



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING

Tuesday, October 20, 2015 at 8:00 A.M.

LOCATION:

RIVERVIEW TERRACE COMMUNITY ROOM, 3rd FLOOR
150 Pine Street, Traverse City, Michigan, 49684



Traverse City Housing Commission
A Public Housing Authority

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Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

October 20, 2015



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON TUESDAY, OCTOBER 20, 2015 AT 8:00 A.M.**

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

POSTED: OCTOBER 16, 2015

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 September 15, 2015 Regular Meeting Minutes – Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for September 2015 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for October 2015 – Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for September 2015 – Approval Recommended.*
- E. *Property Disposition for Riverview Heater Project – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 Consolidated Budget Review
- B. 2015 – 2020 Strategic Plan: Review & Update
- C. TCHC Credit Card Policy & Resolution

VIII NEW BUSINESS

- A. Fair Market Rents Payment Standards for 2016 HCV Program – Resolution
- B. Flat Rent Schedule for 2016 Public Housing Program – Resolution
- C. Incentive-based Compensation Plan
- D. Roof-top Lease Discussion

IX CORRESPONDENCE

- A. Trison Engineering Group, Inc. Letter of September 18, 2015

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Tuesday, November 17, 2015 at 8:00 a.m.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

September 15, 2015 Regular Meeting Minutes

Schedule of Disbursements for September 2015 for Public Housing

Schedule of Disbursements for September 2015 for HCV Section 8 Programs

Invoices for October 2015

Financial Statements for September 2015

Property Disposition for Riverview Heater Project

Meeting Minutes of the Traverse City Housing Commission

September 15, 2015

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

I ROLL CALL

The following Commissioners were present: Kay Serratelli, Jo Simerson, Andrew Smits, and Kelly Whittle. Commissioner Richard Michaels was excused.

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

Residents: Elizabeth Osborne, and Marie Schaffer.

Public: None.

II APPROVAL OF AGENDA

In order to accommodate schedules the agenda was re-ordered. Commissioner Smits moved (Simerson support) that the agenda be approved as amended. The motion was unanimously approved.

III PUBLIC COMMENT

There was no public comment.

IV CONSENT AGENDA

Commissioner Smits read the Consent Agenda as presented. Commissioner Serratelli moved (Whittle support) to approve all items on the Consent Agenda as presented:

- A. Consideration of Approval of August 18, 2015 Regular session Minutes.
- B. Consideration of Approval of Schedule of Disbursements for August 2015 for Public Housing and HCV Section 8 Programs.
- C. Review and approve payment of invoices for September 2015.
- D. Financial Statements for August 2015.

The motion was unanimously approved.

V COMMITTEE REPORTS

There were no Committee Meetings held recently. No reports.

VI NEW BUSINESS

- A. Corporate Credit Card: Lentych expressed a need for the office to have a Corporate Credit Card in order to conduct more business on-line and to eliminate staff efforts to coordinate payment through complicated electronic processes such as ACH.

After some discussion, Commissioner Smits moved (Simerson support) that TCHC Staff investigate the Corporate Credit Card issue and prepare a policy for the next regular meeting. The motion was unanimously approved.

VII OLD BUSINESS

- A. Consolidated Budget Review: Lentych led a brief discussion of the Consolidated Budget and reported that the document continual improvement and will continue to do so. This month's report includes two months of data because some corrections were recorded to July 2015. The report as presented includes numbers received from accountant. This month, a cash position report has been added. A column that is entitled "% of Budget" will be added to the next report.

- B. Strategic Planning: Our North Sky consultant, Pam Evans, had indicated to staff that she was going to be present at the meeting but was not on hand to discuss this item. Staff presented the Plan and gave a brief history of how it was created with guidance, input, and work from Evans. Many questions were reviewed and answered for both clarification and edification. It was noted that parts of the mission were not clear and suggestions were made. It was also noted that the Organizational Chart was not "technically" correct although it conveyed the general work flow of the office. Both items will be improved upon and represented next month. There was concern about Commissioner's time commitments and this item was discussed in length. There was an explanation of the role of the Executive & Governance Committee and that it would be the first to meet. It was also noted that a Gantt chart will be created by Evans as part of the contract and that may clarify the timing of things. Commissioner Smits also requested that one or more of the committees be given the responsibility of overseeing the production of the Annual Report that TCHC is statutorily required to present to the City Commission.

After a lengthy discussion, Commissioner Simerson moved (Serratelli support) to adopt page 1 through page 6 of the submitted Strategic Plan once minor edits/corrections are made and minor wordsmithing for clarification is completed. The motion was unanimously approved.

NOTE: Commissioner Whittle excused herself at 9:05 a.m. to attend a previous engagement. Commissioner Smits noted that a quorum was still present.

VIII NEW BUSINESS (Continued)

- B. Executive Director Job Description: A final draft version of the Executive Director's Job Description was in Commission Packet. There was a lengthy review and discussion of the job description in both the old form and the new form. A question was raised about adding compensation information to the job description. Lentych responded that this was public information anyway and it was only intended to be an approved "range". There was a conversation about the job descriptions for the entire office. Lentych was strongly encouraged to wrap-up the remaining items as soon as possible since the project is overdue.

Commissioner Kay Serratelli (Simerson support) to approve this job description after submitting to TCHC attorney for review as to form with any recommendations being incorporated in final document.

There was a lengthy conversation regarding two related items to this issue. 1) The Incentive-based Compensation program and 2) how items are selected for inclusion in Commission Packet in a timely basis.

1. Incentive-based Compensation: Lentych was asked to explain why the Incentive-based Compensation proposal was not included in the September packet as expected. Lentych explained that the project was started but not completed due to schedule issues but that it is not far from completion.

Commissioner Kay Serratelli moved (Smits support) that a draft version of the Incentive-based Compensation (known as version 1.0) be presented to the Housing Commission in time for the inclusion in Commission Packet next month. The motion was approved.

It was decided that the Executive & Governance Committee will discuss this item at their first meeting next month. Commissioner Serratelli also requested that the draft document be submitted to TCHC attorney, John Racine, prior to the next meeting.

2. Regular Commission Meeting Agendas and Material Packets: there was a lengthy conversation on how items are placed on the agenda and how material packets are created and submitted to the Commission. Staff was asked why several items were emailed after the packet of materials was prepared and send as a PDF. Lentych explained it was due to poor planning on his part in managing staff absences (both scheduled and unscheduled) – what did not get completed by Friday morning were sent Monday morning (one day prior to meeting). It was agreed that this was not an appropriate way to do accomplish this task going forward. Commissioner Smits also expressed an interest in developing a better policy for establishing and “locking” the agenda. Staff recommended that the Executive & Governance Committee can discuss this next month and report back.

IX STAFF & PROGRAM REPORTS

- A. Executive Director Report: Tony Lentych briefly reviewed the written report submitted in advance of the meeting and announced that WODA was applying to do a senior low income 9% Tax Credit project at the Depot property (street side) and was requesting a PILOT from the City of Traverse City prior to its application submission to MSHDA on October 1, 2015. All Commissioners suggested that staff be supportive of the PILOT application, if needed, at Public Hearing(s).
- B. FSS Program Report: It was noted the report was in the packet.
- C. Resident Council: Jo Simerson reviewed the Residents Council Report.

VII PUBLIC COMMENT

General Public: None.

Residents: Osbourne commented on the efforts, and need, to get more residents involved in activities at Riverview Terrace.

VIII COMMISSIONER COMMENT

Commissioner Smits thanked everyone for the work and asked each Commissioner if all of their concerns and questions were addressed.

IX ADJOURNMENT

Commissioner Jo Simerson moved (Serratelli support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 10:36 a.m.

Respectfully submitted,

Tony Lentych, Executive Director, for JoAnn Turnbull, Recording Secretary

Andrew Smits, President

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2015	ADJST	Anthony Lentych	2,438.43		179,807.70
09/01/2015	ADJST	Kari Massa	1,062.60		178,745.10
09/01/2015	ADJST	JoAnn Turnbull	724.74		178,020.36
09/01/2015	ADJST	Joseph Battaglia	253.21		177,767.15
09/01/2015	ADJST	Gerald DaFoe	798.84		176,968.31
09/01/2015	ADJST	David Gourlay	975.95		175,992.36
09/03/2015	DEP			26,099.54	202,091.90
09/04/2015	EFT	Federal taxes	2,136.93		199,954.97
09/04/2015	DEP			234.15	200,189.12
09/04/2015	DEP			10,177.50	210,366.62
09/08/2015	DEP			2,669.00	213,035.62
09/08/2015	035843	Otis Elevator Company	933.17		212,102.45
09/08/2015	035844	Spectrum Business	273.98		211,828.47
09/08/2015	035845	Charter Communications	2,774.39		209,054.08
09/08/2015	035846	A T & T	170.09		208,883.99
09/08/2015	035847	Verizon Wireless	94.95		208,789.04
09/08/2015	035848	DTE ENERGY	32.14		208,756.90
09/09/2015	035843	City Of Traverse City	124.00		208,632.90
09/09/2015	035843	**VOID** City Of Traverse City	(124.00)		208,756.90
09/09/2015	035844	DTE ENERGY	84.00		208,672.90
09/09/2015	035844	**VOID** DTE ENERGY	(84.00)		208,756.90
09/09/2015	035849	City Of Traverse City	165.90		208,591.00
09/09/2015	035850	Kopy Sales Inc.	34.25		208,556.75
09/09/2015	035851	CynergyComm.net,Inc	3.85		208,552.90
09/09/2015	035852	Kendall Electric Inc	198.93		208,353.97
09/09/2015	035853	City Of Traverse City	124.00		208,229.97
09/09/2015	035854	DTE ENERGY	84.00		208,145.97
09/15/2015	ADJST	Kari Massa	1,062.59		207,083.38
09/15/2015	ADJST	Anthony Lentych	2,438.40		204,644.98
09/15/2015	ADJST	JoAnn Turnbull	724.73		203,920.25
09/15/2015	ADJST	Joseph Battaglia	277.17		203,643.08
09/15/2015	ADJST	Gerald DaFoe	774.99		202,868.09
09/15/2015	ADJST	David Gourlay	975.90		201,892.19
09/16/2015	EFT	Principal	836.92		201,055.27
09/16/2015	035899	**VOID** City Of Traverse City	(43.98)		201,099.25
09/17/2015	035855	Aflac	121.86		200,977.39
09/17/2015	035856	Safety Net	438.03		200,539.36
09/17/2015	035857	Traverse City Record Eagle	91.40		200,447.96
09/17/2015	035858	Alpine Electric Corporation	254.40		200,193.56
09/17/2015	035859	City Of Traverse City	275.26		199,918.30

