



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE ANNUAL MEETING
Friday, June 23, 2017 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

TABLE OF CONTENTS

June 23, 2017 Regular Meeting Agenda.....	5
May 31, 2017 Regular Meeting Minutes	8
Schedule of Disbursements for May 2017 for Public Housing	11
Schedule of Disbursements for May 2017 for HCV Section 8 Programs	14
Invoices for June 2017	17
Financial Statements for May 2017.....	22
June 19, 2017 Executive Committee Meeting Minutes	30
June 15, 2017 Governance Committee Meeting Minutes	31
Update on Ad Hoc Committee on Hostile Environment Harassment/Bullying	33
Executive Director’s Report for June 2017	35
Family Self-Sufficiency (FSS) Program Report for June 2017	38
Resident Council Report for June 2017	39
2017 Consolidated Budget	50
TCHC Policy Review Schedule.....	53
Memorandum on Update to Smoke-Free Policy	55
Memorandum on Annual Meeting and Election of Officers	59
Resolution on Adoption of TCHC By-Law Changes	60
Resolution to Adopt FY 2018 HUD Budget	66
Resolution on Property Disposition	80

Table of Contents Continued

Resolution on Doubtful Accounts/Bad Debts 82

Resolution to Adopt HUD Income Limits 84

Resolution to Adopt TCHC Attendance Policy 86

Resolution to Honor Commissioner Rick Michael 89

Memorandum on Closed Session 91

June 16, 2017 Letter from TCHC Attorney Dan White 93

Request for Bids Documentation: Auditor 94

June 9, 2017 Record Eagle Obituary for Richard Michael 97

June 21, 2017 Memorandum from Michelle St. Amant 99

June 23, 2017 Memorandum from Priscilla Townsend 103



Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

June 23, 2017



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT AN ANNUAL MEETING
ON FRIDAY, JUNE 23, 2017 AT 8:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE
150 Pine Street, Traverse City, Michigan, 49684
(231) 922-4915

POSTED: JUNE 21, 2017

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

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

AGENDA

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

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

- A. *Consideration of Approval of May 31, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for May 2017 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for June 2017 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for May 2017 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive Committee Meetings: June 19, 2017
- B. Governance Committee Meeting: June 15, 2017
- C. Ad Hoc Committee on Hostile Environment Harassment/Bullying: June 13, 2017

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2017 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Review
- C. Executive Director Annual Review: Update
- D. "Shared Drive" Request from City: Update
- E. TCHC Human Resources Policy & Procedures Manual: Update
- F. TCHC Smoke Free Policy: Update
- G. Engineering Services: Update
- H. RTRC Memorandum of Understanding: Update

VIII NEW BUSINESS

- A. TCHC Annual Meeting: Election of Officers
- B. TCHC By-Law Review: Action Required
- C. FY 2018 HUD Budget: Action Required
- D. Disposition of Property: Action Required
- E. Bad Debt: Action Required
- F. HUD Income Limits: Action Required
- G. Attendance Policy: Action Required
- H. Resolution Honoring Richard Michael: Action Required
- I. Closed Session with TCHC Attorney, Dan White of White & Wojda

IX CORRESPONDENCE

- A. June 16, 2017 Letter from TCHC Attorney Dan White
- B. Request for Bids: Auditor
- C. Record Eagle June 9, 2017 Obituary for Richard Michael

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, August 25, 2017 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

May 31, 2017 Regular Meeting Minutes

Schedule of Disbursements for May 2017 for Public Housing

Schedule of Disbursements for May 2017 for HCV Section 8 Programs

Invoices for June 2017

Financial Statements for May 2017

DRAFT Meeting Minutes of the Traverse City Housing Commission May 31, 2017

A Regular Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 4:01 P.M.

I ROLL CALL

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

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

Residents: Norma Loper, Priscilla Townsend, Deb Scheer, Betty Osborne, Patty Szabo, Sue Albee, Jeff Turner, Ed Harrigan, Laura Cole, David DeMerchant, Samir Moubarak, Jane Zimmerman, Harold Cooper, and Ellen Corcoran.

Invited Guest: Paul Olson, Municipal Underwriters of West Michigan, Inc.

Other: Four (4) local high school students.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

General comments: Norma Loper, Ellen Corcoran, Priscilla Townsend, Betty Osborne, Ed Harrigan.

IV CONSENT AGENDA

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

The Consent Agenda was as follows:

- A. Meeting Minutes of the April 28, 2017 Regular Commission Meeting.
- B. Meeting Minutes of the April 26, 2017 Special Commission Meeting.
- C. Schedule of Disbursements for April 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- D. Payment of Invoices for May 2017.
- E. Financial Statements for April 2017.

V COMMITTEE REPORTS

- A. The meeting minutes from the May 15, 2017 Executive Committee meeting were presented. There was a brief discussion.
- B. The meeting minutes from the May 18, 2017 Governance Committee meeting were presented. Staff provided a brief review.
- C. Commissioner Serratelli reviewed the work to date of the Ad Hoc Committee on Hostile Environment Harassment/Bullying Meetings. The meeting minutes from the two meeting

(May 12 & May 26, 2017) were presented and discussed. The Committee will attempt to develop a draft policy for the June regular meeting.

VI STAFF AND PROGRAM REPORTS

- A. Staff presented the Executive Director’s Report and made some brief comments. Staff invited Commissioner St. Amant to offer a report on the NAHRO conference in Detroit. There were no comments.
- B. Staff presented the Family Self-Sufficiency Report. There were no comments.
- C. The May 2017 Resident Council Report was presented. There were no comments.

VII OLD BUSINESS

- A. The 2017 Consolidated Budget was presented and reviewed. Everything is still on target.
- B. TCHC Policy Review Schedule was presented. There was a brief discussion on priorities.
- C. Commissioners are working on convening the second meeting for the Executive Director’s Annual Review.
- D. Staff reported that there has been no activity or discussion related to the “Shared Drive” request since our last meeting.
- E. The TCHC Human Resources Policy & Procedure Manual is still under review. A presentation was made on a Payment in Lieu of Benefits policy. The Commission took no action and instead requested a study session of the TCHC that will be held in July to discuss this policy.
- F. Staff updated the Commission on progress toward the full implementation of a smoke-free facilities policy.
- G. Staff reported that our Architect of Record, Alliance Architects, is willing to contract out the necessary engineering services we need. The first task, a property survey, is scheduled to be completed before the end of July.
- H. There is no update from our attorney or from any Commissioners regarding the RTRC MOU at this time.

VIII NEW BUSINESS

- A. Invited guest, Paul Olson of Municipal Underwriters of West Michigan, Inc. presented and discussed the insurance quote his company offered to TCHC. He will follow up with Commissioner Michael’s question on risks after the meeting.
- B. After a presentation by staff, Commissioner Smits moved (Serratelli support) the Resolution for the Adoption of the HUD CFP Annual Plan and to submit the plan to HUD.

Roll call

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

The resolution was unanimously adopted.

- C. The first reading of the proposed changes and updates to the TCHC By-law were presented and discussed. The Commission will defer to the Attorney regarding the ability to vote via electronic means.

D. The Annual Meeting of the TCHC will be held on June 23, 2017 at 8:00 AM at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City, Michigan. The election of officers for FY 2018 must be held at this meeting.

IX CORRESPONDENCE

Two items of correspondence were presented and accepted.

X PUBLIC COMMENT

General comments: Priscilla Townsend, Betty Osborne, Norma Loper, and Ellen Corcoran.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

The meeting was adjourned by President Haas at 5:31 P.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report

Chemical Bank
 From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	DEP			10,060.00	39,989.81
05/02/2017	EFT	T Mobile		2,266.00	42,255.81
05/04/2017	DEP			16,924.50	59,180.31
05/05/2017	DEP			6,762.92	65,943.23
05/08/2017	037142	City Of Traverse City	90.70		65,852.53
05/08/2017	037143	DTE ENERGY	20.30		65,832.23
05/08/2017	037144	David Gourlay	46.71		65,785.52
05/08/2017	037145	Twin Bay Glass Inc.	167.70		65,617.82
05/08/2017	037146	Priority Health	5,166.28		60,451.54
05/08/2017	037147	Grand Traverse County	46.17		60,405.37
05/08/2017	037148	Total Attention	2,675.00		57,730.37
05/08/2017	037149	Barton Carroll's Inc	108.78		57,621.59
05/08/2017	037150	Spectrum Business	3,363.57		54,258.02
05/08/2017	037151	McCardel Water Conditioning	47.00		54,211.02
05/08/2017	037152	City Of Traverse City	426.84		53,784.18
05/08/2017	037153	Anthony Lentych	213.44		53,570.74
05/08/2017	037154	Verizon Wireless	87.76		53,482.98
05/08/2017	037155	Engineered Protection Systems Inc	123.54		53,359.44
05/08/2017	037156	A T & T	210.44		53,149.00
05/08/2017	037157	Charles Edwards	172.80		52,976.20
05/08/2017	037158	Housing Authority Accounting	1,099.41		51,876.79
05/08/2017	037159	Safety Net	619.00		51,257.79
05/08/2017	037160	FERGUSON'S LAWN EQUIPMENT	30.00		51,227.79
05/08/2017	037161	Traverse City Record Eagle	95.42		51,132.37
05/08/2017	037162	Grand Traverse County	483.00		50,649.37
05/08/2017	037163	Great Lakes Business Systems, Inc.	205.64		50,443.73
05/08/2017	037164	Save Carpet USA	7,326.00		43,117.73
05/08/2017	037165	DTE ENERGY	1,077.03		42,040.70
05/08/2017	037166	NAHRO	850.00		41,190.70
05/08/2017	037167	Sherwin Williams Co.	60.88		41,129.82
05/08/2017	037168	Ace Hardware	76.33		41,053.49
05/08/2017	037169	Home Depot Credit Services	149.35		40,904.14
05/08/2017	037170	SAM'S CLUB	387.67		40,516.47
05/08/2017	037171	Kendall Electric Inc	143.96		40,372.51
05/08/2017	037172	Environmental Pest Control	270.00		40,102.51
05/08/2017	037173	Cardmember Service	1,817.86		38,284.65
05/08/2017	037174	Angela N. Szabo	375.49		37,909.16
05/09/2017	ADJST	Alisa Kroupa	935.88		36,973.28
05/09/2017	ADJST	Anthony Lentych	2,351.39		34,621.89 ¹¹
05/09/2017	ADJST	Michelle Reardon	1,395.56		33,226.33

Traverse City Housing Commission
Check Register Summary Report

Chemical Bank
 From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/09/2017	ADJST	Angela N. Szabo	567.78		32,658.55
05/09/2017	ADJST	Joseph Battaglia	277.17		32,381.38
05/09/2017	ADJST	Charles Edwards	909.93		31,471.45
05/09/2017	ADJST	David Gourlay	1,048.04		30,423.41
05/09/2017	ADJST	Benjamin Weston	440.56		29,982.85
05/09/2017	EFT	Principal Life Insurance Co.	637.54		29,345.31
05/09/2017	DEP			23,073.74	52,419.05
05/10/2017	EFT	HUD		2,846.95	55,266.00
05/10/2017	EFT	HUD		17,976.00	73,242.00
05/10/2017	EFT	HUD		5,580.00	78,822.00
05/12/2017	EFT	IRS	2,609.53		76,212.47
05/16/2017	DEP			3,115.95	79,328.42
05/16/2017	DEP			556.95	79,885.37
05/18/2017	037175	CynergyComm.net,Inc	14.33		79,871.04
05/18/2017	037176	City of Traverse City	10,001.10		69,869.94
05/18/2017	037177	City of Traverse City	152.97		69,716.97
05/18/2017	037178	Housing Data Systems	145.00		69,571.97
05/18/2017	037179	Alliance Architects, Inc.	2,846.95		66,725.02
05/18/2017	037180	Guardian Medical Monitoring	14.95		66,710.07
05/18/2017	037181	AmRent	88.50		66,621.57
05/18/2017	037204	Traverse City Business News	35.00		66,586.57
05/18/2017	037205	The Trophy Trolley Inc.	71.00		66,515.57
05/18/2017	037206	Thomas P. Licavoli	2,740.00		63,775.57
05/18/2017	037207	SimplexGrinnell LP	2,064.25		61,711.32
05/18/2017	037208	Environmental Pest Control	270.00		61,441.32
05/18/2017	037209	Kuhn Rogers PLC	513.00		60,928.32
05/18/2017	037210	BLOXSOM ROOFING AND SIDING	95.00		60,833.32
05/18/2017	037211	A T & T	227.73		60,605.59
05/18/2017	037212	Custer	382.10		60,223.49
05/18/2017	037213	NAHRO	995.00		59,228.49
05/18/2017	037214	Aflac	119.28		59,109.21
05/18/2017	037215	Total Attention	4,536.72		54,572.49
05/18/2017	037216	Save Carpet USA	1,720.00		52,852.49
05/18/2017	037217	Safety Net	619.00		52,233.49
05/18/2017	037218	Republic Services #239	1,456.98		50,776.51
05/18/2017	037219	Lautner Irrigation	457.42		50,319.09
05/18/2017	037220	Grand Traverse County	46.17		50,272.92
05/18/2017	037221	Cardmember Service	3,281.06		46,991.86
05/18/2017	037222	Home Depot Credit Services	808.99		46,182.87
05/18/2017	037223	SAM'S CLUB	817.42		45,365.45

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/18/2017	037224	Staples Business Advantage	112.96		45,252.49
05/18/2017	037225	87th District Court	5.00		45,247.49
05/22/2017	EFT	State Of Michigan	851.89		44,395.60
05/23/2017	ADJST	Alisa Kroupa	1,222.54		43,173.06
05/23/2017	ADJST	Anthony Lentych	2,351.41		40,821.65
05/23/2017	ADJST	Michelle Reardon	1,395.56		39,426.09
05/23/2017	ADJST	Angela N. Szabo	779.79		38,646.30
05/23/2017	ADJST	Joseph Battaglia	277.16		38,369.14
05/23/2017	ADJST	Charles Edwards	924.85		37,444.29
05/23/2017	ADJST	David Gourlay	1,026.12		36,418.17
05/23/2017	ADJST	Benjamin Weston	629.88		35,788.29
05/23/2017	EFT	Principal Life Insurance Co.	661.88		35,126.41
05/26/2017	EFT	IRS	2,893.99		32,232.42
05/30/2017	DEP			8,200.05	40,432.47
05/31/2017	DEP			249.00	40,681.47
05/31/2017	DEP			198.00	40,879.47
05/31/2017	DEP			462.00	41,341.47
05/31/2017	ADJST	Chemical Bank		17.45	41,358.92
Total:			86,860.40	98,289.51	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	EFT	HUD		7,550.00	153,348.13
05/01/2017	EFT	HUD		84,227.00	237,575.13
05/01/2017	ADJST	PNC	69.35		237,505.78
05/01/2017	ADJST	PNC	69.35		237,436.43
05/01/2017	000194	Jeana Aiken	473.00		236,963.43
05/01/2017	000194	Dustin Ansonge	1,164.00		235,799.43
05/01/2017	000194	Ayers Investment Properties LLC	558.00		235,241.43
05/01/2017	000194	Brad Barnes	488.00		234,753.43
05/01/2017	000194	Bay Front Apartments	320.00		234,433.43
05/01/2017	000194	Bay Hill Housing LDHALP	2,806.00		231,627.43
05/01/2017	000194	Bay Hill II Apartments	5,073.00		226,554.43
05/01/2017	000194	Christopher Becker	725.00		225,829.43
05/01/2017	000194	Bellaire Senior Apartments	292.00		225,537.43
05/01/2017	000194	Brookside Commons LDHA, LP	1,944.00		223,593.43
05/01/2017	000194	Irma Jean Brownley	355.00		223,238.43
05/01/2017	000194	Rebecca Carmien	339.00		222,899.43
05/01/2017	000194	Carson Square	5,518.00		217,381.43
05/01/2017	000194	Central Lake Townhouses	401.00		216,980.43
05/01/2017	000194	Cherrywood Village Farms, Inc.	2,260.00		214,720.43
05/01/2017	000194	Douglas A. Chichester	600.00		214,120.43
05/01/2017	000194	Cycle-Paths LLC.	968.00		213,152.43
05/01/2017	000194	Cygnus Real Estate	1,137.00		212,015.43
05/01/2017	000194	Jack V. Dean	422.00		211,593.43
05/01/2017	000194	Eden Brook LLC	447.00		211,146.43
05/01/2017	000194	Shirley Farrell	834.00		210,312.43
05/01/2017	000194	Rent Leelanau, LLC	693.00		209,619.43
05/01/2017	000194	Lisa Forbes	527.00		209,092.43
05/01/2017	000194	Dale E. French	102.00		208,990.43
05/01/2017	000194	French Quarter Apts.	93.00		208,897.43
05/01/2017	000194	Michael Glowacki	640.00		208,257.43
05/01/2017	000194	David Grzesiek	394.00		207,863.43
05/01/2017	000194	Habitat for Humanity	33.00		207,830.43
05/01/2017	000194	Harbour Ridge Apts	1,343.00		206,487.43
05/01/2017	000194	Heartwood Enterprises	775.00		205,712.43
05/01/2017	000194	Hillview Terrace	547.00		205,165.43
05/01/2017	000194	Josh Hollister	411.00		204,754.43
05/01/2017	000194	HomeStretch	3,067.00		201,687.43
05/01/2017	000194	Caroline Hupp	199.00		201,488.43
05/01/2017	000194	Joseph and Marion Fasel	358.00		201,130.43 ¹⁴
05/01/2017	000194	Donna Kalchik	323.00		200,807.43

