



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, August 26, 2016 at 8:00 A.M.

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



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

August 26, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, AUGUST 26, 2016 AT 8:00 A.M.**

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

POSTED: AUGUST 24, 2016

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

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

AGENDA

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

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

- A. *Consideration of Approval of June 24, 2016 Regular Meeting Minutes – Approval Recommended.*

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

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: August 19, 2016 & August 22, 2016
- B. Governance Committee: August 23, 2016
- C. Communication & Outreach Committee: July 27, 2016
- D. Finance & Compliance Committee: August 25, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 & 2017 Consolidated Budget: Review
- B. TCHC Policy Review Schedule: Update
- C. Executive Director Annual Review: Update
- D. TAHDCO

VIII NEW BUSINESS

- A. Social Media & Electronic Communications Policy
- B. Inventory Policy
- C. Personnel Policy Review Part One

IX CORRESPONDENCE

- A. TCHC Application for Employment and Release for Background Check
- B. June 30, 2016 Letter from Smith & Klawnski on Annual Audit
- C. July 18, 2016 Letter from the State of Michigan on Landlord Security Deposit Bond
- D. July 27, 2016 Letter from HUD on FSS Renewal

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, September 23, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

June 24, 2016 Annual Meeting Minutes

Schedule of Disbursements for June & July 2016 for Public Housing

Schedule of Disbursements for June & July 2016 for HCV Section 8 Programs

Financial Statements for June & July 2016

Invoices for August 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission

June 24, 2016

The Annual Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at Riverview Terrace, 150 Pine Street, Traverse City at 8:01 a.m.

I ROLL CALL

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

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

Residents: Ellen Corcoran, Priscilla Townsend, Susan Albee, Paula Hunter, and Norma Loper.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

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

- A. Meeting Minutes of the May 27, 2016 Regular Commission Meeting.
- B. Schedule of Disbursements for May 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Payment of Invoices for June 2016.
- D. Financial Statements for May 2016.

V COMMITTEE REPORTS

- A. The meeting minutes of the June 13, 2016 Executive & Governance Committee were presented. There was no discussion.
- B. The meeting minutes of the June 21, 2016 Governance Committee were presented. There was a brief discussion on the rationale for separating the committee in two and on the number of seats on the Governance side of the Committee.
- C. The meeting minutes of the June 22, 2016 Communication & Outreach Committee were presented. Building Art was briefly discussed.
- D. The meeting minutes of the June 23, 2016 of the Finance & Compliance Committee were presented. Commissioner Haas spoke about a meeting with Safe Harbor that he attended and discussed some of the areas where there could be potential collaboration.

VI STAFF AND PROGRAM REPORTS

- A. Executive Director's Report: Lentych was asked about the Uptown project and he provided as update.
- B. Family Self-Sufficiency Report: There were no comments or questions.
- C. Resident Council Report: There were no comments or questions.

VII OLD BUSINESS

- A. 2016 Consolidated Budget updated with May month end amounts. There was a discussion on HUD-Held reserves.
- B. 2015 -2020 Strategic Plan: There will be an update with the new officers after the elections.
- C. TCHC Policy Review Schedule: There was an update given by Lentych that included the following:
 - Social Media Policy in August
 - Personnel Policy & Employee Handbook in August
- D. TCHC By-Laws: ED Lentych described the changes to the By Laws that have been reviewed and approved by Attorney Kuhn. Changes to the section on Commissioner Absences and the Secretary Appointment were reviewed. Commissioner Serratelli moved (Haas support) that the By Laws be adopted as presented with immediate effect.

Roll call

Hass	Yes
Micheal	Yes
Serratelli	Yes
Simerson	Yes
Smits	Yes

The resolution was unanimously adopted.

- E. TCHC 2017 Fiscal Year Budget: Lentych presented the budget and there was a discussion on the wages, benefits and bonus plan for employees. Commissioner Hass moved (Michael support) to adopt Fiscal Year 2017 Budget as discussed. The motion was unanimously approved.
- F. Executive Director Annual Review: There was a review of the Job Description by the Executive Committee (Commissioners Serratelli and Smits). Commissioner Serratelli stated that the review and the consultant's report was positive. Commissioner Smits noted that the Director position is more an executive position and not just a property manager. The Commissioners discussed a compensation increase for the ED and the Executive Committee will place a recommendation before the Board.

VIII NEW BUSINESS

- A. **Annual Election of Officers:** President Smits announced the need to accept nominations for President and Vice President for the Housing Commission. Commissioner Serratelli noted that there are no longer term limits for the positions with the passage of the new By-Laws. President Smits stated that the adjustments to the By Laws was not for him to serve another term and would not accept if he were nominated. Commissioner Serratelli offered congratulation to President Smits for his exemplary leadership. Commissioner Serratelli nominated Commissioner Haas for the office of President. Commissioner Hass accepted the nomination and noted his experience. After a review with the other commissioners President Smits closed the nomination for President. Commissioner Simerson moved

Michael support) to accept Commissioner Hass as President of the Traverse City Housing Commission by acclamation. The motion was unanimously approved.

NOTE: Commissioner Smits relinquished the chair and Commissioner Haas assumed the leadership of the meeting. As his first order of business, Commissioner Haas presented a plaque to Commissioner Smits commemorating his service as President.

Commissioner Haas then opened the floor for nominations for the position of Vice President. Commissioner Smits nominated Commissioner Simerson for the position of Vice President. Commissioner Smits also nominated Commissioner Michaels who declined. Commissioner Simerson accepted the nomination. Commissioner Haas closed the nomination process. Commissioner Smits moved (Michael support) to accept Commissioner Simerson as Vice-President of the Traverse City Housing Commission by acclamation. The motion was unanimously approved.

- B. TAHDco: Lentych explained that information received by the State of Michigan. This requires a decision on the necessity of THADCO long-term. However, for the short term, new board members need to be appointed to conduct simple business. Commissioner Smits made a motion to appoint Ward Kuhn, Andrew Smits, Richard Michael and Anthony Lentych (Michael support) as TAHDco Board Members. The motion was unanimously approved.
- C. TCHC Fiscal Year 2017 Budget: Staff explained that the approved budget needed to be ratified by the board for submission to HUD. Commissioner Serratelli moved (Simerson support) that the approved budget for the fiscal year ending June 30, 2017 be submitted to HUD.

Roll call

Hass	Yes
Micheal	Yes
Serratelli	Yes
Simerson	Yes
Smits	Yes

The resolution was unanimously adopted.

IX CORRESPONDENCE

- A. There was a brief discussion of the HUD PHAS Score Report included in this section.
- B. All of the material for the recent PILOT Workshop that was occurred on June 8, 2016 in Traverse City was presented. Lentych noted that a recent review of PILOT properties in Traverse City indicated that all were operating at nearly 100% Occupancy.

X PUBLIC COMMENT

General: Ellen Corcoran and Priscilla Townsend.

XI COMMISSIONER COMMENT

General: Commissioner Simerson.

XII ADJOURNMENT

Commissioner Smits moved (Serratelli support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 9:27 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/03/2016	DEP			17,749.03	196,941.65
06/03/2016	035625	**VOID** City Of Traverse City	(326.27)		197,267.92
06/06/2016	DEP			19,839.00	217,106.92
06/06/2016	DEP			14,144.03	231,250.95
06/07/2016	ADJST	Lisa J. Knickerbocker	804.10		230,446.85
06/07/2016	ADJST	Anthony Lentych	2,359.23		228,087.62
06/07/2016	ADJST	Kari Massa	1,168.43		226,919.19
06/07/2016	ADJST	JoAnn Turnbull	567.63		226,351.56
06/07/2016	ADJST	Joseph Battaglia	277.16		226,074.40
06/07/2016	ADJST	Gerald DaFoe	814.73		225,259.67
06/07/2016	ADJST	David Gourlay	986.17		224,273.50
06/07/2016	EFT	Principal	1,601.74		222,671.76
06/09/2016	036452	Environmental Pest Control	270.00		222,401.76
06/09/2016	036453	Northwest Lock, Inc.	8.00		222,393.76
06/09/2016	036454	Guardian Medical Monitoring	14.95		222,378.81
06/09/2016	036455	CBC Innovis, Inc.	14.30		222,364.51
06/09/2016	036456	City Of Traverse City	33.70		222,330.81
06/09/2016	036457	CynergyComm.net, Inc	10.57		222,320.24
06/09/2016	036458	Save Carpet USA	2,153.00		220,167.24
06/09/2016	036459	Charter Communications	184.97		219,982.27
06/09/2016	036460	Gerald DaFoe	220.32		219,761.95
06/09/2016	036461	Cornell Agency Inc	639.00		219,122.95
06/09/2016	036462	Integrated Payroll Services, Inc.	100.90		219,022.05
06/09/2016	036463	Traverse Outdoor	159.15		218,862.90
06/09/2016	036464	Leonardo's Tree Service	240.00		218,622.90
06/09/2016	036465	Uline	2,252.02		216,370.88
06/09/2016	036466	Ace Hardware	35.94		216,334.94
06/09/2016	036467	Grand Traverse Cty. Treasurer	44.94		216,290.00
06/09/2016	036468	Great Lakes Business Systems, Inc.	85.70		216,204.30
06/09/2016	036469	Thomas P. Licavoli	1,070.00		215,134.30
06/09/2016	036470	Total Attention	5,395.76		209,738.54
06/09/2016	036471	CoolLED, Inc.	170.00		209,568.54
06/09/2016	036472	Housing Authority Accounting	1,099.41		208,469.13
06/09/2016	036473	Engineered Protection Systems Inc	202.71		208,266.42
06/09/2016	036474	Verizon Wireless	93.68		208,172.74
06/09/2016	036475	John DeWaele	72.45		208,100.29
06/09/2016	036476	Charter Communications	3,001.51		205,098.78
06/09/2016	036477	All American Investment Group	8,850.00		196,248.78
06/09/2016	036478	David Gourlay	62.85		196,185.93
06/09/2016	036479	City Of Traverse City	12.00		196,173.93

Check Register Summary Report

Chemical Bank

From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/09/2016	036480	DTE ENERGY	8.00		196,165.93
06/10/2016	EFT	IRS	2,477.60		193,688.33
06/10/2016	036481	Cardmember Service	2,528.07		191,160.26
06/17/2016	EFT	HUD		24,000.00	215,160.26
06/17/2016	EFT	HUD FSS		5,580.33	220,740.59
06/21/2016	ADJST	Lisa J. Knickerbocker	915.01		219,825.58
06/21/2016	ADJST	Anthony Lentych	2,359.23		217,466.35
06/21/2016	ADJST	Kari Massa	1,168.41		216,297.94
06/21/2016	ADJST	JoAnn Turnbull	567.64		215,730.30
06/21/2016	ADJST	Joseph Battaglia	277.17		215,453.13
06/21/2016	ADJST	Gerald DaFoe	782.94		214,670.19
06/21/2016	ADJST	David Gourlay	975.96		213,694.23
06/21/2016	EFT	Principal	1,601.74		212,092.49
06/24/2016	EFT	IRS	2,506.46		209,586.03
06/29/2016	036482	Allen Supply	235.50		209,350.53
06/29/2016	036483	DTE ENERGY	296.81		209,053.72
06/29/2016	036484	D & W Mechanical	581.00		208,472.72
06/29/2016	036485	Northwest Lock, Inc.	170.00		208,302.72
06/29/2016	036486	Kuhn Rogers PLC	114.00		208,188.72
06/29/2016	036487	Grand Traverse Cty. Treasurer	44.94		208,143.78
06/29/2016	036488	Riverview Terrace Resident Council	1,725.00		206,418.78
06/29/2016	036489	Sharlynn Fielstra	10.00		206,408.78
06/29/2016	036490	Jeffrey Hiller	10.00		206,398.78
06/29/2016	036491	City Of Traverse City	51.00		206,347.78
06/29/2016	036492	Safety Net	599.00		205,748.78
06/29/2016	036493	Nichols Paper & Supply Co.	32.39		205,716.39
06/29/2016	036494	Great Lakes Business Systems, Inc.	1,941.00		203,775.39
06/29/2016	036495	A T & T	105.29		203,670.10
06/29/2016	036496	Traverse Outdoor	360.00		203,310.10
06/29/2016	036497	Lautner Irrigation	927.84		202,382.26
06/29/2016	036498	City Of Traverse City	8,164.28		194,217.98
06/29/2016	036499	Snap! Quick Print	114.89		194,103.09
06/29/2016	036500	D & W Mechanical	135.90		193,967.19
06/29/2016	036501	Republic Services #239	441.26		193,525.93
06/29/2016	036502	Walters & Hemming Inc	22.00		193,503.93
06/29/2016	036503	Sam's Club	45.00		193,458.93
06/29/2016	036504	SAM'S CLUB	427.03		193,031.90
06/29/2016	036505	Home Depot Credit Services	490.58		192,541.32
06/29/2016	036506	The Estate of Frances Figurski or Laura	304.00		192,237.32
06/29/2016	036507	Priority Health	6,781.33		185,455.99

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/29/2016	036508	Environmental Pest Control	220.00		185,235.99
06/29/2016	036509	Charter Communications	184.97		185,051.02
06/29/2016	036510	The Inspection Group	1,170.00		183,881.02
06/29/2016	036511	The Trophy Trolley Inc.	90.05		183,790.97
06/29/2016	036512	Cardmember Service	452.00		183,338.97
06/29/2016	036512	**VOID** Cardmember Service	(452.00)		183,790.97
06/30/2016	036513	Cardmember Service	452.25		183,338.72
Total:			77,166.29	81,312.39	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
07/05/2016	DEP	T Mobile		2,200.00	185,538.72
07/05/2016	ADJST	Lisa J. Knickerbocker	915.09		184,623.63
07/05/2016	ADJST	Anthony Lentych	2,359.72		182,263.91
07/05/2016	ADJST	Kari Massa	1,168.79		181,095.12
07/05/2016	ADJST	JoAnn Turnbull	567.45		180,527.67
07/05/2016	ADJST	Joseph Battaglia	276.98		180,250.69
07/05/2016	ADJST	Gerald DaFoe	822.50		179,428.19
07/05/2016	ADJST	David Gourlay	976.14		178,452.05
07/05/2016	ADJST	Gerald DaFoe	1,452.49		176,999.56
07/05/2016	EFT	Principal Life Insurance Co.	1,727.02		175,272.54
07/05/2016	EFT			2,200.00	177,472.54
07/07/2016	DEP			13,148.00	190,620.54
07/07/2016	DEP			22,500.59	213,121.13
07/08/2016	EFT	Internal Revenue Service	3,168.93		209,952.20
07/08/2016	EFT	HUD		14,875.00	224,827.20
07/08/2016	EFT	HUD		5,580.85	230,408.05
07/12/2016	036514	Save Carpet USA	2,197.00		228,211.05
07/12/2016	036515	Traverse City Record Eagle	251.36		227,959.69
07/12/2016	036516	Ace Hardware	11.74		227,947.95
07/12/2016	036517	Housing Authority Accounting	1,369.41		226,578.54
07/12/2016	036518	Anthony Lentych	108.76		226,469.78
07/12/2016	036519	Kelly Services, Inc.	370.86		226,098.92
07/12/2016	036520	Dolly's Best Inc.	1,800.00		224,298.92
07/12/2016	036521	City Of Traverse City	300.76		223,998.16
07/12/2016	036522	Great Lakes Business Systems, Inc.	203.80		223,794.36
07/12/2016	036523	Thomas P. Licavoli	570.00		223,224.36
07/12/2016	036524	David Gourlay	75.06		223,149.30
07/12/2016	036525	A T & T	289.69		222,859.61
07/12/2016	036526	Allen Supply	210.00		222,649.61
07/12/2016	036527	D & W Mechanical	618.79		222,030.82
07/12/2016	036528	City Of Traverse City	384.43		221,646.39
07/12/2016	036529	Charter Communications	3,001.51		218,644.88
07/12/2016	036530	Gerald DaFoe	293.22		218,351.66
07/12/2016	036531	Total Attention	1,036.00		217,315.66
07/12/2016	036532	Verizon Wireless	91.56		217,224.10
07/12/2016	036533	DTE ENERGY	83.06		217,141.04
07/12/2016	036534	Vision Service Plan	922.36		216,218.68
07/12/2016	036535	Mailfinance	149.85		216,068.83
07/12/2016	036536	Guardian Medical Monitoring	14.95		216,053.88
07/12/2016	036537	Staples Business Advantage	305.40		215,748.48