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
09/17/2015	035860	Stricker's Outdoor Power Equipment	1,998.00		197,920.30
09/17/2015	035861	Lautner Irrigation	70.75		197,849.55
09/17/2015	035862	SimplexGrinnell LP	513.40		197,336.15
09/17/2015	035863	Holiday Fleet	10.38		197,325.77
09/17/2015	035864	All American Investment Group	8,500.00		188,825.77
09/17/2015	035865	Roto-Rooter	85.00		188,740.77
09/17/2015	035866	Great Lakes Business Systems	7,532.59		181,208.18
09/17/2015	035867	NorthSky Nonprofit Network	540.00		180,668.18
09/17/2015	035868	Integrated Payroll Services, Inc.	96.90		180,571.28
09/17/2015	035869	John DeWeese	44.00		180,527.28
09/17/2015	035870	Allen Supply	417.30		180,109.98
09/17/2015	035871	Stricker's Outdoor Power Equipment	139.00		179,970.98
09/17/2015	035872	Engineered Protection Systems Inc	414.71		179,556.27
09/17/2015	035873	Staples Business Advantage	149.99		179,406.28
09/17/2015	035874	Grand Traverse County DPW	1,449.00		177,957.28
09/17/2015	035875	Guardian Medical Monitoring	29.90		177,927.38
09/17/2015	035876	Kelly Services, Inc.	3,697.02		174,230.36
09/17/2015	035877	Ace Hardware	22.97		174,207.39
09/17/2015	035878	Johnson Outdoors	520.00		173,687.39
09/17/2015	035879	SAM'S CLUB	403.53		173,283.86
09/17/2015	035880	Home Depot Credit Services	49.35		173,234.51
09/17/2015	035881	Traverse City Housing Commission	15,777.09		157,457.42
09/17/2015	035882	Republic Services #239	432.25		157,025.17
09/17/2015	035883	DeWeese Hardware	7.78		157,017.39
09/17/2015	035884	Environmental Pest Control	270.00		156,747.39
09/17/2015	035885	Wilmar	384.39		156,363.00
09/17/2015	035886	Housing Authority Accounting	1,571.91		154,791.09
09/17/2015	035887	Engineered Protection Systems Inc	414.71		154,376.38
09/17/2015	035887	**VOID** Engineered Protection	(414.71)		154,791.09
09/17/2015	035888	Gerald DaFoe	96.02		154,695.07
09/17/2015	035889	A T & T	109.90		154,585.17
09/17/2015	035890	Speedwrench, Inc.	404.96		154,180.21
09/17/2015	035891	Traverse City Coatings	768.00		153,412.21
09/17/2015	035892	Staples Business Advantage	167.12		153,245.09
09/17/2015	035893	David Gourlay	58.64		153,186.45
09/17/2015	035894	City Of Traverse City	6,880.62		146,305.83
09/17/2015	035895	D & W Mechanical	581.00		145,724.83
09/17/2015	035896	SimplexGrinnell LP	2,101.28		143,623.55
09/17/2015	035897	Alpine Electric Corporation	191.17		143,432.38
09/17/2015	035898	Grand Traverse County	43.98		143,388.40

Date: 10/09/2015
Time: 10:58:35

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 09/01/2015 To: 09/30/2015

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Date	Ref Num	Payee	Payment	Deposit	Balance
09/17/2015	035899	City Of Traverse City	43.98		143,344.42
09/17/2015	035900	Aflac	334.80		143,009.62
09/18/2015	EFT	IRS	2,134.76		140,874.86
09/21/2015	EFT	State Of Michigan	638.56		140,236.30
09/22/2015	DEP			2,552.25	142,788.55
09/23/2015	EFT			21,725.00	164,513.55
09/23/2015	EFT			5,405.25	169,918.80
09/25/2015	035901	William Sebastian	201.31		169,717.49
09/25/2015	035902	Thomas P. Licavoli	570.00		169,147.49
09/25/2015	035903	Kelly Services, Inc.	1,682.45		167,465.04
09/25/2015	035904	Priority Health	5,951.10		161,513.94
09/25/2015	035905	Michigan Officeways, Inc.	182.50		161,331.44
09/25/2015	035906	DTE ENERGY	77.04		161,254.40
09/29/2015	EFT	Principal	836.92		160,417.48
Total:			90,691.34	68,862.69	

Traverse City Housing Commission
Check Register Summary Report
National City - Section 8
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2015	EFT	HUD		84,911.00	173,056.37
09/01/2015	EFT	HUD		6,839.00	179,895.37
09/01/2015	000166	Sandra Aeschliman	190.00		179,705.37
09/01/2015	000166	Jeana Aiken	550.00		179,155.37
09/01/2015	000166	Jack Anderson	868.00		178,287.37
09/01/2015	000166	Ayers Investment Properties LLC	306.00		177,981.37
09/01/2015	000166	Brad Barnes	465.00		177,516.37
09/01/2015	000166	Bay Front Apartments	288.00		177,228.37
09/01/2015	000166	Bay Hill Housing LDHALP	6,400.00		170,828.37
09/01/2015	000166	Bay Hill II Apartments	2,474.00		168,354.37
09/01/2015	000166	Bay Management	942.00		167,412.37
09/01/2015	000166	WODA Boardman Lake LHDALP	1,389.00		166,023.37
09/01/2015	000166	David & Mary Briggs	388.00		165,635.37
09/01/2015	000166	Irma Jean Brownley	526.00		165,109.37
09/01/2015	000166	Central Lake Townhouses	405.00		164,704.37
09/01/2015	000166	Cherrywood Village Farms, Inc.	2,570.00		162,134.37
09/01/2015	000166	Douglas A. Chichester	600.00		161,534.37
09/01/2015	000166	Christopher S. Smith	604.00		160,930.37
09/01/2015	000166	Jack V. Dean	425.00		160,505.37
09/01/2015	000166	Dmytro Cherkasov	1,079.00		159,426.37
09/01/2015	000166	Shirley Farrell	786.00		158,640.37
09/01/2015	000166	Rent Leelanau, LLC	789.00		157,851.37
09/01/2015	000166	Lisa Forbes	539.00		157,312.37
09/01/2015	000166	Steve Forbush	411.00		156,901.37
09/01/2015	000166	Dale E. French	79.00		156,822.37
09/01/2015	000166	French Quarter Apts.	72.00		156,750.37
09/01/2015	000166	G Rentals	735.00		156,015.37
09/01/2015	000166	David Grzesiek	373.00		155,642.37
09/01/2015	000166	Habitat for Humanity	95.00		155,547.37
09/01/2015	000166	Harbour Ridge Apts	1,139.00		154,408.37
09/01/2015	000166	Heartwood Enterprises	758.00		153,650.37
09/01/2015	000166	Louis Herman	400.00		153,250.37
09/01/2015	000166	Susan Herman	468.00		152,782.37
09/01/2015	000166	Hillview Terrace	507.00		152,275.37
09/01/2015	000166	HomeStretch	2,320.00		149,955.37
09/01/2015	000166	Bill Hoxie	500.00		149,455.37
09/01/2015	000166	Caroline Hupp	417.00		149,038.37
09/01/2015	000166	Joseph and Marion Fasel	569.00		148,469.37
09/01/2015	000166	Donna Kalchik	314.00		148,155.37
09/01/2015	000166	Sidney Lammers	716.00		147,439.37