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/01/2017	000194	Bruce W. Korson	730.00		200,077.43
05/01/2017	000194	Lake Pointe Acquisitions LLC.	323.00		199,754.43
05/01/2017	000194	Sidney Lammers	372.00		199,382.43
05/01/2017	000194	John J. Lewis	762.00		198,620.43
05/01/2017	000194	Don E. Lint	459.00		198,161.43
05/01/2017	000194	Juan Maldonado	314.00		197,847.43
05/01/2017	000194	McLain Management	243.00		197,604.43
05/01/2017	000194	Oak Park Apts	1,555.00		196,049.43
05/01/2017	000194	Oak Terrace Apts	763.00		195,286.43
05/01/2017	000194	Gerald Oliver Revocable Trust	919.00		194,367.43
05/01/2017	000194	P Avium Associates, Inc.	558.00		193,809.43
05/01/2017	000194	Daniel G. Pohlman	1,463.00		192,346.43
05/01/2017	000194	Douglas L. Porter	438.00		191,908.43
05/01/2017	000194	Phillip Putney	1,033.00		190,875.43
05/01/2017	000194	Adele M. Reiter	934.00		189,941.43
05/01/2017	000194	Timothy Rice	493.00		189,448.43
05/01/2017	000194	Singkhan Sina Riddell	389.00		189,059.43
05/01/2017	000194	Sabin Pond Apartments LLC	800.00		188,259.43
05/01/2017	000194	John Sarya	600.00		187,659.43
05/01/2017	000194	Eldon Schaub	388.00		187,271.43
05/01/2017	000194	Gerald Sieggreen	693.00		186,578.43
05/01/2017	000194	SILVER SHORES MHC	321.00		186,257.43
05/01/2017	000194	Douglas & Julia Slack	327.00		185,930.43
05/01/2017	000194	22955 Investments LLC	3,074.00		182,856.43
05/01/2017	000194	Carl Sumner	508.00		182,348.43
05/01/2017	000194	Traverse City Property Management	353.00		181,995.43
05/01/2017	000194	TCR Investments, LLC	508.00		181,487.43
05/01/2017	000194	Wendy Teagan	449.00		181,038.43
05/01/2017	000194	TEAMCO PROPERTIES	653.00		180,385.43
05/01/2017	000194	TOS Holdings, LLC	744.00		179,641.43
05/01/2017	000194	Tradewinds Terrace Apts	253.00		179,388.43
05/01/2017	000194	Village Glen Apartments	7,820.00		171,568.43
05/01/2017	000194	Village View Housing LHDA LP	369.00		171,199.43
05/01/2017	000194	Woda Boardman Lake LDHA.LP	4,396.00		166,803.43
05/01/2017	000194	Woodmere Ridge Apartments LDHA	5,414.00		161,389.43
05/01/2017	000194	Theodore V. Zachman	774.00		160,615.43
05/01/2017	000194	Ann Zenner	497.00		160,118.43
05/01/2017	000194	Barb Zupin	1,176.00		158,942.43
05/04/2017	DEP			100.00	159,042.43
05/04/2017	000195	Robert J. Mork	1,137.00		157,905.43

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 05/01/2017 To: 05/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
05/08/2017	022981	Blarney Castle Oil Co.	124.60		157,780.83
05/08/2017	022982	Cherryland Electric Cooperative	95.40		157,685.43
05/08/2017	022983	City Of Traverse City	513.40		157,172.03
05/08/2017	022984	Consumers Energy	17.00		157,155.03
05/08/2017	022985	DTE ENERGY	730.60		156,424.43
05/08/2017	022986	Holtons LP Gas Fife Lake	42.00		156,382.43
05/08/2017	022987	Chase Bank	1,144.00		155,238.43
05/08/2017	022988	Traverse City Housing Commission	20,267.74		134,970.69
05/09/2017	DEP			1,137.00	136,107.69
05/31/2017	DEP			255.00	136,362.69
Total:			102,704.44	93,269.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/21/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/02/2017	EFT	HUD		5,580.00	46,938.92
06/02/2017	EFT	HUD		27,992.00	74,930.92
06/02/2017	EFT	T Mobile		2,266.00	77,196.92
06/02/2017	DEP			16,788.95	93,985.87
06/02/2017	DEP			300.00	94,285.87
06/05/2017	DEP			11,016.92	105,302.79
06/06/2017	ADJST	Alisa Kroupa	1,127.00		104,175.79
06/06/2017	ADJST	Anthony Lentych	2,351.37		101,824.42
06/06/2017	ADJST	Michelle Reardon	1,395.56		100,428.86
06/06/2017	ADJST	Angela N. Szabo	779.78		99,649.08
06/06/2017	ADJST	Joseph Battaglia	277.16		99,371.92
06/06/2017	ADJST	Charles Edwards	909.24		98,462.68
06/06/2017	ADJST	David Gourlay	1,069.99		97,392.69
06/06/2017	EFT	Principal Life Insurance Co.	653.76		96,738.93
06/07/2017	037138	**VOID** City Of Traverse City	(70.79)		96,809.72
06/09/2017	EFT	IRS	2,648.66		94,161.06
06/12/2017	ADJST	DTE ENERGY			94,161.06
06/12/2017	037226	Snap Printing	122.23		94,038.83
06/12/2017	037227	Anthony Lentych	200.84		93,837.99
06/12/2017	037228	Priority Health	6,872.04		86,965.95
06/12/2017	037229	Munson Occupational Health &	35.00		86,930.95
06/12/2017	037230	D & W Mechanical	107.10		86,823.85
06/12/2017	037231	Cornell Agency Inc	701.00		86,122.85
06/12/2017	037232	Vision Service Plan	415.57		85,707.28
06/12/2017	037233	Charles Edwards	240.30		85,466.98
06/12/2017	037234	Verizon Wireless	92.98		85,374.00
06/12/2017	037235	David Gourlay	92.44		85,281.56
06/12/2017	037236	Engineered Protection Systems Inc	202.71		85,078.85
06/12/2017	037237	Grand Traverse County	46.17		85,032.68
06/12/2017	037238	Integrated Payroll Services, Inc.	108.90		84,923.78
06/12/2017	037239	Total Attention	2,047.69		82,876.09
06/12/2017	037240	Thomas P. Licavoli	2,150.00		80,726.09
06/12/2017	037241	Dawn Rogers	637.50		80,088.59
06/12/2017	037242	Environmental Pest Control	360.00		79,728.59
06/12/2017	037243	Great Lakes Business Systems, Inc.	277.72		79,450.87
06/12/2017	037244	Spectrum Business	3,373.71		76,077.16
06/12/2017	037245	City of Traverse City	585.98		75,491.18
06/12/2017	037246	City of Traverse City	222.90		75,268.28
06/12/2017	037247	Allen Supply	604.80		74,663.481 7
06/12/2017	037248	Housing Data Systems	286.30		74,377.18

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/21/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/12/2017	037249	Grand Traverse County DPW	483.00		73,894.18
06/12/2017	037250	Dolly's Best Inc.	765.00		73,129.18
06/12/2017	037251	Barton Carroll's Inc	2,315.00		70,814.18
06/12/2017	037252	Michelle Reardon	195.81		70,618.37
06/12/2017	037253	Safety Net	399.90		70,218.47
06/12/2017	037254	Joseph Battaglia	30.24		70,188.23
06/12/2017	037255	McCardel Water Conditioning	25.00		70,163.23
06/12/2017	037256	Sherwin Williams Co.	142.06		70,021.17
06/12/2017	037257	Twin Bay Glass Inc.	298.03		69,723.14
06/12/2017	037258	City Of Traverse City	82.00		69,641.14
06/12/2017	037259	Traverse City Housing Commission	30,904.36		38,736.78
06/15/2017	DEP	HUD		1,636.50	40,373.28
06/20/2017	ADJST	Alisa Kroupa	1,127.00		39,246.28
06/20/2017	ADJST	Anthony Lentych	2,351.39		36,894.89
06/20/2017	ADJST	Michelle Reardon	1,395.56		35,499.33
06/20/2017	ADJST	Angela N. Szabo	779.78		34,719.55
06/20/2017	ADJST	Joseph Battaglia	277.17		34,442.38
06/20/2017	ADJST	Charles Edwards	901.16		33,541.22
06/20/2017	ADJST	David Gourlay	1,026.11		32,515.11
06/20/2017	ADJST	Benjamin Weston	888.31		31,626.80
06/20/2017	ADJST	Benjamin Weston	507.08		31,119.72
06/20/2017	EFT	Principal Life Insurance Co.	653.76		30,465.96
06/20/2017	037260	City of Traverse City	10,099.98		20,365.98
06/20/2017	037261	Aflac	119.28		20,246.70
06/20/2017	037262	Kendall Electric Inc	19.09		20,227.61
06/20/2017	037263	Thomas P. Licavoli	3,540.00		16,687.61
06/20/2017	037264	Northwest Lock, Inc.	60.00		16,627.61
06/20/2017	037265	Kuhn Rogers PLC	475.00		16,152.61
06/20/2017	037266	Chelsea Jamieson	419.00		15,733.61
06/20/2017	037267	David Gourlay	260.41		15,473.20
06/20/2017	037268	Safety Net	619.00		14,854.20
06/20/2017	037269	Alliance Architects, Inc.	1,636.50		13,217.70
06/20/2017	037270	Michelle Reardon	200.00		13,017.70
06/20/2017	037271	A T & T	238.71		12,778.99
06/20/2017	037272	AmRent	35.40		12,743.59
06/20/2017	037273	Guardian Medical Monitoring	14.95		12,728.64
06/20/2017	037274	Republic Services #239	476.88		12,251.76
06/20/2017	037275	Integrated Payroll Services, Inc.	104.90		12,146.86
06/20/2017	037276	CynergyComm.net,Inc	8.99		12,137.87
06/20/2017	037277	DTE ENERGY	3,189.85		8,948.02

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2017 To: 06/21/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/20/2017	037278	Cardmember Service	4,471.88		4,476.14
06/20/2017	037279	Environmental Pest Control	270.00		4,206.14
Total:			102,733.15	65,580.37	

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 06/01/2017 To: 06/21/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2017	EFT	HUD		7,551.00	143,913.69
06/01/2017	EFT	HUD		84,227.00	228,140.69
06/01/2017	ADJST	PNC	61.95		228,078.74
06/01/2017	000196	Jeana Aiken	473.00		227,605.74
06/01/2017	000196	Dustin Ansoerge	1,164.00		226,441.74
06/01/2017	000196	Ayers Investment Properties LLC	558.00		225,883.74
06/01/2017	000196	Brad Barnes	487.00		225,396.74
06/01/2017	000196	Bay Front Apartments	320.00		225,076.74
06/01/2017	000196	Bay Hill Housing LDHALP	4,200.00		220,876.74
06/01/2017	000196	Bay Hill II Apartments	5,085.00		215,791.74
06/01/2017	000196	Bellaire Senior Apartments	935.00		214,856.74
06/01/2017	000196	Brookside Commons LDHA, LP	1,981.00		212,875.74
06/01/2017	000196	Irma Jean Brownley	486.00		212,389.74
06/01/2017	000196	Rebecca Carmien	339.00		212,050.74
06/01/2017	000196	Carson Square	5,297.00		206,753.74
06/01/2017	000196	Cherrywood Village Farms, Inc.	2,270.00		204,483.74
06/01/2017	000196	Douglas A. Chichester	628.00		203,855.74
06/01/2017	000196	Cycle-Paths LLC,	974.00		202,881.74
06/01/2017	000196	Jack V. Dean	422.00		202,459.74
06/01/2017	000196	Eden Brook LLC	447.00		202,012.74
06/01/2017	000196	Shirley Farrell	833.00		201,179.74
06/01/2017	000196	Rent Leelanau, LLC	756.00		200,423.74
06/01/2017	000196	Lisa Forbes	527.00		199,896.74
06/01/2017	000196	Dale E. French	102.00		199,794.74
06/01/2017	000196	French Quarter Apts.	93.00		199,701.74
06/01/2017	000196	Michael Glowacki	640.00		199,061.74
06/01/2017	000196	David Grzesiek	394.00		198,667.74
06/01/2017	000196	Harbour Ridge Apts	1,343.00		197,324.74
06/01/2017	000196	Heartwood Enterprises	775.00		196,549.74
06/01/2017	000196	Hillview Terrace	547.00		196,002.74
06/01/2017	000196	Josh Hollister	411.00		195,591.74
06/01/2017	000196	HomeStretch	3,067.00		192,524.74
06/01/2017	000196	Caroline Hupp	199.00		192,325.74
06/01/2017	000196	Joseph and Marion Fasel	358.00		191,967.74
06/01/2017	000196	Donna Kalchik	323.00		191,644.74
06/01/2017	000196	Bruce W. Korson	365.00		191,279.74
06/01/2017	000196	Lake Pointe Acquisitions LLC.	323.00		190,956.74
06/01/2017	000196	Sidney Lammers	372.00		190,584.74
06/01/2017	000196	John J. Lewis	762.00		189,822.7420
06/01/2017	000196	Don E. Lint	459.00		189,363.74

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 06/01/2017 To: 06/21/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2017	000196	Juan Maldonado	314.00		189,049.74
06/01/2017	000196	Robert J. Mork	379.00		188,670.74
06/01/2017	000196	Oak Park Apts	1,555.00		187,115.74
06/01/2017	000196	Oak Terrace Apts	763.00		186,352.74
06/01/2017	000196	Gerald Oliver Revocable Trust	919.00		185,433.74
06/01/2017	000196	Daniel G. Pohlman	1,615.00		183,818.74
06/01/2017	000196	Douglas L. Porter	438.00		183,380.74
06/01/2017	000196	Phillip Putney	1,033.00		182,347.74
06/01/2017	000196	Timothy Rice	493.00		181,854.74
06/01/2017	000196	Singkhan Sina Riddell	389.00		181,465.74
06/01/2017	000196	John Sarya	600.00		180,865.74
06/01/2017	000196	Eldon Schaub	401.00		180,464.74
06/01/2017	000196	Mike & Melissa Schichtel	1,288.00		179,176.74
06/01/2017	000196	Gerald Sieggreen	693.00		178,483.74
06/01/2017	000196	SILVER SHORES MHC	321.00		178,162.74
06/01/2017	000196	Douglas & Julia Slack	327.00		177,835.74
06/01/2017	000196	22955 Investments LLC	3,732.00		174,103.74
06/01/2017	000196	Carl Sumner	508.00		173,595.74
06/01/2017	000196	Traverse City Property Management	439.00		173,156.74
06/01/2017	000196	Wendy Teagan	449.00		172,707.74
06/01/2017	000196	TEAMCO PROPERTIES	653.00		172,054.74
06/01/2017	000196	TOS Holdings, LLC	744.00		171,310.74
06/01/2017	000196	Tradewinds Terrace Apts	253.00		171,057.74
06/01/2017	000196	Village Glen Apartments	8,424.00		162,633.74
06/01/2017	000196	Village View Housing LHDA LP	369.00		162,264.74
06/01/2017	000196	Village Woods	692.00		161,572.74
06/01/2017	000196	Woda Boardman Lake LDHA.LP	3,198.00		158,374.74
06/01/2017	000196	Woodmere Ridge Apartments LDHA	5,916.00		152,458.74
06/01/2017	000196	Theodore V. Zachman	774.00		151,684.74
06/01/2017	000196	Ann Zenner	497.00		151,187.74
06/01/2017	000196	Barb Zupin	1,176.00		150,011.74
06/12/2017	022989	Chase Bank	1,699.00		148,312.74
06/12/2017	022990	Blarney Castle Oil Co.	62.30		148,250.44
06/12/2017	022991	Cherryland Electric Cooperative	38.70		148,211.74
06/12/2017	022992	City Of Traverse City	268.20		147,943.54
06/12/2017	022993	DTE ENERGY	367.80		147,575.74
06/20/2017	022994	Chase Bank	854.00		146,721.74

