



**Traverse City Housing Commission**  
*A Public Housing Authority*

# **COMMISSION MEETING MATERIAL**

**FOR THE REGULAR MEETING**

Friday, September 29, 2017 at 8:00 A.M.

**LOCATION:**

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



**Traverse City Housing Commission**  
*A Public Housing Authority*

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**Traverse City Housing Commission**  
*A Public Housing Authority*

## **MEETING AGENDA**

September 29, 2017

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## **NOTICE**

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING  
ON FRIDAY, SEPTEMBER 29, 2017 AT 8:00 A.M.**

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

**POSTED: SEPTEMBER 27, 2017**

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

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

## **AGENDA**

### **I CALL TO ORDER & ROLL CALL**

### **II APPROVAL OF AGENDA**

### **III PUBLIC COMMENT**

### **IV CONSENT AGENDA**

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

- A. *Consideration of Approval of August 25, 2017 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for August 2017 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for September 2017 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for August 2017 – Approval Recommended.*

**V COMMITTEE & COMMISSIONER REPORTS**

- A. Executive Committee Meetings: September 20, 2017
- B. Governance Committee Meetings: September 19, 2017

**VI STAFF & PROGRAM REPORTS**

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

**VII OLD BUSINESS**

- A. 2018 Consolidated Budget: Review & Memorandum
- B. TCHC Policy Review Schedule: Review
- C. TCHC Human Resources Policy & Procedures Manual: Update
- D. TCHC Smoke Free Policy: Memorandum on Draft Policy
- E. Executive Director Review: Update on Goals
- F. RTRC Memorandum of Understanding: Update

**VIII NEW BUSINESS**

- A. FSS Graduation Notification & Escrow Disbursement Request
- B. Resolution to Adopt Orientation Policy: Action Required
- C. Resolution to Adopt FY 2018 Fair Market Rents: Action Required
- D. Resolution to Adopt Camera Policy: Action Required
- E. Memorandum on TCHC Committee Composition

**IX CORRESPONDENCE**

- A. August 29, 2017 Letter from PHADA & NAHRO

**X PUBLIC COMMENT**

**XI COMMISSIONER COMMENT**

**XII ADJOURNMENT**

**NEXT SCHEDULED MEETING:** Friday, October 27, 2017 at 8:00 A.M.



**Traverse City Housing Commission**  
*A Public Housing Authority*

## **CONSENT AGENDA**

August 25, 2017 Regular Meeting Minutes

Schedule of Disbursements for August 2017 for Public Housing & HCV Section 8 Programs

Payment of Invoices for September 2017

Financial Statements for August 2017



## **DRAFT Meeting Minutes of the Traverse City Housing Commission**

### **August 25, 2017**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at the Government Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:02 A.M.

#### **I ROLL CALL**

The following Commissioners were present: Andy Smits, Kay Serratelli, and Brian Haas. It was noted for the record by President Smits that all Commissioners who were able to attend were present.

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

Residents: Norma Loper, Priscilla Townsend, Betty Osborne, Jeff Turner, Janine Khoury and Ellen Corcoran.

#### **II APPROVAL OF AGENDA**

President Smits requested that Old Business "Item C" be removed from the agenda and tabled to a Special Meeting but staff clarified that this action could occur when this Business Item was on the table for discussion. Commissioner Haas moved (Serratelli support) to accept the agenda as presented. The motion was unanimously approved.

#### **III PUBLIC COMMENT**

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

#### **IV CONSENT AGENDA**

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

The Consent Agenda was as follows:

- A. Meeting Minutes of the June 23, 2017 Regular Commission Meeting.
- B. Meeting Minutes of the July 25, 2017 Study Session.
- C. Meeting Minutes of the July 18, 2017 & August 2, 2017 Special Meetings.
- D. Schedule of Disbursements for June & July 2017 for Public Housing and Housing Choice Voucher Section 8 Programs.
- E. Payment of Invoices for August 2017.
- F. Financial Statements for June & July 2017.

#### **V COMMITTEE REPORTS**

- A. The meeting minutes from the June 25, 2017, July 27, 2017 & August 17, 2017 Executive Committee meetings were presented. There was no discussion.
- B. The meeting minutes from the June 15, 2017 and August 17, 2017 Governance Committee meetings were presented. There was no discussion.
- C. The meeting minutes from the June 13, 2017 & June 27, 2017 & July 6, 2017 & July 20, 2017 and August 17, 2017 Ad Hoc Committee on Hostile Environment meetings were presented. There was no discussion.

## **VI      STAFF AND PROGRAM REPORTS**

- A. Staff presented the Executive Director's July and August Reports and made some brief comments. There was a brief discussion on selected items.
- B. Staff presented the July & August Family Self-Sufficiency Reports. There were no comments.
- C. The August 2017 Resident Council Report was presented. There were no comments.

## **VII     OLD BUSINESS**

- A. The 2017 & 2018 Consolidated Budgets were presented and reviewed. Staff noted that approximately \$170,000 was invested into the public housing units during the last Fiscal Year.
- B. TCHC Policy Review Schedule was presented. ED Lentych stated that this document is intended as an internal tracking document to assist the organization in compiling and strengthening our policies. This document is not complete nor is intended to be a comprehensive list of all policies at this time – only the ones that may be reviewed in the near future are accurately portrayed.
- C. The Executive Director's Annual Review was presented and discussed. President Smits suggested an edit on page two to replace the word "distraction" with "detour from priorities". Commissioner Haas moved (Serratelli support) to adopt the memo, as amended above. The motion was unanimously approved.
- D. The TCHC Human Resources Policy & Procedure Manual was presented and discussed. Commissioner Serratelli moved (Haas support) to adopt, for immediate effect, the document as presented subject to TCHC Attorney review. The motion was unanimously approved. Additionally, the Procedures to Establish Salary Ranges were presented and discussed. Commissioner Haas moved (Smits support) to adopt the Procedures to Establish TCHC Salary Ranges memo as tendered. The motion was unanimously approved.
- E. Staff updated the Commission on progress toward the full implementation of a smoke-free facilities policy.
- F. Staff reported that our Architect of Record, Alliance Architects, is working to define the scope of services necessary as it pertains to engineering needs for the Commission.
- G. Commissioner Smits informed the Commission that he continues to work with TCHC Attorney, Ward Kuhn, regarding the RTRC MOU. A memo regarding Fiscal Year 2018 Funding was presented and discussed.

## **VIII    NEW BUSINESS**

- A. After a presentation by staff, Commissioner Haas moved (Smits support) the Resolution to Change Authorized Check Signers.

### **Roll call**

Haas	Yes
Serratelli	Yes
Smits	Yes

The resolution was unanimously adopted.

- B. After a presentation by staff, Commissioner Smits moved (Haas support) to accept the three year contract proposal for auditing services from Smith & Klaczkiwicz, PC in light of staff's satisfaction of the procurement policy procedures for a single bid response to an RFQ. The motion was unanimously approved.

- C. Staff presented the Hostile Environment/Harassment/Anti-Bullying Policy. After a brief discussion, Commissioner Haas moved (Serratelli support) to adopt the Resolution to Adopt the Hostile Environment/Harassment/Anti-Bullying Policy.

**Roll call**

Haas	Yes
Serratelli	Yes
Smits	Yes

The resolution was unanimously adopted.

- D. Staff presented the 2018 Housing Choice Voucher Utility Allowances. Commissioner Haas moved (Serratelli support) to adopt the Resolution to Adopt New Standards for Utility Allowances.

**Roll call**

Serratelli	Yes
Haas	Yes
Smits	Yes

The resolution was unanimously adopted.

- E. Staff presented a memorandum to request a Housing Choice Voucher Payment Standard Exemption. Commissioner Smits moved (Haas support) to authorize staff to make application with HUD at the earliest opportunity for a HCV Payment Standard Exemption of 120% of Fair Market Rent. The motion was unanimously approved.
- F. The Emergency Transfer for Victims of Domestic Violence was presented. Commissioner Haas moved (Serratelli support) the Resolution to Adopt the Emergency Transfer for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Policy.

**Roll call**

Serratelli	Yes
Smits	Yes
Haas	Yes

The resolution was unanimously adopted.

**IX CORRESPONDENCE**

Three items of correspondence were presented and accepted.

**X PUBLIC COMMENT**

General comments: Priscilla Townsend.

**XI COMMISSIONER COMMENT**

None.

**XII ADJOURNMENT**

The meeting was adjourned by President Smits at 9:35 A.M.

Respectfully submitted,

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Michelle Reardon, Recording Secretary

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Andy Smits, President

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	ADJST	Alisa Kroupa	1,209.35		27,963.30
08/01/2017	ADJST	Anthony Lentych	2,348.07		25,615.23
08/01/2017	ADJST	Michelle Reardon	1,392.84		24,222.39
08/01/2017	ADJST	Angela N. Szabo	760.96		23,461.43
08/01/2017	ADJST	Joseph Battaglia	277.16		23,184.27
08/01/2017	ADJST	Charles Edwards	939.12		22,245.15
08/01/2017	ADJST	David Gourlay	1,004.82		21,240.33
08/01/2017	ADJST	Benjamin Weston	716.87		20,523.46
08/01/2017	EFT	Principal Life Insurance Co.	653.76		19,869.70
08/01/2017	DEP			10,481.00	30,350.70
08/01/2017	037329	First Contracting, Inc.	27.00		30,323.70
08/01/2017	037330	Wizard Painting	5,282.00		25,041.70
08/01/2017	037330	**VOID** Wizard Painting	( 5,282.00)		30,323.70
08/01/2017	037366	Wizard Painting	3,173.00		27,150.70
08/02/2017	DEP	T Mobile		2,266.00	29,416.70
08/03/2017	DEP	U.S. Dept. of HUD		19,636.00	49,052.70
08/03/2017	DEP	U.S. Dept. of HUD		5,580.00	54,632.70
08/03/2017	DEP			16,058.88	70,691.58
08/04/2017	EFT	Internal Revenue Service	2,910.97		67,780.61
08/04/2017	DEP			6,018.00	73,798.61
08/04/2017	037367	Global Resource Management	5,000.00		68,798.61
08/04/2017	037368	Cardmember Service	1,432.47		67,366.14
08/04/2017	037369	Wilmar	477.60		66,888.54
08/04/2017	037370	Sherwin Williams Co.	795.42		66,093.12
08/04/2017	037371	Ace Hardware	61.92		66,031.20
08/04/2017	037372	Housing Authority Accounting	1,099.41		64,931.79
08/04/2017	037373	David Gourlay	86.94		64,844.85
08/04/2017	037374	Charles Edwards	163.62		64,681.23
08/04/2017	037375	Spectrum Business	3,164.00		61,517.23
08/04/2017	037376	Wolverine Power Systems	437.81		61,079.42
08/04/2017	037377	Verizon Wireless	87.35		60,992.07
08/04/2017	037378	DTE ENERGY	120.00		60,872.07
08/04/2017	037379	Nahro Professional Development	95.00		60,777.07
08/04/2017	037380	City Of Traverse City	122.78		60,654.29
08/04/2017	037381	Otis Elevator Company	7,114.50		53,539.79
08/04/2017	037382	Northwest Lock, Inc.	80.00		53,459.79
08/04/2017	037383	Spectrum Business	179.98		53,279.81
08/04/2017	037384	Sheren Plumbing & Heating Inc.	630.00		52,649.81
08/04/2017	037385	Thomas P. Licavoli	2,940.00		49,709.81
08/04/2017	037386	Simone Masonry	5,050.00		44,659.81

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/04/2017	037387	Engineered Protection Systems Inc	123.54		44,536.27
08/04/2017	037388	Integrated Payroll Services, Inc.	104.90		44,431.37
08/04/2017	037389	Munson Occupational Health &	35.00		44,396.37
08/04/2017	037390	Save Carpet USA	7,478.00		36,918.37
08/04/2017	037391	Accident Fund	3,496.00		33,422.37
08/04/2017	037392	Grand Traverse Cty. Treasurer	46.17		33,376.20
08/04/2017	037393	City of Traverse City, Treasurer's	369.46		33,006.74
08/04/2017	037394	Total Attention	6,112.91		26,893.83
08/04/2017	037395	Allen Supply	27.75		26,866.08
08/04/2017	037396	Great Lakes Business Systems, Inc.	93.72		26,772.36
08/04/2017	037397	Kuhn Rogers PLC	587.00		26,185.36
08/04/2017	037398	McCardel Water Conditioning	8.00		26,177.36
08/04/2017	037399	A T & T	244.17		25,933.19
08/07/2017	ADJST	Chemical Bank	10.00		25,923.19
08/07/2017	ADJST			( 426.00)	25,497.19
08/08/2017		U.S. Dept. of HUD		31,327.22	56,824.41
08/08/2017	DEP	U.S. Dept. of HUD		8,757.88	65,582.29
08/08/2017	037400	Alliance Architects, Inc.	40,085.10		25,497.19
08/08/2017	037400	**VOID** Alliance Architects, Inc.	( 40,085.10)		65,582.29
08/09/2017	DEP	U.S. Dept. of HUD		3,261.80	68,844.09
08/14/2017	DEP			5,692.00	74,536.09
08/14/2017	ADJST	DTE ENERGY			74,536.09
08/14/2017	DEP			235.00	74,771.09
08/14/2017	037401	First Contracting, Inc.	40,085.10		34,685.99
08/14/2017	037402	City of Traverse City/Parking Office &	45.00		34,640.99
08/14/2017	037403	Global Resource Management	13,825.00		20,815.99
08/14/2017	037404	NE Chapter of NAHRO	575.00		20,240.99
08/14/2017	037405	SimplexGrinnell LP	1,142.26		19,098.73
08/14/2017	037406	Staples Business Advantage	22.36		19,076.37
08/14/2017	037407	Republic Services #239	481.39		18,594.98
08/14/2017	037408	AmRent	98.35		18,496.63
08/14/2017	037409	Grand Traverse County DPW	483.00		18,013.63
08/14/2017	037410	Arrow Flatwork LLC	1,380.00		16,633.63
08/14/2017	037411	CynergyComm.net,Inc	9.16		16,624.47
08/14/2017	037412	Alliance Architects, Inc.	3,261.80		13,362.67
08/14/2017	037413	Guardian Medical Monitoring	14.95		13,347.72
08/14/2017	037414	Environmental Pest Control	120.00		13,227.72
08/14/2017	037415	Allen Supply	183.00		13,044.72
08/14/2017	037416	City Of Traverse City	212.05		12,832.67
08/14/2017	037417	City Of Traverse City	156.00		12,676.67