Time: 11:09:43

Check Register Summary Report

Chemical Bank

From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
07/12/2016	036538	A T & T	112.61		215,635.87
07/12/2016	036539	CynergyComm.net,Inc	8.85		215,627.02
07/12/2016	036540	Republic Services #239	555.88		215,071.14
07/12/2016	036541	Cornell Agency Inc	62.00		215,009.14
07/12/2016	036542	Kuhn Rogers PLC	190.00		214,819.14
07/19/2016	EFT	Principal	1,455.32		213,363.82
07/19/2016	ADJST	Lisa J. Knickerbocker	557.10		212,806.72
07/19/2016	ADJST	Anthony Lentych	2,353.60		210,453.12
07/19/2016	ADJST	Kari Massa	1,167.05		209,286.07
07/19/2016	ADJST	JoAnn Turnbull	559.57		208,726.50
07/19/2016	ADJST	Joseph Battaglia	238.64		208,487.86
07/19/2016	ADJST	David Gourlay	967.22		207,520.64
07/20/2016	EFT		720.92		206,799.72
07/27/2016	036543	Amie Christensen	381.00		206,418.72
07/27/2016	036544	NMC	607.20		205,811.52
07/27/2016	036545	Barton Carroll's Inc	1,005.00		204,806.52
07/27/2016	036546	Home Depot Credit Services	1,401.38		203,405.14
07/27/2016	036547	Priority Health	5,517.44		197,887.70
07/27/2016	036548	Aflac	304.44		197,583.26
07/27/2016	036549	Safety Net	639.00		196,944.26
07/27/2016	036550	Traverse Outdoor	210.85		196,733.41
07/27/2016	036551	Kelly Services, Inc.	395.86		196,337.55
07/27/2016	036552	City Of Traverse City	275.26		196,062.29
07/27/2016	036553	Staples Business Advantage	163.18		195,899.11
07/27/2016	036554	Grand Traverse County DPW	1,449.00		194,450.11
07/27/2016	036555	SAM'S CLUB	383.19		194,066.92
07/27/2016	036556	City Of Traverse City	8,208.11		185,858.81
07/27/2016	036557	Walters & Hemming Inc	28.13		185,830.68
07/27/2016	036558	Environmental Pest Control	270.00		185,560.68
07/27/2016	036559	NORTHERN FIRE & SAFETY	570.00		184,990.68
07/27/2016	036560	D & W Mechanical	628.03		184,362.65
07/27/2016	036561	DTE ENERGY	164.68		184,197.97
07/27/2016	036562	Otis Elevator Company	6,863.51		177,334.46
07/27/2016	036563	Integrated Payroll Services, Inc.	201.80		177,132.66
07/27/2016	036564	Sherwin Williams Co.	501.35		176,631.31
07/27/2016	036565	Accident Fund	3,835.00		172,796.31
07/27/2016	036566	Thomas P. Licavoli	1,140.00		171,656.31
07/28/2016	EFT	Principal Life Insurance Co.	550.00		171,106.31
07/28/2016	036567	CooLED, Inc.	5,646.00		165,460.31
07/28/2016	036568	Arrow Flatwork LLC	5,366.00		160,094.31

Date: 08/24/2016
Time: 11:09:43

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 07/01/2016 To: 07/31/2016

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
Total:			83,748.85	60,504.44	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2016	ADJST		62.65		117,486.13
06/01/2016	EFT	HUD		84,660.00	202,146.13
06/01/2016	EFT	HUD		7,676.00	209,822.13
06/01/2016	EFT	PNC	62.65		209,759.48
06/01/2016	000178	Sandra Aeschliman	189.00		209,570.48
06/01/2016	000178	Jeana Aiken	373.00		209,197.48
06/01/2016	000178	Jack Anderson	873.00		208,324.48
06/01/2016	000178	Dustin Ansorge	1,135.00		207,189.48
06/01/2016	000178	Brad Barnes	465.00		206,724.48
06/01/2016	000178	Bay Front Apartments	303.00		206,421.48
06/01/2016	000178	Bay Hill Housing LDHALP	4,882.00		201,539.48
06/01/2016	000178	Bay Hill II Apartments	3,728.00		197,811.48
06/01/2016	000178	Brookside Commons LDHA, LP	1,146.00		196,665.48
06/01/2016	000178	Irma Jean Brownley	436.00		196,229.48
06/01/2016	000178	Carson Square	4,752.00		191,477.48
06/01/2016	000178	Central Lake Townhouses	405.00		191,072.48
06/01/2016	000178	Cherrywood Village Farms, Inc.	2,202.00		188,870.48
06/01/2016	000178	Douglas A. Chichester	600.00		188,270.48
06/01/2016	000178	Jack V. Dean	422.00		187,848.48
06/01/2016	000178	Dmytro Cherkasov	1,079.00		186,769.48
06/01/2016	000178	Shirley Farrell	786.00		185,983.48
06/01/2016	000178	Rent Leelanau, LLC	1,524.00		184,459.48
06/01/2016	000178	Lisa Forbes	489.00		183,970.48
06/01/2016	000178	Steve Forbush	411.00		183,559.48
06/01/2016	000178	Dale E. French	90.00		183,469.48
06/01/2016	000178	French Quarter Apts.	72.00		183,397.48
06/01/2016	000178	G Rentals	750.00		182,647.48
06/01/2016	000178	Michael Glowacki	584.00		182,063.48
06/01/2016	000178	David Grzesiek	370.00		181,693.48
06/01/2016	000178	Habitat for Humanity	65.00		181,628.48
06/01/2016	000178	Harbour Ridge Apts	1,217.00		180,411.48
06/01/2016	000178	Heartwood Enterprises	781.00		179,630.48
06/01/2016	000178	Louis Herman	24.00		179,606.48
06/01/2016	000178	Hillview Terrace	527.00		179,079.48
06/01/2016	000178	Josh Hollister	390.00		178,689.48
06/01/2016	000178	HomeStretch	3,104.00		175,585.48
06/01/2016	000178	Caroline Hupp	223.00		175,362.48
06/01/2016	000178	Joseph and Marion Fasel	215.00		175,147.48
06/01/2016	000178	Donna Kalchik	306.00		174,841.48
06/01/2016	000178	Darren LaCharite	512.00		174,329.48

Traverse City Housing Commission
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From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2016	000178	Sidney Lammers	745.00		173,584.48
06/01/2016	000178	Legendary Rentals, LLC	957.00		172,627.48
06/01/2016	000178	Jeffrey R. Lenten	421.00		172,206.48
06/01/2016	000178	John J. Lewis	872.00		171,334.48
06/01/2016	000178	Don E. Lint	393.00		170,941.48
06/01/2016	000178	Juan Maldonado	400.00		170,541.48
06/01/2016	000178	Mathews Trust	825.00		169,716.48
06/01/2016	000178	McLain Management	462.00		169,254.48
06/01/2016	000178	James & Tamela Moquin	509.00		168,745.48
06/01/2016	000178	Northwest Michigan Supportive Housing	418.00		168,327.48
06/01/2016	000178	Oak Park Apts	1,824.00		166,503.48
06/01/2016	000178	Oak Terrace Apts	1,015.00		165,488.48
06/01/2016	000178	Gerald Oliver Revocable Trust	861.00		164,627.48
06/01/2016	000178	P Avium Associates, Inc.	571.00		164,056.48
06/01/2016	000178	Daniel G. Pohlman	1,427.00		162,629.48
06/01/2016	000178	Douglas L. Porter	399.00		162,230.48
06/01/2016	000178	Phillip Putney	1,098.00		161,132.48
06/01/2016	000178	Thomas Raven	506.00		160,626.48
06/01/2016	000178	Adele M. Reiter	995.00		159,631.48
06/01/2016	000178	Timothy Rice	429.00		159,202.48
06/01/2016	000178	Robert F. Follett	833.00		158,369.48
06/01/2016	000178	Sabin Pond Apartments LLC	536.00		157,833.48
06/01/2016	000178	John Sarya	600.00		157,233.48
06/01/2016	000178	Eldon Schaub	388.00		156,845.48
06/01/2016	000178	Gerald Sieggreen	670.00		156,175.48
06/01/2016	000178	SILVER SHORES MHC	161.00		156,014.48
06/01/2016	000178	Douglas & Julia Slack	327.00		155,687.48
06/01/2016	000178	22955 Investments LLC	4,405.00		151,282.48
06/01/2016	000178	Carl Sumner	386.00		150,896.48
06/01/2016	000178	Traverse City Property Management	353.00		150,543.48
06/01/2016	000178	TCR Investments, LLC	981.00		149,562.48
06/01/2016	000178	Wendy Teagan	456.00		149,106.48
06/01/2016	000178	TOS Holdings, LLC	416.00		148,690.48
06/01/2016	000178	Tradewinds Terrace Apts	253.00		148,437.48
06/01/2016	000178	Village Glen Apartments	9,700.00		138,737.48
06/01/2016	000178	Woda Boardman Lake LDHA.LP	2,873.00		135,864.48
06/01/2016	000178	Catherine L. Wolfe	524.00		135,340.48
06/01/2016	000178	Woodmere Ridge Apartments LDHA LP	5,491.00		129,849.48
06/01/2016	000178	Theodore V. Zachman	795.00		129,054.48
06/01/2016	000178	Ann Zenner	443.00		128,611.48

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From: 06/01/2016 To: 06/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
06/01/2016	000178	Barb Zupin	1,130.00		127,481.48
06/06/2016	DEP			200.00	127,681.48
06/09/2016	DEP			36,161.05	163,842.53
06/09/2016	DEP			200.00	164,042.53
06/09/2016	022905	Blarney Castle Oil Co.	58.00		163,984.53
06/09/2016	022906	Cherryland Electric Cooperative	170.00		163,814.53
06/09/2016	022907	City Of Traverse City	161.00		163,653.53
06/09/2016	022908	Consumers Energy	79.00		163,574.53
06/09/2016	022909	DTE ENERGY	217.00		163,357.53
06/09/2016	022910	Holttons LP Gas Fife Lake	21.00		163,336.53
06/09/2016	022911	Village of Ellsworth	53.00		163,283.53
06/09/2016	022912	Traverse City Housing Commission	1,053.99		162,229.54
06/28/2016	EFT	HUD		3,145.00	165,374.54
06/29/2016	022913	Traverse City Housing Commission	5,316.65		160,057.89
06/29/2016	022914	Chase Bank	1,248.00		158,809.89
06/29/2016	022915	Nan McKay & Associates Inc	433.00		158,376.89
06/29/2016	022916	West Shore Publications LLC	74.00		158,302.89
Total:			91,287.94	132,042.05	

Traverse City Housing Commission
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PNC - Section 8
From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2016	EFT	HUD		8,174.00	166,476.89
07/01/2016	EFT	HUD		84,660.00	251,136.89
07/01/2016	000179	Sandra Aeschliman	189.00		250,947.89
07/01/2016	000179	Jeana Aiken	373.00		250,574.89
07/01/2016	000179	Jack Anderson	873.00		249,701.89
07/01/2016	000179	Brad Barnes	465.00		249,236.89
07/01/2016	000179	Bay Front Apartments	303.00		248,933.89
07/01/2016	000179	Bay Hill Housing LDHALP	4,637.00		244,296.89
07/01/2016	000179	Bay Hill II Apartments	3,763.00		240,533.89
07/01/2016	000179	Bellaire Senior Apartments	418.00		240,115.89
07/01/2016	000179	Brookside Commons LDHA, LP	1,146.00		238,969.89
07/01/2016	000179	Irma Jean Brownley	436.00		238,533.89
07/01/2016	000179	Carson Square	5,446.00		233,087.89
07/01/2016	000179	Central Lake Townhouses	405.00		232,682.89
07/01/2016	000179	Cherrywood Village Farms, Inc.	2,094.00		230,588.89
07/01/2016	000179	Douglas A. Chichester	600.00		229,988.89
07/01/2016	000179	Jack V. Dean	422.00		229,566.89
07/01/2016	000179	Dmytro Cherkasov	1,079.00		228,487.89
07/01/2016	000179	Shirley Farrell	904.00		227,583.89
07/01/2016	000179	Rent Leelanau, LLC	1,524.00		226,059.89
07/01/2016	000179	Lisa Forbes	489.00		225,570.89
07/01/2016	000179	Steve Forbush	411.00		225,159.89
07/01/2016	000179	Dale E. French	90.00		225,069.89
07/01/2016	000179	French Quarter Apts.	93.00		224,976.89
07/01/2016	000179	G Rentals	750.00		224,226.89
07/01/2016	000179	Michael Glowacki	584.00		223,642.89
07/01/2016	000179	David Grzesiek	370.00		223,272.89
07/01/2016	000179	Habitat for Humanity	65.00		223,207.89
07/01/2016	000179	Harbour Ridge Apts	1,217.00		221,990.89
07/01/2016	000179	Heartwood Enterprises	781.00		221,209.89
07/01/2016	000179	Louis Herman	24.00		221,185.89
07/01/2016	000179	Hillview Terrace	527.00		220,658.89
07/01/2016	000179	Josh Hollister	390.00		220,268.89
07/01/2016	000179	HomeStretch	3,104.00		217,164.89
07/01/2016	000179	Caroline Hupp	223.00		216,941.89
07/01/2016	000179	Joseph and Marion Fasel	358.00		216,583.89
07/01/2016	000179	Donna Kalchik	306.00		216,277.89
07/01/2016	000179	Darren LaCharite	512.00		215,765.89
07/01/2016	000179	Sidney Lammers	745.00		215,020.89
07/01/2016	000179	Legendary Rentals, LLC	957.00		214,063.89

Traverse City Housing Commission
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PNC - Section 8
From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
07/01/2016	000179	Jeffrey R. Lenten	421.00		213,642.89
07/01/2016	000179	John J. Lewis	872.00		212,770.89
07/01/2016	000179	Don E. Lint	393.00		212,377.89
07/01/2016	000179	Juan Maldonado	400.00		211,977.89
07/01/2016	000179	Mathews Trust	825.00		211,152.89
07/01/2016	000179	McLain Management	462.00		210,690.89
07/01/2016	000179	James & Tamela Moquin	509.00		210,181.89
07/01/2016	000179	Northwest Michigan Supportive Housing	418.00		209,763.89
07/01/2016	000179	Oak Park Apts	1,824.00		207,939.89
07/01/2016	000179	Oak Terrace Apts	1,021.00		206,918.89
07/01/2016	000179	Gerald Oliver Revocable Trust	861.00		206,057.89
07/01/2016	000179	P Avium Associates, Inc.	506.00		205,551.89
07/01/2016	000179	Daniel G. Pohlman	1,427.00		204,124.89
07/01/2016	000179	Douglas L. Porter	438.00		203,686.89
07/01/2016	000179	Phillip Putney	630.00		203,056.89
07/01/2016	000179	Thomas Raven	506.00		202,550.89
07/01/2016	000179	Adele M. Reiter	995.00		201,555.89
07/01/2016	000179	Timothy Rice	429.00		201,126.89
07/01/2016	000179	Robert F. Follett	833.00		200,293.89
07/01/2016	000179	Sabin Pond Apartments LLC	626.00		199,667.89
07/01/2016	000179	John Sarya	600.00		199,067.89
07/01/2016	000179	Eldon Schaub	388.00		198,679.89
07/01/2016	000179	Gerald Sieggreen	670.00		198,009.89
07/01/2016	000179	SILVER SHORES MHC	161.00		197,848.89
07/01/2016	000179	Douglas & Julia Slack	327.00		197,521.89
07/01/2016	000179	22955 Investments LLC	4,405.00		193,116.89
07/01/2016	000179	Carl Sumner	386.00		192,730.89
07/01/2016	000179	Traverse City Property Management	353.00		192,377.89
07/01/2016	000179	TCR Investments, LLC	981.00		191,396.89
07/01/2016	000179	Wendy Teagan	456.00		190,940.89
07/01/2016	000179	Tradewinds Terrace Apts	253.00		190,687.89
07/01/2016	000179	Village Glen Apartments	8,304.00		182,383.89
07/01/2016	000179	Woda Boardman Lake LDHA.LP	3,845.00		178,538.89
07/01/2016	000179	Catherine L. Wolfe	524.00		178,014.89
07/01/2016	000179	Woodmere Ridge Apartments LDHA LP	5,090.00		172,924.89
07/01/2016	000179	Theodore V. Zachman	795.00		172,129.89
07/01/2016	000179	Ann Zenner	443.00		171,686.89
07/01/2016	000179	Barb Zupin	1,130.00		170,556.89
07/07/2016	DEP			100.00	170,656.89
07/07/2016	DEP			80.00	170,736.89