Total: 81,418.95 91,778.00

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017

	1 Month Ended		11 Months Ended		BUDGET	*OVER/UNDER
	<u>May 31, 2017</u>		<u>May 31, 2017</u>			
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 30,369.00	\$	335,032.53	\$	465,000	\$ 129,967.47
3110.2 - Dwelling Rental-Proj. 2	5,772.00		60,337.83		0	(60,337.83)
3120 - Excess Utilities	(72.28)		1,903.48		1,000	(903.48)
3190 - Nondwelling Rental	<u>12,444.10</u>		<u>82,839.50</u>		<u>51,500</u>	<u>(31,339.50)</u>
Total Rental Income	\$ 48,512.82	\$	\$ 480,113.34	\$	\$ 517,500	\$ 37,386.66
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	<u>\$ 17,976.00</u>	\$	<u>\$ 225,031.00</u>	\$	<u>\$ 250,000</u>	<u>\$ 24,969.00</u>
Total HUD PHA GRANTS	\$ 17,976.00	\$	\$ 225,031.00	\$	\$ 250,000	\$ 24,969.00
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 151.38	\$	2,012.54	\$	2,700	\$ 687.46
3690 - Tenant Income	677.70		5,712.45		5,000	(712.45)
3690.1 - Non-Tenant Income	1,168.32		14,317.72		28,000	13,682.28
3690.2 - Tenant Income-Cable	2,375.00		26,933.76		26,080	(853.76)
3690.3 - Gain (Loss) of Disposal of Equip.	0.00		300.00		0	(300.00)
Total Nonrental Income	\$ 4,372.40	\$	\$ 49,276.47	\$	\$ 61,780	\$ 12,503.53
Total Operating Income	\$ 70,861.22	\$	\$ 754,420.81	\$	\$ 829,280	\$ 74,859.19
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 9,569.22	\$	119,562.24	\$	139,140	\$ 19,577.76
4120 - Compensated Absences	0.00		0.00		1,500	1,500.00
4130 - Legal Expense	359.10		12,057.34		6,500	(5,557.34)
4140 - Staff Training	2,486.70		5,204.85		4,000	(1,204.85)
4150 - Travel Expense	1,363.58		4,555.97		4,400	(155.97)
4170 - Accounting Fees	450.16		6,099.23		7,500	1,400.77
4171 - Auditing	0.00		4,060.00		3,000	(1,060.00)
4182 - Employee Benefits - Admin	2,829.20		45,153.84		55,550	10,396.16
4185 - Telephone	631.94		7,143.29		6,600	(543.29)
4190.1 - Publications	24.50		827.30		1,000	172.70
4190.2 - Membership Dues and Fees	0.00		999.97		1,000	0.03
4190.3 - Admin. Service Contracts	2,065.47		25,987.91		25,300	(687.91)
4190.4 - Office Supplies	733.09		4,337.45		5,200	862.55
4190.5 - Other Sundry Expense	115.84		17,650.48		7,000	(10,650.48)
4190.6 - Advertising	66.79		2,460.12		1,500	(960.12)
Total Administration	\$ 20,695.59	\$	\$ 256,099.99	\$	\$ 269,190	\$ 13,090.01
Tenant Services						
4220 - Rec., Pub., & Other Services	\$ 402.87	\$	7,010.79	\$	15,000	\$ 7,989.21
4230 - Cable TV-Tenants	<u>3,183.59</u>		<u>34,024.30</u>		<u>37,460</u>	<u>3,435.70</u>
Total Tenant Services	\$ 3,586.46	\$	\$ 41,035.09	\$	\$ 52,460	\$ 11,424.91

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017**

	1 Month Ended		11 Months Ended					
	<u>May 31, 2017</u>		<u>May 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>		
Utilities								
4310 - Water	\$	949.20	\$	14,556.05	\$	16,500	\$	1,943.95
4320 - Electricity		9,687.87		118,943.37		150,000		31,056.63
4330 - Gas		1,077.03		12,136.73		15,500		3,363.27
Total Utilities	\$	<u>11,714.10</u>	\$	<u>145,636.15</u>	\$	<u>182,000</u>	\$	<u>36,363.85</u>
Ordinary Maint. & Operations								
4410 - Labor, Maintenance	\$	7,653.12	\$	83,523.43	\$	81,130	\$	(2,393.43)
4420 - Materials		2,563.40		33,898.41		20,200		(13,698.41)
4430.02 - Heating & Cooling Contracts		0.00		5,821.80		5,000		(821.80)
4430.03 - Snow Removal Contracts		0.00		3,831.00		4,000		169.00
4430.04 - Elevator Maintenance Contracts		0.00		9,168.51		8,500		(668.51)
4430.05 - Landscape & Grounds Contracts		7,669.14		39,175.80		5,000		(34,175.80)
4430.06 - Unit Turnaround Contracts		2,740.00		20,424.14		10,000		(10,424.14)
4430.07 - Electrical Contracts		0.00		433.85		2,000		1,566.15
4430.08 - Plumbing Contracts		0.00		834.25		1,500		665.75
4430.09 - Extermination Contracts		540.00		3,055.00		3,500		445.00
4430.10 - Janitorial Contracts		0.00		1,800.00		3,000		1,200.00
4430.11 - Routine Maintenance Contracts		2,187.79		14,691.96		8,000		(6,691.96)
4430.12 - Misc. Contracts		292.70		11,885.57		9,200		(2,685.57)
4431 - Garbage Removal		1,456.98		10,276.26		5,800		(4,476.26)
4433 - Employee Benefits - Maint.		2,319.04		26,818.75		38,770		11,951.25
Total Ordinary Maint. & Oper	\$	<u>27,422.17</u>	\$	<u>265,638.73</u>	\$	<u>205,600</u>	\$	<u>(60,038.73)</u>
General Expense								
4510 - Insurance	\$	2,386.35	\$	26,288.52	\$	30,600	\$	4,311.48
4520 - Payment in Lieu of Taxes		1,780.00		19,580.00		23,000		3,420.00
4570 - Collection Losses		0.00		7,267.01		0		(7,267.01)
4586 - Interest Expense-CFFP		0.00		0.00		32,000		32,000.00
4590 - Other General Expense		0.00		0.00		500		500.00
Total General Expense	\$	<u>4,166.35</u>	\$	<u>53,135.53</u>	\$	<u>86,100</u>	\$	<u>32,964.47</u>
Total Routine Expense	\$	67,584.67	\$	761,545.49	\$	795,350	\$	33,804.51
Non-Routine Expense								
Extraordinary Maintenance								
4610.3 - Contract Costs	\$	0.00	\$	4,545.00	\$	10,000	\$	5,455.00
Total Extraordinary Maintenance	\$	0.00	\$	4,545.00	\$	10,000	\$	5,455.00
Casualty Losses-Not Cap.								
Total Casualty Losses	\$	0.00	\$	0.00	\$	0	\$	0.00
Total Non-Routine Expense	\$	0.00	\$	4,545.00	\$	10,000	\$	5,455.00
Total Operating Expenses	\$	<u>67,584.67</u>	\$	<u>766,090.49</u>	\$	<u>805,350</u>	\$	<u>39,259.51</u>
Operating Income (Loss)	\$	<u>3,276.55</u>	\$	<u>(11,669.68)</u>	\$	<u>23,930</u>	\$	<u>35,599.68</u>
Depreciation Expense								
4800 - Depreciation - Current Year	\$	21,695.94	\$	243,869.99	\$	0	\$	(243,869.99)
Total Depreciation Expense	\$	21,695.94	\$	243,869.99	\$	0	\$	(243,869.99)

**Traverse City Housing Commission
 Low Rent Public Housing
 Income & Expense Statement
 For the 1 Month and 11 Months Ended May 31, 2017**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2017</u>	<u>May 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
7520 - Replacement of Equipment	\$ 382.10	\$ 16,692.16	\$ 0	\$ (16,692.16)
7540 - Betterments and Additions	9,046.00	131,913.19	25,000	(106,913.19)
7590 - Operating Expenditures-Contra	<u>(9,428.10)</u>	<u>(148,605.35)</u>	<u>(25,000)</u>	<u>123,605.35</u>
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Other Financial Items				
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
HUD Net Income (Loss)	<u>\$ (6,151.55)</u>	<u>\$ (160,275.03)</u>	<u>\$ (1,070)</u>	<u>\$ 159,205.03</u>
GAAP Net Income (Loss)	<u>\$ (18,419.39)</u>	<u>\$ (255,539.67)</u>	<u>\$ 23,930</u>	<u>\$ 279,469.67</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2017</u>	<u>May 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 780.00	\$ 0	\$ (780.00)
3603 - Number of Unit Months	0.00	(1,485.00)	0	1,485.00
3604 - Unit Months - Contra	0.00	1,485.00	0	(1,485.00)
Total Operating Reserve Income	\$ 50.00	\$ 780.00	\$ 0	\$ (780.00)
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 84,227.00	\$ 919,777.00	\$ 0	\$ (919,777.00)
3411 - Admin Fee Funding	7,550.00	88,476.00	0	(88,476.00)
Total HUD PHA GRANTS	\$ 91,777.00	\$ 1,008,253.00	\$ 0	\$ (1,008,253.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	\$ 91,827.00	\$ 1,009,033.00	\$ 0	\$ (1,009,033.00)
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,044.96	\$ 33,511.15	\$ 41,800	\$ 8,288.85
4120 - Compensated Absences	0.00	0.00	250	250.00
4130 - Legal Expense	153.90	942.30	2,850	1,907.70
4140 - Staff Training	639.30	2,040.20	1,710	(330.20)
4150 - Travel Expense	624.55	1,510.37	1,890	379.63
4170 - Accounting Fees	649.25	7,479.28	8,500	1,020.72
4171 - Auditing	0.00	1,740.00	3,000	1,260.00
4182 - Employee Benefits - Admin	971.90	14,791.39	17,500	2,708.61
4185 - Telephone	180.64	1,985.07	3,200	1,214.93
4190 - Administrative Sundry	0.00	33.65	0	(33.65)
4190.1 - Publications	10.50	458.50	500	41.50
4190.2 - Membership Dues and Fees	0.00	831.42	1,000	168.58
4190.3 - Admin. Service Contracts	885.19	10,685.44	10,000	(685.44)
4190.4 - Office Supplies	314.19	1,616.53	2,200	583.47
4190.5 - Other Sundry Expense	100.90	7,237.47	3,500	(3,737.47)
4190.6 - Advertising	28.63	154.06	0	(154.06)
Total Administration	\$ 7,603.91	\$ 85,016.83	\$ 97,900	\$ 12,883.17
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 7,603.91	\$ 85,016.83	\$ 97,900	\$ 12,883.17

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017**

	<u>1 Month Ended</u> <u>May 31, 2017</u>	<u>11 Months Ended</u> <u>May 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 73,557.00	\$ 825,238.00	\$ 0	\$ (825,238.00)
4715.3 - HAP - Non-Elderly Disabled	3,584.00	43,234.00	0	(43,234.00)
4715.4 - HAP - Utility Allowances	1,523.00	9,757.00	0	(9,757.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(730.00)	0	730.00
4715.6 - HAP - Homeownership	1,098.00	10,484.00	0	(10,484.00)
4719 - HAP - FSS Escrow	1,144.00	15,744.55	0	(15,744.55)
4719.1 - FSS Forfeitures	0.00	(8,925.98)	0	8,925.98
Total HAP Payments	\$ 80,856.00	\$ 894,801.57	\$ 0	\$ (894,801.57)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 88,459.91	\$ 979,818.40	\$ 97,900	\$ (881,918.40)
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 3,367.09	\$ 29,214.60	\$ (97,900)	\$ (127,114.60)
Memo:				
Admin Operating Income/(Loss)	\$ (53.91)	\$ 3,459.17	\$ (97,900)	\$ (101,359.17)

Analysis of Funding

A.C. Received: May 31, 2017

3410 - HAP Funding

**11 Months Ended
May 31, 2017**

\$ 919,777.00

A.C. Earned

4715.1 - HAP - Occupied Units	825,238.00
4715.3 - HAP - Non-Elderly Disabled	43,234.00
4715.4 - HAP - Utility Allowances	9,757.00
4715.5 - HAP - Fraud Recovery	(730.00)
4715.6 - HAP - Homeownership	10,484.00
4719 - HAP - FSS Escrow	15,744.55
4719.1 - FSS Forfeitures	(8,925.98)

Total Funding Required

\$ 894,801.57

Over/(Under) Funding

\$ 24,975.43

NRA as of: May 31, 2017

\$ 36,299.55

UNA as of: May 31, 2017

\$ 133,908.89

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2017</u>	<u>May 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	<u>\$ 5,580.00</u>	<u>\$ 61,386.85</u>	<u>\$ 0</u>	<u>\$ (61,386.85)</u>
Total HUD PHA GRANTS	\$ 5,580.00	\$ 61,386.85	\$ 0	\$ (61,386.85)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,580.00</u>	<u>\$ 61,386.85</u>	<u>\$ 0</u>	<u>\$ (61,386.85)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,068.48	\$ 50,571.72	\$ 56,980	\$ 6,408.28
4182 - Employee Benefits - Admin	365.58	13,755.99	18,050	4,294.01
4190.1 - Publications	<u>0.00</u>	<u>67.20</u>	<u>0</u>	<u>(67.20)</u>
Total Administration	\$ 3,434.06	\$ 64,394.91	\$ 75,030	\$ 10,635.09
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 3,434.06	\$ 64,394.91	\$ 75,030	\$ 10,635.09

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 11 Months Ended May 31, 2017**

	<u>1 Month Ended</u> <u>May 31, 2017</u>	<u>11 Months Ended</u> <u>May 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 3,434.06	\$ 64,394.91	\$ 75,030	\$ 10,635.09
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 2,145.94</u>	<u>\$ (3,008.06)</u>	<u>\$ (75,030)</u>	<u>\$ (72,021.94)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meetings: June 19, 2017

Governance Committee Meeting: June 15, 2017

Ad Hoc Committee on Hostile Environment Harassment/Bullying: June 13, 2017

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Governance Committee
June 19, 2017**

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 1:00 p.m. at the offices of Brian Haas.

ROLL CALL

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

CORRESPONDENCE

Several items of communication from Commissioner St. Amant was discussed. A letter from TCHC Attorney Dan White was discussed.

AGENDA

The following Agenda items were discussed:

- A. Monthly Financial reports were distributed at discussed.
- B. The Fiscal Year 2018 Budget was distributed and discussed in some detail. The budget was presented in the Consolidated Budget Tool format and in the appropriate HUD format. Staff will prepare a report for the packet.
- C. Staff gave a report on real estate development efforts.
- D. A draft Agenda for the June Commission annual meeting was discussed:
 - Elections will be held for President and Vice-President.
 - TCHC By Laws were reviewed for presentation to the board and the committee agreed with the attorney's recommendation to have an "attendance policy" outside of the By-Laws.
 - There will be a resolution presented to honor Rick Michael. There will also be a discussion on how to memorialize his commitment to housing issues in our community.
 - There will be a closed session to discuss the information from our attorney, Dan White. Ward Kuhn will not be needed during this meeting.
 - As scheduled, the meeting will be held at Riverview Terrace.

