



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, June 24, 2016 at 8:00 A.M.

LOCATION:
RIVERVIEW TERRACE – THIRD FLOOR COMMUNITY ROOM
150 Pine Street, Traverse City, Michigan, 49684



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

June 24, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT AN ANNUAL MEETING
ON FRIDAY, JUNE 24, 2016 AT 8:00 A.M.**

RIVERVIEW TERRACE

150 Pine Street, Traverse City, Michigan, 49684
(231) 922-5150

POSTED: JUNE 22, 2016

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

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

AGENDA

I CALL TO ORDER & ROLL CALL

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV CONSENT AGENDA

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

- A. *Consideration of Approval of May 27, 2016 Regular Meeting Minutes – Approval Recommended.*

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

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: June 13, 2016
- B. Governance Committee: June 21, 2016
- C. Communication & Outreach Committee: June 22, 2016
- D. Finance & Compliance Committee: June 23, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 Consolidated Budget: Review
- B. 2015 – 2020 Strategic Plan: Update
- C. TCHC Policy Review Schedule: Update
- D. TCHC By-Laws
- E. TCHC Fiscal Year 2017 Budget
- F. Executive Director Annual Review: Presentation from Executive Committee

VIII NEW BUSINESS

- A. **ANNUAL ELECTION of Officers:** President and Vice-President
- B. TAHDCO
- C. HUD Annual Budget: Acceptance and Approval

IX CORRESPONDENCE

- A. June 6, 2016 HUD's PHAS Score Report
- B. June 8, 2016 PILOT Workshop Materials

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: (No Meeting in July) Friday, August 26, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

May 27, 2016 Regular Meeting Minutes

Schedule of Disbursements for May 2016 for Public Housing

Schedule of Disbursements for May 2016 for HCV Section 8 Programs

Invoices for June 2016

Financial Statements for May 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission

May 27, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Governmental Center, 400 Boardman Avenue, Traverse City at 8:01 a.m.

I ROLL CALL

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

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

Residents: Priscilla Townsend, Ellen Corcoran.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

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

- A. Meeting Minutes of the April 22, 2016 Regular Commission Meeting.
- B. Schedule of Disbursements for April 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for May 2016.
- D. Financial Statements for April 2016.

V COMMITTEE REPORTS

- A. The meeting minutes of the May 19, 2016 Executive & Governance Committee were presented. There were no comments or questions.
- B. The meeting minutes of the May 25, 2016 Communication & Outreach Committee were presented. Building Art and Tree Carving were briefly discussed.
- C. The meeting minutes of the May 19, 2016 of the Finance & Compliance Committee were presented. The Executive Director highlighted several Real Estate development opportunities.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: There were no comments or questions.
- B. Family Self-Sufficiency Report: There were no comments or questions.
- C. Resident Council Report: There were no comments or questions.

VII OLD BUSINESS

- A. 2016 Consolidated Budget updated with April month end amounts. Will consider a draw from reserves prior to year-end.
- B. 2015 -2020 Strategic Plan. No Update
- C. TCHC Policy Review Schedule: President Smits recommended, and the commissioners concurred to prioritize the schedule and beginning the review with:
 - Procurement Policy
 - Personnel Policy
 - Document Retention Policy
- D. Executive Director Annual Review: Final report completion at the June meeting.

VIII NEW BUSINESS

- A. TCHC By-Law Review: Staff advised the Commissions of the proposed changes to the By-Laws:
 - Article 2, item 4: Secretary. President Smits stated that the Secretary to the Board was changed from the ED as Secretary to avoid a conflict of interest. ED Lentych recommended the article include that the Secretary may be filled by contract or appointment of an individual. The secretary should not be a member of the Commission.
 - Article 2, item 8: Attendance. This section has significant changes.
 - Article 3, item 3: Meetings. Changes to the number of meetings per year. There will be a second reading of the By-Laws at the June meeting. President Smits recommended that the By Laws be reviewed by Council and that his comments be included in the second reading.
- B. TCHC Fiscal Year 2017 Budget: Staff introduced the 2017 Budget noting the increase in income and the increase in capital expenses above the amount of the annual Capital Funds received by HUD that are paid through operating expenses.

IX CORRESPONDENCE

- A. There was a brief discussion of the Insurance Renewal Package.
- B. There was a discussion of the PILOT Workshop scheduled for June 8, 2016 in Traverse City.

X PUBLIC COMMENT

General: Priscilla Townsend.

XI COMMISSIONER COMMENT

General: Commissioner Haas and President Smits.

NOTE: Lentych reminded the Commission that the next meeting is the “Annual Meeting” and will be held at Riverview Terrace.

XII ADJOURNMENT

Commissioner Haas moved (Serratelli support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:36 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Andy Smits, President

Check Register Summary Report

Chemical Bank

From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/03/2016	DEP			13,597.54	210,185.36
05/05/2016	DEP			20,602.00	230,787.36
05/06/2016	DEP			5,129.00	235,916.36
05/09/2016	036386	City Of Traverse City	12.00		235,904.36
05/09/2016	036387	DTE ENERGY	8.00		235,896.36
05/09/2016	036388	David Gourlay	129.67		235,766.69
05/09/2016	036389	Engineered Protection Systems Inc	123.54		235,643.15
05/09/2016	036390	Sondee, Racine & Doren, P.L.C.	64.00		235,579.15
05/09/2016	036391	Otwell Mawby, P.C.	645.00		234,934.15
05/09/2016	036392	Housing Data Systems	145.00		234,789.15
05/09/2016	036393	Ace Hardware	13.16		234,775.99
05/09/2016	036394	Aflac	223.20		234,552.79
05/09/2016	036395	City Of Traverse City	236.10		234,316.69
05/09/2016	036396	Gerald DaFoe	246.24		234,070.45
05/09/2016	036397	Housing Authority Accounting	1,099.16		232,971.29
05/09/2016	036397	**VOID** Housing Authority Accounting	(1,099.16)		234,070.45
05/09/2016	036398	A T & T	190.74		233,879.71
05/09/2016	036399	Charter Communications	3,001.51		230,878.20
05/09/2016	036400	D & W Mechanical	616.70		230,261.50
05/09/2016	036401	Verizon Wireless	104.45		230,157.05
05/09/2016	036402	Barton Carroll's Inc	1,005.00		229,152.05
05/09/2016	036403	Anthony Lentych	212.76		228,939.29
05/09/2016	036404	Charter Communications	184.97		228,754.32
05/09/2016	036405	Traverse City Business News	35.00		228,719.32
05/09/2016	036406	John DeWeese	34.50		228,684.82
05/09/2016	036407	Action Cleaning	493.75		228,191.07
05/09/2016	036408	Roto-Rooter	425.00		227,766.07
05/09/2016	036409	Wolverine Power Systems	1,046.67		226,719.40
05/09/2016	036410	DTE ENERGY	177.06		226,542.34
05/09/2016	036411	City Of Traverse City	275.26		226,267.08
05/09/2016	036412	Cardmember Service	549.70		225,717.38
05/09/2016	036413	Municipal Underwriters of Michigan, Inc.	24,100.00		201,617.38
05/09/2016	036414	Total Attention	3,687.50		197,929.88
05/09/2016	036415	CoolLED, Inc.	366.00		197,563.88
05/10/2016	ADJST	Lisa J. Knickerbocker	930.49		196,633.39
05/10/2016	ADJST	Anthony Lentych	2,359.25		194,274.14
05/10/2016	ADJST	Kari Massa	1,168.43		193,105.71
05/10/2016	ADJST	JoAnn Turnbull	567.64		192,538.07
05/10/2016	ADJST	Joseph Battaglia	238.85		192,299.22
05/10/2016	ADJST	Gerald DaFoe	751.15		191,548.07

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/10/2016	ADJUST	David Gourlay	1,001.49		190,546.58
05/10/2016	EFT	Principal	1,599.34		188,947.24
05/10/2016	036410	**VOID** DTE ENERGY	(177.06)		189,124.30
05/10/2016	036416	Guardian Medical Monitoring	14.95		189,109.35
05/10/2016	036417	CynergyComm.net, Inc	7.65		189,101.70
05/10/2016	036418	CBC Innovis, Inc.	7.15		189,094.55
05/10/2016	036419	Republic Services #239	387.26		188,707.29
05/10/2016	036420	Great Lakes Business Systems, Inc.	117.45		188,589.84
05/10/2016	036421	Housing Authority Accounting	1,099.41		187,490.43
05/10/2016	036422	DTE ENERGY	177.06		187,313.37
05/10/2016	036423	Anthony Lentych	278.37		187,035.00
05/10/2016	036424	Jennifer Seman, LLC	2,161.25		184,873.75
05/13/2016	EFT	IRS	2,497.58		182,376.17
05/16/2016	EFT			23,587.00	205,963.17
05/16/2016	EFT			5,580.33	211,543.50
05/23/2016	EFT	State of MI	723.04		210,820.46
05/24/2016	ADJUST	Lisa J. Knickerbocker	849.35		209,971.11
05/24/2016	ADJUST	Anthony Lentych	2,359.23		207,611.88
05/24/2016	ADJUST	Kari Massa	1,168.42		206,443.46
05/24/2016	ADJUST	JoAnn Turnbull	567.65		205,875.81
05/24/2016	ADJUST	Joseph Battaglia	291.54		205,584.27
05/24/2016	ADJUST	Gerald DaFoe	751.14		204,833.13
05/24/2016	ADJUST	David Gourlay	975.95		203,857.18
05/24/2016	EFT	Principal	1,601.74		202,255.44
05/25/2016	036425	Kendall Electric Inc	153.40		202,102.04
05/25/2016	036426	Traverse City Coatings	1,516.20		200,585.84
05/25/2016	036427	Vision Service Plan	45.28		200,540.56
05/25/2016	036428	USPS- Hasler	1,500.00		199,040.56
05/25/2016	036429	Safety Net	599.00		198,441.56
05/25/2016	036430	Uline	1,903.00		196,538.56
05/25/2016	036431	Barton Carroll's Inc	1,005.00		195,533.56
05/25/2016	036431	**VOID** Barton Carroll's Inc	(1,005.00)		196,538.56
05/25/2016	036432	DTE ENERGY	762.90		195,775.66
05/25/2016	036433	Northern Michigan Janitorial Supply	179.98		195,595.68
05/25/2016	036434	Allen Supply	476.50		195,119.18
05/25/2016	036435	Walters & Hemming Inc	22.00		195,097.18
05/25/2016	036436	Northwest Lock, Inc.	80.00		195,017.18
05/25/2016	036437	SAM'S CLUB	497.09		194,520.09
05/25/2016	036438	Kuhn Rogers PLC	95.00		194,425.09
05/25/2016	036439	All In One Plumbing & Heating LLC	190.57		194,234.52

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/25/2016	036440	Wilmar	221.93		194,012.59
05/25/2016	036441	Save Carpet USA	494.00		193,518.59
05/25/2016	036442	Aflac	223.20		193,295.39
05/25/2016	036443	United Laboratories	292.24		193,003.15
05/25/2016	036444	City Of Traverse City	11,555.08		181,448.07
05/25/2016	036445	Home Depot Credit Services	399.98		181,048.09
05/25/2016	036446	A T & T	213.32		180,834.77
05/25/2016	036447	Environmental Pest Control	270.00		180,564.77
05/25/2016	036448	Advantage Electric, LLC	90.04		180,474.73
05/25/2016	036449	Ace Welding & Machine Inc	33.90		180,440.83
05/25/2016	036450	DTE ENERGY	66.87		180,373.96
05/25/2016	036451	Priority Health	6,562.84		173,811.12
05/27/2016	EFT	IRS	2,470.78		171,340.34
05/31/2016	DEP			1,673.25	173,013.59
05/31/2016	DEP			883.00	173,896.59
05/31/2016	DEP			4,952.91	178,849.50
05/31/2016	EFT			50.88	178,900.38
Total:			93,743.35	76,055.91	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2016	DEP	HUD		84,660.00	207,310.52
05/02/2016	DEP	HUD		7,676.00	214,986.52
05/02/2016	ADJST		63.00		214,923.52
05/02/2016	000177	Sandra Aeschliman	189.00		214,734.52
05/02/2016	000177	Jeana Aiken	373.00		214,361.52
05/02/2016	000177	Jack Anderson	848.00		213,513.52
05/02/2016	000177	Dustin Ansorge	1,135.00		212,378.52
05/02/2016	000177	Brad Barnes	465.00		211,913.52
05/02/2016	000177	Bay Front Apartments	303.00		211,610.52
05/02/2016	000177	Bay Hill Housing LDHALP	5,038.00		206,572.52
05/02/2016	000177	Bay Hill II Apartments	4,001.00		202,571.52
05/02/2016	000177	WODA Boardman Lake LHDALP	2,653.00		199,918.52
05/02/2016	000177	Brookside Commons	1,460.00		198,458.52
05/02/2016	000177	Irma Jean Brownley	345.00		198,113.52
05/02/2016	000177	Carson Square	3,622.00		194,491.52
05/02/2016	000177	Central Lake Townhouses	405.00		194,086.52
05/02/2016	000177	Cherrywood Village Farms, Inc.	2,202.00		191,884.52
05/02/2016	000177	Douglas A. Chichester	600.00		191,284.52
05/02/2016	000177	Jack V. Dean	422.00		190,862.52
05/02/2016	000177	Dmytro Cherkasov	1,079.00		189,783.52
05/02/2016	000177	Shirley Farrell	786.00		188,997.52
05/02/2016	000177	Rent Leelanau, LLC	1,524.00		187,473.52
05/02/2016	000177	Lisa Forbes	489.00		186,984.52
05/02/2016	000177	Steve Forbush	411.00		186,573.52
05/02/2016	000177	Dale E. French	90.00		186,483.52
05/02/2016	000177	French Quarter Apts.	72.00		186,411.52
05/02/2016	000177	G Rentals	750.00		185,661.52
05/02/2016	000177	Michael Glowacki	584.00		185,077.52
05/02/2016	000177	David Grzesiek	370.00		184,707.52
05/02/2016	000177	Habitat for Humanity	95.00		184,612.52
05/02/2016	000177	Harbour Ridge Apts	1,217.00		183,395.52
05/02/2016	000177	Heartwood Enterprises	781.00		182,614.52
05/02/2016	000177	Louis Herman	24.00		182,590.52
05/02/2016	000177	Susan Herman	458.00		182,132.52
05/02/2016	000177	Hillview Terrace	532.00		181,600.52
05/02/2016	000177	Josh Hollister	390.00		181,210.52
05/02/2016	000177	HomeStretch	3,104.00		178,106.52
05/02/2016	000177	Caroline Hupp	223.00		177,883.52
05/02/2016	000177	Joseph and Marion Fasel	215.00		177,668.52
05/02/2016	000177	Donna Kalchik	306.00		177,362.52

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/02/2016	000177	Darren LaCharite	512.00		176,850.52
05/02/2016	000177	Sidney Lammers	745.00		176,105.52
05/02/2016	000177	Legendary Rentals, LLC	957.00		175,148.52
05/02/2016	000177	Jeffrey R. Lenten	421.00		174,727.52
05/02/2016	000177	John J. Lewis	872.00		173,855.52
05/02/2016	000177	Don E. Lint	393.00		173,462.52
05/02/2016	000177	Juan Maldonado	400.00		173,062.52
05/02/2016	000177	Mathews Trust	825.00		172,237.52
05/02/2016	000177	McLain Management	462.00		171,775.52
05/02/2016	000177	James & Tamela Moquin	509.00		171,266.52
05/02/2016	000177	Northwest Michigan Supportive Housing	418.00		170,848.52
05/02/2016	000177	Oak Park Apts	1,943.00		168,905.52
05/02/2016	000177	Oak Terrace Apts	1,015.00		167,890.52
05/02/2016	000177	Gerald Oliver Revocable Trust	861.00		167,029.52
05/02/2016	000177	Daniel G. Pohlman	1,415.00		165,614.52
05/02/2016	000177	Douglas L. Porter	399.00		165,215.52
05/02/2016	000177	Phillip Putney	1,098.00		164,117.52
05/02/2016	000177	Thomas Raven	506.00		163,611.52
05/02/2016	000177	Adele M. Reiter	995.00		162,616.52
05/02/2016	000177	Timothy Rice	429.00		162,187.52
05/02/2016	000177	Robert F. Follett	833.00		161,354.52
05/02/2016	000177	Sabin Pond Apartments LLC	710.00		160,644.52
05/02/2016	000177	John Sarya	600.00		160,044.52
05/02/2016	000177	Eldon Schaub	389.00		159,655.52
05/02/2016	000177	Gerald Sieggreen	670.00		158,985.52
05/02/2016	000177	SILVER SHORES MHC	161.00		158,824.52
05/02/2016	000177	Douglas & Julia Slack	327.00		158,497.52
05/02/2016	000177	22955 Investments LLC	4,317.00		154,180.52
05/02/2016	000177	Carl Sumner	386.00		153,794.52
05/02/2016	000177	Traverse City Property Management	314.00		153,480.52
05/02/2016	000177	TCR Investments, LLC	981.00		152,499.52
05/02/2016	000177	Wendy Teagan	456.00		152,043.52
05/02/2016	000177	TOS Holdings, LLC	629.00		151,414.52
05/02/2016	000177	Tradewinds Terrace Apts	253.00		151,161.52
05/02/2016	000177	Village Glen Apartments	7,730.00		143,431.52
05/02/2016	000177	Catherine L. Wolfe	524.00		142,907.52
05/02/2016	000177	Woodmere Ridge Apartments LDHA LP	4,959.00		137,948.52
05/02/2016	000177	Theodore V. Zachman	795.00		137,153.52
05/02/2016	000177	Ann Zenner	443.00		136,710.52
05/02/2016	000177	Barb Zupin	1,130.00		135,580.52

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2016 To: 05/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
05/05/2016	DEP			100.00	135,680.52
05/06/2016	DEP			25.00	135,705.52
05/06/2016	022901	Chase Bank	926.00		134,779.52
05/06/2016	022902	Bay Hill Housing LDHALP	703.49		134,076.03
05/09/2016	022891	Blarney Castle Oil Co.	58.00		134,018.03
05/09/2016	022892	David & Mary Briggs	388.00		133,630.03
05/09/2016	022893	Cherryland Electric Cooperative	133.00		133,497.03
05/09/2016	022894	City Of Traverse City	162.00		133,335.03
05/09/2016	022895	Consumers Energy	79.00		133,256.03
05/09/2016	022896	DTE ENERGY	314.00		132,942.03
05/09/2016	022897	Holtens LP Gas Fife Lake	46.00		132,896.03
05/09/2016	022898	Village of Ellsworth	11.00		132,885.03
05/09/2016	022899	Barbara Voice	246.00		132,639.03
05/09/2016	022900	TOS Holdings, LLC	146.00		132,493.03
05/13/2016	EFT			1,993.00	134,486.03
05/25/2016	022903	Traverse City Housing Commission	13,919.03		120,567.00
05/25/2016	022904	Kyle Harrington	3,168.22		117,398.78
05/31/2016	DEP			25.00	117,423.78
05/31/2016	DEP			25.00	117,448.78
05/31/2016	DEP			100.00	117,548.78
Total:			99,705.74	94,604.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2016 To: 06/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2016	DEP			17,749.03	196,649.41
06/03/2016	035625	**VOID** City Of Traverse City	(326.27)		196,975.68
06/06/2016	DEP			19,839.00	216,814.68
06/06/2016	DEP			14,144.03	230,958.71
06/07/2016	ADJST	Lisa J. Knickerbocker	804.10		230,154.61
06/07/2016	ADJST	Anthony Lentych	2,359.23		227,795.38
06/07/2016	ADJST	Kari Massa	1,168.43		226,626.95
06/07/2016	ADJST	JoAnn Turnbull	567.63		226,059.32
06/07/2016	ADJST	Joseph Battaglia	277.16		225,782.16
06/07/2016	ADJST	Gerald DaFoe	814.73		224,967.43
06/07/2016	ADJST	David Gourlay	986.17		223,981.26
06/09/2016	036452	Environmental Pest Control	270.00		223,711.26
06/09/2016	036453	Northwest Lock, Inc.	8.00		223,703.26
06/09/2016	036454	Guardian Medical Monitoring	14.95		223,688.31
06/09/2016	036455	CBC Innovis, Inc.	14.30		223,674.01
06/09/2016	036456	City Of Traverse City	33.70		223,640.31
06/09/2016	036457	CynergyComm.net,Inc	10.57		223,629.74
06/09/2016	036458	Save Carpet USA	2,153.00		221,476.74
06/09/2016	036459	Charter Communications	184.97		221,291.77
06/09/2016	036460	Gerald DaFoe	220.32		221,071.45
06/09/2016	036461	Cornell Agency Inc	639.00		220,432.45
06/09/2016	036462	Integrated Payroll Services, Inc.	100.90		220,331.55
06/09/2016	036463	Traverse Outdoor	159.15		220,172.40
06/09/2016	036464	Leonardo's Tree Service	240.00		219,932.40
06/09/2016	036465	Uline	2,252.02		217,680.38
06/09/2016	036466	Ace Hardware	35.94		217,644.44
06/09/2016	036467	Grand Traverse Cty. Treasurer	44.94		217,599.50
06/09/2016	036468	Great Lakes Business Systems, Inc.	85.70		217,513.80
06/09/2016	036469	Thomas P. Licavoli	1,070.00		216,443.80
06/09/2016	036470	Total Attention	5,395.76		211,048.04
06/09/2016	036471	CooLED, Inc.	170.00		210,878.04
06/09/2016	036472	Housing Authority Accounting	1,099.41		209,778.63
06/09/2016	036473	Engineered Protection Systems Inc	202.71		209,575.92
06/09/2016	036474	Verizon Wireless	93.68		209,482.24
06/09/2016	036475	John DeWeese	72.45		209,409.79
06/09/2016	036476	Charter Communications	3,001.51		206,408.28
06/09/2016	036477	All American Investment Group	8,850.00		197,558.28
06/09/2016	036478	David Gourlay	62.85		197,495.43
06/09/2016	036479	City Of Traverse City	12.00		197,483.43
06/09/2016	036480	DTE ENERGY	8.00		197,475.43

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2016 To: 06/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/10/2016	EFT	IRS	2,477.60		194,997.83
06/10/2016	036481	Cardmember Service	2,528.07		192,469.76
06/17/2016	EFT	HUD		24,000.00	216,469.76
06/17/2016	EFT	HUD FSS		5,580.33	222,050.09
06/20/2016		Allen Supply	235.50		221,814.59
06/20/2016		DTE ENERGY	296.81		221,517.78
06/20/2016		D & W Mechanical	581.00		220,936.78
06/20/2016		Northwest Lock, Inc.	170.00		220,766.78
06/20/2016		Kuhn Rogers PLC	114.00		220,652.78
06/20/2016		Grand Traverse Cty. Treasurer	44.94		220,607.84
06/21/2016	ADJST	Lisa J. Knickerbocker	915.01		219,692.83
06/21/2016	ADJST	Anthony Lentych	2,359.23		217,333.60
06/21/2016	ADJST	Kari Massa	1,168.41		216,165.19
06/21/2016	ADJST	JoAnn Turnbull	567.64		215,597.55
06/21/2016	ADJST	Joseph Battaglia	277.17		215,320.38
06/21/2016	ADJST	Gerald DaFoe	782.94		214,537.44
06/21/2016	ADJST	David Gourlay	975.96		213,561.48
06/21/2016		Riverview Terrace Resident Council	1,725.00		211,836.48
06/21/2016		Sharlynn Fielstra	10.00		211,826.48
06/21/2016		Jeffrey Hiller	10.00		211,816.48
06/21/2016		City Of Traverse City	51.00		211,765.48
06/21/2016		Safety Net	599.00		211,166.48
06/21/2016		Nichols Paper & Supply Co.	32.39		211,134.09
06/22/2016		Great Lakes Business Systems, Inc.	1,941.00		209,193.09
06/22/2016		A T & T	105.29		209,087.80
06/22/2016		Traverse Outdoor	360.00		208,727.80
06/22/2016		Lautner Irrigation	927.84		207,799.96
06/22/2016		City Of Traverse City	8,164.28		199,635.68
06/22/2016		Snap! Quick Print	114.89		199,520.79
06/22/2016		D & W Mechanical	135.90		199,384.89
06/22/2016		Republic Services #239	441.26		198,943.63
06/22/2016		Walters & Hemming Inc	22.00		198,921.63
06/22/2016		Sam's Club	45.00		198,876.63
06/22/2016		SAM'S CLUB	427.03		198,449.60
06/22/2016		Home Depot Credit Services	490.58		197,959.02

Total: 62,253.75 81,312.39

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2016 To: 06/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2016	ADJST		62.65		117,486.13
06/01/2016	EFT	HUD		84,660.00	202,146.13
06/01/2016	EFT	HUD		7,676.00	209,822.13
06/01/2016	000178	Sandra Aeschliman	189.00		209,633.13
06/01/2016	000178	Jeana Aiken	373.00		209,260.13
06/01/2016	000178	Jack Anderson	873.00		208,387.13
06/01/2016	000178	Dustin Ansorge	1,135.00		207,252.13
06/01/2016	000178	Brad Barnes	465.00		206,787.13
06/01/2016	000178	Bay Front Apartments	303.00		206,484.13
06/01/2016	000178	Bay Hill Housing LDHALP	4,882.00		201,602.13
06/01/2016	000178	Bay Hill II Apartments	3,728.00		197,874.13
06/01/2016	000178	Brookside Commons LDHA, LP	1,146.00		196,728.13
06/01/2016	000178	Irma Jean Brownley	436.00		196,292.13
06/01/2016	000178	Carson Square	4,752.00		191,540.13
06/01/2016	000178	Central Lake Townhouses	405.00		191,135.13
06/01/2016	000178	Cherrywood Village Farms, Inc.	2,202.00		188,933.13
06/01/2016	000178	Douglas A. Chichester	600.00		188,333.13
06/01/2016	000178	Jack V. Dean	422.00		187,911.13
06/01/2016	000178	Dmytro Cherkasov	1,079.00		186,832.13
06/01/2016	000178	Shirley Farrell	786.00		186,046.13
06/01/2016	000178	Rent Leelanau, LLC	1,524.00		184,522.13
06/01/2016	000178	Lisa Forbes	489.00		184,033.13
06/01/2016	000178	Steve Forbush	411.00		183,622.13
06/01/2016	000178	Dale E. French	90.00		183,532.13
06/01/2016	000178	French Quarter Apts.	72.00		183,460.13
06/01/2016	000178	G Rentals	750.00		182,710.13
06/01/2016	000178	Michael Glowacki	584.00		182,126.13
06/01/2016	000178	David Grzesiek	370.00		181,756.13
06/01/2016	000178	Habitat for Humanity	65.00		181,691.13
06/01/2016	000178	Harbour Ridge Apts	1,217.00		180,474.13
06/01/2016	000178	Heartwood Enterprises	781.00		179,693.13
06/01/2016	000178	Louis Herman	24.00		179,669.13
06/01/2016	000178	Hillview Terrace	527.00		179,142.13
06/01/2016	000178	Josh Hollister	390.00		178,752.13
06/01/2016	000178	HomeStretch	3,104.00		175,648.13
06/01/2016	000178	Caroline Hupp	223.00		175,425.13
06/01/2016	000178	Joseph and Marion Fasel	215.00		175,210.13
06/01/2016	000178	Donna Kalchik	306.00		174,904.13
06/01/2016	000178	Darren LaCharite	512.00		174,392.13
06/01/2016	000178	Sidney Lammers	745.00		173,647.13

Traverse City Housing Commission
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PNC - Section 8
From: 06/01/2016 To: 06/22/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2016	000178	Legendary Rentals, LLC	957.00		172,690.13
06/01/2016	000178	Jeffrey R. Lenten	421.00		172,269.13
06/01/2016	000178	John J. Lewis	872.00		171,397.13
06/01/2016	000178	Don E. Lint	393.00		171,004.13
06/01/2016	000178	Juan Maldonado	400.00		170,604.13
06/01/2016	000178	Mathews Trust	825.00		169,779.13
06/01/2016	000178	McLain Management	462.00		169,317.13
06/01/2016	000178	James & Tamela Moquin	509.00		168,808.13
06/01/2016	000178	Northwest Michigan Supportive Housing	418.00		168,390.13
06/01/2016	000178	Oak Park Apts	1,824.00		166,566.13
06/01/2016	000178	Oak Terrace Apts	1,015.00		165,551.13
06/01/2016	000178	Gerald Oliver Revocable Trust	861.00		164,690.13
06/01/2016	000178	P Avium Associates, Inc.	571.00		164,119.13
06/01/2016	000178	Daniel G. Pohlman	1,427.00		162,692.13
06/01/2016	000178	Douglas L. Porter	399.00		162,293.13
06/01/2016	000178	Phillip Putney	1,098.00		161,195.13
06/01/2016	000178	Thomas Raven	506.00		160,689.13
06/01/2016	000178	Adele M. Reiter	995.00		159,694.13
06/01/2016	000178	Timothy Rice	429.00		159,265.13
06/01/2016	000178	Robert F. Follett	833.00		158,432.13
06/01/2016	000178	Sabin Pond Apartments LLC	536.00		157,896.13
06/01/2016	000178	John Sarya	600.00		157,296.13
06/01/2016	000178	Eldon Schaub	388.00		156,908.13
06/01/2016	000178	Gerald Sieggreen	670.00		156,238.13
06/01/2016	000178	SILVER SHORES MHC	161.00		156,077.13
06/01/2016	000178	Douglas & Julia Slack	327.00		155,750.13
06/01/2016	000178	22955 Investments LLC	4,405.00		151,345.13
06/01/2016	000178	Carl Sumner	386.00		150,959.13
06/01/2016	000178	Traverse City Property Management	353.00		150,606.13
06/01/2016	000178	TCR Investments, LLC	981.00		149,625.13
06/01/2016	000178	Wendy Teagan	456.00		149,169.13
06/01/2016	000178	TOS Holdings, LLC	416.00		148,753.13
06/01/2016	000178	Tradewinds Terrace Apts	253.00		148,500.13
06/01/2016	000178	Village Glen Apartments	9,700.00		138,800.13
06/01/2016	000178	Woda Boardman Lake LDHA.LP	2,873.00		135,927.13
06/01/2016	000178	Catherine L. Wolfe	524.00		135,403.13
06/01/2016	000178	Woodmere Ridge Apartments LDHA LP	5,491.00		129,912.13
06/01/2016	000178	Theodore V. Zachman	795.00		129,117.13
06/01/2016	000178	Ann Zenner	443.00		128,674.13
06/01/2016	000178	Barb Zupin	1,130.00		127,544.13

Date: 06/22/2016
Time: 11:06:40

Traverse City Housing Commission
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PNC - Section 8
From: 06/01/2016 To: 06/22/2016

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Date	Ref Num	Payee	Payment	Deposit	Balance
06/06/2016	DEP			200.00	127,744.13
06/09/2016	022905	Blarney Castle Oil Co.	58.00		127,686.13
06/09/2016	022906	Cherryland Electric Cooperative	170.00		127,516.13
06/09/2016	022907	City Of Traverse City	161.00		127,355.13
06/09/2016	022908	Consumers Energy	79.00		127,276.13
06/09/2016	022909	DTE ENERGY	217.00		127,059.13
06/09/2016	022910	Holttons LP Gas Fife Lake	21.00		127,038.13
06/09/2016	022911	Village of Ellsworth	53.00		126,985.13
06/09/2016	022912	Traverse City Housing Commission	1,053.99		125,931.14
06/20/2016		Traverse City Housing Commission	5,316.65		120,614.49
Total:			89,470.29	92,536.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended	11 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>May 31, 2016</u>	<u>May 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,876.00	\$ 341,425.66	\$ 371,250	\$ 405,000	63,574.34
3110.2 - Dwelling Rental-Proj. 2	6,402.00	53,776.00	0	0	(53,776.00)
3120 - Excess Utilities	140.76	958.76	917	1,000	41.24
3190 - Nondwelling Rental	<u>6,748.59</u>	<u>56,758.85</u>	<u>47,208</u>	<u>51,500</u>	<u>(5,258.85)</u>
Total Rental Income	<u>44,167.35</u>	<u>452,919.27</u>	<u>419,375</u>	<u>457,500</u>	<u>4,580.73</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	<u>23,587.00</u>	<u>239,918.00</u>	<u>220,000</u>	<u>240,000</u>	<u>82.00</u>
Total HUD PHA Grants	<u>23,587.00</u>	<u>239,918.00</u>	<u>220,000</u>	<u>240,000</u>	<u>82.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	178.65	2,423.66	3,300	3,600	1,176.34
3690 - Tenant Income	400.00	4,349.72	4,583	5,000	650.28
3690.1 - Non-Tenant Income	2,508.08	31,707.32	25,667	28,000	(3,707.32)
3690.2 - Tenant Income-Cable	<u>2,500.00</u>	<u>27,332.00</u>	<u>23,971</u>	<u>26,150</u>	<u>(1,182.00)</u>
Total Nonrental Income	<u>5,586.73</u>	<u>65,812.70</u>	<u>57,521</u>	<u>62,750</u>	<u>(3,062.70)</u>
Total Operating Income	<u>73,341.08</u>	<u>758,649.97</u>	<u>696,896</u>	<u>760,250</u>	<u>1,600.03</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	9,574.46	96,544.63	120,258	131,190	34,645.37
4120 - Compensated Absences	0.00	0.00	1,375	1,500	1,500.00
4130 - Legal Expense	139.80	5,681.42	8,708	9,500	3,818.58
4140 - Staff Training	0.00	4,030.46	6,875	7,500	3,469.54
4150 - Travel Expense	600.90	2,286.20	6,875	7,500	5,213.80
4170 - Accounting Fees	450.16	5,896.76	5,958	6,500	603.24
4171 - Auditing	0.00	4,025.00	2,658	2,900	(1,125.00)
4182 - Employee Benefits - Admin	3,294.21	40,598.78	50,279	54,850	14,251.22
4185 - Telephone	579.34	6,046.35	5,271	5,750	(296.35)
4190.1 - Publications	0.00	7.50	458	500	492.50
4190.2 - Membership Dues and Fees	0.00	1,072.50	688	750	(322.50)
4190.3 - Admin. Service Contracts	183.71	26,497.16	17,875	19,500	(6,997.16)
4190.4 - Office Supplies	0.00	3,910.42	2,292	2,500	(1,410.42)
4190.5 - Other Sundry Expense	3,194.13	22,732.85	13,750	15,000	(7,732.85)
4190.6 - Advertising	<u>0.00</u>	<u>1,181.29</u>	<u>688</u>	<u>750</u>	<u>(431.29)</u>
Total Administration	<u>18,016.71</u>	<u>220,511.32</u>	<u>244,008</u>	<u>266,190</u>	<u>45,678.68</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	387.54	7,705.20	13,750	15,000	7,294.80
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	<u>3,001.51</u>	<u>32,238.47</u>	<u>29,792</u>	<u>32,500</u>	<u>261.53</u>
Total Tenant Services	<u>3,389.05</u>	<u>39,943.67</u>	<u>43,542</u>	<u>47,500</u>	<u>7,556.33</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended	11 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>May 31, 2016</u>	<u>May 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	724.50	13,903.60	15,125	16,500	2,596.40
4320 - Electricity	11,066.68	118,211.43	137,500	150,000	31,788.57
4330 - Gas	<u>1,006.83</u>	<u>9,636.97</u>	<u>20,167</u>	<u>22,000</u>	<u>12,363.03</u>
Total Utilities	12,798.01	141,752.00	172,792	188,500	46,748.00
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	5,690.62	70,819.83	73,948	80,670	9,850.17
4420 - Materials	4,543.77	21,359.06	18,333	20,000	(1,359.06)
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	505.10	7,055.70	10,542	11,500	4,444.30
4430.03 - Snow Removal Contracts	0.00	3,685.40	3,667	4,000	314.60
4430.04 - Elevator Maintenance Contracts	0.00	14,439.03	7,792	8,500	(5,939.03)
4430.05 - Landscape & Grounds Contracts	3,687.50	9,201.25	10,083	11,000	1,798.75
4430.06 - Unit Turnaround Contracts	987.75	30,861.35	16,500	18,000	(12,861.35)
4430.07 - Electrical Contracts	90.04	3,877.79	4,583	5,000	1,122.21
4430.08 - Plumbing Contracts	615.57	2,549.56	1,375	1,500	(1,049.56)
4430.09 - Extermination Contracts	270.00	3,485.00	3,208	3,500	15.00
4430.10 - Janitorial Contracts	0.00	5,832.53	1,100	1,200	(4,632.53)
4430.11 - Routine Maintenance Contracts	123.54	7,499.75	9,625	10,500	3,000.25
4430.12 - Misc. Contracts	3,353.97	18,394.91	13,750	15,000	(3,394.91)
4431 - Garbage Removal	387.26	5,460.82	5,317	5,800	339.18
4433 - Employee Benefits - Maint.	<u>2,335.22</u>	<u>33,408.58</u>	<u>29,847</u>	<u>32,560</u>	<u>(848.58)</u>
Total Ordinary Maint. & Oper.	22,590.34	237,930.56	209,670	228,730	(9,200.56)
General Expense					
4510 - Insurance	2,361.25	25,969.00	23,925	26,100	131.00
4520 - Payment in Lieu of Taxes	1,780.00	19,580.00	19,938	21,750	2,170.00
4570 - Collection Losses	0.00	(410.40)	1,238	1,350	1,760.40
4586 - Interest Expense-CFFP	0.00	0.00	30,800	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	<u>0.00</u>	<u>0.00</u>	<u>458</u>	<u>500</u>	<u>500.00</u>
Total General Expense	4,141.25	45,138.60	76,359	83,300	38,161.40
Total Routine Expense	60,935.36	685,276.15	746,368	814,220	128,943.85
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>0.00</u>	<u>7,436.36</u>	<u>11,458</u>	<u>12,500</u>	<u>5,063.64</u>
Total Extraordinary Maint.	0.00	7,436.36	11,458	12,500	5,063.64
Casualty Losses-Not Cap.					
4620.2 - Contract Costs	<u>0.00</u>	<u>716.08</u>	<u>0</u>	<u>0</u>	<u>(716.08)</u>
Total Casualty Losses	0.00	716.08	0	0	(716.08)
Total Non-Routine Expense	0.00	8,152.44	11,458	12,500	4,347.56
Total Operating Expenses	<u>60,935.36</u>	<u>693,428.59</u>	<u>757,826</u>	<u>826,720</u>	<u>133,291.41</u>
Operating Income (Loss)	<u>12,405.72</u>	<u>65,221.38</u>	<u>(60,930)</u>	<u>(66,470)</u>	<u>(131,691.38)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended	11 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>May 31, 2016</u>	<u>May 31, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	296,016.49	0	0	(296,016.49)
4810 - Loan Fee Amortization Exp.-CFFP	0.00	0.00	0	0	0.00
Total Depreciation Expense	26,910.59	296,016.49	0	0	(296,016.49)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0	0	0.00
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	2,010.00	12,238.71	0	0	(12,238.71)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	19,168.00	0	0	(19,168.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	(2,010.00)	(31,406.71)	0	0	31,406.71
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (14,504.87)</u>	<u>\$ (230,795.11)</u>	<u>\$ (60,930)</u>	<u>\$ (66,470)</u>	<u>\$ 164,325</u>
HUD Net Income (Loss)	<u>\$ 10,395.72</u>	<u>\$ 33,814.67</u>	<u>\$ (60,930)</u>	<u>\$ (66,470)</u>	<u>\$ (100,285)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended		11 Months Ended				
208	<u>May 31, 2016</u>	<u>PUM</u>	<u>May 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 35.00	0.11	\$ 1,276.00	0.71	\$ 0	0.00	\$ (1,276.00)
3603 - Number of Unit Months	333.00	(1.00)	1,788.00	(1.00)	0	0.00	1,788.00
3604 - Unit Months - Contra	<u>(333.00)</u>	1.00	<u>(1,788.00)</u>	1.00	<u>0</u>	0.00	<u>(1,788.00)</u>
Total Oper. Reserve Income	35.00	0.11	1,276.00	0.71	0	0.00	(1,276.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	86,653.00	260.22	906,324.00	506.89	0	0.00	(906,324.00)
3411 - Admin Fee Funding	<u>7,676.00</u>	23.05	<u>81,608.00</u>	45.64	<u>0</u>	0.00	<u>(81,608.00)</u>
Total HUD PHA Grants	94,329.00	283.27	987,932.00	552.53	0	0.00	(987,932.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>94,364.00</u>	283.38	<u>989,208.00</u>	553.25	<u>0</u>	0.00	<u>(989,208.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,662.49	8.00	27,281.57	15.26	44,170	0.00	16,888.43
4130 - Legal Expense	19.20	0.06	91.20	0.05	0	0.00	(91.20)
4140 - Staff Training	0.00	0.00	560.77	0.31	2,250	0.00	1,689.23
4150 - Travel Expense	266.14	0.80	852.69	0.48	3,000	0.00	2,147.31
4170 - Accounting Fees	649.25	1.95	7,479.25	4.18	8,130	0.00	650.75
4171 - Auditing	0.00	0.00	1,725.00	0.96	2,400	0.00	675.00
4182 - Employee Benefits - Admin	1,090.03	3.27	13,483.99	7.54	0	0.00	(13,483.99)
4185 - Telephone	121.79	0.37	983.27	0.55	1,400	0.00	416.73
4190.1 - Publications	0.00	0.00	7.50	0.00	800	0.00	792.50
4190.2 - Membership Dues and Fees	0.00	0.00	505.00	0.28	450	0.00	(55.00)
4190.3 - Admin. Service Contracts	78.74	0.24	8,645.57	4.84	3,160	0.00	(5,485.57)
4190.4 - Office Supplies	0.00	0.00	1,139.38	0.64	1,935	0.00	795.62
4190.5 - Other Sundry Expense	1,428.84	4.29	5,647.18	3.16	5,250	0.00	(397.18)
4190.6 - Advertising	<u>0.00</u>	0.00	<u>448.13</u>	0.25	<u>0</u>	0.00	<u>(448.13)</u>
Total Administration	6,316.48	18.97	68,850.50	38.51	72,945	0.00	4,094.50
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,316.48	18.97	68,850.50	38.51	72,945	0.00	4,094.50

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units 208	1 Month Ended <u>May 31, 2016</u>	PUM	11 Months Ended <u>May 31, 2016</u>	PUM	BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	74,073.00	222.44	798,757.00	446.73	0	0.00	(798,757.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	3.19	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	4,275.00	12.84	42,465.00	23.75	0	0.00	(42,465.00)
4715.4 - HAP - Utility Allowances	949.00	2.85	10,191.52	5.70	0	0.00	(10,191.52)
4715.5 - HAP - Fraud Recovery	(35.00)	(0.11)	(1,276.00)	(0.71)	0	0.00	1,276.00
4715.6 - HAP - Homeownership	807.00	2.42	9,570.00	5.35	0	0.00	(9,570.00)
4715.9 - HAP - Portable Receiving	0.00	0.00	161.00	0.09	0	0.00	(161.00)
4719 - HAP - FSS Escrow	<u>1,629.49</u>	4.89	<u>17,171.18</u>	9.60	0	0.00	<u>(17,171.18)</u>
Total HAP Payments	81,698.49	245.34	882,746.70	493.71	0	0.00	(882,746.70)
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	0.00	<u>0.00</u>	0.00	0	0.00	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
7520 - Replacement of Equipment	0.00	0.00	2,259.78	1.26	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	<u>0.00</u>	0.00	<u>(2,259.78)</u>	(1.26)	0	0.00	<u>2,259.78</u>
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 6,349.03</u>	19.07	<u>\$ 37,610.80</u>	21.04	<u>\$ (72,945)</u>	0.00	<u>\$ (110,555.80)</u>

Analysis of HAP Funding-Voucher

A.C. Received: MAY 31, 2016

HAP Funding

11 Months Ended

May 31, 2016

\$ 906,324.00

A.C. Spent

HAP - Occupied Units	798,757.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	42,465.00
HAP - Utility Allowances	10,191.52
HAP - Homeownership	9,570.00
HAP - Fraud Recovery	(1,276.00)
HAP - FSS Escrow	<u>17,171.18</u>
Total Funding Required	882,585.70

Over/(Under) Funding-current fiscal year

\$ 23,738.30

HAP Reserve-prior fiscal years

\$ (0.18)

Cumulative Over (Under) Funding-HAP (NRA)

\$ 23,738.12

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

\$ 10,263.69

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended		11 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>May 31, 2016</u>	<u>PUM</u>	<u>May 31, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.33</u>	0.00	<u>61,108.32</u>	0.00	<u>0</u>	0.00	<u>(61,108.32)</u>
Total HUD PHA Grants	5,580.33	0.00	61,108.32	0.00	0	0.00	(61,108.32)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.33</u>	0.00	<u>61,108.32</u>	0.00	<u>0</u>	0.00	<u>(61,108.32)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,200.00	0.00	48,937.90	0.00	60,660	0.00	11,722.10
4182 - Employee Benefits - Admin	<u>1,079.50</u>	0.00	<u>15,779.23</u>	0.00	<u>0</u>	0.00	<u>(15,779.23)</u>
Total Administration	5,279.50	0.00	64,717.13	0.00	60,660	0.00	(4,057.13)
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,279.50	0.00	64,717.13	0.00	60,660	0.00	(4,057.13)

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2016

Units	1 Month Ended		11 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>May 31, 2016</u>	<u>PUM</u>	<u>May 31, 2016</u>	<u>PUM</u>			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	0.00	0.00	0.00	0.00	0	0.00	0.00
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 300.83</u>	0.00	<u>\$ (3,608.81)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (57,051.19)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: June 13, 2016

Communication & Outreach Committee: June 22, 2016

Finance & Compliance Committee: June 23, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee

June 13, 2016

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

ROLL CALL

The following Commissioners were present: Kay Serratelli and Andrew Smits.

Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

- A. A letter from our attorney, Ward Kuhn, regarding TAHDCO was discussed. This item will be added to our meeting agenda.

AGENDA

- A. The Agenda for the June Commission meeting was reviewed and approved:
 - This will be our Annual Meeting and will be held at Riverview Terrace.
- B. There was a lengthy conversation on the Executive Director Performance Review, the budget, and employee compensation. There will be a presentation from the Executive Committee regarding the Executive Director's review and compensation going forward. Lentych will also update his April memorandum in response to the Review and present to the Board in June.
- C. There was review of the Fiscal Year 2017 budget. As part of the discussion of employee compensation, Lentych will prepare a final "Incentive-Based Compensation Plan" for the August meeting.
- D. By Laws were reviewed and Lentych will submitted a final draft to Ward Kuhn for review of the proposed changes. Lentych will also prepare a summary memorandum of all changes for the board to discuss the changes.
- E. Serratelli mentioned that since she was the past-president, she has served on the Executive Committee. After the officer elections, Smits will become past-president and will continue to serve on the Executive Committee with the new President in order to preserve continuity. This is not a formalized structure but it was decided that it was of value to continue the "tradition".

ADJOURNMENT

President Smits adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Andy Smits &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Governance Committee

June 21, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Serratelli at 2:06 p.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli.

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

Residents: Ellen Corcoran.

AGENDA

- A. The Purpose of the Governance Committee was reviewed. And an explanation of the purpose and differences of the Governance Committee/Executive Committee and what functions they have and why they operate sometimes as separate committees. A request to put something in the Riverview Gazette to recruit more committee members was addressed. The Governance Committee will also discuss the option of recruiting members of SCORE to assist in policy reviews in the future.
- B. Policy Review Schedule: Lentych reviewed the Policy Review Schedule and there was a discussion on which policies that the Governance Committee will review.
- C. TCHC By-Laws Review: The Governance Committee reviewed all suggested changes to TCHC By-Laws. After discussion, a request to add verbiage to Article II – Officers, section 4, addressing the “non-voting status” of the nominated Secretary of the TCHC Board was suggested by Serratelli and Corcoran. Language will be added to this draft.

ADJOURNMENT

The Committee adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Kari Massa, Program Manager &
Kay Serratelli, Commissioner

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

June 22, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Haas and Simerson at 8:31 a.m.

ROLL CALL

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

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

Other: None [Aric Browning absent].

AGENDA

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

B. The need to add persons to the committee was briefly discussed.

C. Old Business:

- Photographer: Kari Massa and Tony Lentych reviewed the contract presented by Megan Renae Photography and it was decided that it did not fit the needs of the TCHC. Two additional photographers were contacted, Jon-Paul (JP) Allgaier from Greyscale Group Photography tentatively agreed to the contract requirements the TCHC was seeking. A contract will be presented by the end of June for review.
- Building Art: Brian Haas has been in communication with Eugene (Gene) Jenneman, Executive Director of the Denno's Museum, regarding the Banner Art Project and how the TCHC can display local art on the Riverview Terrace building. Gene will be meeting with Britton Banner staff at Riverview Terrace the last week of June to measure the area dedicated for display. Gene will also be providing Tony and Brian with the best options for art display dependent on the size banner needed.
- Stump Carving: A tentative carving schedule will be presented at the next Communications & Outreach Committee meeting in July. General rules of engagement while the artist is on property will be added to the "Behind the Carving" story for the August Riverview Gazette. Contact will be made with the neighboring property owners prior to the carving date to ensure they are aware of possible noise during that time.
- 50-Year Anniversary Celebration: No Report.

D. New Business:

- Media Updates: Haas reported that Brian McGillvary retired from the Record-Eagle and that another reporter has been assigned to the City Desk.

It was announced that the next meeting will be on July 27, 2016 at 8:30 a.m. at Riverview Terrace.

ADJOURNMENT

The Committee adjourned the meeting at 9:23 a.m.

Respectfully submitted,

Brian Haas
& Kari Massa, Program Manager



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
FINANCE & COMPLIANCE COMMITTEE MINUTES**



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

June 24, 2016

BUILDINGS/OCCUPANCY:

Carson Square lease-up is nearly complete for us: we have filled 9 of our ten units and should have the last unit filled soon (application pending).

Riverview Terrace – There were no units open this month but one will be available at month's end or early next month.

Orchardview – One move-in this month and no openings at this time.

FINANCIAL:

A final version of our Fiscal Year 2017 annual budget has been prepared as well the official HUD version utilizing the same numbers (as prepared by our accountant).

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

- Office IT: Camera issue still on hold but we will review Placement Map soon.
- Uptown Development: Attended Ribbon Cutting ceremony and received notice that there will be open houses on Fridays during the summer.
- Orchardview Phase II: No change in status.
- Housing Development: Toured potential funder of the Option 1 site. Conversations with Realtor of Option 2 site and with the development partner of that site.
- Advocacy: Nothing to report.
- Office Management: Working with HR staff from the City of Traverse City to conduct employee reviews in next week.
- Strategic Planning: No update.

ACTIVITIES:

Prepared and conducted a workshop on behalf of Networks Northwest on Payment in Lieu of Taxes (PILOTS). Includes finalizing presentation materials, meeting with speakers, and conversations with MSHDA staff regarding assistance to municipalities struggling with the issue.

On behalf of the Housing Solutions Network, participated in a video conference call with University of Michigan faculty about their MECC Initiative and its partnership with Northwest Michigan.

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

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

Discussions with our Attorney, Ward Kuhn in preparation for the June Commission meeting.

Meeting with Housing Director of Goodwill Industries.

Participated in a CEDAM Board of Directors meeting.

Attended sub-committee meeting of the City of Traverse City Commission on their PILOT ordinance.

Held several meetings and phone calls with a property owner and with potential partners to discuss economic viability of certain properties available to us for purchase.

Working on recruiting a keynote speaker for the Fall Affordable Housing Summit.

MEDIA:

Phone conversation with new Record-Eagle reporter that replaced Brian McGillvary.

PERSONAL:

Memorial Day Holiday occurred since the last meeting.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 24, 2016

Current SEMAP Status

SEMAP is reporting May 2016 numbers, which are correct for May but have dramatically changed for June 2016. The table below shows the actual numbers we are reporting for June 2016 which will show in SEMAP after the HUD update at the end of this month.

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
21	29	138%	11	38%

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

Program Manager Update

Due to the Housing Choice Voucher wait list re-opening all quarterly meetings have been postponed until July. The next PCC meeting is scheduled for July 13, 2016 and will include a review of the current FSS Action Plan. There have been several small changes to the program per HUD and once they are integrated into the plan the Program Coordinating Committee will review it, approve it and send it to the Governance Committee for review.

Program numbers have significantly increased since the first of the year, and will continue to do so once Public Housing is incorporated into the program. In 2014 HUD approved a resolution to combine the HCV and Public Housing FSS programs. The funding for both is now combined into one grant application. A PHA “may” use funds from their operating or capital fund for coordinators in addition to the FSS grant if needed. The Public Housing addition will be part of the plan review in the next few months.

The 2016 FSS Grant application was submitted and received by Grants.gov. We have been issued a grant number and are still waiting. No change.

Status of Participants

We now have a total of 29 active participants on the program, 11 having an escrow account balance. I am aware of one participant who will be removed from the HCV Program at the end of June due to non-compliance which will bring the number of participants to 28. Once Public Housing is added to the Action Plan my plan is to bring the program count to 30 active participants. HUD does not limit the amount of participants a PHA can have in their FSS Program, although to effectively manage the program it would be best to use the original 30 required slots as a cap.

FSS Escrow Accounts

All escrow earned by participants of the FSS Program is held in an account at Chase Bank. Periodically a transfer of funds is completed from that account to the HCV account to cover any graduation payouts or forfeited escrow. I was never a part of this process until this year and felt a detailed report was needed. The housing software gives some information but not in a format that I needed. I created a report that shows any and all escrow that was earned since the inception of the TCHC FSS Program. I wanted to create a "baseline" report and was very surprised by the numbers I found. As you will see on the report, the total escrow earned was \$117,502.67, for which \$55,846.60 was paid out to graduates. I anticipate this being a great tool for reporting to the PCC and TCHC Board annually.

SEMAP Indicators Report

As of May 31, 2016

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



Download in Excel Print Page View Entire Report

Current SEMAP Indicator Information

Most Recent SEMAP Indicator Information

**Indicator 9:
Annual
Reexaminations**

**Indicator 10:
Correct Tenant
Rent
Calculations**

**Indicator 11:
Precontract HQS
Inspections**

**Indicator 12:
Continuing HQS
Inspections**

**Indicator 13:
Lease-Up**

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

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

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

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
21	24	114	12	63

[+] Families enrolled in Voucher FSS Program

[+] Families completing FSS Contract

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

FSS Escrow accounts

Voucher #	Start Date	End Date	Graduated/Removed	Escrow Amount
93221	2/1/2007	11/18/2009	Removed	\$168.42
V93317	9/1/2013	6/30/2014	Removed	\$938.37
V05126	7/1/2010	8/31/2014	Removed	\$6,529.69
V93399	2/1/2007	6/2/2009	Removed	\$1,454.51
V05228	2/1/2007	5/31/2011	Removed	\$794.00
V05281	5/1/2012	9/16/2015	Removed	\$1,734.00
V05222	10/1/2010	5/31/2011	Removed	\$555.35
093262	7/1/2009	6/1/2013	Removed	\$382.36
V05262	9/1/2013	8/31/2014	Removed	\$422.14
V05002	9/1/2013	10/1/2015	Removed	\$2,013.00
000005	12/1/2003	5/31/2006	Removed	\$256.00
V05168	7/1/2009	7/1/2013	Removed	\$1,425.51
000066	11/1/2009	11/1/2011	Graduated	\$6,164.99
PH-10208 D	11/1/2003	11/5/2007	Removed	\$9.00
000003	9/1/2009	4/1/2014	Graduated	\$6,417.34
003226	10/1/2011	5/1/2014	Forfeited Escrow	\$537.45
V05287	6/1/2013	5/31/2014	Removed	\$289.06
V05185	1/1/2010	4/16/2014	Forfeited Escrow	\$1,454.55
009116	7/1/2009	6/22/2012	Graduated	\$121.10
V05068	3/1/2003	5/31/2009	Removed	\$3,758.18
PH-10208 B	10/1/2003	11/5/2007	Removed	\$10,952.48
000001	3/1/2011	6/8/2016	Removed	\$5,982.93
V05070	9/1/2011	4/1/2016	Graduated	\$3,168.00
PH-10216 A	7/1/2004	11/5/2007	Removed	\$1,761.00
V93480	4/1/2009	11/18/2009	Removed	\$26.03
ERC 0006	3/1/2007	3/1/2012	Removed	\$490.00
003127	2/1/2003	10/1/2007	Graduated	\$860.00
V05126	5/1/2000	6/25/2007	Removed	\$773.20
PH 10208 C	5/1/2004	11/5/2007	Removed	\$255.00
V05284	5/1/2002	5/1/2013	Removed	\$2,396.38

V93449	2/1/2012	2/1/2015	Graduated	\$1,064.99
V05151	4/1/2010	10/1/2015	Forfeited Escrow	\$533.44
V05218	8/1/2010	10/31/2013	Removed	\$5,762.01
V001-01	5/1/2004	11/30/2005	Removed	\$680.00
V05214	6/1/2013	6/30/2014	Removed	\$2,620.18
000052	5/1/2013	1/31/2016	Graduated	\$11,760.41
V93355	6/1/2004	9/8/2010	Graduated	\$2,874.97
0002-0007-10	3/1/2013	5/31/2014	Removed	\$775.00
V05008	2/1/2007	2/17/2011	Removed	\$172.00
V05266	7/1/2011	10/31/2012	Graduated	\$255.07
V93438	11/1/2011	5/15/2013	Removed	\$871.37
V93349	2/1/2007	7/1/2010	Graduated	\$5,221.56
V001	12/1/2004	11/5/2007	Removed	\$2,368.00
000005	3/1/2009	11/18/2009	Removed	\$48.07
V93353	9/1/2007	11/1/2010	Graduated	\$15,571.88
003114	7/1/2006	10/1/2007	Removed	\$630.00
V93329	9/1/2003	9/1/2010	Graduated	\$2,376.29
V05021	5/1/2010	5/16/2013	Removed	\$109.33
V05189B			Pending Removal	
V05007	10/1/2009	7/18/2013	Removed	\$930.06
V93118	2/1/2004	11/5/2007	Removed	\$788.00

Total Escrow

\$117,502.67

Forfeited/Removed

\$61,646.07

Graduated

\$55,846.60



June 21, 2016

Memorandum to TCHC

June has seemed like a very busy month. One of the important was a session with Stephanie VanSoyke of the Munson Hospital on the "FIVE WISHES" Medical Directive. Very informative and we have the forms in the Association office now with her name for directions.

The Resident Association office is moving along on the mission to provide all Residents with information and tools to assist in their lifestyle

The Council has enjoyed an increase in interest and participants. We did lose .the position of Social Director but have had Residents step up to fill the gap in social activities. We thank the Board and Management for making the Pool Table open to all and free games. Activity at the table has increased. Thanks again from all.

At the last meeting of Resident old business was reviewed and the Residents voted by a majority to send a letter to the Commission prioritizing the need of Riverview Terrace. Letter stating this Priority Attached.

Since it has been impossible to find a signed copy or minutes of a Resident Council meeting accepting what is considered the current By-Laws we will be presenting to the Council an up to date, simplified form to be reviewed and processed through the Council for proper inclusion in our legal records.

We are looking forward to the July festivities and wish the Board a fun Summer Holiday.

Riverview Resident Council, President Priscilla Townsend

A handwritten signature in blue ink, appearing to read "Priscilla Townsend", written over a horizontal line.



RECEIVED

JUN 21 2016

Traverse City
Housing Commission

JUNE 20, 2016

TO: TRAVERSE CITY HOUSING COMMISSION

From: RIVERVIEW TERRACE RESIDENT COUNCIL

DEAR COMMISSIONERS,

DURING OUR LAST RESIDENT COUNCIL MEETING JUNE 17, 2016, IT WAS VOTED ON BY THE RESIDENTS TO ISSUE A WRITTEN PLEA TO THE BOARD AND MANAGEMENT TO INSTALL THE SECURITY CAMERAS AS SOON AS POSSIBLE AND MAKE THIS A NUMBER ONE PRIORITY.

WITH SUMMER COMES MANY VISITORS, WHO ARE NOT AWARE OF OUR POLICIES, AND THEY WANDER IN AND OUT OF THE BUILDING WITH FOR THE MOST PART A TOTAL DISGARD FOR THE SAFETY OF OUR RESIDENTS.

THESE CAMERAS WOULD ENSURE A RECORD OF WHO IS RESPONSIBLE AND WHAT HAPPENS, SHOULD THERE BE AN INCIDENT BREACHING OUR SECURITY ON AN INDIVIDUAL LEVEL OR AS A WHOLE. IT WOULD NOT BE, "HE SAID SHE SAID," IT WOULD PROVIDE AN ACTUAL RECORD.

THIS TYPE OF SECURITY IS USED THROUGHOUT THE UNITED STATES IN PUBLIC HOUSING FOR SECURITY AND LEGAL REASONS.

THANK YOU FOR YOUR TIME AND CONSIDERATION.

RIVERVIEW RESIDENTIAL COUNCIL, PRESIDENT PRISCILLA TOWNSEND

150 PINE STREET • TRAVERSE CITY, MI. 49684 • 231.642.5033

RVT.RESCOUNCIL@gmail.com



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Review

2015 – 2020 Strategic Plan: Update

TCHC Policy Review Schedule: Update

TCHC By-Laws Memorandum

TCHC Fiscal Year 2017 Budget

Executive Director Annual Review: Presentation from Executive Committee

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	MAY 2016 ACTUAL*	FY 2016 YTD*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 37,418.76	\$ 431,988.61	106.66%
Investment Interest	3,115.76	3,600.00	178.65	2,423.66	67.32%
Program Income: HCV	801,679.00	925,000.00	94,364.00	989,208.00	106.94%
Program Income: FSS	66,127.50	66,000.00	5,580.33	61,108.32	92.59%
Earned Income	118,755.80	146,500.00	12,156.67	84,310.70	57.55%
HUD Property Subsidy	250,531.00	240,000.00	23,587.00	239,927.00	99.97%
CFP / Draw on Surplus	216,024.34	55,000.00	-	106,712.10	194.02%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 173,285.41	\$ 1,915,678.39	104.05%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 16,436.95	\$ 172,764.10	79.07%
Benefits	43,703.38	90,000.00	5,463.74	69,862.00	77.62%
Compensated Absences	(1,805.55)	(1,500.00)	-	-	0.00%
Legal	6,913.00	9,500.00	159.00	5,772.62	60.76%
Travel / Staff Training	7,862.47	15,000.00	867.04	7,730.12	51.53%
Accounting / Auditing	20,345.52	21,000.00	1,099.41	19,126.01	91.08%
General Office Expenses	86,997.61	72,000.00	5,586.55	78,824.10	109.48%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 29,612.69	\$ 354,078.95	83.41%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 387.54	\$ 7,705.20	61.64%
Cable Television	33,037.34	33,000.00	3,001.51	32,238.47	97.69%
HAP	854,465.00	840,000.00	81,698.49	882,746.70	105.09%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 85,087.54	\$ 922,690.37	104.20%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,500.00	\$ 724.50	\$ 13,903.60	84.26%
Electricity	148,299.11	150,000.00	11,066.68	118,211.43	78.81%
Gas	16,715.50	15,500.00	1,006.83	9,636.97	62.17%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 12,798.01	\$ 141,752.00	77.89%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 5,690.62	\$ 70,819.83	83.32%
Maintenance Benefits	31,533.44	32,500.00	2,335.22	33,408.58	102.80%
Materials	13,328.43	20,000.00	4,543.77	21,359.06	106.80%
Contract / CFP Costs	292,289.06	80,000.00	10,020.73	173,342.72	216.68%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 22,590.34	\$ 298,930.19	137.44%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,361.25	\$ 25,969.00	110.04%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	19,580.00	108.78%
Collection Losses	3,511.15	1,350.00	-	(410.40)	-30.40%
Interest Expense / Other	37,087.94	25,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 4,141.25	\$ 45,138.60	66.43%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 10,675.17	\$ 12,500.00	\$ -	8,152.44	65.22%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 154,229.83	\$ 1,770,742.55	98.93%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 19,055.58	\$ 144,953.84	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>					
	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (135,117.80)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 19,055.58	\$ 9,836.04	

* 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 MAY 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	171,023.12	
Members Credit Union	Savings	\$	6,598.22	
Chemical Bank	520011210	\$	101,113.45	
Traverse City State Bank	1051647	\$	161,519.85	
Traverse City State Bank	53691	\$	42,474.20	
First Merit Bank	4535723359	\$	162,405.37	
Traverse City State Bank	ICS Acct	\$	75,421.21	
Bank of Holland	1075909	\$	25,158.71	
Chemical Bank	9426	\$	17,531.99	
First Merit Bank	4532078534	\$	26,836.85	
Members Credit Union	CD 16525-S100	\$	30,830.14	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	872,107.80	

HOUSING CHOICE VOUCHER

PNC Bank	Checking	\$	118,936.41	
Chase Bank	135080088317	\$	69,048.37	Escrow Account
SUB TOTAL		\$	187,984.78	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,614,489.58	

* as of June 30, 2015



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
STRATEGIC PLAN UPDATE**

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	May/June 2016	June 24, 2016
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	Unknown	Unknown	August 2016	
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	August 2016	
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	August 6, 2002	None	September 2016	
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	August 2016	


TCHC Policy Review Schedule

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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC By-Laws

MESSAGE:

Attached you will find our final draft of the proposed changes to our By-Laws in both mark-up and in final draft form.

These are the major changes being proposed:

1. We are updating our Attendance Policy (article II, section 8) to be more in align with the way the City of Traverse City evaluates absences from meetings.
2. We have adjusted the language in our Regular Meeting section (article III, section 3) to allow us more flexibility with our yearly calendar.
3. We have eliminated Officer Term Limits (article II, section 7) because Commissioners are already term limited and with only five (5) total Commissioners we could envision a problem recruiting and retaining Officers in the long term.
4. We have allowed for the possibility for the position of Secretary, and thereby official record retention (article II, section 4) to be filled by appointment or contract and to not be filled by a Commissioner.
5. We have adjusted our Order of Business (article III, section 6) to accurately reflect the Order of Business of our current business – primarily the addition of another Public Comment section.

Please note that our By-Laws is a relatively simple document and these revisions and updates do not alter all that much. Our attorney, Ward Kuhn, has reviewed this document and agrees that the proposed changes accomplish what we want to accomplish. His minor corrections and or edits are included in this draft.

Traverse City Housing Commission 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.

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.
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. Those appointed to the office of President or Vice President may serve up to two (2) full, consecutive terms. Partial terms shall not be counted as a full term. Any person temporarily appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the TCHC Board determines.
8. Attendance. Following the policy of the City of Traverse City, appointees to Members of the TCHC Board must attend at least 75% of scheduled meetings. shall not miss any more than two (2) regular meetings in a twelve-month period or more than two (2) special meetings in that same twelve-month period. Absences from meetings may be deemed recorded as "excused" or "unexcused" by the President of the Board (or by Vice President in case of President's absence). Commissioners should call 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 termed recorded as "unexcused" pending explanation to the Board. The Board President has the authority to deem therecord the absence of a Board member as "excused" in the case of an emergency or for other satisfactory reason. The TCHC Board may choose to notify the Mayor of Traverse City if a commissioner exceeds the above stated absence thresholds. 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.

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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. The Board may create such special 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 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.

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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 Comments
- IV. Consent ~~Calendar~~ Agenda
- V. Committee & Commissioner Reports
- VI. Report of the Director ~~Staff & Program Reports~~
- VII. Old Business
- VIII. New Business
- IX. Public Comments
- X. Commissioner Comments
- 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 Mayor of Traverse City 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

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt By Law Changes

MESSAGE:

Attached you will find the updated By Laws of the Traverse City Housing Commission. All changes have been reviewed by our Attorney, Ward Kuhn. A draft of all of the changes was presented at the Regular Meeting of the TCHC in May. Drafts of the changes were discussed at two Executive Committee meetings and at the June Executive & Governance Committee meeting.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE BY LAWS

June 24, 2016

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

WHEREAS, the By Laws of the Traverse City Housing Commission were last reviewed in 2014 and was in need of a review and update; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the By Laws; and

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

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

The By Laws are hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission 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.

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.
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. The Board may create such special 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.

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TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE PROPOSED BUDGET

	FY 2015 ACTUAL*	FY 2016 BUDGET	FY 2016 ANTICIPATED	FY 2017 BUDGET	% CHANGE
OPERATING INCOME					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 473,483.82	\$ 465,000.00	14.81%
Investment Interest	3,115.76	3,600.00	2,694.01	2,700.00	-25.00%
Program Income: HCV	801,679.00	925,000.00	1,073,812.80	1,005,000.00	8.65%
Program Income: FSS	66,127.50	66,000.00	66,633.59	66,600.00	0.91%
Earned Income	118,755.80	146,500.00	86,584.84	110,584.00	-24.52%
HUD Property Subsidy	250,531.00	240,000.00	259,597.20	250,000.00	4.17%
CFP / Draw on Surplus	216,024.34	55,000.00	128,054.40	199,000.00	261.82%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 2,090,860.66	\$ 2,098,884.00	14.00%
OPERATING EXPENSES					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 187,592.58	\$ 238,780.00	9.28%
Benefits	43,703.38	90,000.00	77,277.91	101,818.30	13.13%
Compensated Absences	(1,805.55)	(1,500.00)	-	(1,500.00)	0.00%
Legal	6,913.00	9,500.00	6,736.34	9,500.00	0.00%
Travel / Staff Training	7,862.47	15,000.00	8,312.80	12,000.00	-20.00%
Accounting / Auditing	20,345.52	21,000.00	21,631.92	22,000.00	4.76%
General Office Expenses	86,997.61	72,000.00	87,786.36	68,000.00	-5.56%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 389,337.91	\$ 450,598.30	6.15%
TENANT PROGRAMS & SERVICES					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 8,781.19	\$ 8,575.00	-31.40%
Cable Television	33,037.34	33,000.00	35,084.35	37,460.00	13.52%
HAP	854,465.00	840,000.00	961,257.85	965,400.00	14.93%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 1,005,123.40	\$ 1,011,435.00	14.22%
UTILITIES					
Water	\$ 17,181.40	\$ 16,500.00	\$ 15,814.92	\$ 16,500.00	0.00%
Electricity	148,299.11	150,000.00	128,573.70	150,000.00	0.00%
Gas	16,715.50	15,500.00	10,356.17	15,500.00	0.00%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 154,744.79	\$ 182,000.00	0.00%
MAINTENANCE / BUILDING OPERATION					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 78,155.05	\$ 85,342.00	0.40%
Maintenance Benefits	31,533.44	32,500.00	37,288.03	48,093.00	47.98%
Materials	13,328.43	20,000.00	20,178.35	20,200.00	1.00%
Contract / CFP Costs	292,289.06	80,000.00	195,986.39	180,000.00	125.00%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 331,607.82	\$ 333,635.00	53.40%
GENERAL EXPENSE					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 28,329.30	\$ 30,600.00	29.66%
Payment in Lieu of Taxes	22,213.09	18,000.00	21,360.00	23,000.00	27.78%
Collection Losses	3,511.15	1,350.00	(492.48)	-	-100.00%
Interest Expense / Other	37,087.94	25,000.00	-	32,000.00	28.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 49,196.82	\$ 85,600.00	25.97%
EXTRAORDINARY / CASUALTY					
	\$ 10,675.17	\$ 12,500.00	\$ 9,782.93	\$ 10,000.00	-20.00%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 1,939,793.66	\$ 2,073,268.30	15.83%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 151,067.11	\$ 25,615.70	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ (135,117.80)	\$ (25,000.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 10,730.23	\$ 615.70	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from Account 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

CONSOLIDATED BUDGET FOR SALARIES & BENEFITS BREAK OUT

	Wages	Benefits
Executive Director	\$ 85,000.00	\$ 24,045.52
Deputy Director	\$ 51,000.00	\$ 27,494.35
Program Manager	\$ 41,000.00	\$ 8,212.77
Reception/Intake	\$ 33,280.00	\$ 9,892.82
Misc.*	\$ 28,500.00	
TOTAL	\$ 238,780.00	\$ 69,645.46
Lead Maintenance	\$ 38,750.00	\$ 24,726.50
Maintenance	\$ 30,160.00	\$ 10,309.24
Part-time Maintenance	\$ 8,932.00	\$ -
Misc.*	\$ 7,500.00	
TOTAL	\$ 85,342.00	\$ 35,035.74

*Misc. = Amount that could be used for Salary Adjustments, Raises, or Bonuses.
It may also be used for additional staff positions.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2016 (Update of a Previously Presented Document)

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Plan for Employee Review and Office Management Improvements

MESSAGE:

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

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

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

MEMO

To: Housing Commission Board

From: Jen Seman – Jennifer Seman, LLC

Date: April 3, 2016

Subject: Year 1 Performance Review – Tony Lentych

At your direction, I completed a comprehensive, 360-degree performance evaluation for Traverse City Housing Commission Executive Director, Tony Lentych (“Director”). This review consisted of speaking with various individuals that interact with the Director on a regular basis, as identified by the Housing Commission. These individuals included Housing Commission staff, community leaders, and residents at Orchard View and Riverview Terrace. *(Please note: Residents were selected by random draw by the Housing Commission.)* I also spoke with the Director to complete a self-assessment. In total, I spoke with 19 individuals between February 5th and March 20th in order to complete the performance evaluation process.

Below is a summary of the information gathered during each individual discussion. This document shall serve as the Director’s first annual performance review as Executive Director for the Traverse City Housing Commission.

What is Tony particularly good at? What are Tony’s strengths? What has Tony done well in the last 12 months?

- Tony understands all of the tools and resources available for public housing.
 - He understands how to get things done at the local and state level.
 - Tony brings a wealth of knowledge and connections to the Housing Commission that was previously absent.
 - He has the experience and connections to bring about change.
 - Tony knows the landscape in Lansing, which is a tremendous asset to the community.
- Tony demonstrates good leadership skills.
 - Tony is committed to the Housing Commission and is qualified to do the job.
 - He is not afraid to “roll up” his sleeves and get work done.
 - Tony acts as a leader and provides good direction to the Board and staff.
 - His direct communication style helps get things done.

- Tony collaborates well with community partners and shows his leadership on housing issues.
- Through Tony's leadership there is a strong vision for the Housing Commission.
- Tony has developed name recognition for the Housing Commission within the Community.
 - There was no community presence before Tony, now there is one.
 - Tony represents the Housing Commission very well.
 - Tony serves as the "face" within the community when it comes to housing.
 - People recognize the Housing Commission due to Tony's efforts.
 - Tony is committed to the community and works well with community partners.
 - Community partners enjoy working with Tony and being involved with the Housing Commission. This wasn't always the case.
 - Tony regularly attends meetings and events that he should be at within the community.
- Tony is accessible and approachable.
 - Tony makes himself available to residents, employees, public and the Board.
 - He works with partners at the local and state level on housing issues.
 - Tony is involved in a lot of community activities.
 - He is a good listener.
- Tony has good communication skills.
 - Tony keeps the Board informed and provides quality information to assist in the decision making process.
 - The residents know who Tony is and he spends time talking with them.
 - Tony stands up for what should be done, which is not always the most popular thing to do.
 - He is dedicated and wants to see the Housing Commission succeed.
 - Tony is not a micro-manager. The staff understands his expectations.
 - He listens to his team and responds to their needs as appropriate.
- Tony has initiative.
 - Tony made connections by reaching out to the community, not waiting for the community to reach out to him.
 - He doesn't hesitate to make tough decisions.
 - Tony makes good decisions for the Housing Commission.

What are Tony's weaknesses? Is there anything you would like Tony to change or improve?

- Tony is too accessible to residents.
 - Tony has an open door policy, which can easily be taken advantage of by some residents.
 - Tony should focus more on the organizational improvements and less on resident issues.
- Responsiveness / follow through
 - Tony's level of responsiveness depends on the type of issue.
 - More consistent follow through is needed on every issue that is brought in front of the Board, staff and residents.
- Communication
 - Some people think Tony's communication style is too direct.
 - If Tony is going to miss a deadline it should be communicated to the Board ahead of time.

Additional Comments Related to Overall Performance:

- "The Housing Commission is lucky to have Tony."
- "Tony has the best interests of the citizens and Housing Commission at heart. It is rare to find this!"
- "Tony has a very hard job, managing all of the different interests and people that work with the Housing Commission, and he does it well."
- "Tony is the best thing that has happened to the Housing Commission."
- "Tony has a passion for housing, and it shows in everything he does."
- "Tony has a tremendous knowledge of housing, part of which may be untapped."
- "Tony has outperformed expectations for the 1st year, and expectations were high."

Goals for the next 12 months:

- Continue to partner with community leaders to move the Housing Commission forward. There is a need in this community to create housing opportunities (not just build a building).
- Continue to partner with non-profits and identify their needs.
- Housing Commission has good momentum going right now, Tony should keep doing what he is doing.
- Move the Housing Commission closer to "putting a hole in the ground."
- Increase efficiencies and review internal processes & procedures (i.e. job descriptions).
- Develop a cohesive staff within the Housing Commission.

Overall, my impression is that Tony is doing a good job as the Executive Director for the Housing Commission and he is the right person to lead the Housing Commission into the future. Tony has brought an excellent knowledge base of HUD and MISHDA to the community. Under his leadership, there is a strong vision for the Housing Commission.

During my discussions it became clear that Tony is very passionate about housing and readily shows this emotion. Community leaders enjoy working with Tony and the Housing Commission, which was previously absent before he took on the role of Director.

Tony's team has a tremendous amount of longevity and dedication. Tony's leadership, housing knowledge, and expertise was a welcomed addition to the team, however, his direct management style required some time for the team to accept. Tony has spent time getting to know the team and manage the different personalities. To further develop his team at the Housing Commission, I recommend that all of the staff (including the Maintenance staff) participate in some type of team building activity such as DISC assessment. This type of profile training will allow the team to get to know each other better and increase the team's cohesiveness.

The past year presented some significant unanticipated challenges including a nine-story building and resident council. These issues have taken up a tremendous amount of Tony's time, which has been a barrier to moving things forward. Overall, Tony has handled these issues well and there is excitement about the future of the Housing Commission.

Through my discussions with the Board and various residents it became apparent there is a divide over expectations of the Director. Some Board members believe that Tony is spending too much time dealing with resident issues, while some residents believe Tony isn't spending enough time handling their issues (or not handling them timely enough). Tony performs a delicate balance of managing the needs of both stakeholders, however, in order for Tony to increase his focus on the strategic goals of the Housing Commission, as desired by the Board, then the Board needs to further define and communicate the daily responsibilities and tasks of the Executive Director.

In summary, Tony works well with the Board, residents, staff and community leaders, and in just one short year has changed the face of the Housing Commission – for the better. It is evident that Tony's skills, knowledge and abilities make him a valued asset to this community and the Housing Commission.

TRAVERSE CITY HOUSING COMMISSION | POSITION DESCRIPTION

JOB TITLE / STATUS:

EXECUTIVE DIRECTOR – a full time, exempt employee. This position reports to, and is hired by, the publicly appointed Traverse City Housing Commission.

GENERAL DESCRIPTION OF POSITION:

Conduct all business of the Traverse City Housing Commission in accordance with established Commission Policy, Local, State, and Federal Law. Administer all Housing Commission facilities and programs and manage all staff persons. Position requires extensive interaction with Federal, State, local government(s), and community organizations.

This position involves complex administrative work requiring extensive knowledge in Federal housing programs, community development, and effective business applications. Incumbent is responsible for planning, organizing, directing and managing all facets of the Housing Commission operation based upon the strategic direction set forth by the Housing Commission.

SPECIFIC FUNCTIONS OF POSITION:

The specific functions and daily work of the Executive Director will center on the four primary strategic goals established in the 2015 Strategic Plan:

1. Expand affordable housing inventory and range of options.
 - Develop key partnerships in the private, public, and nonprofit sectors to support and to accelerate real estate development.
 - Track best practices in affordable housing in other markets; learn, share and test emerging models with the Housing Commission.
2. Create opportunities for residents to improve quality of life and achieve individual successes.
 - Identify program and service needs and determine what TCHC will develop and deliver and what program and services needs community partners will deliver.
 - Establish a maintenance process that ensures safe and well-maintained properties.
3. Foster an environment of innovation and excellence.
 - Recommend a plan of operation, administrative policies, organization and staffing requirements that support achieving a high performance standard as outlined by applicable Federal guidelines. Implement and monitor approved policies and procedures.

- Plan, organize, staff, control, direct and supervise the development, modernization, administration, management, and maintenance of all federal and state programs, policies, and procedures.
- Insure timely and effective preparation and regular evaluation of program budgets. Act as a steward of Federal, State and local funds and strive to ensure the cost-effective, efficient operation of the Housing Commission.
- Insure regular and periodic evaluations of personnel, facilities, programs to foster continuous quality improvement.
- Responsible for all financial activities of the Housing Commission including but not limited to a thorough review and reconciliation of account balances for federal programs on a monthly basis. The Executive Director is the staff signatory for checks issued from these program accounts.
- Act as *Chief Purchasing Agent* for materials, tools, equipment, supplies, systems, etc., and *Chief Contracting Officer* for service, maintenance, construction, and other contracts.
- Review, approve, and implement regulations and notices from governmental and/or regulatory agencies and respond when appropriate and in a timely manner.
- As necessary, attempt to resolve program participant disputes.

4. Increase community engagement and understanding of our work.

- Present periodic reports to the Housing Commission concerning business of the TCHC. Provide updates as needed on the status of all planning documents. Prepare various informational and required reports to the U.S. Department of Housing and Urban Development, the City of Traverse City, the State of Michigan, other agencies and the general public. Secure Housing Commission approval of business-related actions that require such approval.
- Act as spokesperson and public relations officer regarding Housing Commission programs and proposals. Represent Housing Commission interests in all dealings with the public, government organizations, and all groups and individuals having interest in the operation of the Housing Commission.
- Develop a communication plan to share our vision, our plan and to report on our progress.
- Develop, implement, and track an outreach and advocacy initiative focused on public officials.

Other:

- Hire, develop, discipline, train, direct, and, as necessary, terminate Housing Commission staff. Complete bi-annual evaluations of supervisory-level staff positions. Organize Housing Commission personnel, facilities, programs for proficient operations.
- Delegate functional and supervisory responsibilities to key staff persons to ensure economic and efficient program performance. Exercise general oversight of delegated functions.
- Responsible for other related activities and/or duties as may be assigned by the

Housing Commissioners.

Note: *The above statements are intended to describe the general nature and level of work being performed by people assigned this position. Such statements are descriptive and explanatory, but not restrictive. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. The listing of particular examples of duties does not preclude the assignment of other tasks of related kind or character or of lesser skills.*

KNOWLEDGE, SKILLS & ABILITIES:

Demonstrated operational understanding of the Federal, State, and Local Law relating to housing programs. A thorough knowledge of administrative management and business practices and a demonstrated capacity to implement such practices. Demonstrated skill and ability in maintaining an effective working relationship with employees, tenants, and the public and governmental entities. Demonstrated high degree of initiative and independent judgment in securing and implementing new and innovative ideas and programs. Must possess the ability to handle complex situations that include several abstract variables.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this position, the employee is regularly required to sit, bend, walk, talk or hear and to use hands to finger, handle, or feel objects, or lift objects not greater than twenty (20) pounds. There are no special visual requirements that cannot be accommodated with corrective lenses. Work generally takes place in office surroundings where noise and exposure to adverse situations is controlled to a low, or non-existent level.

MENTAL APTITUDE:

Requires the ability to apply principles of logical scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and to deal with several abstract and concrete variables. In addition, this position requires the ability to utilize mathematical formulas; conduct complex calculations and apply and interpret statistical inference and theory.

EDUCATIONAL BACKGROUND & EXPERIENCE:

A minimum of an undergraduate degree from an accredited college or university plus five years of increasing experience in management / administrative situations. Additional experience or direct experience in public housing program management considered in lieu of education. A

masters degree in a relevant academic field from an accredited college or university is preferred.

CERTIFICATES & LICENSES:

- Must possess valid State Driver's License with evidence of insurability.
- Must be Bondable.
- Must submit to, and pass, a drug test/screening prior to beginning employment with the Traverse City Housing Commission.
- Must attain significant progress towards the PHM certification before the end of first employment contract.

SALARY RANGE:

Commensurate with experience and performance, this position pays \$70,000.00 - \$85,000.00 per annum.

POSITION REVIEW:

The Executive Director will receive, at a minimum, an annual performance review that will be conducted by the Executive & Governance Committee and approved by the Traverse City Housing Commission. The incumbent may be required to prepare for the review by submitting materials, such as work product, questionnaires, or reports, to the Committee.

POSITION DESCRIPTION CERTIFICATION:

By my signature below, I certify that I have received the Executive Director's position description; that the position description has been reviewed with me; and that, upon such review, I understand and agree to perform the functions described to the best of my ability:

Anthony P. Lentych

Date

Andrew Smits, Commission Chair

Date



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS


Traverse Area Housing and Development Company

HUD Fiscal Year 2017 Annual Budget

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TAHDCO

MESSAGE:

Attached you will find some correspondence from our attorney, Ward Kuhn, and from the Michigan Department of Licensing and Regulatory Affairs (LARA) concerning the status of the Traverse Area Housing and Development Corporation (TAHDCO).

It is time to make a decision on the future on TAHDCO and we need to do this at our June meeting or at the very latest by the August meeting. Ward Kuhn has recommended that we appoint a new slate of board members to TAHDCO because, according to his reading of the by-laws, all previous appointments have expired.

To that end, I would recommend that the TCHC vote to keep TAHDCO active (for now) and complete the required documentation to satisfy the State of Michigan AND to appoint the following members of its Board of Directors:

Ward Kuhn, Attorney

Andrew Smits

Richard Michael

Anthony Lentych

This newly constituted board will be able to function in the short term until all final decisions are made.

JUN 08 2016

Traverse City
Housing Commission



R. EDWARD KUHN

TERRY C. ROGERS

(JLM, Taxation)

EDGAR ROY III

JOSEPH E. QUANDT

GREGORY J. DONAHUE

GREGORY L. JENKINS

TROY W. STEWART

GINA A. BOZZER

412 SOUTH UNION STREET
TRAVERSE CITY, MICHIGAN 49684
TELEPHONE: 231-947-7900
FAX: 231-947-7321

LANSING OFFICE:
2937 ATRIUM DRIVE, SUITE 200
OKEMOS, MICHIGAN 48864

MATTHEW L. BOYD
CHRISTOPHER G. ROGERS
(also admitted in Illinois)
MARC S. McKELLAR II

OF COUNSEL
LEWIS G. GATCH
A. BROOKS DARLING

June 6, 2016

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

Re: Traverse Area Housing and Development Corporation
State I.D. #791539
Our File No. 3563-51

Dear Tony:

I am enclosing a copy of the Notice of Impending Dissolution for the Traverse Area Housing and Development Corporation. The deadline is December 1, 2016. If we do not file the annual reports through 2016, by that date, the corporation will be dissolved.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'R. Edward Kuhn', with a large, sweeping flourish at the end.

R. Edward Kuhn
Direct dial #(231)947-7901 x109

REK/amb
Enclosures

check on Board position —

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES, & COMMERCIAL LICENSING BUREAU
P.O. BOX 30057
LANSING, MI 48909
(517) 241-6470
corpsmail@michigan.gov**



June, 2016

NOTICE OF IMPENDING DISSOLUTION

(Required by P.A. 162 of 1982)

File online at www.michigan.gov/fileonline

The act provides that if a corporation neglects or refuses to submit any annual report or pay any annual fees within 2 years of the due date of the report, the corporation is automatically dissolved. This notice is to remind you that the two (2) year grace period for filing the 2014 annual report will expire on October 1, 2016. In accordance with Section 922 of the Nonprofit Corporation Act, the corporation will dissolve by operation of law on December 1, 2016.

You are receiving this notice because either we have not received your 2014 annual report or if submitted the fees were insufficient or the form was not properly completed and was returned to you for completion and not returned to us.

You can file online at www.michigan.gov/fileonline or complete the enclosed annual report forms for 2014 and 2016. If the 2015 report has not been filed, a 2015 form is also enclosed. The fee for each report is \$20.00.

To continue the corporation's existence, the 2014 annual report and \$20.00 filing fee must be filed online or received in this office by October 1, 2016.


Authority: P.A. 162 of 1982
Completion: Mandatory
Penalty: Corporation subject to automatic dissolution on December 1, 2016

LARA is an equal opportunity employer/program
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 24, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year 2017 Operating Budget [ATTACHED]

MESSAGE:

Every year, U.S Department of Housing and Urban Development (HUD) requires a budget submission related to the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. The attached budget mirrors the numbers submitted to the Commissioners last month. This document reflects the proposed salary and benefits adjustments that have been a part of our recent conversations.

Our account has prepared this document in the form and manner for final submission to HUD.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE FISCAL YEAR 2017 BUDGET

June 24, 2016

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local housing authorities including the Traverse City Housing Commission (TCHC) to submit a Fiscal Year (FY) budget for the Public Housing (PH) Programs; and

WHEREAS, the TCHC staff has worked with our accounting partner, Housing Authority Accounting Specialists (HAAS), to prepare the FY 2017 Budget for submission (attached); and

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

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

The TCHC 2017 Operating Budget, as required by HUD for the Fiscal Year Ending June 30, 2017, is adopted and shall be submitted to HUD for approval.

Operating Budget

Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No:		Fiscal year ending 06/30/17	No. of months (check one) <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> other (specify)		Type of HUD assisted projects(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeowne 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeo 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) TRAVERSE CITY HOUSING COMMISSION						
Address (city, state, zip code) 150 PINE STREET TRAVERSE CITY, MI 49684						
ACC Number C-3084		PAS/LOCCS Project No. MI08000112J		HUD Field Office DETROIT, MI		
No. of Dwelling Units 136		No. of Unit Months Available 1620		No. of Projects 2		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 6/30/2015 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget 6/30/2016 PUM	PHA Budget Estimates 06/30/17 PUM Amount (to nearest \$10)	
Operating Receipts						
70300	3110	Net Tenant Revenue	259.39	250.00	287.04	465,000
70400	3120	Tenant Revenue-Other (Excess Utilities)	0.74	0.62	0.62	1,000
70500		Total Rental Income	260.13	250.62	287.65	466,000
70600	3401.1	HUD PHA Operating Grant-CFP Draw to Operations	-	-	-	-
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	154.65	148.15	154.32	250,000
70700		Total Fee Revenue	154.65	148.15	154.32	250,000
70750	3610	Interest on General Fund Investments	1.92	2.22	1.67	2,700
71500	3690	Other Revenue	72.56	68.30	68.26	110,580
70000		Total Revenue	489.26	469.29	511.90	829,280
Operating Expenditures - Administration						
91100	4110	Administrative Salaries	37.12	80.98	85.89	139,140
91200	4171	Auditing Fees	1.76	1.79	1.85	3,000
91400	4190.6	Advertising and Marketing	0.33	0.46	0.93	1,500
91500	4182	Employee Benefits-Admin	12.21	33.86	34.29	55,550
91600	4190	Office Expenses	41.49	31.79	30.93	50,100
91700	4130	Legal Expense	3.40	5.86	4.01	6,500
91800	4150	Travel	1.12	4.63	2.72	4,400
91810	4190	Allocated Overhead	-	-	-	-
91900	4170	Other (Accounting Fees)	4.16	4.01	4.63	7,500
91000		Total Operating-Administrative	101.59	163.38	165.24	267,690
Tenant Services						
92100	4210	Salaries	-	-	-	-
92200	4215	Relocation Costs	-	-	-	-
92300	4222	Employee Benefits-Tenant Services	-	-	-	-
92400	4220	Tenant Services-Other	5.29	9.26	9.26	15,000
	4230	Tenant Contracts-Cable	20.39	20.06	23.12	37,460
92500		Total Tenant Services	25.68	29.32	32.38	52,460
Utilities						
93100	4310	Water	10.61	10.19	10.19	16,500
93200	4320	Electricity	91.54	92.59	92.59	150,000
93300	4330	Gas	10.32	13.58	9.57	15,500
93400	4340	Fuel	-	-	-	-
93500	4350	Labor	-	-	-	-
93600	4360	Sewer	-	-	-	-
93800		Total Utilities Expense	112.47	116.36	112.35	182,000

Name of PHA/IHA TRAVERSE CITY HOUSING COMMISSION				Fiscal Year Ending 06/30/17		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 6/30/2015 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual	PHA Budget Estimates 06/30/17	
				Current Budget 6/30/2016 PUM	PUM	Amount (to nearest \$10)
Ordinary Maintenance and Operation						
94100	4410	Labor	53.28	49.80	50.08	81,130
94200	4420	Materials	8.23	12.35	12.47	20,200
94300	4430	Contract Costs	47.08	58.95	40.43	65,500
94500	4433	Employee Benefits-Maint.	19.47	20.10	23.93	38,770
94000	Total	Maintenance	128.06	141.20	126.91	205,600
Protective Services						
95100	4460	Labor	-	-	-	-
95200	4462	Contract Costs	-	-	-	-
95300	4480	Other	-	-	-	-
95500	4461	Employee Benefits-Protective Services	-	-	-	-
95000	Total	Protective Services	-	-	-	-
General Expense						
96100	4510	Total Insurance Premiums	16.19	16.11	18.89	30,600
96200	4590	Other General Expense	-	0.31	0.31	500
96210	4550	Compensated Absences	(0.35)	0.93	0.93	1,500
96300	4520	Payments in Lieu of Taxes	13.71	13.43	14.20	23,000
96400	4570	Bad Debt-Tenant Rents	2.17	0.83	-	-
96000	Total	Other General Expenses	31.72	31.61	34.32	55,600
Interest Expense						
96710	4586	Interest Expense	22.89			32,000
96700	Total	Interest Expense	22.89	20.74	19.75	32,000
96900	Total	Operating Expenses	422.41	502.60	490.96	795,350
97000	Excess	Operating Revenue over Operating Expenses	66.85	(33.31)	20.94	33,930.00
Nonroutine Expenditures						
97100	4610	Extraordinary Maintenance	6.59	7.72	6.17	10,000
97200	4620	Casualty Losses-Non Capitalized	-	-	-	-
90000	Total	Expenses	429.00	510.32	497.13	805,350
Prior Year Adjustments						
11040	6010	Prior Year Adjust. Affecting Operating Reserve	-	-	-	-
Memo Expenditures						
11620	7540	Building/Site Improvements	7.03	-	15.43	25,000
11630	7520	Furniture & Equipment-Dwelling Purchases	8.29	-	-	-
11640	7520	Furniture & Equipment-Administrative Purchases	-	-	-	-
10000	Net	Change in Operating Reserve	44.94	(41.03)	(0.66)	(1,070)

Unrestricted Net Assets		PHA/IHA Estimates	
Provision for and Estimated or Actual Unrestricted Net Assets at Fiscal Year End			
Unrestricted Net Assets at End of Previous Fiscal Year-Actual for FYE (date)		6/30/2015	824,968
<div><input checked="" type="checkbox"/></div>	Change in Unrestricted Net Assets - Current Budget year (check one)		
	Estimated for FYE	6/30/2016	
<div><input type="checkbox"/></div>	Actual for FYE		(1,690)
<div><input checked="" type="checkbox"/></div>	Unrestricted Net Assets at End of Current Budget year (check one)		
	Estimated for FYE	6/30/2016	
<div><input type="checkbox"/></div>	Actual for FYE		823,278
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE		6/30/2017	(1,070)
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE		6/30/2017	822,208

Operating Budget
Schedule of All Positions and Salaries

Name of Housing Authority: TRAVERSE CITY HOUSING COMMISSION		150 PINE STREET TRAVERSE CITY, MI 49684				Fiscal Year End 06/30/17			
Position Title and Name By Organizational Unit and Function	Present Salary Rate as of (date) 04/30/15	Requested Budget Year		Allocation of Salaries by Program				Method of Allocation	
		Salary Rate	Estimated Payment No. Months	Amount	Low Rent Public Housing	Section 8 Programs	FSS Programs		
<u>ADMINISTRATIVE POSITIONS</u>									
Executive Director	AL	42.91	12	85,000	64,600	11,900	8,500	76/14/10	
Deputy Director	JT	21.30	12	51,000	33,660	12,240	5,100	66/24/10	
Program Manager	KM	18.18	12	41,000	-	-	41,000	0/0/100	
Receptionist/Intake	LK	14.02	12	33,280	26,620	6,660	-	80/20/0	
Bonus				23,770	14,260	7,130	2,380	60/30/10	
TOTAL ADMINISTRATIVE SALARIES/WAGES					139,140	37,930	56,980	-	
<u>TENANT SERVICES POSITIONS</u>									
TOTAL TENANT SERVICES SALARIES/WAGES									
<u>MAINTENANCE LABOR</u>									
Maintenance Director	DG	18.09	12	38,750	34,880	3,870	-	90/10/0	
Maintenance Leader	GD	14.08	12	30,160	30,160	-	-	100/0/0	
Maintenance Team Member (14 hrs/week)	JB	12.27	12	8,930	8,930	-	-	100/0/0	
Overtime/Standby Pay		various		7,160	7,160	-	-		
TOTAL MAINTENANCE SALARIES/WAGES					81,130	3,870	-	-	
							</		

Operating Budget

Schedule of Nonroutine Expenditures

See back of page for Instructions and Public reporting burden statement

Name of Housing Authority TRAVERSE CITY HOUSING COMMISSION				Locality 150 PINE STREET TRAVERSE CITY, MI 49684		Fiscal Year End 06/30/17				
Extraordinary Maintenance and Building Improvements(Excluding Equipment Additions)							Equipment Requirements			
Work Project Number	Description of Work Project	Housing Project Number	Total Estimated Cost	Percent Complete Current Budget Year End	Requested Budget Year		Requested Budget			
					Estimated Expenditure in Year	Percent Complete Year End	No. of Items	Item Cost	Estimated Expenditure in Year	
	<u>EXTRAORDINARY MAINTENANCE</u>			100%			<u>FURNITURE AND EQUIPMENT</u> <u>ADMINISTRATIVE</u>	-	-	-
	TOTAL EXTRAORDINARY MAINT.		-		-		TOTAL ADMINISTRATIVE EQUIP	-	-	-
	<u>BUILDING/SITE IMPROVEMENTS</u>						<u>FURNITURE AND EQUIPMENT</u> <u>DWELLINGS</u>			
	Misc		25,000	100%	25,000		Misc		-	-
	TOTAL BUILDING IMPROVEMENTS		25,000		25,000		TOTAL DWELLING EQUIP	-	-	-

Operating Budget

Schedule of Administrative Expenses

Other than Salaries

Name of Housing Authority 150 PINE STREET			Locality 150 PINE STREET TRAVERSE CITY, MI 49684			Fiscal Year End 06/30/17	
FDS Line #	Acct #	Description	Total	Low Rent Public Housing			Section 8
91200	4171	Auditing Fees	6,000	3,000	-	-	3,000
91400	4190.6	Advertising & Marketing	1,500	1,500	-	-	-
91600	Office Expenses						
	4140	Staff Training	5,710	4,000	-	-	1,710
	4185	Telephone, Fax, Electronic Communications	9,800	6,600	-	-	3,200
	4190.1	Publications	1,500	1,000	-	-	500
	4190.2	Membership Dues and Fees (list organization and amount)	2,000	1,000	-	-	1,000
	4190.3	Administrative Services Contracts (list and provide justification)	35,300	25,300	-	-	10,000
	4190.4	Forms, Stationary and Office Supplies	7,400	5,200	-	-	2,200
	4190.5	Other Sundry Expense (provide breakdown)	10,500	7,000	-	-	3,500
	4190.7	Collection Agent Fees and Court Costs	-	-	-	-	-
91600	Total	Office Expenses	72,210	50,100	-	-	22,110
91700	4140	Legal Expenses	9,350	6,500	-	-	2,850
91800	4150	Travel	6,290	4,400	-	-	1,890
91900	4170	Other (Accounting Fees)	16,000	7,500	-	-	8,500
		TOTAL ADMINISTRATIVE EXPENSES OTHER THAN SALARIES	111,350	73,000	-	-	38,350

Justification / Breakdown:

Membership Dues & Fees:

Traverse City Area COC
MHDA

PHADA
CEDAM

Administrative Service Contracts:

Copier
IT
HDS
Architect \$16,510
Nan McKay

Other Sundry :

Postage
Credit Checks
Misc.

Accounting Fees:

HAAS, Inc

Operating Budget**Summary of Budget Data And Justifications**

Name of Housing Authority TRAVERSE CITY HOUSING COMMISSION	Locality 150 PINE STREET TRAVERSE CITY, MI 49684	Fiscal Year Ending 06/30/17
---	--	--------------------------------

Operating Receipts**Dwelling Rental**

136 Units Available	PUM	266.15
	x Change Factor	100%
135 Avg Units Occupied as of: 2/29/2016		266.15
	x Occupancy %	99%
35,930 Avg Rent Roll		263.49
	x UMA	1632
266.15 Avg Monthly Dwelling Rent Per Unit	Dwelling Rental	430,010

Excess Utilities

Utility Services Surcharged:	<input type="checkbox"/> Electricity	<input type="checkbox"/> Other Specify _____
Comments:		
	1,000 Freezer, dishwasher and A/C charges	

Interest on General Fund Investments

Estimated Investment Income	2,700
-----------------------------	-------

Other Revenue

Late Fees, Move out charges, Cable, Misc.	5,000	Acct 3690
Laundry, Pop, Rooftop Utilities, Misc Inco	28,000	Acct 3690.1
Tenant Cable TV	26,080	Acct 3690.2
Non Dwelling Rent	51,500	Acct 3190
Total	110,580	
Comments:		

Operating Expenditures**Utilities**

Water	16,500
Electricity	150,000
Gas	15,500
Total	182,000

Ordinary Maintenance & Operation-Materials

Estimated Materials	20,200
---------------------	--------

Operating Budget

Summary of Budget Data And Justifications

Name of Housing Authority TRAVERSE CITY HOUSING COMMISSION	Locality 150 PINE STREET TRAVERSE CITY, MI 49684	Fiscal Year Ending 06/30/17
---	--	--------------------------------

Operating Expenditures**Ordinary Maintenance & Operation-Contract Costs**

Acct	Description	
4430.02	Heating and Cooling	5,000
4430.03	Snow Removal	4,000
4430.04	Elevator	8,500
4430.05	Landscape & Grounds	5,000
4430.06	Unit Turnaround	10,000
4430.07	Electrical	2,000
4430.08	Plumbing	1,500
4430.09	Exterminating	3,500
4430.10	Janitorial	3,000
4430.11	Routine	8,000
4430.12	Misc. Contracts	9,200
4431	Garbage	5,800
		<u>65,500</u>

Insurance

Property/Liability-Bus Owners	25,690
Workers Comp	4,250
Bonds-POB & Surety	660
	<u>30,600</u>

Employee Benefit Contributions

	Total	Admin	Maint	S/8 Vouchers	S/8 FSS
Fica	24,110	10,640	6,210	2,900	4,360
Retirement-7%	19,540	8,740	4,550	2,430	3,820
Health & Life Insurance	81,380	34,310	26,280	11,570	9,220
Vision/Dental Insurance	4,840	1,860	1,730	600	650
		<u>55,550</u>	<u>38,770</u>	<u>17,500</u>	<u>18,050</u>
Compensated Absences Estimate	1,500	<u>500</u>	<u>500</u>	<u>250</u>	<u>250</u>

Collection Losses

Estimated Adjustment to Allowance for Doubtful Accts	<u>-</u>
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Tenant Services/ Other General

Tenant Services	8,575	Acct 4220
Tenant Contracts-Cable TV	37,460	Acct 4230
	<u>46,035</u>	Total
Other General Expenses	<u>500</u>	Acct 4590

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB Approval No. 2577-0026
(exp 04/30/16)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: TRAVERSE CITY HOUSING COMMISSION PHA Code: MI080
PHA Fiscal Year Beginning: 7/1/2016 Board Resolution Number: 2016-

Acting on behalf of the Board of commissioners of the above-named PHA as its Chairman, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	Date
X Operating Budget approved by Board resolution on:	<u>6/24/2016</u>
Operating Budget submitted to HUD, if applicable, on:	<u></u>
Operating Budget revision approved by Board resolution on:	<u></u>
Operating Budget revision submitted to HUD, if applicable, on:	<u></u>

I certify on behalf of the above-named PHA that:

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(I)

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature	Date
<u></u>	<u></u>	<u></u>



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

June 6, 2016 HUD's PHAS Score Report

June 8, 2016 PILOT Workshop Materials



U.S. Department of Housing and Urban
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 06/03/2016

PHA Code:	MI080
PHA Name:	Traverse City Housing Commission
Fiscal Year End:	06/30/2015

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	23	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	Small PHA Deregulation	
Published 06/03/2016	Initial published	12/04/2015

Financial Score Details	Score	Maximum Score
Audited/A-133		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	99.28	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

Understanding PILOTS:

What Local Governments Should Know about Payments in Lieu of Taxes

Agenda

June 8, 2016

9:00

Welcome and Introductions

Moderator: Tony Lentych, Executive Director, Traverse City Housing Commission

- Why are we hosting this event?
- Establishment of outcomes
- Housing Solutions Network – Introduction

9:15

What is a PILOT?

Speaker: Ted Rozeboom, Attorney, Loomis Law Firm, Lansing, Michigan

Speaker: Tom Edmiston, Senior Vice President, Cinnaire, Lansing, Michigan

- Why do it? Financial incentives and project viability
- How it works (case study)
- Connections to other programs/initiatives (i.e. LIHTC)

10:00

Existing and Proposed PILOT Alternatives

Speaker: Ted Rozeboom, Attorney, Loomis Law Firm, Lansing, Michigan

Speaker: Tom Edmiston, Senior Vice President, Cinnaire, Lansing, Michigan

- Municipal Service Agreements

10:15

Local Government Perspective

Speaker: Chuck Korn, Supervisor, Garfield Township, Michigan

- Why say yes? Why say no?
- Explaining PILOTS to taxpayers

10:45

Questions & Answers

Moderator: Tony Lentych, Executive Director, Traverse City Housing Commission

- A Future for PILOTS
- General PILOT Policy Issues

Understanding PILOTs:

What Local Governments Should Know about Payments in Lieu of Taxes

Syllabus/Topics

After today's conversation, we want you to leave with a greater understanding of how Payments in Lieu of Taxes (PILOTs) work, why they are needed, and how they are negotiated. The purpose for today was to answer the following questions: A developer arrives in your community and requests a PILOT for a proposed project, what do you do? What can you do?

To that end, we want to cover the following:

- Understanding the need for the development or preservation of Affordable Housing / Supportive Housing / Workforce Housing / Low-Income Housing.
- How can communities measure and articulate its goals regarding its own need for (and willingness to support) housing that serves:
 1. Our Service Sector Workers (including young adults, single parents, & seniors).
 2. Our Lower-Income Families with school-aged children.
 3. Our seniors (those with limited fixed incomes and wealthy retirees).
 4. Our neighbors with special needs (various disabilities or problems).
- What exactly is the process for a developer to be awarded Housing Tax Credits?
 1. What are "4% Credits"? Answer: MSHDA tax exempt bond financing.
 2. What are "9% Credits"? Answer: A highly competitive program administered by MSHDA with only 1 in 4 projects receiving an award.
- How does your community currently view PILOTs? And what would change that view?
 1. Is it viewed as an opportunity to meet a goal of inclusivity & providing housing choices for a broad spectrum of the population?
 2. Is it viewed as a loss of potential tax revenue?
 3. Other?
- Review a Case Study of an actual project: Carson Square Apartments (Open 2016)
Why the PILOT was needed and how was it negotiated?
- What are the other possible forms of community control over proposed developments?
 1. "Use by Right" zoning? Are any variances being requested by developer?
 2. Tax Relief (Other forms of tax relief and general tax abatement)
- Your Market: If there is an unmet housing need in your community, why won't the market just take care of itself? Does this analysis change over time?

- Why do our communities need to approve this “tax relief” prior to any other underwriting of the project by its financial partners? Even before MSHDA approves Low Income Housing Tax Credits? Answer: Projects need to be “ready to proceed” & “demonstrate community support” So what does those terms mean exactly?
- How can we determine if our goals will really be met by the housing projects being proposed?
- How do we determine what is needed in our community? Or what is desired?
- The project financing is very complicated. Local officials need assurance the PILOT is actually needed and that the developer is not just profiting from the reduced property taxes. Who can provide the assurance needed?
- What are possible points for negotiation between the municipality & developer?
- Are there examples of communities around Michigan that have pre-established, pro-active systems in place to analyze and approve PILOTs? How much flexibility do you have with your own policies and ordinances versus MSHDA program rules?
- PUBLIC POLICY: Are PILOTs a larger burden on smaller municipalities? Are they operating in a way that makes sense in rural communities? What can “we” do to make this concept work better for everyone?

Other: _____

A Note of “Thanks” from the Housing Solutions Network...

To Sarah Lucas and her team at Networks Northwest for their coordination, sponsorship, and general all around hustle to make today event happen!

To Cecil McNally and Sakura Raftery of Goodwill Industries of Northern Michigan for allowing us to “dissect” their Carson Square Apartments project! *Congratulations on its successful opening!*

To the Michigan Housing Council of Lansing, Michigan for making this event possible with a generous donation. MHC is one of this country’s oldest and largest organizations dedicated to the production, preservation, rehabilitation, and management of affordable housing.

Understanding PILOTs:

What Local Governments Should Know about Payments in Lieu of Taxes

This event was created and presented by the Housing Solutions Network.

Housing Solutions Network: Who Are We?

The **Housing Solutions Network** seeks to aid in development of a diverse mix of regional housing choices with affordable options that fit in with the small town character of the countryside, neighborhoods, villages, and cities of our region.

We do this by:

- Educating
- Collaborating
- Developing resources

Our informal network group is made up of representatives from nonprofit housing organizations, funders, lending institutions, real estate, local government, and other housing stakeholders from Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford counties. We work collaboratively to raise and leverage funding, provide educational resources, and build awareness of housing issues.

Housing Solutions Network: 2016 Mission Statement

The **Housing Solutions Network** develops and provides relevant data and information needed for our region's stakeholders to understand the complexities of housing development and the housing needs of our community. The Network will build upon past successes in establishing a foundation of credible knowledge to preserve housing choice and grow housing opportunity in the ten-county region of Northwest Michigan.

We meet on the second Wednesday of every other month at the offices of Networks Northwest. For more information, please contact:

Tony Lentych, Chair

Traverse City Housing Commission, Executive Director
150 Pine Street, Traverse City, Michigan 49684
231-922-4915 (ext. 203) or tlentych@tcpha.net (e-mail)

Sarah Lucas, Coordinator

Networks Northwest, Regional Planning Department Manager
PO Box 506, Traverse City, Michigan 49685-0506
231-929-5034 (direct) or sarahlucas@networksnorthwest.org (e-mail)

TED S. ROZEBOOM**LOOMIS LAW FIRM, LANSING, MICHIGAN**

With an extensive knowledge of housing finance with an emphasis on low income housing tax credits, Ted S. Rozeboom brings experience in state and federal government to the Loomis Law Firm. His practice handles affordable housing developments, historic preservation, federal and state historic tax credits, community development and real estate tax exemption. Mr. Rozeboom has been a frequent speaker to various trade associations on affordable housing, community development and tax credit issues. A graduate of George Mason University School of Law, Mr. Rozeboom spent more than 20 years with various state and federal agencies and committees including the Michigan State Housing Development Authority and the U. S. Senate Committee on Banking, Housing and Urban Affairs. Mr. Rozeboom joined the Loomis Law Firm in 2006 and became a shareholder in 2008. Contact Information: tsrozeboom@loomislaw.com

TOM EDMISTON**CINNAIRE, LANSING MICHIGAN**

Tom Edmiston currently serves as the Senior Vice President for Business Development at Cinnaire (formerly known as the Great Lakes Capital Fund). He previously served as COO and then as Regional President after joining the organization in 2002. He currently oversees various tax credit investment programs (Low Income Housing Tax Credits, New Markets Tax Credits, and Historic Tax Credits). He works with developers in Michigan to align Cinnaire's technical and financial resources with their projects. He serves on the board of several nonprofit organizations including: Develop Michigan, Inc., CEDAM, Rural Partners of Michigan, and REO Town Commercial Association. Prior to joining Cinnaire, Tom directed the Michigan LISC program for 14 years, providing training, technical and financial assistance to nonprofit Community Development Corporations (CDCs) across the State. Prior to his work in Michigan, he served for 11 years as the urban director for the Design Center at the University of Colorado-Denver, providing technical assistance to community groups, CDCs and neighborhood business associations in Denver's distressed inner city neighborhoods. Mr. Edmiston holds a Bachelor of Landscape Architecture degree from Michigan State University (1976) and certificates from: the Development Training Institute (DTI), Denver Leadership Forum, and Outward Bound (Colorado). Contact Information: TEdmiston@cinnaire.com

CHUCK KORN**SUPERVISOR, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY**

Chuck Korn has been a part of Northern Michigan his entire life. He is a graduate of Boyne City High School, Northwestern Michigan College and Central Michigan University. After a lengthy career in the food and beverage industry and in commission sales, he was elected as Supervisor of Garfield Township in 2008. Additionally, he has served this region by being a member of the Traverse Bay Area Economic Development Corporation and has chaired the following organizations and boards: Garfield Board of Trustees, Grand Traverse Metro Emergency Services, Grand Traverse County Brownfield Redevelopment, Board of Public Works, Michigan Townships Association Local Chapter, and the Northern Nexus Economic Prosperity Hub. Much of his success has been earned through the development of local partnerships across this region. He maintains close ties with other local townships, Grand Traverse County, the City of Traverse City, The Conservancy, the Conservation District, as well as TART, Goodwill, and many other nonprofits.

Understanding PILOTs:

What Local Governments Should Know about
Payments in Lieu of Taxes

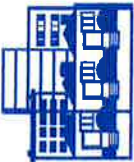
June 8, 2016
Traverse City, Michigan



Thank you to our Sponsor:

Michigan Housing Council

Lansing, Michigan



Carson Square Apartments

PILOT Analysis & Estimated Economic Benefits

Why a PILOT IS Needed

Example based on Carson Square with **NO PILOT**

EXAMPLE - WHY A PILOT IS NEEDED					
Carson Square if PILOT was NOT approved		Per Unit		36 Units	
		Per Mo.	Per Year	Per Year	Per Year
Allowable Avg. Rent		\$ 645	\$ 7,735		\$264,553
Less Vacancy @ 5%		\$ (32)	\$ (387)		\$ (13,924)
Minus Operating Costs (including common area utilities)		\$ (372)	\$ (4,466)		\$ (160,773)
Minus Loan Payment on \$800K mortgage (\$22,222/unit)		\$ (142)	\$ (1,700)		\$ (61,217)
Minus Actual Property Taxes Imposed by Assessor		\$ (86)	\$ (1,150)		\$ (41,400)
Cash Flow (negative)		\$ (30)	\$ (354)		\$ (12,761)



Example of PILOT Calculation

36 units - 4% PILOT

4% PILOT Calculation for 36 Unit Development			
	Per Unit Per Mo.	Per Unit Per Year	36 Units Per Year
Gross Potential Rent	\$ 645	\$ 7,735	\$264,553
Less Vacancy @ 5%	\$ (92)	\$ (387)	\$ (13,924)
Less Utilities Paid by Development			
Electricity	\$ (14)	\$ (167)	\$ (6,000)
Water & Sewer	\$ (99)	\$ (472)	\$ (17,000)
Heating Fuel	\$ (8)	\$ (100)	\$ (3,600)
Adjusted Rental Income	\$ 519	\$ 6,223	\$ 224,029
PILOT Payment @ 4% rate	\$ 21	\$ 249	\$ 8,961
Municipal Services Agreement w/Township			
	\$ 17	\$ 208	\$ 7,500



Why A PILOT Is Needed

Same 36 Unit Development – With a 4% PILOT

EXAMPLE – WHY A PILOT IS NEEDED			
4% PILOT MAKES DEVELOPMENT FEASIBLE			
	Per Unit Per Mo.	Per Unit Per Year	36 Units Per Year
Rents	\$ 645	\$ 7,735	\$264,553
Less Vacancy @ 5%	\$ (32)	\$ (387)	\$ (13,924)
Minus Operating Costs (including common area utilities)	\$ (372)	\$ (4,466)	\$ (160,773)
Minus Loan Payment	\$ (142)	\$ (1,700)	\$ (61,217)
Minus 4% PILOT Payment + Municipal Services Agreement	\$ (38)	\$ (457)	\$ (16,461)
Cash Flow - Positive	\$ 28	\$ 338	\$ 12,178



Economic Impact of 36 New Apartment Homes in MI

Source: www.WeAreApartments.org



TOTAL ECONOMIC IMPACT

- The combined direct and indirect contribution of apartment construction, operations and resident spending to the state economy.

\$7,952,232

TOTAL JOBS SUPPORTED

- The total number of direct and indirect jobs supported by apartment construction, operations and resident spending within the state economy.

77

Apartment Residents

Spending Power

\$436,671

Direct Jobs Supported

4

Total Economic Contribution

\$849,412

Total Jobs Supported

10

Apartment Operations

Operations Dollars Spent	\$122,566
Direct On-site Jobs	1
Total Economic Contribution	\$248,262
Total Jobs Supported	2

Apartment Construction

Construction Dollars Spent	\$3,161,405
Direct Jobs	19
Total Economic Contribution	\$6,854,558
Total Jobs Supported	65

Economic Impact Summary

Carson Square – Differential between ad valorem taxes & (PILOT + MSA):

- \$41,400/yr (ad valorem) minus \$16,461/yr (PILOT + MSA) = \$24,939/yr differential
- Annual inflator: 2%
- Over 35 years: ~\$1.5M of "foregone" tax revenue if the site is developed with rent-restricted, affordable housing (supported by a PILOT)... as opposed to market rate housing with full, ad valorem taxes

TOTAL ECONOMIC IMPACT (FROM PREVIOUS SLIDES): \$7,952,232

(from a 36 unit apartment development based upon research provided by www.MiApartmentists.org)

Bottom Line: Despite the 35 year differential between ad valorem taxes and the PILOT payment, there is still a significant economic benefit when vacant land is developed. By offering a PILOT, the community can support quality housing opportunities for lower income residents and populations with special needs.

Next Steps?

- MSHDA will review your policy and provide feedback!
- They may need 30 days to review...
- They cannot provide legal advice but will make sure you are on track!

CLARENCE L. STONE, JR., Director, Legal Affairs Division
Michigan State Housing Development Authority (MSHDA)
stonec@michigan.gov
517-373-8295

STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (EXCERPT)

Act 346 of 1966

125.1415a Exemption of housing project from taxes; filing certified notification of exemption with local assessing authority; annual service charge; amount; duration of exemption; distribution of payments for public services; exceptions; payment of service charge equal to full amount of taxes; reduced housing charges; "low income persons and families" defined; rules; reimbursement prohibited.

Sec. 15a. (1) If a housing project owned by a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, mobile home park corporation, or mobile home park association is financed with a federally-aided or authority-aided mortgage or advance or grant from the authority, then, except as provided in this section, the housing project is exempt from all ad valorem property taxes imposed by this state or by any political subdivision, public body, or taxing district in which the project is located. The owner of a housing project eligible for the exemption shall file with the local assessing officer a notification of the exemption, which shall be in an affidavit form as provided by the authority. The completed affidavit form first shall be submitted to the authority for certification by the authority that the project is eligible for the exemption. The owner then shall file the certified notification of the exemption with the local assessing officer before November 1 of the year preceding the tax year in which the exemption is to begin.

(2) The owner of a housing project exempt from taxation under this section shall pay to the municipality in which the project is located an annual service charge for public services in lieu of all taxes. Subject to subsection (6), the amount to be paid as a service charge in lieu of taxes shall be for new construction projects the greater of, and for rehabilitation projects the lesser of, the tax on the property on which the project is located for the tax year before the date when construction or rehabilitation of the project was commenced or 10% of the annual shelter rents obtained from the project. A municipality, by ordinance, may establish or change, by any amount it chooses, the service charge to be paid in lieu of taxes by all or any class of housing projects exempt from taxation under this act. However, the service charge shall not exceed the taxes that would be paid but for this act.

(3) The exemption from taxation granted by this section shall remain in effect for as long as the federally-aided or authority-aided mortgage or advance or grant from the authority is outstanding, but not more than 50 years. The municipality may establish by ordinance a different period of time for the exemption to remain in effect.

(4) Except as otherwise provided in this subsection, any payments for public services received by a municipality in lieu of taxes under this section shall be distributed by the municipality to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. For payments in lieu of taxes collected after June 30, 1994, the distribution to the several units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for those purposes in 1993 minus the number of mills levied under the state education tax act, Act No. 331 of the Public Acts of 1993, being sections 211.901 to 211.906 of the Michigan Compiled Laws, for the year for which the distribution is calculated. For tax years after 1993, the amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection shall not be distributed to the local school district but instead shall be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(5) Notwithstanding subsection (1), a municipality may provide by ordinance that the tax exemption established in subsection (1) shall not apply to all or any class of housing projects within its boundaries to which subsection (1) applies. If the municipality makes that provision, the tax exemption established in subsection (1) shall not apply to the class of housing projects designated in the ordinance. If the ordinance so provides, the ordinance shall be effective with respect to housing projects for which an exemption has already been granted on December 31 of the year in which the ordinance is adopted, but not before. A municipality that has adopted an ordinance described in this subsection may repeal that ordinance, and the repeal shall become effective on the date designated in the repealing ordinance.

(6) Notwithstanding subsection (2), the service charge to be paid each year in lieu of taxes for that part of a housing project that is tax exempt under subsection (1) and that is occupied by other than low income persons or families shall be equal to the full amount of the taxes that would be paid on that portion of the project if the project were not tax exempt. The benefits of any tax exemption granted under this section shall be allocated by the owner of the housing project exclusively to low income persons or families in the form of reduced housing charges.