2 - Dwelling Rental-Proj. 2		4,495.00		49,162.00	0	(49,162.00)
3120 - Excess Utilities		103.00		1,003.89	0	(1,003.89)
3190 - Nondwelling Rental		7,486.54		73,972.27	71,900	(2,072.27)
Total Rental Income	\$	42,838.54	\$	434,611.16	\$ 506,900	\$ 72,288.84
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	26,826.00	\$	199,165.00	\$ 250,000	\$ 50,835.00
Total HUD PHA GRANTS	\$	26,826.00	\$	199,165.00	\$ 250,000	\$ 50,835.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	145.06	\$	1,694.73	\$ 2,500	\$ 805.27
3690 - Tenant Income		175.00		2,058.01	6,000	3,941.99
3690.1 - Non-Tenant Income		2,648.00		29,676.59	15,400	(14,276.59)
3690.2 - Tenant Income-Cable		2,300.00		23,813.00	29,200	5,387.00
Total Nonrental Income	\$	5,268.06	\$	57,242.33	\$ 53,100	\$ (4,142.33)
Total Operating Income	\$	74,932.60	\$	691,018.49	\$ 810,000	\$ 118,981.51
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,663.86	\$	108,777.53	\$ 136,780	\$ 28,002.47
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		375.20		5,491.05	17,000	11,508.95
4140 - Staff Training		182.00		2,344.06	6,300	3,955.94
4150 - Travel Expense		126.60		4,035.19	4,200	164.81
4170 - Accounting Fees		450.16		6,099.26	7,000	900.74
4171 - Auditing		0.00		3,000.00	4,000	1,000.00
4182 - Employee Benefits - Admin		594.57		34,986.56	50,430	15,443.44
4185 - Telephone		591.52		6,434.13	7,500	1,065.87
4190 - Administrative Sundry		0.00		322.50	0	(322.50)
4190.1 - Publications		0.00		313.60	800	486.40
4190.2 - Membership Dues and Fees		(28.21)		815.12	1,000	184.88
4190.3 - Admin. Service Contracts		706.58		12,871.18	23,800	10,928.82
4190.4 - Office Supplies		86.96		1,742.95	4,200	2,457.05
4190.5 - Other Sundry Expense		342.13		14,595.62	13,640	(955.62)
4190.6 - Advertising		0.00		242.34	1,500	1,257.66
Total Administration	\$	13,091.37	\$	202,071.09	\$ 277,150	\$ 75,078.91
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	0.00	\$	3,711.30	\$ 8,575	\$ 4,863.70
4230 - Cable TV-Tenants		3,290.20		32,372.79	37,460	5,087.21
Total Tenant Services	\$	3,290.20	\$	36,084.09	\$ 46,035	\$ 9,950.91

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018

	1 Month Ended	10 Months Ended		
	<u>April 30, 2018</u>	<u>April 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
4310 - Water	\$ 507.00	\$ 12,333.21	\$ 16,500	\$ 4,166.79
4320 - Electricity	151.74	98,090.40	150,000	51,909.60
4330 - Gas	375.01	17,690.10	15,500	(2,190.10)
Total Utilities	<u>\$ 1,033.75</u>	<u>\$ 128,113.71</u>	<u>\$ 182,000</u>	<u>\$ 53,886.29</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	\$ 7,815.12	\$ 88,914.52	\$ 97,540	\$ 8,625.48
4420 - Materials	585.91	25,482.27	25,000	(482.27)
4430.02 - Heating & Cooling Contracts	0.00	6,490.46	6,000	(490.46)
4430.03 - Snow Removal Contracts	197.00	3,509.67	4,000	490.33
4430.04 - Elevator Maintenance Contracts	337.50	8,309.00	9,600	1,291.00
4430.05 - Landscape & Grounds Contracts	0.00	12,942.25	10,000	(2,942.25)
4430.06 - Unit Turnaround Contracts	2,740.00	21,172.48	18,000	(3,172.48)
4430.07 - Electrical Contracts	392.17	344.00	1,000	656.00
4430.08 - Plumbing Contracts	2,892.98	3,352.98	1,000	(2,352.98)
4430.09 - Extermination Contracts	270.00	3,100.00	3,000	(100.00)
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	208.80	17,627.66	10,000	(7,627.66)
4430.12 - Misc. Contracts	1,028.00	19,676.36	10,000	(9,676.36)
4431 - Garbage Removal	632.92	5,333.91	10,500	5,166.09
4433 - Employee Benefits - Maint.	277.70	30,454.61	35,620	5,165.39
Total Ordinary Maint. & Oper	<u>\$ 17,378.10</u>	<u>\$ 246,710.17</u>	<u>\$ 243,460</u>	<u>\$ (3,250.17)</u>
General Expense				
4510 - Insurance	\$ 2,412.51	\$ 24,172.06	\$ 30,600	\$ 6,427.94
4520 - Payment in Lieu of Taxes	1,780.00	17,936.67	23,000	5,063.33
4570 - Collection Losses	0.00	0.97	5,000	4,999.03
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
Total General Expense	<u>\$ 4,192.51</u>	<u>\$ 42,109.70</u>	<u>\$ 90,600</u>	<u>\$ 48,490.30</u>
Total Routine Expense	<u>\$ 38,985.93</u>	<u>\$ 655,088.76</u>	<u>\$ 839,245</u>	<u>\$ 184,156.24</u>
Non-Routine Expense				
Extraordinary Maintenance				
4610.3 - Contract Costs	\$ 0.00	\$ 797.00	\$ 10,000	\$ 9,203.00
Total Extraordinary Maintenance	<u>\$ 0.00</u>	<u>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</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>\$ 797.00</u>	<u>\$ 10,000</u>	<u>\$ 9,203.00</u>
Total Operating Expenses	<u>\$ 38,985.93</u>	<u>\$ 655,885.76</u>	<u>\$ 849,245</u>	<u>\$ 193,359.24</u>
Operating Income (Loss)	<u>\$ 35,946.67</u>	<u>\$ 35,132.73</u>	<u>\$ (39,245)</u>	<u>\$ (74,377.73)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 215,172.80	\$ 0	\$ (215,172.80)
Total Depreciation Expense	<u>\$ 21,695.94</u>	<u>\$ 215,172.80</u>	<u>\$ 0</u>	<u>\$ (215,172.80)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018

	1 Month Ended		10 Months Ended			
	<u>April 30, 2018</u>		<u>April 30, 2018</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	\$	0.00	\$	5,837.00	\$ 0	\$ (5,837.00)
7540 - Betterments and Additions		4,234.00		59,960.00	25,000	(34,960.00)
7590 - Operating Expenditures-Contra		<u>(4,234.00)</u>		<u>(65,797.00)</u>	<u>0</u>	<u>65,797.00</u>
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
Total Other Financial Items	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
 HUD Net Income (Loss)						
	\$	<u>31,712.67</u>	\$	<u>(30,664.27)</u>	\$ (173,545)	\$ (142,880.73)
GAAP Net Income (Loss)	\$	14,250.73	\$	(180,040.07)	\$ 45,055	\$ 225,095.07

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2018</u>	<u>April 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 1,175.00	\$ 0	\$ (1,175.00)
3603 - Number of Unit Months	(169.00)	(1,633.00)	0	1,633.00
3604 - Unit Months - Contra	169.00	1,633.00	0	(1,633.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 1,175.00</u>	<u>\$ 0</u>	<u>\$ (1,175.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 86,502.00	\$ 809,211.00	\$ 0	\$ (809,211.00)
3411 - Admin Fee Funding	7,326.00	73,017.00	0	(73,017.00)
Total HUD PHA GRANTS	<u>\$ 93,828.00</u>	<u>\$ 882,228.00</u>	<u>\$ 0</u>	<u>\$ (882,228.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 93,878.00</u>	<u>\$ 883,403.00</u>	<u>\$ 0</u>	<u>\$ (883,403.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,100.52	\$ 34,676.30	\$ 40,790	\$ 6,113.70
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	160.80	966.45	500	(466.45)
4140 - Staff Training	78.00	1,537.45	2,700	1,162.55
4150 - Travel Expense	90.90	1,515.43	1,800	284.57
4170 - Accounting Fees	649.25	7,344.25	8,000	655.75
4171 - Auditing	0.00	3,000.00	3,000	0.00
4182 - Employee Benefits - Admin	184.44	11,686.78	17,195	5,508.22
4185 - Telephone	134.77	1,703.66	3,200	1,496.34
4190 - Administrative Sundry	0.00	322.50	0	(322.50)
4190.1 - Publications	0.00	134.40	500	365.60
4190.2 - Membership Dues and Fees	(12.09)	436.98	1,000	563.02
4190.3 - Admin. Service Contracts	302.81	5,314.08	10,200	4,885.92
4190.4 - Office Supplies	37.27	738.78	2,200	1,461.22
4190.5 - Other Sundry Expense	193.17	6,972.35	5,460	(1,512.35)
Total Administration	<u>\$ 4,919.84</u>	<u>\$ 76,349.41</u>	<u>\$ 96,295</u>	<u>\$ 19,945.59</u>
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 309.42	\$ 0	\$ (309.42)
Total General Expense	<u>\$ 34.38</u>	<u>\$ 309.42</u>	<u>\$ 0</u>	<u>\$ (309.42)</u>
Total Routine Expense	<u>\$ 4,954.22</u>	<u>\$ 76,658.83</u>	<u>\$ 96,295</u>	<u>\$ 19,636.17</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018**

	1 Month Ended <u>April 30, 2018</u>	10 Months Ended <u>April 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 78,116.00	\$ 776,655.92	\$ 0	\$ (776,655.92)
4715.3 - HAP - Non-Elderly Djsabled	3,003.00	31,188.00	0	(31,188.00)
4715.4 - HAP - Utility Allowances	0.00	5,974.50	0	(5,974.50)
4715.5 - HAP - Fraud Recovery	(50.00)	(775.00)	0	775.00
4715.6 - HAP - Homeownership	1,226.00	11,263.00	0	(11,263.00)
4715.8 - HAP - Portable Paying Out	1,094.00	9,078.00	0	(9,078.00)
4715.9 - HAP - Portable Receiving	344.00	3,396.00	0	(3,396.00)
4719 - HAP - FSS Escrow	0.00	14,485.00	0	(14,485.00)
Total HAP Payments	<u>\$ 83,733.00</u>	<u>\$ 851,265.42</u>	<u>\$ 0</u>	<u>\$ (851,265.42)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 88,687.22	\$ 927,924.25	\$ 96,295	\$ (831,629.25)
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>\$ 5,190.78</u>	<u>\$ (44,521.25)</u>	<u>\$ (96,295)</u>	<u>\$ (51,773.75)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 2,371.78</u>	<u>\$ (3,641.83)</u>	<u>\$ (96,295)</u>	<u>\$ (92,653.17)</u>

Analysis of Funding

A.C. Received: April 30, 2018

3410 - HAP Funding \$ 809,211.00

A.C. Earned

4715.1 - HAP - Occupied Units 776,655.92
4715.3 - HAP - Non-Elderly Disabled 31,188.00
4715.4 - HAP - Utility Allowances 5,974.50
4715.5 - HAP - Fraud Recovery (775.00)
4715.6 - HAP - Homeownership 11,263.00
4715.8 - HAP - Portable Paying Out 9,078.00
4715.9 - HAP - Portable Receiving 3,396.00
4719 - HAP - FSS Escrow 14,485.00

Total Funding Required \$ 851,265.42

Over/(Under) Funding \$ (42,054.42)

NRA as of: April 30, 2018 \$ (14,810.68)

UNA as of: April 30, 2018 \$ 139,878.25

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018**

	1 Month Ended	10 Months Ended		
	<u>April 30, 2018</u>	<u>April 30, 2018</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	\$ 5,602.00	\$ 55,898.00	\$ 0	\$ (55,898.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 55,898.00	\$ 0	\$ (55,898.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 55,898.00</u>	<u>\$ 0</u>	<u>\$ (55,898.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,438.48	\$ 38,364.72	\$ 55,800	\$ 17,435.28
4182 - Employee Benefits - Admin	131.92	14,702.53	19,070	4,367.47
4190.1 - Publications	0.00	856.00	0	(856.00)
Total Administration	<u>\$ 3,570.40</u>	<u>\$ 53,923.25</u>	<u>\$ 74,870</u>	<u>\$ 20,946.75</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 3,570.40	\$ 53,923.25	\$ 74,870	\$ 20,946.75

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 10 Months Ended April 30, 2018**

	<u>1 Month Ended</u> <u>April 30, 2018</u>	<u>10 Months Ended</u> <u>April 30, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 3,570.40	\$ 53,923.25	\$ 74,870	\$ 20,946.75
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>\$ 2,031.60</u>	<u>\$ 1,974.75</u>	<u>\$ (74,870)</u>	<u>\$ (76,844.75)</u>

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018

	1 Month Ended		9 Months Ended			
	<u>March 31, 2018</u>		<u>March 31, 2018</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$	30,697.00	\$	279,719.00	\$ 435,000	\$ 155,281.00
3110.2 - Dwelling Rental-Proj. 2		4,442.00		44,667.00	0	(44,667.00)
3120 - Excess Utilities		70.00		900.89	0	(900.89)
3190 - Nondwelling Rental		<u>7,427.62</u>		<u>66,485.73</u>	<u>71,900</u>	<u>5,414.27</u>
Total Rental Income	\$	<u>42,636.62</u>	\$	<u>391,772.62</u>	\$ 506,900	\$ 115,127.38
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$	<u>17,860.00</u>	\$	<u>172,339.00</u>	\$ 250,000	\$ 77,661.00
Total HUD PHA GRANTS	\$	<u>17,860.00</u>	\$	<u>172,339.00</u>	\$ 250,000	\$ 77,661.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$	262.08	\$	1,549.67	\$ 2,500	\$ 950.33
3690 - Tenant Income		157.00		1,883.01	6,000	4,116.99
3690.1 - Non-Tenant Income		1,094.73		27,028.59	15,400	(11,628.59)
3690.2 - Tenant Income-Cable		<u>2,350.00</u>		<u>21,513.00</u>	<u>29,200</u>	<u>7,687.00</u>
Total Nonrental Income	\$	<u>3,863.81</u>	\$	<u>51,974.27</u>	\$ 53,100	\$ 1,125.73
Total Operating Income	\$	<u>64,360.43</u>	\$	<u>616,085.89</u>	\$ 810,000	\$ 193,914.11
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	9,353.93	\$	99,113.67	\$ 136,780	\$ 37,666.33
4120 - Compensated Absences		0.00		0.00	(1,000)	(1,000.00)
4130 - Legal Expense		1,209.00		5,115.85	17,000	11,884.15
4140 - Staff Training		0.00		2,162.06	6,300	4,137.94
4150 - Travel Expense		237.83		3,908.59	4,200	291.41
4170 - Accounting Fees		450.16		5,649.10	7,000	1,350.90
4171 - Auditing		0.00		3,000.00	4,000	1,000.00
4182 - Employee Benefits - Admin		3,406.18		34,391.99	50,430	16,038.01
4185 - Telephone		739.33		5,842.61	7,500	1,657.39
4190 - Administrative Sundry		0.00		322.50	0	(322.50)
4190.1 - Publications		0.00		313.60	800	486.40
4190.2 - Membership Dues and Fees		28.60		843.33	1,000	156.67
4190.3 - Admin. Service Contracts		716.59		12,164.60	23,800	11,635.40
4190.4 - Office Supplies		399.00		1,655.99	4,200	2,544.01
4190.5 - Other Sundry Expense		554.15		14,253.49	13,640	(613.49)
4190.6 - Advertising		<u>96.67</u>		<u>242.34</u>	<u>1,500</u>	<u>1,257.66</u>
Total Administration	\$	<u>17,191.44</u>	\$	<u>188,979.72</u>	\$ 277,150	\$ 88,170.28
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	172.20	\$	3,711.30	\$ 8,575	\$ 4,863.70
4230 - Cable TV-Tenants		<u>3,292.18</u>		<u>29,082.59</u>	<u>37,460</u>	<u>8,377.41</u>
Total Tenant Services	\$	<u>3,464.38</u>	\$	<u>32,793.89</u>	\$ 46,035	\$ 13,241.11

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018

	1 Month Ended		9 Months Ended			
	March 31, 2018		March 31, 2018		BUDGET	*OVER/UNDER
Utilities						
4310 - Water	\$	1,045.40	\$	11,826.21	\$ 16,500	\$ 4,673.79
4320 - Electricity		13,329.58		97,938.66	150,000	52,061.34
4330 - Gas		4,825.13		17,315.09	15,500	(1,815.09)
Total Utilities	\$	19,200.11	\$	127,079.96	\$ 182,000	\$ 54,920.04
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$	7,545.54	\$	81,099.40	\$ 97,540	\$ 16,440.60
4420 - Materials		3,245.66		24,896.36	25,000	103.64
4430.02 - Heating & Cooling Contracts		446.86		6,490.46	6,000	(490.46)
4430.03 - Snow Removal Contracts		548.00		3,312.67	4,000	687.33
4430.04 - Elevator Maintenance Contracts		0.00		7,971.50	9,600	1,628.50
4430.05 - Landscape & Grounds Contracts		0.00		12,942.25	10,000	(2,942.25)
4430.06 - Unit Turnaround Contracts		1,669.98		18,432.48	18,000	(432.48)
4430.07 - Electrical Contracts		0.00		(48.17)	1,000	1,048.17
4430.08 - Plumbing Contracts		0.00		460.00	1,000	540.00
4430.09 - Extermination Contracts		270.00		2,830.00	3,000	170.00
4430.10 - Janitorial Contracts		0.00		0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts		1,366.03		17,418.86	10,000	(7,418.86)
4430.12 - Misc. Contracts		300.00		18,648.36	10,000	(8,648.36)
4431 - Garbage Removal		473.48		4,700.99	10,500	5,799.01
4433 - Employee Benefits - Maint.		3,154.66		30,176.91	35,620	5,443.09
Total Ordinary Maint. & Oper	\$	19,020.21	\$	229,332.07	\$ 243,460	\$ 14,127.93
General Expense						
4510 - Insurance	\$	2,412.51	\$	21,759.55	\$ 30,600	\$ 8,840.45
4520 - Payment in Lieu of Taxes		1,780.00		16,156.67	23,000	6,843.33
4570 - Collection Losses		0.00		0.97	5,000	4,999.03
4586 - Interest Expense-CFFP		0.00		0.00	32,000	32,000.00
Total General Expense	\$	4,192.51	\$	37,917.19	\$ 90,600	\$ 52,682.81
Total Routine Expense	\$	63,068.65	\$	616,102.83	\$ 839,245	\$ 223,142.17
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Total Extraordinary Maintenance	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Casualty Losses-Not Cap.						
Total Casualty Losses	\$	0.00	\$	0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$	0.00	\$	797.00	\$ 10,000	\$ 9,203.00
Total Operating Expenses	\$	63,068.65	\$	616,899.83	\$ 849,245	\$ 232,345.17
Operating Income (Loss)	\$	1,291.78	\$	(813.94)	\$ (39,245)	\$ (38,431.06)
Depreciation Expense						
4800 - Depreciation - Current Year	\$	21,695.94	\$	193,476.86	\$ 0	\$ (193,476.86)
Total Depreciation Expense	\$	21,695.94	\$	193,476.86	\$ 0	\$ (193,476.86)

