



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING

Friday, October 26, 2016 at 8:00 A.M.

LOCATION:

SECOND FLOOR TRAINING 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

October 26, 2016



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, OCTOBER 28, 2016 AT 8:00 A.M.**

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

POSTED: OCTOBER 26, 2016

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

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

AGENDA

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

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

- A. *Consideration of Approval of September 23, 2016 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of October 14, 2016 Special Meeting Minutes – Approval Recommended.*
- C. *Consideration of Approval of Schedule of Disbursements for September 2016 for Public Housing & HCV Section 8 Programs – Approval Recommended.*
- D. *Review & Approval of Payment of Invoices for October 2016 – Approval Recommended.*
- E. *Review & Acceptance of Financial Statements for September 2016 – Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: October 23, 2016
- B. Governance Committee: October 25, 2016

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

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

VIII NEW BUSINESS

- A. Pet Policy
- B. Office Construction
- C. SPECIAL MEETING FOLLOW-UP: Resolution on the impact of Proposition 3 on Public Housing

IX CORRESPONDENCE

- A. None

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Friday, November 18, 2016 at 8:00 A.M.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

September 23, 2016 Regular Meeting Minutes

October 14, 2016 Special Meeting Minutes

Schedule of Disbursements for September 2016 for Public Housing

Schedule of Disbursements for September 2016 for HCV Section 8 Programs

Invoices for October 2016

Financial Statements for September 2016

DRAFT Meeting Minutes of the Traverse City Housing Commission

September 23, 2016

A Regular Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at Governmental Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City at 8:00 a.m.

I ROLL CALL

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

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Retiring Deputy Director; and Kari Massa, Program Manager. Lentych introduced new staff members: Michelle Reardon, Deputy Director; Alisa Kroupa, Office Manager; and Charlie Edwards, Maintenance.

Residents: Ellen Corcoran, Michelle St. Amant, and Priscilla Townsend.

Public: Albert Quick.

II APPROVAL OF AGENDA

Commissioner Serratelli moved (Simerson support) to accept the agenda as presented. The motion was unanimously approved.

III PUBLIC COMMENT

General comments: Michelle St. Amant and Ellen Corcoran.

IV CONSENT AGENDA

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

- A. Approval of the Meeting Minutes of the August 26, 2016 Regular Commission Meeting.
- B. Acceptance of the Schedule of Disbursements for August 2016 for Public Housing and Housing Choice Voucher Section 8 Programs.
- C. Review of the Payment of Invoices for September 2016.
- D. Acceptance of the Financial Statements for August 2016.

V COMMITTEE REPORTS

- A. The meeting minutes of the September 16, 2016 Executive & Governance Committee meetings were presented. There was no discussion.
- B. The meeting minutes of the September 20, 2016 Governance Committee were presented. There was no discussion.
- C. The meeting minutes of the September 21, 2016 Communication & Outreach Committee meeting were presented. Lentych noted that we will be dedicating the Riverview Stump Carving, as part of our 50th Anniversary Celebration at some point in the future.

VI STAFF AND PROGRAM REPORTS

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

VII OLD BUSINESS

- A. Strategic Planning: A new organizational chart was presented. Lentych also commented on the proposed office re-design project.
- B. The final FY 2017 Consolidated Budget was presented. Lentych informed the Commission that we are still anticipating consolidating our bank accounts.
- C. TCHC Policy Review Schedule was presented and briefly discussed.
- D. Executive Director Annual Review: The Executive Committee continues there review.

VIII NEW BUSINESS

- A. The initial draft of the Pet Policy was presented and reviewed. Among other things, it was noted that a required annual Dog Training has been added to the policy.
- B. Personnel Policy Review, Part Two was presented for review. There will be more on this policy at a later date.
- C. The U.S. Department of HUD Schedule of the regional Fair Market Rents was presented. Michael proposed (Simerson support) to adopt the Fair Market Rents as submitted.

Roll call

Hass	Yes
Michael	Yes
Serratelli	Yes
Simerson	Yes
Smits	Absent

The resolution was unanimously adopted.

- D. Once the Fair Market Rents were approved, the TCHC must publish the HUD HCV Payment Standards. The TCHC has chosen to increase rents in our 6 county area to the maximum allowed by HUD. Commissioner Michael moved (Simerson support) to accept the Fair Market Rents as presented. The motion was unanimously approved.
- E. FSS Action Plan. An updated plan was presented to the Commission. It was noted that the FSS Advisory Board approved to expand the program to include public housing participants. Commissioner Simerson moved (Serratelli support) to accept the policy changes as submitted. The motion was unanimously approved.
- F. New Deputy Director Acknowledgement. The retirement of Deputy Director Turnbull was discussed along with the hiring of Michelle Reardon to replace her. Lentych thought it would be prudent to have a public acknowledgement of this hiring because that position has some duties and responsibilities assigned to it that will affect the work of the commission. Commissioner Michaels moved (Simerson support) to acknowledge the hiring of Michelle Reardon as Deputy Director and to start the process of transferring the appropriate duties and activities forthwith. The motion was unanimously approved.
- G. The call for a Special Meeting of the Commission by Commissioner Smits was discussed. Commissioner Michael moved (Simerson support) to hold a Special Meeting of the Traverse

City Housing Commission on Friday, October 14th at 8:00 a.m. to review the effect, if any, of City Proposal 3 on the housing commission. The motion was unanimously approved.

IX CORRESPONDENCE

None.

X PUBLIC COMMENT

General comments: Ellen Corcoran, Albert Quick, and Priscilla Townsend.

XI COMMISSIONER COMMENT

None.

XII ADJOURNMENT

Commissioner Simerson moved (Serratelli support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 8:55 a.m.

Respectfully submitted,

JoAnn Turnbull, Recording Secretary

Brian Haas, President

DRAFT Meeting Minutes of the Traverse City Housing Commission

October 14, 2016

A Special Meeting of the Traverse City Housing Commission was called to order by President Brian Haas at the Governmental Center – Second Floor Training Room, 400 Boardman Avenue, Traverse City, Michigan, at 8:04 a.m.

I ROLL CALL

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

Staff: Tony Lentych, Executive Director; JoAnn Turnbull, Retiring Deputy Director; Michelle Reardon, Deputy Director; and Alisa Kroupa, Office Manager.

Residents: Ellen Corcoran, Michelle St. Amant, and Priscilla Townsend.

Public: Patty Olsen.

II APPROVAL OF AGENDA

Commissioner Smits moved (Simerson support) that the agenda be approved as presented. The motion was unanimously approved.

III PUBLIC COMMENT

General: Ellen Corcoran, Patty Olsen, and Priscilla Townsend.

IV NEW BUSINESS

A. Presentation by TCHC Attorney, Ward Kuhn, of Kuhn Rogers, PLC regarding the impacts, if any, of Ballot Proposal 3 upon the Traverse City Housing Commission, its programs, and properties.

V PUBLIC COMMENT

General: Priscilla Townsend.

VI COMMISSIONER COMMENT

General: Andy Smits and Kay Serratelli.

VII ADJOURNMENT

Commissioner Simerson moved (Smits support) to adjourn. The motion was unanimously approved and President Haas adjourned the meeting at 9:13 a.m.

Respectfully submitted,

Michelle Reardon for JoAnn Turnbull, Recording Secretary

Brian Haas, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	DEP			5,358.00	175,744.05
09/02/2016	EFT	IRS	1,921.56		173,822.49
09/02/2016	EFT	T Mobile		2,200.00	176,022.49
09/06/2016	DEP			5,961.59	181,984.08
09/06/2016	DEP			7,550.00	189,534.08
09/06/2016	DEP			14,980.00	204,514.08
09/09/2016	DEP			3,629.12	208,143.20
09/12/2016	036636	Sondee, Racine & Doren, P.L.C.	96.00		208,047.20
09/12/2016	036637	CTM Engineering LLC	500.00		207,547.20
09/12/2016	036638	HBC Contracting	150.00		207,397.20
09/12/2016	036639	CynergyComm.net,Inc	12.23		207,384.97
09/12/2016	036640	McCardel Water Conditioning	8.00		207,376.97
09/12/2016	036641	Sherwin Williams Co.	32.36		207,344.61
09/12/2016	036642	Holiday Fleet	9.87		207,334.74
09/12/2016	036643	Great Lakes Business Systems, Inc.	128.08		207,206.66
09/12/2016	036644	Grand Traverse County DPW	483.00		206,723.66
09/12/2016	036645	Integrated Payroll Services, Inc.	139.35		206,584.31
09/12/2016	036646	City Of Traverse City	249.76		206,334.55
09/12/2016	036647	City of Traverse City	192.58		206,141.97
09/12/2016	036648	Kelly Services, Inc.	1,478.31		204,663.66
09/12/2016	036649	Housing Authority Accounting	1,571.91		203,091.75
09/12/2016	036650	A T & T	210.44		202,881.31
09/12/2016	036651	Earl Hill Electric LLC	129.45		202,751.86
09/12/2016	036652	Charter Communications	3,001.87		199,749.99
09/12/2016	036653	Engineered Protection Systems Inc	202.71		199,547.28
09/12/2016	036654	Verizon Wireless	97.66		199,449.62
09/12/2016	036655	Kari Massa	44.09		199,405.53
09/12/2016	036656	Ace Welding & Machine Inc	23.50		199,382.03
09/12/2016	036657	John DeWeese	87.75		199,294.28
09/12/2016	036658	David Gourlay	175.50		199,118.78
09/12/2016	036659	Total Attention	2,485.00		196,633.78
09/12/2016	036660	Charter Communications	184.09		196,449.69
09/12/2016	036661	Ace Hardware	59.76		196,389.93
09/12/2016	036662	Guardian Medical Monitoring	14.95		196,374.98
09/12/2016	036663	Cardmember Service	845.75		195,529.23
09/13/2016	ADJST	Anthony Lentych	2,353.62		193,175.61
09/13/2016	ADJST	Kari Massa	1,167.05		192,008.56
09/13/2016	ADJST	JoAnn Turnbull	559.58		191,448.98
09/13/2016	ADJST	Joseph Battaglia	161.99		191,286.99
09/13/2016	ADJST	David Gourlay	967.21		190,319.78