ADJOURNMENT

President Haas adjourned the meeting at 2:31 p.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance Committee
June 15, 2017**

A Meeting of the Traverse City Housing Commission Governance Committee was called to order by Deputy Director Michelle Reardon at Riverview Terrace – Third Floor Community Room, 150 Pine Street, Traverse City at 10:02 A.M.

I ROLL CALL

The following Commissioners were present: Michelle St. Amant.
Staff: Tony Lentych, Executive Director and Michelle Reardon, Deputy Director.
Residents: Priscilla Townsend, Jo Simerson, Norma Loper, and Ellen Corcoran.

II APPROVAL OF AGENDA

The agenda was approved by consent of those in attendance.

III UPDATES

A. The Policy Review Schedule was presented and discussed.

IV OLD BUSINESS

- A. There has been no communication from the developer regarding the “Shared Drive” request from the City. Executive Director Lentych stated the Architect of Record will be working with a local contractor to survey our northern property line. It was recommended that the entire property be surveyed.
- B. Executive Director Lentych informed the committee that a letter will be sent to the residents who are allowed to smoke inside their units. Staff will be meeting one on one with these individuals before the end of June.
- C. Executive Director Lentych informed the committee that a study session of the TCHC will be held in July to work on the Human Resources Policy & Procedures Manual. Date to be announced soon.
- D. Executive Director Lentych informed the committee that the Safety & Evacuation policy will be discussed at this committee in July. Suggestions for a fire drill/training exercise in July and the placement of reflective tape on the stairs were noted.

V NEW BUSINESS

- A. Executive Director Lentych discussed the scope of the Camera Policy that will be completed this summer.
- B. Commissioner St. Amant presented an update on the Hostile Environment Ad-Hoc Committee. She announced that more meetings are scheduled and that a draft policy will be brought to the committee after more work is complete.
- C. Executive Director Lentych presented an attendance policy to address the use of remote participation at the TCHC meetings. The committee reviewed the policy and offered comments. This policy will be considered by the TCHC at their June meeting.

VI **PUBLIC COMMENT**

None.

VII **ADJOURNMENT**

Executive Director Lentych adjourned the meeting at 11:16 A.M.

Respectfully submitted,

Michelle Reardon, Recording Secretary

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Kay Serratelli, Commissioner
SUBJECT: Progress Report – Ad Hoc Committee on Bullying and Harassment

MESSAGE:

Since its re-formation in late April with new member Commissioner St. Amant, the Board Ad Hoc Harassment Committee has met a total of 3 times. The first two meetings were primarily ‘grounding’ in nature (reviewing pertinent documents). We are now at a point to begin drafting an actual policy draft, which we plan to bring to the Board in approximately the August or September time frame. In the meantime, here are highlights of what we have agreed upon conceptually and the issues to be discussed further. Your input is appreciated.

Agreement:

1. Goal is to ensure provision of a harassment-free environment for all residents: “A home should be a refuge...”
2. The Lease will need to be modified somewhere to include an expectation of conformance to a Harassment/Hostile Environment policy.
3. In conformance with the HUD rule, complaints may be made verbally (not required to be written).
4. Will strive to have 3 Harassment policies in total: Residents, Employees, and On-site Contractors.

Issues Under Discussion:

1. Details of Internal Investigation Process after receipt of complaint.
2. Third-Party involvement (if any) in Investigation and/or Policy Roll-out/Training – Determine appropriate involvement and potential cost (if appropriate).
3. Definition of Remedy / Consequences for Violation of Policy (lease violations).

Prior to seeking full Board approval of any draft policy, we would seek approval/support/input from Legal counsel, the Governance Committee, Resident representative(s), and possibly outside 3rd party experts.

Thank you.



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report for June 2017

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

Resident Council Report for June 2017

EXECUTIVE DIRECTOR'S REPORT: June 23, 2017

This report covers the work accomplished from May 31, 2017 until June 22, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report. Please note that this was a really short month.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: One (1) unit is open. That is the same unit that was open last month – we had a tenant ready to move but that person died the morning of the move in. Should have the unit rented soon.
2. Orchardview: Three (3) units are open. These are all three-bedroom units. All are scheduled to be occupied early next month. Published the semi-annual newsletter to all residents of Orcharview.

Potential Projects

1. Phase I of the Orchardview Townhomes Siding and Window Project is underway. The construction calendar has a completion date of July 7. Initially, the site supervisor thought it would be a fast project but the pace has slowed a bit. We held an initial site meeting with the crew to establish a schedule for tenant notification. We have notified the tenants about this project twice and those living in the effected units received an additional letter. We have had a few complaints about early noise but we have worked to make this project have a minimal impact on our residents. Planning for our on-site “progress meeting” next week.
2. Several conversations and meetings with our development team about our latest potential project. We have developed a new pro forma on this property to see if what we want to accomplish is even feasible.
3. Conversations with downstate construction company about potential interest in local projects. Plan to meet in person next month.
4. Several conversations with realtors representing property owners of the properties we may still be pursuing.
5. Continued conversations and meetings with two area nonprofits about potential collaborations. Developed a preliminary pro forma for one project that was submitted for a potential grant. Met with Executive team at Goodwill Industries over several issues in affordable housing.

- Continued discussions with Alliance Architects on next projects and engineering services – have preliminary bid from a local engineering firm, Gordie-Fraser, Inc., for a boundary/site survey and we are waiting to establish the full scope of services for the site survey.

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

- By invitation, attended the monthly meeting of the Riverview Terrace Resident Council.
- Held several meetings with Riverview Terrace Residents regarding general issues in our community and properties. Spent considerable time on one serious tenant issue.
- Several meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues. Met with the By-Laws committee as they progressed through their review process. Met with the Social Committee to discuss their plans for minor improvements in the community room.

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

Strategic Planning

- Continue to work on updates to the Strategic Plan – should have a midyear update at the August meeting.

Financial

- Reviewed and prepared the monthly financial report. Everything is still on target and we only have one month left in this fiscal year. Finalized the Fiscal Year 2018 budget in both the consolidated budget form and in the HUD form. The totals are similar to Fiscal Year 2017.

Staff Management

- Began planning with a consultant to conduct some office trainings in July. This includes on-site Technical Assistance from Detroit Field Office of HUD and with a management consultant.
- Continued working to finish all Job Descriptions based on new organization chart and reassignment of duties. Worked with staff on a potential HR issue with one employee.

Office IT

- Brief discussions with our IT provider, SafetyNet, on our contract with them for the next fiscal year.

TCHC

1. Attended one TCHC regular meeting (May) and prepared for another (June).
2. Coordinated one Executive Committee meeting. Prepared for one Governance Committee plus prepared for and attended one Ad Hoc Committee Meetings.
3. Meetings with Commissioners St. Amant and Haas on several items.
4. Prepared for two grievance hearings with our third-party grievance officer.

Strategic Goal 4	Increase community engagement and understanding of our work.
-------------------------	---

1. Housing Solution Network: Chaired a meeting of the Housing Solutions Network and spend some time planning the Annual Housing Summit.
2. Community Economic Development Association of Michigan (CEDAM): Hosted a CEDAM reception for the new MSHDA Executive Director at Riverview Terrace plus attended Bi-Monthly Board of Directors meeting.
3. Media: Outreach to the Editor of the Record Eagle.
4. Attended a meeting with Rotary Charities staff and Board as they review the potential for investing the Rural Housing Partnership. Meeting included top management and their consultant tapped to review this “network mapping” related to this investment.
5. Attended the second meeting of the Leelanau County’s Affordable Housing Committee. Also met with County Staff and Leadership about direction of committee prior to this. Meeting with new facilitator to provide back ground of work already accomplished during the original County Task Force meetings.
6. Planning presentation to the Twilight Rotary Club in August.

Miscellaneous	Other information – plus personal items.
----------------------	---

1. Several calls and emails with TCHC attorney, Ward Kuhn on a variety of issues. One meeting and several calls and emails with attorney Dan White.
2. Holiday/Vacation/Personal Time (3 Vacation Days).

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

June 23, 2017

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	23	100%	13	56%

Program Manager Update

I am still getting to know the current participants and meeting with each client one-on-one to update their goals and chart their progress. I will be presenting a request for escrow payment to the Program Coordinating Committee for a client that is graduating due to an increase in income. Alisa has been very successful in identifying potential clients during the recertification process and referring them to me. I anticipate growth in membership.

Status of Participants

In addition to our graduate, we had a client voluntarily leave the voucher program all together, forfeiting her escrow. We have a participant that will be earning an escrow for the first time in June. Current participants are showing progress and continuously working to meet their goals.

FSS Grant

Nothing to update.

RIVERVIEW TERRACE RESIDENT COUNCIL
MONTHLY MEETING FRIDAY JUNE 16,2017
1 pm COMMUNITY ROOM

WELCOME AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL AND INTRODUCTION OF GUEST SPEAKER: TONY LENTYCH

EX DIRECTOR, TONY LENTYCH: SUBJECT: RIVER WALK AND BRIDGE ACROSS
BOARDMAN RIVER TO HANNAH PARK .

OFFICER REPORTS

STANDING COMMITTEE REPORTS

ADHOC COMMITTEE REPORTS

CONSTRUCTION: Ellen Cocoran

BY-LAWS Norma Loper

VOTE TO RATIFY THE BY-LAWS

RESIDENT COMMENTS AND QUESTIONS

ANNOUNCEMENTS AND OFFICER COMMENTS

MOTION TO ADJORN

COOKIES AND COFFEE Thanks to Lois DeHart

\$

NOTICE TO ALL RIVERVIEW TERRACE RESIDENTS

NOTE FROM YOUR PRESIDENT, Priscilla Townsend

TOMORROW at our regular monthly Council meeting the Residents will be voting to ratify the BY-LAWS FOR THE RTRC, RIVERVIEW RESIDENTIAL COUNCIL.

WE MUST HAVE THIS DONE TODAY AND YOU ARE THE ONLY FOLKS THAT CAN DO THIS. Each Resident "One person, One Vote"

Please understand this is your way of supporting all the Business, office and Social activities of your Community, Riverview Terrace. Without this process completed we WILL NOT receive the funds necessary.

A year end financial summary report will give you the breakdown on how these funds were spent.

PLEASE ATTEND

Riverview Terrace Resident Council
Minutes of Meeting – April 21, 2017

NOTE: Quorum not present. Meeting was discussion only with no voting on any matters.

Welcome & Call to order by Priscilla Townsend, President

Pledge of Allegiance

Roll Call: President, Priscilla Townsend; Vice president, Jeff Turner; Secretary, Lois DeHart; Social Coordinator, Patty Szabo absent, excused; Treasurer, Hunter Reed, absent not excused.

Reading of minutes: no vote taken, quorum not present.

President's report: on behalf of absent Social Coordinator and chairmen for Birthday Committee & AdHoc River West report.

Treasurer's report: included in agenda package.

Social Coordinator report: Patty Szabo (absent) will work on redecorating Community Room in nautical & cherries decor

Standing Committee Reports:

Welcome Committee: Chairman Priscilla Townsend – 2 or 3 new residents

Sunshine Committee: Chairman, Lois DeHart – no cards sent this month.

Birthday Committee: Chairman, Patty Szabo (absent) – next Birthday Bash is April 29 at 2 PM

Food Committee: no chairman

Activity Committee: no chairman

AdHoc Committees:

River West report: (chairman Ellen Corcoran absent) Priscilla Townsend reported regarding 305 Construction (next door to north of Riverview Terrace) and Proposal 3 progress.

By-laws revision: chairman Norma Loper read the proposed revisions to the by-laws, followed by discussion and several minor changes. A copy will be included in the May Gazette to all residents. Final reading will be presented at the May 19 meeting for approval and signing.

Old Business: n/a

New Business: n/a

Resident Comments/Group Discussion:

Motion to Adjourn: n/a – voting quorum not present.

Next meeting: Friday, May19 at 1:00 PM in the Community Room

Riverview Terrace Resident Council
Minutes of Meeting – May 19, 2017

NOTE: Quorum not present. Meeting was cancelled and no discussion took place except the decision to present the proposed by-laws at a special meeting or the next monthly meeting on June 16, 2017.

Submitted by Lois DeHart, Secretary

Riverview Resident Council

Financial report

Month: May 2017

Resident Funds

HUD funds

UNRESTRICTED FUNDS

RESTRICTED FUNDS

BALANCE FWD \$176.39

Restricted Funds: \$575.78

Income -0-

Expenses

Kitchen 49.70

Ink 10.59

Stamps 49.00

Phone 39.99

Ending balance: \$126.69

Ending balance: \$476.20

Total remaining Funds \$ 602.89

Bank \$ 602.89

Laundry \$50.00

Petty cash \$100.00

Cash available \$752.89

Riverview Terrace Resident Council
Minutes of Meeting – June 16, 2017

Welcome and Call to Order

Note: Flag missing due to painting of Community Room, no Pledge of Allegiance.

Roll call: all officers present – Priscilla Townsend, President; Jeffrey Turner, Vice President; Hunter Reed, Treasurer; Patty Szabo, Social Coordinator; Lois DeHart, Secretary.

Guest speaker Tony Lentych, Executive Director, discussed possible future river walk and/or bridge across to Hannah Park, followed by public comment and questions.

Norma Loper presented information about the new by-laws. Discussion and questions followed. Motion to ratify was made by Ellen Corcoran, 2nd by Deb Scheer. Vote was unanimous with 25 supporting and none dissenting.

Officer reports:

Previous minutes were presented in the agenda packet. Motion by Samir Moubarak to accept, 2nd by Deb Scheer. Motion passed.

Treasurer's Report was reviewed and approved. President Priscilla Townsend stated that new funds are being requested in the amount of \$3,000 for the upcoming fiscal year and summaries are done for HUD.

Social Coordinator: Upcoming Father's Day breakfast this Sunday, June 18. Picnic scheduled for Wednesday, June 28.

Ad Hoc & Standing Committees/Comments:

No update on construction per Ellen Corcoran.

Card will be sent to Dan Binder at Birchwood.

Resident Council office will be closed for the month of July while President is on vacation.

Motion to adjourn by Samir Moubarak, 2nd by Norma Loper.

Submitted by Lois DeHart, Secretary

RIVERVIEW TERRACE RESIDENT COUNCIL
BY-LAWS ADOPTED JUNE 16, 2017

Article I – Name

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

Article II - Purpose

Section 1.

The purpose of the RTRC is to:

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

Article III – Membership

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

Article IV – Officers and their Duties

Section 1. - Officers

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

Section 2. - Duties

President

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

Vice President

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

Secretary

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

Treasurer

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

Social Director

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

Article V – Committees

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

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

Article VI – Meetings**Section 1.**

A schedule of general meetings of the RTRC shall be posted at the calendar year. The President, with the consent of the officers may cancel or change the time and/or date of such meetings. The agenda will be posted at least 2 days prior on the 2nd floor information board.

Section 2.

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

Section 3.

For all regular and special meetings:

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

Article VII – Nomination & Election of Officers

Section 1. – Process

- Election of officers shall be held every 2 years.
- A neutral party as designated by the RTRC shall oversee the election process and final voting.
- Term of office shall be 2 years beginning with installation and ending when the next officer is installed to that position, which must be completed by January 1st of the upcoming year after election.

Section 2. – Term Limits

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

Section 3. – Vacancy of Office

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

Section 4. – Removal of Officer

Any officer may be removed from office for just cause. Removal shall be by a petition signed by at least twenty-five (25) members and presented at a regular or special meeting of the RTRC, which shall have been duly publicized and at which a quorum is present. Cause shall be, but not limited to, misconduct in office or failure to fulfill the duties of the office. The petition shall state the specific cause and be corroborated by fact. The recall matter shall be voted on at that meeting, except if a quorum is not

present, the matter shall be postponed to the next regularly-scheduled or special meeting of the RTRC. If circumstances other than a lack of a quorum seem to justify a postponement, such action shall require a two-thirds (2/3) vote in favor by the members present. No more than one postponement is permitted. If the matter is not then resolved, it will die for lack of action.