Traverse City Housing Commission
Check Register Summary Report
National City - Section 8
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2015	000166	Legendary Rentals, LLC	485.00		146,954.37
09/01/2015	000166	Jeffrey R. Lenten	643.00		146,311.37
09/01/2015	000166	Don E. Lint	353.00		145,958.37
09/01/2015	000166	Juan Maldonado	523.00		145,435.37
09/01/2015	000166	Mathews Trust	825.00		144,610.37
09/01/2015	000166	McLain Management	748.00		143,862.37
09/01/2015	000166	James & Tamela Moquin	532.00		143,330.37
09/01/2015	000166	Northwest Michigan Supportive	418.00		142,912.37
09/01/2015	000166	Oak Park Apts	1,912.00		141,000.37
09/01/2015	000166	Oak Terrace Apts	858.00		140,142.37
09/01/2015	000166	Gerald Oliver Revocable Trust	1,439.00		138,703.37
09/01/2015	000166	Daniel G. Pohlman	696.00		138,007.37
09/01/2015	000166	Douglas L. Porter	399.00		137,608.37
09/01/2015	000166	Putnam Leelanau Farms, LLC	762.00		136,846.37
09/01/2015	000166	Phillip Putney	1,031.00		135,815.37
09/01/2015	000166	Leon M. Quigley	983.00		134,832.37
09/01/2015	000166	Thomas Raven	471.00		134,361.37
09/01/2015	000166	Adele M. Reiter	975.00		133,386.37
09/01/2015	000166	Timothy Rice	437.00		132,949.37
09/01/2015	000166	The Village at Rivers Edge Apartments	241.00		132,708.37
09/01/2015	000166	Debra Rushton	116.00		132,592.37
09/01/2015	000166	Sabin Pond Apartments LLC	440.00		132,152.37
09/01/2015	000166	John Sarya	600.00		131,552.37
09/01/2015	000166	Eldon Schaub	389.00		131,163.37
09/01/2015	000166	Gerald Sieggreen	674.00		130,489.37
09/01/2015	000166	SILVER SHORES MHC	143.00		130,346.37
09/01/2015	000166	Douglas & Julia Slack	327.00		130,019.37
09/01/2015	000166	Margaret Anne Slawson	408.00		129,611.37
09/01/2015	000166	22955 Investments LLC	3,989.00		125,622.37
09/01/2015	000166	Carl Sumner	386.00		125,236.37
09/01/2015	000166	Traverse City Property Management	314.00		124,922.37
09/01/2015	000166	Wendy Teagan	408.00		124,514.37
09/01/2015	000166	TOS Holdings, LLC	1,073.00		123,441.37
09/01/2015	000166	Tradewinds Terrace Apts	238.00		123,203.37
09/01/2015	000166	Village Glen Apartments	9,011.00		114,192.37
09/01/2015	000166	Catherine L. Wolfe	368.00		113,824.37
09/01/2015	000166	Woodmere Ridge Apartments LDHA	5,348.00		108,476.37
09/01/2015	000166	Theodore V. Zachman	692.00		107,784.37
09/01/2015	000166	Ann Zenner	443.00		107,341.37
09/01/2015	000166	Barb Zupin	863.00		106,478.37

Traverse City Housing Commission
Check Register Summary Report
National City - Section 8
From: 09/01/2015 To: 09/30/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
09/03/2015	DEP			155.00	106,633.37
09/09/2015	022817	Blarney Castle Oil Co.	53.00		106,580.37
09/09/2015	022818	Cherryland Electric Cooperative	201.00		106,379.37
09/09/2015	022819	City Of Traverse City	226.00		106,153.37
09/09/2015	022820	Consumers Energy	41.00		106,112.37
09/09/2015	022821	Derrer Propane	37.00		106,075.37
09/09/2015	022822	DTE ENERGY	271.00		105,804.37
09/09/2015	022823	Great Lakes Energy	16.00		105,788.37
09/16/2015	022824	Chase Bank	2,600.00		103,188.37
09/22/2015	DEP			20.00	103,208.37
09/25/2015	000167	Robert F. Follett	735.00		102,473.37
09/25/2015	000167	**VOID** Robert F. Follett	(735.00)		103,208.37
09/25/2015	022825	Robert F. Follett	735.00		102,473.37
Total:			77,597.00	91,925.00	

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 10/01/2015 To: 10/31/2015

Date	Ref Num	Payee	Payment	Deposit	Balance
10/07/2015	EFT	HUD		21,716.00	182,133.48
10/07/2015	EFT	HUD		5,406.00	187,539.48
10/08/2015	035919	Sharlynn Fielstra	283.00		187,256.48
10/08/2015	035920	Northwest Michigan Community Action	15.00		187,241.48
10/09/2015	035907	Charter Communications	2,820.21		184,421.27
10/09/2015	035908	Allen Supply	195.70		184,225.57
10/09/2015	035909	The Nelrod Company	399.00		183,826.57
10/09/2015	035910	A T & T	167.99		183,658.58
10/09/2015	035911	City Of Traverse City	157.53		183,501.05
10/09/2015	035912	Verizon Wireless	111.56		183,389.49
10/09/2015	035913	HD Supply	240.00		183,149.49
10/09/2015	035914	Spectrum Business	174.98		182,974.51
10/09/2015	035915	SimplexGrinnell LP	643.88		182,330.63
10/09/2015	035916	Alpine Electric Corporation	485.59		181,845.04
10/09/2015	035916	**VOID** Alpine Electric Corporation	(485.59)		182,330.63
10/09/2015	035917	DTE ENERGY	31.21		182,299.42
10/09/2015	035918	Thomas P. Licavoli	570.00		181,729.42
10/20/2015	035921	City Of Traverse City	275.26		181,454.16
10/20/2015	035922	Traverse City Record Eagle	45.00		181,409.16
10/20/2015	035923	Housing Data Systems	159.75		181,249.41
10/20/2015	035924	Phada	610.00		180,639.41
10/20/2015	035925	Randazzo's premier Carpet Cleaning	2,107.53		178,531.88
10/20/2015	035926	Traverse Outdoor	76.00		178,455.88
10/20/2015	035927	Kelly Services, Inc.	699.20		177,756.68
10/20/2015	035928	Johnson Outdoors	820.00		176,936.68
10/20/2015	035929	Housing Authority of the County of	1,099.41		175,837.27
10/20/2015	035930	Snap! Quick Print	200.71		175,636.56
10/20/2015	035931	Sam's Club	55.08		175,581.48
10/20/2015	035934	Save Carpet USA	125.00		175,456.48
10/20/2015	035935	Aflac	223.20		175,233.28
10/20/2015	035936	Alpine Electric Corporation	478.54		174,754.74
10/20/2015	035937	Housing Authority Accounting	1,099.41		173,655.33
10/20/2015	035938	Kelly Services, Inc.	699.20		172,956.13
10/20/2015	035939	Environmental Pest Control	270.00		172,686.13
10/20/2015	035940	Sondee, Racine & Doren, P.L.C.	192.00		172,494.13
10/20/2015	035941	Integrated Payroll Services, Inc.	160.35		172,333.78
10/20/2015	035942	Great Lakes Business Systems	99.62		172,234.16
10/28/2015	EFT	Principal	550.00		171,684.16

Total: 15,855.32 27,122.00

Date: 10/09/2015
Time: 11:00:24

Traverse City Housing Commission
Check Register Detail Report
Bank of Northern MI
From: 10/01/2015 To: 10/31/2015

Page: 1

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/07/2015	EFT	HUD	Deposit	21,716.00	182,133.48	
10/07/2015	EFT	Operating Subsidy				
		HUD	Deposit	5,406.00	187,539.48	
10/08/2015	035919	ROSS				
		Sharlynn Fielstra				
		0-001-211400 Tenant Security Deposits	Payment	283.00	187,256.48	
		Security Deposit Disposition Apartment #910 Riverview Terrace	283.00			
10/08/2015	035920	Northwest Michigan Community Action	Payment	15.00	187,241.48	NMCAA Annual Luncheon
10/09/2015	035907	RSVP for additional seat for the Annual Meeting				
		Charter Communications	Payment	2,820.21	184,421.27	
		0-001-423000 Tenant services cable	2,820.21			
		Acct: 8245 12 110 0043837 Riverview				
10/09/2015	035908	Allen Supply	Payment	195.70	184,225.57	
		0-001-4430.12 Miscellaneous Contracts	195.70			
		Inv 116096 Riverview Terrace , labor & lock for new door on first floor				
10/09/2015	035909	The Nelrod Company	Payment	399.00	183,826.57	
		0-001-414000 Staff Training	399.00			
		Inv ZS 1767149-23 Capital Fund Program Course, Lentych				
10/09/2015	035910	A T & T	Payment	167.99	183,658.58	
		0-001-418500 Telephone Expense - Public Housing	167.99			
		Acct: 231 941 0780 751 3 elevator phones				
10/09/2015	035911	City Of Traverse City	Payment	157.53	183,501.05	
		0-001-432000 Electricity	157.53			
		Acct: 173205-96140 10200 Orchardview - house				
10/09/2015	035912	Verizon Wireless	Payment	111.56	183,389.49	
		0-001-418500 Telephone Expense - Public Housing	111.56			
		Inv 9752674038 cell phones				
10/09/2015	035913	HD Supply	Payment	240.00	183,149.49	
		0-001-442000 Maintenance Materials - Ph	240.00			
		Inv 9140568535 Maintenance door hanger Tags				
10/09/2015	035914	Spectrum Business	Payment	174.98	182,974.51	

Date: 10/09/2015
Time: 11:00:24

Traverse City Housing Commission
Check Register Detail Report

Bank of Northern MI

From: 10/01/2015 To: 10/31/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		0-000-419030 Admin. Services Contracts Acct: 8245 12 110 0186016 office internet	174.98			
10/09/2015	035915	SimplexGrinnell LP 0-001-4430.12 Miscellaneous Contracts Inv 81744588 service call - replace 2 35 apmp batteries	Payment 643.88	643.88	182,330.63	
10/09/2015	035916	Alpine Electric Corporation 0-001-4430.07 Electrical Contracts W21440 Repair conduit rusted at floor to basement \$120.77	Payment 485.59	485.59	181,845.04	
10/09/2015	035916	**VOID** Alpine Electric Corporation 0-001-4430.07 Electrical Contracts Void Refer 035916	Payment (485.59)	(485.59)	182,330.63	
10/09/2015	035917	DTE ENERGY	Payment	31.21	182,299.42	
10/09/2015	035918	Acct: 4664 258 0003 7 10200 OV Garage \$31.21 Thomas P. Licavoli	Payment	570.00	181,729.42	
10/20/2015	035921	Inv 425292 Paint apt #910 City Of Traverse City 0-001-418200 Employee Benefits - Administrative 0-001-443300 Employee Benefits - Maintenance Inv 89241 Delta Dental	Payment 161.49 113.77	275.26	181,454.16	
10/20/2015	035922	Traverse City Record Eagle 0-001-422000 Tenant Svc - Recreation, Publ Inv 09158464 Ad for Orchardview yard sale	Payment 45.00	45.00	181,409.16	
10/20/2015	035923	Housing Data Systems 0-001-419030 Admin. Service Contracts 0-000-419030 Admin. Services Contracts Inv 219395 HDSWin backup service 10/01/2015 to 12/31/2015 \$60.00 Inv 219419 2 part cash receipts \$99.75	Payment 99.75 60.00	159.75	181,249.41	
10/20/2015	035924	Phada 0-000-419020 Membership dues and fees Membership renewal for year ending November 2016	Payment 610.00	610.00	180,639.41	
10/20/2015	035925	Randazzo's premier Carpet Cleaning 0-001-4430.10 Janitorial Contracts	Payment 2,107.53	2,107.53	178,531.88	