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/15/2017	ADJST	Alisa Kroupa	1,209.35		11,467.32
08/15/2017	ADJST	Anthony Lentych	2,348.06		9,119.26
08/15/2017	ADJST	Michelle Reardon	1,392.85		7,726.41
08/15/2017	ADJST	Angela N. Szabo	776.87		6,949.54
08/15/2017	ADJST	Joseph Battaglia	277.17		6,672.37
08/15/2017	ADJST	Charles Edwards	877.71		5,794.66
08/15/2017	ADJST	David Gourlay	1,004.82		4,789.84
08/15/2017	ADJST	Benjamin Weston	440.56		4,349.28
08/15/2017	EFT	Principal Life Insurance Co.	653.76		3,695.52
08/15/2017	DEP			21,557.07	25,252.59
08/18/2017	EFT	Internal Revenue Service	2,777.55		22,475.04
08/18/2017	DEP			235.00	22,710.04
08/18/2017	DEP	**VOID**		( 235.00)	22,475.04
08/18/2017	DEP			1,301.98	23,777.02
08/18/2017	DEP			181.20	23,958.22
08/23/2017	037418	Vision Service Plan	102.87		23,855.35
08/23/2017	037419	Aflac	283.32		23,572.03
08/23/2017	037420	Priority Health	6,013.74		17,558.29
08/29/2017	ADJST	Alisa Kroupa	1,262.74		16,295.55
08/29/2017	ADJST	Anthony Lentych	2,348.05		13,947.50
08/29/2017	ADJST	Michelle Reardon	1,392.84		12,554.66
08/29/2017	ADJST	Angela N. Szabo	791.50		11,763.16
08/29/2017	ADJST	Joseph Battaglia	277.16		11,486.00
08/29/2017	ADJST	Charles Edwards	956.67		10,529.33
08/29/2017	ADJST	David Gourlay	1,012.05		9,517.28
08/29/2017	ADJST	Benjamin Weston	494.30		9,022.98
08/29/2017	EFT	Principal Life Insurance Co.	653.76		8,369.22
08/31/2017	DEP			3,942.95	12,312.17
08/31/2017	ADJST	Chemical Bank		18.00	12,330.17
<b>Total:</b>			152,731.46	135,888.98	

## Check Register Summary Report

PNC - Section 8

From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	EFT	U.S. Dept. of HUD		7,022.00	155,021.60
08/01/2017	EFT	U.S. Dept. of HUD		84,601.00	239,622.60
08/01/2017	ADJST	PNC Bank	58.80		239,563.80
08/01/2017	ADJST	PNC Bank	58.80		239,505.00
08/01/2017	000198	Jeana Aiken	473.00		239,032.00
08/01/2017	000198	Dustin Ansorge	1,164.00		237,868.00
08/01/2017	000198	Ayers Investment Properties LLC	558.00		237,310.00
08/01/2017	000198	Brad Barnes	546.00		236,764.00
08/01/2017	000198	Bay Front Apartments	320.00		236,444.00
08/01/2017	000198	Bay Hill Housing LDHALP	3,547.00		232,897.00
08/01/2017	000198	Bay Hill II	6,355.00		226,542.00
08/01/2017	000198	Bellaire Senior Apartments	249.00		226,293.00
08/01/2017	000198	Brookside Commons LDHA, LP	2,190.00		224,103.00
08/01/2017	000198	Irma Jean Brownley	486.00		223,617.00
08/01/2017	000198	Rebecca Carmien	339.00		223,278.00
08/01/2017	000198	Carson Square	5,952.00		217,326.00
08/01/2017	000198	Central Lake Townhouses	421.00		216,905.00
08/01/2017	000198	Cherrywood Village Farms, Inc.	1,829.00		215,076.00
08/01/2017	000198	Douglas A. Chichester	628.00		214,448.00
08/01/2017	000198	Cycle-Paths LLC.	509.00		213,939.00
08/01/2017	000198	Jack V. Dean	422.00		213,517.00
08/01/2017	000198	Eden Brook LLC	447.00		213,070.00
08/01/2017	000198	Shirley Farrell	833.00		212,237.00
08/01/2017	000198	Five P Enterprises, LLC	485.00		211,752.00
08/01/2017	000198	Rent Leelanau, LLC	756.00		210,996.00
08/01/2017	000198	Lisa Forbes	527.00		210,469.00
08/01/2017	000198	Dale E. French	102.00		210,367.00
08/01/2017	000198	French Quarter Apts.	110.00		210,257.00
08/01/2017	000198	Michael Glowacki	640.00		209,617.00
08/01/2017	000198	David Grzesiek	394.00		209,223.00
08/01/2017	000198	Harbour Ridge Apts	1,364.00		207,859.00
08/01/2017	000198	Heartwood Enterprises	775.00		207,084.00
08/01/2017	000198	Hillview Terrace	882.00		206,202.00
08/01/2017	000198	Josh Hollister	411.00		205,791.00
08/01/2017	000198	HomeStretch	3,067.00		202,724.00
08/01/2017	000198	Caroline Hupp	199.00		202,525.00
08/01/2017	000198	Joseph and Marion Fasel	419.00		202,106.00
08/01/2017	000198	Donna Kalchik	323.00		201,783.00
08/01/2017	000198	Bruce W. Korson	365.00		201,418.00
08/01/2017	000198	Lake Pointe Acquisitions LLC.	115.00		201,303.00



## Check Register Summary Report

PNC - Section 8

From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	000198	Sidney Lammers	372.00		200,931.00
08/01/2017	000198	Legendary Rentals, LLC	700.00		200,231.00
08/01/2017	000198	John J. Lewis	762.00		199,469.00
08/01/2017	000198	Don E. Lint	459.00		199,010.00
08/01/2017	000198	Juan Maldonado	314.00		198,696.00
08/01/2017	000198	Robert J. Mork	379.00		198,317.00
08/01/2017	000198	Oak Park Apts	1,555.00		196,762.00
08/01/2017	000198	Oak Terrace Apts	564.00		196,198.00
08/01/2017	000198	Gerald Oliver Revocable Trust	957.00		195,241.00
08/01/2017	000198	Daniel G. Pohlman	1,615.00		193,626.00
08/01/2017	000198	Douglas L. Porter	390.00		193,236.00
08/01/2017	000198	Timothy Rice	493.00		192,743.00
08/01/2017	000198	Singkhan Sina Riddell	389.00		192,354.00
08/01/2017	000198	John Sarya	600.00		191,754.00
08/01/2017	000198	Eldon Schaub	401.00		191,353.00
08/01/2017	000198	Mike & Melissa Schichtel	644.00		190,709.00
08/01/2017	000198	Gerald Sieggreen	693.00		190,016.00
08/01/2017	000198	SILVER SHORES MHC	321.00		189,695.00
08/01/2017	000198	Douglas & Julia Slack	327.00		189,368.00
08/01/2017	000198	22955 Investments LLC	3,825.00		185,543.00
08/01/2017	000198	Carl Sumner	535.00		185,008.00
08/01/2017	000198	Traverse City Property Management	439.00		184,569.00
08/01/2017	000198	TCR Investments, LLC	284.00		184,285.00
08/01/2017	000198	Wendy Teagan	449.00		183,836.00
08/01/2017	000198	TEAMCO PROPERTIES	653.00		183,183.00
08/01/2017	000198	TOS Holdings, LLC	744.00		182,439.00
08/01/2017	000198	Tradewinds Terrace Apts	252.00		182,187.00
08/01/2017	000198	Village Glen Apartments	8,224.00		173,963.00
08/01/2017	000198	Village View Housing LHDA LP	369.00		173,594.00
08/01/2017	000198	Village Woods	704.00		172,890.00
08/01/2017	000198	Woda Boardman Lake LDHA.LP	2,925.00		169,965.00
08/01/2017	000198	Woodmere Ridge Apartments LDHA	5,928.00		164,037.00
08/01/2017	000198	Theodore V. Zachman	774.00		163,263.00
08/01/2017	000198	Ann Zenner	497.00		162,766.00
08/01/2017	000198	Barb Zupin	1,176.00		161,590.00
08/01/2017	000199	Jim Kidder	353.00		161,237.00
08/01/2017	000199	Meadowrun-Mancelona Rd 207 LHDA	942.00		160,295.00
08/01/2017	023004	Jim Kidder	353.00		159,942.00
08/01/2017	023004	**VOID** Jim Kidder	( 353.00)		160,295.00
08/01/2017	023005	Meadowrun-Mancelona Rd 207 LHDA	942.00		159,353.00

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 08/01/2017 To: 08/31/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
08/01/2017	023005	**VOID** Meadowrun-Mancelona Rd	( 942.00)		160,295.00
08/01/2017	023006	Punta Gorda Housing Authority	1,374.30		158,920.70
08/03/2017	DEP			100.00	159,020.70
08/04/2017	DEP			404.00	159,424.70
08/14/2017	DEP			335.00	159,759.70
08/15/2017	023007	Traverse City Housing Commission	20,528.19		139,231.51
08/24/2017	023008	Blarney Castle Oil Co.	62.30		139,169.21
08/24/2017	023009	Cherryland Electric Cooperative	38.70		139,130.51
08/24/2017	023010	City Of Traverse City	289.30		138,841.21
08/24/2017	023011	DTE ENERGY	426.70		138,414.51
Total:			102,047.09	92,462.00	

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2017	EFT	Internal Revenue Service	2,788.23		9,541.94
09/01/2017	DEP			14,897.00	24,438.94
09/05/2017	DEP			14,063.05	38,501.99
09/05/2017	EFT	T Mobile		2,266.00	40,767.99
09/06/2017	DEP			9,966.92	50,734.91
09/06/2017	DEP			320.00	51,054.91
09/07/2017	EFT	U.S. Dept. of HUD		20,301.00	71,355.91
09/07/2017	EFT	U.S. Dept. of HUD		5,581.00	76,936.91
09/07/2017	DEP			696.80	77,633.71
09/08/2017	ADJST	DTE ENERGY			77,633.71
09/08/2017	037421	City Of Traverse City	8,246.62		69,387.09
09/08/2017	037422	City Of Traverse City	129.29		69,257.80
09/08/2017	037423	DTE ENERGY	46.55		69,211.25
09/08/2017	037424	DTE ENERGY	26.37		69,184.88
09/08/2017	037425	Cardmember Service	776.70		68,408.18
09/08/2017	037426	SAM'S CLUB	602.18		67,806.00
09/08/2017	037427	Environmental Pest Control	150.00		67,656.00
09/08/2017	037428	Barton Carroll's Inc	2,745.00		64,911.00
09/08/2017	037429	Thomas P. Licavoli	3,940.00		60,971.00
09/08/2017	037430	Wilmar	141.43		60,829.57
09/08/2017	037431	McCardel Water Conditioning	31.50		60,798.07
09/08/2017	037432	Dawn Rogers	243.75		60,554.32
09/08/2017	037433	Engineered Protection Systems Inc	202.71		60,351.61
09/08/2017	037434	Housing Authority Accounting	1,571.91		58,779.70
09/08/2017	037435	Award Cleaning Services	1,875.00		56,904.70
09/08/2017	037436	Total Attention	940.00		55,964.70
09/08/2017	037437	Charles Edwards	280.80		55,683.90
09/08/2017	037438	David Gourlay	121.23		55,562.67
09/08/2017	037439	Verizon Wireless	86.70		55,475.97
09/08/2017	037440	The Trophy Trolley Inc.	78.00		55,397.97
09/08/2017	037441	Lautner Irrigation	455.29		54,942.68
09/08/2017	037442	Spectrum Business	3,266.69		51,675.99
09/08/2017	037443	Spectrum Business	79.98		51,596.01
09/08/2017	037444	Housing Data Systems	145.00		51,451.01
09/08/2017	037445	Ace Hardware	159.25		51,291.76
09/08/2017	037446	Safety Net	541.29		50,750.47
09/08/2017	037447	Save Carpet USA	6,802.00		43,948.47
09/08/2017	037448	Speed Tech Equipment	598.22		43,350.25
09/08/2017	037449	Integrated Payroll Services, Inc.	104.90		43,245.35
09/08/2017	037450	Northern Michigan Janitorial Supply	45.90		43,199.45

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/08/2017	037451	Grand Traverse County	46.17		43,153.28
09/08/2017	037452	A T & T	710.95		42,442.33
09/08/2017	037453	Sherwin Williams Co.	424.42		42,017.91
09/08/2017	037454	Safety Net	649.00		41,368.91
09/08/2017	037455	Holiday Fleet	13.24		41,355.67
09/08/2017	037456	Staples Business Advantage	50.21		41,305.46
09/08/2017	037457	Home Depot Credit Services	915.49		40,389.97
09/08/2017	037458	City Of Traverse City	82.00		40,307.97
09/12/2017	ADJST	Alisa Kroupa	1,262.74		39,045.23
09/12/2017	ADJST	Anthony Lentych	2,348.04		36,697.19
09/12/2017	ADJST	Michelle Reardon	1,392.85		35,304.34
09/12/2017	ADJST	Angela N. Szabo	692.24		34,612.10
09/12/2017	ADJST	Joseph Battaglia	200.52		34,411.58
09/12/2017	ADJST	Charles Edwards	904.03		33,507.55
09/12/2017	ADJST	David Gourlay	1,119.95		32,387.60
09/12/2017	EFT	Principal Life Insurance Co.	718.56		31,669.04
09/13/2017	EFT	U.S. Dept. of HUD		5,989.50	37,658.54
09/13/2017	037459	First Contracting, Inc.	5,989.50		31,669.04
09/14/2017	037460	NE Chapter of NAHRO	400.00		31,269.04
09/15/2017	EFT	Internal Revenue Service	2,590.33		28,678.71
09/15/2017	DEP			1,458.25	30,136.96
09/15/2017	DEP			184.95	30,321.91
09/20/2017	EFT	State Of Michigan	1,211.05		29,110.86
09/20/2017	DEP	U.S. Dept. of HUD		5,694.50	34,805.36
09/21/2017	DEP			1,168.00	35,973.36
09/21/2017	DEP			25,257.39	61,230.75
09/21/2017	037461	Snap Printing	122.23		61,108.52
09/21/2017	037462	Alliance Architects, Inc.	5,694.50		55,414.02
09/21/2017	037463	Allen Supply	66.00		55,348.02
09/21/2017	037464	Networks Northwest	240.00		55,108.02
09/21/2017	037465	Tatyana Matskevych	100.00		55,008.02
09/21/2017	037466	Safety Net	649.00		54,359.02
09/21/2017	037467	Save Carpet USA	4,821.00		49,538.02
09/21/2017	037468	John DeWeese	101.50		49,436.52
09/21/2017	037469	Kuhn Rogers PLC	817.00		48,619.52
09/21/2017	037470	Environmental Pest Control	270.00		48,349.52
09/21/2017	037471	DTE ENERGY	148.32		48,201.20
09/21/2017	037472	Keiser Services LLC	398.00		47,803.20
09/21/2017	037473	Traverse City Record Eagle	52.00		47,751.20
09/21/2017	037474	Grand Traverse County DPW	483.00		47,268.20