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018**

	1 Month Ended		9 Months Ended			
	<u>March 31, 2018</u>		<u>March 31, 2018</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	\$	0.00	\$	5,837.00	\$ 0	\$ (5,837.00)
7540 - Betterments and Additions		3,070.00		55,726.00	25,000	(30,726.00)
7590 - Operating Expenditures-Contra		(3,070.00)		(61,563.00)	0	61,563.00
Total Capital Expenditures	\$	0.00	\$	0.00	\$ 25,000	\$ 25,000.00
Other Financial Items						
8010 - Operating Transfers In	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
Total Other Financial Items	\$	0.00	\$	0.00	\$ 109,300	\$ 109,300.00
 HUD Net Income (Loss)	<u>\$</u>	<u>(1,778.22)</u>	<u>\$</u>	<u>(62,376.94)</u>	<u>\$</u>	<u>(173,545)</u>
GAAP Net Income (Loss)	<u>\$</u>	<u>(20,404.16)</u>	<u>\$</u>	<u>(194,290.80)</u>	<u>\$</u>	<u>45,055</u>
					<u>\$</u>	<u>239,345.80</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2018</u>	<u>March 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 500.00	\$ 1,125.00	\$ 0	\$ (1,125.00)
3603 - Number of Unit Months	(138.00)	(1,434.00)	0	1,434.00
3604 - Unit Months - Contra	138.00	1,434.00	0	(1,434.00)
Total Operating Reserve Income	<u>\$ 500.00</u>	<u>\$ 1,125.00</u>	<u>\$ 0</u>	<u>\$ (1,125.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 90,044.00	\$ 722,709.00	\$ 0	\$ (722,709.00)
3411 - Admin Fee Funding	7,326.00	65,691.00	0	(65,691.00)
Total HUD PHA GRANTS	<u>\$ 97,370.00</u>	<u>\$ 788,400.00</u>	<u>\$ 0</u>	<u>\$ (788,400.00)</u>
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 97,870.00</u>	<u>\$ 789,525.00</u>	<u>\$ 0</u>	<u>\$ (789,525.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 2,951.20	\$ 31,575.78	\$ 40,790	\$ 9,214.22
4120 - Compensated Absences	0.00	0.00	(250)	(250.00)
4130 - Legal Expense	0.00	805.65	500	(305.65)
4140 - Staff Training	0.00	1,459.45	2,700	1,240.55
4150 - Travel Expense	40.20	1,424.53	1,800	375.47
4170 - Accounting Fees	649.25	6,695.00	8,000	1,305.00
4171 - Auditing	0.00	3,000.00	3,000	0.00
4182 - Employee Benefits - Admin	1,105.99	11,502.34	17,195	5,692.66
4185 - Telephone	197.61	1,568.89	3,200	1,631.11
4190 - Administrative Sundry	0.00	322.50	0	(322.50)
4190.1 - Publications	0.00	134.40	500	365.60
4190.2 - Membership Dues and Fees	28.60	449.07	1,000	550.93
4190.3 - Admin. Service Contracts	307.11	5,011.27	10,200	5,188.73
4190.4 - Office Supplies	206.10	701.51	2,200	1,498.49
4190.5 - Other Sundry Expense	302.55	6,779.18	5,460	(1,319.18)
Total Administration	<u>\$ 5,788.61</u>	<u>\$ 71,429.57</u>	<u>\$ 96,295</u>	<u>\$ 24,865.43</u>
General Expense				
4590 - Other General Expense	\$ 34.38	\$ 275.04	\$ 0	\$ (275.04)
Total General Expense	<u>\$ 34.38</u>	<u>\$ 275.04</u>	<u>\$ 0</u>	<u>\$ (275.04)</u>
Total Routine Expense	<u>\$ 5,822.99</u>	<u>\$ 71,704.61</u>	<u>\$ 96,295</u>	<u>\$ 24,590.39</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018**

	<u>1 Month Ended March 31, 2018</u>	<u>9 Months Ended March 31, 2018</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 78,711.00	\$ 698,039.92	\$ 0	\$ (698,039.92)
4715.3 - HAP - Non-Elderly Disabled	3,026.00	28,185.00	0	(28,185.00)
4715.4 - HAP - Utility Allowances	569.00	5,974.50	0	(5,974.50)
4715.5 - HAP - Fraud Recovery	0.00	(225.00)	0	225.00
4715.6 - HAP - Homeownership	1,288.00	10,037.00	0	(10,037.00)
4715.8 - HAP - Portable Paying Out	1,094.00	7,984.00	0	(7,984.00)
4715.9 - HAP - Portable Receiving	344.00	3,052.00	0	(3,052.00)
4719 - HAP - FSS Escrow	0.00	14,485.00	0	(14,485.00)
Total HAP Payments	<u>\$ 85,032.00</u>	<u>\$ 767,532.42</u>	<u>\$ 0</u>	<u>\$ (767,532.42)</u>
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 90,854.99	\$ 839,237.03	\$ 96,295	\$ (742,942.03)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 7,015.01</u>	<u>\$ (49,712.03)</u>	<u>\$ (96,295)</u>	<u>\$ (46,582.97)</u>
Memo:				
Admin Operating Income/(Loss)	<u>\$ 1,503.01</u>	<u>\$ (6,013.61)</u>	<u>\$ (96,295)</u>	<u>\$ (90,281.39)</u>
<u>Analysis of Funding</u>		<u>9 Months Ended March 31, 2018</u>		
A.C. Received: March 31, 2018				
3410 - HAP Funding		\$ 722,709.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		698,039.92		
4715.3 - HAP - Non-Elderly Disabled		28,185.00		
4715.4 - HAP - Utility Allowances		5,974.50		
4715.5 - HAP - Fraud Recovery		(225.00)		
4715.6 - HAP - Homeownership		10,037.00		
4715.8 - HAP - Portable Paying Out		7,984.00		
4715.9 - HAP - Portable Receiving		3,052.00		
4719 - HAP - FSS Escrow		14,485.00		
Total Funding Required		<u>\$ 767,532.42</u>		
Over/(Under) Funding		<u>\$ (44,823.42)</u>		
NRA as of: March 31, 2018		\$ (17,579.68)		
UNA as of: March 31, 2018		\$ 135,424.87		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018**

	1 Month Ended	9 Months Ended		
	<u>March 31, 2018</u>	<u>March 31, 2018</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	\$ 5,602.00	\$ 50,296.00	\$ 0	\$ (50,296.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 50,296.00	\$ 0	\$ (50,296.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 50,296.00</u>	<u>\$ 0</u>	<u>\$ (50,296.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,438.48	\$ 34,926.24	\$ 55,800	\$ 20,873.76
4182 - Employee Benefits - Admin	1,544.27	14,570.61	19,070	4,499.39
4190.1 - Publications	423.00	856.00	0	(856.00)
Total Administration	<u>\$ 5,405.75</u>	<u>\$ 50,352.85</u>	<u>\$ 74,870</u>	<u>\$ 24,517.15</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	<u>\$ 5,405.75</u>	<u>\$ 50,352.85</u>	<u>\$ 74,870</u>	<u>\$ 24,517.15</u>

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 9 Months Ended March 31, 2018**

	<u>1 Month Ended March 31, 2018</u>	<u>9 Months Ended March 31, 2018</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	\$ 5,405.75	\$ 50,352.85	\$ 74,870	\$ 24,517.15
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>\$ 196.25</u>	<u>\$ (56.85)</u>	<u>\$ (74,870)</u>	<u>\$ (74,813.15)</u>



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

COMMITTEE REPORTS

Executive Committee Meeting: May 21, 2018 & April 24, 2018

Governance Committee Meeting: May 17, 2018 & April 19, 2018

Communication & Outreach Committee Meeting: April 10, 2018

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
May 21, 2018**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 6:05 P.M. on May 21, 2018 at the TCHC Office in Traverse City, Michigan.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

An Insurance Coverage Bid was received and discussed.

AGENDA

The following Agenda items were discussed:

- A. The Minutes of the April 24, 2018 Executive Committee Meeting were presented.
- B. A financial update for April was presented and discussed. Everything is close to the projections.
- C. The policy review schedule was presented and discussed.
- D. Staff gave an update on the East Bay Flats project. It is scheduled to close on May 22, 2018.
- E. Staff provided a brief update on the work of the Governance Committee.
- F. The May 27, 2018 Regular Meeting Agenda was briefly discussed and will include:
 - The Elk Rapids Housing Commission MOU was reviewed and is recommended for approval.
 - The Draft Code of Conduct Policy was reviewed.
 - An application for Main Stream Vouchers (Section 811) was discussed.
 - The Draft TCHC By Laws were reviewed.
- G. Since the June Meeting will be the Annual Meeting, there was a brief discussion of the election of officers.
- H. The Committee will attempt to meeting on June 15, 2018.

ADJOURNMENT

President Smits adjourned the meeting at 6:50 P.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
April 24, 2018**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 7:40 A.M. on April 24, 2018 at the TCHC Office in Traverse City, Michigan.

ROLL CALL

The following Commissioners were present: Brian Haas, Past President, and Andy Smits, President.

CORRESPONDENCE

Letters from Independent Bank and Kathleen Stocking were received.

AGENDA

The following Agenda items were discussed:

- A. The Minutes of the March 16, 2018 Executive Committee Meeting were presented.
- B. A financial update was presented and discussed. Everything is close to the projections.
- C. The policy review schedule was presented and discussed.
- D. Staff gave an update on the East Bay Flats project.
- E. Staff provided a brief update on the work of two committees – Communications & Outreach and Governance.
- F. The April 25, 2018 Regular Meeting will be canceled or postponed.
 - It was noted that a Special Meeting may be called to discuss the Operating Agreement that Staff and the Board President were negotiating should approvals be needed prior to the May 25th Regular Meeting.
 - The Draft Code of Conduct Policy was reviewed.
 - The TCHC Lease was briefly discussed.
- G. The Committee will attempt to meeting on May 21, 2018.

ADJOURNMENT

President Smits adjourned the meeting at 8:30 A.M.

Respectfully submitted,

Andy Smits, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
May 17, 2018**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Commissioner Kay Serratelli in the Riverview Terrace Third Floor Community Room, 150 Pine Street, Traverse City at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Committee Kay Serratelli.

Staff: Tony Lentych, Executive Director.

Residents: Committee Members Ellen Corcoran and Norma Loper, plus Samir Moubarak.

II APPROVAL OF AGENDA

Committee Member Norma Loper moved (Corcoran support) to approve the agenda. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV UPDATES

- A. The Policy Review Schedule was presented and discussed. There will be some suggested adjustments to the TCHC By-Laws that will be presented in draft form at the Commission's next regular meeting.

V OLD BUSINESS

- A. There is no update regarding the "Shared Drive" request from the City.
- B. Committee member Corcoran and staff updated the committee regarding the Riverwalk. It does not seem that there is going to be any movement on building Phase II this year. A DDA Committee is expected to be announced at their next meeting. Some members expressed an interest in participating.
- C. There was no update on the Safety & Evacuation Plan.
- D. The Harassment/Hostile Environment Policy will not be evaluated at this time since there is not data to review. It will be revisited in six (6) months.
- E. Staff is still working on the salary survey but it will be completed this summer.
- F. The Incentive Based Compensation Plan for 2018 along with the budget. This will be ready for approval in June.
- G. Code of Conduct Policy is ready for approval.

VI NEW BUSINESS

- A. Staff led a conversation on TCHC new Lease. A subcommittee of Corcoran, Friend, Lockwood, and Loper was established to work on this over the next two months with the goal of approving the new lease at the Regular Meeting in June.
- B. There was a brief conversation about the Community Service Policy. Staff explained that all of the changes were approved in the ACOP and that the office is just reformatting it into a Policy statement that can be more easily shared with the public. It will be ready for the meeting.

- C. Since the Finance & Compliance Committee was not meeting this month, staff presented the TCHC Insurance Coverage quote to the committee to solicit feedback. The Committee recommended approving this quote despite the increase in the premium (a result of the lawsuit filed in 2017).
- D. Staff presented a proposed MOU between TCHC and the Elk Rapids Housing Commission and gave a detailed update of the situation in Elk Rapids. The Committee recommended moving forward and executing the four-month MOU.
- E. There was a detailed conversation on a HUD RFP for NED-type HCV. Several partner agencies in the region are encouraging TCHC to apply. Since the due date for submissions is before the Regular Meeting in June, it was recommended that TCHC should explore the potential of a submission and that an authorizing resolution be presented to the Commission next week.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Committee Member Ellen Corcoran moved (Loper support) to adjourn. The motion was unanimously approved. Commissioner Serratelli closed the meeting at 11:25 A.M.

The next scheduled meeting is Thursday, June 14, 2018 at 10:00 A.M. Staff announced that this change was due to the calendar anomaly of the fourth Friday immediately following the third Thursday.

Respectfully submitted,

Tony Lentych & Kay Serratelli, Acting Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
April 19, 2018**

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Commissioner Kay Serratelli in the Riverview Terrace Third Floor Community Room, 150 Pine Street, Traverse City at 10:00 A.M.

I ROLL CALL

The following Commissioners were present: Committee Member Jim Friend and Kay Serratelli, plus Heather Lockwood.

Staff: Tony Lentych, Executive Director.

Residents: Committee Members Ellen Corcoran and Norma Loper, plus Jeff Turner.

II APPROVAL OF AGENDA

Committee Member Norma Loper moved (Corcoran support) to approve the agenda. The motion was unanimously approved.

III PUBLIC COMMENT

None.

IV UPDATES

A. The Policy Review Schedule was presented and discussed.

V OLD BUSINESS

- A. There is no update regarding the "Shared Drive" request from the City but there was a lengthy conversation regarding site surveys and property lines.
- B. Committee member Corcoran and staff updated the committee regarding the Riverwalk. Phase I, which ends at Uptown, will move forward. It is not clear if Phase II, which will affect Riverview Terrace, has the funding in place to go forward at this time. We expect more information to be delivered at the next monthly DDA meeting.
- C. There was no update on the Safety & Evacuation Plan.
- D. The Harassment/Hostile Environment Policy will be discussed at the April 2018 meeting but it was noted that there have been no complaints brought forward from residents by which we can evaluate the policy.
- E. Staff is still working on the salary survey.
- F. The Incentive Based Compensation Plan for 2018 along with the budget.
- G. There was a discussion on the draft Code of Conduct Policy. There was general approval of all of the recommended changes from staff including the increase in the reporting thresholds. There will be a section added about the Resident Commissioner as well. It will be available for approval at the next TCHC meeting.

VI NEW BUSINESS

- A. Staff led a conversation on TCHC new Lease. A subcommittee of Corcoran, Friend, Lockwood, and Loper was established to work on this over the next two months with the goal of approving the new lease at the Regular Meeting in June.

NOTE: Staff departed at 11:05 A.M. for a media engagement.

- B. There was a discussion on a possible new option to provide the Health Care Benefits – Health Savings Accounts (HSAs), which seem to be able to save money to both employees and to TCHC. There was consensus among the members that the new HSA option should be explored further by staff who will provide a more detailed report to the Commission that would include a) more detailed explanation of how it works; and b) more information on how it would impact the employees.

VII PUBLIC COMMENT

General comment: Heather Lockwood [was encouraged by Committee Members to forward comments/questions directly to staff.

VIII ADJOURNMENT

Committee Member Ellen Corcoran moved (Friend support) to adjourn. The motion was unanimously approved. Commissioner Serratelli closed the meeting at 11:20 A.M.

The next scheduled meeting is Thursday, May 17, 2018 at 10:00 A.M.

Respectfully submitted,

Tony Lentych & Kay Serratelli, Acting Recording Secretary

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Communication & Outreach Committee
April 10, 2018**

A Communications & Outreach Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Friend and Haas at the TCHC Office, 150 Pine Street, Traverse City, Michigan, at 3:58 P.M.

ROLL CALL

The following Commissioners were present: Jim Friend and Brian Haas.

Staff: Tony Lentych, Executive Director, and Angie Szabo, Intake/FSS Coordinator.

Other: Ellen Corcoran.

AGENDA

A. The minutes of the previous meeting were reviewed and the agenda was approved.

B. Old Business

The following Old Business items were discussed:

- Building Art: No update on this item this month. Commissioner Friend will reach out to the Arts Commission with staff at some point this spring.
- Website: There was a discussion on the graphic element. Staff will work with designer to make sure it is the one that was approved. Several "client" and "resident" quotes about their experiences with TCHC were reviewed - five (5) of which were selected for inclusion on the website.
- Long-term Media Strategy: The use of blogs will be a main focus of the program.