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From: 07/01/2016 To: 07/31/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
07/12/2016	022917	The Leelanau Enterprise	143.00		170,593.89
07/12/2016	022918	Blarney Castle Oil Co.	58.00		170,535.89
07/12/2016	022919	Cherryland Electric Cooperative	170.00		170,365.89
07/12/2016	022920	City Of Traverse City	161.00		170,204.89
07/12/2016	022921	Consumers Energy	79.00		170,125.89
07/12/2016	022922	DTE ENERGY	217.00		169,908.89
07/12/2016	022923	Holtons LP Gas Fife Lake	21.00		169,887.89
07/12/2016	022924	Village of Ellsworth	53.00		169,834.89
07/27/2016	022925	Pioneer Group	33.65		169,801.24
07/27/2016	022926	Chase Bank	1,189.00		168,612.24
07/27/2016	022927	Dustin Ansgore	1,135.00		167,477.24
Total:			83,839.65	93,014.00	

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Chemical Bank

From: 08/01/2016 To: 08/24/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/02/2016	ADJST	Anthony Lentych	2,353.67		157,740.64
08/02/2016	ADJST	Kari Massa	1,167.05		156,573.59
08/02/2016	ADJST	JoAnn Turnbull	559.59		156,014.00
08/02/2016	ADJST	Joseph Battaglia	276.98		155,737.02
08/02/2016	ADJST	David Gourlay	977.43		154,759.59
08/05/2016	ADJST	IRS	1,889.59		152,870.00
08/05/2016	EFT			2,200.00	155,070.00
08/10/2016	036569	CynergyComm.net,Inc	9.30		155,060.70
08/10/2016	036570	Staples Business Advantage	192.49		154,868.21
08/10/2016	036571	Republic Services #239	390.00		154,478.21
08/10/2016	036572	Guardian Medical Monitoring	14.95		154,463.26
08/10/2016	036573	Flex Administrators, Inc.	75.00		154,388.26
08/10/2016	036574	Housing Data Systems	245.50		154,142.76
08/10/2016	036575	Grand Traverse County DPW	483.00		153,659.76
08/10/2016	036576	City Of Traverse City	226.67		153,433.09
08/10/2016	036577	Cardmember Service	1,149.60		152,283.49
08/10/2016	036578	Charter Communications	184.97		152,098.52
08/10/2016	036579	City Of Traverse City	249.76		151,848.76
08/10/2016	036580	Total Attention	4,480.00		147,368.76
08/10/2016	036581	Integrated Payroll Services, Inc.	100.90		147,267.86
08/10/2016	036582	Kelly Services, Inc.	2,629.92		144,637.94
08/10/2016	036583	Leelanau Enterprise	71.50		144,566.44
08/10/2016	036584	Ace Hardware	34.46		144,531.98
08/10/2016	036585	Anthony Lentych	52.27		144,479.71
08/10/2016	036586	Save Carpet USA	3,105.00		141,374.71
08/10/2016	036587	David Gourlay	99.80		141,274.91
08/10/2016	036588	Grand Traverse Cty. Treasurer	44.94		141,229.97
08/10/2016	036589	Verizon Wireless	94.08		141,135.89
08/10/2016	036590	Charter Communications	3,001.15		138,134.74
08/10/2016	036591	Housing Authority Accounting	1,099.41		137,035.33
08/10/2016	036592	A T & T	225.45		136,809.88
08/10/2016	036593	Great Lakes Business Systems, Inc.	119.22		136,690.66
08/10/2016	036594	Sondee, Racine & Doren, P.L.C.	48.00		136,642.66
08/10/2016	036595	Traverse City Record Eagle	1,593.00		135,049.66
08/10/2016	036596	TC Millworks	533.00		134,516.66
08/10/2016	036597	Engineered Protection Systems Inc	123.54		134,393.12
08/10/2016	036598	City Of Traverse City	185.00		134,208.12
08/10/2016	036599	DTE ENERGY	50.00		134,158.12
08/11/2016	036600	Void			134,158.12
08/11/2016	036600	**VOID** Void			134,158.12

Traverse City Housing Commission
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Chemical Bank
From: 08/01/2016 To: 08/24/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/11/2016	036601	Earl Hill Electric LLC	304.40		133,853.72
08/12/2016	036602				133,853.72
08/12/2016	036602	**VOID**			133,853.72
08/14/2016	036603	Scott Kuefler	4,400.00		129,453.72
08/18/2016	036604	VOID			129,453.72
08/18/2016	036605	VOID			129,453.72
08/18/2016	036606	VOID			129,453.72
08/19/2016	EFT	IRS	1,917.17		127,536.55
08/19/2016	036607	Evola Music	2,325.00		125,211.55
08/22/2016	ADJST	state of MI	743.72		124,467.83
08/23/2016		Speedwrench, Inc.	585.00		123,882.83
08/23/2016		Total Attention	4,091.89		119,790.94
08/23/2016		Save Carpet USA	2,522.00		117,268.94
08/23/2016		Kuhn Rogers PLC	418.00		116,850.94
08/23/2016		Networks Northwest	1,000.00		115,850.94
08/23/2016		D & W Mechanical	191.70		115,659.24
08/23/2016		Priority Health	5,517.44		110,141.80
08/23/2016		DTE ENERGY	118.77		110,023.03
08/23/2016		Vision Service Plan	134.00		109,889.03
08/23/2016		Home Depot Credit Services	205.30		109,683.73
08/23/2016		Wilmar	451.20		109,232.53
08/23/2016		Safety Net	619.00		108,613.53
08/23/2016		Nuisance Animal Control	145.00		108,468.53
08/23/2016		SAM'S CLUB	489.75		107,978.78
08/24/2016		McCardel Water Conditioning	77.00		107,901.78
08/24/2016		Northwest Lock, Inc.	42.50		107,859.28
08/24/2016		Lautner Irrigation	5.55		107,853.73
08/24/2016		City Of Traverse City	8,621.24		99,232.49
08/24/2016		A T & T	122.40		99,110.09
08/24/2016		Environmental Pest Control	270.00		98,840.09
08/24/2016		Kelly Services, Inc.	3,182.14		95,657.95
08/24/2016		NAHRO	622.50		95,035.45
08/24/2016		JoAnn Turnbull	231.35		94,804.10
Total:			67,490.21	2,200.00	

Time: 11:09:10

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From: 08/01/2016 To: 08/24/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2016	000180	Sandra Aeschliman	198.00		167,279.24
08/01/2016	000180	Jeana Aiken	373.00		166,906.24
08/01/2016	000180	Jack Anderson	873.00		166,033.24
08/01/2016	000180	Dustin Ansorge	1,135.00		164,898.24
08/01/2016	000180	Brad Barnes	488.00		164,410.24
08/01/2016	000180	Bay Front Apartments	303.00		164,107.24
08/01/2016	000180	Bay Hill Housing LDHALP	5,293.00		158,814.24
08/01/2016	000180	Bay Hill II Apartments	3,851.00		154,963.24
08/01/2016	000180	Bellaire Senior Apartments	982.00		153,981.24
08/01/2016	000180	Brookside Commons LDHA, LP	1,146.00		152,835.24
08/01/2016	000180	Irma Jean Brownley	436.00		152,399.24
08/01/2016	000180	Carson Square	6,589.00		145,810.24
08/01/2016	000180	Central Lake Townhouses	401.00		145,409.24
08/01/2016	000180	Cherrywood Village Farms, Inc.	2,237.00		143,172.24
08/01/2016	000180	Douglas A. Chichester	600.00		142,572.24
08/01/2016	000180	Jack V. Dean	422.00		142,150.24
08/01/2016	000180	Dmytro Cherkasov	1,079.00		141,071.24
08/01/2016	000180	Shirley Farrell	845.00		140,226.24
08/01/2016	000180	Rent Leelanau, LLC	1,524.00		138,702.24
08/01/2016	000180	Lisa Forbes	489.00		138,213.24
08/01/2016	000180	Steve Forbush	411.00		137,802.24
08/01/2016	000180	Dale E. French	90.00		137,712.24
08/01/2016	000180	French Quarter Apts.	93.00		137,619.24
08/01/2016	000180	G Rentals	750.00		136,869.24
08/01/2016	000180	Michael Glowacki	584.00		136,285.24
08/01/2016	000180	David Grzesiek	370.00		135,915.24
08/01/2016	000180	Habitat for Humanity	65.00		135,850.24
08/01/2016	000180	Harbour Ridge Apts	1,271.00		134,579.24
08/01/2016	000180	Heartwood Enterprises	781.00		133,798.24
08/01/2016	000180	Louis Herman	24.00		133,774.24
08/01/2016	000180	Hillview Terrace	527.00		133,247.24
08/01/2016	000180	Josh Hollister	390.00		132,857.24
08/01/2016	000180	HomeStretch	3,104.00		129,753.24
08/01/2016	000180	Caroline Hupp	223.00		129,530.24
08/01/2016	000180	Joseph and Marion Fasel	358.00		129,172.24
08/01/2016	000180	Donna Kalchik	306.00		128,866.24
08/01/2016	000180	Darren LaCharite	512.00		128,354.24
08/01/2016	000180	Sidney Lammers	745.00		127,609.24
08/01/2016	000180	Legendary Rentals, LLC	555.00		127,054.24
08/01/2016	000180	Jeffrey R. Lenten	421.00		126,633.24

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 08/01/2016 To: 08/24/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2016	000180	John J. Lewis	872.00		125,761.24
08/01/2016	000180	Don E. Lint	393.00		125,368.24
08/01/2016	000180	Juan Maldonado	400.00		124,968.24
08/01/2016	000180	Mathews Trust	766.00		124,202.24
08/01/2016	000180	McLain Management	462.00		123,740.24
08/01/2016	000180	James & Tamela Moquin	509.00		123,231.24
08/01/2016	000180	Northwest Michigan Supportive Housing	418.00		122,813.24
08/01/2016	000180	Oak Park Apts	2,002.00		120,811.24
08/01/2016	000180	Oak Terrace Apts	1,021.00		119,790.24
08/01/2016	000180	Gerald Oliver Revocable Trust	900.00		118,890.24
08/01/2016	000180	P Avium Associates, Inc.	506.00		118,384.24
08/01/2016	000180	Daniel G. Pohlman	1,427.00		116,957.24
08/01/2016	000180	Douglas L. Porter	438.00		116,519.24
08/01/2016	000180	Phillip Putney	630.00		115,889.24
08/01/2016	000180	Thomas Raven	506.00		115,383.24
08/01/2016	000180	Adele M. Reiter	995.00		114,388.24
08/01/2016	000180	Timothy Rice	429.00		113,959.24
08/01/2016	000180	Robert F. Follett	833.00		113,126.24
08/01/2016	000180	Sabin Pond Apartments LLC	626.00		112,500.24
08/01/2016	000180	John Sarya	359.00		112,141.24
08/01/2016	000180	Eldon Schaub	388.00		111,753.24
08/01/2016	000180	Gerald Sieggreen	670.00		111,083.24
08/01/2016	000180	SILVER SHORES MHC	176.00		110,907.24
08/01/2016	000180	Douglas & Julia Slack	327.00		110,580.24
08/01/2016	000180	22955 Investments LLC	4,071.00		106,509.24
08/01/2016	000180	Carl Sumner	564.00		105,945.24
08/01/2016	000180	Traverse City Property Management	353.00		105,592.24
08/01/2016	000180	TCR Investments, LLC	981.00		104,611.24
08/01/2016	000180	Wendy Teagan	456.00		104,155.24
08/01/2016	000180	Tradewinds Terrace Apts	253.00		103,902.24
08/01/2016	000180	Village Glen Apartments	8,613.00		95,289.24
08/01/2016	000180	Woda Boardman Lake LDHA.LP	3,364.00		91,925.24
08/01/2016	000180	Catherine L. Wolfe	524.00		91,401.24
08/01/2016	000180	Woodmere Ridge Apartments LDHA LP	5,090.00		86,311.24
08/01/2016	000180	Theodore V. Zachman	795.00		85,516.24
08/01/2016	000180	Ann Zenner	443.00		85,073.24
08/01/2016	000180	Barb Zupin	1,130.00		83,943.24
08/10/2016	022928	Cherryland Electric Cooperative	134.00		83,809.24
08/10/2016	022929	City Of Traverse City	161.00		83,648.24
08/10/2016	022930	Consumers Energy	79.00		83,569.24

Date: 08/24/2016
Time: 11:09:10

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 08/01/2016 To: 08/24/2016

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
08/10/2016	022931	DTE ENERGY	195.00		83,374.24
08/10/2016	022932	Holtens LP Gas Fife Lake	21.00		83,353.24
08/24/2016		Traverse City Housing Commission	9,969.44		73,383.80
08/24/2016		Chase Bank	783.55		72,600.25
Total:			94,876.99	0.00	



Traverse City Housing Commission
A Public Housing Authority

JUNE FINANCIAL REPORTS

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended	12 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>June 30, 2016</u>	<u>June 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,830.00	\$ 372,255.66	\$ 405,000	\$ 405,000	32,744.34
3110.2 - Dwelling Rental-Proj. 2	5,710.00	59,486.00	0	0	(59,486.00)
3120 - Excess Utilities	177.75	1,136.51	1,000	1,000	(136.51)
3190 - Nondwelling Rental	<u>6,998.59</u>	<u>63,757.44</u>	<u>51,500</u>	<u>51,500</u>	<u>(12,257.44)</u>
Total Rental Income	43,716.34	496,635.61	457,500	457,500	(39,135.61)
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	<u>24,000.00</u>	<u>263,918.00</u>	<u>240,000</u>	<u>240,000</u>	<u>(23,918.00)</u>
Total HUD PHA Grants	24,000.00	263,918.00	240,000	240,000	(23,918.00)
Nonrental Income					
3610 - Interest Income-Gen. Fund	771.78	3,195.44	3,600	3,600	404.56
3690 - Tenant Income	461.02	4,810.74	5,000	5,000	189.26
3690.1 - Non-Tenant Income	2,863.70	34,571.02	28,000	28,000	(6,571.02)
3690.2 - Tenant Income-Cable	<u>2,468.00</u>	<u>29,800.00</u>	<u>26,150</u>	<u>26,150</u>	<u>(3,650.00)</u>
Total Nonrental Income	6,564.50	72,377.20	62,750	62,750	(9,627.20)
Total Operating Income	74,280.84	832,930.81	760,250	760,250	(72,680.81)
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	11,670.42	108,215.05	131,190	131,190	22,974.95
4120 - Compensated Absences	2,355.90	2,355.90	1,500	1,500	(855.90)
4130 - Legal Expense	(198.85)	5,482.57	9,500	9,500	4,017.43
4140 - Staff Training	0.00	4,030.46	7,500	7,500	3,469.54
4150 - Travel Expense	1,692.19	3,978.39	7,500	7,500	3,521.61
4170 - Accounting Fees	720.16	6,616.92	6,500	6,500	(116.92)
4171 - Auditing	0.00	4,025.00	2,900	2,900	(1,125.00)
4182 - Employee Benefits - Admin	784.01	41,382.79	54,850	54,850	13,467.21
4185 - Telephone	1,028.96	7,075.31	5,750	5,750	(1,325.31)
4190.1 - Publications	0.00	7.50	500	500	492.50
4190.2 - Membership Dues and Fees	45.00	1,117.50	750	750	(367.50)
4190.3 - Admin. Service Contracts	185.66	26,682.82	19,500	19,500	(7,182.82)
4190.4 - Office Supplies	336.53	4,246.95	2,500	2,500	(1,746.95)
4190.5 - Other Sundry Expense	658.39	23,391.24	15,000	15,000	(8,391.24)
4190.6 - Advertising	<u>175.95</u>	<u>1,357.24</u>	<u>750</u>	<u>750</u>	<u>(607.24)</u>
Total Administration	19,454.32	239,965.64	266,190	266,190	26,224.36
Tenant Services					
4220 - Rec., Pub., & Other Services	2,256.11	9,961.31	15,000	15,000	5,038.69
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	<u>2,826.53</u>	<u>35,065.00</u>	<u>32,500</u>	<u>32,500</u>	<u>(2,565.00)</u>
Total Tenant Services	5,082.64	45,026.31	47,500	47,500	2,473.69

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended	12 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>June 30, 2016</u>	<u>June 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	2,509.65	16,413.25	16,500	16,500	86.75
4320 - Electricity	7,252.59	125,464.02	150,000	150,000	24,535.98
4330 - Gas	398.05	10,035.02	22,000	22,000	11,964.98
Total Utilities	<u>10,160.29</u>	<u>151,912.29</u>	<u>188,500</u>	<u>188,500</u>	<u>36,587.71</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	6,527.88	77,347.71	80,670	80,670	3,322.29
4420 - Materials	3,801.47	25,160.53	20,000	20,000	(5,160.53)
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	566.32	7,622.02	11,500	11,500	3,877.98
4430.03 - Snow Removal Contracts	0.00	3,685.40	4,000	4,000	314.60
4430.04 - Elevator Maintenance Contracts	0.00	14,439.03	8,500	8,500	(5,939.03)
4430.05 - Landscape & Grounds Contracts	6,364.50	15,565.75	11,000	11,000	(4,565.75)
4430.06 - Unit Turnaround Contracts	3,223.00	34,084.35	18,000	18,000	(16,084.35)
4430.07 - Electrical Contracts	0.00	3,877.79	5,000	5,000	1,122.21
4430.08 - Plumbing Contracts	0.00	2,549.56	1,500	1,500	(1,049.56)
4430.09 - Extermination Contracts	490.00	3,975.00	3,500	3,500	(475.00)
4430.10 - Janitorial Contracts	0.00	5,832.53	1,200	1,200	(4,632.53)
4430.11 - Routine Maintenance Contracts	(36.39)	7,463.36	10,500	10,500	3,036.64
4430.12 - Misc. Contracts	(2,980.63)	15,414.28	15,000	15,000	(414.28)
4431 - Garbage Removal	997.14	6,457.96	5,800	5,800	(657.96)
4433 - Employee Benefits - Maint.	528.72	33,937.30	32,560	32,560	(1,377.30)
Total Ordinary Maint. & Oper.	<u>19,482.01</u>	<u>257,412.57</u>	<u>228,730</u>	<u>228,730</u>	<u>(28,682.57)</u>
General Expense					
4510 - Insurance	2,383.38	28,352.38	26,100	26,100	(2,252.38)
4520 - Payment in Lieu of Taxes	5,334.86	24,914.86	21,750	21,750	(3,164.86)
4570 - Collection Losses	4,849.31	4,438.91	1,350	1,350	(3,088.91)
4586 - Interest Expense-CFFP	23,915.19	23,915.19	33,600	33,600	9,684.81
4586.1 - Interest Expense-EPC	10,710.02	10,710.02	0	0	(10,710.02)
4590 - Other General Expense	0.00	0.00	500	500	500.00
Total General Expense	<u>47,192.76</u>	<u>92,331.36</u>	<u>83,300</u>	<u>83,300</u>	<u>(9,031.36)</u>
Total Routine Expense	<u>101,372.02</u>	<u>786,648.17</u>	<u>814,220</u>	<u>814,220</u>	<u>27,571.83</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	(500.00)	6,936.36	12,500	12,500	5,563.64
Total Extraordinary Maint.	<u>(500.00)</u>	<u>6,936.36</u>	<u>12,500</u>	<u>12,500</u>	<u>5,563.64</u>
Casualty Losses-Not Cap.					
4620.2 - Contract Costs	0.00	716.08	0	0	(716.08)
Total Casualty Losses	<u>0.00</u>	<u>716.08</u>	<u>0</u>	<u>0</u>	<u>(716.08)</u>
Total Non-Routine Expense	<u>(500.00)</u>	<u>7,652.44</u>	<u>12,500</u>	<u>12,500</u>	<u>4,847.56</u>
Total Operating Expenses	<u>100,872.02</u>	<u>794,300.61</u>	<u>826,720</u>	<u>826,720</u>	<u>32,419.39</u>
Operating Income (Loss)	<u>(26,591.18)</u>	<u>38,630.20</u>	<u>(66,470)</u>	<u>(66,470)</u>	<u>(105,100.20)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended	12 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>June 30, 2016</u>	<u>June 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	10,388.75	306,405.24	0	0	(306,405.24)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	10,388.75	306,405.24	0	0	(306,405.24)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	681.22	12,919.93	0	0	(12,919.93)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	19,168.00	0	0	(19,168.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>(681.22)</u>	<u>(32,087.93)</u>	<u>0</u>	<u>0</u>	<u>32,087.93</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (36,979.93)</u>	<u>\$ (267,775.04)</u>	<u>\$ (66,470)</u>	<u>\$ (66,470)</u>	<u>\$ 201,305</u>
HUD Net Income (Loss)	<u>\$ (27,272.40)</u>	<u>\$ 6,542.27</u>	<u>\$ (66,470)</u>	<u>\$ (66,470)</u>	<u>\$ (73,012)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended		12 Months Ended				
208	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 100.00	0.60	\$ 1,376.00	0.70	\$ 0	0.00	\$ (1,376.00)
3603 - Number of Unit Months	168.00	(1.00)	1,956.00	(1.00)	0	0.00	1,956.00
3604 - Unit Months - Contra	<u>(168.00)</u>	<u>1.00</u>	<u>(1,956.00)</u>	<u>1.00</u>	<u>0</u>	<u>0.00</u>	<u>(1,956.00)</u>
Total Oper. Reserve Income	100.00	0.60	1,376.00	0.70	0	0.00	(1,376.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	91,260.00	543.21	997,584.00	510.01	0	0.00	(997,584.00)
3411 - Admin Fee Funding	<u>10,821.00</u>	<u>64.41</u>	<u>92,429.00</u>	<u>47.25</u>	<u>0</u>	<u>0.00</u>	<u>(92,429.00)</u>
Total HUD PHA Grants	102,081.00	607.63	1,090,013.00	557.27	0	0.00	(1,090,013.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Operating Income	<u>102,181.00</u>	<u>608.22</u>	<u>1,091,389.00</u>	<u>557.97</u>	<u>0</u>	<u>0.00</u>	<u>(1,091,389.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,929.43	17.44	30,211.00	15.45	44,170	0.00	13,959.00
4120 - Compensated Absences	2,770.39	16.49	2,770.39	1.42	0	0.00	(2,770.39)
4130 - Legal Expense	40.35	0.24	131.55	0.07	0	0.00	(131.55)
4140 - Staff Training	0.00	0.00	560.77	0.29	2,250	0.00	1,689.23
4150 - Travel Expense	623.37	3.71	1,476.06	0.75	3,000	0.00	1,523.94
4170 - Accounting Fees	649.25	3.86	8,128.50	4.16	8,130	0.00	1.50
4171 - Auditing	0.00	0.00	1,725.00	0.88	2,400	0.00	675.00
4182 - Employee Benefits - Admin	277.03	1.65	13,761.02	7.04	0	0.00	(13,761.02)
4185 - Telephone	220.18	1.31	1,203.45	0.62	1,400	0.00	196.55
4190.1 - Publications	0.00	0.00	7.50	0.00	800	0.00	792.50
4190.2 - Membership Dues and Fees	0.00	0.00	505.00	0.26	450	0.00	(55.00)
4190.3 - Admin. Service Contracts	233.65	1.39	8,879.22	4.54	3,160	0.00	(5,719.22)
4190.4 - Office Supplies	175.04	1.04	1,314.42	0.67	1,935	0.00	620.58
4190.5 - Other Sundry Expense	757.35	4.51	6,404.53	3.27	5,250	0.00	(1,154.53)
4190.6 - Advertising	<u>252.06</u>	<u>1.50</u>	<u>700.19</u>	<u>0.36</u>	<u>0</u>	<u>0.00</u>	<u>(700.19)</u>
Total Administration	8,928.10	53.14	77,778.60	39.76	72,945	0.00	(4,833.60)
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	8,928.10	53.14	77,778.60	39.76	72,945	0.00	(4,833.60)

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended		12 Months Ended				
208	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	77,701.00	462.51	876,458.00	448.09	0	0.00	(876,458.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	2.92	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	3,961.00	23.58	46,426.00	23.74	0	0.00	(46,426.00)
4715.4 - HAP - Utility Allowances	759.00	4.52	10,950.52	5.60	0	0.00	(10,950.52)
4715.5 - HAP - Fraud Recovery	(100.00)	(0.60)	(1,376.00)	(0.70)	0	0.00	1,376.00
4715.6 - HAP - Homeownership	777.00	4.63	10,347.00	5.29	0	0.00	(10,347.00)
4715.9 - HAP - Portable Receiving	(161.00)	(0.96)	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	1,248.00	7.43	18,419.18	9.42	0	0.00	(18,419.18)
4719.1 - FSS Forfeitures	(17,988.59)	(107.07)	(17,988.59)	(9.20)	0	0.00	17,988.59
Total HAP Payments	<u>66,196.41</u>	<u>394.03</u>	<u>948,943.11</u>	<u>485.14</u>	<u>0</u>	<u>0.00</u>	<u>(948,943.11)</u>
Depreciation Expense							
4800 - Depreciation - Current Year	<u>508.20</u>	<u>3.02</u>	<u>508.20</u>	<u>0.26</u>	<u>0</u>	<u>0.00</u>	<u>(508.20)</u>
Total Depreciation Expense	<u>508.20</u>	<u>3.02</u>	<u>508.20</u>	<u>0.26</u>	<u>0</u>	<u>0.00</u>	<u>(508.20)</u>
Surplus Charges & Credits							
Total Surplus CR & Chgs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Capital Expenditures							
7520 - Replacement of Equipment	582.30	3.47	2,842.08	1.45	0	0.00	(2,842.08)
7590 - Operating Expenditures-Contra	(582.30)	(3.47)	(2,842.08)	(1.45)	0	0.00	2,842.08
Total Capital Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
GAAP Net Income (Loss)	<u>\$ 26,548.29</u>	<u>158.03</u>	<u>\$ 64,159.09</u>	<u>32.80</u>	<u>\$ (72,945)</u>	<u>0.00</u>	<u>\$ (137,104.09)</u>

Analysis of HAP Funding-Voucher

12 Months Ended

A.C. Received: JUN. 30, 2016

HAP Funding

June 30, 2016

\$ 997,584.00

A.C. Spent

HAP - Occupied Units	876,458.00
HAP-Vacant Unit	5,707.00
HAP - Non-Elderly Disabled	46,426.00
HAP - Utility Allowances	10,950.52
HAP - Homeownership	10,347.00
HAP - Fraud Recovery	(1,376.00)
HAP - FSS Escrow	18,419.18
FSS Forfeitures	(17,988.59)

Total Funding Required

948,943.11

Over/(Under) Funding-current fiscal year

\$ 48,640.89

HAP Reserve-prior fiscal years

\$ (0.18)

Cumulative Over (Under) Funding-HAP (NRA)

\$ 48,640.71

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

\$ 12,512.66

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016

Units	1 Month Ended		12 Months Ended		<u>BUDGET</u>	PUM	<u>*OVER/UNDER</u>
	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.33</u>	0.00	<u>66,688.65</u>	0.00	<u>0</u>	0.00	<u>(66,688.65)</u>
Total HUD PHA Grants	5,580.33	0.00	66,688.65	0.00	0	0.00	(66,688.65)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.33</u>	0.00	<u>66,688.65</u>	0.00	<u>0</u>	0.00	<u>(66,688.65)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,708.56	0.00	53,646.46	0.00	60,660	0.00	7,013.54
4182 - Employee Benefits - Admin	<u>268.50</u>	0.00	<u>16,047.73</u>	0.00	<u>0</u>	0.00	<u>(16,047.73)</u>
Total Administration	4,977.06	0.00	69,694.19	0.00	60,660	0.00	(9,034.19)
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	4,977.06	0.00	69,694.19	0.00	60,660	0.00	(9,034.19)

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 12 Months Ended June 30, 2016**

Units	1 Month Ended		12 Months Ended				
	<u>June 30, 2016</u>	<u>PUM</u>	<u>June 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 603.27</u>	0.00	<u>\$ (3,005.54)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (57,654.46)</u>



Traverse City Housing Commission
A Public Housing Authority

JULY FINANCIAL REPORTS

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

Units	1 Month Ended	1 Month Ended	YEAR TO	ANNUAL	
135	<u>July 31, 2016</u>	<u>July 31, 2016</u>	<u>DATE</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
			<u>BUDGET</u>	<u>BUDGET</u>	
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,808.52	\$ 30,808.52	\$ 38,750	\$ 465,000	434,191.48
3110.2 - Dwelling Rental-Proj. 2	5,432.00	5,432.00	0	0	(5,432.00)
3120 - Excess Utilities	120.00	120.00	83	1,000	880.00
3190 - Nondwelling Rental	6,998.59	6,998.59	4,292	51,500	44,501.41
Total Rental Income	<u>43,359.11</u>	<u>43,359.11</u>	<u>43,125</u>	<u>517,500</u>	<u>474,140.89</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	14,875.00	14,875.00	20,833	250,000	235,125.00
Total HUD PHA Grants	<u>14,875.00</u>	<u>14,875.00</u>	<u>20,833</u>	<u>250,000</u>	<u>235,125.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	174.81	174.81	225	2,700	2,525.19
3690 - Tenant Income	458.00	458.00	417	5,000	4,542.00
3690.1 - Non-Tenant Income	450.71	450.71	2,333	28,000	27,549.29
3690.2 - Tenant Income-Cable	2,429.00	2,429.00	2,173	26,080	23,651.00
Total Nonrental Income	<u>3,512.52</u>	<u>3,512.52</u>	<u>5,148</u>	<u>61,780</u>	<u>58,267.48</u>
Total Operating Income	<u>61,746.63</u>	<u>61,746.63</u>	<u>69,106</u>	<u>829,280</u>	<u>767,533.37</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	9,132.80	9,132.80	11,595	139,140	130,007.20
4120 - Compensated Absences	0.00	0.00	125	1,500	1,500.00
4130 - Legal Expense	133.00	133.00	542	6,500	6,367.00
4140 - Staff Training	607.20	607.20	333	4,000	3,392.80
4150 - Travel Expense	317.52	317.52	367	4,400	4,082.48
4170 - Accounting Fees	720.16	720.16	625	7,500	6,779.84
4171 - Auditing	0.00	0.00	250	3,000	3,000.00
4182 - Employee Benefits - Admin	6,524.17	6,524.17	4,629	55,550	49,025.83
4185 - Telephone	413.15	413.15	550	6,600	6,186.85
4190.1 - Publications	0.00	0.00	83	1,000	1,000.00
4190.2 - Membership Dues and Fees	0.00	0.00	83	1,000	1,000.00
4190.3 - Admin. Service Contracts	1,757.82	1,757.82	2,108	25,300	23,542.18
4190.4 - Office Supplies	328.01	328.01	433	5,200	4,871.99
4190.5 - Other Sundry Expense	5.00	5.00	583	7,000	6,995.00
4190.6 - Advertising	251.36	251.36	125	1,500	1,248.64
Total Administration	<u>20,190.19</u>	<u>20,190.19</u>	<u>22,431</u>	<u>269,190</u>	<u>248,999.81</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	166.90	166.90	1,250	15,000	14,833.10
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	3,001.51	3,001.51	3,122	37,460	34,458.49
Total Tenant Services	<u>3,168.41</u>	<u>3,168.41</u>	<u>4,372</u>	<u>52,460</u>	<u>49,291.59</u>

See Accountants' Compilation Report

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

Units	1 Month Ended	1 Month Ended	YEAR TO	ANNUAL	
135	<u>July 31, 2016</u>	<u>July 31, 2016</u>	<u>DATE</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
			<u>BUDGET</u>	<u>BUDGET</u>	
Utilities					
4310 - Water	2,760.05	2,760.05	1,375	16,500	13,739.95
4320 - Electricity	7,281.49	7,281.49	12,500	150,000	142,718.51
4330 - Gas	247.74	247.74	1,292	15,500	15,252.26
Total Utilities	<u>10,289.28</u>	<u>10,289.28</u>	<u>15,167</u>	<u>182,000</u>	<u>171,710.72</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	6,666.64	6,666.64	6,761	81,130	74,463.36
4420 - Materials	7,993.94	7,993.94	1,683	20,200	12,206.06
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	1,816.82	1,816.82	417	5,000	3,183.18
4430.03 - Snow Removal Contracts	0.00	0.00	333	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	6,863.51	6,863.51	708	8,500	1,636.49
4430.05 - Landscape & Grounds Contracts	1,246.85	1,246.85	417	5,000	3,753.15
4430.06 - Unit Turnaround Contracts	3,774.00	3,774.00	833	10,000	6,226.00
4430.07 - Electrical Contracts	0.00	0.00	167	2,000	2,000.00
4430.08 - Plumbing Contracts	0.00	0.00	125	1,500	1,500.00
4430.09 - Extermination Contracts	270.00	270.00	292	3,500	3,230.00
4430.10 - Janitorial Contracts	1,800.00	1,800.00	250	3,000	1,200.00
4430.11 - Routine Maintenance Contracts	0.00	0.00	667	8,000	8,000.00
4430.12 - Misc. Contracts	133.00	133.00	767	9,200	9,067.00
4431 - Garbage Removal	555.88	555.88	483	5,800	5,244.12
4433 - Employee Benefits - Maint.	4,758.66	4,758.66	3,231	38,770	34,011.34
Total Ordinary Maint. & Oper.	<u>35,879.30</u>	<u>35,879.30</u>	<u>17,134</u>	<u>205,600</u>	<u>169,720.70</u>
General Expense					
4510 - Insurance	2,412.97	2,412.97	2,550	30,600	28,187.03
4520 - Payment in Lieu of Taxes	1,780.00	1,780.00	1,917	23,000	21,220.00
4570 - Collection Losses	0.00	0.00	0	0	0.00
4586 - Interest Expense-CFFP	0.00	0.00	2,667	32,000	32,000.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	0.00	0.00	42	500	500.00
Total General Expense	<u>4,192.97</u>	<u>4,192.97</u>	<u>7,176</u>	<u>86,100</u>	<u>81,907.03</u>
Total Routine Expense	<u>73,720.15</u>	<u>73,720.15</u>	<u>66,279</u>	<u>795,350</u>	<u>721,629.85</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	0.00	0.00	833	10,000	10,000.00
Total Extraordinary Maint.	<u>0.00</u>	<u>0.00</u>	<u>833</u>	<u>10,000</u>	<u>10,000.00</u>
Casualty Losses-Not Cap.					
Total Casualty Losses	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Non-Routine Expense	<u>0.00</u>	<u>0.00</u>	<u>833</u>	<u>10,000</u>	<u>10,000.00</u>
Total Operating Expenses	<u>73,720.15</u>	<u>73,720.15</u>	<u>67,112</u>	<u>805,350</u>	<u>731,629.85</u>
Operating Income (Loss)	<u>(11,973.52)</u>	<u>(11,973.52)</u>	<u>1,994</u>	<u>23,930</u>	<u>35,903.52</u>