Traverse City Housing Commission  
**Check Register Summary Report**  
Chemical Bank  
From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/21/2017	037475	Great Lakes Business Systems, Inc.	262.30		47,005.90
09/21/2017	037476	Speed Tech Equipment	375.00		46,630.90
09/21/2017	037477	AmRent	106.20		46,524.70
09/21/2017	037478	Guardian Medical Monitoring	14.95		46,509.75
09/21/2017	037479	Aflac	188.88		46,320.87
09/21/2017	037480	City Of Traverse City	245.10		46,075.77
09/21/2017	037481	CynergyComm.net,Inc	11.43		46,064.34
09/21/2017	037482	Otis Elevator Company	412.00		45,652.34
09/21/2017	037483	Republic Services #239	499.39		45,152.95
09/21/2017	037484	A T & T	237.66		44,915.29
09/21/2017	037485	SAM'S CLUB	443.32		44,471.97
09/21/2017	037486	Home Depot Credit Services	567.22		43,904.75
09/21/2017	037487	Vision Service Plan	102.87		43,801.88
09/21/2017	037488	Priority Health	6,292.39		37,509.49
09/21/2017	037489	Roto-Rooter	145.00		37,364.49
09/25/2017	DEP			766.00	38,130.49
09/26/2017	ADJST	Alisa Kroupa	1,262.74		36,867.75
09/26/2017	ADJST	Anthony Lentych	2,348.06		34,519.69
09/26/2017	ADJST	Michelle Reardon	1,392.84		33,126.85
09/26/2017	ADJST	Angela N. Szabo	777.04		32,349.81
09/26/2017	ADJST	Joseph Battaglia	277.16		32,072.65
09/26/2017	ADJST	Charles Edwards	886.49		31,186.16
09/26/2017	ADJST	David Gourlay	1,004.81		30,181.35
09/26/2017	ADJST	Benjamin Weston	701.53		29,479.82
09/26/2017	ADJST	Benjamin Weston	553.12		28,926.70
09/26/2017	EFT	Principal Life Insurance Co.	725.76		28,200.94

**Total:** 92,739.59 108,610.36

## Check Register Summary Report

PNC - Section 8

From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2017	EFT	U.S. Dept. of HUD		7,022.00	145,436.51
09/01/2017	EFT	U.S. Dept. of HUD		84,601.00	230,037.51
09/01/2017	ADJST	PNC Bank	59.50		229,978.01
09/01/2017	000200	Jeana Aiken	473.00		229,505.01
09/01/2017	000200	Dustin Ansoerge	1,164.00		228,341.01
09/01/2017	000200	Ayers Investment Properties LLC	558.00		227,783.01
09/01/2017	000200	Brad Barnes	487.00		227,296.01
09/01/2017	000200	Bay Front Apartments	320.00		226,976.01
09/01/2017	000200	Bay Hill Housing LDHALP	2,983.00		223,993.01
09/01/2017	000200	Bay Hill II	7,051.00		216,942.01
09/01/2017	000200	Bellaire Senior Apartments	248.00		216,694.01
09/01/2017	000200	Brookside Commons LDHA, LP	2,190.00		214,504.01
09/01/2017	000200	Irma Jean Brownley	465.00		214,039.01
09/01/2017	000200	Rebecca Carmien	339.00		213,700.01
09/01/2017	000200	Carson Square	6,097.00		207,603.01
09/01/2017	000200	Central Lake Townhouses	421.00		207,182.01
09/01/2017	000200	Cherrywood Village Farms, Inc.	4,526.00		202,656.01
09/01/2017	000200	Douglas A. Chichester	628.00		202,028.01
09/01/2017	000200	Cycle-Paths LLC.	509.00		201,519.01
09/01/2017	000200	Jack V. Dean	422.00		201,097.01
09/01/2017	000200	Shirley Farrell	833.00		200,264.01
09/01/2017	000200	Five P Enterprises, LLC	485.00		199,779.01
09/01/2017	000200	Rent Leelanau, LLC	756.00		199,023.01
09/01/2017	000200	Lisa Forbes	527.00		198,496.01
09/01/2017	000200	Dale E. French	102.00		198,394.01
09/01/2017	000200	French Quarter Apts.	110.00		198,284.01
09/01/2017	000200	Michael Glowacki	652.00		197,632.01
09/01/2017	000200	David Grzesiek	394.00		197,238.01
09/01/2017	000200	Habitat for Humanity	94.00		197,144.01
09/01/2017	000200	Harbour Ridge Apts	1,364.00		195,780.01
09/01/2017	000200	Heartwood Enterprises	775.00		195,005.01
09/01/2017	000200	Hillview Terrace	1,522.00		193,483.01
09/01/2017	000200	Josh Hollister	411.00		193,072.01
09/01/2017	000200	HomeStretch	3,267.00		189,805.01
09/01/2017	000200	Caroline Hupp	199.00		189,606.01
09/01/2017	000200	Joseph and Marion Fasel	700.00		188,906.01
09/01/2017	000200	Donna Kalchik	323.00		188,583.01
09/01/2017	000200	Jim Kidder	353.00		188,230.01
09/01/2017	000200	Bruce W. Korson	365.00		187,865.01
09/01/2017	000200	Lake Pointe Acquisitions LLC.	115.00		187,750.01

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2017	000200	Sidney Lammers	372.00		187,378.01
09/01/2017	000200	John J. Lewis	762.00		186,616.01
09/01/2017	000200	Don E. Lint	459.00		186,157.01
09/01/2017	000200	Juan Maldonado	314.00		185,843.01
09/01/2017	000200	Meadowrun-Mancelona Rd 207 LHDA	471.00		185,372.01
09/01/2017	000200	Robert J. Mork	379.00		184,993.01
09/01/2017	000200	Oak Park Apts	1,684.00		183,309.01
09/01/2017	000200	Oak Terrace Apts	564.00		182,745.01
09/01/2017	000200	Gerald Oliver Revocable Trust	729.00		182,016.01
09/01/2017	000200	Daniel G. Pohlman	1,615.00		180,401.01
09/01/2017	000200	Douglas L. Porter	390.00		180,011.01
09/01/2017	000200	Punta Gorda Housing Authority	1,000.38		179,010.63
09/01/2017	000200	Timothy Rice	493.00		178,517.63
09/01/2017	000200	Singkhan Sina Riddell	389.00		178,128.63
09/01/2017	000200	John Sarya	600.00		177,528.63
09/01/2017	000200	Eldon Schaub	401.00		177,127.63
09/01/2017	000200	Mike & Melissa Schlachtel	644.00		176,483.63
09/01/2017	000200	Gerald Sieggreen	693.00		175,790.63
09/01/2017	000200	SILVER SHORES MHC	321.00		175,469.63
09/01/2017	000200	Douglas & Julia Slack	342.00		175,127.63
09/01/2017	000200	22955 Investments LLC	3,825.00		171,302.63
09/01/2017	000200	Carl Sumner	535.00		170,767.63
09/01/2017	000200	Traverse City Property Management	439.00		170,328.63
09/01/2017	000200	TCR Investments, LLC	568.00		169,760.63
09/01/2017	000200	Wendy Teagan	449.00		169,311.63
09/01/2017	000200	TEAMCO PROPERTIES	653.00		168,658.63
09/01/2017	000200	TOS Holdings, LLC	766.00		167,892.63
09/01/2017	000200	Tradewinds Terrace Apts	252.00		167,640.63
09/01/2017	000200	Village Glen Apartments	7,207.00		160,433.63
09/01/2017	000200	Village View Housing LHDA LP	867.00		159,566.63
09/01/2017	000200	Village Woods	704.00		158,862.63
09/01/2017	000200	Woda Boardman Lake LDHA.LP	2,847.00		156,015.63
09/01/2017	000200	Woodland Shores Properties, LLC	988.00		155,027.63
09/01/2017	000200	Woodmere Ridge Apartments LDHA	4,978.00		150,049.63
09/01/2017	000200	Theodore V. Zachman	774.00		149,275.63
09/01/2017	000200	Ann Zenner	549.00		148,726.63
09/01/2017	000200	Barb Zupin	1,032.00		147,694.63
09/06/2017	DEP			100.00	147,794.63
09/07/2017	DEP			700.00	148,494.63
09/08/2017	023012	Chase Bank	1,275.00		147,219.63

Traverse City Housing Commission  
**Check Register Summary Report**  
PNC - Section 8  
From: 09/01/2017 To: 09/26/2017

Date	Ref Num	Payee	Payment	Deposit	Balance
09/08/2017	023013	Chase Bank	1,810.00		145,409.63
09/15/2017	DEP			680.00	146,089.63
09/18/2017	023011	**VOID** DTE ENERGY	( 426.70)		146,516.33
09/18/2017	023014	DTE ENERGY	280.10		146,236.23
09/21/2017	023015	Traverse City Housing Commission	7,432.35		138,803.88
09/21/2017	023016	Blarney Castle Oil Co.	62.30		138,741.58
09/21/2017	023017	Cherryland Electric Cooperative	226.70		138,514.88
09/21/2017	023018	City Of Traverse City	302.30		138,212.58
09/21/2017	023019	DTE ENERGY	381.70		137,830.88
09/25/2017	DEP			150.00	137,980.88
Total:			93,686.63	93,253.00	



**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 2 Months Ended August 31, 2017**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2017</u>	<u>August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Income</b>				
<b>Rental Income</b>				
3110 - Dwelling Rental	\$ 30,886.00	\$ 61,347.00	\$ 435,000	\$ 373,653.00
3110.2 - Dwelling Rental-Proj. 2	4,678.00	9,786.00	0	(9,786.00)
3120 - Excess Utilities	111.00	259.89	0	(259.89)
3190 - Nondwelling Rental	7,605.05	14,960.10	71,900	56,939.90
<b>Total Rental Income</b>	<u>\$ 43,280.05</u>	<u>\$ 86,352.99</u>	<u>\$ 506,900</u>	<u>\$ 420,547.01</u>
<b>Revenues - HUD PHA GRANTS</b>				
3401.2 - Operating Subsidy	<u>\$ 19,636.00</u>	<u>\$ 38,550.00</u>	<u>\$ 250,000</u>	<u>\$ 211,450.00</u>
<b>Total HUD PHA GRANTS</b>	<u>\$ 19,636.00</u>	<u>\$ 38,550.00</u>	<u>\$ 250,000</u>	<u>\$ 211,450.00</u>
<b>Nonrental Income</b>				
3610 - Interest Income-Gen. Fund	\$ 129.00	\$ 297.81	\$ 2,500	\$ 2,202.19
3690 - Tenant Income	102.00	121.00	6,000	5,879.00
3690.1 - Non-Tenant Income	1,010.08	2,432.58	15,400	12,967.42
3690.2 - Tenant Income-Cable	2,414.00	4,799.00	29,200	24,401.00
<b>Total Nonrental Income</b>	<u>\$ 3,655.08</u>	<u>\$ 7,650.39</u>	<u>\$ 53,100</u>	<u>\$ 45,449.61</u>
<b>Total Operating Income</b>	<u>\$ 66,571.13</u>	<u>\$ 132,553.38</u>	<u>\$ 810,000</u>	<u>\$ 677,446.62</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 14,495.79	\$ 24,159.64	\$ 136,780	\$ 112,620.36
4120 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)
4130 - Legal Expense	410.90	1,283.45	17,000	15,716.55
4140 - Staff Training	764.00	509.00	6,300	5,791.00
4150 - Travel Expense	338.70	1,276.09	4,200	2,923.91
4170 - Accounting Fees	450.16	1,620.48	7,000	5,379.52
4171 - Auditing	0.00	0.00	4,000	4,000.00
4182 - Employee Benefits - Admin	2,807.80	8,488.04	50,430	41,941.96
4185 - Telephone	470.04	1,217.84	7,500	6,282.16
4190.1 - Publications	0.00	0.00	800	800.00
4190.2 - Membership Dues and Fees	0.00	315.47	1,000	684.53
4190.3 - Admin. Service Contracts	185.46	897.04	23,800	22,902.96
4190.4 - Office Supplies	15.65	89.75	4,200	4,110.25
4190.5 - Other Sundry Expense	264.19	1,255.70	13,640	12,384.30
4190.6 - Advertising	0.00	0.00	1,500	1,500.00
<b>Total Administration</b>	<u>\$ 20,202.69</u>	<u>\$ 41,112.50</u>	<u>\$ 277,150</u>	<u>\$ 236,037.50</u>
<b>Tenant Services</b>				
4220 - Rec., Pub., & Other Services	\$ 390.76	\$ 669.00	\$ 8,575	\$ 7,906.00
4230 - Cable TV-Tenants	3,164.00	6,328.00	37,460	31,132.00
<b>Total Tenant Services</b>	<u>\$ 3,554.76</u>	<u>\$ 6,997.00</u>	<u>\$ 46,035</u>	<u>\$ 39,038.00</u>

**Traverse City Housing Commission**  
**Low Rent Public Housing**  
**Income & Expense Statement**  
**For the 1 Month and 2 Months Ended August 31, 2017**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2017</u>	<u>August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Utilities</b>				
4310 - Water	\$ 533.00	\$ 2,178.20	\$ 16,500	\$ 14,321.80
4320 - Electricity	284.83	7,704.63	150,000	142,295.37
4330 - Gas	72.13	200.38	15,500	15,299.62
<b>Total Utilities</b>	<u>\$ 889.96</u>	<u>\$ 10,083.21</u>	<u>\$ 182,000</u>	<u>\$ 171,916.79</u>
<b>Ordinary Maint. &amp; Operations</b>				
4410 - Labor, Maintenance	\$ 11,631.09	\$ 19,778.13	\$ 97,540	\$ 77,761.87
4420 - Materials	2,012.28	6,312.13	25,000	18,687.87
4430.02 - Heating & Cooling Contracts	630.00	1,786.26	6,000	4,213.74
4430.03 - Snow Removal Contracts	0.00	0.00	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	7,114.50	7,114.50	9,600	2,485.50
4430.05 - Landscape & Grounds Contracts	6,112.91	7,523.96	10,000	2,476.04
4430.06 - Unit Turnaround Contracts	2,940.00	5,018.00	18,000	12,982.00
4430.07 - Electrical Contracts	(143.96)	(143.96)	1,000	1,143.96
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.09 - Extermination Contracts	120.00	610.00	3,000	2,390.00
4430.10 - Janitorial Contracts	0.00	0.00	2,200	2,200.00
4430.11 - Routine Maintenance Contracts	1,265.80	4,370.80	10,000	5,629.20
4430.12 - Misc. Contracts	8,705.81	15,601.64	10,000	(5,601.64)
4431 - Garbage Removal	481.39	1,096.23	10,500	9,403.77
4433 - Employee Benefits - Maint.	2,421.05	7,246.15	35,620	28,373.85
<b>Total Ordinary Maint. &amp; Oper</b>	<u>\$ 43,290.87</u>	<u>\$ 76,313.84</u>	<u>\$ 243,460</u>	<u>\$ 167,146.16</u>
<b>General Expense</b>				
4510 - Insurance	\$ 2,431.26	\$ 4,871.98	\$ 30,600	\$ 25,728.02
4520 - Payment in Lieu of Taxes	1,780.00	3,696.67	23,000	19,303.33
4570 - Collection Losses	0.97	0.97	5,000	4,999.03
4586 - Interest Expense-CFFP	0.00	0.00	32,000	32,000.00
<b>Total General Expense</b>	<u>\$ 4,212.23</u>	<u>\$ 8,569.62</u>	<u>\$ 90,600</u>	<u>\$ 82,030.38</u>
<b>Total Routine Expense</b>	<u>\$ 72,150.51</u>	<u>\$ 143,076.17</u>	<u>\$ 839,245</u>	<u>\$ 696,168.83</u>
<b>Non-Routine Expense</b>				
<b>Extraordinary Maintenance</b>				
4610.3 - Contract Costs	\$ 0.00	\$ 0.00	\$ 10,000	\$ 10,000.00
<b>Total Extraordinary Maintenance</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 10,000</u>	<u>\$ 10,000.00</u>
<b>Casualty Losses-Not Cap.</b>				
<b>Total Casualty Losses</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>
<b>Total Non-Routine Expense</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 10,000</u>	<u>\$ 10,000.00</u>
<b>Total Operating Expenses</b>	<u>\$ 72,150.51</u>	<u>\$ 143,076.17</u>	<u>\$ 849,245</u>	<u>\$ 706,168.83</u>
<b>Operating Income (Loss)</b>	<u>\$ (5,579.38)</u>	<u>\$ (10,522.79)</u>	<u>\$ (39,245)</u>	<u>\$ (28,722.21)</u>
<b>Depreciation Expense</b>				
4800 - Depreciation - Current Year	\$ 21,695.94	\$ 41,605.28	\$ 0	\$ (41,605.28)
<b>Total Depreciation Expense</b>	<u>\$ 21,695.94</u>	<u>\$ 41,605.28</u>	<u>\$ 0</u>	<u>\$ (41,605.28)</u>