Date: 10/09/2015
Time: 11:00:24

Traverse City Housing Commission
Check Register Detail Report

Bank of Northern MI

From: 10/01/2015 To: 10/31/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/20/2015	035926	October Hallway carpet cleaning & office Traverse Outdoor 0-001-4430.05 Landscape & Grounds Contract Inv W15-0209 Winterize irrigation system Riverview	Payment 76.00	76.00	178,455.88	
10/20/2015	035927	Kelly Services, Inc. 0-001-419030 Admin. Service Contracts Inv 39487863 Sept 26 \$699.20	Payment 699.20	699.20	177,756.68	
10/20/2015	035928	Johnson Outdoors 0-001-4430.05 Landscape & Grounds Contract Inv 775 M-F 5 Lawn Mowing Riverview (\$55) & Orchardview (\$75)	Payment 820.00	820.00	176,936.68	
10/20/2015	035929	Housing Authority of the County of 0-001-417000 Accounting & Audit Fees 0-003-417000 Accounting & Audit Fees Vouchers \$649.25 Public Housing \$450.16	Payment 450.16 649.25	1,099.41	175,837.27	
10/20/2015	035930	Snap! Quick Print 0-000-419040 Office Supplies Inv 53918 envelopes #9 (1000) #10 (1500)	Payment 200.71	200.71	175,636.56	
10/20/2015	035931	Sam's Club 0-001-422000 Tenant Svc - Recreation, Publ Pop	Payment 55.08	55.08	175,581.48	
10/20/2015	035934	Save Carpet USA 0-001-4430.06 Unit turnaround Contracts Carpet repair apt. #505	Payment 125.00	125.00	175,456.48	
10/20/2015	035935	Aflac 0-001-443300 Employee Benefits - Maintenance Inv 224393	Payment 223.20	223.20	175,233.28	
10/20/2015	035936	Alpine Electric Corporation 0-001-4430.07 Electrical Contracts W21440 Repair conduit rusted at floor to basement \$129.82 W21453 Review install horn strobe \$76.00 W21466 Repair outdoor light Orchardview \$272.72	Payment 478.54	478.54	174,754.74	
10/20/2015	035937	Housing Authority Accounting 0-001-417000 Accounting & Audit Fees 0-003-417000 Accounting & Audit Fees Vouchers \$649.25	Payment 450.16 649.25	1,099.41	173,655.33	

Date: 10/09/2015
Time: 11:00:24

Traverse City Housing Commission
Check Register Detail Report

Bank of Northern MI

From: 10/01/2015 To: 10/31/2015

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
10/20/2015	035938	Public Housing \$450.16 Kelly Services, Inc. 0-000-419000 Sundry Administration Inv 40477150 week ending 1-/03	Payment 699.20	699.20	172,956.13	
10/20/2015	035939	Environmental Pest Control 0-001-4430.09 Extermination Contracts Inv 002440 Orchardview \$120 Inv 002441 Riverview \$150	Payment 270.00	270.00	172,686.13	
10/20/2015	035940	Sondee, Racine & Doren, P.L.C. 0-000-413000 Legal Expenses Statement #87 job descriptions review	Payment 192.00	192.00	172,494.13	
10/20/2015	035941	Integrated Payroll Services, Inc. 0-000-419030 Admin. Services Contracts Inv 27585 September payroll processing	Payment 160.35	160.35	172,333.78	
10/20/2015	035942	Great Lakes Business Systems 0-000-419000 Sundry Administration Inc SC76614 copier 8/28 to 10/3/15	Payment 99.62	99.62	172,234.16	
10/28/2015	EFT	Principal Expense - fees for 457 plan 6/29/2015 to 9/28.2015	Payment	550.00	171,684.16	

Memo

To: Board of Commissioners, Traverse City Housing Commission
From: Anita Fisher, Housing Authority Accounting Specialists
Date: 10/7/2015
Re: September 2015 Financial Statements

The low rent public housing program currently has HUD operating income of \$26,422.01. The Section 8 housing choice voucher program has HUD operating income of \$22,351.50; however there is also \$22,583.98 in over-funding of HAP payments from HUD, leaving actual admin loss of \$232.48 for September 2015, including the FSS information. The TCHC has \$3,255.80 in HAP reserves to use for excess HAP payments as of 9/30/15, and \$554,397 in HUD held reserves as of 6/30/15.

- The interfund amount due from the Voucher program to the Low Rent program is \$11,397.36, less any transfers that have been made since September 30th.

Please let me know if you have any questions or concerns.

Thank You Very Much!
Anita L. Fisher, CPA
Housing Authority Accounting Specialists, Inc.

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2015

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,987.69	\$ 93,536.69	\$ 101,250	\$ 405,000	311,463.31
3110.2 - Dwelling Rental-Proj. 2	5,008.00	13,685.00	0	0	(13,685.00)
3120 - Excess Utilities	113.00	326.00	250	1,000	674.00
3190 - Nondwelling Rental	6,960.38	16,320.76	12,875	51,500	35,179.24
Total Rental Income	<u>43,069.07</u>	<u>123,868.45</u>	<u>114,375</u>	<u>457,500</u>	<u>333,631.55</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	21,725.00	65,054.00	60,000	240,000	174,946.00
Total HUD PHA Grants	<u>21,725.00</u>	<u>65,054.00</u>	<u>60,000</u>	<u>240,000</u>	<u>174,946.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	162.87	627.06	900	3,600	2,972.94
3690 - Tenant Income	321.17	1,074.44	1,250	5,000	3,925.56
3690.1 - Non-Tenant Income	712.40	7,104.06	7,000	28,000	20,895.94
3690.2 - Tenant Income-Cable	2,502.00	7,403.00	6,538	26,150	18,747.00
Total Nonrental Income	<u>3,698.44</u>	<u>16,208.56</u>	<u>15,688</u>	<u>62,750</u>	<u>46,541.44</u>
Total Operating Income	<u>68,492.51</u>	<u>205,131.01</u>	<u>190,063</u>	<u>760,250</u>	<u>555,118.99</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	10,764.30	25,094.16	32,798	131,190	108,095.84
4120 - Compensated Absences	0.00	0.00	375	1,500	1,500.00
4130 - Legal Expense	0.00	462.50	2,375	9,500	9,037.50
4140 - Staff Training	0.00	1,965.00	1,875	7,500	5,535.00
4150 - Travel Expense	137.42	354.00	1,875	7,500	7,146.00
4170 - Accounting Fees	787.66	1,687.98	1,625	6,500	4,812.02
4171 - Auditing	0.00	0.00	725	2,900	2,900.00
4182 - Employee Benefits - Admin	2,624.85	12,649.40	13,712	54,850	42,200.60
4185 - Telephone	567.24	1,979.44	1,438	5,750	3,770.56
4190.1 - Publications	0.00	0.00	125	500	500.00
4190.2 - Membership Dues and Fees	0.00	567.50	188	750	182.50
4190.3 - Admin. Service Contracts	631.80	5,473.79	4,875	19,500	14,026.21
4190.4 - Office Supplies	349.72	2,095.76	625	2,500	404.24
4190.5 - Other Sundry Expense	5,785.82	8,583.90	3,750	15,000	6,416.10
4190.6 - Advertising	0.00	0.00	188	750	750.00
Total Administration	<u>21,648.81</u>	<u>60,913.43</u>	<u>66,549</u>	<u>266,190</u>	<u>205,276.57</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	283.44	2,083.73	3,750	15,000	12,916.27
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	2,774.39	8,463.43	8,125	32,500	24,036.57
Total Tenant Services	<u>3,057.83</u>	<u>10,547.16</u>	<u>11,875</u>	<u>47,500</u>	<u>36,952.84</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2015