See Accountants' Compilation Report

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

Units	1 Month Ended	1 Month Ended	YEAR TO	ANNUAL	
135	<u>July 31, 2016</u>	<u>July 31, 2016</u>	<u>DATE</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
			<u>BUDGET</u>		
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	26,910.59	0	0	(26,910.59)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	26,910.59	26,910.59	0	0	(26,910.59)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	1,005.00	1,005.00	0	0	(1,005.00)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	5,366.00	5,366.00	2,083	25,000	19,634.00
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>(6,371.00)</u>	<u>(6,371.00)</u>	<u>(2,083)</u>	<u>(25,000)</u>	<u>(18,629.00)</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (38,884.11)</u>	<u>\$ (38,884.11)</u>	<u>\$ 1,994</u>	<u>\$ 23,930</u>	<u>\$ 62,814</u>
HUD Net Income (Loss)	<u>\$ (18,344.52)</u>	<u>\$ (18,344.52)</u>	<u>\$ (90)</u>	<u>\$ (1,070)</u>	<u>\$ 17,275</u>

See Accountants' Compilation Report

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

Units	1 Month Ended		1 Month Ended				
208	<u>July 31, 2016</u>	<u>PUM</u>	<u>July 31, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 90.00	0.53	\$ 90.00	0.53	\$ 0	0.00	\$ (90.00)
3603 - Number of Unit Months	169.00	(1.00)	169.00	(1.00)	0	0.00	169.00
3604 - Unit Months - Contra	<u>(169.00)</u>	1.00	<u>(169.00)</u>	1.00	<u>0</u>	0.00	<u>(169.00)</u>
Total Oper. Reserve Income	90.00	0.53	90.00	0.53	0	0.00	(90.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	84,660.00	500.95	84,660.00	500.95	0	0.00	(84,660.00)
3411 - Admin Fee Funding	<u>8,174.00</u>	48.37	<u>8,174.00</u>	48.37	<u>0</u>	0.00	<u>(8,174.00)</u>
Total HUD PHA Grants	92,834.00	549.31	92,834.00	549.31	0	0.00	(92,834.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>92,924.00</u>	549.85	<u>92,924.00</u>	549.85	<u>0</u>	0.00	<u>(92,924.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,548.58	15.08	2,548.58	15.08	41,800	0.00	39,251.42
4120 - Compensated Absences	0.00	0.00	0.00	0.00	250	0.00	250.00
4130 - Legal Expense	57.00	0.34	57.00	0.34	2,850	0.00	2,793.00
4140 - Staff Training	0.00	0.00	0.00	0.00	1,710	0.00	1,710.00
4150 - Travel Expense	159.52	0.94	159.52	0.94	1,890	0.00	1,730.48
4170 - Accounting Fees	649.25	3.84	649.25	3.84	8,500	0.00	7,850.75
4171 - Auditing	0.00	0.00	0.00	0.00	3,000	0.00	3,000.00
4182 - Employee Benefits - Admin	2,482.33	14.69	2,482.33	14.69	17,500	0.00	15,017.67
4185 - Telephone	89.56	0.53	89.56	0.53	3,200	0.00	3,110.44
4190 - Administrative Sundry	33.65	0.20	33.65	0.20	0	0.00	(33.65)
4190.1 - Publications	0.00	0.00	0.00	0.00	500	0.00	500.00
4190.2 - Membership Dues and Fees	0.00	0.00	0.00	0.00	1,000	0.00	1,000.00
4190.3 - Admin. Service Contracts	896.35	5.30	896.35	5.30	10,000	0.00	9,103.65
4190.4 - Office Supplies	140.57	0.83	140.57	0.83	2,200	0.00	2,059.43
4190.5 - Other Sundry Expense	<u>61.95</u>	0.37	<u>61.95</u>	0.37	<u>3,500</u>	0.00	<u>3,438.05</u>
Total Administration	7,118.76	42.12	7,118.76	42.12	97,900	0.00	90,781.24
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	7,118.76	42.12	7,118.76	42.12	97,900	0.00	90,781.24

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

Units 208	1 Month Ended <u>July 31, 2016</u>	PUM	1 Month Ended <u>July 31, 2016</u>	PUM	BUDGET	PUM	*OVER/UNDER
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	76,969.00	455.44	76,969.00	455.44	0	0.00	(76,969.00)
4715.3 - HAP - Non-Elderly Disabled	3,969.00	23.49	3,969.00	23.49	0	0.00	(3,969.00)
4715.4 - HAP - Utility Allowances	759.00	4.49	759.00	4.49	0	0.00	(759.00)
4715.5 - HAP - Fraud Recovery	(90.00)	(0.53)	(90.00)	(0.53)	0	0.00	90.00
4715.6 - HAP - Homeownership	777.00	4.60	777.00	4.60	0	0.00	(777.00)
4719 - HAP - FSS Escrow	<u>1,189.00</u>	<u>7.04</u>	<u>1,189.00</u>	<u>7.04</u>	<u>0</u>	<u>0.00</u>	<u>(1,189.00)</u>
Total HAP Payments	83,573.00	494.51	83,573.00	494.51	0	0.00	(83,573.00)
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	\$ <u>2,232.24</u>	13.21	\$ <u>2,232.24</u>	13.21	\$ <u>(97,900)</u>	0.00	\$ <u>(100,132.24)</u>

Analysis of HAP Funding-Voucher

A.C. Received: JUL. 31, 2016

HAP Funding

1 Month Ended

July 31, 2016

\$ 84,660.00

A.C. Spent

HAP - Occupied Units

76,969.00

HAP - Non-Elderly Disabled

3,969.00

HAP - Utility Allowances

759.00

HAP - Homeownership

777.00

HAP - Fraud Recovery

(90.00)

HAP - FSS Escrow

1,189.00

Total Funding Required

83,573.00

Over/(Under) Funding-current fiscal year

\$ 1,087.00

HAP Reserve-prior fiscal years

\$ 48,640.71

Cumulative Over (Under) Funding-HAP (NRA)

\$ 49,727.71

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

\$ 705.64

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

Units	1 Month Ended		1 Month Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>July 31, 2016</u>	<u>PUM</u>	<u>July 31, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,580.85</u>	0.00	<u>5,580.85</u>	0.00	<u>0</u>	0.00	<u>(5,580.85)</u>
Total HUD PHA Grants	5,580.85	0.00	5,580.85	0.00	0	0.00	(5,580.85)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,580.85</u>	0.00	<u>5,580.85</u>	0.00	<u>0</u>	0.00	<u>(5,580.85)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,199.99	0.00	4,199.99	0.00	56,980	0.00	52,780.01
4182 - Employee Benefits - Admin	<u>1,820.46</u>	0.00	<u>1,820.46</u>	0.00	<u>18,050</u>	0.00	<u>16,229.54</u>
Total Administration	6,020.45	0.00	6,020.45	0.00	75,030	0.00	69,009.55
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,020.45	0.00	6,020.45	0.00	75,030	0.00	69,009.55

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

Units	1 Month Ended		1 Month Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>July 31, 2016</u>	<u>PUM</u>	<u>July 31, 2016</u>	<u>PUM</u>			
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	0.00	0.00	0.00	0.00	0	0.00	0.00
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (439.60)</u>	0.00	<u>\$ (439.60)</u>	0.00	<u>\$ (75,030)</u>	0.00	<u>\$ (74,590.40)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: August 19, 2016 & August 22, 2016

Governance Committee: August 23, 2016

Communication & Outreach Committee: July 27, 2016

Finance & Compliance Committee: August 25, 2016

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

August 19, 2016

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 7:15 a.m.

ROLL CALL

The following Commissioners were present: Brian Haas and Andrew Smits.

Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

None.

AGENDA

- A. The Agenda for the August Commission meeting was briefly discussed but not approved.
- B. There was a lengthy conversation on the two open staff positions at TCHC. Several of the candidates that applied have unique skill sets and backgrounds. Commissioners Smits and Haas provided feedback on the many directions the housing commission may go with each hire.
- C. Staff updated the commissioners on the pending court case for the eviction of resident at Riverview Terrace who attacked a staff person. It was noted that the resident was placed under arrest at the time of the incident and staff shared other details from the police report including the damage done in the maintenance area during the attack. Staff then left the meeting to meet TCHC's attorney, Ward Kuhn, and to attend the court hearing.

ADJOURNMENT

President Haas adjourned the meeting at 8:15 a.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee August 22, 2016

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 4:30 p.m.

ROLL CALL

The following Commissioners were present: Brian Haas and Andrew Smits.

Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

None.

AGENDA

- A. The Agenda for the August Commission meeting was approved.
 - The meeting will be held at the Governmental Center, Second Floor Committee Room.
- B. There was a review and conversation on the Social Media Policy. Staff noted that this is a new policy for TCHC and a few areas of concern were discussed.
- C. Staff then explained that a portion of the Personnel Policy was updated and will be presented to the Commission for review. Section Seven addresses "leave" time from work and has implications for the new hires that will be on board within the next 30 days. It is staff's intent to get a general direction from the Commission on this section before job offers are made – in order to avoid any confusion between past policies and the future direction of the overall Personnel Policy. Several items were discussed and placed in an appropriate historical context.
- D. An updated list of policies to review was distributed and briefly discussed.

ADJOURNMENT

President Haas adjourned the meeting at 6:15 p.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Governance Committee

August 23, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Serratelli at 10:00 a.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli.

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

Residents: Ellen Corcoran.

AGENDA

- A. The Purpose of the Governance Committee was reviewed.
- B. Policy Review Schedule: Lentych reviewed the Policy Review Schedule. The Pet Policy is next on the agenda and Ellen Corcoran will announce this to residents at the next Resident Council meeting.
- C. Social Media Policy: The Governance Committee reviewed the entire Social Media Policy since this is a new policy for TCHC. Commissioner Serratelli had researched other similar policies and indicated that there were two general directions to go: 1) Where the policy goes into great detail as to what is banned or not allowed or 2) Where the policy is more general and silent on specifics. After considerable discussion, staff indicated that it is not the intent of this policy to necessarily govern behavior of staff (difficult to document) but rather to advise the staff of expectations when it comes to social media issues. Commissioner requested the Policy's name be changed to include electronic communications because that too was covered in the policy. Staff agreed that this was a good idea.

ADJOURNMENT

The Committee adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Kari Massa, Program Manager &
Kay Serratelli, Commissioner

Meeting Minutes of the Traverse City Housing Commission Communication & Outreach Committee July 27, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioners Haas and Simerson at 8:32 a.m.

ROLL CALL

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

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

Other: None.

AGENDA

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

B. **Old Business:**

- Photographer: Kari Massa reported that a photographer has agreed to contract with us for nearly all of our needs.
- Building Art: No update at this time.
- Stump Carving: Lentych reported that nearly all final details have been settled and that Scott Kuefler (pronounced Keefler) will arrive on August 12 in the evening. He expects to finish the project over two long days of work. Staff will work to get media notices out and to document the progress of the carving as it occurs. The goal is to produce two blue herons out of the stump but we will not announce this until the artist confirms that this can be done.
- 50-Year Anniversary Celebration: Working to make this a brief part of the Affordable Housing Summit in October.

C. **New Business:**

- Media Updates: The Record-Eagle has assigned Jordan Travis to take over much of Brian McGillivray covered for the paper. Lentych also reported that he reached out to Brian McGillivray and met with him to find out what he was going to do with his "retirement". The meeting was informative.

It was announced that the next meeting will be on August 24, 2016 at 8:30 a.m. at Riverview Terrace.

ADJOURNMENT

The Committee adjourned the meeting at 9:14 a.m.

Respectfully submitted,

Brian Haas
& Kari Massa, Program Manager



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR THE MEETING MINUTES OF THE
FINANCE & COMPLIANCE COMMITTEE: AUGUST 25, 2016**



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

August 26, 2016

BUILDINGS/OCCUPANCY:

We have finally leased-up our part of the Carson Square Apartments. The final tenant moved in during early July [Note: this will not be a regular report item going forward].

Riverview Terrace – Currently at full occupancy. We had two move-ins during the month of July.

Orchardview – We have one vacancy – we were forced to go through an eviction process to gain access to a unit that seemed abandoned by the tenant but was unresponsive to our notifications.

FINANCIAL:

We prepared two financial reports for this month's meeting. The first report is the Fiscal Year 2016 Year End Report. The second is the first month's report in Fiscal Year 2017. We are still trying to be aggressive with our expenditures on both properties and with general operations.

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

- **Stump Carving:** Worked with the artist to plan for his visit and assisted in set up of work site. Notified city officials in advance and prepared press advisory that targeted visual media outlets for this story. We are now in Phase II of this project which is the long-term care for the artwork as well as the cleanup and landscaping of the area around this site. Our goal is to dedicate this artwork as part of our 50th Anniversary celebration later this fall.
- **Office IT:** Signed bids for the installation of Phase I of the camera project and plan to start on-site work by mid-September.
- **Uptown Development:** Was able to meet several new members due to Stump Carving. Notified the ownership of all activities in advance so that no one would be surprised by the noise or the dawn to dusk activities. Continued conversations with property management on various issues.
- **Orchardview Phase II:** No change in status.
- **Housing Development:** Continued conversations with various property owners about purchase of certain parcels around the city. Held several conference calls with potential development partners and prepared a more detailed report on one for presentation of the Finance and Compliance committee.
- **Advocacy:** Phone conversation with Congressional staffer about Housing Finance Agency regulatory oversight of the Federal Home Loan Bank system.
- **Office Management:** Experienced two (2) unexpected job openings in the office in early July. Spent a considerable amount of time advertising positions, reviewing resumes, talking to candidates (recruiting a few), and conducting interviews. We were able to take our time with the hiring decisions due to the fact that temporary workers were able to perform nearly all necessary work items. I also had several meetings with the City's Human Resource team to assist me with this process.

- Strategic Planning: Preliminary conversations with consultant to work with us at our December meeting.

ACTIVITIES:

Attended a joint meeting of the Board of Directors of the Federal Home Loan Bank of Indianapolis and Affordable Housing Advisory Committee in the Detroit area. Also participated in a conference call regarding the appointment and reappointment of Board members of the FHLBI. Also participated in several calls regarding FHLBI's AHP Implementation Plan.

Attended meeting of the City of Traverse City Commission.

Chaired two Housing Solutions Network meetings.

Met with Traverse City's City Manager and Assistant Manager to discuss affordable housing and various other topics.

Participated in a meeting of other ED of public housing authorities in Northern Michigan.

Held several meetings with Riverview Terrace Residents regarding general issues in our community and issues concerning the Riverview Terrace Resident Council. Also conducted year-end review of RTRC financials in order to release the 2016 payment.

Meeting with HCV landlord participant to discuss his issues with our inspection process.

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

Meeting with our Attorney, Ward Kuhn in preparation for an eviction hearing and for a review of TAHDCO.

Lunch with the new CEO Goodwill Industries.

Meeting with Rotary Charities Consultant to discuss area's affordable housing network.

Several conversations with our employment attorney, John Racine.

Participated in a CEDAM Board of Directors meeting.

Participated in several calls with DDA staff to discuss affordable housing and met with DDA's Executive Committee.

Conference call with a potential keynote speaker for the Fall Affordable Housing Summit.

Met with the Mayor of Traverse City to discuss various issues and to invite him to come and talk to our residents about his appointment process for our resident commissioner.

Prepared for and attended an eviction hearing.

Invited to attend a Rotary Luncheon where MSHDA's Kevin Elsenheimer was the guest speaker.

MEDIA:

"Going" away meeting with former Record-Eagle reporter Brian McGillivray.

Multiple press interactions due to Stump Carving activity. Placement on 9 & 10 News and as Photo on front page of Record-Eagle.

PERSONAL:

Enjoyed the Fourth of July Holiday as well as a couple of other days off during July.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

August 26, 2016

Current SEMAP Status

SEMAP reporting is still incorrect and I am in the process of correcting it with HUD/HDS. It currently is showing only 26 participants and should be showing 28.

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
22	28	127%	12	43%

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

Program Manager Update

We were awarded the FSS grant for 2016! We were notified recently of this and are excited to keep the program going.

The Program Coordinating Committee was unable to secure a date for the FSS Action Plan review prior to the Governance Meeting. A quorum is needed and the date that seemed to work best was later in the month. The Action Plan will go before the Governance Committee next month.

The Quarterly PCC meeting was held on July 13, 2016 and was a very productive meeting. We added a new HCV participant to the committee, elected officers, and reviewed resource updates.

Status of Participants

We lost a participant last month due to an eviction which brings our numbers down to 28 active participants. Quarterly meetings have gone well this month and will continue through the end of August. Participants have been anxious to update and adjust their goals, which is always a positive sign.

FSS Escrow Accounts

You received an update on the FSS Escrow accounts in June, which provided an overview on how the funds have been disbursed or relinquished. This will be done annually and provided to the TCHC Board with year-end items.

Public Housing

Once the FSS Action Plan is updated, reviewed and approved I will be adding Public Housing clients to the FSS program. This is something that has not been done for many years due to funding restrictions, but is now supported by HUD.



August 24, 2016

TRAVERSE CITY HOUSING COMMISSION

The Resident Council and the Association office are on the downward side of the first year. We are proud and pleased with the organization and increased participation for the benefit of the Riverview Residents.

We are again in the process of Council Elections and the Resident Board Advisor's seat opening, looking at what changes will be made to insure a productive future. We have been very fortunate to have the services of Residents who have made Riverview Terrace their home for some time, but also have new residents who are bringing a fresh outlook to our organization.

Thank you, to the Board and Management for their beautification program of the grounds, also for the new piano in the community room. Our pride in this community only benefits from these gifts to the Residents.

We have passed our audit and have received the HUD funding for this fiscal year. Our summer activities are over and we will be working on a strategic plan for the operational goals and fun activities to be put in place throughout the long hours of winter.

Thanks again for the help of the Board Members and Management in making all of this possible.

Riverview Residential Council,

Priscilla Townsend, President



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Final Review

2017 Consolidated Budget: Initial Review

TCHC Policy Review Schedule: Update

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	JUNE 2016 ACTUAL*	FY 2016 ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 36,540.00	\$ 431,741.66	106.60%
Investment Interest	3,115.76	3,600.00	771.78	3,195.44	88.76%
Program Income: HCV	801,679.00	925,000.00	102,181.00	1,091,389.00	117.99%
Program Income: FSS	66,127.50	66,000.00	5,580.33	66,688.65	101.04%
Earned Income	118,755.80	146,500.00	12,969.06	134,075.71	91.52%
HUD Property Subsidy	250,531.00	240,000.00	24,000.00	263,918.00	109.97%
CFP / Draw on Surplus	216,024.34	55,000.00	1,263.52	182,486.66	331.79%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 183,305.69	\$ 2,173,495.12	118.05%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 218,500.00	\$ 19,308.41	\$ 192,072.51	87.91%
Benefits	43,703.38	90,000.00	1,329.54	71,191.54	79.10%
Compensated Absences	(1,805.55)	(1,500.00)	5,126.12	5,126.29	-341.75%
Legal	6,913.00	9,500.00	(158.50)	5,614.12	59.10%
Travel / Staff Training	7,862.47	15,000.00	2,315.56	10,045.68	66.97%
Accounting / Auditing	20,345.52	21,000.00	1,369.41	20,495.42	97.60%
General Office Expenses	86,997.61	72,000.00	4,068.94	82,892.87	115.13%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 33,359.48	\$ 387,438.43	91.27%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 12,500.00	\$ 2,256.11	\$ 9,961.31	79.69%
Cable Television	33,037.34	33,000.00	2,826.53	35,065.00	106.26%
HAP	854,465.00	840,000.00	66,196.41	948,943.11	112.97%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 71,279.05	\$ 993,969.42	112.25%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,500.00	\$ 2,509.65	\$ 16,413.25	99.47%
Electricity	148,299.11	150,000.00	7,252.59	125,464.02	83.64%
Gas	16,715.50	15,500.00	398.05	10,035.02	64.74%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 10,160.29	\$ 151,912.29	83.47%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 85,000.00	\$ 6,527.88	\$ 77,347.71	91.00%
Maintenance Benefits	31,533.44	32,500.00	528.72	33,937.30	104.42%
Materials	13,328.43	20,000.00	3,801.47	25,160.53	125.80%
Contract / CFP Costs	292,289.06	80,000.00	9,305.16	304,677.97	380.85%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 20,163.23	\$ 441,123.51	202.82%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 23,600.00	\$ 2,383.38	\$ 28,352.38	120.14%
Payment in Lieu of Taxes	22,213.09	18,000.00	5,334.86	24,914.86	138.42%
Collection Losses	3,511.15	1,350.00	4,849.31	4,438.91	328.81%
Interest Expense / Other	37,087.94	25,000.00	34,625.21	34,625.21	138.50%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 47,192.76	\$ 92,331.36	135.88%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 10,675.17	\$ 12,500.00	\$ (500.00)	6,936.36	55.49%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 181,654.81	\$ 2,073,711.37	115.85%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 1,650.88	\$ 99,783.75	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (32,087.93)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 1,650.88	\$ 67,695.82	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF JUNE 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	181,795.99	
4Front Credit Union	Savings	\$	6,599.86	
TC State Bank	520011210	\$	161,586.08	
TC State Bank	1051647	\$	42,465.13	
First Merit Bank	53691	\$	162,431.33	
TC State Bank	4535723359	\$	75,436.70	
Chemical Bank	ICS Acct	\$	25,164.90	
Chemical Bank	1075909	\$	17,544.66	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,837.86	
4Front Credit Union	CD 16525-S100	\$	30,919.91	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit

SUB TOTAL **\$ 882,620.81**

HOUSING CHOICE VOUCHER

Chemical Bank	Checking	\$	158,140.19	
Chase Bank	135080088317	\$	34,127.66	Escrow Account

SUB TOTAL **\$ 192,267.85**

OTHER

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

TOTAL Cash & Cash Equivalents **\$ 1,629,285.66**

* as of June 30, 2015

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 ACTUAL*	FY 2017 BUDGET	JULY 2016 ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 431,741.66	\$ 465,000.00	\$ 36,240.52	7.79%
Investment Interest	3,115.76	3,195.44	2,700.00	174.81	6.47%
Program Income: HCV	801,679.00	1,091,389.00	1,005,000.00	92,924.00	9.25%
Program Income: FSS	66,127.50	66,688.65	66,600.00	5,580.85	8.38%
Earned Income	118,755.80	134,075.71	110,584.00	10,456.30	9.46%
HUD Property Subsidy	250,531.00	263,918.00	250,000.00	14,875.00	5.95%
CFP / Draw on Surplus	216,024.34	182,486.66	199,000.00	-	0.00%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 2,173,495.12	\$ 2,098,884.00	\$ 160,251.48	7.64%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	\$ 192,072.51	\$ 238,780.00	\$ 15,881.37	6.65%
Benefits	43,703.38	71,191.54	101,818.30	10,826.96	10.63%
Compensated Absences	(1,805.55)	5,126.29	(1,500.00)	-	0.00%
Legal	6,913.00	5,614.12	9,500.00	190.00	2.00%
Travel / Staff Training	7,862.47	10,045.68	12,000.00	1,084.24	9.04%
Accounting / Auditing	20,345.52	20,495.42	22,000.00	1,369.41	6.22%
General Office Expenses	86,997.61	82,892.87	68,000.00	3,977.42	5.85%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 387,438.43	\$ 450,598.30	\$ 33,329.40	7.40%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	\$ 9,961.31	\$ 8,575.00	\$ 166.90	1.95%
Cable Television	33,037.34	35,065.00	37,460.00	3,001.50	8.01%
HAP	854,465.00	948,943.11	965,400.00	83,573.00	8.66%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 993,969.42	\$ 1,011,435.00	\$ 86,741.40	8.58%
<u>UTILITIES</u>					
Water	\$ 17,181.40	\$ 16,413.25	\$ 16,500.00	\$ 2,760.05	16.73%
Electricity	148,299.11	125,464.02	150,000.00	7,281.49	4.85%
Gas	16,715.50	10,035.02	15,500.00	247.74	1.60%
TOTAL UTILITIES	\$ 182,196.01	\$ 151,912.29	\$ 182,000.00	\$ 10,289.28	5.65%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	\$ 77,347.71	\$ 85,342.00	\$ 6,666.64	7.81%
Maintenance Benefits	31,533.44	33,937.30	48,093.00	4,758.66	9.89%
Materials	13,328.43	25,160.53	20,200.00	7,993.94	39.57%
Contract / CFP Costs	292,289.06	304,677.97	180,000.00	16,460.06	9.14%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 441,123.51	\$ 333,635.00	\$ 35,879.30	10.75%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	\$ 28,352.38	\$ 30,600.00	\$ 2,412.97	7.89%
Payment in Lieu of Taxes	22,213.09	24,914.86	23,000.00	1,780.00	7.74%
Collection Losses	3,511.15	4,438.91	-	-	0.00%
Interest Expense / Other	37,087.94	34,625.21	32,000.00	-	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 92,331.36	\$ 85,600.00	\$ 4,192.97	4.90%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 10,675.17	6,936.36	\$ 10,000.00	\$ -	0.00%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 2,073,711.37	\$ 2,073,268.30	\$ 170,432.35	8.22%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 99,783.75	\$ 25,615.70	\$ (10,180.87)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (32,087.93)	\$ (25,000.00)	\$ (6,371.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 67,695.82	\$ 615.70	\$ (16,551.87)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF JULY 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	159,897.18	
4Front Credit Union	Savings	\$	6,599.86	
TC State Bank	520011210	\$	161,650.13	
TC State Bank	1051647	\$	42,463.50	
First Merit Bank	53691	\$	162,458.16	
TC State Bank	4535723359	\$	75,452.71	
Chemical Bank	ICS Acct	\$	25,171.29	
Chemical Bank	1075909	\$	17,549.12	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,837.86	
4Front Credit Union	CD 16525-S100	\$	30,919.91	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
SUB TOTAL		\$	860,838.11	

HOUSING CHOICE VOUCHER

Chemical Bank	Checking	\$	167,252.59	
Chase Bank	135080088317	\$	35,316.93	Escrow Account
SUB TOTAL		\$	202,569.52	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,617,804.63	

* as of June 30, 2015

TCHC Policy Review Schedule

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

TCHC Policy Review Schedule

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



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Social Media & Electronic Communications Policy


Inventory Policy

Personal Policy Review Part One

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Social Media & Electronic Communications Policy Approval

MESSAGE:

Attached you will find the new Social Media & Electronic Communications Policy. We have been operating without much guidance in this area and this new policy establishes many appropriate standards for employees to follow.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

August 26, 2016

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

WHEREAS, the Commission had previously identified the topic of Social Media and all Electronic Communications as deserving of significant policy attention; and

WHEREAS, the Commission instructed staff to research and to develop an appropriate policy in this area that addresses many of the concerns effecting the daily operations of the housing authority; and

WHEREAS, the Commission has reviewed the proposed new Social Media & Electronic Communications Policy; and

WHEREAS, the TCHC concurs in the recommendations of the Governance Committee, Executive Director, and staff.

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

The Social Media & Electronic Communications Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

DRAFT Social Media & Electronic Communications Policy

1. **Purpose.** The Traverse City Housing Commission (TCHC) wishes to prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by TCHC personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms. [QUESTION: Do we define more than that?] TCHC allows the use of social media, where appropriate, to further the goals and missions of TCHC. TCHC, however, has an overriding interest and expectation in deciding what is “spoken” or “reported” on behalf of TCHC through social media. This policy establishes guidelines for the use of social media by all TCHC Employees.
2. **Applicability.** This policy applies to all TCHC Employees and approved volunteers, consultants, service providers and contractors performing business on behalf of TCHC (“Employees”).
3. **Policy.** It is the policy of TCHC that all individuals identified in Section 2 abide by the policy set forth herein when using TCHC information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media (Information Systems). Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No TCHC Employee shall have any expectation of privacy with regard to any information transmitted or stored on the TCHC’s information Systems.
4. **Procedure.** The following are the procedures that apply to this Social Media Policy:
 - A. A Transmission of electronic messages and information on communications media provided for Employees of TCHC shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
 - B. TCHC encourages authorized and trained personnel with access to municipal information Systems to utilize these devices whenever necessary. All Information Systems, however, are the property of TCHC and use of any of these information Systems is a privilege that is subject revocation. Information Systems are intended for use in conducting official TCHC business with limited exceptions noted in this policy.
 - C. Employees are advised that they do not maintain any right to privacy or ownership in Information Systems equipment or its contents or to include or install personally owned software.
 - D. TCHC administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require employees to provide passwords to files that have been encrypted or password protected.

- E. TCHC reserves the right to access, for quality control purposes and/or for violations of this policy, date, electronic and voice transmissions of Employees conducting business for TCHC.
- F. Personal and/or private use of TCHC Information Systems to access social media sites is discouraged.
- G. Accessing or transmitting materials from TCHC Information Systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the municipality, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.

Exception: Employees involved in potential investigations between residents that may constitute a lease violation, during the performance of their official duties, may be requested to receive, copy, download, or transmit sexually explicit or other materials normally not allowed. Anyone requiring such authorization will request, in writing, permission from the Executive Director prior to beginning to receive, copy, download or transmit this material.
- H. Confidential, proprietary, or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary, or sensitive information, including photographs, on social media sites or personal web pages is prohibited.
- I. Employees shall not post photographs of their co-workers or any member of the general public on their personal social media sites.
- J. No Employee shall access or allow others to access any file or database of TCHC unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
- K. Employees are not to open email messages unless they are certain of the trustworthiness of the source.
- L. Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
- M. Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to their supervisor and then completely delete any such message inadvertently received when directed to so.
- N. Creating a web site or social media page that has any appearance of officially TCHC is prohibited without the express written approval of the Executive Director. Any information added to the official TCHC web page(s) or sites(s) must have the written approval of the Executive Director prior to being accessible by the general public.
- O. Using images of any official TCHC logo or similar item on personal web pages is prohibited without the express written approval of the Executive Director.

- P. Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.
 - Q. The use of social media shall conform to all TCHC policies prohibiting discrimination, retaliation and harassment of co-workers.
 - R. Employees shall not identify themselves, or any co-worker specifically, or otherwise infer in any way that they are an employee of TCHC or any personal social media site, unless explicitly granted permission by the Executive Director. **[QUESTION: Do we identify what is allowed like Linked-In?]**
- 5. **Discipline**. Any violation of this policy may result in disciplinary action up to, and including, termination.
 - 6. **Acknowledgement & Agreement**. Each Employee of TCHC shall be required to read and sign this policy. All new employees will be required to read and sign this policy prior to employment by TCHC.

Proposed: August 26, 2016

Traverse City Housing Commission
Social Media & Electronic Communications
Acknowledgment & Agreement Form

I, NAME OF EMPLOYEE, hereby acknowledge that I have received a TCHC Social Media & Electronic Communications Policy document, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences up to and including disciplinary action and/or my termination.

Signature of Employee

Date

Printed Name

Signature of Executive Director


Date

Printed Name

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Inventory Policy Review

MESSAGE:

Attached you will find our Inventory Policy which addresses how we handle all aspects of inventory throughout our operations. We have reviewed the previous policies dating back to 1993 and have made some minor clarifications and improvements.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE INVENTORY POLICY

August 26, 2016

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

WHEREAS, the Commission had previously adopted a version of the Inventory Policy and was generally following all aspects of its written policy; and

WHEREAS, the Commission instructed staff to make any and all appropriate changes to all policies in order to improve the on-going operations of the housing authority; and

WHEREAS, the Commission has reviewed the proposed Inventory 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 Inventory Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission

Inventory Policy

1. **Purpose.** To control the number of materials and equipment owned by the Traverse City Housing Commission (TCHC), it is essential to develop and maintain an inventory system. The inventory system will allow staff to insure that stocking methods used are sufficient to achieve an optimum balance between serving the property/residents and keeping down operational costs. In addition, effective inventory control eliminates any prolonged shutdowns and excessive downtime and allows tracking of all equipment and materials used for Commission facilities and property.
2. **Policy.** There are three types of inventories and will include: Equipment & Tools, Maintenance Stockroom, and Administrative Stockroom. All Traverse City Housing Commission supplies, tools and equipment will be kept in a secure location(s).

The following three (3) policy statements will apply to all TCHC inventory:

- A. **INVENTORY IDENTIFICATION:** All inventory items will be marked appropriately.

Equipment and tools will be issued an identification tag identifying that the item is the property of the Traverse City Housing Commission and an inventory number. Stockroom items will not be tagged or listed on the Master Inventory Property ledger.

- B. **INVENTORY LOCATION:** All inventory items will be kept in appropriate locations.

Inventory may be split between the two workshops located at Orchardview Townhomes and Riverview Terrace Apartments. Valuable inventory items, however, should be maintained at Riverview Terrace Apartments whenever possible. Each property will maintain a small supply of common materials and tools needed for every day repairs. Additional materials and equipment required for repairs must be requisitioned and approved by the appropriate staff person prior to purchase.

- C. **INVENTORY CONTROL:** All inventory items will be accounted for on a regular basis.

STOCKROOM SUPPLIES/MATERIALS: Inventory control will be achieved by a periodic Inventory count conducted on a bi-annual basis for all maintenance and administrative stockroom items. One such count will occur at or around the end of each fiscal year (June 30). The periodic inventory count will consist of physical inspection to verify and count each item in the stockroom. Any unusual variances will be noted and reviewed by management. In addition, adjustments to inventory levels and records will be made at the time of the periodic inventory count as warranted.

PROPERTY/EQUIPMENT: A Master Inventory Property Ledger will be completed on all property and equipment with a minimum value of \$250.00 and life of over (1) year that is purchased and/or donated to the Traverse City Housing Commission. The Maintenance Supervisor will have the authority to add items below this threshold to the Master Inventory Property Ledger at his or her discretion. Each item placed on the Master Inventory Property Ledger will be

provided with a label with an assigned number and an identification of the item as the property of the Traverse City Housing Commission.

A physical count should occur on all equipment and/or property listed on the Master Inventory Property Ledger at the end of each fiscal year. Any discrepancies will be reported to the Executive Director.

A request to remove items from the Master Inventory Property Ledger will come in the form of an Inventory Disposition Resolution and will be submitted to Commissioners. This will occur no more than bi-annually and usually in conjunction with inventory counts or year-end accounting activities.

Adopted: November 1993


Revised: August 19, 2008

Proposed: August 26, 2016

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: August 26, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Personnel Policy Review – Part I

MESSAGE:

Attached you will find a draft of Section 7, a partial component of our Personnel Policy, which deals with all forms of “Leave” time from work. It is for you to review in preparation of what may be a lengthy discussion at this month’s Board Meeting. Please note that the new “draft” of the Personnel Policy is not due until late September but with two (2) new hires expected to be on staff prior to that meeting, I wanted to get some clarification as to the final direction that this particular section addresses.

All of the proposed changes are highlighted and some policy questions are identified in the document itself. But this is NOT the final draft. We need your input. JoAnn and I have spent considerable time discussing this section as it relates to the management of work within the office. Finding a resolutions to each and every one of our concerns has been no easy task. I also appreciate the time Kay Serratelli has given this section in advance of our meeting earlier this week. Many of her recommendations are incorporated in this draft.

I do not anticipate approving this document as a stand-alone insert of our Personnel Policy. Any consensus advice gathered from our conversation, however, will allow me to appropriately relay the intent of our “Leave” time going forward to our new hires.

Notes:

- We are eliminating two (2) “Floating” Holidays and restoring two (2) actual Holidays.
- We are attempting to clarify the difference of “Personal” Leave and “Annual” Leave and how it’s tracked, accrued, etc.
- We are eliminating Maternity and Paternity Leave – it is outdated.

TCHC PERSONNEL POLICY REVIEW No. 1

Areas for Discussion are highlighted.

Section 7. Absence from Work

- A. **Unauthorized Absence.** Unauthorized absence is defined as the absence of an employee from scheduled work without approved leave. Any failure to report to work on time is considered unauthorized absence without pay. Sick leave and emergency leave not reported to the immediate supervisor within thirty (30) minutes after scheduled starting time shall be considered unauthorized absence unless sufficient evidence is presented to show that the emergency or sickness was of such a nature as to make personal reporting impossible or difficult. A call from a spouse, parent, or child **is not acceptable unless** the employee is physically unable to make the call. The employee's failure to report to work without notice is a serious matter and will not be tolerated. If the employee fails to report to work for three (3) days without notification, he/she will be considered to have abandoned his/her position and the employee's employment may be terminated at the discretion of the Executive Director. Unauthorized absences include the following:
1. **Tardiness:** **Not** being "on time" for work or not returning "on time" from scheduled office breaks, release time, and lunch periods. All employees are expected to arrive at work on time. If an employee is late to work, he/she must promptly notify his/her immediate supervisor.
 2. **Late-Call-Ins/Late Reports:** This is a failure to call in to the office and/or speak to your immediate supervisor within thirty (30) minutes after the scheduled starting time of the work-day. If an employee is going to be late to work he/she should notify his/her immediate supervisor before the scheduled starting time. Repeated tardiness in reporting at the start of each work-day, returning from lunch, or from ~~rest periods, or from release time~~ scheduled breaks, may subject an employee to disciplinary actions up to and including dismissal.
 3. **General Provisions Regarding Unauthorized Absence:** An unauthorized absence as described previously, including tardiness, will be considered absence without leave and for payroll purposes will be shown on the employee's time and attendance record as leave without pay unless the employee can provide an explanation or documentation acceptable to his/her immediate supervisor and/or the Executive Director. If the reason for the tardiness is deemed acceptable, the time may be charged to the appropriate paid leave category.
- B. **Holidays.** The TCHC has established **ten (10) official standard holidays and one (1) floating holidays** to be observed annually (~~after a full-year of employment~~) with full pay for regular full-time employees. Part-time employees shall be eligible for full pay for the **ten (10)**

official holidays. The observance of holidays by temporary employees shall be without pay.

1. Official Standard Holidays are as follows:

<u>Authorized Day</u>	<u>When Observed</u>
New Year's	January 1 st
Martin L. King's Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 th
Christmas	December 25 th
New Year's Eve	December 31 st

2. Floating Holidays: At the start of the **Fiscal** Year, each regular-status, full-time employee shall receive one (1) floating holiday. All provisions applicable to standard holidays apply to the floating holiday.

3. Other Holidays: Employees desiring to observe religious or other holidays not coinciding with official holidays, may be authorized by the Executive Director to use accrued annual leave or may be granted time off without pay.

Employees will be given each holiday off work consistent with the maintenance of essential TCHC functions. Supervisors will ensure that eligible employees, who cannot observe the official standard holiday due to working schedules or on-shifts, receive time off for the full number of holidays.

If applicable, such time off shall be granted within the thirty (30)-day period following completion of work that prevented observance of the holiday as scheduled.

An employee must work a full scheduled work day immediately preceding and following the holiday or be on approved annual leave to be entitled for holiday pay.

If a holiday falls on Saturday, the preceding Friday shall be observed as a holiday providing that Friday is not also a holiday. If so, the preceding Thursday shall be observed as a holiday. If a holiday falls on Sunday, the following Monday shall be observed as a holiday providing that Monday is not also a holiday. If so, the following Tuesday shall be observed as a holiday.

- C. **Annual Leave (Vacation)**. Annual leave is provided as a benefit so that employees may have a period of rest, relaxation, and recreation with pay. Annual leave can be mutually beneficial if properly utilized by employees.

1. Annual leave may be granted for the following reasons:
 - a. scheduled vacation;
 - b. emergency unscheduled annual leave requested by call-in because of a critical situation, which could not have been foreseen or prevented by the employee.
2. **Annual Leave Accrual**: Annual leave credits shall accrue only for regular full-time employees. The rates of accrual shall be computed on the following basis:

<u>Years of Service</u>	<u>Work Days Per Year</u>
6 Months	5 Work days
1 year	5 Work days
2-5 years	10 Work days
6-10 years	15 Work days
11+ years	20 Work days

An employee is awarded the annual vacation time allotment at the anniversary date of his/her hiring. Those employees employed prior to July 1, 2004, shall be allotted vacation time as it stood in policies at that time. No vacation time is allotted until an employee has successfully completed the initial six-month probationary period following the start of his/her work duties. Exemptions to this guideline may be made through separate contractual agreements with employees.

Annual leave shall not accrue for any pay period during which an employee is on injury leave or in a non-pay status over fifty percent (50%) of the standard number of working hours for his/her type of job.

3. **Annual Leave Carryover**: Annual leave carryover will be in accordance with the following provisions:
 - a. Except as otherwise specified, employees may carry over a maximum of ½ of the annual leave earned into the following year.
 - b. Effective two weeks prior to an Employee's anniversary of hiring date, all accumulated annual leave in excess of the maximum carryover amount must be requested to be used, in writing, in advance, and approved by the Executive Director. Failure to request and use excess annual leave prior to an employee's anniversary date will result in the excess annual leave being lost.

4. Administration of Annual Leave:

- a. Annual leave must be requested on a leave request form and approved by the **Supervisor (if applicable) and the** Executive Director.
- b. The Executive Director will approve requested annual leave giving due consideration to both the needs of the TCHC and the interest of the employee. Requests for annual leave must be submitted at least fourteen (14) calendar days in advance of the desired effective date of the scheduled annual leave.
- c. Newly hired regular full-time employees, unless exempted through contractual agreement, which are in their probationary period will not accrue annual leave prior to the completion of six (6) months of satisfactory service. After an employee has completed the probationary period he or she will be credited the accrued annual leave from the date of employment.
- d. Employees will be encouraged to use a substantial portion of their annual leave each year. An employee may be paid for unused annual leave to the maximum accrual amount upon termination, resignation, retirement, by contractual agreement or in case of death to the employee's beneficiary.
- e. Annual leave will be charged only for the time during which the employee would ordinarily have worked. Leave will be earned at the pay rate to which the employee is entitled while on leave.
- f. Employees being transferred, promoted, or demoted shall retain accrued annual leave as provided herein.
- g. Official holidays occurring during a vacation will not be charged to annual leave.
- h. Annual leave shall not be advanced to employees.
- i. Annual leave credits are not transferable between employees.
- j. An employee who is hospitalized while on vacation may, with written verifiable confirmation, request that time hospitalized be charged to sick leave, providing that adequate sick leave hours were accrued prior to the effective date of the annual leave/hospitalization.
- k. Annual leave will be taken in no less than one-half day increments.
- l. Part-time employees shall earn annual leave in proportion to the hours worked and years of service. Temporary employees shall not earn annual leave benefits.
- m. **Employees hired on or before the fifteenth (15th) day of the month or separated on or after the sixteenth (16th) day of the month shall receive full annual leave credit for the month. Those employees hired after the fifteenth (15th) day of the month receive no annual leave credit for the month.**

- D. **Personal Leave.** Personal leave is provided to assure continuation of salary for employees during a period of personal illness, disability, or personal reason. Employees are encouraged to accumulate personal leave to prevent loss of pay should a prolonged illness occur. Personal leave may be granted for absences from work duty because of personal illness, injury or medical care of any employee or his/her spouse or dependent

children, who are either disabled or less than thirteen (13) years of age, and residing in the employee's household or to manage personal errands. This includes both routine and emergency health care appointments.

1. Personal Leave Accrual: Personal leave credits shall accrue only for regular full-time employees. Personal leave is earned at the rate of eighty (80) hours per year. Personal leave is distributed at a rate of 8 hours per month for the first ten months of the calendar year.

New employees may not take personal leave and no personal leave credits shall be earned, until their six (6)-month probationary period has been completed, unless otherwise determined through contractual agreement.

Personal leave shall not accrue for any pay period during which an employee is on Injury Leave, or in a non-pay status over fifty percent (50%) of the standard number of working hours for his/her type of job.

2. Personal Leave Carryover: Employees are allowed to carry-over up to 24-hours of personal leave into the next calendar year.
3. Administration of Personal Leave:
 - a. Personal leave may be granted in one (1) hour increments.
 - b. No employee may be granted personal leave in excess of the amount accumulated.
 - c. If an employee has no accumulated short-term leave, annual leave may be used. If both short-term leave and annual leave are exhausted, the employee shall be placed on unpaid personal leave. Personal leave may be approved at the discretion of the Executive Director.
 - d. Any use of personal leave in excess of three (3) consecutive days must be approved by the Executive Director.
 - e. An employee must notify his or her immediate supervisor or the Executive Director within thirty (30) minutes of the scheduled starting time of the work-day to report a personal leave absence. Phone calls made by relatives or persons other than the employee will not be accepted and will result in the employee being charged with an unauthorized absence, unless the employee can provide sufficient evidence to show that the emergency or illness was of such a nature that it would make personal reporting impossible or difficult. An employee must maintain daily contact with his/her immediate supervisor or the Executive Director during the absence. Exceptions to this daily call-in may be made by the Executive Director when an employee is hospitalized, on extended sick leave or when the treating physician has rendered in writing an estimated date of return to work. However, the employee should still contact his or her immediate supervisor or the Executive Director at least once a week

during the absence.

- f. Accrued unused personal leave hours are not compensated at separation of employment from TCHC.
- g. Cases involving therapy, relapses or recurrences of recent illnesses or injuries, where an employee returned to work and because of the condition was forced to be away from work again, may be considered as one absence. Medical documentation is required in such circumstances. Documentation stating that an employee has a recurring illness will be valid for no more than three (3) months.
- h. Any employee who has illness in his/her immediate family (**defined as husband, wife, children, or the employee's father or mother**) may take personal leave to cover such emergencies.

~~E. **Maternity Leave.** It is our policy to treat pregnancy, childbirth, and related medical conditions according to the leave requirements outlined in the Family and Medical Leave Act (FMLA) and the Pregnancy Discrimination Act (PDA). Absences from work because of pregnancy will be considered as sick leave and will be subject to the same provisions as short-term leave. [QUESTIONS] Pregnancy and its complications will not in any way jeopardize an employee's continued employment, benefits or promotion opportunities.~~

- ~~1. An employee who becomes pregnant is required to:
 - a. Notify her immediate supervisor of her condition immediately upon confirming the pregnancy;
 - b. Submit to her immediate supervisor a written statement from her physician specifying the estimated delivery date and the estimated date that the employee should cease working; and,
 - c. Submit to her immediate supervisor a written statement from her physician if the initial estimated dates are changed.~~
- ~~2. If an employee's pregnancy prevents her from properly performing her duties, or causes a hazard to person or property prior to taking maternity leave, and the employee refuses to take leave, the Executive Director may place her on annual leave, sick leave, or absence without pay status until such time as she is certified by her physician that she is able to return to work.~~
- ~~3. Maternity leave shall be allowed for childbirth, adoption of newborn, miscarriage, and complications connected with pregnancy which renders the employee incapable of performing the work assigned in a satisfactory manner.~~
- ~~4. Employees who are granted a maternity leave will be eligible for the same sick leave benefits received by employees suffering from illness or other disabilities.~~
- ~~5. An employee on maternity leave shall contact her supervisor within ten (10) days~~

~~after the birth of the child or termination of the pregnancy to determine the date that she will return to work.~~

- ~~6. An employee on maternity leave who uses up all accrued sick leave benefits may request annual leave and/or maternity leave without pay. Requests must be made by the employee to her immediate supervisor at least fourteen (14) days prior to expiration of the leave period or extension thereof. The Executive Director will approve or disapprove the request. If annual leave is exhausted, the employee will be placed on leave without pay for ninety (90) days. In this case, the TCHC's contribution to the employee's fringe benefits package will discontinue unless the employee continues to contribute the employee share of the premium owed.~~

~~F. **Paternity Leave.** The TCHC will grant paternity leave to male employees for the purposes of assisting or caring for his newborn and/or the mother of his newborn.~~

- ~~1. An employee who requests paternity leave is required to:
 - a. Notify his immediate supervisor of the condition immediately upon confirming the need for such care;
 - b. Submit to his immediate supervisor a written statement from the attending physician specifying the estimated delivery date and the estimated date that the woman should cease working; and,
 - c. Submit to his immediate supervisor a written statement from the attending physician if the initial estimated dates are changed.~~
- ~~2. Paternity leave shall be allowed for childbirth, adoption of newborn, miscarriage, and complications connected with pregnancy.~~
- ~~3. Employees who are granted a paternity leave will be eligible for the same sick leave benefits received by employees suffering from illness or other disabilities.~~
- ~~4. An employee on paternity leave shall contact his supervisor within ten (10) days after the birth of the child or termination of the pregnancy to determine the date that he will return to work.~~
- ~~5. An employee on paternity leave who uses up all accrued sick leave benefits may request annual leave and/or paternity leave without pay. Requests must be made by the employee to his immediate supervisor at least fourteen (14) days prior to expiration of the leave period or extension thereof. The Executive Director will approve or disapprove the request. If annual leave is exhausted, the employee may be placed on leave without pay for ninety (90) days. In this case, the TCHC's contribution to the employee's fringe benefits package will discontinue unless the employee continues to contribute the employee share of the premium owed.~~

- G. **Bereavement Leave.** The TCHC will grant regular full-time employees bereavement leave when there is a death in the immediate family, ~~spouse, son, daughter, mother, father, sister, brother, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, step-mother, step-father, step-children or any relative permanently residing in the household.~~ Bereavement Leave for extended family and non-family members may be granted under the same rules at the discretion of the Executive Director.

The Executive Director may request a copy of the death certificate, obituary or other appropriate documentation upon the employee's return to work.

1. The TCHC will allow eligible employees up to three (3) ~~consecutive~~ day's pay of bereavement leave per calendar year. These days will not be charged to annual or sick leave and are not cumulative.
2. Bereavement leave in excess of three (3) days must be taken either from the employee's accumulated annual leave or be charged to leave without pay.
3. Temporary employees are not eligible for bereavement leave.

H. **Jury Duty or Court Leave.**

1. Leave must be approved in advance by the Executive Director and must be supported with proof of a summons calling the employee to jury duty. Upon completion of jury duty, the employee must submit to his/her immediate supervisor a release from duty notice issued by the court. Employees summoned for jury duty will continue to receive full pay for the entire period of service, therefore any payment received for jury service, must be turned over to the TCHC. [QUESTIONS]. Payment by the Court to the employee for travel expense at the prevailing rate may be retained by the employee.
2. Time off work for court appearances to serve as a witness in any civil or criminal litigation shall not be compensated by the TCHC, and the employee must arrange for time off from work without pay or use accrued annual leave or personal leave for such appearances. Payment by the Court or litigants to the employee for travel expense at the prevailing rate, or other compensation, may be retained by the employee.

- I. **Personal Leave Without Pay.** Personal unpaid leave is of primary benefit to the employee and shall be interpreted as a privilege rather than a right. Such leave shall be considered in accordance with the best interest of the TCHC and by approval of the Executive Director. [QUESTION: Should the Board be notified as some threshold?].

- J. **Family Medical Leave (FMLA).** The Traverse City Housing Commission is committed to providing leave as mandated by the FMLA. In the event that the FMLA applies to the

TCHC, the following policy covers any employee eligible for such leave.

Under FMLA, the TCHC provides employees with twelve (12) weeks of unpaid and job protected leave during a rolling twelve-month period. Eligible employees must be employed by the organization at least twelve (12) months, and must have worked for the TCHC at least 1,250 hours during the previous twelve (12) months.

The FMLA leave allows employees to take unpaid time off work for their own serious health condition, to care for a spouse, child or parent with a serious health condition, or for the birth or adoption, or foster care placement of a child.

A serious health condition is an illness, injury, or physical or mental condition requiring either inpatient care or continuing treatment by a health care provider resulting in necessary absences from work on a recurring basis.

Employees will be required to apply all of their available short term leave, vacation and floating holidays toward the twelve (12) weeks of FMLA, which will run concurrently. After exhaustion of paid days, the remaining leave is without pay. If an employee fails to return to work after the twelve (12) weeks of leave they will be considered to have voluntarily quit.

During the course of FMLA leave, an employee's pre-existing health insurance coverage will be continued under the same terms and conditions established for active employment unless employee declines the coverage. Employees are responsible for timely payment or contributions, if any, as may be required. If the employee does not return to work from FMLA leave, any health insurance premiums or payments made by the organization may become a debt owed by the employee.

If FMLA is requested for a serious health condition, medical certification and proof of the need for FMLA leave may be required periodically throughout the leave. FMLA must be requested 30 days in advance where the leave is foreseeable. If not then it should be requested as soon as possible. Certain rules and restrictions apply.

The employee is required to contact the TCHC at least fourteen (14) days prior to the expected return to work date regarding status and intent to return to work. A physician's authorization will be required for employees who are on FMLA for their own serious health condition.

Following expiration of FMLA leave and return to work, an employee ordinarily will be reinstated to the position the employee held when the leave commenced or to an equivalent position, provided the employee is qualified.

Please see the Executive Director if you are planning to request an FMLA leave.

- K. **Emergency Closing.** The TCHC Offices will close in accordance with its Emergency Closing Policy. Emergency Closing will be for weather related issues, natural disasters, or other matters deemed by the Executive Director to warrant such closing. Employees will be compensated in accordance with the terms of the Emergency Closing Policy. A copy of the Emergency Closing Policy may be obtained from the TCHC office.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

TCHC Application for Employment and Release for Background Check

June 30, 2016 Letter from Smith & Klaczekiewicz on Annual Audit

July 18, 2016 Letter from the State of Michigan on Landlord Security Deposit Bond

July 27, 2016 Letter from HUD on FSS Renewal

Traverse City Housing Commission

150 Pine Street
Traverse City, MI 49684
(231) 922-4915 Phone
(231) 922 2893 Fax

**APPLICATION FOR EMPLOYMENT**

THE HOUSING COMMISSION ACCEPTS EMPLOYMENT APPLICATIONS ONLY FOR SPECIFIC POSITIONS WHICH ARE OPEN AND SOLICITED. UNSOLICITED APPLICATIONS WILL NOT BE ACCEPTED.

Equal Opportunity Employer

Position: _____

Date available to start work: _____

PERSONAL (print)

Name: _____ Date of Application: _____
(Last) (First) (Middle)

Home Phone: _____

Address: _____ Cell Phone: _____
(Number) (Street) (City) (State) (Zip)

EDUCATION

	Name/Location	Dates Attended		Did you Graduate?	Credit Hours Completed/ Degree Received		Major Course of Study
		From	To				
High School							
College							
Graduate School							

Any other educational, vocational or trade school training? _____

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes__ No__

If yes, Branch _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____ Are you in the reserves? Yes__ No__ Date obligation ends _____

EMPLOYMENT REFERENCES

	Name	Address	Phone Number
1			
2			
3			

EMPLOYMENT EXPERIENCE (List current or most recent job first. List complete work history, use additional sheets if necessary. Account for periods of unemployment.)

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor / Phone			
	Reason for Leaving			
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor / Phone			
	Reason for Leaving			
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor / Phone			
	Reason for Leaving			
4	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor / Phone			
	Reason for Leaving			
5	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor / Phone			
	Reason for Leaving			

ADDITIONAL INFORMATION

Are you 18 years or older? Yes _____ No _____ Are you a U.S. citizen? Yes _____ No _____

Are you authorized to work in the United States? Yes _____ No _____

Have you been previously employed here? Yes _____ No _____ If yes, department & date(s): _____

List any relatives working here and their relationship to you: _____

Have you ever been convicted of any violation of law other than traffic offenses? Yes _____ No _____

If yes, where, when and nature of offense(s): _____

Do you have a valid driver's license? Yes _____ No _____ License No. _____ State _____

Have you had your driver's license suspended or accumulated more than four points? Yes _____ No _____

If yes, where, when and nature of offense(s): _____

Have you tested positive, or refused a test within the past two years on any DOT pre-employment drug and/or alcohol test administered by a DOT-covered employer? Yes _____ No _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes _____ No _____ If no, please explain: _____

State any additional information that you feel may be helpful to us in considering your application.

AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment or education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers, including disciplinary employment records. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the Traverse City Housing Commission. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If applying for a position with the Traverse City Housing Commission, I understand I may be subject to a full background investigation, including finger print checks, a review of police and arrest records, a review of any criminal conviction history, and credit check. If applying for a position which involves working with children, I understand that I am subject to a background investigation that will include a review of any criminal conviction history.

I agree that any action or suit against the Housing Commission arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against the Housing Commission in which the Housing Commission prevails, I will pay to the Housing Commission any and all costs incurred by the Housing Commission in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer employment physical and drug test are known.

APPLICANTS

I understand that neither this document nor any offer of employment constitutes a contract of employment. I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the Executive Director. I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment of the Housing Commission as they are from time to time changed, and no additional obligations can be imposed on the Housing Commission except that which have been acknowledged in writing by the Executive Director.

Signature

Date



TRAVERSE CITY HOUSING COMMISSION PRE-EMPLOYMENT BACKGROUND INVESTIGATION CONSENT FORM

The undersigned, referred to as "Applicant", hereby authorizes the Traverse City Housing Commission (TCHC), either directly or through its agent to investigate Applicant's background. This may include finger print checks, a review of police and arrest records and/or a review of any criminal conviction history. The information below is required to obtain requesting records and must be completed by the Applicant. TCHC requests this information for the sole purpose of facilitating the investigation of the Applicant to determine eligibility of employment with the TCHC.

Last Name

First Name

M.I.

Current Address

City, State, Zip

Previous Address

City, State, Zip

Date of Birth

Social Security No.

Sex (Male/Female)

Driver's License No.

State Issued

Expiration Date

I, _____, am an applicant for employment with the TCHC and have been advised that as a part of the application process, TCHC conducts a background check. I fully understand the terms of this release and believe to the best of my knowledge that all information I have provided is accurate, true and correct. In the event that TCHC uses a consumer reporting agency (CRA) as defined by the Federal Credit Reporting Act for the background check, I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I will have a reasonable opportunity to clear up any mistaken information reported by the CRA within a reasonable time frame established within the sole discretion of TCHC. In the event TCHC uses a CRA for the background check, upon request, I will be provided the name, address and telephone number of the CRA as well as the nature, substance and source of all information. I also understand that such information received by TCHC is subject to disclosure under the Michigan Freedom of Information Act.

Signature of Applicant

Date



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

June 30, 2016

Tony Lentych
Executive Director
150 Pine Street
Traverse City, MI 49684

Mr. Lentych,

Attached is the engagement letter for the audit of the Housing Commission for the year ended June 30, 2016. Please read and sign the engagement letter and send one signed copy back to me either by mail, fax or email.

The engagement letter contains information regarding the auditor's responsibilities under Generally Accepted Auditing Standards (GAAS) and the planned scope and timing of the audit, which is required to be communicated to those charged with governance. Would you please share a copy of the engagement letter with the Board of Commissioners and encourage them to contact me with any questions or concerns they may have regarding the audit; *including* any information that could lead to indications of increased risk of fraud within the Housing Commission.

Sincerely,

Robert Klaczekiewicz, CPA
Smith & Klaczekiewicz, PC



SMITH & KLACZKIEWICZ, PC
CERTIFIED PUBLIC ACCOUNTANTS

THOMAS J. SMITH, CPA
(989)751-1167

ROBERT R. KLACZKIEWICZ, CPA
(989)751-3064

A VETERAN OWNED BUSINESS

June 30, 2016

To Board of Commissioners
Traverse City Housing Commission

We are pleased to confirm our understanding of the services we are to provide the **Traverse City Housing Commission** for the year ended June 30, 2016. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the **Traverse City Housing Commission** as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the **Traverse City Housing Commission's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the **Traverse City Housing Commission's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the **Traverse City Housing Commission's** financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards
2. Financial data schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Commissioners of the ***Traverse City Housing Commission***. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and,

accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the *Traverse City Housing Commission's* compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the *Traverse City Housing Commission's* major programs. The purpose of these procedures will be to express an opinion on the *Traverse City Housing Commission's* compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the *Traverse City Housing Commission* in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for

implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on October 3, 2016.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any

presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the *Traverse City Housing Commission*; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of **Smith & Klackiewicz, PC** and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of **Smith & Klackiewicz, PC** personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 3, 2016 and to issue our reports no later than December 31, 2016. Robert Klackiewicz CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$5,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and

to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the *Traverse City Housing Commission* and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy and return it to us.

Very truly yours,

Smith + Klaehenwiz PC

RESPONSE:

This letter correctly sets forth the understanding of the *Traverse City Housing Commission*.


Signature

EXECUTIVE DIRECTOR
Title

6.30.2016
Date

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL



BILL SCHUETTE
ATTORNEY GENERAL

July 18, 2016

P.O. Box 30213
LANSING, MICHIGAN 48909



Traverse City Housing Commission
Attn: Anthony Lentych, Executive Director
150 Pine St.
Traverse City, MI 49684

AG No.: 1985-2700
RE: Landlord Security Deposit Bond: 66289720
PROPERTY: Riverview Terrace and Orchardview
RIDER AMOUNT: \$40,000.00

This letter acknowledges receipt and approval of the 2016 Certification of Amounts of Security Deposits Held and Rider Increase.

If during the coming year you obtain either an increased or decreased rider to cover the amount of security deposits held, please submit those documents along with an updated Certification reflecting the change in amount and Power of Attorney (from your insurance agent.)

Please reference the above Attorney General (AG) number and direct any correspondence regarding this matter to:

Department of Attorney General
Consumer Protection Division
Security Deposit Bond Section
P.O. Box 30213
Lansing, MI 48909

Thank you for your cooperation.

Sincerely,

Chy Evans
Consumer Protection Division
Security Deposit Bond Section
Telephone: (517) 335-0842

c: Secretary of State



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

July 27, 2016

Mr. Tony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684-2478

Dear Mr. Lentych:

The U.S. Department of Housing and Urban Development is pleased to inform you that the Traverse City Housing Commission has been selected to receive an award for the FY 2016 Family Self-Sufficiency Program (FSS) competition for the following:

Total Renewal FSS Program Coordinator Position(s): 1 Total Amount: \$66970

By accepting this award, you assume certain administrative and financial responsibilities, including timely submission of all financial and programmatic reports, resolution of all interim FSS audit findings and consent to reviews. You will also be required to comply with all of the provisions in the FY16 FSS Notice of Funding Availability (NOFA) including the Affirmatively Furthering Fair Housing requirements (p.10-11). (Tribes/TDHEs are exempt from this requirement.)

Also note that, per the FY 2016 FSS NOFA, FSS funds may be used to perform routine Housing Choice Voucher (HCV) and/or Public Housing (PH) program functions *only if it enhances the effectiveness of the FSS program*. The performance of routine HCV/PH program functions may not be such that it impedes the ability of the FSS Coordinator(s) to effectively perform FSS functions. Performance of routine HCV and/or PH functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds. Additionally, while FSS funds may be used to perform homeownership functions for FSS families, this may not be the sole function for which funds are used. Refer to the FY 2016 FSS NOFA for more information on eligible and ineligible uses of funds.

Your local HUD Field Office will be contacting you regarding execution of the obligation documents, which include the Grant Agreement and Form HUD-1044, as well as any other requirements you are required to enter into prior to accessing funds from this grant. As with FY15 awards, HUD's intent is to recapture all funds that are not expended by the end of the grant period (12/31/17). Please also ensure that all expenditures conform with local salary comparables, which are required by the NOFA to be kept on file. It is likely that HUD will require salary comparables to

be submitted in future NOFA competitions. If you do not believe that you will use all awarded funds within the 12-month award period, please inform your Field Office Grant Administrator.

Your Field Office will request that your agency sign and return the Grant Agreement within 72 hours of receipt, so please initiate any approvals/board resolutions, etc., that you may need to have in place in order for this expedited grant execution to take place.

If you wish to appeal the determination on your application in accordance with the Office of Public and Indian Housing's Policy, you must submit your request within 30 calendar days of the date of this letter, or by **August 29, 2016**. Your appeal request must include the basis for your appeal and must be sent to Cedric Brown, Director, Grants Management Center, at cedric.a.brown@hud.gov and copy to FSS@hud.gov. In the event HUD committed an error that, when corrected, would result in increased funds, HUD may issue a revised award, subject to the availability of funds.

Separate and apart from an appeal request, you are entitled to request a debriefing related to your application during a period of at least 120 calendar days, beginning 30 calendar days after the FSS grant awards are publicly announced. If you would like to schedule a teleconference-based debriefing, you may send a written request via email to Cedric Brown, Director, Grants Management Center at cedric.a.brown@hud.gov and copy to FSS@hud.gov. If possible, please submit your request by **August 29, 2016**. Please note that a debriefing is intended to provide information and is not the same as an appeal.

Should you have questions concerning this award letter, please contact Cedric Brown at cedric.a.brown@hud.gov. Again, congratulations and thank you for your support of HUD and its programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Cedric A. Brown", with a long horizontal flourish extending to the right.

Cedric A. Brown
Director
Grants Management Center