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/13/2016	036664	Aflac	121.86		190,197.92
09/13/2016	036665	City Of Traverse City	118.00		190,079.92
09/13/2016	036666	DTE ENERGY	72.00		190,007.92
09/14/2016	036667	Thomas P. Licavoli	1,370.00		188,637.92
09/16/2016	EFT	IRS	1,848.13		186,789.79
09/16/2016	EFT	Principal Life Insurance Co.	1,455.34		185,334.45
09/20/2016	EFT	State of MI	807.30		184,527.15
09/21/2016	036668	Snap! Quick Print	200.71		184,326.44
09/21/2016	036669	Ginop Sales, Inc.	469.72		183,856.72
09/21/2016	036670	Phada	625.00		183,231.72
09/21/2016	036671	Priority Health	5,517.44		177,714.28
09/21/2016	036672	Simone Masonry	1,200.00		176,514.28
09/21/2016	036673	Kelly Services, Inc.	746.22		175,768.06
09/21/2016	036674	Twin Bay Glass Inc.	268.50		175,499.56
09/21/2016	036675	Northern Michigan Glass	227.50		175,272.06
09/21/2016	036676	D & W Mechanical	275.00		174,997.06
09/21/2016	036677	City Of Traverse City	10,278.60		164,718.46
09/21/2016	036678	Safety Net	619.00		164,099.46
09/21/2016	036679	Total Attention	11,619.11		152,480.35
09/21/2016	036680	Environmental Pest Control	270.00		152,210.35
09/21/2016	036681	John DeWeese	53.60		152,156.75
09/21/2016	036682	A T & T	120.20		152,036.55
09/21/2016	036683	Republic Services #239	426.00		151,610.55
09/21/2016	036684	Kelly Services, Inc.	1,474.28		150,136.27
09/21/2016	036685	Save Carpet USA	2,959.00		147,177.27
09/21/2016	036686	Dept of Licensing & Regulatory Affairs	445.00		146,732.27
09/21/2016	036687	Kuhn Rogers PLC	227.00		146,505.27
09/21/2016	036688	Kuhn Rogers PLC	1,101.82		145,403.45
09/21/2016	036689	Great Lakes Business Systems, Inc.	125.00		145,278.45
09/21/2016	036690	Traverse City Record Eagle	38.00		145,240.45
09/21/2016	036691	CBC Innovis, Inc.	65.60		145,174.85
09/21/2016	036692	All American Investment Group	8,850.00		136,324.85
09/21/2016	036693	Wheelock & Sons Welding, Inc.	2,240.00		134,084.85
09/21/2016	036693	**VOID** Wheelock & Sons Welding, (2,240.00)		136,324.85
09/21/2016	036694	DTE ENERGY	133.19		136,191.66
09/21/2016	036695	Home Depot Credit Services	667.35		135,524.31
09/21/2016	036696	Custer	900.00		134,624.31
09/21/2016	036697	Telephone Support Systems	594.95		134,029.36
09/21/2016	036698	Otwell Mawby, P.C.	750.00		133,279.36
09/21/2016	036699	Speedwrench, Inc.	2,875.00		130,404.36

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/26/2016	DEP			12,949.42	143,353.78
09/27/2016	ADJST	Anthony Lentych	2,353.66		141,000.12
09/27/2016	ADJST	Kari Massa	1,167.04		139,833.08
09/27/2016	ADJST	JoAnn Turnbull	559.58		139,273.50
09/27/2016	ADJST	Joseph Battaglia	276.97		138,996.53
09/27/2016	ADJST	David Gourlay	1,171.31		137,825.22
09/27/2016	ADJST	Alisa Kroupa	1,101.10		136,724.12
09/27/2016	ADJST	Michelle Reardon	790.52		135,933.60
09/27/2016	ADJST	Benjamin Weston	469.42		135,464.18
09/27/2016	EFT	Benjamin Weston		29.24	135,493.42
09/28/2016	EFT	Principal Life Insurance Co.	1,461.92		134,031.50
09/29/2016	DEP			22,350.00	156,381.50
09/29/2016	DEP			5,581.50	161,963.00
09/29/2016	DEP			677.10	162,640.10
09/30/2016	EFT	IRS	2,470.50		160,169.60
09/30/2016	DEP			152.80	160,322.40
09/30/2016	ADJST			44.90	160,367.30
Total:			91,482.42	81,463.67	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	EFT	HUD		82,651.00	248,255.65
09/01/2016	EFT	HUD		8,173.00	256,428.65
09/01/2016	ADJST		61.60		256,367.05
09/01/2016	000181	Sandra Aeschliman	198.00		256,169.05
09/01/2016	000181	Jeana Aiken	373.00		255,796.05
09/01/2016	000181	Jack Anderson	873.00		254,923.05
09/01/2016	000181	Dustin Ansorge	1,135.00		253,788.05
09/01/2016	000181	Brad Barnes	557.00		253,231.05
09/01/2016	000181	Bay Front Apartments	303.00		252,928.05
09/01/2016	000181	Bay Hill Housing LDHALP	4,658.00		248,270.05
09/01/2016	000181	Bay Hill II Apartments	3,924.00		244,346.05
09/01/2016	000181	Bellaire Senior Apartments	631.00		243,715.05
09/01/2016	000181	Brookside Commons LDHA, LP	1,146.00		242,569.05
09/01/2016	000181	Irma Jean Brownley	436.00		242,133.05
09/01/2016	000181	Carson Square	6,138.00		235,995.05
09/01/2016	000181	Central Lake Townhouses	401.00		235,594.05
09/01/2016	000181	Cherrywood Village Farms, Inc.	2,237.00		233,357.05
09/01/2016	000181	Douglas A. Chichester	600.00		232,757.05
09/01/2016	000181	Jack V. Dean	422.00		232,335.05
09/01/2016	000181	Dmytro Cherkasov	1,079.00		231,256.05
09/01/2016	000181	Shirley Farrell	845.00		230,411.05
09/01/2016	000181	Rent Leelanau, LLC	1,524.00		228,887.05
09/01/2016	000181	Lisa Forbes	489.00		228,398.05
09/01/2016	000181	Dale E. French	90.00		228,308.05
09/01/2016	000181	French Quarter Apts.	93.00		228,215.05
09/01/2016	000181	G Rentals	750.00		227,465.05
09/01/2016	000181	Michael Glowacki	640.00		226,825.05
09/01/2016	000181	David Grzesiek	370.00		226,455.05
09/01/2016	000181	Habitat for Humanity	65.00		226,390.05
09/01/2016	000181	Harbour Ridge Apts	1,271.00		225,119.05
09/01/2016	000181	Heartwood Enterprises	781.00		224,338.05
09/01/2016	000181	Louis Herman	24.00		224,314.05
09/01/2016	000181	Hillview Terrace	527.00		223,787.05
09/01/2016	000181	Josh Hollister	390.00		223,397.05
09/01/2016	000181	HomeStretch	3,067.00		220,330.05
09/01/2016	000181	Caroline Hupp	223.00		220,107.05
09/01/2016	000181	Joseph and Marion Fasel	358.00		219,749.05
09/01/2016	000181	Donna Kalchik	306.00		219,443.05
09/01/2016	000181	Sidney Lammers	745.00		218,698.05
09/01/2016	000181	Legendary Rentals, LLC	555.00		218,143.05

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/01/2016	000181	Jeffrey R. Lenten	421.00		217,722.05
09/01/2016	000181	John J. Lewis	872.00		216,850.05
09/01/2016	000181	Don E. Lint	393.00		216,457.05
09/01/2016	000181	Juan Maldonado	400.00		216,057.05
09/01/2016	000181	Mathews Trust	766.00		215,291.05
09/01/2016	000181	McLain Management	462.00		214,829.05
09/01/2016	000181	James & Tameia Moquin	509.00		214,320.05
09/01/2016	000181	Northwest Michigan Supportive Housing	418.00		213,902.05
09/01/2016	000181	Oak Park Apts	1,824.00		212,078.05
09/01/2016	000181	Oak Terrace Apts	1,021.00		211,057.05
09/01/2016	000181	Gerald Oliver Revocable Trust	900.00		210,157.05
09/01/2016	000181	P Avium Associates, Inc.	506.00		209,651.05
09/01/2016	000181	Daniel G. Pohlman	1,427.00		208,224.05
09/01/2016	000181	Douglas L. Porter	438.00		207,786.05
09/01/2016	000181	Phillip Putney	630.00		207,156.05
09/01/2016	000181	Thomas Raven	506.00		206,650.05
09/01/2016	000181	Adele M. Reiter	995.00		205,655.05
09/01/2016	000181	Timothy Rice	429.00		205,226.05
09/01/2016	000181	Robert F. Follett	1,000.00		204,226.05
09/01/2016	000181	Sabin Pond Apartments LLC	626.00		203,600.05
09/01/2016	000181	John Sarya	359.00		203,241.05
09/01/2016	000181	Eldon Schaub	388.00		202,853.05
09/01/2016	000181	Gerald Sieggreen	670.00		202,183.05
09/01/2016	000181	SILVER SHORES MHC	161.00		202,022.05
09/01/2016	000181	Douglas & Julia Slack	327.00		201,695.05
09/01/2016	000181	22955 Investments LLC	4,110.00		197,585.05
09/01/2016	000181	Carl Sumner	630.00		196,955.05
09/01/2016	000181	Traverse City Property Management	353.00		196,602.05
09/01/2016	000181	TCR Investments, LLC	1,020.00		195,582.05
09/01/2016	000181	Wendy Teagan	456.00		195,126.05
09/01/2016	000181	Tradewinds Terrace Apts	253.00		194,873.05
09/01/2016	000181	Village Glen Apartments	8,411.00		186,462.05
09/01/2016	000181	Woda Boardman Lake LDHA.LP	3,301.00		183,161.05
09/01/2016	000181	Catherine L. Wolfe	524.00		182,637.05
09/01/2016	000181	Woodmere Ridge Apartments LDHA LP	3,595.00		179,042.05
09/01/2016	000181	Theodore V. Zachman	795.00		178,247.05
09/01/2016	000181	Ann Zenner	497.00		177,750.05
09/01/2016	000181	Barb Zupin	1,177.00		176,573.05
09/13/2016	022935	Cherryland Electric Cooperative	134.00		176,439.05
09/13/2016	022936	City Of Traverse City	426.00		176,013.05