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	2,529.00	5,149.50	4,125	16,500	11,350.50
4320 - Electricity	5,966.52	21,616.98	37,500	150,000	128,383.02
4330 - Gas	<u>109.18</u>	<u>340.71</u>	<u>5,500</u>	<u>22,000</u>	<u>21,659.29</u>
Total Utilities	8,604.70	27,107.19	47,125	188,500	161,392.81
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	8,625.43	20,237.63	20,168	80,670	60,432.37
4420 - Materials	1,211.19	2,629.49	5,000	20,000	17,370.51
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	581.00	2,350.59	2,875	11,500	9,149.41
4430.03 - Snow Removal Contracts	0.00	0.00	1,000	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	933.17	7,545.89	2,125	8,500	954.11
4430.05 - Landscape & Grounds Contracts	729.75	3,302.75	2,750	11,000	7,697.25
4430.06 - Unit Turnaround Contracts	570.00	1,140.00	4,500	18,000	16,860.00
4430.07 - Electrical Contracts	254.40	865.73	1,250	5,000	4,134.27
4430.08 - Plumbing Contracts	85.00	1,194.20	375	1,500	305.80
4430.09 - Extermination Contracts	270.00	1,030.00	875	3,500	2,470.00
4430.10 - Janitorial Contracts	0.00	1,925.00	300	1,200	(725.00)
4430.11 - Routine Maintenance Contracts	863.67	2,096.21	2,625	10,500	8,403.79
4430.12 - Misc. Contracts	3,060.45	7,826.91	3,750	15,000	7,173.09
4431 - Garbage Removal	432.25	1,443.66	1,450	5,800	4,356.34
4433 - Employee Benefits - Maint.	<u>2,415.04</u>	<u>11,747.19</u>	<u>8,140</u>	<u>32,560</u>	<u>20,812.81</u>
Total Ordinary Maint. & Oper.	20,031.35	65,335.25	57,183	228,730	163,394.75
General Expense					
4510 - Insurance	2,361.34	7,078.28	6,525	26,100	19,021.72
4520 - Payment in Lieu of Taxes	1,780.00	5,340.00	5,438	21,750	16,410.00
4570 - Collection Losses	0.00	0.00	338	1,350	1,350.00
4586 - Interest Expense-CFFP	0.00	0.00	8,400	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	<u>0.00</u>	<u>0.00</u>	<u>125</u>	<u>500</u>	<u>500.00</u>
Total General Expense	4,141.34	12,418.28	20,826	83,300	70,881.72
Total Routine Expense	57,484.03	176,321.31	203,555	814,220	637,898.69
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>513.40</u>	<u>2,387.69</u>	<u>3,125</u>	<u>12,500</u>	<u>10,112.31</u>
Total Extraordinary Maint.	513.40	2,387.69	3,125	12,500	10,112.31
Casualty Losses-Not Cap.					
Total Casualty Losses	0.00	0.00	0	0	0.00
Total Non-Routine Expense	513.40	2,387.69	3,125	12,500	10,112.31
Total Operating Expenses	<u>57,997.43</u>	<u>178,709.00</u>	<u>206,680</u>	<u>826,720</u>	<u>648,011.00</u>
Operating Income (Loss)	<u>10,495.08</u>	<u>26,422.01</u>	<u>(16,617)</u>	<u>(66,470)</u>	<u>(92,892.01)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2015

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2015</u>	<u>September 30, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	80,731.77	0	0	(80,731.77)
4810 - Loan Fee Amortization Exp.-CFFP	0.00	0.00	0	0	0.00
Total Depreciation Expense	26,910.59	80,731.77	0	0	(80,731.77)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0	0	0.00
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	7,270.81	7,270.81	0	0	(7,270.81)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	17,633.00	0	0	(17,633.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	(7,270.81)	(24,903.81)	0	0	24,903.81
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (16,415.51)</u>	<u>\$ (54,309.76)</u>	<u>\$ (16,617)</u>	<u>\$ (66,470)</u>	<u>\$ (12,160)</u>
HUD Net Income (Loss)	<u>\$ 3,224.27</u>	<u>\$ 1,518.20</u>	<u>\$ (16,617)</u>	<u>\$ (66,470)</u>	<u>\$ (67,988)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2015

Units	1 Month Ended		3 Months Ended				
208	<u>September 30, 2015</u>	<u>PUM</u>	<u>September 30, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 127.50	0.80	\$ 282.50	0.60	\$ 0	0.00	\$ (282.50)
3603 - Number of Unit Months	159.00	(1.00)	471.00	(1.00)	0	0.00	471.00
3604 - Unit Months - Contra	<u>(159.00)</u>	1.00	<u>(471.00)</u>	1.00	<u>0</u>	0.00	<u>(471.00)</u>
Total Oper. Reserve Income	127.50	0.80	282.50	0.60	0	0.00	(282.50)
Revenues - HUD PHA Grants							
3410 - HAP Funding	84,911.00	534.03	254,733.00	540.83	0	0.00	(254,733.00)
3411 - Admin Fee Funding	<u>6,839.00</u>	43.01	<u>21,427.00</u>	45.49	<u>0</u>	0.00	<u>(21,427.00)</u>
Total HUD PHA Grants	91,750.00	577.04	276,160.00	586.33	0	0.00	(276,160.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>91,877.50</u>	577.85	<u>276,442.50</u>	586.93	<u>0</u>	0.00	<u>(276,442.50)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	3,025.41	19.03	7,064.70	15.00	44,170	0.00	37,105.30
4140 - Staff Training	0.00	0.00	105.00	0.22	2,250	0.00	2,145.00
4150 - Travel Expense	17.24	0.11	192.03	0.41	3,000	0.00	2,807.97
4170 - Accounting Fees	784.25	4.93	2,082.75	4.42	8,130	0.00	6,047.25
4171 - Auditing	0.00	0.00	0.00	0.00	2,400	0.00	2,400.00
4182 - Employee Benefits - Admin	914.07	5.75	4,378.54	9.30	0	0.00	(4,378.54)
4185 - Telephone	129.51	0.81	172.41	0.37	1,400	0.00	1,227.59
4190.1 - Publications	0.00	0.00	0.00	0.00	800	0.00	800.00
4190.2 - Membership Dues and Fees	0.00	0.00	0.00	0.00	450	0.00	450.00
4190.3 - Admin. Service Contracts	39.35	0.25	195.05	0.41	3,160	0.00	2,964.95
4190.4 - Office Supplies	149.89	0.94	228.02	0.48	1,935	0.00	1,706.98
4190.5 - Other Sundry Expense	<u>189.76</u>	1.19	<u>532.91</u>	1.13	<u>5,250</u>	0.00	<u>4,717.09</u>
Total Administration	5,249.48	33.02	14,951.41	31.74	72,945	0.00	57,993.59
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,249.48	33.02	14,951.41	31.74	72,945	0.00	57,993.59

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement**

For the 1 Month and 3 Months Ended September 30, 2015

Units	1 Month Ended		3 Months Ended				
	<u>September 30, 2015</u>	<u>PUM</u>	<u>September 30, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,405.25</u>	0.00	<u>16,989.50</u>	0.00	<u>0</u>	0.00	<u>(16,989.50)</u>
Total HUD PHA Grants	5,405.25	0.00	16,989.50	0.00	0	0.00	(16,989.50)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,405.25</u>	0.00	<u>16,989.50</u>	0.00	<u>0</u>	0.00	<u>(16,989.50)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	5,763.95	0.00	13,416.68	0.00	60,660	0.00	47,243.32
4182 - Employee Benefits - Admin	<u>1,139.55</u>	0.00	<u>4,856.39</u>	0.00	<u>0</u>	0.00	<u>(4,856.39)</u>
Total Administration	6,903.50	0.00	18,273.07	0.00	60,660	0.00	42,386.93
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	6,903.50	0.00	18,273.07	0.00	60,660	0.00	42,386.93

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 20, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Property Disposition Resolution for the Riverview Terrace Heater Project

MESSAGE:

Per the U.S. Department of Housing and Urban Development (HUD) guidelines, TCHC has maintained the appropriate lists of inventory and assets. Normally, TCHC would produce a quarterly list of items that need to be removed from inventory lists and have, when appropriate, adjustments made to our recorded assets. Since the River Terrace Baseboard Heater Replacement Project is a large project, we have prepared this single issue resolution to have a specific record of these items: the 'recalled' electric baseboard heaters being removed.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR PROPERTY DISPOSITION: RIVERVIEW TERRACE HEATER PROJECT

October 20, 2015

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

WHEREAS, new electric baseboard heaters are being installed in all units at Riverview Terrace; and

WHEREAS, the electric baseboard heaters being removed from all units at Riverview Terrace are subject to a "recall" and have no market or resell value are thus appropriate for disposal; 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:

All surplus property associated with the Riverview Electric Heater Project is approved for removal from official TCHC inventory lists as needed with appropriate adjustments made to recorded assets by December 31, 2015.



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee September 27, 2015

An Executive & Governance Committee Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at 6:04 p.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli, and Andrew Smits.
Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

Executive Director, Tony Lentych informed President Smits of an issue involving a potential participant of our HCV program. The applicant, who is on an extension, mailed a request to the office address to Smits. Staff is handling everything appropriately, and it is premature to involve the Commission at this time.

AGENDA

- A. There was a lengthy discussion of how TCHC sets the Agenda for its regular monthly meetings. The following format and process was discussed:
- The “proposed” October Commission Meeting Agenda was distributed.
 - The Agenda will be “closed” eight (8) days prior to regular meeting for “outside” business and the Commission can review and comment on Agenda until it is posted to the Public on the Friday before the regular meeting.
 - Agenda will now include an item for “Correspondence” to serve as a place for any potential new items received in the period after the agenda is closed.
 - There was a discussion of moving some annual pro forma HUD items, such as the Fair Market Rents Resolution, to the Consent Agenda in order to save time.
 - Review & Update of other items of business: Landscaping and tree removal on the property line with Uptown was discussed and is scheduled to occur this fall. Smits provided a historical review negotiations on this issue.
 - The question was asked as to whether or not the Commission wants or needs to review Riverview Terrace Roof Top Leases – there will be a discussion on this at the October Meeting.
- B. Job Descriptions:
- Proposed ED Job description from September meeting is at our attorney’s office for review.
 - Work continuing on Staff Job Descriptions. Some issues with assignment of work responsibilities are still being determined.
- C. Proposed Incentive-based Compensation Plan:
- Lentych described his proposal for a “Pooled” approach in that the entire office participates in the plan.

- The example of \$2,500.00 was used for a demonstration on how percentage payouts would be used for each TCHC employee/job position
- There was lengthy discussion on incentive design, administration, criteria, discretion, goals of program, etc.
- A draft proposal will be on October Agenda for full review.

ADJOURNMENT

President Smits adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

October 20, 2015

BUILDINGS/OCCUPANCY:

Riverview Terrace – One opening this month with one tenant ready for move in. The Electric Baseboard Heater replacement project launches on October 19, 2015.

Orchardview – Two move-outs planned this month, including the maintenance unit. Both units have tenants ready for move in by month's end.