**Traverse City Housing Commission  
Low Rent Public Housing  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2017**

	1 Month Ended		2 Months Ended			
	<u>August 31, 2017</u>		<u>August 31, 2017</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Surplus Credits &amp; Charges</b>						
<b>Total Surplus Credits &amp; Charges</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>						
7540 - Betterments and Additions	\$	27,683.00	\$	36,337.00	\$ 25,000	\$ (11,337.00)
7590 - Operating Expenditures-Contra		<u>(27,683.00)</u>		<u>(36,337.00)</u>	<u>(25,000)</u>	<u>11,337.00</u>
<b>Total Capital Expenditures</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
<b>Other Financial Items</b>						
<b>Total Other Financial Items</b>	\$	0.00	\$	0.00	\$ 0	\$ 0.00
 <b>HUD Net Income (Loss)</b>	 \$	 <u>(33,262.38)</u>	 \$	 <u>(46,859.79)</u>	 \$ <u>(64,245)</u>	 \$ <u>(17,385.21)</u>
<b>GAAP Net Income (Loss)</b>	\$	<u>(27,275.32)</u>	\$	<u>(52,128.07)</u>	\$ <u>(39,245)</u>	\$ <u>12,883.07</u>

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2017**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2017</u>	<u>August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
3390 - Fraud Recovery Income	\$ 50.00	\$ 100.00	\$ 0	\$ (100.00)
3603 - Number of Unit Months	(159.00)	(317.00)	0	317.00
3604 - Unit Months - Contra	<u>159.00</u>	<u>317.00</u>	<u>0</u>	<u>(317.00)</u>
<b>Total Operating Reserve Income</b>	\$ 50.00	\$ 100.00	\$ 0	\$ (100.00)
<b>Revenues - HUD PHA GRANTS</b>				
3410 - HAP Funding	\$ 84,601.00	\$ 134,221.00	\$ 0	\$ (134,221.00)
3411 - Admin Fee Funding	<u>7,022.00</u>	<u>14,045.00</u>	<u>0</u>	<u>(14,045.00)</u>
<b>Total HUD PHA GRANTS</b>	\$ 91,623.00	\$ 148,266.00	\$ 0	\$ (148,266.00)
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<u>\$ 91,673.00</u>	<u>\$ 148,366.00</u>	<u>\$ 0</u>	<u>\$ (148,366.00)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 4,624.77	\$ 7,707.29	\$ 44,170	\$ 36,462.71
4130 - Legal Expense	176.10	550.05	0	(550.05)
4140 - Staff Training	201.00	751.00	2,250	1,499.00
4150 - Travel Expense	78.84	321.44	3,000	2,678.56
4170 - Accounting Fees	649.25	1,947.75	8,130	6,182.25
4171 - Auditing	0.00	0.00	2,400	2,400.00
4182 - Employee Benefits - Admin	919.33	2,711.28	0	(2,711.28)
4185 - Telephone	96.79	229.21	1,400	1,170.79
4190.1 - Publications	0.00	0.00	800	800.00
4190.2 - Membership Dues and Fees	0.00	315.47	450	134.53
4190.3 - Admin. Service Contracts	59.59	364.55	3,160	2,795.45
4190.4 - Office Supplies	6.71	38.47	1,935	1,896.53
4190.5 - Other Sundry Expense	<u>88.30</u>	<u>3,498.03</u>	<u>5,250</u>	<u>1,751.97</u>
<b>Total Administration</b>	\$ 6,900.68	\$ 18,434.54	\$ 72,945	\$ 54,510.46
<b>General Expense</b>				
4590 - Other General Expense	\$ 34.38	\$ 34.38	\$ 0	\$ (34.38)
<b>Total General Expense</b>	\$ 34.38	\$ 34.38	\$ 0	\$ (34.38)
<b>Total Routine Expense</b>	\$ 6,935.06	\$ 18,468.92	\$ 72,945	\$ 54,476.08

**Traverse City Housing Commission  
Housing Choice Voucher Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2017**

	<u>1 Month Ended August 31, 2017</u>	<u>2 Months Ended August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
4715.1 - HAP - Occupied Units	\$ 75,518.92	\$ 152,562.92	\$ 0	\$ (152,562.92)
4715.3 - HAP - Non-Elderly Disabled	2,596.00	5,192.00	0	(5,192.00)
4715.4 - HAP - Utility Allowances	817.00	1,658.00	0	(1,658.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(100.00)	0	100.00
4715.6 - HAP - Homeownership	1,065.00	2,130.00	0	(2,130.00)
4715.8 - HAP - Portable Paying Out	966.00	966.00	0	(966.00)
4719 - HAP - FSS Escrow	0.00	1,403.00	0	(1,403.00)
<b>Total HAP Payments</b>	<b>\$ 80,912.92</b>	<b>\$ 163,811.92</b>	<b>\$ 0</b>	<b>\$ (163,811.92)</b>
<b>Depreciation Expense</b>				
<b>Total Depreciation Expense</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Total Operating Expense</b>	<b>\$ 87,847.98</b>	<b>\$ 182,280.84</b>	<b>\$ 72,945</b>	<b>\$ (109,335.84)</b>
<b>Surplus Credits &amp; Charges</b>				
<b>Total Surplus Credits &amp; Charges</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>Capital Expenditures</b>				
<b>Total Capital Expenditures</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0</b>	<b>\$ 0.00</b>
<b>GAAP Net Income (Loss)</b>	<b>\$ 3,825.02</b>	<b>\$ (33,914.84)</b>	<b>\$ (72,945)</b>	<b>\$ (39,030.16)</b>
<b>Memo:</b>				
<b>Admin Operating Income/(Loss)</b>	<b>\$ 86.94</b>	<b>\$ (4,423.92)</b>	<b>\$ (72,945)</b>	<b>\$ (68,521.08)</b>

**Analysis of Funding**

**A.C. Received: August 31, 2017**

3410 - HAP Funding

**2 Months Ended  
August 31, 2017**

\$ 134,221.00

**A.C. Earned**

4715.1 - HAP - Occupied Units	152,562.92
4715.3 - HAP - Non-Elderly Disabled	5,192.00
4715.4 - HAP - Utility Allowances	1,658.00
4715.5 - HAP - Fraud Recovery	(100.00)
4715.6 - HAP - Homeownership	2,130.00
4715.8 - HAP - Portable Paying Out	966.00
4719 - HAP - FSS Escrow	1,403.00

**Total Funding Required**

\$ 163,811.92

**Over/(Under) Funding**

**\$ (29,590.92)**

**NRA as of: August 31, 2017**

\$ (2,347.18)

**UNA as of: August 31, 2017**

\$ 134,944.82

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2017**

	1 Month Ended	2 Months Ended		
	<u>August 31, 2017</u>	<u>August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Operating Reserve Income</b>				
<b>Total Operating Reserve Income</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Revenues - HUD PHA GRANTS</b>				
3412 - FSS Grant Revenue	\$ 5,580.00	\$ 11,160.00	\$ 0	\$ (11,160.00)
<b>Total HUD PHA GRANTS</b>	\$ 5,580.00	\$ 11,160.00	\$ 0	\$ (11,160.00)
<b>Income Offset HUD A.C.</b>				
<b>Total Income Offset</b>	0.00	0.00	0.00	0.00
<b>Total Operating Income</b>	<u>\$ 5,580.00</u>	<u>\$ 11,160.00</u>	<u>\$ 0</u>	<u>\$ (11,160.00)</u>
<b>Operating Expenses</b>				
<b>Routine Expense</b>				
<b>Administration</b>				
4110 - Administrative Salaries	\$ 5,035.97	\$ 8,394.45	\$ 60,660	\$ 52,265.55
4182 - Employee Benefits - Admin	1,134.50	3,434.14	0	(3,434.14)
4190.1 - Publications	0.00	433.00	0	(433.00)
<b>Total Administration</b>	<u>\$ 6,170.47</u>	<u>\$ 12,261.59</u>	<u>\$ 60,660</u>	<u>\$ 48,398.41</u>
<b>General Expense</b>				
<b>Total General Expense</b>	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Routine Expense</b>	\$ 6,170.47	\$ 12,261.59	\$ 60,660	\$ 48,398.41

**Traverse City Housing Commission  
Voucher FSS Program  
Income & Expense Statement  
For the 1 Month and 2 Months Ended August 31, 2017**

	<u>1 Month Ended August 31, 2017</u>	<u>2 Months Ended August 31, 2017</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
<b>Housing Assistance Payments</b>				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Depreciation Expense</b>				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Total Operating Expense</b>	\$ 6,170.47	\$ 12,261.59	\$ 60,660	\$ 48,398.41
<b>Surplus Credits &amp; Charges</b>				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>Capital Expenditures</b>				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
<b>GAAP Net Income (Loss)</b>	<u>\$ (590.47)</u>	<u>\$ (1,101.59)</u>	<u>\$ (60,660)</u>	<u>\$ (59,558.41)</u>



**Traverse City Housing Commission**  
*A Public Housing Authority*

## **COMMITTEE REPORTS**

Executive Committee Meeting: September 20, 2017

Governance Committee Meeting: September 19, 2017



**DRAFT Meeting Minutes of the Traverse City Housing Commission  
Executive & Governance Committee  
September 20, 2017 – September 22, 2017**

A regular meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Andy Smits at 11:37 A.M. on September 20, 2017.

**ROLL CALL**

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

**CORRESPONDENCE**

A letter from the Riverview Terrace resident Norma Loper was discussed. She was requesting a seat on the Governance Committee. After a lengthy discussion, staff was instructed to create a memorandum for all commissioners reviewing committee composition. A second letter from PHADA was also discussed. The letter refers to a recent settlement of a lawsuit against HUD and was seeking defendants for a second class of defendants on the same issue. After reviewing TCHC's previous position on this matter, it was decided that TCHC would not participate in the lawsuit but discuss other options with our attorney.

**AGENDA**

The following Agenda items were discussed:

- A. The Consolidated Financial Report was distributed and discussed.
- B. The Policy Review Schedule was distributed and discussed.

**RECESS**

This discussion was deferred due to scheduling conflicts and then continued at another meeting on Friday, September, 2017 at 7:45 A.M.

- C. It was decided that staff would craft a brief statement about the settlement of the Townsend v. TCHC lawsuit for the committee and our lawyers to review. The statement will be our only public response, should we be asked, to the proceedings.
- D. The Governance Committee's work on the Smoke-Free Properties policy was briefly reviewed.
- E. Agenda items for the TCHC Regular Meeting was discussed.

**ADJOURNMENT**

President Smits adjourned the meeting at 8:40 A.M. on September 22, 2017

Respectfully submitted,

---

Andy Smits, President &  
Tony Lentych, Executive Director

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

The Regular Meeting of the Traverse City Housing Commission Executive & Governance Committee was called to order by Chairperson Serratelli at the TCHC Office, 150 Pine Street, Traverse City at 10:09 A.M.

**I      ROLL CALL**

The following Commissioners were present: Kay Serratelli.

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

Residents: Ellen Corcoran.

**II      APPROVAL OF AGENDA**

The agenda was amended to add Item A. to Updates, N. Loper request to be on the Governance Committee. The agenda was approved by consent of the committee members present.

**III     UPDATES**

A. Ms. Loper's request to be appointed to the Governance Committee has been received and forwarded to the Executive Committee.

B. The Policy Review Schedule was presented and discussed.

**IV      OLD BUSINESS**

A. There is no update regarding the "Shared Drive" request from the City.

B. ED Lentych met with a representative of the adjacent property owner to walk the river and discuss the impacts of the "Riverwalk" request from the City. The DDA is working with Gourdie-Fraser to develop design potentials. Gourdie-Fraser will present design possibilities at a meeting with RVT residents in November.

C. The TCHC Human Resources Policy & Procedures Manual was approved by the TCHC in August. The document is with the attorney for final review and will be presented to employees upon completion of that review.

D. The Safety & Evacuation Plan revision is ongoing. Chief Tuller of the City Fire Department will be meeting with RVT residents on Wednesday, September 20, 2017 at 10:00 AM. A fire drill will be conducted in October.

E. The Harassment/Hostile Environment Policy was approved by the TCHC Board at the August meeting. This policy will be incorporated into the public housing lease. A meeting will be held for the RVT residents on September 28, 2017 to discuss this policy.

F. The Camera Policy will be distributed to the Committee via email and a final draft will be ready for the TCHC Board at the September 29, 2017 meeting.

**V       NEW BUSINESS**

A. A draft of the New Board Member Orientation procedure was presented and discussed. A final draft will be prepared and presented to the Board at the September 29, 2017 meeting for review and approval.

B. The Smoke-Free Properties policy was presented and discussed. The policy will be presented to the TCHC Board at the September 29, 2017 meeting. TCHC Staff continues to work with grandfathered residents regarding this upcoming policy change.

**VI     ADJOURNMENT**

The meeting was adjourned by Chairperson Serratelli at 11:18 A.M. The next scheduled meeting is Thursday, October 19, 2017 at 10:00 A.M.

Respectfully submitted,

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Michelle Reardon, Recording Secretary



**Traverse City Housing Commission**  
*A Public Housing Authority*

## **STAFF & PROGRAM REPORTS**

Executive Director's Report for September 2017

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

Resident Council Report for September 2017

## EXECUTIVE DIRECTOR'S REPORT: September 29, 2017

This report covers the work accomplished from August 25, 2017 until September 28, 2017. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

### Strategic Goal 1

**Expand affordable housing inventory and range of options.**

#### Current Properties

1. Riverview Terrace: There are no openings at this time. REAC inspections will occur in early October and we are finalizing the last of the "to do" lists in preparation.
2. Orchardview: One (1) unit is open. We have one family ready to move in on October 1<sup>st</sup>.

#### Housing Choice Vouchers

1. We have 157 HCV filled at this time. We have 14 looking for housing at the time. The 120% Payment Exception request has been submitted to HUD.

#### Projects & Potential Projects

1. Phase I of the Orchardview Townhomes Siding and Window Project is complete. All punch list items were completed to the satisfaction of residents and staff!
2. One meeting with our development team to finalize a strategy on 8<sup>th</sup> Street Property. Also met with owner of the property who may be interested in joining our efforts as a development partner.
3. A few phone conversations with realtors representing property owners of the properties we may still be pursuing. Visited one property owner in Leelanau County about property in the south part of the county.
4. Continued conversations and meetings with two area nonprofits about potential collaborations. Participated in a presentation to one funder for a project that was submitted for a potential grant. Also, participated in a presentation to the Board of Directors of the nonprofit that owned the property.
5. Conference call with executive staff of Samaritas and their development team about potential plans in Northern Michigan and the possibilities for filling the funding "gaps" in the pro-forma.

6. Continued discussions with Alliance Architects on next projects and engineering services including close out of Phase I of Orchardview project and general information on HUD environmental review rules.
7. Conversations with for-profit developer about potential collaboration on two projects. Additional meeting with new UCC Pastor about potential development on their property in Leelanau County.
8. Meeting with Andy Smits on environmental concerns on Orchardview Phase II project – Included teleconference with Michigan Tech faculty member.

<b>Strategic Goal 2</b>	<b>Create opportunities for residents to improve quality of life and achieve individual successes.</b>
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1. Meeting with Fire Chief Tuller on several issues including safety planning. He also met with residents in the building at a later date.
2. Held several meetings with Riverview Terrace Residents regarding general issues in our community. Spent considerable time on one tenant issue – includes late night work with city police.
3. Several meetings with the leadership of the Riverview Terrace Resident Council about building-wide issues.
4. Attended Riverview Terrace Resident Council Meeting to discuss the new Smoke-Free Properties planning efforts.

<b>Strategic Goal 3</b>	<b>Foster an environment of innovation and excellence.</b>
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#### Strategic Planning

1. Continue to work on updates to the Strategic Plan – should have an update at the October meeting.

#### Financial

1. Reviewed and prepared the fiscal year-end financial report. Reviewed and prepared the monthly financial report. We were aggressive in spending some of our excess cash on building improvements. Preparing for the REAC Inspection was also a cost center for us. We should have smaller outlays of cash per month going forward.

### **Staff Management**

1. Submitted final draft of Employee Handbook to attorneys.
2. Registered for training program in Lincoln, Nebraska and coordinated all travel plans.
3. Registered staff (and board) for Affordable Housing Summit.

### **Office IT**

1. No update.

### **TCHC**

1. Attended one TCHC regular meeting (August) and prepared for another (September).
2. Coordinated two Executive Committee meetings. Prepared for a Governance Committee meetings.
3. Meetings/conversations/phone calls with Commissioners Smits, Haas, and Serratelli discussing multiple issues.
4. Participated in a property inspection on behalf of our insurance company, Tokio Marine. Awaiting final report but only 4 minor findings were mentioned during exit interview.

<b>Strategic Goal 4</b>	<b>Increase community engagement and understanding of our work.</b>
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1. Housing Solution Network: Chaired a meeting of the Housing Solutions Network where the Rural Housing Partnership was discussed.
2. Community Economic Development Association of Michigan (CEDAM): Worked on draft language to describe a new award that will be given out to "volunteer" board members.
3. Federal Home Loan Bank of Indianapolis: Attended a dinner and then a joint meeting between Affordable Housing Advisory Committee and the FHLBI Board of Directors in Indianapolis, Indiana. Participated in a several conference calls on changes to their Affordable Housing Plan.
4. Media: Nothing to report.
5. Attended two meetings with Rotary Charities staff and Board as they review the potential for investing the Rural Housing Partnership. Meeting included top management and their consultant tapped to review this "network mapping" related to this investment.
6. Attended a meeting of the Leelanau County's Affordable Housing Committee.

<b>Miscellaneous</b>	<b>Other information / On-going Issues – plus personal items.</b>
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1. One meeting plus several calls and emails with TCHC attorney, Ward Kuhn on a variety of issues. Several calls and emails with attorney Dan White in preparation for the scheduled facilitation. Attended the nearly day-long facilitation meeting.
2. "SHARED DRIVE" / "RIVERWALK": There was no movement on the Shared Drive issue. Walked the property with neighboring property owner Joe Sarafa to discuss this issue. Met with Mike Wills and discussed the issue with a condo owner of the Uptown Development. Additionally, met with DDA Director Rob Bacigalupi and representatives of Gordy-Fraser Engineering, who have the contract to design the Riverwalk. Many reservations were shared with them. It was agreed that their team will visit Riverview Terrace in November to discuss these issues and present some of their design ideas which should be ready by then.
3. "ENGINEERING SERVICES": No movement on this issue.
4. Holiday/Vacation/Personal Time (Five Vacation Days plus Labor Day Holiday).



# **FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT**

**September 29, 2017**

## **Current SEMAP Status**

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
23	22	96%	14	64%

## **Program Manager Update**

I have met with most of the FSS clients and continue to schedule appointments to update their goal plans. A briefing was held in early September for new voucher clients and I was able to talk with one potential FSS participant and will be following up in October. A Program Coordinating Committee (PCC) meeting was held on August 29, 2017. Updates were provided for each participant. There was a discussion on the lack of a formal policy regarding the disbursement of funds to participants during the six month grace period after a voucher is relinquished. It was the consensus of the committee that a formal policy is not required and that the program can continue making the decisions on a case-by-case basis. The next two quarterly PCC meetings were tentatively scheduled.

## **Status of Participants**

A new contract was signed in August and a graduate that is preparing for homeownership has requested her escrow balance. Current participants are showing progress and continuously working to meet their goals.

## **FSS Grant**

Our response to the Notice for Funding Opportunity has been submitted. The application was due on September 15, 2017. We expect to receive notification about our program's renewal later this year.



## AGENDA

### RIVERVIEW TERRACE RESIDENT COUNCIL

FRIDAY 15, 2017, COMMUNITY ROOM 1:00 PM

WELCOME AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUEST, Executive Director Tony Lentych, subject:  
SMOKING POLICY

BUSINESS MEETING:

SECRETARY REPORT AND MOTION TO ACCEPT

INCLUDES (3) March, June and August

TREASURER REPORT

SOCIAL DIRECTOR REPORT

COUNCIL ELECTION: PRESIDENT

The role of the council, Why elections are important, Federal Requirements, By-Laws of the Residential Council and requirements of the offices on the Council

NOMINATION MEETING: Noninations for each office will be taken from the floor. If you wish to be nominated for one or more of the positions, and can't make this meeting, please have someone at the meeting to make the nomination, nominations for you. Your written acceptance must be in before October 31, 2017 in order to prepare the PRIMARY BALLOTS. Drop off at the 2<sup>nd</sup> floor office.

Page 2

RESIDENT COMMENTS AND QUESTIONS

COUNCIL MEMBER COMMENTS

• ANNOUNCEMENTS

NEXT MEETING AND FLOOR NOMINATIONS   FRIDAY OCTOBER 20, 2017  
COMMUNITY ROOM 1:00 pm

MOTION TO ADJORN

REFRESHMENTS AND VISITING

Welcome & Call to order by Priscilla Townsend, President

Pledge of Allegiance

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

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

Treasurer's report is included in agenda package.

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

Standing Committee Reports:

Welcome Committee: Chairman Priscilla Townsend – 2 new residents

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

Birthday Committee: Chairman, Patty Szabo

Food Committee: no report from Jane Bishoff

Activity Committee: no report from Jacob Warren

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

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

Old Business: none

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

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

Motion to Adjourn: by Norma Loper, 2<sup>nd</sup> by Marie

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

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

**Welcome and Call to Order**

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

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

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

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

**Officer reports:**

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

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

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

**Ad Hoc & Standing Committees/Comments:**

No update on construction per Ellen Corcoran.

Card will be sent to Dan Binder at Birchwood.

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

Motion to adjourn by Samir Moubarak, 2<sup>nd</sup> by Norma Loper.

Submitted by Lois DeHart, Secretary

Riverview Terrace Resident Council  
Minutes of Meeting – August 18, 2017

Notes: There was no meeting in July. A quorum was not present today, so this was discussion only with no voting taking place.

Welcome and Call to Order  
Pledge of Allegiance

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

**Officer reports:**

Treasurer's Report: given by Priscilla Townsend regarding year end reports and budget for upcoming 2017-2018 year plus monthly report. Information included in agenda packet.

Social Coordinator: Patty reported regarding the July turkey dinner and upcoming Labor Day picnic. Janine will be helping Patty with calls to receive resources for food, furnishings and other services available to our residents.

Secretary: Previous minutes from June 16 meeting were presented in the agenda packet.

**Ad Hoc & Standing Committees/Comments:**

Ellen Corcoran stated that the DDA wants to put a boardwalk in front of our complex with funding via Traverse City Commission. Discussion indicated that residents are not in favor of this.

Old Business: Bylaws are completed and copies are available in Resident Council office.

New Business: TCHC meeting at Government Center August 25, 2017 at 8:00 AM.

Comments/Discussion: The Riverview Terrace governance meeting yesterday was not open to the residents, which is illegal. HUD and attorneys will be contacted regarding this infraction.

Motion to adjourn by Norma Loper, 2<sup>nd</sup> by Deb Scheer.

Next RTRC meeting: September 15, 2017 at 1:00 PM in the Community Room.

Submitted by Lois DeHart, Secretary

# Riverview Terrace Resident Council FY 2017-2018

	July**	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ -	\$ -	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 110.57	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	\$ -	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43	\$ 1,614.43
Unrestricted Balance Forward	\$ 142.39	\$ 80.85	\$ 70.93	\$ 70.93	\$ 70.93	\$ 70.93	\$ 70.93
Income	\$ -	\$ 105.26	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 61.54	\$ 115.18	\$ -	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB TOTAL</b>	\$ 80.85	\$ 70.93	\$ 70.93	\$ 70.93	\$ 70.93	\$ 70.93	\$ 70.93
<b>EOM TOTAL*</b>	\$ 80.85	\$ 1,685.36	\$ 1,685.36	\$ 1,685.36	\$ 1,685.36	\$ 1,685.36	\$ 1,685.36

\* Equals Bank Statement

Total Savings = \$ 5.00

Petty Cash = \$ 100.00

Laundry Fund = \$ 50.00

GRAND TOTAL = \$ 1,840.36

\*\*The RTRC Office was closed in July

66921 1 AV 0-373

114127-66921-241

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

We're growing again in Southwest Florida  
LMCU has signed an agreement to purchase  
Encore Bank of Naples and expects  
finalization of regulatory requirements  
by early 2018. This acquisition includes  
Encore Bank's six branch locations in  
and around the Naples area. Look for new  
LMCU locations coming in October:  
Saginaw & White Lake, MI & Florida Gulf  
Coast University in Fort Myers, FL!

## Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$80.85	\$1,685.36
		Total	\$1,690.36

## Share Account ID 00

## MEMBER SAVINGS

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

## FREE CHECKING

Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
		Beginning Balance			\$1,830.26
		Ending Balance			\$225.75
Aug 01	Aug 08	CASH			\$80.85
Aug 08	Aug 08	Draft 001144 Tracer 0000000000		\$105.26 ✓	\$186.11
Aug 10	Aug 10	Deposit by Check			\$88.56
Aug 11	Aug 11	Withdrawal Bill Payment #722324100685	(\$97.55) ✓		\$1,813.56
		HP *INSTANT INK 855-785-2777 CA	(\$10.59) ✓	\$1,725.00 ✓	\$1,802.97
Aug 16	Aug 16	Withdrawal POS #722859497204	(\$17.63) ✓		\$1,785.34
		WAL Wal-Mart Super 550830 2338 WAL-SAMS			
		TRAVERSE CITY MI			
Aug 21	Aug 21	Draft 001145 Tracer 000012738	(\$79.98) ✓		\$1,705.36
Aug 25	Aug 25	Draft 001143 Tracer 000020499	(\$20.00) ✓		\$1,685.36
Aug 31		Ending Balance			\$1,685.36 ✓

## Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount
□ 1143	Aug 25	\$20.00	□ 1144	Aug 08	\$97.55
		Total Checks Cleared	3		\$197.53

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

## Dividend Summary

Account  
MEMBER SAVINGS 00  
FREE CHECKING 01  
Total

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

Your current account relationship is Basic

655 Ex 17753  
1058  
18812

RestRICT.  
1725-  
1659  
3763  
400 RestRICT  
10526  
17.63  
8463  
104.63



**III.  
WHY  
ELECTIONS  
ARE  
IMPORTANT**

- Elections are part of the democratic process;
- Elections enable you, as tenants, to actively participate in choosing who will represent your concerns;
- Elections avoid arbitrary decisions by self-designated leaders who try to speak on behalf of the resident body;
- Elections help to build new leadership within your community and strengthen already existing leadership;
- Elections help to build a stronger community by giving your community common goals, a history of overcoming obstacles and adversity, and a tradition of tenant independence;
- Elections express your desire to be full members of the community, working as agents for change and improvement, and rejecting the passive role of being housing "consumers" to be managed by others;
- Elections make a statement about you, the tenants, as members of the wider community who are acting as responsible fellow citizens;
- Elections are the first step in a more deliberate and planned presence by tenants in their dealings with management and the wider community; and
- Elections can lead to more powerful forms of tenant influence and control, as described above.

## II. THE ROLE OF THE COUNCIL

Some of the roles of your tenant council are:

- To represent the interests of **all** the tenants;
- To have a tenant organization that is **independent of** management;
- To provide a mechanism through which grievances to management, etc. can be addressed;
- To provide a means through which tenant suggestions for quality of life issues in the development can be received and worked on;
- To provide a means by which tenant concerns can be prioritized and addressed;
- To have a legitimate body speaking for, and backing tenant concerns;
- To represent tenants to media, other tenant councils, and other outside groups;
- To educate and inform tenants of the nature of grievances and other issues that the tenant council will undertake and keep tenants up-to-date on that process;
- To provide a legal entity representing tenant interests which can apply for grants to improve the quality of life<sup>1</sup>; and
- To be a **partner** in the overall policy development and direction of operations<sup>2</sup> by a housing authority or to have the right to be recognized as having a voice in residential community affairs by the management.<sup>3</sup>

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(1) This applies to certain subsidized housing developments, but not all.

(2) 24 C.F.R. 964.135

(3) Form C, "Rights and Responsibilities," HUD Office of Multifamily Housing

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

Ed Gramlich  
September 2011

### **Sources**

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

### **Statement of Purpose**

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

[§964.1]

### **HUD Policy**

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

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

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

[§964.11]

### **HUD's Role**

The form and extent of resident participation are local decisions.

HUD will promote tenant participation.

HUD will attempt to provide technical assistance.

[§964.16]

### **Resident Involvement in PHA Operations**

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

[§964.135]

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

[§964.135(b)]

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

[§964.135(c)]

## **Resident Councils and PHA's Role**

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

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

[§964.18(a)]

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

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

[§964.18(b)]

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

### **More on PHA's Role With Resident Councils and PHA Operations**

All PHAs (small and large) must work in partnership with resident councils.

Through education and direct participation, PHAs must involve interested residents and officers of resident councils in all phases of the budget process.

When a resident council requests, the PHA must ensure that the officers of the resident council and other residents are fully trained and involved in developing and implementing various federal programs that affect public housing developments.

Resident council officers must be encouraged to become involved in the resident screening and selection process.

[§964.135]

### **Federal Funding for Resident Participation**

From the operating subsidy provided by HUD, PHA's must distribute \$25 per occupied unit for resident services at each development (called AMPs, "asset management projects").

- \$15 per unit is to fund resident participation activities by resident councils.
- \$10 per unit is to for the PHA to cover costs it has in carrying out its resident participation responsibilities.

If there are both project-specific resident councils and a jurisdiction-wide resident council the distribution of the funds have to be agreed upon by the project-specific councils, the jurisdiction-wide council, and the PHA. They must collaborate on how the funds will be distributed. (Individual resident councils may form a 'jurisdiction-wide resident council that represents all public housing residents in the jurisdiction of a PHA.)

[§964.150]

If a development does not have a resident council, resident councils from other developments must negotiate with the PHA on behalf of all residents.

If there are no resident councils, the Resident Advisory Board (RAB) shall provide resident input in the annual decision making process for resident participation funding and activities.

[PIH Notice 2001-3]

The PHA must provide and spend funding allocated for resident participation no matter how bad the PHA's financial status.

[§964.150(a)(2) and PIH Notice 2001-3]

However, when federal appropriations for operating subsidies are trimmed by Congress, then the \$25 per unit figure will also be trimmed in the same proportion as other parts of operating costs (referred to as the "proration"). For example, if PHAs only get 95% of the operating subsidy they should get according to the HUD formula, then the resident participation portion will also get only 95% of what it should, in this example 95% of \$25 equals \$23.75.

[PIH Notice 2001-3]

### **Eligible Uses of Resident Participation Funds**

Resident participation activities are intended to be in addition to PHA Plan activities and training (see separate handout regarding PHA Plan resident participation features).

Eligible uses of the \$25 per occupied unit funds include, but is not limited to:

- Outreach and consultation with public housing residents in support of active interaction between residents and the PHA.
- Informing residents about issues and operations of the PHA that affect residents and their living environment.
- Surveys and other forms of resident input.
- Annual membership events.
- Site-based community promotions that improve resident participation.
- Training for Resident Commissioners, resident councils, and RABs.
- Resident council organizing and elections.
- Leadership development.
- Household training.
- Communications with residents.
- Orientation and responsibilities for new residents.
- Planning for the PHA Plan, revitalization, property management and maintenance, capital improvements, and safety and security.
- Minimal refreshments directly related to resident meetings related to the above kinds of activities.

[PH Notice 2001-3]

### **"Duly Elected Resident Council"**

A resident council is an organization made up of people living in a public housing development (or combination of developments) that has written procedures and by-laws that call for the election of residents to a governing board by residents living in the development(s) they will represent.

There must be at least five elected resident council board members, chosen democratically at least every three years. To be eligible to vote, a resident must be on the lease and be at least eighteen years old or the head of a household.

[§964.115, 125, and 130]

**SAVE THIS DATE:**

**RIVERVIEW TERRACE**

**RESIDENT MEETING**

**FOR THE NOMINATION OF TENANT COUNCIL OFFICERS**

**Day and date:           FRIDAY 20, 2017 1:00 PM Community  
Room, 3<sup>rd</sup>. Floor Riverview Terrace**

**HELP FORM A TENANT COUNCIL THAT SPEAKS FOR ALL  
RESIDENTS ON HOUSING AND OTHER COMMUNITY  
MATTERS.....**

**ALL ARE ENCOURAGED TO ATTEND**

**FOR MORE INFORMATION CONTACT: RESIDENT OFFICE**

**OR CALL 231 642 5035**

**NOTE; IF YOU ARE UNABLE TO ATTEND BUT WISH TO BE  
NOMINATED, PLEASE HAVE A NEIGHBOR OR FRIEND FROM  
THE BUILDING PUT YOUR NAME UP FOR ONE OR MORE  
OFFICES    You must accept in writing the nomination or  
nominations by OCTOBER 31, 2017 for the entry to be valid.**



**Traverse City Housing Commission**  
*A Public Housing Authority*

## **OLD BUSINESS**

2018 Consolidated Budget: Review

TCHC Policy Review Schedule: Review

TCHC Smoke Free Policy: Memorandum on Draft Policy

Executive Director Review: Update on Goals



# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2017 ACTUAL*	FY 2018 BUDGET	AUGUST 2017 ACTUAL*	FY 2018 YTD ACTUAL*	% OF BUDGET
<b>OPERATING INCOME</b>					
Property Rents	\$ 430,802.36	\$ 435,000.00	\$ 35,564.00	\$ 71,133.00	16.35%
Investment Interest	3,296.42	2,500.00	129.00	297.81	11.91%
Program Income: HCV	1,106,748.50	1,025,000.00	91,673.00	148,366.00	14.47%
Program Income: FSS	66,966.85	66,600.00	5,580.00	11,160.00	16.76%
Earned Income	139,035.24	122,500.00	11,242.13	22,572.57	18.43%
HUD Property Subsidy	253,023.00	250,000.00	19,636.00	38,550.00	15.42%
CFP / Draw on Surplus	92,528.08	199,000.00	43,346.90	47,441.85	23.84%
<b>TOTAL OPERATING INCOME</b>	<b>\$ 2,092,400.45</b>	<b>\$ 2,100,600.00</b>	<b>\$ 207,171.03</b>	<b>\$ 339,521.23</b>	<b>16.16%</b>
<b>OPERATING EXPENSES</b>					
Salaries	\$ 220,395.30	\$ 229,500.00	\$ 24,156.53	\$ 40,261.38	17.54%
Benefits	82,942.28	84,830.00	4,861.63	14,633.46	17.25%
Compensated Absences	3,333.77	(1,500.00)	-	-	0.00%
Legal	15,742.24	17,500.00	587.00	1,833.50	10.48%
Travel / Staff Training	20,941.40	15,000.00	1,382.54	2,857.53	19.05%
Accounting / Auditing	20,477.92	22,000.00	1,099.41	3,568.23	16.22%
General Office Expenses	86,359.91	72,500.00	1,221.11	8,688.91	11.98%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 450,192.82</b>	<b>\$ 439,830.00</b>	<b>\$ 33,308.22</b>	<b>\$ 71,843.01</b>	<b>16.33%</b>
<b>TENANT PROGRAMS &amp; SERVICES</b>					
Recreation, Programs, and Other	\$ 9,249.64	\$ 8,575.00	\$ 390.76	\$ 669.00	7.80%
Cable Television	37,215.33	37,460.00	3,164.00	6,328.00	16.89%
HAP	974,570.52	965,400.00	80,912.92	163,811.92	16.97%
<b>TOTAL TENANT PROGS / SERVICES</b>	<b>\$ 1,021,035.49</b>	<b>\$ 1,011,435.00</b>	<b>\$ 84,467.68</b>	<b>\$ 170,808.92</b>	<b>16.89%</b>
<b>UTILITIES</b>					
Water	\$ 14,871.90	\$ 16,500.00	\$ 533.00	\$ 2,178.20	13.20%
Electricity	128,456.86	150,000.00	284.83	7,704.63	5.14%
Gas	15,100.66	15,500.00	72.13	200.38	1.29%
<b>TOTAL UTILITIES</b>	<b>\$ 158,429.42</b>	<b>\$ 182,000.00</b>	<b>\$ 889.96</b>	<b>\$ 10,083.21</b>	<b>5.54%</b>
<b>MAINTENANCE / BUILDING OPERATION</b>					
Labor	\$ 93,120.02	\$ 101,410.00	\$ 11,631.09	\$ 19,778.13	19.50%
Maintenance Benefits	30,400.02	37,870.00	2,421.05	7,246.15	19.13%
Materials	35,531.40	25,000.00	2,012.28	6,312.13	25.25%
Contract / CFP Costs	225,578.48	175,000.00	70,573.35	90,419.28	51.67%
<b>TOTAL ORDINARY MAINTENANCE</b>	<b>\$ 384,629.92</b>	<b>\$ 339,280.00</b>	<b>\$ 86,637.77</b>	<b>\$ 123,755.69</b>	<b>36.48%</b>
<b>GENERAL EXPENSE</b>					
Insurance	\$ 28,633.24	\$ 30,600.00	\$ 2,431.26	\$ 4,871.98	15.92%
Payment in Lieu of Taxes	24,364.73	23,000.00	1,780.00	3,696.67	16.07%
Collection Losses	7,467.66	5,000.00	0.97	0.97	0.02%
Interest Expense / Other	32,604.61	32,000.00	-	-	0.00%
<b>TOTAL GENERAL EXPENSE</b>	<b>\$ 93,070.24</b>	<b>\$ 90,600.00</b>	<b>\$ 4,212.23</b>	<b>\$ 8,569.62</b>	<b>9.46%</b>
<b>EXTRAORDINARY / CASUALTY</b>					
	\$ 4,545.00	\$ 10,000.00	\$ -	\$ -	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,111,902.89</b>	<b>\$ 2,073,145.00</b>	<b>\$ 209,515.86</b>	<b>\$ 385,060.45</b>	<b>18.57%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (19,502.44)</b>	<b>\$ 27,455.00</b>	<b>\$ (2,344.83)</b>	<b>\$ (45,539.22)</b>	
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>					
	\$ (170,915.39)	\$ (25,000.00)	\$ (27,683.00)	\$ (36,337.00)	
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	<b>\$ (190,417.83)</b>	<b>\$ 2,455.00</b>	<b>\$ (30,027.83)</b>	<b>\$ (81,876.22)</b>	

\* Accountant Reviewed

# TRAVERSE CITY HOUSING COMMISSION

## CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<b>OPERATING INCOME</b>	
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
<b>TOTAL OPERATING INCOME</b>	A total of operating income amounts.
<b>OPERATING EXPENSES</b>	
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.
<b>TOTAL OPERATING EXPENSES</b>	A total of all operating expenses across all program activities.
<b>TENANT PROGRAMS &amp; SERVICES</b>	
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.
<b>TOTAL TENANT PROGS / SERVICES</b>	A total of all tenant programming and services.
<b>UTILITIES</b>	
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.
<b>TOTAL UTILITIES</b>	A total of all utility expenditures.
<b>MAINTENANCE / BUILDING OPERATION</b>	
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.
<b>TOTAL ORDINARY MAINTENANCE</b>	A total of all ordinary maintenance and building operation expenditures.
<b>GENERAL EXPENSE</b>	
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.
<b>TOTAL GENERAL EXPENSE</b>	A total of all general expense expenditures.
<b>EXTRAORDINARY / CASUALTY*</b>	A total of unexpected and unbudgeted items plus expenses reimbursed from insurance proceeds.
<b>TOTAL OPERATING EXPENSES</b>	A grand total of all expenses.
<b>NET OPERATING INCOME (LOSS)</b>	This amount reflects total income over total expenses.
<b>PROPERTY IMPROVEMENTS/EQUIP*</b>	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.
<b>RESIDUAL RECEIPTS (DEFICIT)*</b>	Final amounts to be determined by accountants.

\* Accountant Reviewed

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

**PUBLIC HOUSING**

Chemical Bank	Checking	\$	16,733.97	
4Front Credit Union	Savings	\$	6,606.45	
TC State Bank	1051647	\$	162,531.72	
TC State Bank	53691	\$	42,444.82	
Huntington Bank	1388434863	\$	162,779.38	
TC State Bank	ICS Acct	\$	75,655.18	
Chemical Bank	1075909	\$	25,253.24	
Chemical Bank	9426	\$	17,606.56	
Huntington Bank	1388405232	\$	26,836.80	
4Front Credit Union	CD 16525-S100	\$	31,278.61	Certificate of Deposit
Chemical Bank	CD 806592	\$	52,141.73	Certificate of Deposit
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>619,868.46</u></b>	

**HOUSING CHOICE VOUCHER**

PNC	Checking	\$	137,983.86	
Chase Bank	135080088317	\$	62,951.53	Escrow Account
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>200,935.39</u></b>	

**OTHER**

Estimated Reserves*		\$	586,144.93	Restricted
<b>SUB TOTAL</b>		<b>\$</b>	<b><u>586,144.93</u></b>	
<b>TOTAL Cash &amp; Cash Equivalents</b>		<b>\$</b>	<b><u><u>1,406,948.78</u></u></b>	

\* as of August 31, 2017


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

## MEMORANDUM

**DATE:** September 29, 2017

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** FY 2018 Consolidated Budget Review

**MESSAGE:**

As we review the Consolidated Budget this month, I wanted to put into context some of the investments we have been making in our properties. It has been our intent to capture as much monies as possible in our properties through improvements and upgrades.

This is a list of work completed and purchases made in those areas this fiscal year:

<b>Work / Purchase Completed</b>	<b>Amount</b>
Painting Hallways at Riverview Terrace:	\$ 8,278.30
Painting of Units (prior to tenant move-in):	\$ 4,710.00
Flooring in Units (prior to tenant move-in):	\$ 20,953.00
Re-Seal & Improve Riverview Terrace Parking Lot:	\$ 20,205.00
Elevator Repair/Upgrades (non-routine)	\$ 7,526.50
Office Furniture (final payment)	\$ 16,219.04
Landscape Upgrades (non-routine)	\$ 6,112.91
<b>TOTAL INVESTMENT</b>	<b>\$ 84,004.75</b>

# TCHC Policy Review Schedule

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

# TCHC Policy Review Schedule

Investment Policy	June 25, 1985	Unknown	TBD	April 22, 2016
<b>Key (Master) Policy</b>	July 18, 2006	July 15, 2008	April 2016	
Maintenance Policy	Unknown	Unknown	TBD	
<b>Pet Policy</b>	April 20, 2010	August 21, 2012	October 2016	October 28, 2016
Petty Cash Policy	Unknown	Unknown	TBD	
<b>Personnel Policy / Employee Handbook</b>	Unknown	May 21, 2014	August 2017	August 25, 2017
Pest Control Policy	Unknown	Unknown	TBD	
Procurement Policy	May 1, 1990	Unknown	TBD	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	October 2017	
<b>Safety &amp; Evacuation Policy</b>	December 19, 2006	December 19, 2008	August 2017	On-Going
<b>Schedule of Excess Utility Charges Policy</b>	February 14, 1989	November 15, 2005	April 2017	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
<b>Smoke-Free Properties Policy</b>	December 19, 2006	September 18, 2012	Summer & Fall 2017	September 2017
<b>Social Security Number Privacy Policy</b>	January 22, 2016	NA	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	October 2017	
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	Unknown	Unknown	TBD	
Trespass Policy	Unknown	Unknown	TBD	
Vehicle Policy	Unknown	Unknown	October 2017	
<b>Social Media Policy</b>	NEW	NA	August 2016	August 26, 2016


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 29, 2017  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** Draft Smoke-Free Properties Policy

**MESSAGE:**

Attached you will find a draft Smoke-Free Properties Policy for discussion at our regular meeting this month. It largely mirrors our previous policy with two major differences:

1. It conforms to the new HUD Smoke-Free Property Rule but removing all exemptions (the “grandfathering” language from previous policy has been completely removed).
2. It completely makes Orchardview Townhomes a Smoke-Free Property.

At today’s meeting we need to discuss the exemption issue for both properties and establish how we are going to make our final determinations on this matter. We have had preliminary conversations about this with residents through the Resident Council but we still need to hold building/property-wide meetings to solicit input.

Additionally, we need to begin work on the enforcement and compliance procedures part of the policy too. It is not necessary to discuss this component of the policy today and it may, in fact, be adopted separately as it pertains to language that may be added to the lease.

The Governance Committee did review and discuss this version of the policy and will continue to work on this matter in the coming months.

**ATTACHMENT:** Draft Smoke-Free Properties Policy

# Traverse City Housing Commission

## **DRAFT** Smoke-Free Properties Policy

1. **Purpose.** On February 3, 2017, the new rule by the U.S. Department of Housing and Urban Development (HUD) on Smoke-Free Public Housing became effective thereby giving public housing agencies that administer public housing programs 18 months to develop policies and procedures that prohibit the use of certain tobacco products. On April 28, 2017, the Traverse City Housing Commission approved a resolution that TCHC will be fully compliant with the HUD Smoke-Free Public Housing Rule before August 3, 2018. TCHC believes that the rule will improve indoor air quality and will, therefore, improve the health of all public housing residents, visitors, and staff. TCHC also predicts that the rule will reduce the risk of catastrophic fires and will lower overall maintenance costs.
2. **Rule.** As of July 31, 2018, smoking is not permitted anywhere in buildings owned by the Traverse City Housing Commission, including apartments, in accordance with the HUD Smoke-Free Public Housing Rule as stated below:

### **§ 965.653 Smoke-Free Public Housing.**

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



3. **Coverage.** This policy covers all current residents, all employees, all guests, and all new residents of Riverview Terrace Apartments and Orchardview Townhomes. This policy covers all public housing units, indoor common areas, and all administrative offices.
4. **Signage.** "No Smoking" signs will be posted outside of all buildings and inside of all units.
5. **Exception.** Smoking outside of our buildings is limited to an area designated by TCHC management. At Riverview Terrace smoking is only allowed in the smoking gazebo and nowhere else – including the parking lot. There will be NO exception at Orchardview Townhomes; smoking is not allowed anywhere on that property. TCHC believes the presences of children on the property make a designated smoking area impractical.
6. **Complaints.** If a resident smells tobacco smoke in any place in the building, they are to report this to the TCHC office as soon as possible. Management will seek the source of the smoke and take appropriate action.
7. **Enforcement & Compliance Procedures.** To Be Determined.
8. **Certification.** New tenants will be given two (2) copies of the smoking policy. After review, the tenant will sign both copies and return one to the Traverse City Housing Commission's office. This copy will be placed in the tenant's file. Upon implementation of this policy, all tenants presently living at Riverview Terrace and Orchardview will be given two copies of the policy. After review, the tenant will sign both copies and return one to the Traverse City Housing Commission office. This copy will be placed in the tenant's file.

**Adopted:** December 19, 2006  
**Revised:** September 18, 2012  
**Proposed:** September 29, 2017  
**Effective:** July 31, 2018

## **TENANT CERTIFICATION**

I have read and understand the Smoke-Free Properties Policy and I agree to comply fully with the provisions. I understand that failure to comply may constitute reason for termination of my lease.

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Lease Holder Name (Printed)

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Apartment Number

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Date

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Lease Holder Signature

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** September 29, 2017

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Executive Director Goals - Update

**MESSAGE:**

Attached is an update on the goals we discussed at our August Meeting. We are ahead on some goals, behind on others, and on target on most. I can provide detailed explanations during the discussion period for many of these. I suspect I was overly ambitious as to what I could actually accomplish this month and didn't take into account my time away from the office for vacation and holiday. I am, of course, interested in your feedback in these matters too.

**ATTACHMENT:** Executive Director Goals

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

GOAL	ACTIVITY	DATE DUE	UPDATE
<b>1.</b>	<b>BOARD EDUCATION ON HOUSING DEVELOPMENT:</b> Develop a comprehensive plan to fully educate the Board on overall Housing Knowledge – including RAD, long-term Riverview plans, method of LIHTC scoring, update on TAHDCO, his past/current efforts in local TC housing arena, etc. Education method(s) to be both written/documented and verbal, via appropriate meeting format. <u>Note:</u> Possible Joint Session with other City Commissions/Authorities.	<b>PLAN:</b> September 2017 Board Meeting <b>IMPLEMENT:</b> December 2017*	Several conversations with Development Team and we have an agreement to participate in the training. Waiting on outline of training. Will be ready in October.
<b>2.</b>	<b>IMPROVE COMMUNICATIONS:</b> A. Develop a Plan for a fully functional external public website, including archival Board packet/public information; obtain bids from vendors for implementation. B. Develop a Plan for an internal Board method to collectively establish & utilize an agenda / tracking mechanism to manage dates and expectations.	September 2017 Board Meeting	Move to October?
<b>3.</b>	<b>DEVELOP INCENTIVE COMPENSATION PLAN:</b> Develop Incentive Compensation Plan Version 1.0. Set performance criteria for each of the four (4) performance 'bubbles' previously approved. Plan for possible December 2017 payout. Plan to be reviewed by auditors in October; also subject to final Board approval.	Prior to October 2017 Audit	Reviewed previous work and target completion date of October 13 for review by Committees
<b>4.</b>	<b>COMPLETION OF PUBLIC HOUSING MANAGER CERTIFICATION:</b> Attend and complete one-week course with certification exam.	October 2017	Registered for Class and Exam for October 3-6 in Lincoln, NE
<b>5.</b>	<b>EVALUATION OF ORGANIZATION:</b> Provide a "White Paper" to Board with thorough Evaluation of feasibility and manner of advancement of TCHC's independence from HUD. This may include analysis of grants, side funding, CDBG, or other factors.	March 2018 Board Meeting*	Not started. Targeted for December & January
<b>6.</b>	<b>NEW BOARD MEMBER ORIENTATION POLICY/PROCESS:</b> Full development and application of an up-to-date, effective process for new TCHC Board members.	October 2017 Board Meeting	Draft Presented in September.

\*Subject to Change/Adjustment by Commission.



**Traverse City Housing Commission**  
*A Public Housing Authority*

## **NEW BUSINESS**

FSS Graduation Notification & Escrow Disbursement Request

Resolution to Adopt Orientation Policy: Action Required

Resolution to Adopt FY 2018 Fair Market Rents: Action Required

Resolution to Adopt Camera Policy: Action Required

Memorandum on TCHC Committee Composition


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 29, 2017  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Angie Szabo, FSS Coordinator   
**SUBJECT:** FSS Graduation Notification & Escrow Disbursement Request

**MESSAGE:**

As mentioned in the Monthly FSS Report, we have an FSS Program Graduate this month!

Participant No. V053358 has experienced an increase in household income due to a recent marriage and is no longer receiving rental assistance from the TCHC. This initiates an automatic graduation from the Family Self Sufficiency program, and the participant is entitled to the escrow balance (with interest) in the program account.

Escrow amount to be paid is \$2,946.16.

On August 29, 2017 our FSS Program Coordinating Committee approved this disbursement, therefore, I respectfully request a motion to disburse \$2,946.16 of funds to FSS Participant No. V053358.


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 29, 2017  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC Board Orientation Policy

**MESSAGE:**

Attached you will find our Board Orientation Policy for our new Commissioners. A review of this policy has been timely since we will likely have two new Commissioners within the next month or so.

TCHC staff, therefore, recommends adoption of the following:

**RESOLUTION TO ADOPT THE BOARD ORIENTATION POLICY**

September 29, 2017

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

WHEREAS, the Commission, having two positions become vacant in recent months, wished to review its previous Board Orientation Policy adopted in February 2013; and

WHEREAS, the Commission, wanting to provide a smooth transition for new Commissioners, wishes to inform and to educate in the most convenient method possible; and

WHEREAS, the Governance Committee has reviewed and provided significant input for the proposed Board Orientation 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 Board Orientation Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

# Traverse City Housing Commission

## DRAFT Board Orientation Policy

1. **Purpose.** In accordance with the TCHC By-Laws, the Board is comprised of Commissioners appointed by the Mayor of Traverse City, and each serving a 5-year term (on a staggered basis). Accordingly, there will be potential for a 'new' Board member each year as terms expire; possibly more often, if a Board member is appointed to fill an unexpired term. It is prudent to ensure that a new, incoming Board member is efficiently oriented to the workings of the Traverse City Housing Commission as quickly and thoroughly as possible. This policy provides the framework for that enhanced orientation.
2. **Policy.** As soon as possible after the TCHC is notified of the appointment of a new Board member, both the TCHC President and the Executive Director should directly contact the new member. Ideally, this should be prior to the first Board meeting that the new member is scheduled to attend.

At a minimum, the orientation protocol should include:

- A. A meeting with the Executive Director – the purpose of this meeting is begin the conversation on the “nuts and bolts” of the housing authority operations AND to establish the learning plan for the new Commissioner.
  - One-on-one personal meeting with new Board member, to explain overview of TCHC organization, structure, mission, financials, issues and challenges
  - Provide personal tour of Riverview and Orchardview facilities
  - Introduction to TCHC staff members on-site
  - TCHC Commission Packet Review
  - Review the most recent Annual Report that was presented to the City of Traverse City
  - Provide the HUD Acronym List
  - Provide copy of PA 18 document
  - Provide current TCHC By-Laws
  - Provide current list of names and contact info for other Board members
  - Provide current TCHC Strategic Plan
  - Provide copy of the Open Meetings Act in Michigan
  - Provide information about upcoming training opportunities like “Commissioner Fundamentals” and plan to schedule the new Commissioner’s attendance, as schedules and time permit
  - Introduce new Commissioner to HUD’s “Lead the Way: PHA Governance and Financial Management - A Training for Board Members”



- Provide list of upcoming Board meeting dates and times (ensure directions to location of meetings)
  - Answer questions as needed.
- B. A meeting with the TCHC President – the purpose of this meeting is welcome the new Commissioner to the board AND to introduce the new Commissioner to the President's leadership style that sets the tone for all of the meetings.
- One-on-one personal meeting with new Board member, discuss overview of organization, issues, and challenges
  - Discuss current TCHC By-Laws
  - Review current list of names and contact info for other Board members and review the appropriate ways to communicate with each other.
  - Review PA 18 document
  - Explain Open Meetings Act in Michigan and how TCHC remains compliant.
  - Review and discuss current TCHC Strategic Plan
  - Answer questions as needed.

Adopted: February 2013

Proposed: September 29, 2017


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 29, 2017  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** 2017 HUD Fair Market Rents

**MESSAGE:**

On an annual basis, U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community in our Housing Choice Voucher (HCV) Program. Once adopted through resolution, local Public Housing Authorities are allowed to establish a payment standard to landlords at any level between 90 percent and 110 percent (120 percent if approved) of the established FMR for any unit size [See Attached Schedule]. TCHC staff, therefore, recommends adoption of the following:

### RESOLUTION FOR THE ADOPTION OF THE HUD FAIR MARKET RENTS

September 29, 2017

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local public housing authorities including the Traverse City Housing Commission (TCHC) to adopt Fair Market Rents (FMRs) for the Housing Choice Voucher (HCV) Program; and

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

WHEREAS, FMRs are primarily used to determine payment standard amounts for the HCV Program and the local Public Housing Authority may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent (120 percent if approved) of the published FMR for that unit size (24 CFR 982.503(b)); and

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

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

The Fair Market Rent Payment Standards established by HUD are adopted for the Housing Choice Voucher (HCV) Program for the remainder of TCHC FY 2018 beginning October 1, 2017.

## TCHC FY 2018 Fair Market Rents (FMR) for HCV Program\*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Payment Standard
Antrim	\$ 462.00	\$ 596.00	\$ 725.00	\$ 1,017.00	\$ 1,099.00	FMR
	\$ 508.00	\$ 656.00	\$ 798.00	\$ 1,119.00	\$ 1,209.00	110%
	\$ 554.00	\$ 715.00	\$ 870.00	\$ 1,220.00	\$ 1,319.00	120%
Benzie	\$ 562.00	\$ 600.00	\$ 791.00	\$ 995.00	\$ 1,094.00	FMR
	\$ 618.00	\$ 660.00	\$ 870.00	\$ 1,095.00	\$ 1,203.00	110%
	\$ 674.00	\$ 720.00	\$ 949.00	\$ 1,194.00	\$ 1,313.00	120%
Grand Traverse	\$ 575.00	\$ 756.00	\$ 902.00	\$ 1,218.00	\$ 1,297.00	FMR
	\$ 633.00	\$ 832.00	\$ 992.00	\$ 1,340.00	\$ 1,427.00	110%
	\$ 690.00	\$ 907.00	\$ 1,082.00	\$ 1,462.00	\$ 1,556.00	120%
Kalkaska	\$ 476.00	\$ 561.00	\$ 746.00	\$ 992.00	\$ 1,087.00	FMR
	\$ 524.00	\$ 617.00	\$ 821.00	\$ 1,091.00	\$ 1,196.00	110%
	\$ 571.00	\$ 673.00	\$ 895.00	\$ 1,190.00	\$ 1,304.00	120%
Leelanau	\$ 660.00	\$ 715.00	\$ 848.00	\$ 1,076.00	\$ 1,155.00	FMR
	\$ 726.00	\$ 787.00	\$ 933.00	\$ 1,184.00	\$ 1,271.00	110%
	\$ 792.00	\$ 858.00	\$ 1,018.00	\$ 1,291.00	\$ 1,386.00	120%
Wexford	\$ 500.00	\$ 589.00	\$ 784.00	\$ 983.00	\$ 1,068.00	FMR
	\$ 550.00	\$ 648.00	\$ 862.00	\$ 1,081.00	\$ 1,175.00	110%
	\$ 600.00	\$ 707.00	\$ 941.00	\$ 1,180.00	\$ 1,282.00	120%

\*Proposed September 2017

**NOTE:** TCHC applied to HUD for a 120% Payment in September of 2017.


# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

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## MEMORANDUM

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**DATE:** September 29, 2017  
**TO:** All Commissioners of the Traverse City Housing Commission  
**FROM:** Tony Lentych, Executive Director   
**SUBJECT:** TCHC Camera Policy

**MESSAGE:**

Attached you will find our Draft Camera Policy. In a recent NAHRO training, staff learned that a Camera Policy is recommended when cameras are installed on public housing properties in order to clarify the intent behind the installation of the cameras and to manage expectations as to what the cameras can or cannot do. Additionally, the policy should state an expectation as to how any archived footage from the cameras would be managed. TCHC staff, therefore, recommends adoption of the following:

### RESOLUTION TO ADOPT THE CAMERA POLICY

September 29, 2017

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

WHEREAS, the Commission recognizing that cameras have been installed on TCHC properties wishes to clarify its purpose for, and expectation of, these cameras; and

WHEREAS, the Commission wishes to establish a formal Camera Policy to govern the use of these cameras; and

WHEREAS, the Governance Committee has discussed the purpose of, and the need for, said Camera 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 Camera Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect pending final legal review.

# Traverse City Housing Commission

## Draft Camera Policy

1. **Purpose.** The intent of this policy is to establish the expectations of, and to define the procedures for, the use of surveillance cameras on Traverse City Housing Commission (TCHC) Property.
2. **Policy.** The Traverse City Housing Commission has installed cameras on its property. The cameras shall be “passive” cameras and not “active” cameras. Consequently, the cameras are classified as “surveillance” cameras as opposed to “security” cameras. The camera feeds will not be monitored. The data recorded by the cameras shall be saved for approximately 30 days – there are no automatic archives available beyond that timeframe. The recordings made by the cameras shall only be reviewed when an incident is reported to the office by either staff or residents.

When an incident is reported, TCHC staff will do the following:

- A. Review surveillance footage to establish if the footage would be useful in any investigation.
  - B. Save the appropriate footage in a separate archive file for use in any investigation.
  - C. Make the appropriate footage available to investigative authorities that make appropriate requests for the archived files.
3. **Compliance with the Freedom of Information Act (FOIA).** Should any archived files be shared with the appropriate authorities, these files may be subject to the State of Michigan Freedom of Information Act. Any such request under this statute would be reviewed under the most recent TCHC FOIA Policy and by the FOIA Policy of any controlling investigative authority.

**Proposed:** September 29, 2017

# TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684


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## MEMORANDUM

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**DATE:** September 29, 2017

**TO:** All Commissioners of the Traverse City Housing Commission

**FROM:** Tony Lentych, Executive Director 

**SUBJECT:** Composition of TCHC Board Committees

**MESSAGE:**

During the “Public Comment” portion of our August 25, 2017 Regular Meeting, Norma Loper submitted a letter addressed to TCHC President Andy Smits requesting a seat on the Governance Committee. With the Chair of the Governance Committee having recently reformed the composition of the Committee and with the resignation of the Resident Commissioner, this discussion of the compositions for all of TCHC Committees is both timely and necessary. The advent of two new Mayoral Appointments to the Commission makes it necessary to review the membership of all Committees as a matter of course.

After a lengthy discussion at the September Executive Committee meeting, staff was instructed to capture all of the input received from Commissioners in this Memorandum in order to guide a discussion on this subject to some form of resolution. The recommendation that follows takes into account the history of non-commissioner Committee volunteers, as well as the intent of Commissioners to accomplish the goals for each Committee set forth in the Strategic Plan.

The 2015-2020 Strategic Plan established three primary committees:

- Executive & Governance
- Finance & Compliance
- Communication & Outreach

During the last two years, all of the Committees have met with the Executive & Governance being the one Committee that has maintained the most regular schedule (monthly). It should be noted that the Executive & Governance Committee functions as two separate committee with each side meeting on a monthly basis.

It is recommended, therefore, that TCHC Board Committees have a maximum of five or six members – since committees cannot conduct formal business it is not necessary to have an odd number of members to avoid a tie. Of those six members, two will be members of the

Commission and one of the two shall be appointed as chair of the Committee. Should the appointed chair so desire, up to two members from the general public may be recruited to serve on the Committee. Finally, one or two staff persons may serve on the committee.

In summary, Committees should follow this formula:

- Two (2) Commissioners with one appointed to serve as Chair.
- One (1) or two (2) Non-Commissioners – at the request of the appointed Chair.
- One (1) or two (2) Staff Members – depending on the Committee's work load.

Since the Governance Committee is of particular interest to residents of Riverview Terrace, at least one of the Non-Commissioners will be a resident of Riverview Terrace. Should the Resident Commissioner not volunteer on the Governance Committee, the second Non-Commissioner may also be a resident of a TCHC Property or participant in a TCHC Program. When possible, input for the appointment may be sought from the Riverview Terrace Resident Council so that information will flow to and from the representatives of the residents.

With this Committee structure in place, TCHC will accomplish two things:

1. It will have a committee structure that is manageable yet able to perform duties efficiently and effectively.
2. TCHC will be accomplishing its goal of seeking the involvement of volunteers that may be interested in serving in other leadership positions for us in the future.

Finally, it should be noted that the membership of the Executive Committee will continue to be the current TCHC President, the immediate past TCHC President, and the TCHC Executive Director. The Executive Committee meets exclusively to set the agenda for all TCHC Commission meetings and to review official correspondence to and from TCHC.

**ATTACHMENTS:**    1) August 25, 2017 Letter from Riverview Terrace resident, Norma Loper  
                              2) TCHC Committee Chart



RECEIVED

AUG 25 2017

Traverse City  
Housing Commission

Norma Loper  
150 Pine St. Apt. 802  
Traverse City, Mi. 49684

August 25, 2017

Traverse City Housing Commission Execution and  
Governance Committee

Andy Smitts, President :

I would like to formally request a place on the  
~~Traverse~~ City Housing Commission Executive  
and Governance Committee.

I have been going to every one of the meetings  
since I have been aware of the meetings. I  
would like to stay involved with the planning  
and direction of the Traverse City Housing Commission.

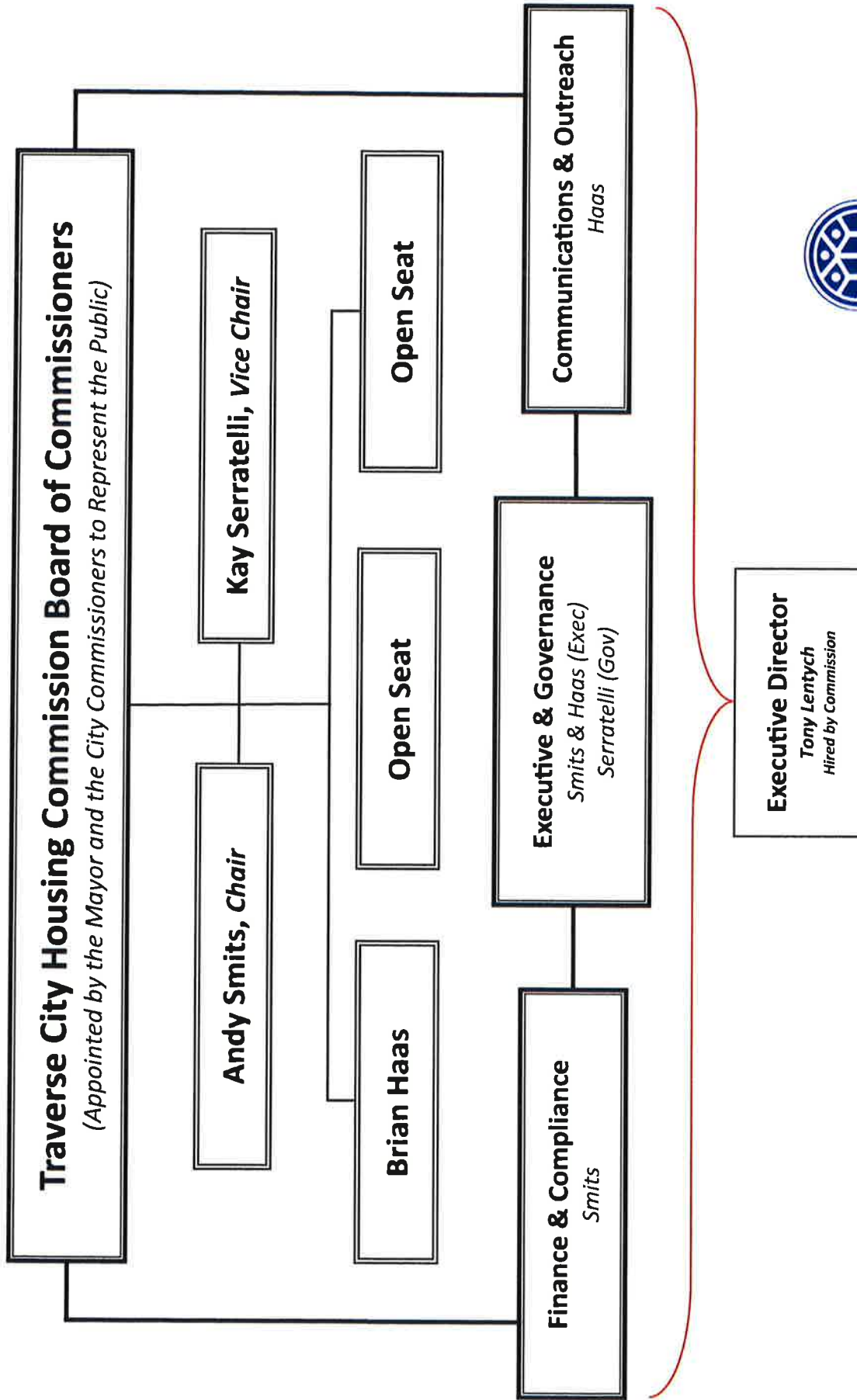
Also, I believe there should be 2 tenants from  
Riverview Terrace on the commission.

Sincerely:

Norma Loper  
*Norma Loper*



# TCHC ORGANIZATIONAL CHART





**Traverse City Housing Commission**  
*A Public Housing Authority*

## **CORRESPONDENCE**

August 29, 2017 Letter from PHADA & NAHRO



August 29, 2017

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

Dear Executive Director,

We are writing to let you know that the Government has now formally declined to appeal the decision in our favor rendered by the United States Court of Federal Claims (Claims Court) with respect to HUD's 2012 operating reserve offset. This means that the process will now begin to distribute over \$136 million to 309 housing authority plaintiffs in that litigation.

In our May 17, 2017 letter, we invited you to participate in a second operating reserve offset lawsuit. The letter also indicated what your potential money damages were and the steps you needed to take to participate in the second lawsuit. If you want another copy of that letter, please contact Norma Bellew at: 202-546-5445, or email: nbellew@phada.org; or Georgi Banna at: 202-580-7234, or email: gbanna@nahro.org.

Although many of you have already signed up to be plaintiffs in a second lawsuit, many agencies have not. If you have not joined the second lawsuit, we strongly encourage you to join the second lawsuit so that you can claim the money that you were denied by HUD's improper offset of your 2012 operating subsidies.

We understand that some HAs have expressed a reluctance to sue HUD because of their belief that any damages will be paid by HUD thereby reducing the money HUD has for the payment of public housing operating subsidies and other HUD programs. However, any damages will not be paid by HUD. Rather, they will be paid by the Judgment Fund, an appropriation account administered by the Department of Treasury, which was established for the payment of judgments against, and settlements by, HUD and other federal agencies. Therefore, any damages awarded will have no effect on HUD's budget.

Because the Government has decided not to appeal the first lawsuit, Coan & Lyons, the attorneys who successfully litigated the first lawsuit and who will litigate the second lawsuit, believe that the second lawsuit should move more quickly than the first lawsuit to a resolution. When the Complaint is filed, Coan & Lyons will request that the same judge who decided the first case be assigned to the second case. Since the two lawsuits are identical, there is a good chance that the Claims Court will approve this request. This should help facilitate a prompt resolution of the second lawsuit.

As we did for the first lawsuit, PHADA and NAHRO will administer a second lawsuit in order for HAs, like yours, to obtain the money damages to which you are entitled. NAHRO and PHADA will not be a plaintiff in the second lawsuit but will assist the agencies and Coan & Lyons with administrative coordination.

Our May 17 letter imposed a deadline of August 15 to sign up for participation in a second lawsuit. However, because the Government's decision not to appeal the first lawsuit occurred later than anticipated, **we are extending the sign-up deadline to September 29, 2017.** A Complaint will be filed in the Claims Court as soon as possible after the September 29 deadline to avoid any problem with the six-year statute of limitations applicable to any breach of contract claim against the Federal Government.



the six-year statute of limitations applicable to any breach of contract claim against the Federal Government.

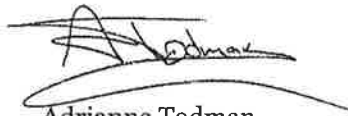
Some of you have asked how your damages were calculated. In the first lawsuit, we successfully contended that the ACC required the 2012 operating subsidy appropriation to be prorated. Instead, HUD and Congress allocated operating subsidies based on the amount of each agency's operating reserves. If the 2012 operating subsidy had been prorated, as we contended in the first lawsuit, each agency would have received an operating subsidy equal to 81.04 percent of its eligibility amount. Therefore, the damages for each agency are equal to the amount by which 81.04 percent of the agency's eligibility amount exceeds the operating subsidy the agency actually received for 2012.

If you remember, all housing authorities which received an operating fund subsidy in 2012 also received a portion of the approximately \$4 million that was appropriated by Congress for hardship grants and which were not awarded by HUD to housing authorities which applied for the grants. However, these amounts which were distributed by HUD were not included in the estimates of money damages specified in the May 17 letter. Therefore, although extremely small, the damages for any agency which received one of these distributions from HUD will need to be reduced by the amount of the distribution. Coan & Lyons will make these calculations later.

If you have questions, please email them to Carl Coan III at: [ccoan@coanlyons.com](mailto:ccoan@coanlyons.com) and Raymond James at: [raykjames@comcast.net](mailto:raykjames@comcast.net).



Tim Kaiser  
PHADA Executive Director



Adrienne Todman  
CEO, NAHRO