C. New Business

The following New Business item was discussed:

- East Bay Flats Brochure was discussed. This was created in concert with the Continuum of Care partners. It will be utilized as an education piece now and going forward. The Committee would like more information on the Youth Advisor Board, the Resident Mentor, and the screening of the youth prior to "move-in".

ADJOURNMENT

The Committee adjourned at 4:37 P.M.

After a brief discussion on the calendar, it was announced that the next meeting will be on May 8, 2018 at 4:00 P.M. at Riverview Terrace. [The move from May 1 is to accommodate travel schedules of staff].

Respectfully submitted,

Brian Haas & Angie Szabo, Intake/FSS Manager



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

STAFF & PROGRAM REPORTS

Executive Director's Report: April & May 2018

Family Self-Sufficiency (FSS) Program Report: April & May 2018

Resident Council Report: April & May 2018

EXECUTIVE DIRECTOR'S REPORT: May 25, 2018

This report covers the work accomplished from March 24, 2018 until May 24, 2018. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: We will have one unit open at the end of May.
2. Orchardview: There has been one unit that was abandoned by a family. We have people scheduled to move in next month.

Housing Choice Vouchers

1. We have 167 HCV filled at this time. We have approximately 3 individuals/families looking for housing at this time. Unfortunately, we have been notified about three deaths of participants so we have scheduled a briefing within the next two weeks to get more people looking for units.

Projects & Potential Projects

1. EAST BAY FLATS: We closed on the purchase of this property on May 22, 2018! Conducted multiple meetings with Socks Construction and potential equity partner MMC on the final numbers for the project. Applied to the City of Traverse City for tax abatement (service fee in lieu of taxes) – this required several meetings and calls with city staff and two visits to the City Commission. A new ordinance was passed and, separately, our service fee was approved. Worked with Ward Kuhn and Andy Smits to help draft an operating agreement that protected the interests of TCHC while being acceptable to our partners. This operating agreement was approved by TCHC on May 16, 2018 and was executed by all parties just prior to closing – this created TCWFH LLC which owns and operates the project. TCHC is 51% owner of this entity. I participated in six (6) Closing Conference Calls with our partners – including funders – and their attorneys to sort out all final legal issues. This included TCHC signing an MOU with Chemical Bank to stay in the deal should Chemical Bank have to foreclose upon the project – the necessity of this document arose out of a technical issue with the appraisal(s) on the property. I spent some time touring the appraiser and answered his questions in follow-up phone calls. The initial appraisal report was not well received.

We also executed an MOU with the Northwest Michigan Community Action Agency that released \$75,000 from Rotary Charities that went into the capital stack on our behalf.

A construction timeline will be developed before month's end and this will dictate to us when we can begin leasing the units. As we move forward with this project will be actively seeking a "wait list" for these units.

2. Spend considerable time this month on the Elk Rapids Housing Commission that culminated in a presentation to their commission about a Management Services Contract. This contract for four (4) months was drafted and submitted to their commission. They have voted to accept the terms of our offer.
3. Conducted a tour of East Bay Flats for an investor from Northern Trust in Chicago and for other potential partners.
4. Continued conversations and meetings with partners to implement Homeless Youth Housing – developing a work plan for East Bay Flats.
5. Finalized and submitted a final draft of a Property Management Agreement as part of the closing documents for East Bay Flats.
6. Another meeting with attorney/developer of the 8th Street project "Common Place". Offered services of TCHC where I thought it could help the project but this was only a preliminary review.
7. Responded to a RFP by Land Bank meeting in Leelanau County about a property it has in the Village of Suttons Bay. Worked with Homestretch staff on the submission. We attended a Leelanau County Land Bank Authority meeting to present our application. Habitat for Humanity was awarded the property.
8. Participated in several meetings and conversations about the future of Sarah's House and our relationship with it. This includes meetings with executive staff at Women's Resource Center, Goodwill Industries, and MSHDA executive staff (who holds the mortgage). We may apply to MSHDA to purchase the project if our partners can provide a viable opportunity to assist tenants there. Also participated in several meetings about current operations there.
9. Met with the owner of Cambria Suites about the possibility of purchasing their land for a senior housing project.
10. Attended a meeting hosted by Revitalize and the City of Traverse City about the project(s) in downtown TC.
11. Met with staff and board members of Homestretch (separate meetings) about possible collaboration.
12. Presented to a subcommittee of Leelanau REACH on how TCHC can help them implement their Northport Michigan project – a four unit, for-sale, development.
13. Attended a meeting about new building methods that could help in the production of affordable housing in the area.

Strategic Goal 2	Create opportunities for residents to improve quality of life and achieve individual successes.
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1. Multiple meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues. Worked with Treasurer to review monthly financial status.
2. Attended two (2) Monthly Meeting of the RTRC and answered questions for participants.
3. Negotiated and implemented a contract with WASH Inc. for a modern laundry facility at Riverview Terrace that works on a card reader system.

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

1. Continued research for the white paper on the future of TCHC – first draft/outline completed. Have planned the content for a July Study Session that will feature this paper and the RAD Conversion process as they both relate to the long-term future of TCHC properties.

Financial

1. Prepared monthly financial reports for March 2018 and April 2018.

General Management

1. Continued work on internal Policy Review and Improvement.
2. Attended the three-day Building Michigan Communities Conference in Lansing and participated in all of the sessions on RAD.
3. Attended the Michigan Public Housing Directors Association Meeting held here in Traverse City.

Office IT

1. Continued conversations with representatives of Byte Productions to work on our website. Collected text and items to assist with the website launch in early June.

TCHC

1. Attended one TCHC regular meeting (March 23) and prepared for another (May 25). As well as planned a Special Meeting of the Commission (May 16).

2. Coordinated two Executive Committee meetings. Prepared for and coordinated two Governance Committee meetings. Prepared for and attended a Communications & Outreach Committee meeting.
3. Handled one Appeal Hearing on a tenant issue.

Strategic Goal 4	Increase community engagement and understanding of our work.
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1. Housing Solution Network: Chaired two monthly meetings of the Housing Solutions Network. Attended several meeting on a proposal submitted to Rotary Charities on behalf of the Rural Housing Partnership, including the final presentation to staff and board members. The multi-year funding request for \$241,000 (\$116,000 in year 1) was submitted and approved earlier this month. I am not sure what exactly happens next but the project moves forward soon.
2. Community Economic Development Association of Michigan (CEDAM): Participated in several calls about CEDAM's response to MSHDA's proposed changes to the QAP – I also spoke directly with MSHDA's Director of Development, who runs the Tax Credit Program, about the QAP's impact on rural Michigan communities. Attended a Board of Directors meeting in Lansing, Michigan. Also attended an event celebrating the 20-Year Anniversary of CEDAM.
3. Federal Home Loan Bank of Indianapolis: Participated in several calls on the banks reaction to AHP modernization rules that were recently released by the Federal Housing Finance Agency (FHFA) which regulates the FHLB System. Also attended a national, multi-day meeting in Cincinnati, Ohio on these proposed rule changes that culminated in a presentation to the FHFA staff from Washington.
4. Media: Spoke to a reporter at the Record Eagle about the HUD News in DC – the potential increase of rents and work requirements. Spoke to another reporter at the Record Eagle about the East Bay Flats community issues. Spend considerable time with a Traverse City Business News reporter on two stories about East Bay Flats. Participated in a full segment interview on East Bay Flats on the Crystal Frost Show on WTCM. Was interviewed by staff of Michigan Future, a state-wide think tank, about an upcoming visit to the Grand Traverse area to roll out their new policy initiative.
5. Coordinated and led a community-wide conversation about the impact East Bay Flats may have on the neighboring communities. Over 45 people attended and included people who were for the project and against the project. I also held a follow-up meeting with neighborhood leaders on the operations of East Bay Flats.
6. Worked with Chamber of Commerce policy staff to update them on QAP issues and their advocacy on behalf of rural Michigan.
7. Several conversations and meeting with our neighbors at Uptown Condominiums.

8. Participated in two monthly Meetings of the Leelanau County Housing Action Committee.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Several emails and calls with TCHC attorney, Ward Kuhn on a variety of issues including closing documentation for TCWFH LLC/East Bay Flats.
2. "SHARED DRIVE" / "RIVERWALK": There was no movement on the Shared Drive issue. The first phase of the Riverwalk expansion was a topic of many conversations and in the media recently. I had a brief conversation with Jean Derenzy at the DDA about the second phase and it seems that there is no budget to move forward with this in the short term. There will be more conversation on this in the coming months as the DDA explores the possibility for the second and third phases of the project.
3. "ENGINEERING SERVICES": No movement on this issue.
4. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

May 25, 2018

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	23	100%	12	48%

Program Manager Update

SEMAP is reporting that 48% of families having an established escrow account. The percentage is down from 60% last month because we have clients that are new to the FSS program and have not yet accrued an escrow. I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are doing a new client briefing on May 24, 2018 and this time of year appears to be a good time to introduce the program to prospective participants.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have enrolled one (1) new client to the program in last month. We have two (2) clients requesting interim disbursements of escrow funds for which an Authorization Memorandum has been drafted and can be found under New Business on today's agenda. Another client has requested an extension in order to complete her education in June.

The next PCC meeting is scheduled for June 7, 2018.

FSS Grant

We continue to make our monthly draw on the grant.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

April 27, 2018

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	23	100%	12	60%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are doing a new client briefing in May and this is always a good time to introduce the program.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have enrolled one (1) new client to the program this month. We have a client that is on track for graduation and is requesting an interim withdrawal. We have submitted her request to the PCC Committee and all members have approved the withdrawal. Her final goal in the program is to walk with her graduating class and these funds will allow her to do that. Her request is to withdraw \$853.00 and her escrow balance is \$11,039.28.


FSS Grant

We continue to make our monthly draw on the grant.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial review reports from RTRC for the months of March and April. The financial reporting has been spot on for this calendar year. I do not anticipate any financial issue for the remainder of this year but you continue to receive the monthly reconciliation. If all remains on the same path for the next two months, I do not see any reason to withhold the annual tenant contribution from the RTRC that is due in July 2018.

Also attached are the monthly handouts from the RTRC monthly meetings and a report from RTRC President Jo Simerson.

ATTACHMENT: Financial Reports
Monthly Handouts

Riverview Terrace Resident Council

FY 2017--2018

	July**	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Restricted Balance Forward	\$ -	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91	\$ 300.92
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 110.57	\$ 609.14	\$ 58.00	\$ 313.16	\$ 106.48	\$ 39.99	\$ 146.75	\$ 39.99	\$ 39.99
SUB TOTAL	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91	\$ 300.92	\$ 260.93
Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40	\$ 261.82
Income	\$ -	\$ 105.26	\$ 500.00	\$ 21.86	\$ 100.00	\$ 36.00	\$ -	\$ 130.00	\$ 55.00	\$ 47.00
Expenses	\$ 61.54	\$ 115.18	\$ 307.68	\$ 130.82	\$ 19.92	\$ 56.34	\$ -	\$ 50.63	\$ 86.58	\$ 11.37
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40	\$ 261.82	\$ 297.45
EOM TOTAL*	\$ 80.85	\$ 1,685.36	\$ 1,268.54	\$ 1,101.58	\$ 868.50	\$ 741.68	\$ 701.69	\$ 634.31	\$ 562.74	\$ 558.38

* Equals Bank Statement

Total Savings = \$ 5.00

**The RTRC Office was closed in July

Petty Cash = \$ 100.00

Laundry Fund = \$ 50.00

GRAND TOTAL = \$ 713.38

Current as of April 30, 2018



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

Your Statement Of Accounts
04/01/2018-04/30/2018
Your Account Number
xxxxxx1794
Page 1



70666 1 AV 0-378 116711-70666-237
RIVERVIEW TERRACE RESIDENT COUNCIL
150 PINE ST # MB1
TRAVERSE CITY MI 49684-2478

The low supply of available homes for sale is making it difficult for many to find the right home. Why not build? You won't have to settle for a home that might not be exactly what you want. Building gives you the opportunity to have it all with help from a LMCU new construction loan! For more information call (844) 754-6280 or visit LMCU.org today! LMCU is an Equal Housing Lender.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$562.74	\$558.38
	Total		\$563.38

MEMBER SAVINGS

Share Account ID 00

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Apr 01		Beginning Balance			\$5.00
Apr 30		Ending Balance			\$5.00

FREE CHECKING

Share Account ID 01

			Total Deposits		\$47.00
			Total Withdrawals		\$51.36
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Apr 01		Beginning Balance			\$562.74
Apr 02	Apr 02	Deposit		\$39.00	\$601.74
Apr 03	Apr 03	Draft 1152 Tracer 042000011684961 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$39.99)		\$561.75
Apr 17	Apr 17	Withdrawal POS #810700269763 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$11.37)		\$550.38
Apr 27	Apr 27	Deposit by Check		\$5.00	\$555.38
Apr 27	Apr 27	Deposit		\$3.00	\$558.38
Apr 30		Ending Balance			\$558.38

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1152	Apr 03	\$39.99						
		Total Checks Cleared	1	\$39.99				

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

Dividend Summary

Account
MEMBER SAVINGS 00
FREE CHECKING 01
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

Your current account relationship is Basic



Riverview Terrace Resident Council FY 2017-2018

	July**	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Restricted Balance Forward	\$ -	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 110.57	\$ 609.14	\$ 58.00	\$ 313.16	\$ 106.48	\$ 39.99	\$ 146.75	\$ 39.99
SUB TOTAL	\$ -	\$ 1,614.43	\$ 1,005.29	\$ 947.29	\$ 634.13	\$ 527.65	\$ 487.66	\$ 340.91	\$ 300.92
Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40
Income	\$ -	\$ 105.26	\$ 500.00	\$ 21.86	\$ 100.00	\$ 36.00	\$ -	\$ 130.00	\$ 55.00
Expenses	\$ 61.54	\$ 115.18	\$ 307.68	\$ 130.82	\$ 19.92	\$ 56.34	\$ -	\$ 50.63	\$ 86.58
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 80.85	\$ 70.93	\$ 263.25	\$ 154.29	\$ 234.37	\$ 214.03	\$ 214.03	\$ 293.40	\$ 261.82
EOM TOTAL*	\$ 80.85	\$ 1,685.36	\$ 1,268.54	\$ 1,101.58	\$ 868.50	\$ 741.68	\$ 701.69	\$ 634.31	\$ 562.74

* Equals Bank Statement

**The RTRC Office was closed in July

Total Savings = \$ 5.00
 Petty Cash = \$ 100.00
 Laundry Fund = \$ 50.00

GRAND TOTAL = \$ 717.74

Current as of March 31, 2018



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

Your Statement Of Accounts
03/01/2018-03/31/2018
Your Account Number
xxxxxx1794
Page 1



134694 1 AV 0.378 188336-134694-500



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

The spring real estate market is heating up. What are your plans? April is historically a big month in the real estate business. If this is your year for making a change, do yourself a big favor and get pre-qualified for a Guaranteed Low Mortgage Rate from LMCU. It shows sellers you're ready to take action. No matter what your need, LMCU has the right mortgage for you!

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$634.31	\$562.74
	Total		\$567.74

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	Total Withdrawals	Balance
					\$55.00
					\$126.57
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Mar 01		Beginning Balance			\$634.31
Mar 08	Mar 08	Draft 1151 Tracer 042000019635848 Processed Check - Charter TYPE: Check Pmt ID: 3431843260 DATA: //////////0000003019	(\$39.99)		\$594.32
Mar 10	Mar 10	Withdrawal POS #806900023057 DOLLAR TREE 2550 CROSSING CIR TRAVERSE CITY MI	(\$15.36)		\$578.96
Mar 10	Mar 10	Withdrawal POS #97102700 WAL-MART #2338 2640 CROSSING CIRCLE TRAVERSE CITY MI	(\$47.25)		\$531.71
Mar 20	Mar 20	Deposit		\$55.00	\$586.71
Mar 31	Mar 31	Withdrawal POS #809000246424 MEIJER # 033 3955 US 31 S TRAVERSE CITY MI	(\$23.97)		\$562.74
Mar 31		Ending Balance			\$562.74

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1151	Mar 08	\$39.99						
Total Checks Cleared		1			\$39.99			

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

Dividend Summary

Account
MEMBER SAVINGS 00
FREE CHECKING 01
Total

Dividends
Year To Date
\$0.00
\$0.00
\$0.00

RECEIVED

APR 12 2018

Traverse City
Housing Commission

Your current account relationship is Basic

RC REPORT FOR TCHC BOARD PACKET MAY 2018

Sitting in for Jo, I led (with the help of my fellow officers) our meeting on May 11th. We did not have a Quorum (13 in attendance) and could not vote on anything but the meeting went well otherwise.

Tony spoke and updated on the "Laundry Room Renovation." Laundry Room will be closed from May 17th thru May 25th. After which point folks will be using a "Laundry Card", with \$3.00 already added to it.

Update on River-walk.... Ellen gave an update on what was happening to the River-Walk. Bid's were being considered from Union St. to Uptown, but all in all things are at a stand still.

April's Birthday Bash was a success. Folks snacked on Ice-Cream and goodies.

Resident Council Office Hours for the Summer have gone into effect...

M-W-F 11am -2pm.

Disability Network is scheduled to come in on June 4th.

We are having a Birthday Bash on May 23rd at 3pm to celebrate May's Birthdays.

Things have gone well over the past month and I just wanted to thank everyone for helping me out while Jo has been absent.

Vice Pres.

Laura C.

RECEIVED

MAY 23 2018

Traverse City
Housing Commission

DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL

MINUTES MAY 11, 2018

Welcome and Call to Order:

time: 2:00 pm

Pledge of Allegiance:

Roll Call:

A. Laura Cole, Vice Pres. Norma Loper, Sec, Louis Kanan, Treas.

Jo Simerson, absent, Fay Samsey, absent Quorum 14 (no)

Approval of Agenda:

A. No vote

Introduction of Guest:

A. ED Tony Lentych:

1. Update on Laundry room

a. It will be closed from May 18 , 2018 to May 25, 2018 for remodeling.

b. When it is finished, everyone will get a card with funds on it to start with.