FINANCIAL:

We continue to improve the Consolidated Income and Expense Worksheets. This month you will find a new column that tracks the percent of total budget utilized to date. Since this report reflects all of our information for the first quarter, we should be at or around the 25% mark. We had our annual audit team for a couple of days earlier this month. There was one issue (caused by information provided by HUD to our accountant) that our auditors and our accountant are working out before final report can be issued. Preliminary review from the auditors is good but we have been warned that we have too much money in reserves (over nine months of operations worth of funds). I am told that HUD wants us to be in the three to six months level of reserves. More on this later. Auditors also reviewed our Incentive-based Compensation plan and generally approved it's design.

The Finance Committee meeting was canceled due to scheduling conflicts.

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

- Office IT: No real change since last month. Phase One is nearly complete but on hold until Phase Two is launched. Phase Two is moving our operations to a virtual server in the cloud.
- Uptown Development: Several conversations with the developer on the project and we have started the landscaping project. Tree removal has been completed and Traverse Outdoor will be on site in a couple of weeks to do much of the landscaping (that which can be done in the fall). We had to take down a few more trees than expected due to the fact that they were either dead or dying. Another tree was removed because it was an undesirable species.
- Orchardview Phase II: No update at this time.
- Housing Development: Hosted a meeting with our consultant (who has been working on evaluating all the possibilities for the property in Traverse City) and his partner on this project, a former MSHDA executive about the status so far. Report should be in our hands in later November.
- Advocacy: Agreed to work with CEDAM and their partners by chairing a "Rural" review of the Qualified Allocation Plan (QAP) for the Low Income Housing Tax Credit (LIHTC). Interviewed several developers on their experience with MSHDA on this issue.
- Continued working on staff job descriptions: Discussions with attorney on the Executive Director Job Description and obtain sign-off on the format and content.
- Strategic Planning (Part III): Met with our consultant, Pam Evans, after last Commission meeting to review the notes from the discussion. The entire Strategic Plan (the final adopted pages 1 – 6

and supporting documents) are in the Commission Packet. A preliminary Gantt chart is also attached and up for discussion. Pam Evans will be in attendance to discuss this document and how to utilize it going forward – PROMISE!

ACTIVITIES:

Attended a two-day training on HUD's Capital Fund Program and the upcoming release of a new guide book.

Meeting and tour with City Commissioner, Tim Werner.

Meeting with Andy Smits and City Commission candidate Richard Lewis.

I was asked by a Leelanau County Commissioner to present to the Leelanau Housing Task Force on the Traverse City Housing Commission and the issue of affordable housing in the region.

Met with Kris Brady from Northwest Michigan Community Action Agency and Kathy Egan from Leelanau REACH to introduce them and to discuss housing issues in the region.

Participated in an Affordable Housing conversation with a Northport property owner to discuss potential affordable housing plans for the site.

Attended two City Commission meetings (one regular meeting and one study session). One regarding the proposed WODA senior project on the Depot property and the other the proposed Surplus Property disposition policy being considered by the City.

Hosted two (2) meetings with Residents of Orchardview to discuss the property and recent incidents with children. Received much feedback on our operations.

Held several meetings with Riverview Terrace Residents regarding general issues in our community. Attended a "meet the candidates" session to listen to those residents running for the Resident Council. Also attended a monthly meeting of the Residents Council.

Conducted the first meeting of the newly constituted Executive & Governance Committee.

Participated in Detroit HUD "Planning Committee" Conference Call to discuss the issue of Homelessness and how PHAs can get more involved in this issue.

Meeting with attorneys John Racine and Ron Sondee to discuss TCHC and get a review of previous issues.

Attended a planning meeting regarding our Project-Based Housing Choice Vouchers being placed at the Carson Square development starting in January 2016.

MEDIA:

Mentioned in an article in the Leelanau Enterprise discussing the Housing Commission.

PERSONAL:

Two vacation days used to go camping in the UP. Also took one Friday off to travel to Central Indiana to attend a College Football game for the first time in over ten years! The good guys won easily.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

October 20, 2015

CURRENT STATUS:

SEMAP (Section 8 Management Assessment Program) is reporting correct numbers. Currently, the number of FSS participants having open escrow accounts is at 16 (corrections were made). Please see attachment.

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

PROGRAM MANAGER UPDATE:

I have been checking Grants.gov weekly for any updates on the 2015 FSS Grant. They have received it and have assigned a number to it. We are hoping to hear more before November.

Enrollment has slowed due to new HCV participants utilizing the full 60 days they are given to find suitable housing. I spoke with four new HCV participants after the most recent briefing and they all seemed very interested. Once they find housing and are utilizing their voucher I am able to add them to the program.

The TCHC recently had our annual audit completed, which does include review of some FSS files and escrow reports. I feel confident that the files are in order and the escrow accounts were up to date.

STATUS OF PARTICIPANTS

I will begin scheduling the next Quarterly meetings in November/December.

I will be removing one participant from the program due to lack of communication. This is a process and will take a couple letters before I can finalize it, essentially giving the participant a second chance.

SEMAP Indicators Report**As of September 30, 2015**

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


[Download in Excel](#) [Print Page](#) [View Entire Report](#)
Current SEMAP Indicator Information**Most Recent SEMAP Indicator Information**

Indicator 9:
Annual
Reexaminations

Indicator 10:
Correct Tenant
Rent
Calculations

Indicator 11:
Precontract
HQS
Inspections

Indicator 12:
Continuing
HQS
Inspections

Indicator 13:
Lease-Up

Indicator 14:
Family Self-
Sufficiency
Enrollment

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

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

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
23	24	104	16	76

[+] Families enrolled in Voucher FSS Program**[+] Families completing FSS Contract**

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



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
RESIDENT COUNCIL REPORT**



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget Review

2015 – 2020 Strategic Plan

TCHC Credit Card Policy & Resolution

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	SEPTEMBER 2015 ACTUAL*	FY 2016 Q1*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 43,069.07	\$ 116,883.26	28.86%
Investment Interest	3,115.76	3,600.00	162.87	\$ 627.06	17.42%
Program Income: HCV	801,679.00	925,000.00	91,877.50	\$ 276,442.50	29.89%
Program Income: FSS	66,127.50	66,000.00	5,405.25	\$ 16,989.82	25.74%
Earned Income	118,755.80	146,500.00	3,535.57	\$ 22,566.69	15.40%
HUD Property Subsidy	250,531.00	240,000.00	21,725.00	\$ 65,054.00	27.11%
CFP / Draw on Surplus	216,024.34	55,000.00	-	\$ 26,391.94	47.99%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 165,775.26	\$ 524,955.27	28.51%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	218,500.00	19,553.66	\$ 45,575.54	20.86%
Benefits	43,703.38	90,000.00	4,678.47	\$ 21,884.33	24.32%
Compensated Absences	(1,805.55)	(1,500.00)	-	\$ -	0.00%
Legal	6,913.00	9,500.00	-	\$ 462.50	4.87%
Travel / Staff Training	7,862.47	15,000.00	154.66	\$ 2,680.28	17.87%
Accounting / Auditing	20,345.52	21,000.00	1,571.91	\$ 3,770.73	17.96%
General Office Expenses	86,997.61	72,000.00	7,843.09	\$ 19,764.53	27.45%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 33,801.79	\$ 94,137.91	22.18%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	12,500.00	283.44	\$ 2,083.73	16.67%
Cable Television	33,037.34	33,000.00	2,774.39	\$ 8,463.43	25.65%
HAP	854,465.00	840,000.00	77,454.02	\$ 237,856.02	28.32%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 80,511.85	\$ 248,403.18	28.05%
<u>UTILITIES</u>					
Water	\$ 17,181.40	16,500.00	2,529.00	\$ 5,149.50	31.21%
Electricity	148,299.11	150,000.00	5,966.52	\$ 21,616.98	14.41%
Gas	16,715.50	15,500.00	109.18	\$ 340.71	2.20%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 8,604.70	\$ 27,107.19	14.89%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	85,000.00	8,625.43	\$ 20,237.63	23.81%
Maintenance Benefits	31,533.44	32,500.00	2,415.04	\$ 11,747.19	36.15%
Materials	13,328.43	20,000.00	1,211.19	\$ 2,629.49	13.15%
Contract / CFP Costs	292,289.06	80,000.00	7,779.69	\$ 30,720.94	38.40%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 20,031.35	\$ 65,335.25	30.04%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	23,600.00	2,361.34	\$ 7,078.28	29.99%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	\$ 5,340.00	29.67%
Collection Losses	3,511.15	1,350.00	-	\$ -	0.00%
Interest Expense / Other ¹	37,087.94	25,000.00	-	\$ -	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 4,141.34	\$ 12,418.28	18.28%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 10,675.17	\$ 12,500.00	\$ 513.40	\$ 2,387.69	19.10%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 147,604.43	\$ 449,789.50	25.13%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 18,170.83	\$ 75,165.77	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ (11,650.28)	\$ (38,042.22)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 6,520.55	\$ 37,123.55	

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF SEPTEMBER 2015

PUBLIC HOUSING

Bank of Northern Michigan	Checking	\$	151,900.47	
Members Credit Union	Savings	\$	6,542.57	
Chemical Bank	520011210	\$	100,973.20	
Traverse City State Bank	1051647	\$	161,082.10	
Traverse City State Bank	53691	\$	42,473.25	
First Merit Bank	4535723359	\$	162,194.18	
Traverse City State Bank	ICS Acct	\$	75,295.32	
Bank of Holland	1075909	\$	25,098.40	
Bank of Northern Michigan	9426	\$	10,017.34	
First Merit Bank	4532078534	\$	26,828.60	
Members Credit Union	16525	\$	30,605.61	Certificate of Deposit
Bank of Northern Michigan	806592	\$	51,059.56	Certificate of Deposit
SUB TOTAL		\$	844,070.60	

HOUSING CHOICE VOUCHER

Bank of Northern Michigan	Checking	\$	120,288.28	
Chase Bank	13508008837	\$	60,325.95	Escrow Account
SUB TOTAL		\$	180,614.23	

OTHER

HUD Held Reserves		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,579,081.83	



Traverse City Housing Commission
A Public Housing Authority

STRATEGIC PLAN: 2015 TO 2020

INTRODUCTION

The Board of Commissioners and Management Team of the Traverse City Housing Commission (TCHC) presents this strategic plan to the community with the key objective of increasing our capacity to develop affordable housing options and the desire to attract other partners and community members to work with us in expanding housing inventory and the program delivery system to support it. We recognize the urgent need for affordable housing and the positive long term impact additional housing will have on the economy and quality of life in our region. We acknowledge that our success relies on strong partnerships and working relationship with the private, public and nonprofit sectors.