Article VIII. – Amendments to By-Laws

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

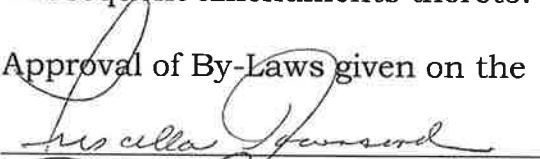

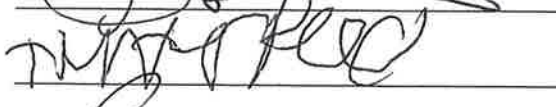


Article IX – Indemnification

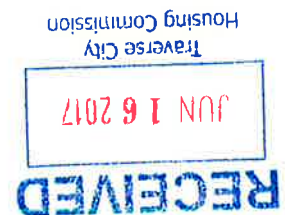
Except to the extent prohibited by law, the volunteers for Riverview Terrace Resident Council shall not be personally liable to the Riverview Terrace Resident Council (hereafter referred to as the Corporation) for monetary damages for breach of fiduciary duty. The Corporation assumes all liability to any person other than the Corporation for all acts or omissions of an officer occurring on or after June 16, 2017. Any repeal or amendment to this Article shall not adversely affect any right or protection of an officer (as provided in this Article) against any claim which is made or which accrues prior to the date of such repeals or amendments.

Adoption & Approval of Amendment(s) to these By-Laws

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

Approval of By-Laws given on the 16th day of June, 2017

	Priscilla Townsend, President
	Jeffrey Turner, Vice President
	Hunter Reed, Treasurer
	Patricia Szabo, Social Coordinator
	Lois DeHart, Secretary





Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2017 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

Memorandum on TCHC Smoke Free Policy

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	MAY 2017 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$ 36,141.00	\$ 395,370.36	85.03%
Investment Interest	3,195.44	2,700.00	151.38	2,012.54	74.54%
Program Income: HCV	1,091,389.00	1,005,000.00	91,827.00	1,008,920.50	100.39%
Program Income: FSS	66,688.65	66,600.00	5,580.00	61,386.85	92.17%
Earned Income	134,075.71	110,584.00	16,592.84	132,071.86	119.43%
HUD Property Subsidy	263,918.00	250,000.00	17,976.00	225,031.00	90.01%
CFP / Draw on Surplus	182,486.66	199,000.00	2,846.95	8,131.48	4.09%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 171,115.17	\$ 1,832,924.59	87.33%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 15,682.66	\$ 203,645.11	85.29%
Benefits	71,191.54	101,818.30	4,166.68	77,039.23	75.66%
Compensated Absences	5,126.29	(1,500.00)	-	-	0.00%
Legal	5,614.12	9,500.00	513.00	13,123.24	138.14%
Travel / Staff Training	10,045.68	12,000.00	5,114.13	13,960.64	116.34%
Accounting / Auditing	20,495.42	22,000.00	1,099.41	19,378.51	88.08%
General Office Expenses	82,892.87	68,000.00	5,157.68	82,351.86	121.11%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$ 31,733.56	\$ 409,498.59	90.88%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ 402.87	\$ 7,010.79	81.76%
Cable Television	35,065.00	37,460.00	3,183.59	34,024.29	90.83%
HAP	948,943.11	965,400.00	80,856.00	894,814.07	92.69%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$ 84,442.46	\$ 935,849.15	92.53%
<u>UTILITIES</u>					
Water	\$ 16,413.25	\$ 16,500.00	\$ 949.20	\$ 14,556.05	88.22%
Electricity	125,464.02	150,000.00	9,687.87	118,943.37	79.30%
Gas	10,035.02	15,500.00	1,077.03	12,136.73	78.30%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$ 11,714.10	\$ 145,636.15	80.02%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 7,653.12	\$ 83,523.43	97.87%
Maintenance Benefits	33,937.30	48,093.00	2,319.04	28,039.70	58.30%
Materials	25,160.53	20,200.00	2,563.40	33,898.41	167.81%
Contract / CFP Costs	304,677.97	180,000.00	17,733.56	124,245.09	69.03%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$ 30,269.12	\$ 269,706.63	80.84%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,386.35	\$ 26,288.52	85.91%
Payment in Lieu of Taxes	24,914.86	23,000.00	1,780.00	19,580.00	85.13%
Collection Losses	4,438.91	-	-	7,267.01	0.00%
Interest Expense / Other	34,625.21	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 4,166.35	\$ 53,135.53	62.07%
EXTRAORDINARY / CASUALTY	6,936.36	\$ 10,000.00	\$ -	4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 162,325.59	\$ 1,818,371.05	87.71%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ 8,789.58	\$ 14,553.54	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (9,428.10)	\$ (139,177.25)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ (638.52)	\$ (124,623.71)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF MAY 2017**

PUBLIC HOUSING

Chemical Bank	Checking	\$	44,567.72	
4Front Credit Union	Savings	\$	6,604.81	
TC State Bank	520011210	\$	162,327.51	
TC State Bank	1051647	\$	42,449.11	
First Merit Bank	53691	\$	162,697.37	
TC State Bank	4535723359	\$	75,617.27	
Chemical Bank	ICS Acct	\$	25,234.16	
Chemical Bank	1075909	\$	17,592.96	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,842.41	
4Front Credit Union	CD 16525-S100	\$	31,187.80	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
	SUB TOTAL	\$	746,959.51	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	136,146.99	
Chase Bank	135080088317	\$	55,596.02	Escrow Account
	SUB TOTAL	\$	191,743.01	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
	SUB TOTAL	\$	554,397.00	
	TOTAL Cash & Cash Equivalents	\$	1,493,099.52	

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	May/June 2017	June 23, 2017
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Anti-Bullying & Hostile Environment Harassment Policy	NEW	NA	April 2017	On-Going
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Attendance Policy	NEW	NA	June 2017	
Board Orientation Policy	February 2013	NA	September 2017	
Camera Policy	NEW	NA	August 2017	
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	July 30, 2012	March 2017	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2017	
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	March 18, 2001	July 30, 2012	January 2017	January 27, 2017
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	August 31, 1998	January 11, 2013	September 2016	September 23, 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	August 26, 2016

TCHC Policy Review Schedule

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	April 20, 2010	August 21, 2012	October 2016	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	March 2017	On-Going
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	May 2017	
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	July 2017	
Schedule of Excess Utility Charges Policy	February 14, 1989	November 15, 2005	April 2017	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Policy	December 19, 2006	September 18, 2012	Summer 2017	
Social Security Number Privacy Policy	January 22, 2016	NA	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	October 2017	
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Tresspass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	August 2017	
Social Media Policy	NEW	NA	August 2016	August 26, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Smoke-Free Policy Update

MESSAGE:

Attached you find the “Fact Sheet” we distributed to residents of Orchardview Townhomes and Riverview Terrace Apartments by way of a newsletter. Along with the following statement:

TCHC IS GOING SMOKE-FREE

We are going smoke-free by **July 2018**. Included with this newsletter is a flyer on how to prepare for this. Look for more information on this topic during the next few months!

We anticipate letters being sent to all “grandfathered” units by the end of the month. These letters will request a meeting with staff to assess the needs of each person as we transition to a smoke-free facility over the next several months.

SMOKE-FREE POLICY

Preparing for Your Smoke-Free Home



OFFICE OF PUBLIC AND INDIAN HOUSING

HUD FACT SHEET

Getting Ready to Go Smoke-Free!

Why go smoke-free?

Secondhand smoke contributes to disease and early death. A known cause of lung cancer, secondhand smoke is also linked with heart disease and breathing problems in nonsmoking adults. The health effects of secondhand smoke are especially bad for children, older adults, and people with lung problems.

More than 600 public housing agencies (PHAs) have already gone smoke-free, and now HUD will require the rest to join in.

A smoke-free building is one where smoking is not allowed anywhere inside of the building. In addition, no one may smoke within 25 feet of any buildings on public housing grounds.

Who benefits?

Smoke-free housing is good for everyone's health.

Children who breathe secondhand smoke are more likely to get sick, cough, and even have poorer performance at school.

Infants need extra protection—breathing secondhand smoke has been linked to Sudden Infant Death Syndrome (SIDS).

Adults need protection, too—secondhand smoke causes heart disease, cancer, and lung diseases.

We are happy to offer a safer, healthier building for everyone!



A smoke-free home is a healthy and safe home.

When a home is smoke-free, it lowers the chance of accidental fire and deaths from fire. The risk of burns to people or property damage is also lower.

Smoke-free homes are easier to maintain than those that are smoked in.

It's not enough to:

- Move to another room.
- Turn on a fan.
- Open a window.
- Blow smoke away.
- Use air fresheners or candles.



Protect residents and employees from secondhand smoke.

Eliminating smoking indoors and close to buildings is the only way to fully protect people from secondhand smoke.

Encourage healthy behaviors in residents and employees.

In addition to protecting residents and employees from secondhand smoke, smoke-free policies create healthy environments that encourage people who smoke to quit or attempt to reduce smoking.

Steps to take.

Remind your neighbors, visitors, and others living with you that the whole building is going smoke-free.

Housing employees, residents, guests, and other visitors must not smoke on the property. They may either use a designated smoking area (if available) or leave the property.

Share your feedback. Attend resident meetings about the smoke-free policy. Let the PHA staff know if you are happy with the new policy or if you have been able to quit smoking. Submit concerns or complaints about policy violations to the PHA staff.

Smoke-free policies are legal.

People who smoke tobacco are not a protected class under the Fair Housing Act and do not have special legal status.

The smoke-free policy will still allow people who smoke to rent a unit; however, people may not smoke in restricted areas.

Reasonable accommodations under the Fair Housing Act and the Americans with Disabilities Act may be available. Talk to the PHA staff if you have concerns.

Electronic or e-cigarettes may also be banned indoors. Signs and other notices will help inform everyone of the rules.

Smoking in any area where it is not allowed will be treated as a lease violation. The housing agency staff can give you details about what the rules say. If you aren't ready to quit smoking, follow the rules and make it a healthy home for your family and neighbors.

Resources to Help You Quit Smoking

Call 1-800-QUIT-NOW (1-800-784-8669) toll-free to talk to a trained coach who can help you quit, or go to www.smokefree.gov to learn more.

- ✔ **Contact your doctor or health clinic.**
- ✔ **Gum, patches, and other products can help you reduce your smoking habit or quit altogether.**
- ✔ **Join together with others in your home or building to support each other in quitting smoking.**
- ✔ **Ask your property manager or other PHA staff about local resources.**

You do not have to quit smoking to live here.

We can have a healthy, smoke-free building with your help.

We thank you for following our policy and not smoking inside.



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

TCHC Annual Meeting: Election of Officers

TCHC By-Law Review: Action Required

FY 2018 HUD Budget: Action Required

Disposition of Property: Action Required

Bad Debt: Action Required

HUD Income Limits: Action Required

Attendance Policy: Action Required

Resolution Honoring Richard Michael: Action Required

Closed Session with TCHC Attorney, Dan White of White & Wojda

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Election of Officers

MESSAGE:

Per our By-Laws, TCHC needs to conduct its Annual Meeting and elect its officers. The offices of President and Vice President, in that order, need to be filled at the meeting today. Currently, the offices are held by Brian Haas and Kay Serratelli, respectively.

Below you will find the relevant portions of our By-Laws for guidance:


ARTICLE II – OFFICERS

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.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Adopt Changes to the By Laws

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 May Executive & Governance Committee meeting.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE BY LAWS

June 23, 2017

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 deemed it to be appropriate and prudent to review the By Laws annually and to update when necessary; 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

[DRAFT] By-Laws

ARTICLE I – THE HOUSING COMMISSION

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

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.** Through a strategic planning process, the TCHC Board has created the following permanent committees:

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

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

ARTICLE III – MEETINGS

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

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

5. Quorum. At all meetings of the TCHC Board, three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the TCHC Board upon a vote of a majority of those Commissioners present. Amendments to the By-Laws, however, require a vote of the majority of the entire membership of the Board.

6. Order of Business. At the regular meetings of the TCHC Board the following shall be in order of business:
 - I. Roll Call
 - II. Approval of Agenda
 - III. Public Comment
 - IV. Consent Agenda
 - V. Committee & Commissioner Reports
 - VI. Staff & Program Reports
 - VII. Old Business
 - VIII. New Business
 - IX. Public Comment
 - X. Commissioner Comment
 - XI. Adjournment

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

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

ARTICLE IV – AMENDMENTS

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

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

1. Appointment. The Mayor of the City of Traverse City appoints board members of the Housing Commission. The selection process follows the regulations and provisions of the City of Traverse City and Public Act 18 of the State of Michigan.
2. Employment of Board Member. Pursuant to Public Act 18 of the State of Michigan, no member of the TCHC Board shall be employed by the Housing Commission during their tenure on the Board. A Board member cannot be employed by the Housing Commission until at least 12 months after their tenure on TCHC Board has ended.
3. Resignation. A Board Member desiring to resign from the Commission shall submit a written notice to the City Clerk [Changed from the Mayor] 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

Proposed: June 23, 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: FY 2018 Consolidated Budget

MESSAGE:

Attached you will find our proposed Fiscal Year 2018 Consolidated Budget. This document was reviewed by the Executive Committee and submitted to our accountant to have it “translated” into an appropriate format for submission to HUD.

Please note that you will also need your monthly consolidated report to see how the actual May numbers and the Year-to-Date numbers relate to the FY 2017 Budget numbers.

Here are the highlights of the differences from our last budget:

1. We are anticipating that income will be relatively the same next year (+0.08%). We do anticipate less property rents but more earned income – both of these assumptions are based upon the realities of recent years. Please remember that property rents and HUD property subsidy are closely aligned (technically connected). Should one go up, the other will go down and vice versa.
2. We are expecting 8.00% “less” investment income due to a conversion of Certificate of Deposit. This not a significant amount.
3. CFP was not realized this fiscal year but will be almost immediately in FY 2018. This is due to delays at the federal level in passing a budget – we still do not have FY 2017 CFP amounts posted.
4. We have an accurate breakdown of professional staff “Salaries” and “Benefits” are lower this fiscal year. This based on having a better handle on our numbers with a more “stable” staff.
5. We have increased “Legal” expenses significantly (45.00%) for obvious reasons.
6. We anticipate more Staff Training during the next fiscal year, so the number on this line item is higher than previous years.

7. The Maintenance Benefits Costs have decreased based on actual numbers.
8. The Maintenance Labor Costs have been increased by due to the addition of another part-time position. We are preparing for the possible retirement of staff person in this department.
9. Maintenance Materials are increased 19.20% to reflect both the actual numbers of recent years but also the intentional decision to spend more on our aging properties.
10. While we do expect a deficit next fiscal year in order to spend some of our reserves on our properties, this budget does show a slight surplus.

Please remember that the consolidated budget is management tool. It allows you to see all of the cash flow through our organization on one page. Also note that everything in the budget is supported by documentation or financial history. Do not hesitate to ask questions during the meeting.

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE PROPOSED BUDGET

	FY 2015 ACTUAL*	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2018 BUDGET	% CHANGE
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 431,741.66	\$ 465,000.00	\$ 435,000.00	-6.90%
Investment Interest	3,115.76	3,195.44	2,700.00	2,500.00	-8.00%
Program Income: HCV	801,679.00	1,091,389.00	1,005,000.00	1,025,000.00	1.95%
Program Income: FSS	66,127.50	66,688.65	66,600.00	66,600.00	0.00%
Earned Income	118,755.80	134,075.71	110,584.00	122,500.00	9.73%
HUD Property Subsidy	250,531.00	263,918.00	250,000.00	250,000.00	0.00%
CFP / Draw on Surplus	216,024.34	182,486.66	199,000.00	199,000.00	0.00%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 2,173,495.12	\$ 2,098,884.00	\$ 2,100,600.00	0.08%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 192,072.51	\$ 238,780.00	\$ 229,500.00	-4.04%
Benefits	43,703.38	71,191.54	101,818.30	84,830.00	-20.03%
Compensated Absences	(1,805.55)	5,126.29	(1,500.00)	(1,500.00)	0.00%
Legal	6,913.00	5,614.12	9,500.00	17,500.00	45.71%
Travel / Staff Training	7,862.47	10,045.68	12,000.00	15,000.00	20.00%
Accounting / Auditing	20,345.52	20,495.42	22,000.00	22,000.00	0.00%
General Office Expenses	86,997.61	82,892.87	68,000.00	72,500.00	6.21%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 387,438.43	\$ 450,598.30	\$ 439,830.00	-2.45%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 9,961.31	\$ 8,575.00	\$ 8,575.00	0.00%
Cable Television	33,037.34	35,065.00	37,460.00	37,460.00	0.00%
HAP	854,465.00	948,943.11	965,400.00	965,400.00	0.00%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 993,969.42	\$ 1,011,435.00	\$ 1,011,435.00	0.00%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,413.25	\$ 16,500.00	\$ 16,500.00	0.00%
Electricity	148,299.11	125,464.02	150,000.00	150,000.00	0.00%
Gas	16,715.50	10,035.02	15,500.00	15,500.00	0.00%
TOTAL UTILITIES	\$ 182,196.01	\$ 151,912.29	\$ 182,000.00	\$ 182,000.00	0.00%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 77,347.71	\$ 85,342.00	\$ 101,410.00	15.84%
Maintenance Benefits	31,533.44	33,937.30	48,093.00	37,870.00	-26.99%
Materials	13,328.43	25,160.53	20,200.00	25,000.00	19.20%
Contract / CFP Costs	292,289.06	304,677.97	180,000.00	175,000.00	-2.86%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 441,123.51	\$ 333,635.00	\$ 339,280.00	1.66%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 28,352.38	\$ 30,600.00	\$ 30,600.00	0.00%
Payment in Lieu of Taxes	22,213.09	24,914.86	23,000.00	23,000.00	0.00%
Collection Losses	3,511.15	4,438.91	-	5,000.00	100.00%
Interest Expense / Other	37,087.94	34,625.21	32,000.00	32,000.00	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 92,331.36	\$ 85,600.00	\$ 90,600.00	5.52%
<u>EXTRAORDINARY / CASUALTY</u>	\$ 10,675.17	\$ 6,936.36	\$ 10,000.00	\$ 10,000.00	0.00%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 2,073,711.37	\$ 2,073,268.30	\$ 2,073,145.00	-0.01%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 99,783.75	\$ 25,615.70	\$ 27,455.00	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>	\$ (24,805.70)	\$ (32,087.93)	\$ (25,000.00)	\$ (25,000.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 67,695.82	\$ 615.70	\$ 2,455.00	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	<u>Explanation / Description</u>
<u>OPERATING INCOME</u>	
Property Rents	A total of collected rents from Riverview Terrace and Orchardview properties.
Investment Interest	A total of interest amounts earned.
Program Income: HCV	Housing Choice Voucher program dollars earned.
Program Income: FSS	ROSS funding designated for Resident Self Sufficiency Program.
Earned Income	A total of non-program dollars earned by TCHC.
HUD Property Subsidy	HUD dollars received to assist with rent deficits.
CFP / Draw on Subsidy	A total of Capital Fund Program dollars received plus what is drawn down from 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	Retirement	Health	TCHC Share	Dental	TCHC Share	VSP	TCHC Share
Executive Director	\$ 85,000.00	\$ 21,778.29	\$ 5,950.00	\$ 17,964.48	\$ 14,371.58	\$ 1,451.52	\$ 1,161.22	\$ 369.36	\$ 295.49
Deputy Director	\$ 53,000.00	\$ 18,065.65	\$ 3,710.00	\$ 16,123.68	\$ 12,898.94	\$ 1,451.52	\$ 1,161.22	\$ 369.36	\$ 295.49
Program Manager	\$ 40,000.00	\$ 16,419.33	\$ 2,800.00	\$ 15,203.28	\$ 12,162.62	\$ 1,451.52	\$ 1,161.22	\$ 369.36	\$ 295.49
FSS/Intake	\$ 31,500.00	\$ 10,816.30	\$ 2,205.00	\$ 9,772.08	\$ 7,817.66	\$ 762.96	\$ 610.37	\$ 229.08	\$ 183.26
Misc.*	\$ 20,000.00	\$ 17,748.00							
Payroll Tax**		\$ 17,748.00							
SUB TOTAL	\$ 229,500.00	\$ 84,827.56	\$ 14,665.00	\$ 59,063.52	\$ 47,250.82	\$ 5,117.52	\$ 4,094.02	\$ 1,337.16	\$ 1,069.73
Lead Maintenance	\$ 38,750.00	\$ 17,603.92	\$ 2,712.50	\$ 18,097.20	\$ 14,477.76	\$ 383.76	\$ 307.01	\$ 133.32	\$ 106.66
Maintenance	\$ 30,160.00	\$ 12,316.00	\$ 2,111.20	\$ 12,238.92	\$ 9,791.14	\$ 383.76	\$ 307.01	\$ 133.32	\$ 106.66
Part-time Maintenance I	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Part-time Maintenance II	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.*	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Tax**		\$ 7,949.12							
SUB TOTAL	\$ 101,410.00	\$ 37,869.04	\$ 4,823.70	\$ 30,336.12	\$ 24,268.90	\$ 767.52	\$ 614.02	\$ 266.64	\$ 213.31
TOTAL	\$ 330,910.00	\$ 122,696.60	\$ 19,488.70	\$ 89,399.64	\$ 71,519.71	\$ 5,885.04	\$ 4,708.03	\$ 266.64	\$ 1,283.04
ALL TOTAL	\$ 453,606.60								


*Misc. = Amount that could be used for Salary Adjustments, Raises, or Bonuses.

** Payroll Tax = 7.65%

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year 2018 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 from the one-page consolidated budget sheets. This document reflects the proposed salary and benefits that were reviewed last month by the Executive Committee. The Executive Committee also reviewed the entire budget at its June meeting.

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 2018 BUDGET

June 23, 2017

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 2018 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 2018 Operating Budget, as required by HUD for the Fiscal Year Ending June 30, 2018, 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 06/30/18	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/THA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeowne 03 <input type="checkbox"/> PHA/THA Leased Rental Housing 04 <input type="checkbox"/> PHA/THA Owned Turnkey III Homeo 05 <input type="checkbox"/> PHA/THA Leased Homeownership	
Name of Public Housing Agency/Indian Housing Authority (PHA/THA) 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. 6/30/2016 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget 6/30/2017 PUM	PHA Budget Estimates 06/30/18 PUM Amount (to nearest \$10)	
Operating Receipts						
70300	3110	Net Tenant Revenue	259.39	287.04	268.52	435,000
70400	3120	Tenant Revenue-Other (Excess Utilities)	0.74	0.62	-	-
70500	Total	Rental Income	260.13	287.66	268.52	435,000
70600	3401.1	CFP Draw to Operations/Draw on Surplus	-	-	122.84	199,000
70600	3401.2	HUD PHA Operating Grant-Operating Subsidy	154.65	154.32	154.32	250,000
70700	Total	Fee Revenue	154.65	154.32	277.16	449,000
70750	3610	Interest on General Fund Investments	1.92	1.67	1.54	2,500
71500	3690	Other Revenue	72.56	68.26	75.62	122,500
70000	Total	Revenue	489.26	511.91	622.84	1,009,000
Operating Expenditures - Administration						
91100	4110	Administrative Salaries	37.12	85.89	84.43	136,780
91200	4171	Auditing Fees	1.76	1.85	2.47	4,000
91400	4190.6	Advertising and Marketing	0.33	0.93	0.93	1,500
91500	4182	Employee Benefits-Admin	12.21	34.29	31.13	50,430
91600	4190	Office Expenses	41.49	30.93	35.33	57,240
91700	4130	Legal Expense	3.40	4.01	10.49	17,000
91800	4150	Travel	1.12	2.72	2.59	4,200
91810	4190	Allocated Overhead	-	-	-	-
91900	4170	Other (Accounting Fees)	4.16	4.63	4.32	7,000
91000	Total	Operating-Administrative	101.59	165.25	171.70	278,150
Tenant Services						
92100	4210	Salaries	-	-	-	-
92200	4215	Relocation Costs	-	-	-	-
92300	4222	Employee Benefits-Tenant Services	-	-	-	-
92400	4220	Tenant Services-Other	5.29	9.26	5.29	8,575
	4230	Tenant Contracts-Cable	20.39	23.12	23.12	37,460
92500	Total	Tenant Services	25.68	32.38	28.42	46,035
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	9.57	9.57	15,500
93400	4340	Fuel	-	-	-	-
93500	4350	Labor	-	-	-	-
93600	4360	Sewer	-	-	-	-
93800	Total	Utilities Expense	112.47	112.35	112.35	182,000

Name of PHA/IHA TRAVERSE CITY HOUSING COMMISSION				Fiscal Year Ending 06/30/18		
FDS Line No.	Acct. No.	Description	Actuals Last Fiscal Yr. 6/30/2016 PUM	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget 6/30/2017 PUM	PHA Budget Estimates 06/30/18	
					PUM	Amount (to nearest \$10)
Ordinary Maintenance and Operation						
94100	4410	Labor	53.28	50.08	60.21	97,540
94200	4420	Materials	8.23	12.47	15.43	25,000
94300	4430	Contract Costs	47.08	40.43	108.02	175,000
94500	4433	Employee Benefits-Maint.	19.47	23.93	21.99	35,620
94000	Total	Maintenance	128.06	126.91	205.65	333,160
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	18.89	18.89	30,600
96200	4590	Other General Expense	-	0.31	-	-
96210	4550	Compensated Absences	(0.35)	0.93	(0.62)	(1,000)
96300	4520	Payments in Lieu of Taxes	13.71	14.20	14.20	23,000
96400	4570	Bad Debt-Tenant Rents	2.17	-	3.09	5,000
96000	Total	Other General Expenses	31.72	34.32	35.56	57,600
Interest Expense						
96710	4586	Interest Expense	22.89	-	-	32,000
96700	Total	Interest Expense	22.89	19.75	19.75	32,000
96900	Total	Operating Expenses	422.41	490.96	573.42	928,945
97000	Excess	Operating Revenue over Operating Expenses	66.85	20.95	49.42	80,055
Nonroutine Expenditures						
97100	4610	Extraordinary Maintenance	6.59	6.17	6.17	10,000
97200	4620	Casualty Losses-Non Capitalized	-	-	-	-
90000	Total	Expenses	429.00	497.13	579.60	938,945
Prior Year Adjustments						
11040	6010	Prior Year Adjust. Affecting Operating Reserve	-	-	-	-
Memo Expenditures						
11620	7540	Building/Site Improvements	7.03	15.43	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	(0.65)	27.81	45,055

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)		6/30/2016 819,720
Change in Unrestricted Net Assets - Current Budget year (check one)		
<input checked="" type="checkbox"/>	Estimated for FYE	6/30/2017
<input type="checkbox"/>	Actual for FYE	(1,070)
Unrestricted Net Assets at End of Current Budget year (check one)		
<input checked="" type="checkbox"/>	Estimated for FYE	6/30/2017
<input type="checkbox"/>	Actual for FYE	818,650
Net Change in Unrestricted Net Assets-Requested Budget year Estimated for FYE		6/30/2018 45,055
Unrestricted Net Assets at End of Requested Budget Year Estimated for FYE		6/30/2018 863,705

Operating Budget

Schedule of All Positions and Salaries

Name of Housing Authority:		150 PINE STREET TRAVERSE CITY, MI 49684				Fiscal Year End 06/30/18			
Position Title and Name By Organizational Unit and Function	Present Salary Rate as of (date) 04/30/17	Requested Budget Year				Allocation of Salaries by Program			
		Salary Rate	No. Months	Estimated Payment Amount	Low Rent Public Housing	Section 8 Programs	FSS Programs	Method of Allocation	
<u>ADMINISTRATIVE POSITIONS</u>									
Executive Director	AL	40.86	12	85,000	64,600	11,900	8,500	76/14/10	
Deputy Director	MR	24.04	12	53,000	34,980	12,720	5,300	66/24/10	
Program Manager	AS	19.71	12	40,000	-	-	40,000	0/0/100	
FSS/Intake	AK	14.50	12	31,500	25,200	6,300	-	80/20/0	
Bonus				20,000	12,000	6,000	2,000	60/30/10	
TOTAL ADMINISTRATIVE SALARIES/WAGES				229,500	136,780	36,920	55,800	-	
<u>TENANT SERVICES POSITIONS</u>									
TOTAL TENANT SERVICES SALARIES/WAGES					-	-	-	-	
<u>MAINTENANCE LABOR</u>									
Lead Maintenance	DG	20.00	12	38,750	34,880	3,870	-	90/10/0	
Maintenance	CE	16.00	12	30,160	30,160	-	-	100/0/0	
Part-time Maintenance (14 hrs/week)	JB	12.27	12	15,000	15,000	-	-	100/0/0	
Part-time Maintenance	BW	14.00	12	12,500	12,500	-	-		
Overtime/Standby Pay		various		5,000	5,000				
TOTAL MAINTENANCE SALARIES/WAGES				101,410	97,540	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 06/30/18
--	--	------------------------------------

Work Project Number	Description of Work Project	Housing Project Number	Total Estimated Cost	Percent Complete Current Budget Year End	Requested Budget Year		Description of Equipment Items	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 ADMINISTRATIVE</u>	-	-	-
	TOTAL EXTRAORDINARY MAINT.		-		-		TOTAL ADMINISTRATIVE EQUIP	-	-	-
	<u>BUILDING/SITE IMPROVEMENTS</u>						<u>FURNITURE AND EQUIPMENT 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		Locality			Fiscal Year End		
150 PINE STREET		150 PINE STREET TRAVERSE CITY, MI 49684			06/30/18		
FDS Line #	Acct #	Description	Total	Low Rent Public Housing			Section 8
91200	4171	Auditing Fees	7,000	4,000	-	-	3,000
91400	4190.6	Advertising & Marketing	1,500	1,500	-	-	-
91600	Office Expenses						
	4140	Staff Training	9,000	6,300	-	-	2,700
	4185	Telephone, Fax, Electronic Communications	10,700	7,500	-	-	3,200
	4190.1	Publications	1,300	800	-	-	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)	34,000	23,800	-	-	10,200
	4190.4	Forms, Stationary and Office Supplies	6,400	4,200	-	-	2,200
	4190.5	Other Sundry Expense (provide breakdown)	19,100	13,640	-	-	5,460
	4190.7	Collection Agent Fees and Court Costs	-	-	-	-	-
91600	Total	Office Expenses	82,500	57,240	-	-	25,260
91700	4140	Legal Expenses	17,500	17,000	-	-	500
91800	4150	Travel	6,000	4,200	-	-	1,800
91900	4170	Other (Accounting Fees)	15,000	7,000	-	-	8,000
		TOTAL ADMINISTRIVE EXPENSES OTHER THAN SALARIES	129,500	90,940	-	-	38,560

Justification / Breakdown:

Membership Dues & Fees:

Traverse City Area COC
MHDA

PHADA
CEDAM

Administrative Service Contracts:

Copier
IT
HDS
Architect
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 06/30/18
---	--	--------------------------------

Operating Expenditures

Ordinary Maintenance & Operation-Contract Costs

Acct	Description	
4430.02	Heating and Cooling	6,000
4430.03	Snow Removal	4,000
4430.04	Elevator	9,600
4430.05	Landscape & Grounds	10,000
4430.06	Unit Turnaround	18,000
4430.07	Electrical	1,000
4430.08	Plumbing	1,000
4430.09	Exterminating	3,000
4430.10	Janitorial	2,200
4430.11	Routine	10,000
4430.12	Misc. Contracts	10,000
4431	Garbage	10,500
	CFP Costs	89,700
		<u>175,000</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	25,310	10,460	7,460	3,120	4,270
Retirement-7%	19,490	8,930	4,550	2,840	3,170
Health & Life Insurance	71,520	27,950	22,820	10,205	10,545
Vision/Dental Insurance	5,990	3,090	785	1,030	1,085
		<u>50,430</u>	<u>35,615</u>	<u>17,195</u>	<u>19,070</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>5,000</u>
--	--------------

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>-</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: 7/1/2017 Board Resolution Number: _____

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
<input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:	_____
Operating Budget submitted to HUD, if applicable, on:	_____
Operating Budget revision approved by Board resolution on:	_____
Operating Budget revision submitted to HUD, if applicable, on:	_____

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
---------------------------------	-----------	------

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Fiscal Year-End Property Disposition Resolution

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC produces a quarterly or annual list of items that need to be removed from inventory lists and have, when appropriate, adjustments made to our recorded assets. This resolution covers all items removed from inventory for the last 7 months (since November 2016) which are listed below.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION

June 23, 2017

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to track the addition and removal of all property and assets; and

WHEREAS, the attached list of items are no longer considered assets to TCHC; 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 following list of surplus property is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by June 30, 2017:


1. Refrigerator – Damaged/not repairable
TCHC Inventory #1578
2. Refrigerator – Damaged/not repairable
Model #ET14NKXJW00 / Serial #BA94909303

3. Hotpoint Refrigerator – Damaged/not repairable
Model #HTH16BBSXLWW / Serial #AM762716
4. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #9511164771
5. Frigidaire Refrigerator – Damaged/not repairable
Model #FRT17HB3JW3 / Serial #BA95006242
TCHC Inventory #1569
6. Kenmore Stove – Damaged/not repairable
Model #9119584591 / Serial #5H1G51220
7. Kenmore Stove – Damaged/not repairable
Model #9609012193 / Serial #9511164812
8. GBC Electric Image Maker 3000 – Obsolete
Model #IM3000 / Serial #GLO3250
TCHC Inventory #1592

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution on Doubtful Accounts

MESSAGE:

Attached you will find a list of former renters that have not responded to any attempts to collect their past due amounts. After reviewing this list, and in accordance with advice from our accountants on how HUD views doubtful accounts, staff is recommending that the attached past due amounts on its doubtful account lists be declared bad debt removed from our financial statements. The debts owed are still active in the HUD system (EIV) but it will be removed from our books and we will no longer actively seek to collect or monitor it.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO REMOVE DOUBTFUL ACCOUNTS FROM FINANCIAL STATEMENTS

June 23, 2017

WHEREAS, the Traverse City Housing Commission has always attempted to collect the rents due to it from its tenants in a timely manner but some rent, for a variety of reasons, is never collected and is carried on our financial statements as doubtful accounts; and

WHEREAS, TCHC accountants suggest, and prudent policy dictates, that after some period of time doubtful accounts are declared bad debt and removed from financial statements; and

WHEREAS, the Traverse City Housing Commission has reviewed the list of rents owed; 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 amount of \$6,980.56 is hereby removed from all Records and Financial Statements of the Traverse City Housing Commission in accordance with all necessary rules and regulations forthwith.

TCHC Doubtful Accounts Aged 12 Months*


Resident	Amount	Notes
Donahoe	\$ 1,481.00	Last payment April 2016 - Moved May 2016
High	\$ 912.00	Last payment January 2016 - Moved February 2016
Rucker	\$ 4,497.07	Last payment May 2016 - Moved August 2016
Anderson	\$ 90.49	Last payment October 2016 - Moved January 2013
	<u>\$ 6,980.56</u>	

Current as of June 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: 2017 HUD Income Limits for HCV and Public Housing [ATTACHED]

MESSAGE:

On an annual basis, U.S. Department of Housing and Urban Development (HUD) reviews the area median income and establishes the income limits for the Housing Choice Voucher (HCV) and Public Housing (PH) Programs. Income limit areas are based on the FY 2017 Fair Market Rent areas. Extremely Low Income Limits are defined as the greater of 60% of the Very Low Income Limits or the poverty guidelines, which has resulted in some of the Extremely Low Income Limits to equal the Very Low Income Limits in our areas.

Therefore, TCHC staff recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD INCOME LIMITS

June 23, 2017

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

WHEREAS, the HUD Fiscal Year (FY) 2017 Fair Market Rents are now published (attached) for our region; and

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

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

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

TRAVERSE CITY HOUSING COMMISSION

2017 INCOME LIMITS FOR SECTION 8 HCV AND PUBLIC HOUSING PROGRAMS


COUNTY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Antrim	\$12,060.00	\$16,240.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,850.00	\$35,100.00	\$37,400.00	ELI
	19,850.00	22,650.00	25,500.00	28,300.00	30,600.00	32,850.00	35,100.00	37,400.00	VLI
	31,750.00	36,250.00	40,800.00	45,300.00	48,950.00	52,550.00	56,200.00	59,800.00	LI
Benzie	\$12,200.00	\$16,240.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,960.00	\$ 3,600.00	\$38,300.00	ELI
	20,300.00	23,200.00	26,100.00	29,000.00	31,350.00	33,650.00	36,000.00	38,300.00	VLI
	32,500.00	37,150.00	41,800.00	46,400.00	50,150.00	53,850.00	57,550.00	61,250.00	LI
Grand Traverse	\$13,850.00	\$16,240.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,960.00	\$37,140.00	\$41,320.00	ELI
	23,100.00	26,400.00	29,700.00	32,950.00	35,600.00	38,250.00	40,900.00	43,500.00	VLI
	36,900.00	42,200.00	47,450.00	52,700.00	56,950.00	61,150.00	65,350.00	69,600.00	LI
Kalkaska	\$12,060.00	\$16,240.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,400.00	\$34,600.00	\$36,850.00	ELI
	19,550.00	22,350.00	25,150.00	27,900.00	30,150.00	32,400.00	34,600.00	36,850.00	VLI
	31,300.00	35,750.00	40,200.00	44,650.00	48,250.00	51,800.00	55,400.00	58,950.00	LI
Leelanau	\$14,800.00	\$16,900.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,960.00	\$37,140.00	\$41,320.00	ELI
	24,650.00	28,150.00	31,650.00	35,150.00	38,000.00	40,800.00	43,600.00	46,400.00	VLI
	39,400.00	45,000.00	50,650.00	56,250.00	60,750.00	65,250.00	69,750.00	74,250.00	LI
Wexford	\$12,060.00	\$16,240.00	\$20,420.00	\$24,600.00	\$28,780.00	\$32,400.00	\$34,600.00	\$36,850.00	ELI
	19,550.00	22,350.00	25,150.00	27,900.00	30,150.00	32,400.00	34,600.00	36,850.00	VLI
	31,300.00	35,750.00	40,200.00	44,650.00	48,250.00	51,800.00	55,400.00	58,950.00	LI

Proposed for Adoption: June 23, 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Attendance Policy

MESSAGE:

Attached you will find our Attendance Policy for our Commissioners. After our annual review of By-Laws, our attorney has recommended that we should not have some aspects of our attendance requirements permanently in the By-Laws themselves, but rather in a policy. The language contained in this policy was recommended to us by our attorney and it does allow, in limited circumstances, participation by electronic means.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE ATTENDANCE POLICY

June 23, 2017

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 Commission learned during a review of its By Laws, that it needed clarification as to the participation of Commissioners via electronic means; and

WHEREAS, the Commission wishes to allow, in limited circumstance, such participation in meetings; and

WHEREAS, the Commission has reviewed the proposed Attendance Policy; and

WHEREAS, the Commission concurs in the recommendations of the Executive Director and staff.

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

The Attendance Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect pending final legal review.

Traverse City Housing Commission

Attendance Policy

1. **Purpose.** The intent of this policy is to establish the expectations of, and to define the mechanisms for, attendance by Commissioners serving on the Traverse City Housing Commission.
2. **Policy.** The Traverse City Housing Commission schedules its regular meetings on the fourth Friday of each month. TCHC publishes and files with the City of Traverse City on an annual basis, a full year of scheduled regular meetings. Additionally, TCHC may schedule a special meeting to handle urgent matters or a significant matter that may not be properly addressed at a regular meeting. From time to time, Commissioners are unable to attend meetings because they are out of town and unable to be physically present at a meeting but would be able to attend by teleconferencing or other electronic means and participate fully in the meeting.

TCHC will allow Commissioners to participate by teleconferencing or other electronic means in its attempt to conduct its business in an efficient and expeditious manner providing that the following conditions are met:

- A. The Commissioners who so participate in such manner will be noted in the minutes as present at the meeting and will be permitted to make and second motions and to vote on any matters at that meeting. The minutes, however, will note which Commissioners as having participated via a teleconferencing device.
 - B. No more than one Commissioner can participate in this manner at any given meeting. If more than one Commissioner request the ability to participate via electronic means, TCHC should consider rescheduling or postponing the meeting.
 - C. This policy shall not conflict or supersede any provisions of the TCHC By-Laws, or of the Open Meetings Act and is intended only for the purposes of conducting a regularly scheduled meeting or specially called meeting that has been officially posted and held in compliance with the Open Meetings Act.
 - D. The TCHC Secretary must be present at the meeting location to take roll and record the actions of the Commission.
3. **Compliance with the City of Traverse City.** 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.

Proposed: June 23, 2017

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Recognition of Rick Michael

MESSAGE:

It is clear that all of us are shocked at the sudden death of Commissioner Rick Michael on June 3, 2017 after having fully participated in our meeting just a few days prior. At the last Executive Committee meeting it was decided that we should try to do something to honor Rick. This resolution is just one part of that honor, we will also discuss something more permanent that commemorates his commitment to housing our community's most vulnerable persons. Be sure to bring all of your thoughts and ideas.

The TCHC Executive Committee recommends adoption of the following:

RESOLUTION HONORING RICHARD G. MICHAEL

June 23, 2017

WHEREAS, the Traverse City Housing Commission (TCHC) recognizes that we have a small but committed group of volunteers working to advance our mission and that we are fortunate to have each Commissioner bringing his or her own unique set of experiences and motivations to the table each and every month; and

WHEREAS, the TCHC understands that when any Commissioner departs our ranks in any way, they are often difficult to replace but when a Commissioner leaves us so suddenly and so unexpectedly, they are profoundly missed; and

WHEREAS, the TCHC acknowledges the untimely death of fellow Commissioner Richard G. Michael and wishes to commemorate his service the Housing Commission and to the City of Traverse City; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Committee to honor our friend and colleague Richard G. Michael.


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

The Traverse City Housing Commission is grateful for the time we shared with Commissioner Richard G. Michael. He was a committed friend, a quiet leader, a steady mentor, and a true believer. Today, we pause to celebrate his life and to honor his exceptional commitment of service to our entire community. His tireless work to shelter the less fortunate and his pointed advocacy to provide housing for *everyone* in our community will not be lost forever. We will continue his work and we will remember him fondly with each step along the way.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: June 23, 2017
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Request for Closed Session

MESSAGE:

The Traverse City Housing Commission has received a letter from our attorney, Dan White, requested a closed session to discuss legal matters related to the pending legal matter, *Townsend v. the Traverse City Housing Commission*. A closed session is allowed in order to discuss trial strategy per MCL 15.268(e) [see below].

Any Commissioner wishing to enter into a closed session may do so with by offering the following motion:

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss correspondence from attorney Dan White regarding the following pending litigation: Townsend v. the Traverse City Housing Commission per MCL 15.268(d).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

A public body may meet in a closed session only for the following purposes:

(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

June 16, 2017 Letter from TCHC Attorney Dan White

Request for Bids: Auditor

Record Eagle June 9, 2017 Obituary for Richard Michael

June 23, 2017 Letter from Priscilla Townsend

WHITE AND WOJDA
ATTORNEYS AND COUNSELORS

313 N. Second Avenue
Alpena, Michigan 49707
Phone: (989) 354-4104
Fax: (989) 356-0747
www.dwwhitelaw.com



Daniel W. White
dwwhite@dwwhitelaw.com
Matthew J. Wojda
mjwojda@dwwhitelaw.com

June 16, 2017

TCHC Board of Directors
Tony Lentych, Executive Director
150 Pine Street,
Traverse City, MI 49684

RE: Priscilla Townsend v Traverse City Housing Commission

Greetings,

As you know, I am representing the Traverse City Housing Commission in a lawsuit brought against it by Priscilla Townsend. There have been some recent developments, including the filing by the Plaintiff of an amended Complaint in Federal Court, which warrant strategic discussion in closed session.

Accordingly, I am requesting that the Board meet in closed session for this purpose pursuant to Section 8(e) of the Michigan Open Meetings Act, being MCL 15.268(e). I understand that the closed session will occur near the end of your Board meeting set for Friday, June 23 beginning at 9:00 a.m. I will arrive about 9:00 a.m. and look forward to meeting with you.

Sincerely,

WHITE AND WOJDA

A handwritten signature in blue ink, appearing to read 'D. White', is written over a horizontal line. Below the line, the name 'Daniel W. White' is printed in a black serif font.

DWW/pje

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

REQUEST FOR BIDS

DATE: June 13, 2017

HUD-AUDIT: HUD-specific annual audit for the Traverse City Housing Commission ("TCHC"). The firm awarded the contract for audit services will be provided a three year contract.

OWNER: **Traverse City Housing Commission ("TCHC")**
150 Pine Street, Traverse City, Michigan 49684
(T) 231-922-4915, (F) 231-922-2893

US Department of Housing & Urban Development ("HUD")
Detroit Field Office

SCOPE: **The work consists of the following:**

Comprehensive audit services following US Department of Housing and Urban Development requirements for annual audits of PHAs. The audit company chosen must forward its findings to HUD in the appropriate manner by the appropriate deadline(s).

The audit company may also make a 30-60 minute presentation to the TCHC Board of Commissioners to review its findings.

In addition to providing audit services, the audit company should be prepared to cooperate and share baseline financial information with the audit company for the City of Traverse City. The TCHC's financial statements must be reflected in the city's annual budget.

TIMELINE: Audit fact-finding and investigation shall commence no later than October 31 of the end of the FY to be audited. For example, FYE 2017's audit shall be initiated by October 31, 2017.

The final audit documentation and management letter should be submitted to the TCHC prior to December 30 of the same year.

BID SUBMISSION: Bids from audit companies shall reflect the cost of audit services for completing an audit for FYE 2017 and also include projections for services for auditing FYE 2018 and 2019.

Bids should also include necessary costs of travel and hourly wages for specific aspects of the work (e.g.: the cost for presentation before the TCHC Board of Commissioners).

Bidding will be closed at **4:00 PM (EST), July 17, 2017** and no additional bids will be accepted. Bids will be reviewed by the Traverse City Housing Commission Board.

Bid packages should be submitted to:

**Traverse City Housing Commission
ATTN: Tony Lentych, Executive Director
150 Pine Street
Traverse City, Michigan 49684**

Facsimiles will not be accepted.

**OTHER
REQUIREMENTS:**

Company description
Resumes of Company's Principals
Three client references
Completed Questionnaire
Latest Peer Review

**METHOD OF
EVALUATING
PROPOSALS:**

Length of time in conducting HUD-specific audits/experience
Knowledge of HUD Rules and Regulations
Answers provided on attached questionnaire
Price

**OWNER'S RIGHT
TO REJECT
PROPOSALS:**

The TCHC reserves the right to reject any or all bids and to waive any irregularities in the bids submitted.

**WITHDRAWAL
OF BIDS:**

No bid shall be withdrawn for a period of forty-five (45) days subsequent to the review of the submitted bids without the consent of the TCHC.

Audit Questionnaire

1. Has your firm conducted HUD Specific-Annual Audits in the past?
2. If yes, how many and over what period of time?
3. Will you send a certified CPA to complete the Audit? If not, who will be on site to conduct the Audit? How many on-site days do you anticipate?
4. How many personnel will work on this Audit?
5. How many days (total) do you anticipate an audit of 136 Public Housing Units and up to 208 Housing Choice Vouchers to take?
6. What is the most common finding when reviewing files for PHAs?

Record-Eagle Obituaries

Richard G. Michael

September 15, 1950 - June 3, 2017

Richard George Michael, affectionately known as Rick, of Traverse City, age 66, passed away Saturday, June 3, 2017 at his residence.

Richard was born in Flint on Sept. 15, 1950, the son of the late Anthony and Mary Michael.

Rick is survived by his wife of 44 years, Therese Michael; his children, John Michael and Marci Michael; his siblings, Anthony Michael Jr. (wife, Carol) and Nancy Michael; father-in-law, Kelly DeNicolo; mother-in-law, Dora DeNicolo; numerous aunts, uncles, cousins, nieces, nephews, brothers-in-law and sisters-in-law; as well as an enormous circle of friends who will miss his boisterous spirit and caring soul.



Rick was an active member of the Traverse City community, with roles in the Traverse City Housing Commission, the Knights of Columbus, Safe Harbor (homeless shelter) volunteer and a perpetual adoration volunteer and usher with the St. Francis Church.

Rick was a devoted husband, loving father and valued family above all things.

He regularly traveled the states to visit with everyone from elderly aunts and uncles to his great-nieces and nephews. He was an overwhelmingly compassionate man who went out of his way to help a stranger as easily as a friend. He instilled the motto of waking up every day to do something for someone else before doing something for yourself. When not with his family and friends, Rick could be found on the water fishing the day away.

The family asks that in honor of Rick's memory, you take time to enjoy the sun, the water and your loved ones.

Visitation will take place from noon to 8 p.m. Sunday at the Swartz Funeral Home, 1225 West Hill Road, Flint. A rosary will be prayed at 6 p.m. Sunday at the funeral home. A funeral Mass will be celebrated at 11 a.m. Monday, June 12, 2017 at Our Lady of Lebanon Maronite Catholic Church, 4133 Calkins Road, Flint, with Father Pierre Bassil officiating. Richard will be at the church from 10 a.m. Monday until the time of the Mass. Burial will be in New Calvary Catholic Cemetery.

A memorial service to be announced at a later date will also be held at St. Francis Church in Traverse City.

Memorial contributions should be made to St. Jude Children's Research Hospital.

Published on June 9, 2017



Traverse City Housing Commission
A Public Housing Authority

**THE FOLLOWING CORRESPONDENCE WAS
RECEIVED AFTER AGENDA WAS POSTED**

Date: June 21, 2017

To: All Commissioners of the Traverse City Housing Commission

RE: Report Regarding Resident Forums with Resident Commissioner, Michelle St. Amant

I had announced in a Letter to Residents which was sent out in March as a new Commissioner that I would be holding my first forums in September for residents on a quarterly basis. One each for two separate age groups. This was designed to provide a venue for residents to meet with me to address their ideas and concerns amongst their own peers. Food and beverage would be supplied by management.

As time passed I developed my plan further to incorporate a theme and related activity. I entitled the event:

"Speak Up Riverview -- Building Positivity In Our Community!"

Thoughtfully I decided to offer the event twice and for those of two separate age groups for the following reason.

I have lived at Riverview for seven and a half years now and have been very observant of the social atmosphere and the complications of the population of the older residents mixed in with the younger disabled ones. The two separate age populations obviously both have their own set of needs and interests. This is manifested in conversational topics, activities life styles and in numerous other ways. I have often observed both sets of age groups become frustrated and greatly misunderstand each other's needs creating to chasms in efforts to develop relationships. Though this is not always the case. The older population greatly outnumber the younger population which is to the younger ones a disadvantage. There has been some resentment expressed from time to time by some of the older residents that they were forced to live together as one unit. That is not a pleasant fact or feeling for the younger population to live with since they haven't a choice!

My intention was to provide both age groups an opportunity to meet with their own peers where they might feel freer in expressing their needs, ideas and concerns. This is especially essential for the younger population where many have difficulty speaking up in large groups and especially around the older residents where many feel intimidated by them be this real or imagined (please be mindful this is their perception and should be respected as such !) Many have social anxiety issues inclusive of panic attacks and a good majority are on the Autism Spectrum Disorder or dealing with other mental health issues. A few have been recluse; barely ever venturing out of their apartments and usually only when needed. I have a great personal understanding of their circumstances and issues since I had a son who was severely and multiply challenged. One of his challenges was indeed Autism. He had severe difficulty with social interactions especially in large group settings. After his death at age eighteen, I worked in the health care field as certified personal community support to developmentally challenged adults both in the community setting and in an adult foster care homes in Grand Rapids.

The Forums were presented in June and fliers were posted and sent out to all residents.

Monday June 12, 2017 "Speak Up Riverview -- Promoting Positivity In Our Community!" was held in the Community Room of Riverview Terrace at 5:00 pm. for Residents Age 50 and Younger.

It was wonderfully attended by eleven of our younger residents. This was representative of about half of the younger population at Riverview. Several had not been attending community functions prior to this event.

A meal was provided and all enjoyed a great time of conversation amongst their peers. Guidelines for the meeting were read. All were asked to be respectful of each other but not interrupting others when speaking and asked not to be judgmental of each other's thoughts and ideas. Everyone's opinion matters! I then relayed and explained the prepared community building activity. In the room was a large display I created representational of Riverview Terrace Apartments containing many windows. I had made post card cuts outs to fit I each window with a colorful speaking bubble drawn on each. They were informed to think deeply and decide on the most important positive word that would help them express to others what they would like to see in our community and what we needed more of. Lists of positive community words to aid in this were passed around. All were eager to begin! Their decisions were announced and their explanations given and they then wrote their word in the bubbles and taped them in the windows of the apartment building. The activity went very well.

The following were their choices:

Respect 2x's Love from God Patience Loyalty Kindness Happiness Conflict
Resolution Open Mindedness 2x's Team Work Listen Resolution

Afterwards I informed them of the responsibilities of being a TCHC Commissioner. Read issues that our board had been working on. Then we discussed ideas and concerns. I found that at that time they were most interested in sharing their ideas in what they would like to see for activities related to their age group. The young persons in attendance were very respectful and very thankful for the opportunity to meet with their own age group at this event which they expressed to me personally afterwards. They hoped to be able to meet further from time to time in the same manor and feel a strong need for it. They desire for the older people to understand this need and hope that they will understand and respect it.

On Monday June 19, 2017 "Speak Up Riverview -- Building Positivity In Our Community!" was held in the Community Room of Riverview Terrace at 5:00 pm for Residents Age 51 and Older.

This too was very well attended where approximately twenty persons came. The meal provided was exactly the same as the first. They as a group were thoroughly engaged in the same activity and were eager to inform others the reason behind their choice of their positive community

building words. A couple chose not to participate. Many were interested in learning what words the younger people had chosen to write in their bubbles.

The following were the older population's choices:

Peace Empathy Helping Consideration Cooperation Forgiveness Compassion
Love 2x's Friendliness Tolerance Understanding Happiness Professionalism

I decided at this group it was important to discuss more in depth my reason to hold the events for the two separate age groups since many couldn't understand and some were in objection. I offered and explained two separate analogies.

1. One of a large family and their need to split off at times to enjoy activities with those closer to their ages. Also where the Parents would need and require time alone for an evening away from the family. When individuals needs are fulfilled in these ways then they come back as one unit again refreshed and better able to interact in a positive fashion as a whole family unit. Thus Peace Harmony and Unity are better able to be accomplished.

2. The second analogy I discussed was that of TCAPS's School System in Traverse City. They are one unit but the age groups are separated up in sections -- Elementary -- Middle School -- High School. This is done to better serve the needs of each age group. They come together often as one unit for social and sport events as well as for fundraising activities etc. There a sense of school unity and team building is achieved. A healthier relationship and coexistence is created since everyone's needs have been addressed.

I relayed that so they would see that this is true also in our building. Yes we are one community, though certain age groups have specific needs and interests that we should respect and that should be addressed. Being that our young population at Riverview have even greater and more specific and sensitive needs we, as the older population, should be even more attuned towards this. Especially towards their need of space from time to time.

Most all in attendance of the event were understanding of this point. The rest of the meeting went forth the same as the first. Towards the end we experienced a somewhat of a bonding social time. I felt the outcome created a more heightened awareness of understanding of not only those there but also of the needs of our younger population.

I intend to develop another letter to the Residents as their Commissioner in the near future and will include the outcomes of these forums in hopes of further bridging the gap between the two populations of persons living at Riverview in anticipation of promoting greater understanding, tolerance, and empathy for one another's needs in hopes of creating a more positive and enjoyable living coexistence for all!

Respectfully Submitted,

Michelle St. Amant, TCHC Commissioner

Community



“Speak Up Riverview”

Building Positivity In Our Community

Hosted by Resident Commissioner Michelle St. Amant

Monday, June 12th at 5PM for persons age 50 & younger

Monday, June 19th at 5PM for persons age 51 & older

In the community room

Purpose: The purpose of this event is to come together and meet with those of your own age group and investigate ways in which we might positively and constructively move forward in our community making life a more pleasant experience for all.

Provided:

- Food & beverages Compliments of TCHC management.
- Socialization with your peers
- Information regarding TCHC Board issues
- Positive community building activity
- Mutual sharing of ideas & concerns

I Am Looking Forward To Meeting With Each Of You !

Note: This is NOT a public meeting. Recordings, video or taping of the event is prohibited. Please leave phones at home or on silent, out of sight.

June 23,2017

TO: TCHC Traverse City Housing Commission, Executive Director, Tony Lentych, Attorney Grant Parsons, ACLU Bonsitu Kitaba, Staff Attorney, HUD Detroit Field office, Joe Davis

PROBLEMS AT RIVERVIEW TERRACE, TRAVERSE CITY MI.

Newly elected TCHC Commissioner, Michelle St. Amant, over the strong protest of the existing Riverview Residential Council. Chose to unwisely hold forums for the residents. (Exhibit 1)

First she violated the letter of the MOU agreement between the TCHC Board of Commissioners and the Riverview Resident Council. Riverview Terrace has a legal HUD recognized Council and have a Social Coordinator Funded by HUD and offered her time to organize any event scanted by the TCHC Board and Riverview Management. (Exhibit 2)

She did not have an endorsement from the Board of Commissioner to hold any such forum in her official capacity. Her only approval from Management was the food for said Forums and the notices posted throughout the Common Areas and in each Residents apartment door. (Exhibit 3)


Second, This is a mixed Public Housing establishment under the HUD format. Her dividing the ages into separate sessions was a direct violation of both the aged and handicapped laws and at the least reinforced the atmosphere of division which we as the Council have continually worked to bridge in our Community.


Michelle could have not done a better job inciting anger, hate and division if she had this exact motive in mind. We have offered many times for her to join us in the Council for meetings and to bring to us her experiences with the Board. She refuses, which is her right, but her attitude of total disdain for the Council and the work they do for the Residents of Riverview is very negative and unacceptable. We as a Council are cautious to respect the regulations of Public Housing and the rights of all our Residents and feel we best lead by example.

As We, the Riverview Terrace have stated throughout this month, as a group and as individuals, this behavior by a Commissioner and interference with the Council will not be tolerated. If Michelle is to continue to be the Riverview Resident Council Member on the TCHC Board of Directors, she will be made aware of what her responsibilities and limits are as a Commissioner and the dangers of putting herself before her position and her duties to the TCHC, the City of Traverse City and her mission to affordable housing. (Exhibit 4)

Priscilla Townsend,  President

Jeffery Turner  Vice President

Lois DeHart  Secretary

Hunter Reed  Treasurer

Patty Szabo  Social and Activities
Director

June 13, 2017

TO: TCHC Executive Director, Tony Lentych

TCHC Resident Commissioner, Michelle St. Amant

REGARDING; FORUM "SPEAK UP RIVERVIEW" Hostess , Ms. St. Amant

64

The first session for persons ages 50 and younger was hosted on Monday June 12 at 5 PM. There were about 12 younger Residents of Riverview Terrace and several older Residents. The meeting was off to a good start with Jimmie John's and drinks all around.

I, the President of the Riverview Terrace Residential Council used the opportunity to remind the guests that the venue as being presented should be, by law and right, part of the agenda of the Resident Council and Social Committee and not used as a platform by the Housing Commission. This was accepted with hostility by the hostess and from that point on regressed off and on. I will be the first to admit this was not the arena to debate the legalities and argue with full stomachs.

The hostility regressed to a very threatening exchange and the victims being the young guest. I regret this and even as I stand by the fact the Resident ~~Commission~~^{Council} is the legal sponsor of activities in our building and caution Management and The Housing Commission that we must respect all laws and rights of our Residents to equal standing as Tenants in our building. I, with due respect, remind all involved, the TCHC Board of Directors, Management and our Council at each plays an important role in the effective and fruitful operation of our facilities and programs but that each role is clearly defined by law and guidance and must be adhered to by us all.

The Request from the legal Resident Council is that any activity presented by the Resident Housing Commissioner in her official capacity from this time forward be authorized, in writing, by the full Housing Commission and then through Management worked out with the Resident Council for planning and implementation . This eliminates any confusion and only increases the learning and enjoyment of our activities by Residents.

Sincerely, Priscilla Townsend, Resident Council President with approval of other Members.

ex 1






To: Traverse City Housing Commission Board

June 5, 2017

Tony Lentych, Executive Director

Regarding the proposal by a Resident Board Member, we the undersigned state, for the record , the Riverview Resident Council is not sponsoring or backing by any means the plans for any Board Member to hold Forums or to post suggestions box at Riverview Terrace.

These activities are under the jurisdiction of the Resident Council and the committees as set up by the Residents. We invite the Board member as a Resident of Riverview Terrace to exercise her input with the Council at our meetings or address them to the council in writing for consideration.

	Priscilla Townsend,
	Hunter Reed, Treasurer
	Jeff Turner, Vice President
	Patty Szabo, Activities Director
	Lois DeHart, Secretary

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

EX 2

MEMORANDUM OF UNDERSTANDING

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

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

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

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

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

(a) Funding duly elected resident councils.

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

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

Community

12



“Speak Up Riverview”

Building Positivity In Our Community

Hosted by Resident Commissioner Michelle St. Amant

Monday, June 12th at 5PM for persons age 50 & younger

Monday, June 19th at 5PM for persons age 51 & older

In the community room

Purpose: The purpose of this event is to come together and meet with those of your own age group and investigate ways in which we might positively and constructively move forward in our community making life a more pleasant experience for all.

Provided:

- Food & beverages Compliments of TCHC management.
- Socialization with your peers
- Information regarding TCHC Board issues
- Positive community building activity
- Mutual sharing of ideas & concerns

Food by Management

I Am Looking Forward To Meeting With Each Of You !

Note: This is NOT a public meeting. Recordings, video or taping of the event is prohibited. Please leave phones at home or on silent, out of sight.



**Resident Participation in Public Housing
Part 964 Regulations
Outline of Key Features**

Ed Gramlich
September 2011

Sources

Statute: 42 USC 1437d(j)(H)(ii) and 1437g(e)
Regulations: 24 CFR Part 964
PIH Notice 2001-3, which is still in effect according to PIH Notice 2011-51

Ex 4

Statement of Purpose

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

[§964.1]

HUD Policy

“HUD promotes resident participation and the active involvement of residents in all aspects of a HA’s [housing authority’s] overall mission and operation.”

“Residents have a right to organize and elect a resident council to represent their interests.”

Public Housing Authorities (PHAs) “shall recognize the ‘duly elected’ resident council to participate fully through a working relationship with the PHA.” [see ‘duly elected’ on last page]

[§964.11]

HUD’s Role

The form and extent of resident participation are local decisions.

HUD will promote tenant participation.

HUD will attempt to provide technical assistance.

[§964.16]

Resident Involvement in PHA Operations

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

[§964.135]

“Residents shall be actively involved in a PHA’s decision-making process and give advice on matters such as modernization, security, maintenance, resident screening and selection, and recreation.”

[§964.135(b)]

PHAs must ensure strong resident participation in all issues and aspects of its operations through the resident council(s).

[§964.135(c)] 110

Resident Councils and PHA's Role

For "large" PHAs (with more than 250 units):

- The PHA must officially recognize a "duly elected" resident council as the "sole representative" of residents. (The PHA can't recognize a competing resident council.)
- The PHA must support the resident council's tenant participation activities.
- Any funding of resident activities and resident input in decisions about public housing operations must be made only through the officially recognized resident council.
- The PHA must provide residents or any resident council with information about the PHA's policy on tenant participation in management.
- The PHA "should" provide a resident council office space and meeting facilities at no cost.
 - If a resident council requests, the PHA must negotiate with it to write an agreement regarding all uses of community space for meetings, recreation, social services, and other resident participation activities.
 - If a PHA refuses to negotiate or permit use of community space, the resident council can file an appeal with HUD.
- The PHA must have open communication and frequent meetings with resident councils.
- Resident councils must hold frequent meetings with residents so that they are aware of and can be actively involved in the PHA's activities and decisions.
- There must be a Memorandum of Understanding between the PHA and the resident council that describes their partnership agreement. This MOU must be updated every three years.

[§964.18(a)]

For "small" PHAs (with less than 250 units)

- The PHA cannot deny residents the opportunity to organize.
- The PHA must officially recognize a "duly elected" resident council as the "sole representative" of residents. (The PHA can't recognize a competing resident council.)
- The PHA must provide residents or any resident council with information about the PHA's policy on tenant participation in management.

[§964.18(b)]

More on PHA's Role With Resident Councils and PHA Operations, *next page*