2. When he is present , he will have a Lottery for a \$5.00 gift certificate for coffee. Janine Khoury won it this month.!!

3. " No Smoking Rule " Begins August 1, 2018.

Secretary's report:

A. Norma Loper, Sec.

1. received no vote

Treasurer's report:

A. Louis Kanan, Trea.

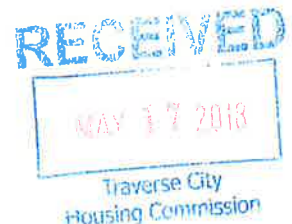
Other Committee reports:

A. Ellen Corcoran

1. River-walk update

a. Phase 1. They were putting out bids from Union st. to Uptown.

b. Phase 2. which, includes Riverview, they are not looking to do anything right now.



Old Business:

A. Blackbird Art:

1. There were 13 people present, having a lot of fun in the clay.
2. All are looking forward to having them here again.

B. Birthday Bash (April 17)

1. It was a success. Everyone had ice cream and cake.

C Just a reminder summer office hours are: M-W-F 11:00-2:00pm

New Business:

A. Birthday Bash : May 23, @ 3:00pm

B. Disability Network : June 4 instead of May 7

1. At the meeting they will explain what they do and give you more information .

Public Comment:

Council Members Comment:

A. Louis Kanan : Happy Mothers Day to all Mothers !

Motion to Adjourn:

A. No vote

time: 2:30pm

Next meeting: June 8, 2018

Respectfully Submitted:
Norma Lopez, Sec.

RIVERVIEW TERRACE RESIDENT COUNCIL

AGENDA MAY 11, 2018

Welcome and Call to Order:

Pledge of Allegiance:

Roll Call:

Approval of Agenda:

Introduction of guest:

Secretary's report:

A. Norma Loper, Sec.

Treasurer's report:

A. Louis Kanan, Treas.

Other Committee reports:

A. River-walk update: Ellen Corcoran

Old Business:

A. Blackbird Art:

1. It was a lot of fun, with 13 present.
2. We are looking forward to having them come again.

B. Birthday Bash (April 17) was a success.

1. Everyone had their fill of cake and ice cream.

C. Just a reminder summer office hours are: M-W-F 11:00-2:00 pm.

New Business:

A. Birthday Bash May 23, 2018 @ 3:00pm.

B. Disability Network will be here on June 4th instead of May 7th

Public Comment:

Council Members Comment:

Motion to Adjourn:

Next Meeting:

A. June 8, 2018

RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT MAY, 2018

UNRESTRICTED FUNDS (RESIDENT COUNCIL)

BEGINNING BALANCE\$261.82

A) Expenses

*birthday bash expenses1) **\$11.37**

B) SUBTRACT EXPENSE (\$11.37) FROM BEGINNING BALANCE (\$261.82)

\$261.82

\$11.37

C) **\$250.45**

D) Deposit's

1)\$39.00

2) \$8.00

\$47.00

E) $\$250.45 + \$47.00 = \$297.45$

#U.F. FINAL BALANCE \$297.45

RESTRICTED FUNDS (HUD)

BEGINNING BALANCE \$300.73

A) PHONE BILL **\$39.99**

B) SUBTRACT PHONE BILL FROM RESTRICTED FUNDS TO GET FINAL
RESTRICTED BALANCE

\$300.73

\$39.99

#R.F. FINAL BALANCE.....\$260.93

C) TOTAL FINAL BALANCE AFTER ADDING UNRESTRICTED /RESTRICTED TOGETHER
FINAL BALANCE $\$297.45 + \260.93

#TOTAL FINAL BALANCE\$558.38

#PETTY CASH / QUARTERS

petty cash\$100.00

quarters.....\$50.00

RIVERVIEW TERRACE RESIDENT COUNCIL
REPORT FOR TCHC BOARD PACKET
FOR APRIL, 2018

We held our meeting early this month because of my absence coming up on April 18th thru the 25th . We again had a Quorum.

Tony was there to discuss; Washers & Dryers installation and how long the Laundry Room will be closed.

Ellen reported that the River-Walk issue was “on the back burner,” for now.

Several minor issues were brought up, and settled at that time. We changed our meeting dates from the third Friday of the month to the 2nd Friday.

The Blackbird Art /Clay workshop went well. Everyone had a great time and looking forward to them coming back. Out of the 15 limited spot's we had 13 in attendance. We now have our very own huge coffee mug!

We all wish that spring would hurry up and get here. The maintenance guys are having way to much fun with snow removal.

RTRC President

Jo Simerson



DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL

MINUTES APRIL 13, 2013

Welcome and Call to Order: 2:00pm

Pledge of Allegiance:

Roll Call:

A. Jo Simerson, Pres. Laura Cole, Vice Pres. Norma Loper, Sec. Louis Kanan, Treas. Quorum 18

Approval of Agenda:

A. moved by: Louis, seconded by: JoAnn, approved

Reading and Approval of Minutes for March 16, 2018:

A. moved by: Jeff, seconded by Lois, approved

Treasurers Report:

A. Louis Kanan

Other Committee Report:

A. River-walk update

1. Ellen Corcoran: No Update

Old Business:

A. Reminder: Summer hours May1, 2018 Mon-Wed-Fri 11-2pm

B. Easter morning Donuts & Coffee

1. There were 21 present

2. Between Donations & Easter Basket ticket sales, we received \$39.00.

New Business:

A. Birthday Bash

1. April 17, 2018 @ 3:00 pm

B. Blackbird Art:

1. April 16, 2018 @ 1:00 pm

Public Comment:

Guest Comment:

A. ED Tony Lentych:

1. In approximately one month the laundry room will be closed for about one week to change it. (new washers, dryers, etc.)
2. Regards the Money Jar in the kitchen:
 - a. Rose Miller provides coffee, creamer and sugar for the the coffee klatch in the am , any funds belong to her.
 - b. Donating money in the money jar is entirely volentirely.

Council Member Comment:

A. Jo Simerson, Pres.:

1. We have a new Social Coordinator. Fay Samsey.

We all congratulate her for taking on this role. Thanks Fay.

Motion to Adjourn: 2:35pm

A. moved by Lois, seconded by Pam, approved

Respectively Submitted,

Norma Loper



RIVERVIEW TERRACE RESIDENT COUNCIL

AGENDA APRIL 13, 2018

Welcome and Call to Order:

Pledge of Allegiance:

Roll Call:

Approval of Agenda:

Reading and Approval of Minutes for March 16, 2018:

A. Norma Loper, Sec.

Treasurers report:

A. Louis Kanan, Treas.

Other Committee reports:

A. River-walk update Ellen Corcoran

Old Business:

A. Summer Hours:

1. They will begin on May 1, 2018. Mon.-Wed.-Fri. From 11:00am to 2:00 pm.

B. Easter morning Donuts & Coffee:

1. It went very well. There were 21 persons present.
2. Between the donations and the Easter Basket ticket sales, we received \$39.00.

New Business:

A. Birthday Bash:

1. April 17th, at 3:00 pm.

B. Blackbird Art:

1. Monday, April 16th, at 1:00 pm.

Public Comment:

Council Members Comment:

Motion To Adjourn:

Next Meeting:

A. May 11, 2018

RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT APRIL 13TH, 2018

UNRESTRICTED FUNDS (RESIDENT COUNCIL)

~ *Beginning Balance*..... \$293.40
1) Expenses
-donuts..... \$23.97
-goodies for easter basket..... \$15.36
-Paper Supplies / food for b-day bash..... \$47.25
2) Total Expenses.....\$86.58
3) Beginning Balance / Total Expense
(difference of the two is now) \$206.82
4) Donation Total's.....\$55.00
5) ~ *Final Balance For Unrestricted Funds*\$261.82

RESTRICTED FUNDS (HUD)

~ *Beginning Balance*..... \$340.91
1) Expenses
-phone bill \$39.99
3) *Final Balance For Restricted Funds*..... \$300.92

COMBINING UNRESTRICTED / RESTRICTED FINAL BALANCE \$562.74

PETTY CASH/QUARTERS

petty cash..... \$100.00
quarters..... \$50.00



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

OLD BUSINESS

2018 Consolidated Budget: Review of March & April 2018

TCHC Policy Review Schedule: Review

Executive Director Review: Update on Goals & Contract Review

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	APRIL 2018 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 35,249.00	\$ 359,635.00	82.67%
Investment Interest	3,296.42	2,500.00	145.06	1,694.73	67.79%
Program Income: HCV	1,106,748.50	1,025,000.00	93,878.00	883,403.00	86.19%
Program Income: FSS	66,966.85	66,600.00	5,602.00	55,898.00	83.93%
Earned Income	139,035.24	122,500.00	12,712.54	130,600.70	106.61%
HUD Property Subsidy	253,023.00	250,000.00	26,826.00	199,165.00	79.67%
CFP / Draw on Surplus	92,528.08	199,000.00	-	59,990.87	30.15%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 174,412.60	\$ 1,690,387.30	80.47%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 16,202.86	\$ 181,818.55	79.22%
Benefits	82,942.28	84,830.00	910.93	61,375.87	72.35%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	536.00	6,457.50	36.90%
Travel / Staff Training	20,941.40	15,000.00	477.50	9,240.17	61.60%
Accounting / Auditing	20,477.92	22,000.00	1,099.41	19,443.51	88.38%
General Office Expenses	86,359.91	72,500.00	2,389.29	54,317.57	74.92%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 21,615.99	\$ 332,653.17	75.63%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ -	\$ 3,711.30	43.28%
Cable Television	37,215.33	37,460.00	3,290.20	32,372.79	86.42%
HAP	974,570.52	965,400.00	83,733.00	851,600.42	88.21%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 87,023.20	\$ 887,684.51	87.76%
<u>UTILITIES</u>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 507.00	\$ 12,333.21	74.75%
Electricity	128,456.86	150,000.00	151.74	98,090.40	65.39%
Gas	15,100.66	15,500.00	375.01	17,690.10	114.13%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 1,033.75	\$ 128,113.71	70.39%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 7,815.12	\$ 88,914.52	87.68%
Maintenance Benefits	30,400.02	37,870.00	277.70	30,454.61	80.42%
Materials	35,531.40	25,000.00	585.91	25,482.27	101.93%
Contract / CFP Costs	225,578.48	175,000.00	8,699.37	161,849.64	92.49%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 17,378.10	\$ 306,701.04	90.40%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,412.51	\$ 24,172.06	78.99%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	17,936.67	77.99%
Collection Losses	7,467.66	5,000.00	-	0.97	0.02%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,192.51	\$ 42,109.70	46.48%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 4,545.00	\$ 10,000.00	\$ -	\$ 797.00	7.97%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 131,243.55	\$ 1,698,059.13	81.91%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ 43,169.05	\$ (7,671.83)	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (170,915.39)	\$ (25,000.00)	\$ (4,234.00)	\$ (65,797.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ 38,935.05	\$ (73,468.83)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
OPERATING INCOME	
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.
OPERATING EXPENSES	
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.
TENANT PROGRAMS & SERVICES	
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.
UTILITIES	
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.
MAINTENANCE / BUILDING OPERATION	
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.
GENERAL EXPENSE	
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.
EXTRAORDINARY / CASUALTY*	
	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.
PROPERTY IMPROVEMENTS/EQUIP*	
	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 APRIL 2018

PUBLIC HOUSING

Chemical Bank	Checking	\$	55,647.94	
4Front Credit Union	Savings	\$	6,611.40	
TC State Bank	1051647	\$	163,070.12	
TC State Bank	53691	\$	42,472.97	
Huntington Bank	1388434863	\$	162,996.19	
TC State Bank	ICS Acct	\$	75,825.08	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	17,641.31	
Huntington Bank	1388405232	\$	26,820.75	
4Front Credit Union	CD 16525-S100	\$	31,549.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit

SUB TOTAL **\$ 634,777.10**

HOUSING CHOICE VOUCHER

PNC	Checking	\$	131,348.94	
Chase Bank	135080088317	\$	76,038.18	Escrow Account

SUB TOTAL **\$ 207,387.12**

OTHER

Reserves/FSS/CFP*	\$	234,420.83	Restricted
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SUB TOTAL **\$ 234,420.83**

TOTAL Cash & Cash Equivalents **\$ 1,076,585.05**

* as of September 30, 2017

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	MARCH 2018 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 35,139.00	\$ 324,386.00	74.57%
Investment Interest	3,296.42	2,500.00	262.08	1,549.67	61.99%
Program Income: HCV	1,106,748.50	1,025,000.00	97,870.00	789,525.00	77.03%
Program Income: FSS	66,966.85	66,600.00	5,602.00	50,296.00	75.52%
Earned Income	139,035.24	122,500.00	11,099.35	117,888.16	96.24%
HUD Property Subsidy	253,023.00	250,000.00	17,860.00	172,339.00	68.94%
CFP / Draw on Surplus	92,528.08	199,000.00	-	59,990.87	30.15%
TOTAL OPERATING INCOME	\$ 2,092,400.45	\$ 2,100,600.00	\$ 167,832.43	\$ 1,515,974.70	72.17%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 15,743.61	\$ 165,615.69	72.16%
Benefits	82,942.28	84,830.00	6,056.44	60,464.94	71.28%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	1,209.00	5,921.50	33.84%
Travel / Staff Training	20,941.40	15,000.00	278.07	8,762.67	58.42%
Accounting / Auditing	20,477.92	22,000.00	1,099.41	18,344.10	83.38%
General Office Expenses	86,359.91	72,500.00	4,033.65	51,928.28	71.63%
TOTAL OPERATING EXPENSES	\$ 450,192.82	\$ 439,830.00	\$ 28,420.18	\$ 311,037.18	70.72%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 172.20	\$ 3,711.30	43.28%
Cable Television	37,215.33	37,460.00	3,292.18	29,082.59	77.64%
HAP	974,570.52	965,400.00	85,032.00	767,867.42	79.54%
TOTAL TENANT PROGS / SERVICES	\$ 1,021,035.49	\$ 1,011,435.00	\$ 88,496.38	\$ 800,661.31	79.16%
<u>UTILITIES</u>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 1,045.40	\$ 11,826.21	71.67%
Electricity	128,456.86	150,000.00	13,329.58	97,938.66	65.29%
Gas	15,100.66	15,500.00	4,825.13	17,315.09	111.71%
TOTAL UTILITIES	\$ 158,429.42	\$ 182,000.00	\$ 19,200.11	\$ 127,079.96	69.82%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 7,545.54	\$ 81,099.40	79.97%
Maintenance Benefits	30,400.02	37,870.00	3,154.66	30,176.91	79.69%
Materials	35,531.40	25,000.00	3,245.66	24,896.36	99.59%
Contract / CFP Costs	225,578.48	175,000.00	5,074.35	153,150.27	87.51%
TOTAL ORDINARY MAINTENANCE	\$ 384,629.92	\$ 339,280.00	\$ 19,020.21	\$ 289,322.94	85.28%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,412.51	\$ 21,759.55	71.11%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	16,156.67	70.25%
Collection Losses	7,467.66	5,000.00	-	0.97	0.02%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 93,070.24	\$ 90,600.00	\$ 4,192.51	\$ 37,917.19	41.85%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 4,545.00	\$ 10,000.00	\$ -	\$ 797.00	7.97%
TOTAL OPERATING EXPENSES	\$ 2,111,902.89	\$ 2,073,145.00	\$ 159,329.39	\$ 1,566,815.58	75.58%
NET OPERATING INCOME (LOSS)	\$ (19,502.44)	\$ 27,455.00	\$ 8,503.04	\$ (50,840.88)	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (170,915.39)	\$ (25,000.00)	\$ (3,070.00)	\$ (61,563.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (190,417.83)	\$ 2,455.00	\$ 5,433.04	\$ (112,403.88)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Checking Surplus
TOTAL OPERATING INCOME	A total of operating income amounts.
<u>OPERATING EXPENSES</u>	
Salaries	Includes all salaries for Executive Director, Associate Director, Program Manager, Support Staff.
Benefits	Includes all benefits for Executive Director, Associate Director, Program Manager, Support Staff.
Compensated Absences*	Year-end differences between annual leave amounts owed to employees.
Legal	Includes all legal fees for operational issues as well as commission governance issues.
Travel / Staff Training	Includes all conference, continuing education, and training fees plus travel expenses for all staff.
Accounting / Auditing	A total of all third party, contract accounting and auditing expenses.
General Office Expenses	A total of all office expenses including telephone charges, office equipment and supplies, etc.
TOTAL OPERATING EXPENSES	A total of all operating expenses across all program activities.
<u>TENANT PROGRAMS & SERVICES</u>	
Recreation and Other	Resident programming and activities associated with current tenants.
Cable Television	Fees paid to Charter Communications to provide cable television to residents.
HAP	Housing Assistance Payments to landlords in the five county area.
TOTAL TENANT PROGS / SERVICES	A total of all tenant programming and services.
<u>UTILITIES</u>	
Water	Fees paid to Traverse City Light & Power for water and sewer.
Electricity	Fees paid to Traverse City Light & Power for electricity.
Gas	Fees paid to DTE for gas utility.
TOTAL UTILITIES	A total of all utility expenditures.
<u>MAINTENANCE / BUILDING OPERATION</u>	
Labor	Includes all salaries and wages for maintenance team (2.5 persons)
Maintenance Benefits	Includes all benefits for maintenance team (2.5 persons)
Materials	A total of all purchases related to upkeep and maintenance of properties owned by TCHC.
Contract / CFP Costs	A total of all contract maintenance and upkeep costs by third party suppliers on properties owned by TCHC.
TOTAL ORDINARY MAINTENANCE	A total of all ordinary maintenance and building operation expenditures.
<u>GENERAL EXPENSE</u>	
Insurance	A total of all insurance monies paid by TCHC related to all operations.
Payment in Lieu of Taxes	Amount of property taxes paid to the City of Traverse City - adjusted by PILOT ordinance.
Collection Losses	A total amount of losses from rents when residents vacate units owing monies.
Interest Expense / Other	Misc.
TOTAL GENERAL EXPENSE	A total of all general expense expenditures.
<u>EXTRAORDINARY / CASUALTY*</u>	
	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
TOTAL OPERATING EXPENSES	A grand total of all expenses.
NET OPERATING INCOME (LOSS)	This amount reflects total income over total expenses.
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	
	A total of all property and equipment purchased above \$1,500 capitalization threshold - plus all appliances.
	This category utilizes prior year(s) receipts of funding.
RESIDUAL RECEIPTS (DEFICIT)*	Final amounts to be determined by accountants.

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF MARCH 2018

PUBLIC HOUSING

Chemical Bank	Checking	\$	30,931.72	
4Front Credit Union	Savings	\$	6,611.40	
TC State Bank	1051647	\$	163,001.05	
TC State Bank	53691	\$	42,469.36	
Huntington Bank	1388434863	\$	162,968.51	
TC State Bank	ICS Acct	\$	75,806.39	
Chemical Bank	1075909		-	
Chemical Bank	9426	\$	17,636.96	
Huntington Bank	1388405232	\$	26,822.61	
4Front Credit Union	CD 16525-S100	\$	31,549.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit
SUB TOTAL		\$	609,939.34	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	121,317.37	
Chase Bank	135080088317	\$	76,037.54	Escrow Account
SUB TOTAL		\$	197,354.91	

OTHER

Reserves/FSS/CFP*		\$	240,236.83	Restricted
SUB TOTAL		\$	240,236.83	
TOTAL Cash & Cash Equivalents		\$	1,047,531.08	

* as of September 30, 2017

TCHC Policy Review Schedule

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


TCHC Policy Review Schedule

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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Executive Director Contract & Goals - Update

MESSAGE:

Attached is an update on the goals we discussed at our August 2017 Meeting. Four of the goals are completed and two are actively coming to a conclusion. Due to the work load on East Bay Flats, the last two goals are not met at this time but I anticipate being able to do so within the next several weeks. That said, I am requesting permission to present the White Paper in advance of our Study Session in July. I think that will dovetail nicely with the presentation by the Ann Arbor Housing Commission and it will allow us to focus on it without distraction from our regular order of business.

The final version of my contract is also attached. After discussions with President Andy Smits, we believed that having the full Commission authorize this contract was a prudent measure. We can discuss the details of this contract at the meeting but I am satisfied with its structure and its coverage.

ATTACHMENT: Executive Director Goals
Executive Director Contract

EXECUTIVE DIRECTOR GOALS
August 25, 2017 through March 25, 2018

GOAL	ACTIVITY	DATE DUE	UPDATE
1.	BOARD EDUCATION ON HOUSING DEVELOPMENT: Develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. <u>Note:</u> Possible Joint Session with other City Commissions/Authorities.	PLAN: December 1, 2017 Board Meeting IMPLEMENT: December 2017*	Phase I Completed – Training Conducted on December 19, 2017 Whether a Phase II is needed will be discussed by Board in January.
2.	IMPROVE COMMUNICATIONS: A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	December 2017 Board Meeting	A. Draft Website is under Construction: Launch in June B. Update in June.
3.	DEVELOP INCENTIVE COMPENSATION PLAN: Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance ‘bubbles’ previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit	Met with Auditor and presented to the Governance Committee. Prepared for Commission 2/23/18.
4.	COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION: Attend and complete one-week course with certification exam.	October 2017	Complete
5.	EVALUATION OF ORGANIZATION: Provide a “White Paper” to Board with thorough Evaluation of feasibility and manner of advancement of TCHC’s independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	March 2018 Board Meeting*	Target Goal Not Met. Reset to July with Study Session
6.	NEW BOARD MEMBER ORIENTATION POLICY/PROCESS: Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting	Complete

*Subject to Change/Adjustment by Commission.

EMPLOYMENT AGREEMENT

For the Executive Director of the Traverse City Housing Commission

THIS AGREEMENT is made this 30th day March, 2018 by and between the Traverse City Housing Commission ("TCHC") of 150 Pine Street, Traverse City, Michigan 49684 and Anthony Lentych ("EXECUTIVE DIRECTOR"), of 718 Highland Park Drive, Traverse City, Michigan 49686.

WHEREAS, TCHC wishes to retain the services of EXECUTIVE DIRECTOR of TCHC, and he wishes to be so employed;

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is agreed by the parties as follows:

1. TCHC hereby retains and employs EXECUTIVE DIRECTOR to be its Executive Director for a term of three (3) years commencing with the 9th day of March, 2018 through the 8th of March 2021. It is further agreed that this Agreement may be extended for an additional term(s) as mutually agreed by the parties.
2. EXECUTIVE DIRECTOR hereby accepts said employment and agrees that for the consideration set forth herein he shall perform the duties of the Executive Director and conduct the business of TCHC in accordance with all applicable laws, regulations and administrative rules, and as further directed by TCHC.
3. TCHC shall pay EXECUTIVE DIRECTOR an annual salary of Eighty-five Thousand Dollars (\$85,000.00), to be paid in the same manner and intervals as regular full-time management employees of TCHC.

EXECUTIVE DIRECTOR shall be eligible for the Incentive-Based Compensation Plan as approved by TCHC. All other terms of compensation remain the same as stated above.

4. EXECUTIVE DIRECTOR shall perform the duties and exercise the power, rights and authority of the Executive Director as outlined in Exhibit "A", Job Description of the Executive Director.

During the term of this agreement the TCHC may from time to time, by resolution, alter the description of the Executive Director's responsibilities, provided that such alterations shall not be effective until a copy of such resolution shall be delivered to the Executive Director.

5. Either party has the right to terminate the employment relationship at any time and in the sole discretion of the party terminating the relationship, subject to the following provisions:
 - a. In the event EXECUTIVE DIRECTOR resigns from the position, forty-five (45) days advance notice shall be given to TCHC.
 - b. In the event TCHC terminates the services of EXECUTIVE DIRECTOR, he shall be given the equivalent of 90 calendar days' severance pay. In addition, TCHC shall pay for 90 days

health, optical, and dental premiums for policies in effect at the time of separation. All unused vacation and personal time will be paid to EXECUTIVE DIRECTOR upon separation. This is intended as a "buy out" or liquidated compensation for TCHC'S decision to end this agreement early without just cause. This "buy out" shall be in full release and discharge of any claim or action EXECUTIVE DIRECTOR may have against TCHC, and EXECUTIVE DIRECTOR agrees to execute a release of claims prior to receiving any severance payment. Provided, however, in the event EXECUTIVE DIRECTOR is terminated because of conviction of a felony, substantial and repeated neglect of duty, intentional misconduct or any illegal act involving personal gain, TCHC shall have no obligation to give advance notice or severance pay and benefits.

6. EXECUTIVE DIRECTOR shall devote his full professional time and attention to the business of TCHC. In order to discharge the functions of Executive Director, early morning, luncheon and nighttime meetings and activities may occur outside regular office hours that require the Executive Director's attendance. EXECUTIVE DIRECTOR shall neither accept other employment nor become employed by any other employer until this agreement is terminated, unless such outside employment is approved by TCHC. This provision does not apply to appointments to boards and commissions related to employment with TCHC and not in conflict with the interests of TCHC.
7. TCHC agrees that no less than sixty (60) days prior to the expiration date of this agreement that it will either enter into a new employment agreement with EXECUTIVE DIRECTOR, or inform EXECUTIVE DIRECTOR of TCHC'S intent not to enter into a new agreement. If TCHC opts not to enter into a new agreement, EXECUTIVE DIRECTOR may, at his discretion, leave to seek other employment and TCHC agrees to continue to pay EXECUTIVE DIRECTOR the remaining sixty (60) days salary and benefits due under this agreement, including continuation of health benefits, as severance pay.
8. TCHC shall provide to EXECUTIVE DIRECTOR such benefits, including health, dental care, optical, and retirement plan contributions as are provided to regular full-time employees of TCHC.
9. EXECUTIVE DIRECTOR shall receive a "Technology Allowance" of Twelve Hundred Dollars (\$1,200.00) per year, to be paid on the work anniversary each year of this contract. This allowance is intended to cover the costs of technology incurred by the EXECUTIVE DIRECTOR for items such as a cell phone, a cell phone contract, and/or a computer workstation. Should the EXECUTIVE DIRECTOR elect to use this allowance for the purchase of a computer or smart phone, that computer workstation or smart phone shall be considered to be the personal property of the EXECUTIVE DIRECTOR.
10. EXECUTIVE DIRECTOR shall receive all paid time off benefits (vacation, personal, floating holiday) as are provided to regular full-time employees of TCHC.
11. EXECUTIVE DIRECTOR shall be entitled to attend seminars, professional development programs and conventions relating to his position as Executive Director, at the expense of TCHC, in accordance with TCHC policy up to the amount authorized in the budget. Days so expended shall be regarded as days worked.

12. EXECUTIVE DIRECTOR agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, on the basis of race, color, religion, sex, national or ethnic origin, age, height, weight, marital status, disability or genetic information unrelated to the person's ability to perform the job, or any other characteristic protected by law applicable to TCHC.
13. A waiver by TCHC of any breach of this Agreement by the EXECUTIVE DIRECTOR shall not operate or be construed as a waiver of any subsequent breach by the EXECUTIVE DIRECTOR.
14. If any portion or provision of this Agreement is held or deemed to be unenforceable under federal or state law, the remainder of this Agreement shall remain in full force and effect.
15. This Agreement and the interpretation of each and all of the provisions thereof shall be governed by the laws of the State of Michigan.

EXECUTIVE DIRECTOR

TRAVERSE CITY HOUSING COMMISSION

By: Anthony Lentych

By: Andrew Smits
Its: President, Traverse City Housing Commission

Date

Date



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

NEW BUSINESS

FSS Escrow Disbursement Request: Action Required

Review of Coverages from Michigan Township Participating Plan: Action Required

Resolution to Adopt TCHC Code of Conduct: Action Requested

Resolution to Adopt Community Service Policy: Action Requested

Resolution to Apply for Mainstream Vouchers (Section 811): Action Requested

Resolution to Provide Management Services to Elk Rapids Housing Commission

Introduction of Suggested Amendments to TCHC By-Laws: First Reading

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Angie Szabo, FSS Coordinator AS
SUBJECT: FSS Escrow Disbursement Request

MESSAGE:

As mentioned in the Monthly FSS Report, we have two (2) FSS Program Participants who have requested a partial or interim disbursement from their escrow accounts.

Participant No. V-001-003226 is set to graduate the program early after meeting all of her goals. Her newest goal is to walk with her graduating class at NMC. In order for her to do this she needs to pay an outstanding debt to NMC in the amount of \$853.00. She will be taking the NMCAA budgeting class before she requests full disbursement and completion of the FSS program this summer. Her total escrow balance is \$11,205.24, her current request is only for the **\$853.00** needed for graduation.

Participant No. V-001-V05208 has another year in the FSS program. She has completed most of her goals and is on track to graduate successfully. She has incurred some legal bills and has provided an invoice from her lawyer in the amount of **\$1050.00**. She is requesting this amount to allow her to conclude all of her legal issues. Her total escrow balance is \$10,858.96 and she is anticipated to graduate the program May, 2019.


Total Escrow amount to be distributed is \$1,903.00.

On April 11, 2018 our FSS Program Coordinating Committee approved both of these disbursements, therefore, I respectfully request a motion to disburse \$853.00 of funds to FSS Participant No. V-001-003226 and \$1,050.00 to FSS Participant V-001-V05208.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Insurance Coverage for TCHC

MESSAGE:

Attached your will find an invoice and the recent submission to TCHC from Paul W. Olson of Municipal Underwriters of West Michigan. There is a 15% increase to our premium this year which is directly related to our recent litigation settlement.

The Executive Committee and the Governance Committee have reviewed the coverages of this policy and have recommended that it be approved by TCHC.

ATTACHMENT: Letter from Paul W. Olson
Invoice from Municipal Underwriters of West Michigan
Summary of Coverages Document
Summary of Claims against TCHC



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

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

May 15, 2018

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

Dear Tony:

Enclosed you will find a Summary of Coverage's for **the Traverse City Housing Commission's 2018-2019** insurance years. The renewal date of your policy is 06/16/2018.

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, \$1,800,000 has been provided back to our members for the grant program. I am pleased to announce that your dividend **will be \$597.77..**

The quoted premium is **\$28,109.00. This is an increase of approximately 15% over last year's beginning premium of \$24,783.00. The increase is due to the 2016 civil rights violation which had a loss payment attached to it of \$135,000.**

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 **14 Years**. **Your business is appreciated and important. Thank you!**

Sincerely,

A handwritten signature in black ink, appearing to read "Paul W. Olson".

Paul W. Olson
Regional Risk Manager

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690
888-883-6391
polson76@charter.net

Invoice

Date	Invoice #
5/15/2018	3247

Bill To
Traverse City Housing Commission 10200 Carter Centre Traverse City, MI 49684

Account #	Policy Number
	HMTP-152938

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/16/2018	06/16/2019	Michigan Township Par Plan	Package Plan	28,109.00

RECEIVED
MAY 15 2018
Traverse City
Housing Commission

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Total	\$28,109.00
Payments/Credits	\$0.00
Balance Due	\$28,109.00

Fax #
231-421-3509

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

SUMMARY OF COVERAGES

FOR

Traverse City Housing Commission 2018

RECEIVED

MAY 16 2018

Traverse City
Housing Commission

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. Restrictive Use Sublimit (\$100,000) Suits for Loss resulting from the insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit..
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:
T000020025126

TRAVERSE CITY HOUSING COMMISSION

▲ 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
62383	1	1	No	0	150 PINE STREET HIGH RISE	10	4	\$ 17,017,088	\$ 23,153	\$ 0	1976	R	802	0	Yes	0	R
62392	1	2	No	0	150 PINE ST	11	1	\$ 3,647	\$ 0	\$ 0	1976	R	614	0	No	0	R
62384	2	1	No	0	10224 E. CARTER FAMILY DWELLING	10	1	\$ 488,633	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
62393	2	2	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62394	2	3	No	0	10224 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62385	3	1	No	0	10220 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
62395	3	2	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62396	3	3	No	0	10220 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62386	4	1	No	0	10216 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
62397	4	2	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62398	4	3	No	0	10216 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62387	5	1	No	0	10212 E CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
62399	5	2	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62400	5	3	No	0	10212 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62388	6	1	No	0	10208 E. CARTER FAMILY DWELLING	10	1	\$ 491,065	\$ 5,789	\$ 0	1994	R	800	0	No	0	R
62401	6	2	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62402	6	3	No	0	10208 E CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62403	6	4	No	0	10208 E. CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62404	6	5	No	0	10208 CARTER	10	1	\$ 4,375	\$ 0	\$ 0	1994	R	403	0	No	0	R
62389	7	1	No	0	10200 E. CARTER OFFICE	10	2	\$ 399,902	\$ 57,881	\$ 0	1994	R	100	0	Yes	0	R
62390	7	2	No	0	10200 CARTER CENTER	18	1	\$ 121,238	\$ 2,894	\$ 0	1996	R	910	0	No	0	R
62391	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
SEE ATTACHED**

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: **\$28,109.00**

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.

HCC Public Risk Claim Service, Inc.

Report Date: 4/26/2018 8:52:09 AM


File		Occur																			
No.		Date	Major/Minor Code	DESCRIPTION		LOSS		EXPENSE		RECOVERY		TOTAL									
TRAVERSE CITY HOUSING CO - MI12938																					
123682	CL	11/13/2005	170-109	Property Damage	HIGH WINDS CAUSED TREE TO FALL ON CLAIMANT'S VEHICLE.	\$0.00		\$0.00		\$0.00		\$0.00								\$0.00	
129167	CL	2/13/2007	020-125	Water	A PIPE BURST THIS MORNING CAUSING DAMAGE IN STAIRWELL WITH P	\$0.00		\$509.24		\$0.00		\$509.24								\$509.24	
133838	CL	1/25/2008	170-124	Medical Pay	- CLAIMANT WAS INJURED IN ELEVATOR.	\$0.00		\$0.00		\$0.00		\$0.00								\$0.00	
139835	CL	3/4/2009			- CLAIMANT SLIPPED ON ICE GETTING OUT OF HER CAR.	\$0.00		\$0.00		\$0.00		\$0.00								\$0.00	
157964	CL	1/19/2012			-CLAIMANT ALLEGES SHE TRIPPED & FELL ON UNSHOVELED SIDEW	\$0.00		\$0.00		\$0.00		\$0.00								\$0.00	
160949	CL	7/31/2012	020-102	Lightning	LIGHTNING STRIKE DAMAGED HIGH RISE 150 PINE STREET.	\$2,932.84		\$0.00		\$0.00		\$2,932.84								\$2,932.84	
162564	CL	12/18/2012	020-101	Fire	RESIDENCE HAD MEDICAL EMERGENCY & WAS BLEEDING BADLY IN SINK	\$3,372.41		\$511.68		\$0.00		\$3,884.09								\$3,884.09	
175693	CL	7/1/2015	020-200	Misc - Property	REPAIR OF STORM SEWER SYSTEM AT 150 PINE STREET, WHICH COLLA	\$0.00		\$0.00		\$0.00		\$0.00								\$0.00	
182943	OP	10/31/2016	171-101	Zoning	SUIT - TOWNSEND - PLAINTIFF ALLEGES CIVIL RIGHTS VIOLATIONS	\$135,000.00		\$33,480.72		\$1,000.00		\$169,000.00								\$169,000.00	
Report Totals:						\$141,305.25		\$34,501.64		\$1,000.00		\$176,326.17								\$176,326.17	



TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Code of Conduct Policy

MESSAGE:

Attached you will find an updated Code of Conduct Policy. This policy is an attempt to update the previous policy and to coordinate other efforts to establish Codes of Conduct for staff and volunteers/agents into once comprehensive document. The Governance Committee has reviewed this policy at several meetings as recommends its adoption.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE CODE OF CONDUCT POLICY

May 25, 2018

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the Commission recognizes that the need for a clear and concise Code of Conduct that helps to govern performance standards and expectations for the Commission, its staff, and its volunteers/agents; and

WHEREAS, the Commission wishes to adopt this Code of Conduct Policy which reflects an expectation of excellence in our efforts to serve our clients and residents; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said Code of Conduct Policy and recommends its adoption; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to adopt the Code of Conduct Policy.

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

The Code of Conduct Policy is hereby adopted as presented to the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Code of Conduct

The Traverse City Housing Commission's (TCHC) Code of Conduct is a code of practices for Commissioners, employees, and/or agents/volunteers of the TCHC. It describes basic performance standards that protect the TCHC and its Commissioners, employees and/or agents/volunteers from fraudulent or negligent practices. The Code of Conduct sets high standards of performance to encourage each Commissioner, employee and/or agent/volunteer to strive for excellence in his or her work.

Enforcement of the Code is on an honor system. By accepting the specific designation or affiliate assignment, each Commissioner, employee or agent affirms to uphold the ethical practices that have been adopted for the profession. Each Commissioner, employee, or agent/volunteer is expected to make a commitment to honor the enclosed Code of Conduct. Enforcement is based on each individual's commitment to inspire pride in the industry and to better serve our clients and residents.

The following items are covered by this Code of Conduct:

1. The Traverse City Housing Commission (TCHC) has a duty of good faith and loyalty to its clients and residents.
2. The TCHC has a duty to use care, skill and diligence when carrying out official acts.
3. The TCHC has a duty to act within the boundaries of his or her Commission.
4. The TCHC must disclose every personal conflict of interest when working with the clients, TCHC officials, HUD officials or other affiliates.
5. The TCHC shall not divulge or profit from the confidential information learned while performing official duties.
6. The TCHC prohibits the solicitation and acceptance of gifts or gratuities by any Commissioner, employee, and agent for their personal benefit in excess of \$50.00.
7. TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents and Staff.
8. TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.
9. Professional conduct and decorum is required at all TCHC Meetings.

You are expected to constantly exercise individual judgment as to whether your actions, both on and off the job or official activity, will meet these standards when viewed through the eyes of the law, the U.S. Department of Housing and Urban Development or other official financial partners, the City of Traverse City, our clients, and the general public.

You have an obligation to avoid any action, whether or not specifically prohibited by law, regulation, policy or by this Code of Conduct, which might result in using your TCHC position for private gain, giving preferential treatment to any organization or person, losing complete independence or impartiality, making decisions outside official channels or adversely affecting the confidence of the public in the integrity of TCHC.

You are responsible for being familiar with and complying with the Code of Conduct and all of its provisions. Any violation of the Code of Conduct will be cause for corrective action, including, without limitation, changes in assigned duties, verbal or written warnings or termination of employment. These actions may be in addition to any penalty or sanction prescribed by law.

A copy of the Code of Conduct and any future amendments will be provided to each Employee as part of the routine updating of TCHC's *Personnel Policy*. A copy will be provided to each new Employee at the start of employment. Each Employee is required to annually acknowledge receipt of, and agree to comply with the Code of Conduct. The Code of Conduct will be made available electronically to staff.

All Commissioners will be provided a copy of the Code of Conduct and any amendments thereto as part of their Commissioner Orientation, and will annually sign an acknowledgement form indicating their compliance with the Code of Conduct.

Section 1. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty of good faith and loyalty to its clients and residents.

- A. A Commissioner, employee, and/or agent/volunteer should not discuss personal business during a meeting with a client.
- B. A Commissioner, employee, and/or agent/volunteer should not advance his or her personal interests while in official session at the expense of the TCHC.
- C. A Commissioner, employee, and/or agent/volunteer should not make personal attacks on other Commissioners, employees, and/or agents/volunteers, while performing official duties. Disagreements should be directed to the disagreement, not the person who raises an opposing point of view.

- D. A Commissioner, employee, and/or agent/volunteer who exercises honest and reasoned judgment and acts reasonably and in good faith for the best interests of the client will not be held liable for abuse of his or her fiduciary obligation.
- E. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 2. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to use care, skill, and diligence when carrying out official acts.

- A. Commissioners, employees, and/or agents/volunteers are expected to make a diligent effort to become trained and skilled in the business of providing training and counseling in the homeownership field.
- B. Commissioners, employees, and/or guests are entitled to rely upon information and reports presented by Commissioners, employees, and/or agents/volunteers whom the director reasonably believes to be reliable and competent.
- C. Commissioners, employees, and/or agents/volunteers are entitled to rely upon legal opinions, financial statements and other information relating to matters that the Commissioner, employee, and/or agents/volunteers reasonably believes to be within the expertise of the person preparing the information.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 3. TCHC and its Commissioners, employees, and/or agents/volunteers have a duty to act within the boundaries of his or her Commission.

- A. The City Ordinance and Public Act 18 of the State of Michigan defines the business that the Traverse City Housing Commission can conduct. Both Federal and TCHC adopted Rules and Regulations describe how the Housing Commission will operate. The TCHC adopted bylaws describe how the Housing Commission Board will operate.
- B. The Commissioners, employees, and/or agents/volunteers are obligated to comply with the bylaws of the corporation or face consequences from clients

or company representatives who may have been wronged by the failure to comply with the bylaws.

- C. The bylaws may be amended only in a manner prescribed in the bylaws themselves.
- D. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 4. TCHC and its Commissioners, employees, and/or agents/volunteers must disclose every personal conflict when working with clients, officials and/or affiliates.

- A. A Commissioner, employee, and/or agent/volunteer who have disclosed a conflict should request that the disclosure be recorded in the official records.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 5. TCHC and its Commissioners, employees, and/or agents/volunteers shall not divulge or profit from the confidential information learned while performing official duties

- A. Commissioners, employees, and/or agents/volunteers must use reasonable care to protect reports and other personal information from being read by unauthorized persons.
- B. A Commissioner, employee, and/or agent/volunteer may not use information learned about a client during an official meeting as a topic of conversation with other clients.
- C. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 6. TCHC and its Commissioners, employees, and/or agents/volunteers will not accept gifts, gratuities or awards.

- A. A Commissioner, employee, and/or agent/volunteer will not accept gifts, gratuities, or awards for a value that exceeds \$50.00. If a gift, gratuity, or award is offered to a Commissioner, employee, and/or agent/volunteer, which exceeds a value of \$50.00, a full disclosure must be made to the Executive Director, who may decide to disclose to the Commission when appropriate.
- B. If any Commissioner, employee, and/or agent/volunteer violate the above Code of Conduct the Commissioner, employee, and/or agent/volunteer will be disciplined through verbal and/or written warning. Continued violation could result in termination.

Section 7. TCHC Board of Commissioners and individual Commissioners Interaction with Clients, Residents, and Staff.

- A. Commissioners shall refrain from direct involvement with issues concerning residents/clients unless a Commissioner has been granted such powers to represent the Board as its resident/client liaison. Whenever a Commissioner is placed in this situation, he/she shall clarify whether he/she is speaking as a liaison for the Board or expressing a personal opinion.
- B. Commissioners shall avoid direct involvement in areas of responsibility delegated to the Executive Director and/or other Commission Staff. Commissioners establish policies and must leave it to the Executive Director to implement them at his/her discretion. Questions of Staff shall be directed to the Board President, who then may contact the Executive Director for follow-up.
- C. It should be noted here that the Resident Commissioner is often placed in a difficult position when voting upon controversial issues, or issues that may directly or indirectly effect his/her living situation. The Resident Commissioner is encouraged to conduct his/her duties as a Commissioner at all times and may decide, from time to time, to disclose how certain votes are cast but is not required to do so.

Section 8. TCHC and its Commissioners, employees, and/or agents/volunteers shall not speak for the Commission without authorization.

- A. A member will not appear to speak for the Commission except as authorized by the Commission. In any public or private statement concerning Commission affairs, members will carefully indicate whether they are speaking for the Commission or for themselves. As a rule, the President of the Commission and Executive Director are designated spokespeople for the Commission. Matters requiring public comment shall be deferred to the President or Executive Director.

Section 9. Professional conduct and decorum is required at all TCHC Meetings.

- A. All Commissioners shall conduct themselves at Commission meetings in a fair, understanding, and gracious manner. They shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official Commission business.

Adopted: September 28, 2012

Revised: January 11, 2013

Proposed: May 25, 2018

TCHC CODE OF CONDUCT

RECEIPT AND ACKNOWLEDGEMENT FORM

I, _____, certify and acknowledge that I have received and understand the Traverse City Housing Commission's Code of Conduct and I agree to comply fully with standards contained within the Code of Conduct.

I also acknowledge the Code of Conduct is a statement of standards for business conduct and is not to be deemed or construed to provide any rights, contractual or otherwise, to any employee or third party.

Signature

Date

Position or Title (Commissioner, Staff, or Agent/Volunteer)

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: TCHC Community Service Policy

MESSAGE:

Attached you will find an updated Community Service Policy. When we approved the new Admissions and Continued Occupancy Plan (ACOP) earlier this year, we adopted the new changes to this policy. This document is merely an explanation of those regulations as adopted earlier this year.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE COMMUNITY SERVICE POLICY

May 25, 2018

WHEREAS, the Traverse City Housing Commission has made it a priority to review, update, and/or create policies and plans to govern all of its operations; and

WHEREAS, the Commission recognizes that the need for a Community Service Policy that helps to explain the federal requirements to our program participants in a clear and easy to read manner; and

WHEREAS, the Commission wishes to adopt a Community Service Policy that reflects all of the changes required by HUD previously adopted Admissions and Continued Occupancy Plan; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said Community Service Policy and recommends its adoption; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to adopt the Community Service Policy.

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

The Community Service Policy is hereby adopted as presented to the Traverse City Housing Commission with immediate effect.




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

HOLD FOR COMMUNITY SERVICE POLICY

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: FY 2017 Mainstream Voucher Program Request for Proposals

MESSAGE:

Attached you will find some information on a recent Notice of Funding Availability (NOFA) from HUD on Mainstream Vouchers. Staff has had several conversations with members of the local Continuum of Care about the need for these vouchers and we would like to explore the possibility of responding to this NOFA with these partner agencies. Since the deadline to respond is prior to our next regularly scheduled meeting, certain authorities must be obtained at this month's regular meeting and are contained in the Resolution below.

The Governance Committee has reviewed this NOFA and has agreed with staff that there is a need for these vouchers and that it easily fits into our current programming. The Committee recommends that we respond to it with the appropriate partner agency or agencies.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO APPLY FOR FY 2017 MAINSTREAM VOUCHERS FROM HUD

May 25, 2018

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the recent NOFA from the U.S. Department of Housing & Urban Development for Mainstream Vouchers under Section 811 allows us to further the impact of our mission; and

WHEREAS, several partner agencies may willing to assist us both in the crafting a competitive response to the NOFO and in the implementation of a successful bid for said vouchers; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to respond to this NOFA with the appropriate partner agency or agencies.

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

The Traverse City Housing Commission instructs its staff to prepare a response to the NOFA for Mainstream Vouchers Program and acknowledges that it will provide a preference in its administrative plan for non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. TCHC also acknowledges that a formal update to the administrative plan will be completed within one calendar year of the award date.

Program Title	FY 2017 Mainstream Voucher Program	FY2017/2018 Family Unification Program
Key Dates	<ul style="list-style-type: none"> Release Date: 4/25/2018 Application Due Date: 6/18/2018 	<ul style="list-style-type: none"> Release Date: 4/25/2018 Application Due Date: 7/24/2018
Purpose	<ul style="list-style-type: none"> Housing vouchers (tenant or project based) for community based housing for non-elderly persons (households) with disabilities Demonstrated capacity to develop and implement plan to expand integrated housing, assist transitions from institutional care, to prevent/end homelessness 	<ul style="list-style-type: none"> Housing vouchers (tenant or project based) for families with child welfare involvement due to unstable housing, for youth between 18 and 24 years of age who have involvement with foster care program.
Award Prioritization	<ul style="list-style-type: none"> Non-elderly with disabilities transitioning from institutionalization, homelessness, or at risk of homelessness Partnerships with State Medicaid Agencies, and other health and human service agencies Referrals cannot be restricted to a single agency or for persons with a specific disability/diagnosis 	<ul style="list-style-type: none"> Coordination with homeless service system for families and youth Leverage Family Self Sufficiency and other service programs Demonstrated Statement of Need for target population provided by local Continuum of Care (CoC)
Funding Level	<ul style="list-style-type: none"> \$100 million total Minimum \$75,000 /Maximum \$5 million Estimated 40 awards 	<ul style="list-style-type: none"> \$30 million total Minimum 5/maximum 100 vouchers (based on size of PHA voucher program and demonstrated need)
Target Population	<ul style="list-style-type: none"> Household with one or more non-elderly person with disabilities; may include other members who are not non-elderly with disability Emancipated minor as sole member of the household is not eligible 	<ul style="list-style-type: none"> Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child/children in out-of-home care, or delay of discharge of the child/children to the family from out-of-home care Youth at least 18 and have not reach 25th birthday who are homeless, and have either left the foster care or will leave foster care within the near future (Maximum term of assistance up to 36 months)
Applicant Qualification	<ul style="list-style-type: none"> Public Housing Authorities and non-profit organizations currently administering Housing Choice Vouchers. Program applicants apply directly to PHA without going through a partner agency 	<ul style="list-style-type: none"> Public Housing Authorities with an existing ACC with HUD for HCV administration Demonstrated commitment to administer FUP in collaboration with the public child welfare agency and the local homeless service continuum of care.
Program and Experience Highlights	<ul style="list-style-type: none"> HCV for targeted populations: Section 811, HUD VASH, NED2, Family Unification Admission Preference for target populations; regional or state portability features Documented monitoring and evaluation program 	<ul style="list-style-type: none"> Prior experience in FUP voucher administration Demonstrated experience in administration and existing policies for Family Self-Sufficiency or similar program
Partnership Models	<ul style="list-style-type: none"> Formal partnerships with organizations to coordinate voluntary services/supports for community living. Participation in services cannot be established as a condition for residency or access to voucher eligibility Leverage resources and referrals for transition/move-in coordination, service coordination, tenancy supports and other services 	<ul style="list-style-type: none"> Formal MOU with CoC services including prioritization and referral of FUP homeless youth into coordinated entry Formal MOU with PCWA (Public Child Welfare Agency) for program administration and services Services: housing search, landlord outreach, tenancy supports, education/career advancement, case management, behavioral health Leverage other housing support resources such as move-in resources, community referral services
Resources	CSH PHA Toolkit: http://www.csh.org/phatoolkit	CSH KFT Toolkit: http://www.csh.org/KFTtoolkit



Mainstream (Section 811) Vouchers

Notice of Funding Availability (NOFA)

April 18, 2018



NOFA Overview

- Provides funding to assist non-elderly persons with disabilities who are:
 - Transitioning out of institutional or other segregated setting,
 - At serious risk of institutionalization,
 - Homeless, or
 - At risk of becoming homeless
- Helps further the goals of the Americans with Disabilities Act (ADA) by helping persons with disabilities live in the most integrated setting
- Encourages partnerships with health and human service agencies with a demonstrated capacity to coordinate voluntary services and supports to enable individuals to live independently in the community.



Available Funding

- Omnibus Appropriations Act, 2017 made –\$13 million available for new Mainstream housing choice vouchers
- Omnibus Appropriations Act, 2018 made an additional \$385 million available for new Mainstream housing choice vouchers
- HUD will award up to \$100 million in funding for strong applications through the current NOFA
- Remaining funding will be reserved for future awards



Voucher Eligibility

- Vouchers must be used to assist non-elderly persons with disabilities and their families.
 - Non-elderly person with disabilities must be at least 18 years of age and less than 62 years of age.
 - The eligible household member DOES NOT need to be the head of household.
- Eligibility for the voucher is determined at the time the voucher is first issued to the family. Non-elderly persons with disabilities who turn 62 after receiving their voucher will not lose assistance.

How NOFA Was Developed

- HUD partnered with HHS to design this NOFA with representatives from the Center for Medicaid and CHIP Services (CMCS), the Administration for Community Living (ACL), and the Assistant Secretary for Planning and Evaluation (ASPE).
- Rating criteria are largely based on findings from a study on the Non-Elderly Disabled Category 2 Voucher Program (NED 2).

Rating Criteria

1. Capacity and Experience (60 points)
 - a. PHA Capacity and Demonstrated Commitment to Provide Housing for Persons with Disabilities (up to 25 points)
 - b. Partner Agency Capacity (up to 25 points)
 - c. Geographic Jurisdiction (up to 10 points)
 - d. Admissions Preference (up to 10 points)
2. Leveraging Resources (30 points)
3. Achieving Results and Program Evaluation (10 points)

1a. PHA Capacity and Demonstrated Commitment to Provide Housing for Persons with Disabilities

- Up to 25 points.
- Applicant may provide examples that total more than 25 points, but no more than 25 points will be awarded.
- Points granted to applicants that have implemented policies or programs that promote assistance to persons with disabilities, increase the supply of accessible units, or provide additional supportive services.
- Points for experience with HUD programs will be awarded based on performance where performance data is available.

1a. PHA Capacity and Demonstrated Commitment - examples

Program		Performance criteria considered
Money Follows the Person demonstration		Not Applicable
Section 811 Project Rental Assistance Program		Percentage of units in the 811 PRA cooperative agreement that have been identified, and percentage of units under a Rental Assistance Contract (RAC) that are leased
Non-Elderly Disabled Category 2 (NED2)		Voucher leasing rate
Other voucher program examples, e.g. HUD-VASH, Family Unification Program		Not Applicable
Other state or local programs, e.g. Bridge Subsidy		Not Applicable
Other examples will be considered on a case-by-case basis		

1a. Additional examples

- Developed or adopted a referral and/or monitoring system to track referrals, applicants and participants of supportive housing programs for persons with disabilities. **(5 points per demonstrated example)**
- Provided or leveraged resources from a partner organization to cover the cost of (i) home modifications to make units more accessible, including fall prevention and assistive technology/smart housing, or (ii) assistance securing units to further the implementation of Olmstead settlements or similar initiatives to expand community-based setting options for people with disabilities, e.g. rent deposit, move-in costs, furniture. **(5 points per demonstrated example)**

1a. Additional examples, continued

- Partnerships with local government to provide tax credits or zoning incentives for the development of accessible housing units. **(3 points per demonstrated example)**
- Developed or partnered with another organization to provide an enhanced accessible housing registry with units compliant with federal accessibility standards, including additional assistance to individuals in search of accessible units. **(3 points per demonstrated example)**
- Other similar experience as described in the application **(5 points per demonstrated example)**

1b. Partner Agency Capacity

- Up to 15 points.
- Applicant may provide examples that total more than 15 points, but no more than 15 points will be awarded.

1b. Partner Agency Capacity

- PHA has partnered with one or more health and human and/or disability service agencies with a demonstrated capacity to coordinate outreach and recruitment of potential applicants, and to assist residents with disabilities in the referral and application processes and in the housing search by:
 - Securing any accommodations **(up to 5 points)**
 - Transitioning persons with disabilities from institutional and other segregated settings to rental market units **(up to 5 points)**
 - Coordinating voluntary services and supports after the transition **(up to 5 points)**
- Providing other similar assistance described in application **(up to 5 points)**

1c. Geographic Jurisdiction - Rating Criteria

- Up to 10 points.
- Applicant has a policy that allows recipients of these vouchers to port prior to leasing up in the jurisdiction or applicant has jurisdiction (or will make agreements with nearby jurisdictions) to issue these vouchers on a regional or state basis.
- Portability allowed prior to leasing up in jurisdiction = **10 points**
- OR
- State-wide program = **10 points**
- OR
- PHA has formed a consortium, created cooperative agreement(s), or merged to create a larger operational jurisdiction = **5 points**

1d. Admissions Preference

- 10 points
- PHA/non-profit will provide a certification statement agreeing to grant a preference in their administrative plan for persons with disabilities who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Update to administrative plan must be completed within one calendar year of award date.

2. Leveraging Resources -Rating Criteria

- Up to 30 points.
- Applicant must demonstrate it has one or more partnerships with agencies or organizations that will provide the following services:
 - Coordinating outreach and referral of persons in institutional and other segregated settings who want to move to community-based integrated settings, persons at serious risk institutionalization, homeless, or at risk of becoming homeless (**10 points**)
 - Funding or staffing to support training and coordination of program implementation, including any necessary training, between PHA and partner organization(s) (**10 points**)
 - Assisting persons with disabilities to apply to and obtain acceptance in housing programs OR find housing OR secure home modifications and/or disability-related accommodations (**4 points**)
 - Assisting persons with disabilities move into units, including physically accessible units where appropriate, on the private rental market (**3 points**)
 - Referring, coordinating, or providing home and community-based services (**3 points**)

3. Achieving Program Results

- Up to 10 points.
- PHA/non-profit provided a program evaluation plan describing how it will work with partner agencies to monitor and correct issues with number of referrals received, vouchers issued, units leased/families housed, service coordination and tenancy support provided, and overall utilization. The plan identified who will maintain the report, how frequently it will be produced, and how it will be shared between the organizations (**5 points**).
- OR
- Program evaluation plan addressed the criterion above but also included a centralized tracking system used with the partner agencies, allowing both the PHA and partner organizations to access the required metrics electronically (**10 points**).

Specific Questions?


- Email MainstreamVouchers@hud.gov
- Responses will be posted publicly on the HUD Housing Choice Voucher Program homepage:
https://www.hud.gov/program_offices/public_indian_housing/programs/hcv



TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC – ERHC Management Services Agreement

MESSAGE:

Attached you will find a draft Management Services Agreement that establishes a contractual arrangement between the Elk Rapids Housing Commission (ERHC) and TCHC. ERHC's Executive Director is retiring on May 31, 2018 and the search for a replacement did not yield an obvious successor. This Agreement allows both parties to preview and evaluate this arrangement until the end of ERHC's fiscal year. A more formal and long-term relationship may be implemented at a later date. The Governance Committee has reviewed the broad-brush terms of this agreement and recommends its implementation.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO PROVIDE MANAGEMENT SERVICES TO
THE ELK RAPIDS HOUSING COMMISSION**

May 25, 2018

WHEREAS, the Traverse City Housing Commission has made an effort to expand its mission within our region by creating housing, partnering to create housing, or through the successful management of existing housing; and

WHEREAS, the Elk Rapids Housing Commission (ERHC) is in need of management services; and

WHEREAS, both ERHC and TCHC believe that this limited agreement allows both parties to examine the potential for a more detailed and longer-lasting arrangement; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff to implement this Management Services Agreement with ERHC.

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

The Traverse City Housing Commission will provide Management Services to the Elk Rapids Housing Commission for a period of four (4) months beginning June 1, 2018 per the terms of the executed Management Agreement and upon review by the TCHC attorney.

DRAFT – TCHC MANAGEMENT SERVICES AGREEMENT

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

The parties hereto agree to the following:

1. **TERM OF AGREEMENT.** This Agreement shall be effective as of June 1, 2018 and shall continue for a period of four (4) months, or until September 30, 2018. This Agreement may be extended or renewed by written agreement signed by the parties. All provisions of this Agreement shall apply to all services and all periods of time in which TCHC renders services for ERHC.
2. **TERMINATING THE AGREEMENT.** Either party may terminate this Agreement by giving a sixty (60) day written notice of termination to the other party.
3. **SERVICES TO BE PERFORMED.** TCHC agrees to perform all administrative and or secretarial services necessary for the operation of ERHC’s public housing facility located at 701 Chippewa Street, Elk Rapids, Michigan, 49629. TCHC’s performance shall be in accordance with applicable laws, regulations and HUD provisions. The responsibilities and duties of TCHC under this Agreement are those akin to the duties and responsibilities of an Executive Director for a public housing facility.
4. **PAYMENT.** In consideration for the services to be performed by TCHC, ERHC agrees to pay TCHC the sum of EIGHTY-ONE HUNDRED (\$8,100.00) DOLLARS for duration of this agreement. Said amount shall be payable in monthly installments of \$2,025.00 for the first four (4) months. Prior to the renewal date, TCHC shall determine its costs of providing the services and, at TCHC’s request, the parties shall negotiate an increase in the management fee. Also prior to the renewal date, ERHC shall analyze its expenses in receiving the services and, at ERHC’s request, the parties shall negotiate a decrease in the management fee. TCHC shall be solely responsible for any travel expenses related to rendering of the services under this Agreement.
5. **EXPENSES.** ERHC will furnish all materials, equipment and supplies used to provide the services required by this Agreement. These expenses shall include, but not be limited to, office supplies, computer systems, copier, software, and postage. ERHC shall also be

responsible for any and all expenses related to the operation and maintenance of its public housing facility.

6. **INDEPENDENT CONTRACTOR STATUS.** The parties agree that TCHC is an independent contractor, and that neither TCHC nor its employees or personnel are, or shall be deemed to be, employees of ERHC.

In its capacity as an independent contractor, TCHC agrees to and represents the following:

- A. TCHC has the right and does fully intend to perform services for ERHC during the term of this Agreement.
 - B. TCHC has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
 - C. TCHC has the right to perform the services required by this Agreement at any place or location and at such times as TCHC may determine.
 - D. TCHC has the right to use its employees to provide the services required by this Agreement.
 - E. The service required by this Agreement shall be performed by TCHC, or its employees or personnel.
 - F. Neither TCHC nor its employees or personnel shall be required by ERHC to devote fulltime to the performance or the services required by this Agreement.
 - G. TCHC does not receive the majority of its annual compensation from ERHC.
7. **EMPLOYEE BENEFITS.** TCHC understands that its employees and personnel are not eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of ERHC. TCHC will cover its employees and personnel with worker's compensation insurance. ERHC shall not be responsible for any unemployment compensation payments of behalf of TCHC or its employees and personnel.
8. **LIMITATIONS.** All responsibilities for operation of the Elk Rapids Housing Commission, including any current or future liabilities, shall remain the sole responsibility of ERHC.
9. **MISCELLANEOUS.**
- A. This is the entire Agreement between TCHC and ERHC.
 - B. A separate Maintenance Agreement will be negotiated prior to September 30, 2018. Until then, maintenance work will continue as it has been regularly conducted.
 - C. This Agreement may be modified only by a writing signed by both parties.
 - D. This Agreement will be governed by the laws of the State of Michigan.

- E. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be personally delivered or sent registered or certified mail to the addresses specified above or such other address as one party may give the other from time to time.
- F. This Agreement does not create a partnership relationship. TCHC does not have authority to enter into contracts on ERHC's behalf.
- G. TCHC may not assign or subcontract any rights or obligations under this Agreement without ERHC's prior written approval.

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

Traverse City Housing Commission

By: _____
Tony Lentych
Its: **Executive Director**

Date

Elk Rapids Housing Commission


By: _____
Myrna Howse
Its: **President**

Date

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: May 25, 2018
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC By-Laws

MESSAGE:

After making its annual review of the TCHC By-Laws, the Governance Committee wishes to recommend two minor changes to our By-Laws which will allow this document to articulate alongside the other Policies adopted within the last year.

These are the only amendments being proposed:

1. We are updating the Public Duty section (Article I, Section 5) to include the recently adopted/updated Code of Conduct.
2. We are updating the duties of the Executive Director (Article II, Section 5) to be in line with other directives adopted by the Commission.

This Memorandum serves as TCHC's "first reading" of the proposed amendments. Please note that our attorney, Ward Kuhn, will review these changes prior to their adoption.

ATTACHED: TCHC By-Laws

Traverse City Housing Commission

DRAFT By-Laws

ARTICLE I – THE HOUSING COMMISSION

1. Name of Commission. The name of the Commission shall be “The Traverse City Housing Commission.”
2. Establishment of the Commission. The Traverse City Housing Commission was established by Ordinance 105 of the City of Traverse City in 1966.
3. Offices of the Commission. The administrative offices of the Housing Commission are located at 150 Pine Street, Traverse City, MI 49684, or at such place as the TCHC Board may from time to time designate by resolution.
4. Purpose of the Commission. The Purpose of the Traverse City Housing Commission shall be to provide decent, safe and sanitary affordable housing opportunities for residents of the Traverse City area.
5. Public Duty. The Traverse City Housing Commission is a body entrusted by the citizenry to be run in a competent and fair manner. No member of the Housing Commission Board or staff shall utilize the position for undue, personal gain **and each member of the Housing Commission Board or staff shall adhere to all items of the TCHC Code of Conduct.**

ARTICLE II – OFFICERS

1. Officers. The officers of the Commission shall be a President, a Vice President, and a Secretary.
2. President. The President shall preside over all meetings of the TCHC Board of the Housing Commission. At each meeting the President shall submit such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Commission. Except as otherwise provided for by Policies of the Housing Commission or authorized by resolution of the TCHC Board, the President shall sign all contracts, deeds and other instruments on behalf of the Commission. The President serves as the spokesperson and public representative for the Board of Commissioners.
3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the TCHC Board shall elect a new President.
4. Secretary. The Secretary shall keep the records of the Commission and record all votes while acting as Secretary of the meetings of the TCHC Board. The Secretary shall keep a record of the proceedings of the Board of Commissioners including but not limited to; policies, communications,

By-Laws, rosters, etc. and a journal of Minutes, to be kept for such purpose, and shall perform all duties incident to the office. Duties may also include acting as an advisor to the Board with regard to compliance to these By-Laws and applicable laws, regulations and protocols. The Secretary shall be an individual or entity approved by Resolution of the Board and may be filled by contract or by appointment to the TCHC Board. The position of Secretary shall not be filled by a sitting commissioner and is not a voting member of the Board. In the event of the absence of the Secretary at the Board meeting, the President shall appoint a recording secretary for the purposes of that meeting.

5. Executive Director. The Executive Director (“Director”) of the Commission shall have general supervision over the administration of Commission business affairs and fiduciary management, subject to the direction of the TCHC Board. The compensation for the Director shall be determined by the TCHC Board. The Director serves at the pleasure of the TCHC Board, and their control over the administration of the Housing Commission is subject to the By-Laws and Policies of the Housing Commission, local, State, and Federal laws and regulations. **The Executive Director, along with the President, serves as the spokesperson and public representative for TCHC.**
6. Additional Duties. The Officers of the TCHC Board shall perform such other duties and functions as may from time to time be required by the Commissioners, the By-laws, or the rules and regulations of the US Department of Housing and Urban Development or other authorities having legal jurisdiction over the actions of the Traverse City Housing Commission.
7. Election of Officers. The President and Vice President shall be elected at the Annual Meeting of the TCHC Board from among the members of the TCHC Board, and shall hold office for one year or until their successors are elected and qualified.
8. Attendance. Following the policy of the City of Traverse City, appointees to the TCHC Board must attend at least 75% of scheduled meetings. Absences from meetings may be recorded as “excused” or “unexcused” by the President of the Board (or by Vice President in case of President’s absence). Commissioners should notify the President of the Board or the Executive Director at least 24 hours in advance if they cannot attend a meeting, or the absence will automatically be recorded as “unexcused” pending explanation to the Board. The Board President has the authority to record the absence of a Board member as “excused” in the case of an emergency or for other satisfactory reason. The records of attendance at TCHC meetings shall be forwarded to the City Clerk’s office by Staff. Absences excused by the President shall be noted. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
9. Vacancies. Should the office of President or Vice President become vacant, the TCHC Board shall elect a successor from their membership at the next regular meeting, and such election shall be for the remainder of the un-expired term of said office.
10. Additional Personnel. The Board may authorize the Executive Director from time to time to employ such personnel or contractors as the Board deems necessary to exercise the powers, duties, and functions of the TCHC. The hiring of additional personnel or contractors must fall within budgetary limits and policies established by the TCHC Board and subject to the laws of the State of Michigan and regulations of the US Department of Housing and Urban Development.

11. Committees and Subcommittees. Through a strategic planning process, the TCHC Board has created the following permanent committees:

- I. Executive & Governance Committee
- II. Finance & Compliance Committee
- III. Communications & Outreach Committee

The TCHC Board may also create such special ad hoc or advisory committees as it deems necessary or appropriate. The TCHC Board shall set the number and terms of the members of any committee. Such committees shall exist until such time that the TCHC Board deems their task has been satisfactorily completed. Each Committee/Subcommittee shall contain at least one (1) TCHC Board member who shall preside over the meetings as Chairperson. Non-Commission members serving on committees/subcommittees are encouraged. All members of committees/subcommittees are appointed with the consent of a majority vote of the TCHC Board.

ARTICLE III – MEETINGS

1. Procedures. All regular and special meetings of the Housing Commission shall be conducted according to the rules of procedure contained in *Robert's Rules of Order* and also in accordance with appropriate State Laws, including the Open Meetings Act, and any applicable Federal Laws or regulations. Notice of meetings shall be posted in accordance with the Open Meetings Act of the State of Michigan
2. Annual Meeting. The Annual Meeting of the TCHC Board shall be held on the regularly scheduled meeting in the month of June at the pre-determined location for that meeting. In the event that such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.
3. Regular Meetings. Regular meetings of the Board of Commissioners shall be held on a monthly basis pursuant to adequate notice and will occur at least 10 times per year. The Housing Commission shall comply with the Open Meetings Act, Public Act No. 267 of 1976: The basic intent of the Open Meetings Act is to strengthen the right of all Michigan citizens to know what goes on in government by requiring public bodies to conduct nearly all business at open meetings. The Housing Commission will approve and publish an Annual Meeting Schedule at or before the January meeting of each year.
4. Special Meetings. The President of the Commission may, and shall, upon the request of two members of the Board of Commissioners, call a Special Meeting of the TCHC Board for the purpose of transacting any business designated in the call for the Special Meeting. The call for a special meeting must be delivered to each member of the Board of Commissioners at least three (3) days prior to the date of such special meeting. Posting requirements for Special Meetings shall follow State Open Meetings Act.

At such Special Meeting, no business shall be considered other than as designated in the call and posted agenda, but if all of the members of the TCHC Board are present at a Special Meeting, any and all business may be added to the Agenda; however, items added to the agenda that were not previously posted may only be discussed and shall not be acted upon.

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.
6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Public Comment
 - X. Commissioner Comment
 - XI. Adjournment

All meetings shall be conducted as stated above unless modified by the TCHC Board from time to time. All resolutions shall be in writing. Copies of the Minutes of proceedings of the TCHC Board shall be kept by the Board Secretary in a permanent journal in the Commission's Administrative Offices.

7. Manner of Voting. The voting on all questions coming before the TCHC Board shall be by voice vote, except if the President or a member wishes, he/she may call for a division, at which time a show of hands will show the number of yeas and nays to be recorded; and by request of the President or a member, there may be a Roll Call and the yeas and nays shall be entered upon the Minutes of such meeting.

ARTICLE IV – AMENDMENTS

1. Amendments to By-Laws. The By-Laws of the Housing Commission shall be amended only with the approval of at least three (3) of the members of the TCHC Board at a regular or special meeting in accordance with Article III of the By-Laws. Prior to holding a vote on an amendment to the Housing Commission By-Laws, a first reading of the proposed change shall be made into record at a Regular Meeting. In no instance shall the first reading occur less than seven (7) days prior to a vote on such amendment(s).

ARTICLE V – BOARD COMPOSITION, MEMBERSHIP, & TERM OF OFFICE

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the City Clerk and President of the TCHC Board. This request shall be passed to the remainder of the Board and Executive Director within three (3) days of its receipt by the Board President.
4. Term of Office. Commissioners are appointed by the Mayor of Traverse City to serve 5-year staggered terms to expire November 30th of the appropriate year.

Adopted: October 19, 2004

Revised: January 17, 2006

Revised: August 15, 2006

Revised: February 20, 2007

Revised: April 19, 2011

Revised: March 20, 2012

Revised: June 17, 2014

Revised: June 24, 2016

Revised: June 23, 2017

Proposed: June 22, 2018



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

CORRESPONDENCE

April 2, 2018 Letter from Independent Bank

April 12, 2018 Letter from Kathleen Stocking on the Boardman River

April 16, 2018 Record Eagle Article on East Bay Flats

April 20, 2018 Letter from HUD on New Midwest Regional Administrator

May 1, 2018 Letter from HUD on Closing of FY 2017 Audit

May 7, 2018 Resolutions Adopted by the City of Traverse City

May 8, 2018 Letter on RAD Conversions – Sample of Solicitations



April 2, 2018

T C HOUSING COMMISSION
150 PINE ST
TRAVERSE CITY MI 49684-2478

T2 P1
577



Dear T C HOUSING COMMISSION,

We would like to welcome you as a customer to Independent Bank! We are pleased to announce that on April 1, 2018, Traverse City State Bank merged into Independent Bank. Independent Bank is excited to partner with you and to offer a variety of new products and services, as well as a positive investment in the Traverse City area.

At Independent Bank, we have put our customers, communities, employees, and shareholders first for over 150 years. We are a community bank, locally invested the same way you are. This is why it was so important to us to keep the same offices and same banking associates that you have come to know and trust over the years.

When you visit one of your familiar banking offices over the next few weeks, you will notice that nothing looks too different. You will actually not see any changes to branch signage or the banking website until after our official conversion, taking place June 16-17, 2018.

We understand that you will have many questions regarding the upcoming changes over the next two months. To make this transition as smooth and convenient as possible, you will be receiving a welcome booklet in early May. This welcome booklet will include important information and action steps, as well as key dates before, during, and after the transition to Independent Bank.

On behalf of all Independent Bank and Traverse City State Bank employees, we hope you will enjoy the new account options, expanded loan programs, extensive online and mobile banking features, as well as the many other products and services that will soon be available to you. We are thrilled to partner together, and look forward to offering you a wonderful banking experience.

Sincerely,

William B. Kessel
President & CEO
Independent Bank

Constance Deneweth
Chief Executive Officer
Traverse City State Bank

April 12, 2018

Tony Lentych, Executive Director City Housing Commission; 150 Pine St.; Traverse City, MI 49684
cc: Riverview Terrace residents, Traverse City Planning Commission, and DDA

Dear Tony Lentych,

This letter is a summary of what I've learned about the Boardman River and the proposed river walk since the first presentation from Gourdie-Fraser, the engineering firm on Front St., back in November 2017, up through the native species presentation by Katie Grzesiak from the Boardman Nature Center in March and the water quality presentation by Heather Smith from the Watershed Center in April, all in the Riverview Terrace Community Room. These are only my impressions, my views, and, while based on research and observation, are nothing more than that. I don't represent or belong to any political or environmental group. Any errors of fact are strictly my own.

The River Walk, based on conversations I've had with city officials as well as articles in the Traverse City Record-Eagle, seems to have been desired for some long time by the Traverse City government, including the mayor, the DDA, and the city planning commission. It seems they want it because they feel it will increase tourism and improve the economy of the city as a whole. Economic viability is important for any city, but I believe they are looking at short-term gains, and even these are questionable in my estimation, and they are not taking the long view and thinking about what would be good for the city in a hundred years.

The bigger picture is this: by the end of this century we will have lost half the species now existing, according to Edward O. Wilson, research professor emeritus and honorary curator of entomology at Harvard, writing in the New York Times on March 3, 2018. The population of the planet will have gone from a little less than 2 billion in 1900 to a projected 11 billion by 2100. If people in the city government think brownfield remediation is a lot of trouble, and very expensive, the removal of sheet piling and restoration of a natural river border in 100 years, will be more so.

There's no master plan, as such, for the downtown area, relevant to the river ecology. Although the city does have a master plan, online, and the DDA commissioned a study of the Boardman River from the University of Michigan, published in 2013 online, things cited in the plan and study are only "recommendations" for the environment and not legally binding requirements. Chris Crissman, director of the Grand Traverse Bay Watershed Center, had an editorial in the Record-Eagle a few weeks ago advocating for a downtown master plan to address the natural environment. I think this is a good idea.

Because the "natural river" designation for the Boardman River, assigned by the State of Michigan when Governor Bill Milliken was in Lansing 40-some years ago, stops at Cass Road, the city – and these things have been sanctioned by the DEQ in many instances – has been able to overlook any river setback requirements, suggestions for replanting with native species, the recommended paving with permeable hard surfaces to allow water to filter through the soil, and the prohibition against the cutting of trees necessary for birds and for keeping the downtown air and the river clean and cool. Both the city plan and the University of Michigan study recommend not "hardening the river banks" by which they mean not putting in sheet piling or concrete abutments. Keeping the natural river banks is recommended to prevent erosion and to not destroy the habitat for the insects that feed the fish.

Chicago, Los Angeles, London and Paris, to name just a few major cities, are trying to repair and restore the rivers that flow through their urban area. It's difficult, and maybe impossible, to do so. Traverse City, meanwhile, with a stretch of river from Union St. by the post office, to Union Street by the Chamber of Commerce, is trying to destroy the little bit of natural river it has left. Development, spurred by huge increases in population both inside and outside cities, is destroying habitat and therefore providing no way for animals, birds, butterflies, insects, trees, plants -- and all life in the natural world -- to survive and reproduce. Human beings, too, need clean air and water for their health and well-being.

The River Walk plan needs to be reconsidered. Yes, there is a river walk in Milwaukee, and a smaller version of that in Leland, but both of those river walks were installed long ago and are connected to stores in places where there has traditionally been river traffic. I never see anyone use Traverse City's current Riverwalk. The proposed extension(s) have no practical function and no historical precedent. I think they will be not particularly used and will be very expensive. Furthermore, the river will be damaged in the process of extending the Riverwalk:

- Trees will be cut and, with the loss of trees, the air will be less clean and healthful
- The river water will be hotter, less suitable for fish
- The few animals -- mink, otter, muskrat -- will disappear
- The beauty of the river will be less
- The riverbank, now a home for insects eaten by fish, will be damaged and fish will disappear
- The birds will have fewer places to perch and nest and the birds will disappear
- The cutting of trees, such as willow and poplar with their dense and erosion-preventing root systems, will make the erosion more severe
- The steel pilings everywhere along the river will cause erosion to the river banks, now very noticeable at the new Uptown Condos near the Union Street Post Office, both on the same side of the river and along the opposite shore

City officials, it would appear, are only now, very late in the game, trying to work with experts from the Boardman Nature Area and the Grand Traverse Bay Watershed, and learning for the first time about native species and river ecology. There are many books on the virtues of using native species to remove toxins from the soil. There are many books and articles on what other cities are doing to support ecological restoration. I would love to see some indication that city planners are doing the research and doing the thinking they need to do to understand the issues, not just for the city in today's times, but for the city at the end of the century. If only the Traverse City mayors and planners of the early 1900s had thought to *not* use the downtown area along the river -- and Boardman Lake -- as a dump, we would be so much further ahead. We need to be thinking long and hard about doing the right thing for the enhancement and restoration of the downtown natural river for the sake of the city's future citizens.

Sincerely,

Kathleen Stocking
150 Pine St., Apt. 809
Traverse City, Mi 49684



Neighbors Fret Over Apartment Plans

Meeting audience critical of TCHC plans for hotel building

BY JORDAN TRAVIS

April 16, 2018

TRAVERSE CITY — Plans to convert a hotel into workforce housing and apartments for young adults facing homelessness have irked neighbors who feel they were left in the dark.

A handful of them made their unhappiness known at a neighborhood meeting Thursday, where Traverse City Housing Commission Tony Lentych answered questions about the governmental organization's plans.

The commission has partnered with Socks Construction and Michigan Community Capital to turn one part of Country Inn and Suites on Munson Avenue into at least 46 workforce apartments. With rents at \$990 per month, including all utilities, they would be aimed at people making \$17.25 an hour and up.

The building would cost \$5.6 million, including \$1 million to renovate it.

Northwest Michigan Continuum of Care also would use 10 to 14 of the apartments for people ages 18-24 who risk homelessness without help. Organization Coordinator Tina Allen said these tenants would get rent assistance, plus guidance from a mentor and caseworkers. The goal is to teach them to live independently in a permanent home.

It's part of a \$1.3 million, two-year pilot project tasking the organization and nine others nationwide with finding innovative solutions for ending youth homelessness, Allen said. Traverse City is by far the smallest locale of the 10.

"I will tell you that our entire country is looking to us as the smallest community to figure out how to end youth homelessness," she said.

Some audience members in the Governmental Center's training room were simply worried about the impacts an apartment would have on their neighborhood. They peppered Lentych with questions ranging from how much parking would be available to whether he'd allow dogs or smoking.

Others were more concerned about the dozen or so young tenants who would live there as a part of Northwest Michigan Continuum of Care's program. They asked Lentych, Allen and Ashley Halladay-Schmandt, Northwest Michigan Community Action Agency's clinical manager of homeless programs, about the particulars and voiced some of their fears about "warehousing" youths with questionable backgrounds.

Their questions prompted an impassioned defense from David VanHorn and his sister, Simone Parrish. VanHorn said he's been in foster care and was one of the homeless kids the audience spoke of and were "worrying that they're going to really just mess up your neighborhood." He has a job at Munson Medical Center and urged those in the room to be good neighbors to young adults who need help becoming functioning adults.

"You guys have to take a risk of faith, because honestly, I know some of the kids that are going to move there, they're not bad kids, they just want to have an opportunity to grow and be that person in society where, if they choose to go to college, that is great for them, that is amazing," he said.

Some in the audience applauded VanHorn for making good, but Konrad Visser said his own mentoring experience showed him VanHorn is just one side of the equation.

"For every 10 of you, there are 10 others, so we have to look at both sides," he said.

Eric Rudert said there's a "fear factor" over youths facing homelessness. There's a drug problem in Traverse City, and he wondered if those struggling young adults would be more apt to use illicit substances.

Halladay-Schmandt stressed the people living in these 10 to 14 apartments will have rules to follow and trained supervision. The kids who brainstormed those rules offered some pretty strict suggestions, and by no means sought a freewheeling party den.

"I'm not going to sit up here and say every single person — and mind you, there's 60 units, we're talking about 14 — not every single person in 60 units is going to be God's gift to humanity and go run a Fortune 500 company," she said. "They're not. It's not going to be butterflies and rainbows."

But Halladay-Schmandt and other program participants are trying to fill the role Visser and other mentors did for young adults who don't have that guidance, she said.

Parrish said it's much-needed help, because neither her upbringing nor high school equipped her to live on her own.

Several audience members criticized Lentych for waiting so long to approach neighbors about the project. His approach lacked transparency and their meeting came as project partners were readying to close on the sale, they argued.

Lentych took some blame, but said the housing commission had been invited to partner on a private transaction. He had to keep somewhat quiet, as a previous purchase fell through when someone bought the building out from under him.

City Commissioner and housing commission member Brian Haas said the housing commission's involvement gave everyone in the room a chance to have a say.

"Without the housing commission involved, it could've just been Socks (Construction) bulldozed it and done whatever they want ... and there wouldn't be this conversation," he said.

Ann Weber and husband Cory said they still have more questions after the meeting. She organized neighbors as she found out about the project — she's not a NIMBY, she stressed — and he came to learn all he could. But he's still wondering what kind of impact it'll have on his neighborhood.

"If I am upset about anything, it's just the surprise, boom, your neighborhood's changing overnight," he said.



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

OFFICE OF THE REGIONAL ADMINISTRATOR

April 20, 2018



Anthony Lentych
Executive Director
150 Pine Street
Traverse City MI 49684

Dear Executive Director Lentych:

I would like to introduce myself as the new Presidentially Appointed HUD Midwest Regional Administrator. Some of you may remember me from the last time I was appointed to serve in this capacity under the President George W. Bush administration from 2001 to January 2009. I am responsible for the oversight and delivery of HUD programs and services across Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin and serve as HUD's liaison to elected officials, congressional delegations, city managers, relevant associations and stakeholders.

I am truly delighted to return to this role and look forward to advancing HUD's mission to create strong, sustainable, inclusive communities and quality affordable homes for all. It is an honor and a great passion of mine to effectuate positive change and help communities flourish to their full potential while working collaboratively with local leaders.

In your role as appointing official for the housing authority board of commissioners, I would like to take the opportunity to ensure that you are aware of HUD resources that are available to your local Housing Authority leaders. HUD's Office of Public and Indian Housing provides a free, online training tool, "Lead the Way," to assist Public Housing Agency boards and staff fulfill their responsibilities in providing effective governance and oversight.

This dynamic online curriculum is designed for new or experienced PHA board members/commissioners and executive staff and is a powerful learning tool that can be used in self-paced learning or instructor-led courses, individually or in groups.

The "Lead the Way" curriculum highlights the following topics:

- Fundamentals of Oversight
- PHA Roles and Responsibilities
- Public Housing Basics and
- Essential PHA Skills such as Asset Management, HCV, Budgets, Ethics, and much more.

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

We look forward to working collaboratively with you.

Very truly yours,

Joseph P. Galvan
HUD Midwest Regional Administrator



U.S. Department of Housing and Urban Development

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

May 1, 2018

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

SUBJECT: Closure of Independent Auditor Report MI080-06302017

Dear Mr. Lentych:

Thank you for the submission of the independent audit report for the fiscal year ending June 30, 2017. The audit was performed by Smith & Klaczkiewicz, PC and contained no findings. As a result, there is no further action required of your agency and the audit is officially closed.

Congratulations! The efforts from you and your staff to implement sound financial practices are greatly appreciated. We wish you continued success in the current fiscal year.

If you have any questions or comments, please feel free to contact Joseph Davis, Portfolio Management Specialist, at 313-234-7495, or myself at 313-234-7463.

Sincerely,

X

A handwritten signature in cursive script that reads "Douglas C. Gordon".

Douglas C. Gordon, Director
Detroit HUD Field Office of Public Housing
Signed by: DOUGLAS GORDON

cc:

Brian Haas
Board Chairperson
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

**Resolution Setting Annual Service Fee
for the Traverse City Housing Commission Development
at 440 Munson Avenue, Traverse City, MI 49686**

- Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the "Housing Commission Annual Service Fee Ordinance" pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the "Act"); and
- Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City's Ordinances; and
- Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and
- Because pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and
- Because the property located at 440 Munson Avenue, Traverse City, MI 49686, Parcel ID # 28-51-101-051-10, is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it
- Resolved, that the Traverse City Housing Commission housing development located at 440 Munson Avenue, Traverse City, MI 49686 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: 7
NAYS: 0

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin C. Marentette, City Clerk

**Resolution Setting Annual Service Fee
for the Traverse City Housing Commission Development
at 10200 East Carter Road, Traverse City, MI 49684**

- Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the "Housing Commission Annual Service Fee Ordinance" pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the "Act"); and
- Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City's Ordinances; and
- Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and
- Because pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and
- Because the property located at 10200 East Carter Road, Traverse City, MI 49684, Parcel ID # 45-51-033-038-20, is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it
- Resolved, that the Traverse City Housing Commission housing development located at 10200 East Carter Road, Traverse City, MI 49684 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: 7

NAYS: 0

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin C. Marentette, City Clerk

**Resolution Setting Annual Service Fee
for the Traverse City Housing Commission Development
at 150 Pine Street, Traverse City, MI 49684**

- Because, on May 7, 2018, the City Commission enacted City Ordinance Chapter 882 known as the "Housing Commission Annual Service Fee Ordinance" pursuant to the Housing Facilities Act (Act 18 of 1933, MCL 125.651 et seq, the "Act"); and
- Because, the Traverse City Housing Commission is established by Chapter 274 of the City of Traverse City's Ordinances; and
- Because, pursuant to the Act property, income, and operations of the Housing Commission located in the incorporating unit of the Commission are exempt from all taxation by the state or any of its political subdivisions; and
- Because pursuant to the Act the City may adopt an ordinance requiring the Housing Commission to pay an annual service fee in lieu of all taxes with respect to its projects or facilities, which fee shall not exceed 10% of the annual shelter rent obtained from the projects or facilities; and
- Because the property located at 150 Pine Street, Traverse City, MI 49684, Parcel ID # 28-51-794-001-10 is tax exempt pursuant to the Act, but shall pay to the City an annual service fee of up to 10% pursuant to City Ordinance Chapter 882; now therefore, be it
- Resolved, that the Traverse City Housing Commission housing development located at 150 Pine Street, Traverse City, MI 49684 shall pay to the City of Traverse City an annual service fee in the amount of 10% of the annual shelter rent obtained from the facility in the same manner as general property taxes are payable to the City.

YEAS: 7

NAYS: 0

I hereby certify that the above Resolution was adopted by the City Commission of the City of Traverse City at its regular meeting held on May 7, 2018, in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.



Benjamin C. Marentette, City Clerk

May 8, 2018

Tony Lentych
Traverse City Housing Commission
150 Pine St
Traverse City, MI 49684

Good Morning,

I am writing to introduce you to On-Site Insight (OSI) and how we can assist you with the new HUD CNA e-Tool for the Rental Assistance Demonstration (RAD).

OSI is the recognized leader for providing high-quality Physical Needs Assessments. Our rigorous approach to property system evaluation, useful life estimation, and reserve funding analysis has set the standard in the industry for the past 34 years.

We provide the RAD Physical Condition Assessment which consists of the Narrative Report and the e-Tool. The Narrative Report has three parts:

- Part 1—Physical Conditions Assessment Identifying Needs and Comparing Traditional and Green2 Requirements
- Part 2—Energy Audit
- Part 3—Utility Consumption Baseline

The new HUD CNA e-Tool is an Excel spreadsheet with various tabs to collect and analyze data of your property.

Call me at 617-502-5949 to discuss how OSI's assessment team can assist you through the new HUD CNA e-Tool for RAD. See our website on-site-insight.com for more information about our firm.

Best Regards,

Lisa Longval
Operations Manager
617-502-5949
llongval@on-site-insight.com

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