This plan was developed during a series of planning sessions and included input from community leaders and TCHC residents. Their message to us was clear: “play a leadership role in increasing the inventory of affordable housing options of all types in our community.” This plan is our response. Our first step is to strengthen our internal capacity by organizing working committees, improving operations, and strengthening our board and staff. Our second step is to pursue aggressive housing development.

We invite you to share our vision of developing and delivering the highest quality affordable housing in a fiscally responsible manner and to join us in this important work.

OUR MISSION

Because we know that housing is a cornerstone of a stable life, and that the lack of truly affordable housing in our region is at critical levels, the Traverse City Housing Commission exists to provide, quality affordable housing options that enhance our residents’ opportunities for self-sufficiency and economic independence. We accomplish this mission by creating housing, partnering to create housing, or through the successful management of existing housing.

OUR STRATEGIC VISION FOR 2020

Our vision is to play a leadership role in expanding the range of housing options in the region including rentals and home ownership. Our TCHC housing inventory will be larger and will set a competitive standard for quality and affordability in a fiscally responsible way. We will be viewed as a champion of affordable housing. We will have strong partnerships in the private, public, and nonprofit housing sectors and our products and services will be recognized as successful models. The community will understand our role, value our work, and see the results of our efforts through an expanded housing inventory and program delivery system.

STRATEGIC GOALS

- Expand affordable housing inventory and range of options.
- Create opportunities for residents to improve quality of life and achieve individual successes.
- Foster an environment of innovation and excellence.
- Increase community engagement and understanding of our work.

Traverse City Housing Commission

Strategic Plan: Timing and Activities-at-a-Glance

BLUE – Executive Director & Board of Commissioners
PURPLE – Board of Commissioners

GREEN – Executive Director and staff
ORANGE – Communications/Outreach Committee

RED – Governance Committee
SKY BLUE – Governance Committee/Staff

ITEM/ACTIVITY	Ongoing	Oct to Dec 2015	Jan to March 2016	April to June 2016	July to Sept 2016	October to Dec 2016	By Dec 31 2017
Identify the legal structure to support successful real estate development including the establishment of our own development team.							
Develop key partnerships in the private, public, and nonprofit sectors; review annually.							
Review and decide on Orchardview Phase II.							
Establish a maintenance process that ensures safe and well-maintained properties.							
Continue to deliver high quality programs that meet quality standards; review annually.							
Identify human resource needs and establish a staffing model and professional development plan to support growth and innovation.							
Identify committee structure to support strategic plan; identify committee chairs and populate committees.							

ITEM/ACTIVITY	Ongoing	Oct to Dec 2015	Jan to March 2016	April to June 2016	July to Sept 2016	October to Dec 2016	By Dec 31 2017
Review and decide on and Riverview Terrace Tower II.							
Develop a communication plan to share our vision, our plan and to report on our progress.							
Create a "next generation" website that serves to educate, inspire and engage the public.							
Plan for 50th Anniversary Celebration and associated community outreach activities.							
Develop an outreach and advocacy initiative focused on public officials.							
Establish a board development and succession plan that includes appropriate training and orientation materials.							
Build and implement a technology work structure that supports efficient operations - including a target of becoming a "paperless" workplace.							
Organize, recruit, and cultivate volunteers for projects and committees.							
Identify priority housing development projects and develop a business plan for each project.							

ITEM/ACTIVITY	Ongoing	Oct to Dec 2015	Jan to March 2016	April to June 2016	July to Sept 2016	October to Dec 2016	By Dec 31 2017
Track best practices in affordable housing in other markets; learn, share and test emerging models- 2 study sessions per year.							
Identify a coalition of nonprofits, developers, governmental reps, and program participants to work on a plan for affordable housing; evaluate annually.							
Conduct a review of all TCHC policies to revise, improve, and augment as needed.							
TIMING TO BE DETERMINED:							
Identify program and service needs and determine what TCHC will develop and deliver and what program and services needs community partners will deliver.							
Participate in key community coalitions and collaborations that are focused on strengthening programs / services and referral relationships.							
Negotiate with Grand Traverse County to reinstate the contract for the CDBG Program for Home Repair – or other appropriate activities that affect the City.							

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 20, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Corporate Credit Card Policy & Procedures

MESSAGE:

As discussed at the previous Commission Meeting, TCHC staff is in need of corporate credit card in order to take advantage of the modern financial services marketplace. Staff was instructed to develop a policy with procedures for the Commission to review and approve prior to acquiring a corporate credit card from one of our financial institution partners. The recommended Policy and Procedures document is attached. The need for the corporate credit card is increasing every year. More and more vendors are requiring payment in advance for products ordered over the phone and on-line. Having the card would make the need to establish a formal relationship between us through our financial partners and these vendors via ACH or direct deposit completely unnecessary. We believe this will save staff time and effort.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF CORPORATE CREDIT CARD POLICY & PROCEDURES

October 20, 2015

WHEREAS, TCHC is having more and more difficulty acquiring some goods and services in today's marketplace due to the lack of a corporate credit card; and

WHEREAS, the Commission expressed support for this financial tool at a previous Commission meeting as long as a policy to control and monitor these purchase was established prior to receiving the corporate credit card; and

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

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

The TCHC Corporate Credit Card Policy & Procedures are adopted with immediate effect.

Traverse City Housing Commission

Corporate Credit Card Policy & Procedures

1. **Purpose.** It is the intent of this policy to provide Traverse City Housing Commission (TCHC) employees an understanding of, and a basis by which TCHC can utilize Corporate Credit Cards in order to provide payment flexibility and reduce transaction processing costs when acquiring Goods and Services.
2. **Scope.** This policy is applicable to any and all employees authorized to hold, use, and/or manage a Corporate Credit Card when acquiring Goods and Services.
3. **Policy.** TCHC will issue Corporate Credit Cards, or authorize the use of Corporate Credit Cards, to certain employees for business purposes only. The following statements are an attempt to clarify the use of Corporate Credit Cards:
 - A. Use of Corporate Credit Card is a privilege that TCHC may withdraw at any time, with or without cause. Upon an employee's termination of employment at TCHC, all cards must be returned to the Office immediately.
 - B. The employee in possession of the Corporate Credit Card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
 - C. Any Corporate Credit Card issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees authorized to use such credit cards shall not use them for any non-business purpose. Non-business purchases are considered to be any purchases that are not for the benefit of the Company.
 - D. Business-related expenses purchased with a Corporate Credit Card must be consistent with any and all applicable TCHC policies, including, but not limited to, the TCHC Procurement Policy.
 - E. This policy will remain in effect as long as employee has a Corporate Credit Card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement or update of this policy.
4. **Procedures.** These procedures outline the acceptable and unacceptable uses of such Corporate Credit Cards:
 - A. All purchases made with TCHC Corporate Credit Cards will follow all regular TCHC accounting and documentation procedures.
 - B. At no time, is an employee allowed to take any cash advance or cash equivalents with a TCHC Corporate Credit Card.
 - C. Any purchases in the amount of **\$500.00** or above must be approved prior to purchase. The employee must submit the purchase request in writing to the Executive Director and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the Deputy Director for documentation.

- D. The employee in possession of the Corporate Credit Card is responsible for receiving, printing, and retaining all receipts related to purchases made on the Corporate Credit Card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted. When utilizing an email account to receive a receipt, the employee must utilize his or her TCHC email account to receive such receipts or risk having such purchases deemed a “non-personal” business transaction that is in violation of TCHC policy.
 - E. All regular business receipts need to be turned into the Deputy Director within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all persons attending the meal or entertainment and the business purpose of such event.
 - F. If any employee uses a Corporate Credit Card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be deducted in full from the employee’s next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may effectively take the employee’s wages below minimum wage for the pay period(s) in question.
 - G. If any employee uses a company credit card for a non-personal purchase that is not within the scope of the employee’s duties or the employee’s authorization to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing by the Executive Director. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. These deductions will at no time take the employee’s wages below minimum wage.
 - H. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including, termination of employment.
5. **Acknowledgement & Agreement.** All employees who are either issued or are authorized to utilize a Corporate Credit Card will sign the following attached Acknowledgement & Agreement form.

Proposed October 20, 2015

Traverse City Housing Commission

Corporate Credit Card Acknowledgment & Agreement Form

I, **LEGAL NAME OF EMPLOYEE**, hereby acknowledge that I have received a TCHC Corporate Credit Card. I have been provided with and read the TCH Corporate Credit Card Policies & Procedures document, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that TCHC may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, TCHC may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the work week(s) in question.

I further agree that if I make any non-personal transactions in violation of any TCHC policy, I am financially responsible for any such expenses and agree to reimburse TCHC via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any work week.