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2016 To: 09/30/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
09/13/2016	022937	Consumers Energy	79.00		175,934.05
09/13/2016	022938	DTE ENERGY	809.00		175,125.05
09/13/2016	022939	Holtons LP Gas Fife Lake	21.00		175,104.05
09/21/2016	022940	Traverse City Housing Commission	10,235.42		164,868.63
09/21/2016	022941	Chase Bank	2,229.00		162,639.63
09/26/2016	EFT	U.S. Dept. of HUD		1,340.00	163,979.63
09/29/2016	DEP			100.00	164,079.63
Total:			93,789.02	92,264.00	

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2016 To: 10/26/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
10/04/2016	ADJST	NSF Judith Neighbors		(368.12)	159,999.18
10/04/2016	ADJST	NSF Chemical Bank Fee	10.00		159,989.18
10/05/2016	036700	David Gourlay	92.88		159,896.30
10/05/2016	036701	Benjamin Weston	45.90		159,850.40
10/05/2016	036702	Cardmember Service	1,827.41		158,022.99
10/05/2016	036703	City Of Traverse City	249.76		157,773.23
10/05/2016	036704	Barton Carroll's Inc	2,900.00		154,873.23
10/05/2016	036705	Ace Hardware	51.83		154,821.40
10/05/2016	036706	Safety Net	586.40		154,235.00
10/05/2016	036707	Kelly Services, Inc.	768.46		153,466.54
10/05/2016	036708	Kendall Electric Inc	180.15		153,286.39
10/05/2016	036709	Sherwin Williams Co.	621.30		152,665.09
10/05/2016	036710	D & W Mechanical	161.50		152,503.59
10/05/2016	036711	MailFinance	149.85		152,353.74
10/05/2016	036712	Aflac	81.24		152,272.50
10/05/2016	036713	A T & T	210.44		152,062.06
10/05/2016	036714	Uline	1,753.50		150,308.56
10/05/2016	036715	City Of Traverse City	251.07		150,057.49
10/05/2016	036716	Charter Communications	3,187.36		146,870.13
10/05/2016	036717	McCardel Water Conditioning	38.00		146,832.13
10/05/2016	036718	HD Supply	269.97		146,562.16
10/05/2016	036719	Kelser Services LLC	2,260.00		144,302.16
10/05/2016	036720	Total Attention	1,460.12		142,842.04
10/05/2016	036721	Housing Authority Accounting	1,099.41		141,742.63
10/05/2016	036722	Verizon Wireless	98.45		141,644.18
10/05/2016	036723	Charles Edwards	825.12		140,819.06
10/05/2016	036724	City Of Traverse City	20.00		140,799.06
10/05/2016	036725	DTE ENERGY	26.00		140,773.06
10/05/2016	036726	Thomas P. Licavoli	1,870.00		138,903.06
10/12/2016	EFT	Principal	782.30		138,120.76
10/13/2016	DEP			453.10	138,573.86
10/14/2016	EFT	State of Michigan	3,268.26		135,305.60
10/20/2016	EFT	State of Michigan	588.27		134,717.33
10/20/2016	036727	Home Depot Credit Services	601.30		134,116.03
10/20/2016	036728	SAM'S CLUB	527.38		133,588.65
10/20/2016	036729	TC Millworks	50.22		133,538.43
10/20/2016	036730	NORTHERN FIRE & SAFETY	148.00		133,390.43
10/20/2016	036731	A T & T	206.85		133,183.58
10/20/2016	036732	Kendall Electric Inc	56.79		133,126.79
10/20/2016	036733	Dolly's Best Inc.	1,800.00		131,326.79

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 10/01/2016 To: 10/26/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
10/20/2016	036734	Cobb's Pest Control	85.00		131,241.79
10/20/2016	036735	Munson Occupational Health & Medicine	105.00		131,136.79
10/20/2016	036736	Career Uniforms	301.84		130,834.95
10/20/2016	036737	Great Lakes Business Systems, Inc.	283.64		130,551.31
10/20/2016	036738	Housing Data Systems	3,765.00		126,786.31
10/20/2016	036739	Grand Traverse County DPW	483.00		126,303.31
10/20/2016	036740	Sondee, Racine & Doren, P.L.C.	96.00		126,207.31
10/20/2016	036741	Staples Business Advantage	1,576.32		124,630.99
10/20/2016	036742	Republic Services #239	950.00		123,680.99
10/20/2016	036743	Guardian Medical Monitoring	14.95		123,666.04
10/20/2016	036744	CynergyComm.net,Inc	8.26		123,657.78
10/20/2016	036745	City of Traverse City, Treasurer's Office	8,085.46		115,572.32
10/20/2016	036746	Advantage Electric, LLC	8,800.00		106,772.32
10/20/2016	036747	Environmental Pest Control	270.00		106,502.32
10/20/2016	036748	BLOXSOM ROOFING AND SIDING	160.00		106,342.32
10/20/2016	036749	Integrated Payroll Services, Inc.	98.90		106,243.42
10/20/2016	036750	DTE ENERGY	158.42		106,085.00
10/20/2016	036751	Aflac	162.48		105,922.52
10/20/2016	036752	Save Carpet USA	4,926.00		100,996.52
10/20/2016	036753	Kuhn Rogers PLC	234.72		100,761.80
10/20/2016	036754	Otis Elevator Company	1,860.00		98,901.80
10/20/2016	036755	Safety Net	619.00		98,282.80
10/20/2016	036756	Traverse Outdoor	76.00		98,206.80
10/20/2016	036757	CBC Innovis, Inc.	41.75		98,165.05
10/20/2016	036758	Award Cleaning Services	1,875.00		96,290.05
10/20/2016	036759	The Nelrod Company	2,838.00		93,452.05
10/25/2016	ADJST	Alisa Kroupa	992.14		92,459.91
10/25/2016	ADJST	Anthony Lentych	2,353.67		90,106.24
10/25/2016	ADJST	Kari Massa	1,167.05		88,939.19
10/25/2016	ADJST	Michelle Reardon	1,480.31		87,458.88
10/25/2016	ADJST	JoAnn Turnbull	559.59		86,899.29
10/25/2016	ADJST	Benjamin Weston	685.79		86,213.50
10/25/2016	ADJST	Joseph Battaglia	276.98		85,936.52
10/25/2016	ADJST	Charles Edwards	998.48		84,938.04
10/25/2016	ADJST	David Gourlay	1,047.33		83,890.71
10/26/2016	036760	City of Traverse City, Treasurer's Office	24,914.86		58,975.85
10/26/2016	036761	Priority Health	5,517.44		53,458.41

Total: 106,993.87 84.98

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2016 To: 10/26/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
10/03/2016	EFT			8,173.00	172,252.63
10/03/2016	EFT			82,651.00	254,903.63
10/03/2016	ADJST	PNC	61.95		254,841.68
10/03/2016	000182	Sandra Aeschliman	198.00		254,643.68
10/03/2016	000182	Jeana Aiken	373.00		254,270.68
10/03/2016	000182	Dustin Ansorge	1,135.00		253,135.68
10/03/2016	000182	Brad Barnes	488.00		252,647.68
10/03/2016	000182	Bay Front Apartments	303.00		252,344.68
10/03/2016	000182	Bay Hill Housing LDHALP	4,150.00		248,194.68
10/03/2016	000182	Bay Hill II Apartments	3,867.00		244,327.68
10/03/2016	000182	Bellaire Senior Apartments	631.00		243,696.68
10/03/2016	000182	Brookside Commons LDHA, LP	1,146.00		242,550.68
10/03/2016	000182	Irma Jean Brownley	355.00		242,195.68
10/03/2016	000182	Carson Square	6,138.00		236,057.68
10/03/2016	000182	Central Lake Townhouses	401.00		235,656.68
10/03/2016	000182	Cherrywood Village Farms, Inc.	2,237.00		233,419.68
10/03/2016	000182	Douglas A. Chichester	600.00		232,819.68
10/03/2016	000182	Cycle-Paths LLC.	873.00		231,946.68
10/03/2016	000182	Jack V. Dean	422.00		231,524.68
10/03/2016	000182	Dmytro Cherkasov	1,079.00		230,445.68
10/03/2016	000182	Shirley Farrell	845.00		229,600.68
10/03/2016	000182	Rent Leelanau, LLC	1,468.00		228,132.68
10/03/2016	000182	Lisa Forbes	489.00		227,643.68
10/03/2016	000182	Dale E. French	102.00		227,541.68
10/03/2016	000182	French Quarter Apts.	93.00		227,448.68
10/03/2016	000182	G Rentals	750.00		226,698.68
10/03/2016	000182	Michael Glowacki	640.00		226,058.68
10/03/2016	000182	David Grzesiek	370.00		225,688.68
10/03/2016	000182	Habitat for Humanity	65.00		225,623.68
10/03/2016	000182	Harbour Ridge Apts	1,271.00		224,352.68
10/03/2016	000182	Heartwood Enterprises	781.00		223,571.68
10/03/2016	000182	Louis Herman	24.00		223,547.68
10/03/2016	000182	Hillview Terrace	527.00		223,020.68
10/03/2016	000182	Josh Hollister	390.00		222,630.68
10/03/2016	000182	HomeStretch	3,067.00		219,563.68
10/03/2016	000182	Caroline Hupp	199.00		219,364.68
10/03/2016	000182	Joseph and Marion Fasel	358.00		219,006.68
10/03/2016	000182	Donna Kalchik	323.00		218,683.68
10/03/2016	000182	Sidney Lammers	745.00		217,938.68
10/03/2016	000182	Legendary Rentals, LLC	555.00		217,383.68

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2016 To: 10/26/2016

Date	Ref Num	Payee	Payment	Deposit	Balance
10/03/2016	000182	Jeffrey R. Lenten	421.00		216,962.68
10/03/2016	000182	John J. Lewis	723.00		216,239.68
10/03/2016	000182	Don E. Lint	393.00		215,846.68
10/03/2016	000182	Juan Maldonado	400.00		215,446.68
10/03/2016	000182	Mathews Trust	766.00		214,680.68
10/03/2016	000182	McLain Management	462.00		214,218.68
10/03/2016	000182	James & Tamela Moquin	509.00		213,709.68
10/03/2016	000182	Northwest Michigan Supportive Housing	418.00		213,291.68
10/03/2016	000182	Oak Park Apts	1,824.00		211,467.68
10/03/2016	000182	Oak Terrace Apts	1,035.00		210,432.68
10/03/2016	000182	Gerald Oliver Revocable Trust	900.00		209,532.68
10/03/2016	000182	P Avium Associates, Inc.	506.00		209,026.68
10/03/2016	000182	Daniel G. Pohlman	1,427.00		207,599.68
10/03/2016	000182	Douglas L. Porter	438.00		207,161.68
10/03/2016	000182	Phillip Putney	630.00		206,531.68
10/03/2016	000182	Thomas Raven	506.00		206,025.68
10/03/2016	000182	Adele M. Reiter	995.00		205,030.68
10/03/2016	000182	Timothy Rice	429.00		204,601.68
10/03/2016	000182	Robert F. Follett	1,000.00		203,601.68
10/03/2016	000182	Sabin Pond Apartments LLC	800.00		202,801.68
10/03/2016	000182	John Sarya	485.00		202,316.68
10/03/2016	000182	Eldon Schaub	388.00		201,928.68
10/03/2016	000182	Gerald Sieggreen	670.00		201,258.68
10/03/2016	000182	SILVER SHORES MHC	161.00		201,097.68
10/03/2016	000182	Douglas & Julia Slack	327.00		200,770.68
10/03/2016	000182	22955 Investments LLC	3,500.00		197,270.68
10/03/2016	000182	Carl Sumner	508.00		196,762.68
10/03/2016	000182	Traverse City Property Management	353.00		196,409.68
10/03/2016	000182	TCR Investments, LLC	1,020.00		195,389.68
10/03/2016	000182	Wendy Teagan	449.00		194,940.68
10/03/2016	000182	TOS Holdings, LLC	1,463.00		193,477.68
10/03/2016	000182	Tradewinds Terrace Apts	253.00		193,224.68
10/03/2016	000182	Village Glen Apartments	7,727.00		185,497.68
10/03/2016	000182	Woda Boardman Lake LDHA.LP	2,725.00		182,772.68
10/03/2016	000182	Catherine L. Wolfe	524.00		182,248.68
10/03/2016	000182	Woodmere Ridge Apartments LDHA LP	7,319.00		174,929.68
10/03/2016	000182	Theodore V. Zachman	795.00		174,134.68
10/03/2016	000182	Ann Zenner	497.00		173,637.68
10/03/2016	000182	Barb Zupin	1,177.00		172,460.68
10/05/2016	022942	Cherryland Electric Cooperative	134.00		172,326.68

Date: 10/26/2016
Time: 10:09:04

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 10/01/2016 To: 10/26/2016

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
10/05/2016	022943	City Of Traverse City	202.00		172,124.68
10/05/2016	022944	Consumers Energy	79.00		172,045.68
10/05/2016	022945	DTE ENERGY	402.00		171,643.68
10/05/2016	022946	Holtons LP Gas Fife Lake	21.00		171,622.68
10/20/2016	022947	Chase Bank	2,542.00		169,080.68
10/20/2016	022948	Traverse City Housing Commission	11,156.40		157,924.28
Total:			96,979.35	90,824.00	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2016

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 31,178.00	\$ 92,825.52	\$ 116,250	\$ 465,000	372,174.48
3110.2 - Dwelling Rental-Proj. 2	5,225.83	16,756.83	0	0	(16,756.83)
3120 - Excess Utilities	116.00	425.85	250	1,000	574.15
3190 - Nondwelling Rental	6,998.59	20,995.77	12,875	51,500	30,504.23
Total Rental Income	<u>43,518.42</u>	<u>131,003.97</u>	<u>129,375</u>	<u>517,500</u>	<u>386,496.03</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	0.00	44,626.00	62,500	250,000	205,374.00
Total HUD PHA Grants	<u>0.00</u>	<u>44,626.00</u>	<u>62,500</u>	<u>250,000</u>	<u>205,374.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	279.70	591.05	675	2,700	2,108.95
3690 - Tenant Income	2,810.04	3,518.04	1,250	5,000	1,481.96
3690.1 - Non-Tenant Income	677.10	3,031.19	7,000	28,000	24,968.81
3690.2 - Tenant Income-Cable	2,650.00	7,549.76	6,520	26,080	18,530.24
Total Nonrental Income	<u>6,416.84</u>	<u>14,690.04</u>	<u>15,445</u>	<u>61,780</u>	<u>47,089.96</u>
Total Operating Income	<u>49,935.26</u>	<u>190,320.01</u>	<u>207,320</u>	<u>829,280</u>	<u>638,959.99</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	9,115.14	29,585.60	34,785	139,140	109,554.40
4120 - Compensated Absences	0.00	0.00	375	1,500	1,500.00
4130 - Legal Expense	1,424.82	2,031.97	1,625	6,500	4,468.03
4140 - Staff Training	750.00	1,357.20	1,000	4,000	2,642.80
4150 - Travel Expense	151.92	650.27	1,100	4,400	3,749.73
4170 - Accounting Fees	787.66	1,957.98	1,875	7,500	5,542.02
4171 - Auditing	0.00	0.00	750	3,000	3,000.00
4182 - Employee Benefits - Admin	2,892.87	12,048.09	13,888	55,550	43,501.91
4185 - Telephone	1,061.48	2,078.75	1,650	6,600	4,521.25
4190.1 - Publications	0.00	0.00	250	1,000	1,000.00
4190.2 - Membership Dues and Fees	312.50	623.75	250	1,000	376.25
4190.3 - Admin. Service Contracts	4,274.83	11,602.72	6,325	25,300	13,697.28
4190.4 - Office Supplies	140.50	1,162.73	1,300	5,200	4,037.27
4190.5 - Other Sundry Expense	1,177.50	2,640.82	1,750	7,000	4,359.18
4190.6 - Advertising	0.00	1,915.86	375	1,500	(415.86)
Total Administration	<u>22,089.22</u>	<u>67,655.74</u>	<u>67,298</u>	<u>269,190</u>	<u>201,534.26</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	23.50	720.69	3,750	15,000	14,279.31
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	3,001.87	9,004.53	9,365	37,460	28,455.47
Total Tenant Services	<u>3,025.37</u>	<u>9,725.22</u>	<u>13,115</u>	<u>52,460</u>	<u>42,734.78</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, 2016

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	1,781.40	6,158.15	4,125	16,500	10,341.85
4320 - Electricity	9,172.78	24,168.48	37,500	150,000	125,831.52
4330 - Gas	<u>133.19</u>	<u>499.70</u>	<u>3,875</u>	<u>15,500</u>	<u>15,000.30</u>
Total Utilities	<u>11,087.37</u>	<u>30,826.33</u>	<u>45,500</u>	<u>182,000</u>	<u>151,173.67</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	4,073.88	16,012.01	20,282	81,130	65,117.99
4420 - Materials	876.60	10,269.56	5,050	20,200	9,930.44
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	0.00	1,816.82	1,250	5,000	3,183.18
4430.03 - Snow Removal Contracts	0.00	0.00	1,000	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	445.00	7,308.51	2,125	8,500	1,191.49
4430.05 - Landscape & Grounds Contracts	14,657.79	24,476.53	1,250	5,000	(19,476.53)
4430.06 - Unit Turnaround Contracts	1,457.75	6,901.75	2,500	10,000	3,098.25
4430.07 - Electrical Contracts	129.45	433.85	500	2,000	1,566.15
4430.08 - Plumbing Contracts	0.00	0.00	375	1,500	1,500.00
4430.09 - Extermination Contracts	270.00	810.00	875	3,500	2,690.00
4430.10 - Janitorial Contracts	0.00	1,800.00	750	3,000	1,200.00
4430.11 - Routine Maintenance Contracts	256.31	1,156.55	2,000	8,000	6,843.45
4430.12 - Misc. Contracts	3,552.00	3,685.00	2,300	9,200	5,515.00
4431 - Garbage Removal	3,301.00	4,250.88	1,450	5,800	1,549.12
4433 - Employee Benefits - Maint.	<u>1,688.86</u>	<u>8,122.60</u>	<u>9,692</u>	<u>38,770</u>	<u>30,647.40</u>
Total Ordinary Maint. & Oper.	<u>30,708.64</u>	<u>87,044.06</u>	<u>51,399</u>	<u>205,600</u>	<u>118,555.94</u>
General Expense					
4510 - Insurance	2,386.35	7,197.72	7,650	30,600	23,402.28
4520 - Payment in Lieu of Taxes	1,780.00	5,340.00	5,750	23,000	17,660.00
4570 - Collection Losses	0.00	0.00	0	0	0.00
4586 - Interest Expense-CFFP	0.00	0.00	8,000	32,000	32,000.00
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	<u>4,166.35</u>	<u>12,537.72</u>	<u>21,525</u>	<u>86,100</u>	<u>73,562.28</u>
Total Routine Expense	<u>71,076.95</u>	<u>207,789.07</u>	<u>198,838</u>	<u>795,350</u>	<u>587,560.93</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	<u>0.00</u>	<u>4,545.00</u>	<u>2,500</u>	<u>10,000</u>	<u>5,455.00</u>
Total Extraordinary Maint.	<u>0.00</u>	<u>4,545.00</u>	<u>2,500</u>	<u>10,000</u>	<u>5,455.00</u>
Casualty Losses-Not Cap.					
Total Casualty Losses	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Non-Routine Expense	<u>0.00</u>	<u>4,545.00</u>	<u>2,500</u>	<u>10,000</u>	<u>5,455.00</u>
Total Operating Expenses	<u>71,076.95</u>	<u>212,334.07</u>	<u>201,338</u>	<u>805,350</u>	<u>593,015.93</u>
Operating Income (Loss)	<u>(21,141.69)</u>	<u>(22,014.06)</u>	<u>5,982</u>	<u>23,930</u>	<u>45,944.06</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, 2016

Units	1 Month Ended	3 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>September 30, 2016</u>	<u>September 30, 2016</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	21,695.94	70,302.47	0	0	(70,302.47)
4810 - Loan Fee Amortization Exp.-CFFP	0.00	0.00	0	0	0.00
Total Depreciation Expense	21,695.94	70,302.47	0	0	(70,302.47)
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	0.00	3,330.00	0	0	(3,330.00)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	2,028.00	13,021.00	6,250	25,000	11,979.00
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	(2,028.00)	(16,351.00)	(6,250)	(25,000)	(8,649.00)
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (42,837.63)</u>	<u>\$ (92,316.53)</u>	<u>\$ 5,982</u>	<u>\$ 23,930</u>	<u>\$ 116,247</u>
HUD Net Income (Loss)	<u>\$ (23,169.69)</u>	<u>\$ (38,365.06)</u>	<u>\$ (268)</u>	<u>\$ (1,070)</u>	<u>\$ 37,295</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, 2016

Units	1 Month Ended		3 Months Ended				
208	<u>September 30, 2016</u>	<u>PUM</u>	<u>September 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 62.50	0.37	\$ 215.00	0.43	\$ 0	0.00	\$ (215.00)
3603 - Number of Unit Months	167.00	(1.00)	505.00	(1.00)	0	0.00	505.00
3604 - Unit Months - Contra	<u>(167.00)</u>	1.00	<u>(505.00)</u>	1.00	<u>0</u>	0.00	<u>(505.00)</u>
Total Oper. Reserve Income	62.50	0.37	215.00	0.43	0	0.00	(215.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	82,651.00	494.92	251,971.00	498.95	0	0.00	(251,971.00)
3411 - Admin Fee Funding	<u>9,513.00</u>	56.96	<u>25,860.00</u>	51.21	<u>0</u>	0.00	<u>(25,860.00)</u>
Total HUD PHA Grants	92,164.00	551.88	277,831.00	550.16	0	0.00	(277,831.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>92,226.50</u>	552.25	<u>278,046.00</u>	550.59	<u>0</u>	0.00	<u>(278,046.00)</u>
				\$			
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,640.60	15.81	8,444.74	16.72	41,800	0.00	33,355.26
4120 - Compensated Absences	0.00	0.00	0.00	0.00	250	0.00	250.00
4130 - Legal Expense	0.00	0.00	57.00	0.11	2,850	0.00	2,793.00
4140 - Staff Training	0.00	0.00	0.00	0.00	1,710	0.00	1,710.00
4150 - Travel Expense	43.08	0.26	246.88	0.49	1,890	0.00	1,643.12
4170 - Accounting Fees	784.25	4.70	2,082.75	4.12	8,500	0.00	6,417.25
4171 - Auditing	0.00	0.00	0.00	0.00	3,000	0.00	3,000.00
4182 - Employee Benefits - Admin	964.50	5.78	4,325.25	8.56	17,500	0.00	13,174.75
4185 - Telephone	281.75	1.69	493.27	0.98	3,200	0.00	2,706.73
4190 - Administrative Sundry	0.00	0.00	33.65	0.07	0	0.00	(33.65)
4190.1 - Publications	0.00	0.00	0.00	0.00	500	0.00	500.00
4190.2 - Membership Dues and Fees	312.50	1.87	623.75	1.24	1,000	0.00	376.25
4190.3 - Admin. Service Contracts	246.87	1.48	3,530.40	6.99	10,000	0.00	6,469.60
4190.4 - Office Supplies	60.21	0.36	455.23	0.90	2,200	0.00	1,744.77
4190.5 - Other Sundry Expense	<u>519.70</u>	3.11	<u>1,154.20</u>	2.29	<u>3,500</u>	0.00	<u>2,345.80</u>
Total Administration	5,853.46	35.05	21,447.12	42.47	97,900	0.00	76,452.88
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,853.46	35.05	21,447.12	42.47	97,900	0.00	76,452.88

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2016

Units	1 Month Ended		3 Months Ended				
208	<u>September 30, 2016</u>	<u>PUM</u>	<u>September 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	74,542.00	446.36	229,818.00	455.09	0	0.00	(229,818.00)
4715.3 - HAP - Non-Elderly Disabled	4,475.00	26.80	12,894.00	25.53	0	0.00	(12,894.00)
4715.4 - HAP - Utility Allowances	1,469.00	8.80	2,818.00	5.58	0	0.00	(2,818.00)
4715.5 - HAP - Fraud Recovery	(62.50)	(0.37)	(215.00)	(0.43)	0	0.00	215.00
4715.6 - HAP - Homeownership	777.00	4.65	2,331.00	4.62	0	0.00	(2,331.00)
4719 - HAP - FSS Escrow	<u>2,229.00</u>	<u>13.35</u>	<u>4,201.55</u>	<u>8.32</u>	<u>0</u>	<u>0.00</u>	<u>(4,201.55)</u>
Total HAP Payments	83,429.50	499.58	251,847.55	498.71	0	0.00	(251,847.55)
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 2,943.54</u>	17.63	<u>\$ 4,751.33</u>	9.41	<u>\$ (97,900)</u>	0.00	<u>\$ (102,651.33)</u>

Analysis of HAP Funding -Voucher

A.C. Received: SEP. 30, 2016
HAP Funding

3 Months Ended
September 30, 2016
\$ 251,971.00

A.C. Spent

HAP - Occupied Units	229,818.00
HAP - Non-Elderly Disabled	12,894.00
HAP - Utility Allowances	2,818.00
HAP - Homeownership	2,331.00
HAP - Fraud Recovery	(215.00)
HAP - FSS Escrow	<u>4,201.55</u>
Total Funding Required	251,847.55

Over/(Under) Funding-current fiscal year \$ 123.45

HAP Reserve-prior fiscal years \$ 11,324.12

Cumulative Over (Under) Funding-HAP (NRA) \$ 11,447.57

Memo: Income not including the over (under) funding of HAP \$ (3,123.73)

**Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2016**

Units	1 Month Ended		3 Months Ended		<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
	<u>September 30, 2016</u>	<u>PUM</u>	<u>September 30, 2016</u>	<u>PUM</u>			
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>0.00</u>	0.00	<u>11,160.85</u>	0.00	<u>0</u>	0.00	<u>(11,160.85)</u>
Total HUD PHA Grants	0.00	0.00	11,160.85	0.00	0	0.00	(11,160.85)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>0.00</u>	0.00	<u>11,160.85</u>	0.00	<u>0</u>	0.00	<u>(11,160.85)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,291.35	0.00	14,791.31	0.00	56,980	0.00	42,188.69
4182 - Employee Benefits - Admin	<u>1,098.19</u>	0.00	<u>4,121.15</u>	0.00	<u>18,050</u>	0.00	<u>13,928.85</u>
Total Administration	5,389.54	0.00	18,912.46	0.00	75,030	0.00	56,117.54
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,389.54	0.00	18,912.46	0.00	75,030	0.00	56,117.54

Traverse City Housing Commission
Section 8 Vouchers FSS Escrow
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2016

Units	1 Month Ended		3 Months Ended				
	<u>September 30, 2016</u>	<u>PUM</u>	<u>September 30, 2016</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ (5,389.54)</u>	0.00	<u>\$ (7,751.61)</u>	0.00	<u>\$ (75,030)</u>	0.00	<u>\$ (67,278.39)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: October 23, 2016

Governance Committee: October 25, 2016

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee October 23, 2016

A monthly meeting of the Executive Committee of the Executive & Governance Committee of the Traverse City Housing Commission was called to order by President Brian Haas at 6:10 p.m.

ROLL CALL

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

Staff: Tony Lentych, Executive Director.

CORRESPONDENCE

None.

AGENDA

- A. The Agenda for the October Commission regular meeting was approved.
 - The meeting will be held at the Governmental Center, Second Floor Training Room.
- B. An updated list of policies to review was distributed and briefly discussed.
- B. Staff then discussed the changes in the Pet Policy and that it the policy should be ready for vote at the commission meeting.
- C. Lentych gave an update on the office renovation at TCHC – this will be on the agenda.
- D. There was a lengthy discussion about the Special Meeting of October 14, 2016. All materials presented by TCHC's attorney Ward Kuhn was thoroughly discussed. Staff was instructed to present a resolution opposing proposition 3 in the Commission Packet in advance of the regular meeting. Commissioner Smits will create the first draft and staff was instructed to submit the resolution to legal counsel prior to the regular meeting.

ADJOURNMENT

President Haas adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Brian Haas &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Governance Committee October 25, 2016

A Governance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Serratelli at 10:04 a.m.

ROLL CALL

The following Commissioners were present: Kay Serratelli and Jo Simerson.

Staff: Tony Lentych, Executive Director, JoAnn Turnbull, Deputy Director, Michelle Reardon, Deputy Director, and Kari Massa, Program Manager.

Resident Member: Ellen Corcoran.

Other Residents: Michelle St. Amant
Priscilla Townsend (received materials)
Jeffrey Turner

AGENDA

- A. Policy Review Schedule: Lentych reviewed the Policy Review Schedule. It was noted that several policies will be on the calendar for November.
- B. Pet Policy: The Pet Policy was discussed in great detail and many suggestions were made for consideration. The policy was first introduced in 2010 and revised in 2012. Staff reported that the version presented to the committee incorporated all items discussed during September's meeting. Of note was the "definitions" section and the mandatory "dog training" for all dog owners was added. The training will be on-site and paid for by TCHC. The idea is that this will help educated dog owners about how to handle their dogs and allow for some socialization between the animals. There was a discussion about the effective date of the policy and that will be decided prior to the Commission meeting.

ADJOURNMENT

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

Respectfully submitted,

Kari Massa, Program Manager &
Kay Serratelli, Commissioner



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 26, 2016

BUILDINGS/OCCUPANCY:

Riverview Terrace – Currently at full occupancy.

Orchardview – We still have one vacancies. We did not fill one of the two vacancies from last month because several qualified families elected to not move in to the available unit.

FINANCIAL:

This month's financial reports represents the end of the 1st quarter of our fiscal year. Revenue and Expenditures are in line with the expected budget which is around the 25% threshold. Our auditors came without much fanfare! There should no findings on our year-end report. We do, however, maintain a rather large surplus and may have opportunities to reinvest some of that into our properties.

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

- **Riverview Landscaping:** We have completed all aspects of this project for 2016. Benches are installed, grass and trees are planted. We even removed the boom from the water. We just got the photographers work on the stump carving which we will utilize in a dedication ceremony in the near future.
- **Office IT:** Phase I of the camera project is up and running!
- **Uptown Development:** As mentioned above, we removed Uptown's construction boom from the water that we borrowed during the stump carving.
- **Orchardview Phase II:** No change in status.
- **Housing Development:** Met with a potential development partner that wants to work in the region. Revisited the Hastings Street property with NMCAA and had a quick conversation with the realtor for that property. Submitted a letter of intent to the trust that holds Morgan Farms II property – and authorized a small feasibility study on this property too.
- **Advocacy:** Developed and hosted a Legislative Breakfast at the Housing Summit and moderated a "conversation" between the 1st Congressional Candidates Jack Bergman and Lon Johnson.
- **Office Management:** All new staff persons are settling in to their roles rather nicely. JoAnn last day will be November 8. The redesign of the office is moving forward and the end result will allow us to better serve the public and provide for a more productive work environment.
- **Strategic Planning:** Preliminary work on our December Strategic Planning update session.

ACTIVITIES:

Chaired a Housing Solutions Network meeting and continued prep work for the Housing Summit that was held on October 24. Recruited the keynote speakers and helped them prepare remarks. Over 180 people were registered for the event – a large increase over the previous year's attendance.

Attended the Annual Meeting of Goodwill Industries.

Recruited the League of Women Voters to coordinate the Review Terrace Resident Council Annual Officer Elections.

Met with the DDA on Housing Issues. Asked for them to solicit membership on workforce housing issues.

Attended retirement event for Cecil McNally of Goodwill Industries.

Met with Brenda Quick of SOD - Save Our Downtown.

Participated in a conference call with the Federal Home Loan Bank of Indianapolis Affordable Housing Program committee.

Conversations/Meetings with several city commissioners on various topics.

Meeting with MSHDA Executive Director.

Recruited a new Grievance Officer for TCHC and met with her to prepare and train for potential hearing in December.

Attended the Annual Meeting of Northwest Michigan Community Action Agency.

Meeting with City of Traverse City Human Resources team on changes to Dental Plan.

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

Prepared for and participated in several Executive & Governance Committee meetings.

Participated in one resident's eviction appeal hearing.

Prepared for an eviction hearing with several conversations with our attorney and attended on preliminary hearing on the matter – final hearing is scheduled for next month.

Participated in Community Economic Development Association of Michigan bi-monthly Board of Directors meeting.

MEDIA:

Worked with several media outlets for the Housing Summit.

PERSONAL:

Nothing to report.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

October 26, 2016

Current SEMAP Status

SEMAP 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
22	27	123%	14	67%

Program Manager Update

The Family Self Sufficiency program now incorporates both HCV and Public Housing clients.

Public Housing clients will be notified of the FSS program in a small briefing for both properties. This will allow for questions or concerns to be addressed prior to setting an appointment with the Program Manager.

Status of Participants

Current HCV participants are moving forward with their goals and many have shown much improvement since their last quarterly meeting. Nothing new to update until next quarterly meeting in November.

FSS Grant

The annual e-logic grant update was submitted last week and has been accepted by our HUD FSS contact Patricia Hairston. This is a reporting model that gives HUD an overall program update for the reporting period of Jan to Dec for the previous grant cycle.

MEMO: TCHC, TRAVERSE CITY HOUSING COMMISSION

DATE: October 25, 2016

A busy month and we will close out with a Halloween Party. We are at last winding down the Council Election process with the help of Mary Grober, of the League of Women Voters. Having their assistance with this election will also help us amend the By-laws to simplify the Election Process.

We had our Council Meeting as scheduled and a Special Meeting on September 23 regarding the reappointment of the Resident Member of the TCHC. After discussion concerning the current Member and the lack of her communication with or support of the Council and Association office it was voted to send a letter to the Mayor of Traverse stating Non Support for the reappointment of Jo as our representative. (See Attached).

The flu shot clinic held in our community room by CVS was a success and will be an annual process. Next year we will include the Pneumonia shot and necessary boosters.

The normal activities took place for the month and we are making plans for the Holiday and winter activities. We were informed by the Country Club we will again this year received 12 Turkeys from them for the meals.

Funds were approved for the purchase of a WII game which will afford a variety of new inside activities.

Our Grant request to the Sunshine Club of the Rotary was once again declined but will be submitted again in the Spring.

Riverview Terrace Resident Council, President, Priscilla Townsend



**Riverview Terrace Resident Council
Minutes of Emergency Meeting – September 23, 2016**

Call to order by president Priscilla Townsend

Pledge of Allegiance

Roll Call: Present – Priscilla Townsend, president; Flint Horton, vice president; Dave Wagstaff, treasurer; Lois DeHart, secretary; Jake Warren, social coordinator.

Welcome all residents: 21 non-council members attending plus council members.

New Business: Letter to Mayor of Traverse City regarding support or non-support of current Resident Member of the Traverse City Housing Commission

Discussion: Jo Simmerson, current Resident Member of the Traverse City Housing Commission; Michelle; Lee; Ellen Corcoran; Jeffrey Turner; Deb Scheer; Betsy Zeeryp. Council members were recused from voting on this issue. Priscilla mentioned that the by-laws should be changed to make this a 2 year position in the future.

Vote: 5 residents in support; 12 residents in non-support; 1 abstained; 3 residents left the meeting prior to vote.

Motion to Adjourn: 1st Norma, 2nd Jane Bischoff

Next meeting: Friday, October 21, 2016



RECEIVED

OCT 26 2016

Traverse City
Housing Commission

Letter of Non-Support

Dear Mayor J. Carruthers:

We the Undersigned, the Resident Council, upon the vote of the Residents tender our LETTER OF NON-SUPPORT for the reappointment of JO SIMERSON as the Resident Board Member on the Traverse City Housing Commission.

Riverview Terrace Resident Council:

Priscilla Townsend President, Priscilla Townsend

Flint Horton Vice President, Flint Horton

Lois DeHart Secretary, Lois DeHart

David Wagstaff Treasurer, David Wagstaff

Jacob Warner Social Coordinator, Jacob Warner

Witness:

Jan-Elis Ball James D. Friend

Notary:

Lois DeHart

Lois DeHart

Notary Public, State of Michigan
Grand Traverse County

My commission expires Aug 8, 2023

Acting in the County of Grand Traverse



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2017 Consolidated Budget: Review

TCHC Policy Review Schedule: Update

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2016 ACTUAL*	FY 2017 BUDGET	SEPTEMBER 2016 ACTUAL*	FY 2017 ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 431,741.66	\$ 465,000.00	\$ 36,403.83	\$ 109,582.35	23.57%
Investment Interest	3,195.44	2,700.00	279.70	591.05	21.89%
Program Income: HCV	1,091,389.00	1,005,000.00	92,226.50	278,033.50	27.67%
Program Income: FSS	66,688.65	66,600.00	-	11,160.85	16.76%
Earned Income	134,075.71	110,584.00	13,251.73	35,520.61	32.12%
HUD Property Subsidy	263,918.00	250,000.00	-	44,626.00	17.85%
CFP / Draw on Surplus	182,486.66	199,000.00	-	-	0.00%
TOTAL OPERATING INCOME	\$ 2,173,495.12	\$ 2,098,884.00	\$ 142,161.76	\$ 479,514.36	22.85%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 192,072.51	\$ 238,780.00	\$ 16,047.09	\$ 52,821.65	22.12%
Benefits	71,191.54	101,818.30	4,955.56	20,951.94	20.58%
Compensated Absences	5,126.29	(1,500.00)	-	-	0.00%
Legal	5,614.12	9,500.00	1,424.82	2,088.97	21.99%
Travel / Staff Training	10,045.68	12,000.00	945.00	2,903.60	24.20%
Accounting / Auditing	20,495.42	22,000.00	1,571.91	4,040.73	18.37%
General Office Expenses	82,892.87	68,000.00	8,387.84	26,315.13	38.70%
TOTAL OPERATING EXPENSES	\$ 387,438.43	\$ 450,598.30	\$ 33,332.22	\$ 109,122.02	24.22%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 9,961.31	\$ 8,575.00	\$ 23.50	\$ 720.69	8.40%
Cable Television	35,065.00	37,460.00	3,001.87	9,004.52	24.04%
HAP	948,943.11	965,400.00	83,429.50	251,860.05	26.09%
TOTAL TENANT PROGS / SERVICES	\$ 993,969.42	\$ 1,011,435.00	\$ 86,454.87	\$ 261,585.26	25.86%
<u>UTILITIES</u>					
Water	\$ 16,413.25	\$ 16,500.00	\$ 1,781.40	\$ 6,158.15	37.32%
Electricity	125,464.02	150,000.00	9,172.78	24,168.48	16.11%
Gas	10,035.02	15,500.00	133.19	499.70	3.22%
TOTAL UTILITIES	\$ 151,912.29	\$ 182,000.00	\$ 11,087.37	\$ 30,826.33	16.94%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 77,347.71	\$ 85,342.00	\$ 4,073.88	\$ 16,012.01	18.76%
Maintenance Benefits	33,937.30	48,093.00	1,688.86	8,122.60	16.89%
Materials	25,160.53	20,200.00	876.60	10,269.56	50.84%
Contract / CFP Costs	304,677.97	180,000.00	24,069.30	52,639.89	29.24%
TOTAL ORDINARY MAINTENANCE	\$ 441,123.51	\$ 333,635.00	\$ 30,708.64	\$ 87,044.06	26.09%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 28,352.38	\$ 30,600.00	\$ 2,386.35	\$ 7,197.72	23.52%
Payment in Lieu of Taxes	24,914.86	23,000.00	1,780.00	5,340.00	23.22%
Collection Losses	4,438.91	-	-	-	0.00%
Interest Expense / Other	34,625.21	32,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 92,331.36	\$ 85,600.00	\$ 4,166.35	\$ 12,537.72	14.65%
<u>EXTRAORDINARY / CASUALTY</u>					
	6,936.36	\$ 10,000.00	\$ -	\$ 4,545.00	45.45%
TOTAL OPERATING EXPENSES	\$ 2,073,711.37	\$ 2,073,268.30	\$ 165,749.45	\$ 505,660.39	24.39%
NET OPERATING INCOME (LOSS)	\$ 99,783.75	\$ 25,615.70	\$ (23,587.69)	\$ (26,146.03)	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (32,087.93)	\$ (25,000.00)	\$ (2,028.00)	\$ (16,351.00)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ 67,695.82	\$ 615.70	\$ (25,615.69)	\$ (42,497.03)	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

TCHC MONTHLY CASH POSITION REPORT
END OF SEPTEMBER 2016

PUBLIC HOUSING

Chemical Bank	Checking	\$	133,781.94	
4Front Credit Union	Savings	\$	6,601.52	
TC State Bank	520011210	\$	161,789.36	
TC State Bank	1051647	\$	42,460.83	
First Merit Bank	53691	\$	162,510.96	
TC State Bank	4535723359	\$	75,484.23	
Chemical Bank	ICS Acct	\$	25,183.88	
Chemical Bank	1075909	\$	17,557.90	
Chemical Bank	9426	\$	100,374.28	
First Merit Bank	4532078534	\$	26,840.97	
4Front Credit Union	CD 16525-S100	\$	31,009.93	Certificate of Deposit
Chemical Bank	CD 806592	\$	51,464.11	Certificate of Deposit
SUB TOTAL		\$	835,059.91	

HOUSING CHOICE VOUCHER

Chemical Bank	Checking	\$	163,646.63	
Chase Bank	135080088317	\$	38,330.08	Escrow Account
SUB TOTAL		\$	201,976.71	

OTHER

HUD Held Reserves*		\$	554,397.00	Restricted
SUB TOTAL		\$	554,397.00	
TOTAL Cash & Cash Equivalents		\$	1,591,433.62	

* as of June 30, 2015

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 17, 2014	May/June 2016	June 24, 2016
ACOP (Admission & Continued Occupancy Policy)	?	September 20, 2005	TBD	
ADMIN (Administrative Plan HCV)	January 1, 2005	Annual	March 2016	March 25, 2016
Asset / Physical Plant Management Addendum	January 22, 2016	NA	NA	January 22, 2016
Capitalization Policy	Unknown	Unknown	TBD	
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	Unknown	Unknown	TBD	
Civil Rights Policy	September 11, 1996	None	TBD	
Community Room Policy	February 2006	November 5, 2012	March 2016	March 25, 2016
Community Service Policy	Unknown	Unknown	TBD	
Credit Card Policy	October 20, 2015	NA	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	March 21, 2006	April 2016	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	TBD	
Doubtful Account Write-Off Policy	Unknown	Unknown	TBD	
EIV Policy	Unknown	Unknown	TBD	
Emergency Closing Policy	April 18, 2006	July 30, 2012	February 2016	February 26, 2016
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	January 1, 2013	September 2016	September 23, 2016
Freedom of Information Policy	June 16, 2015	NA	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	Unknown	Unknown	TBD	
Inventory Policy	Unknown	Unknown	August 2016	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	July 15, 2008	April 2016	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	August 21, 2012	October 2016	October 28, 2016?
Petty Cash Policy	Unknown	Unknown	TBD	
Personnel Policy / Employee Handbook	Unknown	May 21, 2014	August 2016	

This Document is NOT COMPLETE

Current as of October 2016

TCHC Policy Review Schedule

Pest Control Policy	Unknown	Unknown	TBD
Procurement Policy	May 1, 1990	Unknown	TBD
Public Housing Maintenance Plan	Unknown	Unknown	TBD
Reasonable Accommodation	Unknown	Unknown	TBD
Rent Collection Policy	April 5, 1988	None	November 2016
Safety & Evacuation Policy	Unknown	Unknown	TBD
Schedule of Excess Utility Charges Policy	February 14, 1989	None	November 2016
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD
Sexual Harassment Policy	September 11, 1996	None	TBD
Smoking Policy	Unknown	Unknown	TBD
Social Security Number Privacy Policy	January 22, 2016	NA	January 22, 2016
Transfer Policy	Unknown	Unknown	TBD
Travel Policy	Unknown	Unknown	TBD
Tresspass Policy	Unknown	Unknown	TBD
Vehicle Policy	Unknown	Unknown	November 2016
Social Media Policy	NEW	NA	August 26, 2016



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS

Resolution on Pet Policy

Memorandum on Office Construction

Resolution on Proposition 3

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director ✓
SUBJECT: Pet Policy Update

MESSAGE:

Attached you will find the final draft version of our Pet Policy. We have twice convened the Governance Committee to review and discuss this policy. Significant changes are highlighted and have been favorably received. I believe that all major concerns of our residents have been addressed in some manner. Additionally, conversations during this process has led us to realize that we will also need to update our "Reasonable Accommodation" Forms regarding all assistance animals. We plan to complete this prior to the policy taking effect.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE PET POLICY

October 28, 2016

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

WHEREAS, the Pet Policy was last reviewed in 2012 and was in need of a review and update and was twice brought before the Governance Committee for significant resident input; and

WHEREAS, the Traverse City Housing Commission has reviewed the proposed changes to the Pet Policy; 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 Pet Policy is hereby adopted as presented by the Traverse City Housing Commission effective January 1, 2017 and with the appropriate approvals from our legal counsel.

Traverse City Housing Commission

DRAFT Pet Policies & Procedures

- A. **Purpose.** The Traverse City Housing Commission (TCHC) allows for common and appropriate pet ownership in its developments with the written pre-approval of the Housing Commission. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Traverse City Housing Commission harmless from any claims caused by an action or inaction of the pet. Pets are entirely the responsibility of its resident owner and are not the responsibility of TCHC or any other resident.
- B. **Definitions.** TCHC distinguishes between types of Assistance Animals and pets with these definitions:
1. **Service Animals:** A service animals is any animal individually trained and certified to do work or perform tasks for the benefit of a resident with a disability.
 2. **Companion Animals:** A companion animal, or a therapy animal, is an animal selected to play an integral part of a resident's treatment process – the animal does not have to be trained to provide comfort or do any tasks. A Section 504 Accommodation Request form completed by a counselor or physician is required prior to the registration of a companion animal.
 3. **Common & Appropriate Household Pets:** All non-assistance animals covered by this policy.
- C. **Policy.** The following are the policies that guide and govern the allowances for pets:
1. **ALL Pets and Animals MUST be either Registered and/or Approved!** Residents must have prior approval of the Housing Commission before moving any type of pet or animal into their unit. Approval may be denied when resident fails to comply with this requirement. The Resident must provide to the TCHC a photograph, preferably in color, of the pet so it can be identified if it is running loose. TCHC approval must be granted before any pet can be brought onto the property.
 - a. **Exclusions.** Parts of this policy **MAY** not apply to animals that are used to assist persons with disabilities. Assistance Animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner (including cleaning up after the pet), and to refrain from disturbing their neighbors. Owners of assistance animals must provide all required "registering" documentation (found on page 5) and must maintain their units and associated facilities in a decent, safe and sanitary manner (including cleaning up after their pet), and to refrain from disturbing their neighbors.
 2. **TCHC allows only certain types of pets and can limit the number of pets you own.** The Traverse City Housing Commission will allow only common and appropriate household pets. This means only domesticated animals such as a dog, cat, bird(s), or fish in aquariums (not to exceed 20 gallons), hamster/gerbil (in a cage). Exotic pets are such as snakes, etc., are

prohibited. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

- a. Only one (1) pet/animal or fish aquarium per unit allowed. This means only one cat, one dog, one fish aquarium up to 20 gallons in size (the number of fish is not important), up to two (2) birds in a cage, one hamster/gerbil per unit. More than one pet/animal in a unit is prohibited.
 - b. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs or fish such as piranhas will not be allowed.
 - c. No animal may exceed 25 pounds in weight at full adult size.
 - d. Residents may not own a pet without fully complying with this Policy. Adopting a pet presents the opportunity for companionship, affection, work, and expense.
3. **All pets must under the care of a veterinarian.** In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws and must be licensed. A certification signed by a licensed veterinarian shall be annually filed, at time of recertification, with the Traverse City Housing Commission to attest to the inoculations.
 - a. All dogs and cats must be spayed or neutered before they are six months old. A licensed veterinarian must verify this fact.
4. **All pet owners are financially responsible for their pets.** Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Traverse City Housing Commission reserves the right to exterminate and charge the resident.
 - a. The following fees also apply to all pets:
 - **ORCHARDVIEW ONLY:** A monthly pet fee of \$5.00 will be charged Residents who have a pet in their household. Damage to the premises shall be the fiscal responsibility of the resident over and above the non-refundable pet rent fee.
 - **RIVERVIEW ONLY:** A pet deposit of \$100.00 will be charged Residents who have a pet in their household. (Payment plan available).
 - A waste removal charge of \$5 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.
5. **Pets SHALL NOT be a nuisance or threat to health or safety.** The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.
 - a. Repeated substantiated complaints by neighbors or Housing Commission personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

- b. Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

D. **Procedure & Rules.** The following are the procedures that apply to all pets that help to maintain TCHC properties:

1. **Pets must be kept in designated areas.** Pets must be kept in the owner's apartment or on a leash and under the control of the resident or other responsible person at all times when outside the unit. No outdoor cages may be constructed and pets may not be tied up outside the unit. Pets will be allowed only in designated areas on the grounds of the property if the Traverse City Housing Commission designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.
 - a. With the exception of assistive animals, no pets shall be allowed in the community room, community room kitchen, laundry rooms, public bathrooms and offices. Pets will be allowed in the lobby and hallways only for the purpose of ingress and egress. Pet owners may stop to briefly visit with their neighbors while in the lobby or television room area but shall not be allowed to sit for any length of time in these areas with the pet. Pets shall not be in the common areas of the building at any other times.
 - b. To accommodate residents who have medically certified allergy or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our buildings. This shall be implemented based on demand for this service.
2. **Visiting pets are NOT ALLOWED!** No guest will be allowed to bring pets onto the premises.
 - a. At no time may a resident "pet sit" for non-resident's pet(s).
 - b. No animals allowed to be kept in parked cars on TCHC property.
3. **Pets may not be left unattended in a dwelling unit for over 9 hours.** If the pet is left unattended, is in distress, and no arrangements have been made for its care, the Housing Commission may contact the emergency pet caregiver but also has the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.
4. **Other Miscellaneous Rules:**
 - a. Pet bedding shall not be washed in any common laundry facilities.
 - b. Residents must take appropriate actions to protect their pets from fleas and ticks.
 - c. Pets cannot be kept, bred or used for any commercial purpose.
 - d. Dog owners shall be required to attend mandatory "training" courses when the courses are provided on-site. The purpose of these courses will be to assist the pet owner with proper communal living skills between pets and neighbors. All dog owners will be notified individually when the classes are scheduled.
 - e. Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter must be secured inside a double bag and then shall be disposed of by placing securely tied bag

into the waste receptacle chute on the third floor. [STILL WORKING WITH MAINTENANCE!]

- f. A pet owner shall physically control or confine his/her pet during the times when Housing Commission employees, agents of the Housing Commission or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
 - g. During the certain times of the year, the TCHC contracts to have the lawns fertilized. The materials used to fertilize can cause sickness to pets and to humans. The TCHC alerts all residents when fertilizing will take place and indicates that pets and humans should not be on the grass until the application has dried. As the owner of a pet, you agree to hold the TCHC harmless and take full responsibility for your pet and your actions should you allow your pet on the grass after fertilizing and the pet becomes ill.
- E. **Removal of Pets/Animals.** A pet owner who violates any other conditions of this policy may be required to remove his/her pet from the development within 10 calendar days of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease.
- 1. If any pet or animal causes any harm to any person or other animal, the pet's owner shall be required to permanently remove the pet or animal from the Housing Commission's property within 24 hours of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease.
 - 2. The Traverse City Housing Commission, or an appropriate community authority, shall require the removal of any pet from a site if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.
 - 3. In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, the Traverse City Housing Commission has permission to call the emergency caregiver designated by the resident or the local Animal Control Department to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner or their estate.
- F. **Acknowledgement & Agreement.** Each and every pet owner shall be required to read and sign this policy prior to the admittance of any pet.

Adopted: July 1, 2010

Revised: August 21, 2012

Proposed: October 28, 2016

Traverse City Housing Commission

Authorization for Pet Ownership Form

Pet Owner's Name: _____

Pet Owner's Address: _____

Home Telephone: _____

Work Telephone: _____

Cell Phone Number: _____

Pet's Name: _____

Type or Breed: _____

Sprayed or Neutered? ☐ Yes ☐ No

License or ID Number: _____

Veterinarian Utilized: _____

Address: _____ Phone: _____

Emergency Caregiver for the Pet: _____

Address: _____ Phone: _____

Please submit the following items with this form:

- ☐ Picture of the Pet (3" x 5" minimum)
- ☐ Rabies Certification
- ☐ Copy of License
- ☐ Neutered or Spayed Certification

Traverse City Housing Commission

Pet Policy Acknowledgment & Agreement Form

I, NAME OF RESIDENT, hereby acknowledge that I have received and reviewed the TCHC Pet Policy document. I understand that I am, and all members of my household are, responsible for complying with ALL Pet Policy Rules & Procedures. I understand that violation of any part of this policy may result in consequences up to and including the immediate removal of the pet and/or the termination of my lease.

Signature of Resident

Date

Printed Name

Signature of TCHC Employee


Date

Printed Name

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Riverview Terrace Office Renovation Project – Bid Review

MESSAGE:

During the last two months, the Traverse City Housing Commission initiated a call for sealed bids for the renovation of our office at the Riverview Terrace property located at 150 Pine Street. This scope of this project calls for the updating of the office into a more open and usable space.

This process followed the established steps outlined in our Procurement Policy:

The project was advertised in the Record Eagle on October 6, 2016 and on October 9, 2016 and on our website. A pre-bid walk through was held on October 13, 2016 at 10:00 AM [four companies attended]:

- Advantage Electric (Sub)
- Custer, Inc.
- Richter Construction, Inc.
- Spence Brothers

Sealed bids were due in the TCHC Offices at noon on October 20, 2016 [one bid was received]. A public bid opening was held on October 20, 2016 at 12:15 PM [one company attended].

Result (one bid received):

Spence Brothers = \$59,000.00

Attached to this memorandum, you will find the bid cover sheet that was received before the deadline. You will have an opportunity to discuss the bid during the commission meeting. Staff will, of course, be on hand to answer any and all specific questions on this process.

Based upon the scope of work, the estimated timeline, and the final estimated costs, staff recommends the selection of SPENCE BROTHERS for this project.

ATTACHMENTS: Bid Cover Sheet



**SPENCE
BROTHERS**

"Building Trust Since 1893"

RECEIVED

OCT 20 2016

Traverse City
Housing Commission

October 20, 2016

Traverse City Housing Commission
150 Pine St
Traverse City MI 49684

Re: Office Renovations

Attn: Tony Lentych

Dear Tony,

We are pleased to submit the following itemized bid proposal for the **Office Renovations** at the **Traverse City Housing Commission** located at 150 Pine St, Traverse City MI.

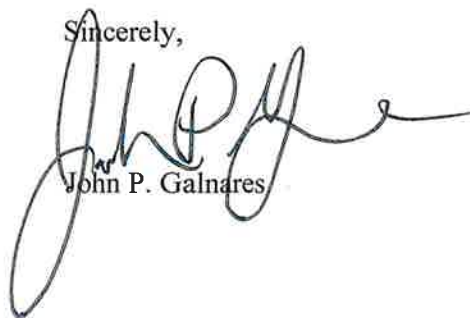
Spence Brothers Total Base Bid \$59,000.00

Fifty Nine Thousand

Item/ Description	Amount
General Conditions	12,550.00
Supervision	6,500.00
Design Services	9,700.00
Demolition	4,300.00
Carpentry	1,750.00
Doors and Hardware	2,850.00
Finishes (drywall, flooring & paint)	10,000.00
Specialties	1,600.00
Plumbing & Mechanical	1,000.00
Electrical	8,750.00
Total	59,000.00

Please contact me with any questions.

Sincerely,




John P. Galnares

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: October 28, 2016
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Follow-up to the Special Meeting of October 14, 2016

MESSAGE:

After the presentation from our attorney, Ward Kuhn, at our Special Meeting of October 14, 2016, the Executive Committee met to discuss potential next steps. After careful consideration of all of the facts presented, it was decided that the Traverse City Housing Commission should take a position on City Proposal 3 which is on the ballot on November 8, 2016.

Therefore, TCHC Executive Committee recommends adoption of the following:

RESOLUTION OPPOSING THE PASSAGE OF CITY PROPOSAL THREE (3) ON NOVEMBER 8, 2016
October 28, 2016

WHEREAS, the Traverse City Housing Commission (TCHC) is a Michigan Municipal Corporation and Public Housing Authority, Chartered by the City of Traverse City Commission under Michigan Public Act 18 of 1933, as amended through City Ordinance 274.01 et seq.; and

WHEREAS, the TCHC owns and operates a Riverview Terrace at 150 Pine Street as a public housing facility including a 10-story building in excess of 60 feet in height; and

WHEREAS, the TCHC commissioned a feasibility study to construct another affordable housing structure building at 150 Pine Street that would be a building over 60 feet in height; and

WHEREAS, the TCHC supports the rights of all Riverview Terrace Residents to participate in the public referenda regarding City Proposal 3 and other ballot measures; and

WHEREAS, the TCHC encouraged and supported the development of the Riverview Terrace Resident Council (RTRC) and continues to facilitate its functions under 24 C.F.R. 964.135; and

WHEREAS, the TCHC has contacted RTRC Spokespersons to receive the Resident Council's official policy position on the City Proposal 3; and

WHEREAS, the TCHC has serious concerns as to the added costs to our proposed developments should City Proposal 3 be implemented; and

WHEREAS, the TCHC has discovered that the passage of Enrolled Senate Bill No. 571 amending the Michigan Campaign Finance Act may, in fact, complicate our ability to fully participate in any election required by City Proposal 3; and

WHEREAS, the TCHC finds that City Proposal 3 would add unnecessary uncertainty to our ability to perform our mission and strategic plan; and

WHEREAS, the TCHC finds that community participation and involvement processes currently exist in the administrative procedures set forth by the City Planning Commission and City Commission for approval of buildings greater than 60 feet in height; and

WHEREAS, the TCHC concurs in the recommendation of the Executive Committee.

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

The Traverse City Housing Commission opposes the passage of City Proposal 3.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

HUD Public Housing Assessment System (PHAS) Designation for FY 2016



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

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

Report Date: 10/25/2016

PHA Code:	MI080
PHA Name:	Traverse City Housing Commission
Fiscal Year End:	06/30/2016

PHAS Indicators	Score	Maximum Score
Physical	38	40
Financial	25	25
Management	21	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	94	100
Designation Status:	Small PHA Deregulation	
Published 10/25/2016	Initial published	10/25/2016

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

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.55	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

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