Signature of Employee

Date

Printed Name

Signature of Executive Director

Date

Printed Name



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Fair Market Rents Payment Standards for 2016 HCV Program – Resolution

Flat Rent Schedule for 2016 Public Housing Program – Resolution

Incentive-based Compensation Plan

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 20, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: 2016 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 of the established FMR for any unit size [See Schedule]. TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF THE HUD FAIR MARKET RENTS

October 20, 2015

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) 2016 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 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 2016 beginning October 1, 2015.

2016 Fair Market Rents Payment Standards for HCV Program*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	
Antrim	\$ 448.00	\$ 559.00	\$ 728.00	\$ 1,060.00	\$ 1,268.00	Antrim
Benzie	\$ 614.00	\$ 619.00	\$ 770.00	\$ 1,068.00	\$ 1,216.00	Benzie
Grand Traverse	\$ 620.00	\$ 722.00	\$ 954.00	\$ 1,303.00	\$ 1,309.00	Grand Traverse
Kalkaska	\$ 530.00	\$ 551.00	\$ 738.00	\$ 969.00	\$ 1,078.00	Kalkaska
Leelanau	\$ 625.00	\$ 723.00	\$ 871.00	\$ 1,089.00	\$ 1,194.00	Leelanau
Wexford	\$ 568.00	\$ 590.00	\$ 790.00	\$ 1,063.00	\$ 1,084.00	Wexford

*Proposed.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 20, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Establishing Flat Rent Schedules in Grand Traverse and Leelanau Counties

MESSAGE:

The U.S. Department of Housing and Urban Development (HUD) publishes fair market rent limits for every community where we maintain our Public Housing Program – Grand Traverse County and Leelanau County. Once adopted through resolution, local Public Housing Authorities must also establish a Flat Rent Schedule for all of its units at a level that is no more than 80 percent of the established FMR [See Attached Schedule].

There are many reasons for HUD maintaining this tool, not the least of which is that this tool encourages our residents to continue to increase their incomes when possible but not to “earn their way out” of any unit.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION FOR THE ADOPTION OF PUBLIC HOUSING FLAT RENT SCHEDULE

October 20, 2015

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires local Public Housing Authorities (PHAs) including the Traverse City Housing Commission (TCHC) to adopt a Flat Rent Schedule for the Public Housing Program; and

WHEREAS, the HUD Fiscal Year (FY) 2016 Fair Market Rents are now published and adopted for our region including the two counties where TCHC maintains its Public Housing Program, Grand Traverse County and Leelanau County; and

WHEREAS, HUD requires each PHA to establish a Flat Rent Schedule at a dollar level equal to 80% of the adopted Fair Market Rent in order to provide incentives for residents to increase their incomes and to deconcentrate poverty in communities; 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 Flat Rent Schedule required by HUD is adopted for the Public Housing Program in Grand Traverse County and Leelanau County beginning November 1, 2015.

2016 Flat Rent Schedule for Public Housing Programs*

County	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	
Grand Traverse	NA	\$ 578.00	\$ 691.00	\$ 963.00	\$ 960.00	Riverview Terrace
Leelanau	NA	NA	\$ 625.00	\$ 792.00	\$ 868.00	Orchardview

*Proposed.

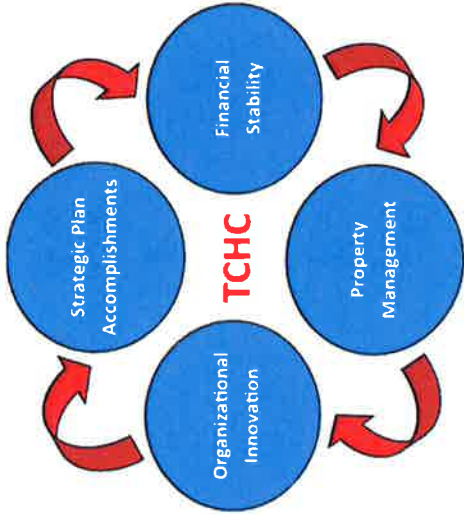
TRAVERSE CITY HOUSING COMMISSION

Proposed Incentive-Based Compensation Plan¹

The purpose of this proposed Incentive-Based Compensation Plan is to reward the entire organization, or all of its staff persons, when certain progress is made towards established goals and objectives. These goals and objectives can be pre-determined utilizing the Strategic Plan, Work Plans, or specific goals given to staff by the Commission.

EXAMPLE: Traverse City Housing Commission Approved Total Target Payout* Amount:

TARGET: \$	5,000.00	\$7,500.00 to \$10,000.00 for Good-to-Great Achievement of Goals.
		\$3,000.00 to \$7,000.00 for Moderate-to-Good Achievement of Goals.
		\$0.00 to \$2,500.00 for No/Zero-to-Moderate Achievement of Goals.



Position or Title	% of Payout	Payout Amount
ED	42.50%	\$ 2,125.00
AD	22.50%	\$ 1,125.00
PM	15.00%	\$ 750.00
M1	7.50%	\$ 375.00
M2	7.50%	\$ 375.00
FD/I	5.00%	\$ 250.00
	100.00%	\$ 5,000.00

NOTES:

1. The Total Target Payout Amount is to be determined and approved annually at the December Commission Meeting. During budget conversations, which usually occur prior to Fiscal Year beginning July 1, staff will include a range of options within the final budget.
- *2. The Total Target Payout Amount is established by the Commission based on progress towards overall operational goals and objectives.
3. Commissioners can approve any level of payout, down to, and including \$0.00.
4. Eligibility is pre-determined by percentage and all employees receive a Payout Amount once overall goals and objectives are met. An employee must be employed by TCHC at the time the Target Payout Amount is issued (December). New employees, defined as having less than one-year of service, will receive a pro-rated share of the Target Payout Amount.
5. Participation in the Incentive-Based Compensation Program does NOT predict individual success or advancement. It is important to note an Individual's Annual Review will be conducted separately from this program.

¹ This plan was discussed with our Auditors on October 6, 2015



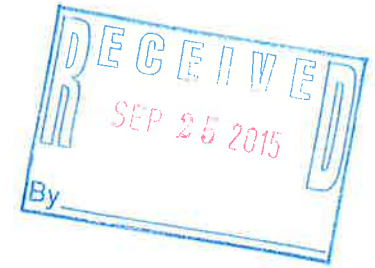
Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

Trison Engineering Group, Inc. Letter of September 18, 2015

September 18, 2015

Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684
Attn: JoAnn Turnbull, Deputy Director



**RE: Elevator Cable Emergency Brake Anchorage at:
Riverview Terrace
150 Pine Street
Traverse City, MI**
Trison Job #G15032

JoAnn,

At your request, Trison Engineering reviewed the previously installed anchoring system of the Hollister-Whitney "Rope Gripper" emergency braking system for the elevators at the above referenced location.

We visited the site to review how the braking system had been installed and to obtain information to attempt to determine if the anchorage as currently installed meets the manufacturer's specified requirements.

During our onsite review, we found that steel mounting angles for the "Rope Gripper" brake unit are fastened to a steel plate by way of four 1/2" diameter bolts. The bolts appear to be threaded into the steel plate. The steel plate is then fastened to the concrete floor slab with, what appears to be, eight 5/8" diameter wedge anchors. The angles, steel plates, bolts and anchors all appear to be in good condition.

We were also able to obtain a couple of existing drawings containing limited information regarding the floor slab framing for the elevator equipment room.

We were given photos showing some of the equipment room floor framing taken from inside the elevator shaft, and a copy of the installation and maintenance information for the "Model 622 Hollister-Whitney Rope Gripper".

Information found in the installation manual indicates the following for the Model 622:

-Maximum Car Rated Load (with 40 to 50% counterweights):	5,000 pounds
-Maximum Car Load, Counterweight, Hoist and Compensation Rope Mass:	18,600 pounds
-Minimum Car Rated Load:	1,500 pounds
-Minimum Car and Counterweight Mass:	6,000 pounds

The manual also stated that the framework supporting the Rope Gripper must withstand an upward and downward force of approximately 4,000 pounds.

Based on our site review, we were able to verify that the ½" diameter bolts fastening the mounting angle into the steel plate are "grade 5" bolts. Each of these grade 5 bolts has a tension capacity of approximately 7,700 pounds. (Therefore, this group of four bolts connecting the mounting angles to the steel plate has a tension capacity of over 30,000 pounds)

In reviewing the markings on the expansion anchors, we are able to estimate that they are approximately 4 ½" to 5" long. This would indicate that the anchors are embedded into the concrete slab a minimum of 2 ¾" to 3". (The building drawings that we reviewed indicated that the total slab thickness is 6 inches.) Based on the size of the anchor, depth of embedment and distance between the anchors, we are able to determine that the minimum capacity of each group of four anchors is approximately 4,900 pounds. (The total capacity for the group of eight anchors connecting each steel plate to the concrete floor slab is approximately 9,800 pounds)

It appears that the current anchoring system exceeds the required 4000 pound capacity indicated in the installation manual.

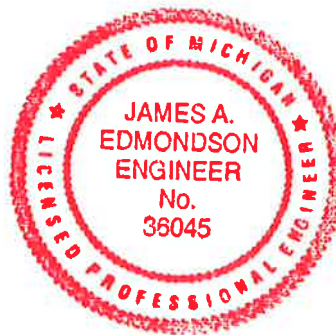
However, because we are not sure that the expansion anchors were installed properly, we are recommending that the installation of additional pairs of steel angles. These steel angles, installed at the ends of each plate and fastened to the concrete floor slab with 5/8" epoxy anchors will act as an added factor of safety. The addition of these angles and epoxy anchors will approximately double the capacity of the attachment of the steel plate to the slab. (See the attached SK-1 drawing.)

If you have any additional questions, or if we can be of any further assistance on this subject, please do not hesitate to contact our office.

Sincerely,



James A. Edmondson, P.E.
Project Engineer



Attachment: