



**Traverse City
Housing Commission**
a Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING
Friday, November 1, 2019 at 8:00 A.M.

LOCATION:
THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE
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

November 1, 2019



TRAVERSE CITY HOUSING COMMISSION

150 Pine Street, Traverse City, Michigan, 49684

T: (231) 922-4915 | F: (231) 922-2893

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TCHousing.org

NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON FRIDAY, NOVEMBER 1, 2019 AT 8:00 A.M.**

THIRD FLOOR COMMUNITY ROOM – RIVERVIEW TERRACE APARTMENTS

150 Pine Street, Traverse City, Michigan, 49684

(231) 922-4915

POSTED: OCTOBER 30, 2019

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 27, 2019 Regular Meeting Minutes: Approval Recommended.*
- B. *Consideration of Approval of Schedule of Disbursements for September 2019 for Public Housing & HCV / Section 8 Programs: Approval Recommended.*
- C. *Review & Approval of Payment of Invoices for October 2019: Approval Recommended.*
- D. *Review & Acceptance of Financial Statements for September 2019: Approval Recommended.*

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Finance Committee Meeting: October 18, 2019
- B. Governance & Compliance Committee Meeting: October 17, 2019

VI STAFF & PROGRAM REPORTS

- A. Executive Director's Report: October 2019
- B. Family Self-Sufficiency (FSS) Program Report: October 2019
- C. Resident Council Report: October 2019

VII OLD BUSINESS

- A. 2020 Consolidated Budget: Review of September 2019
- B. TCHC Policy Review Schedule: Review
- C. Memorandum on RAD Update: Review

VIII NEW BUSINESS

- A. Resolution to Adopt Petty Cash Account Policy: Action Requested
- B. Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)
- C. Presentation of Certificate to Outgoing Commissioner

IX CORRESPONDENCE

- A. September 19, 2019 Letter from RTRC to City of Traverse City Regarding Sidewalk Issue
- B. September 24, 2019 Letter from HUD regarding SEMAP Score
- C. October 8, 2019 E-Mail from Carl Coan on HUD CFP Lawsuit
- D. October 11, 2019 Letter from Cunningham-Limp Regarding Closed Sidewalk Issue
- E. October 28, 2019 Letter from HUD on Federal Labor Standards Compliance Monitoring
- F. October 29, 2019 E-Mail from Carl Coan on HUD CFP Lawsuit
- G. Housing North "Homes for our Future" Campaign Announcement

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: November 22, 2019



**Traverse City
Housing Commission**
a Public Housing Authority

CONSENT AGENDA

September 27, 2019 Regular Meeting Minutes

Schedule of Disbursements for September 2019 for
Public Housing & HCV Section 8 Programs

Payment of Invoices for October 2019

Financial Statements for September 2019

DRAFT Meeting Minutes of the Traverse City Housing Commission **September 27, 2019**

A Regular Meeting of the Traverse City Housing Commission was called to order by President Heather Lockwood at the Government Center – Second Floor Committee Room, 400 Boardman Avenue, Traverse City, Michigan at 8:03 A.M.

I ROLL CALL

The following Commissioners were present: Jim Friend, Heather Lockwood, and Roger Putman. Andy Smits and Sarah Lucas were excused.

Staff: Tony Lentych, Executive Director, and Martha Falk, Intern.

Residents: Norma Loper and Jeff Turner.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

None.

IV CONSENT AGENDA

Commissioner Putman moved (Lockwood support) to approve the Consent Agenda as presented in the September 27, 2019 packet. The motion was unanimously approved.

The Consent Agenda was as follows:

- A. Meeting Minutes of the August 23, 2019 Regular Meeting.
- B. Schedule of Disbursements for August 2019 for Public Housing and Housing Choice Voucher / Section 8 Programs.
- C. Payment of Invoices for September 2019.
- D. Financial Statements for August 2019.

Staff noted that Michelle Reardon, Board Secretary, is no longer employed by TCHC and wanted to know how to handle the “signature”. It was decided that it will be left blank and a note will be added.

V COMMITTEE REPORTS

- A. The meeting minutes from the September 23, 2019 Executive & Finance Committee meeting were presented. There was no discussion as staff noted that most of the items discussed at the meeting will be presented under New Business.
- B. The meeting minutes from the September 19, 2019 Governance & Compliance Committee meetings were presented. There was a brief discussion regarding the parking issues at Riverview Terrace. Residents will be presented options for increasing parking in the future and it is expected to be a “well-argued” debate. There was also an announcement that the

RTRC and the Construction Company working on the 4Front Property have been negotiating a “safe passage” around the construction site. Residents have been impressed with the firm’s willingness to engage with the residents and address all of their concerns.

VI STAFF AND PROGRAM REPORTS

- A. The Executive Director’s September 2019 Report was presented. It appears that a page had been “dropped” from the packet due to copying error. Staff will forward the full report after the meeting. There was a brief conversation about the amount of time being spent on the Orchardview soil issue.
- B. The September 2019 Family Self-Sufficiency Report was presented and accepted.
- C. The September Resident Council Reports were presented and accepted. It was noted that the MOU was signed and executed – copies of which were in the packet.

VII OLD BUSINESS

- A. The FY 2020 Consolidated Budget was presented and reviewed for the month of August. Revenues and Expenses are tracking accordingly.
- B. TCHC Policy Review Schedule was presented and reviewed. There was a brief discussion regarding the transition of staff and the policies that might effect.
- C. Staff presented a memorandum on activities with the RAD Program and noted that not much had happened since the last meeting.

VIII NEW BUSINESS

- A. A Resolution to adopt the HUD Fair Market Rents for Fiscal Year 2020 was presented by staff. Commissioner Lockwood moved (Friend support) to adopt the resolution. Staff reminded Commissioners that this is a task done annually. In order to accommodate the current slate of re-certifications, this will take effect on January 1, 2020.

Roll Call

Putman	Yes
Lockwood	Yes
Friend	Yes
Lucas	Excused
Smits	Excused

The resolution was adopted. It will be recorded as Resolution No. 2019-12.

- B. Commissioner Putman moved (Friend support) to adopt the Resolution to regarding the Flat Rent Schedule for Public Housing for FY 2020. Staff reviewed how TCHC establishes the Flat Rent Schedule (based upon 80% of the Fair Market Rents). This schedule will be take effect on November 1, 2019.

Roll Call

Friend	Yes
Putman	Yes
Lockwood	Yes
Lucas	Excused
Smits	Excused

The resolution was adopted. It will be recorded as Resolution No. 2019-13.

- C. As a result of the recent re-organization of the office, the Executive Staff Succession Policy was reviewed and changes have been suggested in order to reflect the new office structure. Commissioner Friend moved (Lockwood support) to adopt the new version of the Executive Staff Succession Policy. During the discussion, it was noted that the policy itself and the new organization chart was reviewed and recommended by the Governance Committee.

Roll Call

Friend	Yes
Putman	Yes
Lockwood	Yes
Lucas	Excused
Smits	Excused

The resolution was adopted. It will be recorded as Resolution No. 2019-14.

- D. Staff introduced the TCHC-ERHC Management Services Agreement that runs concurrently with the recently adopted TCHC-ERHC Maintenance Services Agreement. Both Agreements will now have a September 30, 2020 end date. Staff also noted that the ERHC has approved this document at their September Commission Meeting. Commissioner Friend moved (Lockwood support) to adopt the Resolution approving the Management Agreement. During discussion, staff noted that there will be a more formal review of the future for ERHC before the agreements will be renewed for Fiscal Year 2021.

Roll Call

Putman	Yes
Lockwood	Yes
Friend	Yes
Lucas	Excused
Smits	Excused

The resolution was adopted. It will be recorded as Resolution No. 2019-15.

- E. A resolution to apply for the Property Disposition of Orchardview Townhomes under HUD Section 18 was introduced by staff. Commissioner Lockwood moved (Friend support) to adopt the resolution as presented and lengthy discussion ensued. Staff noted that upon advice from our HUD Field Office, a Section 18 application for Health and Safety was recommended in order to secure Tenant Protection Vouchers (TPVs) for every one of the residents at Orchardview. TCHC had already applied to HUD for a RAD conversion of the property and this is a similar process with the main difference being that TCHC would not end up owning the property. Staff also noted that this is just an approval to apply for Section 18 Property Disposition and that there are a lot of steps to be accomplished and reviewed before the execution of any sale or other method of property disposition. In order to maximize the most flexibility for residents at Orchardview through TPVs, staff agreed with the HUD recommendation to apply for Section 18 even before the conclusion of any on-going process with the State of Michigan Department of the Environment, Great Lakes, and Energy (formerly DEQ).

Roll Call

Lockwood	Yes
Friend	Yes
Putman	Yes
Lucas	Excused
Smits	Excused

The resolution was adopted. It will be recorded as Resolution No. 2019-16.

IX CORRESPONDENCE

Several items of correspondence were presented and accepted including the official Response Activity plan that was submitted to the State of Michigan.

X PUBLIC COMMENT

Jeff Turner made general comments while making reference to the potential crosswalk to be used during construction.

XI COMMISSIONER COMMENT

Commissioner Putman encouraged everyone to become educated about the upcoming election.

XII ADJOURNMENT

Commissioner Putman moved (Friend support) to adjourn the meeting and Commissioner Lockwood closed the meeting at 9:17 A.M.

Respectfully submitted,

Tony Lentych, Executive Director (and acting Recording Secretary)

Heather Lockwood, President

Traverse City Housing Commission
Check Register Summary Report
Chemical Bank
From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/03/2019	EFT	U.S. Dept. of HUD		5,602.00	55,544.16
09/03/2019	EFT	U.S. Dept. of HUD		29,742.00	85,286.16
09/03/2019	DEP			36,813.06	122,099.22
09/03/2019	DEP			7,194.37	129,293.59
09/03/2019	EFT	T Mobile		2,404.00	131,697.59
09/04/2019	DEP			8,842.00	140,539.59
09/05/2019	DEP			5,706.00	146,245.59
09/05/2019	038960	Perfect Fence Co.	5,679.50		140,566.09
09/06/2019	DEP			7,483.02	148,049.11
09/10/2019	ADJST	Alisa Kroupa	1,278.55		146,770.56
09/10/2019	ADJST	Anthony Lentych	2,528.29		144,242.27
09/10/2019	ADJST	Michelle Reardon	1,698.52		142,543.75
09/10/2019	ADJST	Angela N. Szabo	950.17		141,593.58
09/10/2019	ADJST	Joseph Battaglia	298.90		141,294.68
09/10/2019	ADJST	Joseph Frawley	1,227.08		140,067.60
09/10/2019	ADJST	David Gourlay	1,219.94		138,847.66
09/10/2019	ADJST	Justin Sailors	435.18		138,412.48
09/10/2019	ADJST	Henry Webb	564.70		137,847.78
09/10/2019	ADJST	Chemical Bank	121.14		137,726.64
09/10/2019	EFT	Principal Life Insurance Co.	778.84		136,947.80
09/11/2019	DEP			1,214.50	138,162.30
09/12/2019	DEP			111.00	138,273.30
09/12/2019	DEP			472.70	138,746.00
09/13/2019	EFT	Internal Revenue Service	3,065.39		135,680.61
09/13/2019	038961	All American Investment Group, LLC	9,486.76		126,193.85
09/13/2019	038962	The Inspection Group	1,200.00		124,993.85
09/13/2019	038963	Traverse Outdoor	590.85		124,403.00
09/13/2019	038964	Collier's Pest Control	300.00		124,103.00
09/13/2019	038965	Advantage Electric, LLC	295.04		123,807.96
09/13/2019	038966	Summit Companies	136.27		123,671.69
09/13/2019	038967	Grand Traverse Cty. Treasurer	56.07		123,615.62
09/13/2019	038968	Byte Productions, LLC	30.00		123,585.62
09/13/2019	038969	Environmental Pest Control	208.80		123,376.82
09/13/2019	038969	**VOID** Environmental Pest Control	(208.80)		123,585.62
09/13/2019	038970	Roto-Rooter of Northern Michigan	222.25		123,363.37
09/13/2019	038971	Grand Traverse County DPW	483.00		122,880.37
09/13/2019	038972	A T & T	419.54		122,460.83
09/13/2019	038973	Traverse City Record Eagle	432.00		122,028.83
09/13/2019	038974	Integrated Payroll Services, Inc.	112.90		121,915.93
09/13/2019	038975	Total Attention	1,025.00		120,890.93

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/13/2019	038975	**VOID** Total Attention	(1,025.00)		121,915.93
09/13/2019	038976	Great Lakes Business Systems, Inc.	265.24		121,650.69
09/13/2019	038977	Spectrum Business	3,656.62		117,994.07
09/13/2019	038978	Dolly's Best Inc.	800.00		117,194.07
09/13/2019	038979	Elmer's	4,575.00		112,619.07
09/13/2019	038980	City Of Traverse City	175.24		112,443.83
09/13/2019	038981	Northern Greenlawn	293.00		112,150.83
09/13/2019	038982	AmRent	123.90		112,026.93
09/13/2019	038983	Republic Services #239	1,961.82		110,065.11
09/13/2019	038984	CynergyComm.net,Inc	22.73		110,042.38
09/13/2019	038985	Allen Supply	15.52		110,026.86
09/13/2019	038986	Housing Authority Accounting	2,806.32		107,220.54
09/13/2019	038987	Safety Net	1,989.12		105,231.42
09/13/2019	038988	Environmental Pest Control	2,977.00		102,254.42
09/13/2019	038989	Verizon Wireless	392.30		101,862.12
09/13/2019	038990	Justin Sailors	32.83		101,829.29
09/13/2019	038991	Joseph Frawley	121.85		101,707.44
09/13/2019	038992	David Gourlay	156.25		101,551.19
09/13/2019	038993	DTE ENERGY	129.61		101,421.58
09/16/2019	038994	Engineered Protection Systems Inc	208.80		101,212.78
09/17/2019	DEP			2,726.14	103,938.92
09/20/2019	EFT	State Of Michigan	968.57		102,970.35
09/24/2019	EFT	Alisa Korn	1,561.99		101,408.36
09/24/2019	EFT	Anthony Lentych	2,528.29		98,880.07
09/24/2019	EFT	Angela N. Szabo	1,038.47		97,841.60
09/24/2019	DEP			18,515.93	116,357.53
09/24/2019	EFT	Joseph Battaglia	380.13		115,977.40
09/24/2019	EFT	Joseph Frawley	1,204.25		114,773.15
09/24/2019	EFT	David Gourlay	1,060.87		113,712.28
09/24/2019	EFT	Justin Sailors	981.20		112,731.08
09/24/2019	EFT	Henry Webb	579.07		112,152.01
09/24/2019	EFT	Chemical Bank	85.76		112,066.25
09/24/2019	33018	Martha Falk	487.68		111,578.57
09/27/2019	EFT	State Of Michigan	1,020.14		110,558.43
09/27/2019	EFT	Internal Revenue Service	3,037.05		107,521.38
09/27/2019	038995	Ace Welding & Machine Inc	90.00		107,431.38
09/27/2019	038996	City Of Traverse City	256.79		107,174.59
09/27/2019	038997	Flex Administrators, Inc.	75.00		107,099.59
09/27/2019	038998	DeWeese Hardware	71.56		107,028.03
09/27/2019	038999	Aflac	217.10		106,810.93

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/27/2019	039000	Internal Revenue Service	3,037.05		103,773.88
09/27/2019	039000	**VOID** Internal Revenue Service	(3,037.05)		106,810.93
09/27/2019	039001	Grand Traverse County	56.07		106,754.86
09/27/2019	039002	Summit Companies	136.27		106,618.59
09/27/2019	039002	**VOID** Summit Companies	(136.27)		106,754.86
09/27/2019	039003	Total Attention	725.00		106,029.86
09/27/2019	039004	HD Supply	528.46		105,501.40
09/27/2019	039005	John DeWeese	82.40		105,419.00
09/27/2019	039006	Staples	69.78		105,349.22
09/27/2019	039007	Great Lakes Recreation	1,063.55		104,285.67
09/27/2019	039008	Allen Supply	20.00		104,265.67
09/27/2019	039009	Snap Printing	147.23		104,118.44
09/27/2019	039010	Safety Net	874.06		103,244.38
09/27/2019	039011	City Of Traverse City	8,656.19		94,588.19
09/27/2019	039012	D & W Mechanical	793.80		93,794.39
09/27/2019	039013	Save Carpet USA	1,483.00		92,311.39
09/27/2019	039014	Kuhn Rogers PLC	19,340.72		72,970.67
09/27/2019	039015	Environmental Pest Control	2,687.00		70,283.67
09/27/2019	039015	**VOID** Environmental Pest Control	(2,687.00)		72,970.67
09/27/2019	039016	A T & T	170.57		72,800.10
09/27/2019	039017	MailFinance	149.85		72,650.25
09/27/2019	039018	Traverse Outdoor	86.00		72,564.25
09/27/2019	039019	Phada	690.00		71,874.25
09/27/2019	039019	**VOID** Phada	(690.00)		72,564.25
09/27/2019	039020	ServPro	4,568.78		67,995.47
09/27/2019	039021	DTE ENERGY	224.28		67,771.19
09/27/2019	039022	SAM'S CLUB	855.11		66,916.08
09/27/2019	039023	The Home Depot Pro Multifamily	581.54		66,334.54
09/27/2019	039024	Home Depot Credit Services	886.62		65,447.92
09/27/2019	039025	Cardmember Service	12,554.90		52,893.02
09/27/2019	039026	City Of Traverse City	69.60		52,823.42
09/27/2019	039027	DTE ENERGY	46.40		52,777.02
09/30/2019	039028	Priority Health	2,929.92		49,847.10
Total:			126,921.78	126,826.72	

Traverse City Housing Commission
Check Register Summary Report
PNC - Section 8
From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/03/2019	EFT	U.S. Dept. of HUD		8,239.00	134,926.35
09/03/2019	EFT	U.S. Dept. of HUD		100,785.00	235,711.35
09/03/2019	ADJUST	PNC Bank	77.45		235,633.90
09/03/2019	000233	TC Commons I LDHA, LLC	258.00		235,375.90
09/03/2019	000233	Jeanne Aiken	602.00		234,773.90
09/03/2019	000233	Dustin Ansoerge	1,250.00		233,523.90
09/03/2019	000233	Anthony Ansoerge	731.00		232,792.90
09/03/2019	000233	Ayers Investment Properties LLC	728.00		232,064.90
09/03/2019	000233	B & R RENTALS, LLC	790.00		231,274.90
09/03/2019	000233	Bay Front Apartments	359.00		230,915.90
09/03/2019	000233	Bay Hill Housing LDHALP	7,271.00		223,644.90
09/03/2019	000233	Bay Hill II	8,681.00		214,963.90
09/03/2019	000233	Elizabeth Beckett	280.00		214,683.90
09/03/2019	000233	Bellaire Senior Apartments	304.00		214,379.90
09/03/2019	000233	Brookside Commons LDHA, LP	3,053.00		211,326.90
09/03/2019	000233	Brown Elder Apartments LLC	205.00		211,121.90
09/03/2019	000233	Irma Jean Brownley	136.00		210,985.90
09/03/2019	000233	Rebecca Carmien	288.00		210,697.90
09/03/2019	000233	Carson Square	5,930.00		204,767.90
09/03/2019	000233	Chris R. Frank	931.00		203,836.90
09/03/2019	000233	Central Lake Townhouses	390.00		203,446.90
09/03/2019	000233	Cherrywood Village Farms, Inc.	3,125.00		200,321.90
09/03/2019	000233	Douglas A. Chichester	650.00		199,671.90
09/03/2019	000233	Davis Investment Properties, LLC	671.00		199,000.90
09/03/2019	000233	Jack V. Dean	417.00		198,583.90
09/03/2019	000233	Zachary Duell	1,200.00		197,383.90
09/03/2019	000233	East Bay Properties	584.00		196,799.90
09/03/2019	000233	Chester Farrell	499.00		196,300.90
09/03/2019	000233	Five P Enterprises, LLC	477.00		195,823.90
09/03/2019	000233	Lisa Forbes	531.00		195,292.90
09/03/2019	000233	Mabel Foust	439.00		194,853.90
09/03/2019	000233	Frankfort Housing LDHA LP	297.00		194,556.90
09/03/2019	000233	Michael Glowacki	685.00		193,871.90
09/03/2019	000233	David Grzesiek	393.00		193,478.90
09/03/2019	000233	Habitat for Humanity	331.00		193,147.90
09/03/2019	000233	Matthew Hamminga	1,200.00		191,947.90
09/03/2019	000233	Harbour Ridge Apts	1,159.00		190,788.90
09/03/2019	000233	Leonard Herman	524.00		190,264.90
09/03/2019	000233	Hillview Terrace	1,575.00		188,689.90
09/03/2019	000233	Josh Hollister	403.00		188,286.90

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/03/2019	000233	HomeStretch	3,015.00		185,271.90
09/03/2019	000233	Nancy Irish	560.00		184,711.90
09/03/2019	000233	Donna Kalchik	304.00		184,407.90
09/03/2019	000233	Kalkaska Woods Limited Partnership	302.00		184,105.90
09/03/2019	000233	Bruce W. Korson	420.00		183,685.90
09/03/2019	000233	Lake Pointe Acquisitions LLC.	307.00		183,378.90
09/03/2019	000233	Sidney Lammers	397.00		182,981.90
09/03/2019	000233	Don E. Lint	502.00		182,479.90
09/03/2019	000233	Maret Sabourin	514.00		181,965.90
09/03/2019	000233	Sue Martin	658.00		181,307.90
09/03/2019	000233	Robert J. Mork	390.00		180,917.90
09/03/2019	000233	Kim Lien Thi Nguyen	966.00		179,951.90
09/03/2019	000233	TOS Holdings, LLC	771.00		179,180.90
09/03/2019	000233	Oak Park Apts	1,385.00		177,795.90
09/03/2019	000233	Oak Terrace Apts	720.00		177,075.90
09/03/2019	000233	Daniel G. Pohlman	893.00		176,182.90
09/03/2019	000233	Douglas L. Porter	539.00		175,643.90
09/03/2019	000233	Timothy Rice	340.00		175,303.90
09/03/2019	000233	Sabin Pond Apartments LLC	126.00		175,177.90
09/03/2019	000233	Eldon Schaub	377.00		174,800.90
09/03/2019	000233	Mike & Melissa Schichtel	1,100.00		173,700.90
09/03/2019	000233	Sherwin Rentals	1,212.00		172,488.90
09/03/2019	000233	Samuel Shore	986.00		171,502.90
09/03/2019	000233	Gerald Sieggreen	741.00		170,761.90
09/03/2019	000233	SILVER SHORES MHC	3,979.00		166,782.90
09/03/2019	000233	Mark & Cheryl Snyder	497.00		166,285.90
09/03/2019	000233	Ryan Storey	360.00		165,925.90
09/03/2019	000233	22955 Investments LLC	1,853.00		164,072.90
09/03/2019	000233	Traverse City Property Management	51.00		164,021.90
09/03/2019	000233	TCR Investments, LLC	491.00		163,530.90
09/03/2019	000233	TCWFH	688.00		162,842.90
09/03/2019	000233	Wendy Teagan	502.00		162,340.90
09/03/2019	000233	TEAMCO PROPERTIES, LLC	394.00		161,946.90
09/03/2019	000233	Tradewinds Terrace Apts	289.00		161,657.90
09/03/2019	000233	Village Apartments LDHA	387.00		161,270.90
09/03/2019	000233	Village Glen Apartments	7,793.00		153,477.90
09/03/2019	000233	Village View Housing LHDA LP	1,476.00		152,001.90
09/03/2019	000233	Village Woods	1,633.00		150,368.90
09/03/2019	000233	Wagner Asset Group at Ninth Street,	732.00		149,636.90
09/03/2019	000233	Paul Wheelock	602.00		149,034.90

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8

From: 09/01/2019 To: 09/30/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
09/03/2019	000233	Susette Redman Wilson	1,000.00		148,034.90
09/03/2019	000233	Woda Boardman Lake LDHA.LP	959.00		147,075.90
09/03/2019	000233	Woodmere Ridge Apartments LDHA	4,590.00		142,485.90
09/03/2019	000233	Wyatt Road Apartment Company	1,178.00		141,307.90
09/03/2019	000233	Theodore V. Zachman	887.00		140,420.90
09/03/2019	000233	Barb Zupin	493.00		139,927.90
09/03/2019	023160	PK Housing	698.00		139,229.90
09/03/2019	023161	Kevin Warren	328.00		138,901.90
09/04/2019	DEP			100.00	139,001.90
09/27/2019	023162	Cherryland Electric Cooperative	147.20		138,854.70
09/27/2019	023163	City Of Traverse City	69.60		138,785.10
09/27/2019	023164	Consumers Energy	81.20		138,703.90
09/27/2019	023165	DTE ENERGY	281.70		138,422.20
09/27/2019	023166	Lisa L. Forbes	14.00		138,408.20
09/27/2019	023167	Holtons LP Gas Fife Lake	6.30		138,401.90
09/27/2019	023168	Traverse City Housing Commission	10,069.93		128,331.97
09/30/2019	023169	Chase Bank	3,095.00		125,236.97
Total:			110,574.38	109,124.00	

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	DEP			8,911.98	58,759.08
10/01/2019	EFT	T Mobile		2,404.00	61,163.08
10/01/2019	039029	Alliance Architects, Inc.	821.91		60,341.17
10/02/2019	EFT	U.S. Dept. of HUD		5,602.00	65,943.17
10/02/2019	EFT	U.S. Dept. of HUD		23,623.00	89,566.17
10/03/2019	DEP			12,432.00	101,998.17
10/04/2019	DEP			19,996.00	121,994.17
10/07/2019	EFT	Chemical Bank	85.76		121,908.41
10/08/2019	DEP			5,618.00	127,526.41
10/08/2019	EFT	Alisa Korn	1,561.99		125,964.42
10/08/2019	EFT	Anthony Lentych	2,528.27		123,436.15
10/08/2019	EFT	Angela N. Szabo	1,038.46		122,397.69
10/08/2019	EFT	Joseph Battaglia	298.91		122,098.78
10/08/2019	EFT	Joseph Frawley	1,284.16		120,814.62
10/08/2019	EFT	David Gourlay	1,060.88		119,753.74
10/08/2019	EFT	Justin Sailors	1,287.24		118,466.50
10/08/2019	EFT	Henry Webb	507.16		117,959.34
10/08/2019	33019	Martha Falk	999.08		116,960.26
10/10/2019	DEP			604.00	117,564.26
10/11/2019	EFT	Internal Revenue Service	6,615.94		110,948.32
10/11/2019	DEP			686.80	111,635.12
10/11/2019	DEP			150.00	111,785.12
10/11/2019	039030	Dolly's Best Inc.	1,800.00		109,985.12
10/11/2019	039031	A T & T	171.78		109,813.34
10/11/2019	039032	Summit Companies	273.53		109,539.81
10/11/2019	039033	Thomas P. Licavoli	1,770.00		107,769.81
10/11/2019	039034	City of Traverse City	7,359.59		100,410.22
10/11/2019	039035	Housing Data Systems, Inc.	4,221.00		96,189.22
10/11/2019	039036	Integrated Payroll Services, Inc.	112.90		96,076.32
10/11/2019	039037	Stanley Steemer	449.00		95,627.32
10/11/2019	039038	Holiday Fleet	54.36		95,572.96
10/11/2019	039039	Byte Productions, LLC	30.00		95,542.96
10/11/2019	039040	D & W Mechanical	574.00		94,968.96
10/14/2019	039041	Grand Traverse County DPW	483.00		94,485.96
10/14/2019	039042	Total Attention	600.00		93,885.96
10/14/2019	039043	Kuhn Rogers PLC	780.50		93,105.46
10/14/2019	039044	Justin Sailors	200.62		92,904.84
10/14/2019	039045	Angela N. Szabo	177.48		92,727.36
10/14/2019	039046	David Gourlay	188.67		92,538.69
10/14/2019	039047	Joseph Frawley	345.21		92,193.48

Traverse City Housing Commission
Check Register Summary Report
 Chemical Bank
 From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/14/2019	039048	MAX'S SERVICE	23.27		92,170.21
10/14/2019	039049	Housing Data Systems, Inc.	377.95		91,792.26
10/14/2019	039050	Traverse City Record Eagle	82.20		91,710.06
10/14/2019	039051	A T & T	416.18		91,293.88
10/14/2019	039052	Great Lakes Business Systems, Inc.	156.81		91,137.07
10/14/2019	039053	Stricker's Outdoor Power Equipment	317.05		90,820.02
10/14/2019	039054	Northern Greenlawn	123.00		90,697.02
10/14/2019	039055	Verizon Wireless	195.44		90,501.58
10/15/2019	DEP			444.69	90,946.27
10/15/2019	039056	Home Depot Credit Services	571.46		90,374.81
10/15/2019	039057	Spectrum Business	3,471.64		86,903.17
10/15/2019	039058	Collier's Pest Control	900.00		86,003.17
10/15/2019	039059	DTE ENERGY	153.17		85,850.00
10/15/2019	039060	SAM'S CLUB	332.96		85,517.04
10/15/2019	039061	AmRent	61.95		85,455.09
10/21/2019	039062	Riverview Terrace Resident Council	150.00		85,305.09
10/22/2019	EFT	Alisa Korn	1,561.99		83,743.10
10/22/2019	EFT	Anthony Lentych	2,528.29		81,214.81
10/22/2019	EFT	Angela N. Szabo	1,038.47		80,176.34
10/22/2019	EFT	Joseph Battaglia	298.90		79,877.44
10/22/2019	EFT	Joseph Frawley	1,272.74		78,604.70
10/22/2019	EFT	David Gourlay	1,060.88		77,543.82
10/22/2019	EFT	Justin Sailors	1,055.22		76,488.60
10/22/2019	EFT	Henry Webb	535.94		75,952.66
10/22/2019	EFT	Chemical Bank	85.76		75,866.90
10/22/2019	33020	Martha Falk	950.38		74,916.52
10/25/2019	DEP			6,570.65	81,487.17
10/25/2019	039063	Great Lakes Business Systems, Inc.	98.00		81,389.17
10/25/2019	039064	Kopy Sales Inc.	85.00		81,304.17
10/25/2019	039065	Twin Bay Glass Inc.	354.65		80,949.52
10/25/2019	039066	Summit Companies	45.00		80,904.52
10/25/2019	039067	Networks Northwest	905.00		79,999.52
10/25/2019	039068	Environmental Pest Control	480.00		79,519.52
10/25/2019	039069	ServPro	403.86		79,115.66
10/25/2019	039070	Grand Traverse County	56.07		79,059.59
10/25/2019	039071	Thomas P. Licavoli	350.00		78,709.59
10/25/2019	039072	Northern Greenlawn	213.00		78,496.59
10/25/2019	039073	Award Cleaning Services	1,875.00		76,621.59
10/25/2019	039074	City of Traverse City	197.67		76,423.92
10/25/2019	039075	Safety Net	1,685.00		74,738.92

Traverse City Housing Commission
Check Register Summary Report

Chemical Bank

From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/25/2019	039076	Safety Net	882.58		73,856.34
10/25/2019	039077	DTE ENERGY	16.05		73,840.29
10/25/2019	039078	Joseph Frawley	98.37		73,741.92
10/25/2019	039079	City of Traverse City	133.40		73,608.52
10/25/2019	039080	HD Supply	158.98		73,449.54
10/28/2019	039081	Perfect Fence Co.	5,679.50		67,770.04
10/28/2019	039082	Nan McKay & Associates Inc	478.00		67,292.04
10/28/2019	039083	Priority Health	2,929.92		64,362.12
10/29/2019	039084	Mcgough's	2,379.50		61,982.62
10/29/2019	039085	Cardmember Service	2,092.65		59,889.97
10/29/2019	039086	The Home Depot Pro Multifamily	677.08		59,212.89
10/29/2019	039087	Kendall Electric Inc	38.01		59,174.88
10/29/2019	039088	Nichols Paper & Supply Co.	52.43		59,122.45
10/29/2019	039089	City Of Traverse City	69.60		59,052.85
10/29/2019	039090	DTE ENERGY	46.40		59,006.45

Total: 77,883.77 87,043.12

Traverse City Housing Commission
Check Register Summary Report
 PNC - Section 8
 From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	EFT	U.S. Dept. of HUD		82.39	125,319.36
10/01/2019	EFT	U.S. Dept. of HUD		125,633.00	250,952.36
10/01/2019	ADJST	PNC Bank	81.13		250,871.23
10/01/2019	ADJST	PNC Bank	76.40		250,794.83
10/01/2019	000237	Jeana Aiken	602.00		250,192.83
10/01/2019	000237	Dustin Ansorge	1,250.00		248,942.83
10/01/2019	000237	Anthony Ansorge	731.00		248,211.83
10/01/2019	000237	Ayers Investment Properties LLC	728.00		247,483.83
10/01/2019	000237	B & R RENTALS, LLC	790.00		246,693.83
10/01/2019	000237	Bay Front Apartments	359.00		246,334.83
10/01/2019	000237	Bay Hill Housing LDHALP	7,264.00		239,070.83
10/01/2019	000237	Bay Hill II	8,860.00		230,210.83
10/01/2019	000237	Elizabeth Beckett	280.00		229,930.83
10/01/2019	000237	Bellaire Senior Apartments	304.00		229,626.83
10/01/2019	000237	Brookside Commons LDHA, LP	3,162.00		226,464.83
10/01/2019	000237	Brown Elder Apartments LLC	205.00		226,259.83
10/01/2019	000237	Irma Jean Brownley	136.00		226,123.83
10/01/2019	000237	Rebecca Carmien	288.00		225,835.83
10/01/2019	000237	Carson Square	5,930.00		219,905.83
10/01/2019	000237	Chris R. Frank	606.00		219,299.83
10/01/2019	000237	Central Lake Townhouses	390.00		218,909.83
10/01/2019	000237	Cherrywood Village Farms, Inc.	3,731.00		215,178.83
10/01/2019	000237	Douglas A. Chichester	650.00		214,528.83
10/01/2019	000237	Davis Investment Properties, LLC	942.00		213,586.83
10/01/2019	000237	Jack V. Dean	410.00		213,176.83
10/01/2019	000237	Zachary Duell	1,200.00		211,976.83
10/01/2019	000237	East Bay Properties	584.00		211,392.83
10/01/2019	000237	Chester Farrell	499.00		210,893.83
10/01/2019	000237	Five P Enterprises, LLC	477.00		210,416.83
10/01/2019	000237	Lisa Forbes	531.00		209,885.83
10/01/2019	000237	Mabel Foust	439.00		209,446.83
10/01/2019	000237	Frankfort Housing LDHA LP	297.00		209,149.83
10/01/2019	000237	Michael Glowacki	685.00		208,464.83
10/01/2019	000237	David Grzesiek	393.00		208,071.83
10/01/2019	000237	Habitat for Humanity	331.00		207,740.83
10/01/2019	000237	Harbour Ridge Apts	1,159.00		206,581.83
10/01/2019	000237	Leonard Herman	524.00		206,057.83
10/01/2019	000237	Hillview Terrace	1,575.00		204,482.83
10/01/2019	000237	Josh Hollister	403.00		204,079.83
10/01/2019	000237	HomeStretch	2,990.00		201,089.83

Traverse City Housing Commission
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 PNC - Section 8
 From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	000237	Nancy Irish	560.00		200,529.83
10/01/2019	000237	Donna Kalchik	292.00		200,237.83
10/01/2019	000237	Kalkaska Woods Limited Partnership	302.00		199,935.83
10/01/2019	000237	Bruce W. Korson	420.00		199,515.83
10/01/2019	000237	Lake Pointe Acquisitions LLC.	307.00		199,208.83
10/01/2019	000237	Sidney Lammers	397.00		198,811.83
10/01/2019	000237	Don E. Lint	502.00		198,309.83
10/01/2019	000237	Maret Sabourin	478.00		197,831.83
10/01/2019	000237	Sue Martin	658.00		197,173.83
10/01/2019	000237	Robert J. Mork	390.00		196,783.83
10/01/2019	000237	Kim Lien Thi Nguyen	966.00		195,817.83
10/01/2019	000237	TOS Holdings, LLC	771.00		195,046.83
10/01/2019	000237	Oak Park Apts	1,385.00		193,661.83
10/01/2019	000237	Oak Terrace Apts	713.00		192,948.83
10/01/2019	000237	Daniel G. Pohlman	893.00		192,055.83
10/01/2019	000237	Douglas L. Porter	539.00		191,516.83
10/01/2019	000237	Timothy Rice	340.00		191,176.83
10/01/2019	000237	Sabin Pond Apartments LLC	126.00		191,050.83
10/01/2019	000237	Eldon Schaub	377.00		190,673.83
10/01/2019	000237	Mike & Melissa Schichtel	1,100.00		189,573.83
10/01/2019	000237	Sherwin Rentals	605.00		188,968.83
10/01/2019	000237	Samuel Shore	899.00		188,069.83
10/01/2019	000237	Gerald Sieggreen	587.00		187,482.83
10/01/2019	000237	SILVER SHORES MHC	5,029.00		182,453.83
10/01/2019	000237	Mark & Cheryl Snyder	497.00		181,956.83
10/01/2019	000237	Ryan Storey	360.00		181,596.83
10/01/2019	000237	22955 Investments LLC	1,853.00		179,743.83
10/01/2019	000237	Traverse City Property Management	51.00		179,692.83
10/01/2019	000237	TCR Investments, LLC	491.00		179,201.83
10/01/2019	000237	TCWFH	688.00		178,513.83
10/01/2019	000237	Wendy Teagan	433.00		178,080.83
10/01/2019	000237	Tradewinds Terrace Apts	289.00		177,791.83
10/01/2019	000237	Village Apartments LDHA	387.00		177,404.83
10/01/2019	000237	Village Glen Apartments	8,633.00		168,771.83
10/01/2019	000237	Village View Housing LHDA LP	1,476.00		167,295.83
10/01/2019	000237	Village Woods	1,633.00		165,662.83
10/01/2019	000237	Wagner Asset Group at Ninth Street,	732.00		164,930.83
10/01/2019	000237	Paul Wheelock	410.00		164,520.83
10/01/2019	000237	Susette Redman Wilson	1,000.00		163,520.83
10/01/2019	000237	Woda Boardman Lake LDHA.LP	959.00		162,561.83

Traverse City Housing Commission
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 PNC - Section 8
 From: 10/01/2019 To: 10/29/2019

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2019	000237	Woodmere Ridge Apartments LDHA	3,143.00		159,418.83
10/01/2019	000237	Wyatt Road Apartment Company	1,178.00		158,240.83
10/01/2019	000237	Theodore V. Zachman	887.00		157,353.83
10/01/2019	000237	Barb Zupin	493.00		156,860.83
10/01/2019	023170	WODA Boardman Lake LHDALP	359.00		156,501.83
10/01/2019	023172	Kevin Warren	328.00		156,173.83
10/04/2019				1,029.86	157,203.69
10/08/2019				416.54	157,620.23
10/29/2019	023173	Chase Bank	3,396.00		154,224.23
10/29/2019	023174	Traverse City Housing Commission	6,894.14		147,330.09
10/29/2019	023175	Cherryland Electric Cooperative	139.20		147,190.89
10/29/2019	023176	City Of Traverse City	63.30		147,127.59
10/29/2019	023177	Consumers Energy	81.20		147,046.39
10/29/2019	023178	DTE ENERGY	218.70		146,827.69
10/29/2019	023179	Lisa L. Forbes	14.00		146,813.69
10/29/2019	023180	Holttons LP Gas Fife Lake	6.30		146,807.39
Total:			105,591.37	127,161.79	

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of September 30, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$ 79,077.67
1111.9 - Cash-Short Term Investments	411,444.83
1116 - Debt Svc. Reserve-CFFP (Restricted)	26,881.90
1117 - Petty Cash Fund	230.61
1118 - Laundry Coin Fund	50.00
Total Cash	\$ 517,685.01

Receivables

1122 - Tenants	\$ (953.45)
1122.1 - Allowance for Doubtful Accounts	(696.51)
1125 - Accounts Receivable - HUD	7,937.28
1129.1 - Accounts Receivable-Other	(7,300.71)
1129.11 - Interfund Due From Vouchers	6,894.14
1130 - Accounts Receivable-TAHDC	1,177.27
1145 - Accrued Interest	528.79
Total Receivables	\$ 7,586.81

Investments

1162 - Investments	\$ 53,280.78
Total Investments	\$ 53,280.78

Deferred Charges

1211 - Prepaid Insurance	\$ 24,619.84
1290 - Other Deferred Charges	300.00
Total Deferred Charges	\$ 24,919.84

TOTAL CURRENT ASSETS **\$ 603,472.44**

NON-CURRENT ASSETS

1300 - Investments in Joint Ventures \$ 75,000.00

Fixed Assets

1400 - Construction in Progress-CFP	\$ 821.91
1400.5 - Accumulated Depreciation	(7,188,378.81)
1400.6 - Land	297,665.49
1400.61 - Site Improvements	410,355.52
1400.7 - Buildings	3,618,326.64
1400.71 - Building Improvements	3,986,630.91
1400.72 - Non-dwelling Structures	349,405.97
1400.8 - Furn., Equip., Mach.-Dwellings	103,727.20
1400.9 - Furn., Equip., Mach.-Admin	260,385.81
Total Fixed Assets	\$ 1,838,940.64

TOTAL NON-CURRENT ASSETS **\$ 1,913,940.64**

TOTAL ASSETS **\$ 2,517,413.08**

**Traverse City Housing Commission
Low Rent Public Housing
Balance Sheet
As of September 30, 2019**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	10,168.92
2114 - Tenant Security Deposits		37,827.00
2117.3 - State Income Tax Withheld		1,020.14
2117.4 - HSA Withheld		7.40
2117.5 - Retirement Withheld		411.88
2117.7 - AFLAC Withheld		243.92
2119 - Accts Payable-Other		4,360.00

Total Accounts Payable \$ 54,039.26

Accrued Liabilities

2130.1 - Notes Payable-ST (Deutsche Bank)-CFFP	\$	34,894.98
2130.2 - Notes Payable ST (AAIG)-EPC		32,705.34
2135 - Salaries and Wages		9,253.26
2135.1 - Compensated Absences-Short Term		4,840.91
2135.2 - Accrued Payroll Taxes		645.84
2136 - Accrued Liabilities-Other		9,686.04
2137 - Payments in Lieu of Taxes		33,243.09

Total Accrued Liabilities \$ 125,269.46

Deferred Credits

2290 - Other Deferred Credits	\$	994.51
2690 - Undistributed Deposits After Cutoff		300.00

Total Deferred Credits \$ 1,294.51

Total Current Liabilities \$ 180,603.23

NONCURRENT LIABILITIES

2315 - Notes Payable-LT (Deutsche Bank)-CFFP	\$	324,559.60
2316 - Notes Payable LT-EPC		79,422.78
2435.1 - Compensated Absences-Long Term		1,570.02

Total Noncurrent Liabilities \$ 405,552.40

TOTAL LIABILITIES \$ 586,155.63

EQUITY

2806.1 - Invested in Capital Assets, Net of Debt \$ 1,363,104.07

Net Assets

2806 - Unrestricted Net Assets	\$	473,070.70
2807 - Restricted Net Assets	\$	75,000.00
Income and Expense Clearing		6,944.27
Income and Expense Clearing-2018 CFP		13,138.41

Total Net Assets \$ 568,153.38

TOTAL EQUITY \$ 1,931,257.45

TOTAL LIABILITIES/EQUITY \$ 2,517,413.08

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019

	1 Month Ended		3 Months Ended			
	<u>September 30, 2019</u>	<u>September 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>		
Operating Income						
Rental Income						
3110 - Dwelling Rental	\$ 33,167.00	\$ 97,857.00	\$ 445,000	\$ 347,143.00		
3110.2 - Dwelling Rental-Proj. 2	6,832.00	18,912.00	0	(18,912.00)		
3120 - Excess Utilities	278.37	516.37	0	(516.37)		
3190 - Nondwelling Rental	12,676.74	28,057.48	85,000	56,942.52		
Total Rental Income	\$ 52,954.11	\$ 145,342.85	\$ 530,000	\$ 384,657.15		
Revenues - HUD PHA GRANTS						
3401.2 - Operating Subsidy	\$ 30,297.00	\$ 97,438.00	\$ 260,000	\$ 162,562.00		
Total HUD PHA GRANTS	\$ 30,297.00	\$ 97,438.00	\$ 260,000	\$ 162,562.00		
Nonrental Income						
3610 - Interest Income-Gen. Fund	\$ 133.29	\$ 605.28	\$ 2,750	\$ 2,144.72		
3690 - Tenant Income	121.00	893.00	5,000	4,107.00		
3690.1 - Non-Tenant Income	7,223.18	9,636.68	50,000	40,363.32		
3690.2 - Tenant Income-Cable	2,225.00	6,675.00	33,000	26,325.00		
3692 - Management Fee	4,121.68	28,275.04	32,000	3,724.96		
3692.1 - Maintenance Contracts	4,000.00	4,000.00	0	(4,000.00)		
Total Nonrental Income	\$ 17,824.15	\$ 50,085.00	\$ 122,750	\$ 72,665.00		
Total Operating Income	\$ 101,075.26	\$ 292,865.85	\$ 912,750	\$ 619,884.15		
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$ 9,280.52	\$ 34,012.56	\$ 138,790	\$ 104,777.44		
4130 - Legal Expense	19,340.72	22,947.02	18,000	(4,947.02)		
4140 - Staff Training	0.00	395.38	5,950	5,554.62		
4150 - Travel Expense	269.75	1,004.75	4,700	3,695.25		
4170 - Accounting Fees	1,237.82	2,138.14	8,500	6,361.86		
4171 - Auditing	0.00	0.00	4,000	4,000.00		
4182 - Employee Benefits - Admin	1,523.81	6,892.15	30,010	23,117.85		
4185 - Telephone	774.26	2,310.24	7,500	5,189.76		
4190.1 - Publications	0.00	0.00	800	800.00		
4190.2 - Membership Dues and Fees	397.50	592.05	1,000	407.95		
4190.3 - Admin. Service Contracts	3,481.72	6,158.87	21,770	15,611.13		
4190.4 - Office Supplies	437.51	710.18	4,200	3,489.82		
4190.5 - Other Sundry Expense	97.90	7,190.52	11,900	4,709.48		
4190.6 - Advertising	302.40	302.40	1,500	1,197.60		
Total Administration	\$ 37,143.91	\$ 84,654.26	\$ 258,620	\$ 173,965.74		
Tenant Services						
4220 - Rec., Pub., & Other Services	\$ 536.71	\$ 2,739.47	\$ 9,500	\$ 6,760.53		
4230 - Cable TV-Tenants	3,471.64	10,414.92	40,000	29,585.08		
Total Tenant Services	\$ 4,008.35	\$ 13,154.39	\$ 49,500	\$ 36,345.61		

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019

	1 Month Ended		3 Months Ended			
	<u>September 30, 2019</u>	<u>September 30, 2019</u>	<u>September 30, 2019</u>	<u>September 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities						
4310 - Water	\$ 2,353.20	\$ 6,902.85	\$ 17,500	\$ 10,597.15		
4320 - Electricity	6,961.23	23,526.99	145,000	121,473.01		
4330 - Gas	353.89	628.62	22,000	21,371.38		
Total Utilities	\$ 9,668.32	\$ 31,058.46	\$ 184,500	\$ 153,441.54		
Ordinary Maint. & Operations						
4410 - Labor, Maintenance	\$ 10,802.70	\$ 34,209.12	\$ 135,570	\$ 101,360.88		
4420 - Materials	3,637.24	10,743.28	39,500	28,756.72		
4430.02 - Heating & Cooling Contracts	0.00	2,794.40	6,000	3,205.60		
4430.03 - Snow Removal Contracts	0.00	0.00	5,000	5,000.00		
4430.04 - Elevator Maintenance Contracts	0.00	7,838.73	9,500	1,661.27		
4430.05 - Landscape & Grounds Contracts	1,694.85	6,018.64	10,000	3,981.36		
4430.06 - Unit Turnaround Contracts	0.00	2,710.00	18,000	15,290.00		
4430.07 - Electrical Contracts	295.04	295.04	1,000	704.96		
4430.08 - Plumbing Contracts	1,016.05	1,369.75	2,500	1,130.25		
4430.09 - Extermination Contracts	10,532.78	11,817.78	3,000	(8,817.78)		
4430.10 - Janitorial Contracts	0.00	0.00	1,000	1,000.00		
4430.11 - Routine Maintenance Contracts	559.56	3,785.59	15,000	11,214.41		
4430.12 - Misc. Contracts	1,310.00	2,273.32	15,000	12,726.68		
4431 - Garbage Removal	1,961.82	3,718.75	8,000	4,281.25		
4433 - Employee Benefits - Maint.	1,961.48	10,772.22	48,760	37,987.78		
4471 - East Bay Flats Expenses	3,453.35	3,453.35	0	(3,453.35)		
Total Ordinary Maint. & Oper	\$ 37,224.87	\$ 101,799.97	\$ 317,830	\$ 216,030.03		
General Expense						
4510 - Insurance	\$ 2,692.26	\$ 8,161.42	\$ 31,500	\$ 23,338.58		
4520 - Payment in Lieu of Taxes	2,083.34	6,250.02	25,000	18,749.98		
4550 - Compensated Absences	0.00	0.00	(1,000)	(1,000.00)		
4570 - Collection Losses	0.00	0.00	3,000	3,000.00		
4586 - Interest Expense-CFFP	0.00	0.00	33,000	33,000.00		
Total General Expense	\$ 4,775.60	\$ 14,411.44	\$ 91,500	\$ 77,088.56		
Total Routine Expense	\$ 92,821.05	\$ 245,078.52	\$ 901,950	\$ 656,871.48		
Non-Routine Expense						
Extraordinary Maintenance						
4610.3 - Contract Costs	\$ 4,575.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)		
Total Extraordinary Maintenance	\$ 4,575.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)		
Casualty Losses-Not Cap.						
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00		
Total Non-Routine Expense	\$ 4,575.00	\$ 12,332.86	\$ 10,000	\$ (2,332.86)		
Total Operating Expenses	\$ 97,396.05	\$ 257,411.38	\$ 911,950	\$ 654,538.62		
Operating Income (Loss)	\$ 3,679.21	\$ 35,454.47	\$ 800	\$ (34,654.47)		
Depreciation Expense						
4800 - Depreciation - Current Year	\$ 15,729.82	\$ 47,189.56	\$ 0	\$ (47,189.56)		
Total Depreciation Expense	\$ 15,729.82	\$ 47,189.56	\$ 0	\$ (47,189.56)		

**Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019**

	1 Month Ended		3 Months Ended			
	<u>September 30, 2019</u>		<u>September 30, 2019</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Surplus Credits & Charges						
Total Surplus Credits & Charges	\$ 0.00		\$ 0.00		\$ 0	\$ 0.00
Capital Expenditures						
7520 - Replacement of Equipment	\$ 6,974.85		\$ 6,974.85		\$ 0	\$ (6,974.85)
7540 - Betterments and Additions	7,162.50		21,021.50		20,000	(1,021.50)
7590 - Operating Expenditures-Contra	(14,137.35)		(27,996.35)		0	27,996.35
Total Capital Expenditures	<u>\$ 0.00</u>		<u>\$ 0.00</u>		<u>\$ 20,000</u>	<u>\$ 20,000.00</u>
Other Financial Items						
8010 - Operating Transfers In	\$ 0.00		\$ 18,679.36		\$ (109,000)	\$ (127,679.36)
Total Other Financial Items	<u>\$ 0.00</u>		<u>\$ 18,679.36</u>		<u>\$ (109,000)</u>	<u>\$ (127,679.36)</u>
HUD Net Income (Loss)	<u>\$ (10,458.14)</u>		<u>\$ 26,137.48</u>		<u>\$ 89,800</u>	<u>\$ 63,662.52</u>
GAAP Net Income (Loss)	<u>\$ (12,050.61)</u>		<u>\$ 6,944.27</u>		<u>\$ (128,200)</u>	<u>\$ (135,144.27)</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of September 30, 2019**

ASSETS

CURRENT ASSETS

Cash

1111.1 - General Fund	\$	126,063.55
1111.6 - FSS Escrow Savings		69,370.07

Total Cash	\$	195,433.62
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Receivables

Total Receivables	\$	0.00
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Investments

Total Investments	\$	0.00
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Deferred Charges

Total Deferred Charges	\$	0.00
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TOTAL CURRENT ASSETS	\$	195,433.62
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Fixed Assets

1400.5 - Accumulated Depreciation	\$	(5,259.28)
1400.9 - Furn., Equip., Mach.-Admin		6,057.13

Total Fixed Assets	\$	797.85
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TOTAL ASSETS	\$	<u>196,231.47</u>
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**Traverse City Housing Commission
Housing Choice Voucher Program
Balance Sheet
As of September 30, 2019**

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Accounts Payable

2111 - Vendors and Contractors	\$	1,569.17
2119.21 - Interfund Due To Low Rent		<u>6,894.14</u>

Total Accounts Payable \$ 8,463.31

Accrued Liabilities

2135 - Salaries and Wages	\$	3,399.98
2135.1 - Compensated Absences-Short Term		2,295.85
2135.2 - Accrued Payroll Taxes		230.22
2182 - FSS Escrow Trust		<u>66,704.94</u>

Total Accrued Liabilities \$ 72,630.99

Deferred Credits

Total Deferred Credits \$ 0.00

Total Current Liabilities \$ 81,094.30

NONCURRENT LIABILITIES

2435.1 - Compensated Absences-Long Term	\$	<u>448.20</u>
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Total Noncurrent Liabilities \$ 448.20

TOTAL LIABILITIES \$ 81,542.50

NET ASSETS

Net Assets

2806 - Unrestricted Net Assets	\$	104,911.56
2826 - Operating Reserve-Admin		126,396.57
2826.01 - Operating Reserve-HAP		(20,937.45)
2826.1 - Operating Reserve-Contra		(105,459.12)
Income and Expense Clearing		13,126.69
Income and Expense Clearing - FSS		<u>(3,349.28)</u>

TOTAL NET ASSETS \$ 114,688.97

TOTAL LIABILITIES/NET ASSETS \$ 196,231.47

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019**

	1 Month Ended	3 Months Ended	BUDGET	*OVER/UNDER
	<u>September 30, 2019</u>	<u>September 30, 2019</u>		
Operating Reserve Income				
3390 - Fraud Recovery Income	\$ 50.00	\$ 150.00	\$ 0	\$ (150.00)
3603 - Number of Unit Months	(177.00)	(539.00)	0	539.00
3604 - Unit Months - Contra	177.00	539.00	0	(539.00)
Total Operating Reserve Income	<u>\$ 50.00</u>	<u>\$ 150.00</u>	<u>\$ 0</u>	<u>\$ (150.00)</u>
Revenues - HUD PHA GRANTS				
3410 - HAP Funding	\$ 100,785.00	\$ 308,729.00	\$ 1,130,000	\$ 821,271.00
3411 - Admin Fee Funding	8,239.00	27,587.00	67,200	39,613.00
Total HUD PHA GRANTS	<u>\$ 109,024.00</u>	<u>\$ 336,316.00</u>	<u>\$ 1,197,200</u>	<u>\$ 860,884.00</u>
Income Offset HUD A.C.				
3310 - Portable Admin Fee	39.86	159.44	0	(159.44)
Total Income Offset	<u>39.86</u>	<u>159.44</u>	<u>0.00</u>	<u>(159.44)</u>
Total Operating Income	<u>\$ 109,113.86</u>	<u>\$ 336,625.44</u>	<u>\$ 1,197,200</u>	<u>\$ 860,574.56</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 2,907.80	\$ 10,914.98	\$ 105,290	\$ 94,375.02
4120 - Compensated Absences	0.00	0.00	(500)	(500.00)
4130 - Legal Expense	0.00	11.70	2,000	1,988.30
4140 - Staff Training	895.00	1,077.30	2,550	1,472.70
4150 - Travel Expense	41.18	176.90	2,800	2,623.10
4170 - Accounting Fees	1,568.50	2,867.00	10,500	7,633.00
4171 - Auditing	0.00	0.00	2,000	2,000.00
4182 - Employee Benefits - Admin	602.50	3,132.15	31,360	28,227.85
4185 - Telephone	331.82	612.13	3,200	2,587.87
4190.1 - Publications	0.00	398.00	500	102.00
4190.2 - Membership Dues and Fees	367.50	405.00	1,000	595.00
4190.3 - Admin. Service Contracts	639.69	1,527.84	9,330	7,802.16
4190.4 - Office Supplies	187.50	265.73	2,200	1,934.27
4190.5 - Other Sundry Expense	200.53	995.04	5,100	4,104.96
4190.6 - Advertising	129.60	129.60	0	(129.60)
Total Administration	<u>\$ 7,871.62</u>	<u>\$ 22,513.37</u>	<u>\$ 177,330</u>	<u>\$ 154,816.63</u>
General Expense				
4590 - Other General Expense	\$ 0.00	\$ 34.38	\$ 0	\$ (34.38)
Total General Expense	<u>\$ 0.00</u>	<u>\$ 34.38</u>	<u>\$ 0</u>	<u>\$ (34.38)</u>
Total Routine Expense	<u>\$ 7,871.62</u>	<u>\$ 22,547.75</u>	<u>\$ 177,330</u>	<u>\$ 154,782.25</u>

**Traverse City Housing Commission
Housing Choice Voucher Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019**

	<u>1 Month Ended</u> <u>September 30, 2019</u>	<u>3 Months Ended</u> <u>September 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
4715.1 - HAP - Occupied Units	\$ 92,606.00	\$ 278,328.00	\$ 1,100,000	\$ 821,672.00
4715.3 - HAP - Non-Elderly Disabled	1,806.00	5,439.00	0	(5,439.00)
4715.4 - HAP - Utility Allowances	586.00	1,910.00	0	(1,910.00)
4715.5 - HAP - Fraud Recovery	(50.00)	(150.00)	0	150.00
4715.6 - HAP - Homeownership	1,430.00	4,042.00	0	(4,042.00)
4715.61 - HAP-Homeownership URP	14.00	42.00	0	(42.00)
4715.8 - HAP - Portable Paying Out	0.00	817.00	0	(817.00)
4715.9 - HAP - Portable Receiving	890.00	2,670.00	0	(2,670.00)
4715.91 - HAP - Portable Rec. Reimb.	(890.00)	(1,780.00)	0	1,780.00
4719 - HAP - FSS Escrow	3,233.00	9,633.00	0	(9,633.00)
Total HAP Payments	\$ 99,625.00	\$ 300,951.00	\$ 1,100,000	\$ 799,049.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 107,496.62	\$ 323,498.75	\$ 1,277,330	\$ 953,831.25
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ 1,617.24	\$ 13,126.69	\$ (80,130)	\$ (93,256.69)
Memo:				
Admin Operating Income/(Loss)	\$ 367.38	\$ 5,039.25	\$ (110,130)	\$ (115,169.25)
<u>Analysis of Funding</u>				
A.C. Received: September 30, 2019		<u>3 Months Ended</u> <u>September 30, 2019</u>		
3410 - HAP Funding		\$ 308,729.00		
A.C. Earned				
4715.1 - HAP - Occupied Units		278,328.00		
4715.3 - HAP - Non-Elderly Disabled		5,439.00		
4715.4 - HAP - Utility Allowances		1,910.00		
4715.5 - HAP - Fraud Recovery		(150.00)		
4715.6 - HAP - Homeownership		4,042.00		
4715.61 - HAP-Homeownership URP		42.00		
4715.8 - HAP - Portable Paying Out		817.00		
4715.9 - HAP - Portable Receiving		2,670.00		
4715.91 - HAP - Portable Rec. Reimb.		(1,780.00)		
4719 - HAP - FSS Escrow		9,633.00		
Total Funding Required		\$ 300,951.00		
Over/(Under) Funding		\$ 7,778.00		
RNP as of: September 30, 2019		\$ 4,078.44		
UNP as of: September 30, 2019		\$ 126,882.99		

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019**

	1 Month Ended	3 Months Ended		
	<u>September 30, 2019</u>	<u>September 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Reserve Income				
Total Operating Reserve Income	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Revenues - HUD PHA GRANTS				
3412 - FSS Grant Revenue	\$ 5,602.00	\$ 16,806.00	\$ 0	\$ (16,806.00)
Total HUD PHA GRANTS	\$ 5,602.00	\$ 16,806.00	\$ 0	\$ (16,806.00)
Income Offset HUD A.C.				
Total Income Offset	0.00	0.00	0.00	0.00
Total Operating Income	<u>\$ 5,602.00</u>	<u>\$ 16,806.00</u>	<u>\$ 0</u>	<u>\$ (16,806.00)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,834.64	\$ 13,142.32	\$ 55,800	\$ 42,657.68
4182 - Employee Benefits - Admin	948.46	7,012.96	19,070	12,057.04
Total Administration	<u>\$ 4,783.10</u>	<u>\$ 20,155.28</u>	<u>\$ 74,870</u>	<u>\$ 54,714.72</u>
General Expense				
Total General Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Routine Expense	\$ 4,783.10	\$ 20,155.28	\$ 74,870	\$ 54,714.72

**Traverse City Housing Commission
Voucher FSS Program
Income & Expense Statement
For the 1 Month and 3 Months Ended September 30, 2019**

	<u>1 Month Ended</u> <u>September 30, 2019</u>	<u>3 Months Ended</u> <u>September 30, 2019</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments				
Total HAP Payments	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expense	\$ 4,783.10	\$ 20,155.28	\$ 74,870	\$ 54,714.72
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	<u>\$ 818.90</u>	<u>\$ (3,349.28)</u>	<u>\$ (74,870)</u>	<u>\$ (71,520.72)</u>



Traverse City
Housing Commission
a Public Housing Authority

COMMITTEE REPORTS

Executive Committee Meeting: October 18, 2019

Governance Committee Meeting: October 17, 2019

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Executive & Finance Committee
October 18, 2019**

A regular meeting of the Executive Committee of the Executive & Finance Committee of the Traverse City Housing Commission was called to order by President Heather Lockwood at 1:45 P.M.

ROLL CALL

The following Commissioners were present: Heather Lockwood, President, and Andy Smits, Past President.

CORRESPONDENCE

A letter from HUD on our recent SEMAP Evaluation was distributed and briefly discusses:

AGENDA

The following Agenda items were discussed:

- A. The minutes of the September 23, 2019 meeting minutes were reviewed and accepted with one spelling correction.
- B. After discussion it was decided to postpone the Regular Meeting scheduled for October 25 by one week until November 1, 2019. This was due to the possibility of have some action required for our Section 18 application. Having two meetings in November should cover our needs without having to call a special meeting.
- C. Staff provided an update on the Orchardview soil issue and it was noted that we have not heard anything officially from the Michigan Department of the Environment, Great Lakes, and Energy.
- D. Staff provided an update on development and the RAD/Repositioning. Activity is expected to pick up next month. There was a discussion on a formal event “opening” East Bay Flats.
- E. TCHC office hours were discussed and it was approved for the office to be closed on Friday’s going forward and to be open until 5:00 P.M. on Mondays through Thursday.
- F. The Agenda for the November 1, 2019 Regular Meeting was discussed. There will be at least one policy, Petty Cash Account, to review and approve.

ADJOURNMENT

President Lockwood adjourned the meeting at 3:05 P.M.

Respectfully submitted,

Heather Lockwood, President &
Tony Lentych, Executive Director

**DRAFT Meeting Minutes of the Traverse City Housing Commission
Governance & Compliance Committee
October 18, 2019**

The Regular Meeting of the Traverse City Housing Commission Governance & Compliance Committee was called to order in the Community Room, 150 Pine Street, Traverse City at 10:05 A.M.

I ROLL CALL

The following Resident Members were present: Ellen Corcoran and Norma Loper.

Commissioners: Jim Friend and Roger Putman.

Staff: Tony Lentych, Executive Director, and Martha Falk, Intake Intern.

Residents: Pam Kole, Jo Simerson, and Jeff Turner.

II APPROVAL OF AGENDA & REVIEW OF MINUTES

The meeting minutes from the September 19, 2019 meeting of this committee and the agenda for this meeting were accepted by the committee.

III PUBLIC COMMENT

None.

IV UPDATES

- A. The Policy Review Schedule was presented and reviewed.
- B. The committee discussed the Lower Boardman River Planning project. The only update was the possibility about public comments being accepted on the proposed "Fish Pass" Project.
- C. Staff provided an update on the construction project next door and included the announcement that the new cross walk was approved by the City of Traverse City and will be installed next week.

V OLD BUSINESS

- A. There is no update on the Safety & Evacuation Plan.
- B. There is no update on the TCHC Lease.
- C. There was nothing new on the RAD financing plan but it staff provided an update on the morning's RAD meeting and handouts.
- D. There was another conversation about the parking issue at Riverview Terrace. No decisions have been made but an architect will review the project as part of the RAD financing plan – after a better plan is developed, we can begin to have community discussions.
- E. There is no update on the TCHC Procurement Plan.

VI NEW BUSINESS

- A. A draft Petty Cash Account Policy was distributed and discussed. The plan takes into account the new staff structure and how the petty cash was handled by staff. The adoption of the policy was recommended.

VII PUBLIC COMMENT

None.

VIII ADJOURNMENT

Ellen Corcoran moved (Loper support) to adjourn the meeting at 10:45 A.M. It was then announced by staff that November's meeting will be one week earlier, on November 14, to accommodate the Thanksgiving Holiday.

Respectfully submitted,

Tony Lentych, Executive Director



Traverse City
Housing Commission
a Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report: October 2019

Family Self-Sufficiency (FSS) Program Report: October 2019

Resident Council Report: October 2019

EXECUTIVE DIRECTOR'S REPORT: November 1, 2019

This report covers the work accomplished from September 28, 2019 until October 31, 2019. Please contact me directly should you have any questions or wish to receive more information about any items highlighted in this report.

Strategic Goal 1

Expand affordable housing inventory and range of options.

Current Properties

1. Riverview Terrace: We have (4) four units open or will be open shortly. All will be filled quickly. Including one (1) on November 1.
2. Orchardview: There are two units open at this time with one opening at the end of the month. We expect to fill these units quickly as well – we had been moving slowly while we waited to hear from HUD if it is ok to continue to lease.

Housing Choice Vouchers

1. We have 178 HCVs filled at this time – this is down through natural attrition. No one is looking for housing at this time and we don't anticipate issuing any new vouchers in the near term. We are still working with HUD every month to work on our predicted overage of approximately \$15k.

Projects & Potential Projects

1. EAST BAY FLATS: This continues to consume a lot of time as we try to lease up additional units. Currently, we are close to being 80% leased up. We were hoping to be at 90% by now so we are planning to invest more in Apartments.com.
2. RAD: We continue to work on this with our consultants. Conducted one building meeting with residents. Planning a site visit for our consultants and architects to help us determine actual costs for our two projects.
3. Attended several meetings with Bay Area Transit Authority and others, including continued conversations with County officials, about a potential project. We are now examining another potential property that will be the same concept. Both properties are on the table. Met with a potential design/architectural firm to start the site review process.
4. Meeting with Executive Director of Homestretch.

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

1. Continued to research new Housekeeping & Sanitary Standards Policy.
2. Several meetings and conversations with the leadership of the RTRC. Working to finalize the necessary work for the upcoming election of officers.

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

Financial

1. Prepared monthly financial reports for September 2019.
2. Prepared for, and participated in, our annual audit. It was three days long due to the fact that only one auditor was on site. I expect a clean bill of “fiscal” health from the report.

General Management

1. Staff is settling into new roles. Intern is helping with workflow wherever possible. Expect to re-advertise position at the end of November.
2. Continued work on internal Policy Review. Reviewed Petty Cash Account Policy.

Office IT

1. Continued conversations with IT company employees to plan activities and upgrades as employees move around

TCHC

1. Attended one Commission Meeting (September) and prepared for another (October).
2. Prepared for and attended an Executive & Finance Committee meeting.
3. Prepared for and attended a Governance & Compliance Committee meeting.

ERHC

1. Prepared for and attended a Commission Meeting (October).
2. Coordinated staff activities to implement management contract (schedules, duties, etc.).

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

1. Housing North (Rural Housing Partnership): Participated in one board of directors meeting and participated in an Executive Committee meeting.
2. Community Economic Development Association of Michigan (CEDAM): Participated in a Board of Directors Meeting and a Board of Directors Retreat in Lansing. Hosted a regional “Meet & Greet” in Traverse City for new Executive Director of CEDAM. It was well attended.
3. Federal Home Loan Bank of Indianapolis: Attended a meeting in Washington, DC with the Federal Housing Finance Authority (FHFA) to discuss regulatory functions of AHP rule – presented on Rural Housing challenges and barriers – planning conference calls included. Participated in a conference call about AHP Implementation Plan.
4. Leelanau County Housing Action Committee: Attended one regular monthly meeting.
5. Housing Solutions Network: Attended one meeting.
6. Participated a meeting in Lansing with “economic leaders” in the State that want to utilize the ALICE statistics in State Policy including chairing a Rural Work Group and issuing a draft report. Participated in several conference calls coordinating the rural perspective.
7. Attended the Michigan Housing Council’s Annual Meeting (in Traverse City).
8. Attended the Northwest Michigan Housing Summit.
9. Continued conversations with Rotary Charities staff.
10. Media: No Media communications.

Miscellaneous	Other information / On-going Issues – plus personal items.
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1. Meetings, calls, and several emails with TCHC attorney, Ward Kuhn on a variety of issues. Continued to spend a large amount of time on the Soil Issue at Orchardview – submitted a final version of our Section 18 application. Our new fence has been installed. A Phase I Environmental Review was ordered and is near completion. Answered questions about possible sale of property to those who read about the issue in the paper.
2. Several meetings and conversations with the construction company (Cunningham-Limp) working on the 4Front Credit Union site. Including monitoring the new crosswalk installation.
3. Holiday/Vacation/Personal Time: None.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

October 25, 2019

Current SEMAP Status

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

Number of Mandatory Slots	Number of Families Enrolled	% of Families Enrolled	Number of Families with Progress Reports & Escrow Balances	% of Families with Progress Reports & Escrow Balances
21	19	90%	13	68%

Program Manager Update

I have been meeting with current FSS clients and continue to schedule appointments to update their goal plans. I have been talking to clients about FSS as they come in for their recertification. We are still not issuing new vouchers at this time, so enrollment for new participants has slowed significantly. I am attending the Family Support Team monthly meeting hosted by the Father Fred Foundation each month to learn more about local resources for our clients.

Status of Participants

Current participants are showing progress and continuously working to meet their goals. We have one new family from Orchardview Townhomes that has agreed to join the program. They are looking forward to the services the program offers. We will be sitting down and completing their Individual Training Service Plan (ITSP) early next month.

FSS Grant

We continue to make monthly draws on our grant. The RFP for the next Fiscal Year has been released and we have submitted our next application.


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 1, 2019

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Riverview Terrace Resident Council (RTRC) Updates

MESSAGE:

Attached are the monthly financial reports from RTRC for the month of September 2019. The financial reporting was completed in a timely and thorough manner. Once again, I received all the information and there have been no mistakes in accounting.

Also attached, RTRC President Jo Simerson has submitted a letter to be included this month's packet that covers their activities in October. We are also expecting to conduct an election on November 18, 2019 with the assistance of the League of Women Voters.

ATTACHMENT: Letter from RTRC President
Financial Reports
By-Laws as Approved

Riverview Terrace Resident Council

FY 2019-2020

	July	Aug	Sept	Oct	Nov	Dec	June
Restricted Balance Forward	\$ 392.71	\$ 292.71	\$ 1,834.57	\$ 1,807.58	\$ 1,807.58	\$ 1,807.58	\$ 1,807.58
Income	\$ -	\$ 1,725.00	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 100.00	\$ 183.14	\$ 26.99	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 292.71	\$ 1,834.57	\$ 1,807.58	\$ 1,807.58	\$ 1,807.58	\$ 1,807.58	\$ 1,807.58

Unrestricted Balance Forward	\$ 175.60	\$ 167.39	\$ 104.14	\$ 107.87	\$ 107.87	\$ 107.87	\$ 107.87
Income	\$ 66.57	\$ -	\$ 35.56	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 74.78	\$ 63.25	\$ 31.83	\$ -	\$ -	\$ -	\$ -
Savings Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB TOTAL	\$ 167.39	\$ 104.14	\$ 107.87	\$ 107.87	\$ 107.87	\$ 107.87	\$ 107.87

EOM TOTAL*	\$ 460.10	\$ 1,938.71	\$ 1,915.45	\$ 1,915.45	\$ 1,915.45	\$ 1,915.45	\$ 1,915.45
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* Equals Bank Statement

Total Savings* = \$ 5.00

Petty Cash = \$ 100.00

GRAND TOTAL = \$ 2,020.45

Current as of September 30, 2019



LAKE MICHIGAN CREDIT UNION
 P.O. Box 2848
 Grand Rapids, MI 49501-2848
 RETURN SERVICE REQUESTED

Your Statement Of Accounts
09/01/2019-09/30/2019
Your Account Number
xxxxxx1794
Page 1

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

Refinance, and save thiiiiis much on your Mortgage. Mortgage rates are the lowest they've been in a long time. Refinance your mortgage to lower your monthly payment, eliminate Private Mortgage Insurance (PMI), or reduce your term. To get started, contact us at (844) 754-6280 or visit LMCU.org/Refinance. Our mortgage contact center is now open extended hours to serve you.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
01	FREE CHECKING	\$1,938.71	\$1,915.45
	Total		\$1,920.45

MEMBER SAVINGS

			Share Account ID 00		
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$5.00
Sep 30		Ending Balance			\$5.00

FREE CHECKING

			Share Account ID 01		
			Total Deposits		\$41.06
			Total Withdrawals		\$64.32
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Sep 01		Beginning Balance			\$1,938.71
Sep 09	Sep 09	Deposit		\$23.56	\$1,962.27
Sep 10	Sep 10	Withdrawal POS #925300036845 DOLLAR TREE 734 MUNSON AVE TRAVERSE CITY MI	(\$6.36)		\$1,955.91
Sep 11	Sep 11	Withdrawal POS #925412775765 MEIJER 033 TRAVERSE CITY MI	(\$25.47)		\$1,930.44
Sep 13	Sep 13	Draft 1172 Tracer 042000017565123 Processed Check - Spectrum TYPE: Check Pmt ID: 3431843260 DATA: Charter///0000004019	(\$4.99)		\$1,925.45
Sep 18	Sep 18	Deposit		\$12.00	\$1,937.45
Sep 18	Sep 18	Withdrawal POS #926100202383 USPS KIOSK 25932 202 S UNION ST TRAVERSE CITY MI	(\$5.50)		\$1,931.95
Sep 18	Sep 18	Withdrawal Adjustment POS #926100202383 USPS KIOSK 25932 202 S UNION ST TRAVERSE CITY MI		\$5.50	\$1,937.45
Sep 18	Sep 18	Withdrawal POS #926100215640 USPS PO 25932006 202 S UNION ST TRAVERSE CITY MI	(\$22.00)		\$1,915.45
Sep 30		Ending Balance			\$1,915.45

Checking Account Summary

Chk#	Date	Amount	Chk#	Date	Amount	Chk#	Date	Amount
□ 1172	Sep 13	\$4.99						
	Total Checks Cleared		1	\$4.99				

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

Dividend Summary

Account
MEMBER SAVINGS
FREE CHECKING
Total

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

Your current account relationship is **Basic**



Riverview Terrace Report For TCHC Board Packet October, 23rd 2019

- * Our Office was closed October 14th – 16th for the TCHC Audit. We received \$150.00 for our inconvenience.
- * We received a \$500.00 donation from Cunningham Limp Company which will really help with parties and meals.
- * I attended the RAD and the Governance Meetings on October 17th.
- * Our Birthday Bash that was on October 16th went very well with 18 in attendance.
- * We will be having a Halloween Party on the 30th with hotdogs, chips and sweets.
- * With election coming up, we are having a Candidate Forum on October 25th at 6pm.

Respectfully Submitted,
Jo Simerson





DRAFT

RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES OCTOBER 18, 2019

- Welcome and Call To Order: Time: 2:00pm
Pledge of Allegiance:
Roll Call: Jo (x) Laura (x) Norma (x) Louis (x) Quorum 16 yes
Introduction of Guest: no
Secretary's report:
 . Norma Loper, Secretary
 Sept. (accepted) Oct. (accepted)
Treasurer's report:
 . Louis Kanan, Treasurer
 Sept. (accepted)
Old Business:
A. We suspended Article viii- Amendments to By-Laws for
 purpose of Special Election to change Term of Office.
B. Term of Office is now one (1) year.
C. Candidates for Office:
 President: Vice President
 Jo Simmerson Laura Cole
 Ellen Cocoran Jeff Turner
 Jeff Turner Linda Woodcock
 Secretary Treasurer Social Coordinator
 Lois DeHart Betty Osborne Jane Bishoff
D. Our Birthday Bash on October 16, saw 27 people come
 out to celebrate fall Birthdays. Yay!

Pg.2

New Business:

- A. Candidate Forum on October 25 @ 6:00pm
- B. Halloween Party On October 30! Watch for flyers with time!
- C. Ballots are in the November Gazette! Don't throw them away!
- D. League of Women Voters will be here on November?
See Posters for When! Public Comment.

Council Comment:

- A. We received a donation from Cunningham-Limp of \$500.00 for our holiday meal. We appreciate their thoughtfulness.
- B. We received \$150.00 rental for the RTRC office.

Motion to Adjourn: Time: 2:41 pm

By: Ellen Seconded by Debbie Adjourned!!

Next Meeting: November 15, 2019 @ 2:00 pm

**RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT OCTOBER 18th, 2019**

***RESTRICTED FUNDS**

Beginning Balance	\$292.71
(HUD) Income	+ <u>\$1,725.00</u>
Balance -	\$1,834.57
Expenses(phone / stamps);	<u>- \$26.99</u>
Final Balance	\$1,807.58

**RESTRICTED FUNDS FINAL BALANCE* \$1,807.58

***UNRESTRICTED FUNDS**

Beginning Balance	\$104.14
Income	+ <u>\$35.56</u>
	\$139.70
Expenses	<u>- \$31.83</u>
<i>*UNRESTRICTED FUNDS FINAL BALANCE</i>	\$107.87

***SAVINGS** \$5.00

***PETTY CASH**\$100.00

Draft

RIVERVIEW TERRACE RESIDENT COUNCIL MINUTES OCTOBER 4, 2019

Welcome and Call to Order Time: 2:00pm
Pledge Of Allegiance:
Roll Call: Jo, Laura, Norma, Louis Quorum: 24 yes
Introduction of Guest:
A. Tony Lentych
B. Announce names of candidates for offices
President: Secretary:
1. Ellen Corcoran !. Lois DeHart
2. Jo Simerson
3. Jeff Turner
Vice President: Social Coordinator
1. Laura Cole 1. Jane Bishoff
2. Jeff Turner
3. Linda Woodcock
Treasurer:
1. Betty Osborne
Motion to Adjourn: Time: 2:14pm
by: Lois seconded: Debbie Adjourned!

**DRAFT RIVERVIEW TERRACE RESIDENT COUNCIL
MINUTES SEPTEMBER 12, 2019**

Welcome and Call To Order : Time: 2:00pm

Pledge Of Allegiance:

Roll Call: Quorum: 23

- . Jo Simmerson, Pres. (*) Laura Cole, Vice Pres. (*) Norma Loper Sec. (*)
- Louis Kanan, Treas. (-)

Introduction of Guests:

- . Ex Dir. Tony Lentych,
- . Steve Morra, Project Manager
- . Mark Federinchic, Superintendent

Secretary's report:

- . Norma Loper, Sec. Stand as Read

Treasurer's report:

- . Jo Simerson, (Mr.Kanan Absent) Stand as Read

Old Business:

A. September Birthday Bash was well attended as always with cake and ice cream served. There were 13 people there.

B. By Laws voting August 16, 2019

1. Article vi section 3 #1 (NOT amended)
- 2.. Article vii section 1 #4. (amended)

New Business:

A. Election information is in this months Gazzette.

- 1.Also, you will be getting more information or reminders here each month.

B.TFAP (free food) September 23, 2019 @ 2:00pm

Public Comment:

Council Comment:

A. We suspended Article viii – Amendments to By-Laws for purpose of Special Election to change Term of Office.

B. Motion by Jo, seconded by Lois : To change the term of office from two (2) years to one (1) year.

Motion passed : 16 -yes 0 -no

C. Term of any office is now one (1) year.

Motion to Adjourn: Time: 2:49pm

by: Lois seconded by: Debbie Adjourned!

Next Meeting:

October 18, 2019 @ 2:00 pm

Section 2.

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

Section 3.

For all regular and special meetings:

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

Article VII - Nomination & Election of Officers

Section 1. - Process

- Election of officers shall be held every one (1) year.
- A neutral party as designated by the RTRC shall oversee the election process and final voting.
- Term of office shall be one (1) year beginning with installation and ending when the next officer is installed to that position, which must be completed by January 1st of the upcoming year after election.
- To run for office a member must reside at Riverview for at six (6) months.

Section 2. - Term Limits

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

**RIVERVIEW TERRACE RESIDENT COUNCIL
FINANCIAL REPORT SEPTEMBER 9th, 2019**

RESTRICTED FUNDS

*Beginning Balance	\$292.71
~Expenses	<u>- \$183.14</u>
Balance	\$109.57
~Deposit	<u>+ \$1,725.00</u>
	\$1,834.57
**RESTRICTED FUNDS FINAL BALANCE	\$1,834.57

UNRESTRICTED FUNDS

*Beginning Balance	\$167.39
~Expenses	<u>- \$63.25</u>
Balance	\$104.14

****UNRESTRICTED FUNDS**

FINAL BALANCE

	\$104.14
--	-----------------

****RESTRICTED / UNRESTRICTED FINAL BALANCE** \$1938.71

SAVINGS \$5.00

PETTY CASH \$100.00

	\$1938.71
	\$100.00
	+ \$5.00
GRAND TOTAL	\$2,043.71

**RIVERVIEW TERRACE RESIDENT COUNCIL
BY LAWS ADOPTED**

Article I - Name

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

Article II - Purpose

Section 1. The purpose of the RTRC is to:

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

Article III - Membership

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

Article IV - Officers and their Duties

Section 1. - Officers The elected officers of the RTRC shall be President (chair), Vice President, Secretary, Treasurer and Social Director, to be elected by majority vote of members in accordance with the Nomination & Election procedure as outlined in Article VII of these By Laws.

Section 2. - Duties President

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

Vice President

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

Secretary

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

Treasurer

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

Social Director

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

Article V - Committees

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

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

Article VI - Meetings

Section 1.

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

Section 2.

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

Section 3.

For all regular and special meetings:

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Section 3. - Vacancy of Office

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

Section 4. – Removal of Officer

Any officer may be removed from office for just cause. Removal shall be by a petition signed by at least twenty-five (25) members and presented at a regular or special meeting of the RTRC, which shall have been duly publicized and at which a quorum is present. Cause shall be, but not limited to, misconduct in office or failure to fulfill the duties of the office. The petition shall state the specific cause and be corroborated by fact. The recall matter shall be voted on at that meeting, except if a quorum is not present, the matter shall be postponed to the next regularly-scheduled or special meeting of the RTRC. If circumstances other than a lack of a quorum seem to justify a postponement, such action shall require a two-thirds (2/3) vote in favor by the members present. No more than one postponement is permitted. If the matter is not then resolved, it will die for lack of action.

Article VIII. – Amendments to By-Laws

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

Article LX - Indemnification

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

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

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

Approval of By-Laws given on the Date

Jo A. Simerson Pres
.....
Sandra Cole Vice
.....
L. Anna Lopez Sec.
Annika ... Treas
.....

Page 5 adopted





**Traverse City
Housing Commission**
a Public Housing Authority

OLD BUSINESS

2020 Consolidated Budget: September 2019

TCHC Policy Review Schedule: Review

Memorandum on RAD Update

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2019 YTD ACTUAL*	FY 2020 BUDGET	SEPT 2019 ACTUAL*	FY 2020 YTD ACTUAL*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 449,517.42	\$ 445,000.00	\$ 39,999.00	\$ 116,769.00	26.24%
Investment Interest	3,816.69	2,750.00	133.29	605.28	22.01%
Program Income: HCV	1,256,017.28	1,130,000.00	109,113.86	336,466.00	29.78%
Program Income: FSS	56,020.00	67,200.00	5,602.00	16,806.00	25.01%
Earned Income	175,639.02	205,000.00	30,645.97	78,053.57	38.07%
HUD Property Subsidy	246,768.50	260,000.00	30,297.00	97,438.00	37.48%
CFP / Draw on Surplus	-	160,000.00	13,138.41	31,817.77	19.89%
TOTAL OPERATING INCOME	\$ 2,187,778.91	\$ 2,269,950.00	\$ 228,929.53	\$ 677,955.62	29.87%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 213,803.33	\$ 239,500.00	\$ 16,022.96	\$ 52,459.18	21.90%
Benefits	74,667.00	60,969.17	3,074.77	16,043.52	26.31%
Compensated Absences	346.09	(1,500.00)	-	-	0.00%
Legal	14,987.34	20,000.00	19,340.72	22,970.42	114.85%
Travel / Staff Training	9,437.24	16,000.00	269.75	1,748.31	10.93%
Accounting / Auditing	20,340.42	25,000.00	1,237.82	3,436.64	13.75%
General Office Expenses	61,172.93	70,000.00	5,491.29	19,597.25	28.00%
TOTAL OPERATING EXPENSES	\$ 394,754.35	\$ 429,969.17	\$ 45,437.31	\$ 116,255.32	27.04%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 6,640.33	\$ 9,500.00	\$ 536.71	\$ 2,739.47	28.84%
Cable Television	40,680.51	40,000.00	3,471.64	10,414.92	26.04%
HAP	1,156,960.45	1,100,000.00	99,625.00	297,680.38	27.06%
TOTAL TENANT PROGS / SERVICES	\$ 1,204,281.29	\$ 1,149,500.00	\$ 103,633.35	\$ 310,834.77	27.04%
<u>UTILITIES</u>					
Water	\$ 19,819.75	\$ 17,500.00	\$ 2,353.20	\$ 6,902.85	39.44%
Electricity	125,998.86	145,000.00	6,961.23	23,526.99	16.23%
Gas	20,442.63	22,000.00	353.89	628.62	2.86%
TOTAL UTILITIES	\$ 166,261.24	\$ 184,500.00	\$ 9,668.32	\$ 31,058.46	16.83%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 129,476.68	\$ 140,150.00	\$ 10,802.70	\$ 34,209.12	24.41%
Maintenance Benefits	40,796.97	50,641.76	1,961.48	10,772.22	21.27%
Materials	40,910.64	39,500.00	3,637.24	10,743.28	27.20%
Contract / CFP Costs	138,997.42	145,000.00	33,961.86	78,715.03	54.29%
TOTAL ORDINARY MAINTENANCE	\$ 350,181.71	\$ 375,291.76	\$ 50,363.28	\$ 134,439.65	35.82%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 30,961.55	\$ 31,500.00	\$ 2,692.26	\$ 8,161.42	25.91%
Payment in Lieu of Taxes	26,993.07	25,000.00	2,083.34	6,250.02	25.00%
Collection Losses	6,366.25	3,000.00	-	-	0.00%
Interest Expense / Other	26,103.43	33,000.00	-	-	0.00%
TOTAL GENERAL EXPENSE	\$ 90,424.30	\$ 92,500.00	\$ 4,775.60	\$ 14,411.44	15.58%
<u>EXTRAORDINARY / CASUALTY</u>					
	\$ 4,525.88	\$ 10,000.00	\$ 4,575.00	\$ 12,332.86	123.33%
TOTAL OPERATING EXPENSES	\$ 2,210,428.77	\$ 2,241,760.93	\$ 218,452.86	\$ 619,332.50	27.63%
NET OPERATING INCOME (LOSS)	\$ (22,649.86)	\$ 28,189.07	\$ 10,476.67	\$ 58,623.12	
<u>PROPERTY IMPROVEMENTS/EQUIP*</u>					
	\$ (47,089.15)	\$ (20,000.00)	\$ (14,137.35)	\$ (27,996.35)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (69,739.01)	\$ 8,189.07	\$ (3,660.68)	\$ 30,626.77	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

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

* Accountant Reviewed

**TCHC MONTHLY CASH POSITION REPORT
END OF SEPTEMBER 2019**

PUBLIC HOUSING

Chemical Bank	Checking	\$	79,077.67	
4Front Credit Union	Savings	\$	6,621.29	
TC State Bank	1051647	\$	164,594.65	
Huntington Bank	1388434863	\$	163,459.33	
TC State Bank	ICS Acct	\$	76,765.78	
Chemical Bank	1075909	\$	-	
Chemical Bank	9426	\$	3.78	
Huntington Bank	1388405232	\$	26,881.90	
Chemical Bank	CD 806592	\$	53,280.78	Certificate of Deposit
SUB TOTAL		\$	570,685.18	

HOUSING CHOICE VOUCHER

PNC	Checking	\$	120,063.55	
Chase Bank	135080088317	\$	69,370.07	Escrow Account
SUB TOTAL		\$	189,433.62	

OTHER

Reserves*/FSS/CFP		\$	516,958.06	Restricted
SUB TOTAL		\$	516,958.06	
TOTAL Cash & Cash Equivalents		\$	1,277,076.86	

* as of December 31, 2017

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
TCHC By-Laws	October 19, 2004	June 2018	May 2019	June 28, 2019
ACOP (Admission & Continued Occupancy Policy)	May 1, 2005	July 16, 2013	December 2017	February 9, 2018
ADMIN (Administrative Plan HCV)	January 1, 2005	March 2016	Summer 2019	August 23, 2019
Anti-Bullying & Hostile Environment Harassment Policy	August 25, 2017	Summer 2017	April 2018	August 25, 2017
Asset / Physical Plant Management Addendum	January 22, 2016	January 2016	NA	January 22, 2016
Attendance Policy	June 23, 2017	June 2017	NA	June 23, 2017
Board Orientation Policy	February 2013	September 2017	NA	September 29, 2017
Camera Policy	September 29, 2017	September 2017	NA	September 29, 2017
Capitalization Policy	March 18, 2003	February 20, 2006	March 2018	March 23, 2018
Certificate of Deposit Signatories Authorization Policy	Unknown	Unknown	TBD	
Check Signing Policy	December 2004	March 2017	NA	March 24, 2017
Civil Rights Policy	September 11, 1996	None	TBD	
Code of Conduct Policy	September 28, 2012	January 11, 2013	May 2018	May 25, 2018
Community Room Policy	February 2006	March 2016	NA	March 25, 2016
Community Service Policy	July 19, 2005	July 15, 2008	May 2018	May 25, 2018
Credit Card Policy	October 20, 2015	October 2015	NA	October 20, 2015
Deceased Resident Policy	April 5, 1988	April 2016	NA	April 22, 2016
Disposition Policy	June 25, 1985	Unknown	TBD	
Document Retention Policy	Unknown	Unknown	Summer 2019	
Doubtful Account Write-Off Policy	March 18, 2001	January 2017	NA	January 27, 2017
EIV Policy	April 17, 2006	June 30, 2012	March 2018	March 23, 2018
Emergency Closing Policy	April 18, 2006	February 2016	NA	February 26, 2016
Emergency Transfer for Victims of Domestic Violence Policy	August 25, 2017	August 2017	NA	August 25, 2017
Equal Housing Opportunity Plan	March 8, 1990	None	TBD	
Family Self Sufficiency Action Plan	August 31, 1998	September 2016	NA	September 23, 2016
Freedom of Information Policy	June 16, 2015	June 2015	NA	June 16, 2015
Grievance Policy	Unknown	Unknown	TBD	
Hazard Communication Policy	February 18, 2003	July 1, 2011	September 2019	
Housekeeping & Sanitary Standards Policy	NEW	None	September 2019	Started

TCHC Policy Review Schedule

POLICY	First Adopted	Previous Review(s)	Scheduled Review	Update Complete
Inventory Policy	Unknown	August 2016	NA	August 26, 2016
Investment Policy	June 25, 1985	Unknown	TBD	
Key (Master) Policy	July 18, 2006	April 2016	NA	April 22, 2016
Maintenance Policy	Unknown	Unknown	TBD	
Pet Policy	April 20, 2010	October 2016	NA	October 28, 2016
Petty Cash Account Policy	September 16, 2008	None	October 2019	
Personnel Policy / Employee Handbook	Unknown	August 2017	August 2020	August 25, 2017
Pest Control Policy	February 18, 2003	May 1, 2008	November 2018	November 30, 2018
Procurement Policy	May 1, 1990	August 19, 2014	Fall 2019	
Public Housing Maintenance Plan	Unknown	Unknown	TBD	
Reasonable Accommodation	April 19, 2011	Unknown	TBD	
Rent Collection Policy	April 5, 1988	None	NA	October 27, 2017
Residential Lease Agreement	Unknown	Unknown	September 2018	On-Going
Safety & Evacuation Policy	December 19, 2006	December 19, 2008	Spring 2018	On-Going
Schedule of Excess Utility Charges Policy	February 14, 1989	April 2017	NA	April 28, 2017
Schedule of Maintenance/Repair Charges Policy	April 7, 1992	None	TBD	
Sexual Harassment Policy	September 11, 1996	None	TBD	
Smoke-Free Properties Policy	December 19, 2006	September 18, 2012	September 2017	February 23, 2018
Social Media Policy	August 26, 2016	August 2016	NA	August 26, 2016
Social Security Number Privacy Policy	January 22, 2016	January 2016	NA	January 22, 2016
Succession Plan	May 15, 2007	July 17, 2014	September 2019	September 27, 2019
Transfer Policy	Unknown	Unknown	TBD	
Travel Policy	February 18, 2003	August 21, 2012	June 2018	June 22, 2018
Tresspass Policy	July 18, 2006	July 2008	May 2019	May 24, 2018
Vehicle Policy	August 2006	February 2011	February 2018	March 23, 2018


TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 1, 2019

TO: All Commissioners of the Traverse City Housing Commission

FROM: Tony Lentych, Executive Director 

SUBJECT: Rental Assistance Demonstration (RAD) Update

MESSAGE:

A recent change in HUD rules has eliminated our being assigned a RAD Transaction Manager. We had our last call with our RAD Transaction Manager but she agreed to be an “off-line” resource to us in order to answer questions whenever she can. Later today, we are having a site visit from two architects and our Real Estate Development Consultants to help us firm up our cost estimates as we assemble our RAD Financing Plan. We are also trying to determine when we will be submitting an application to MSHDA for tax credits – once decided, this will dictate when we submit our Financing Plan to HUD.

We did have a monthly Resident Meeting this month and it was well attended. I distributed a FAQ document on “Repositioning” that was produced by HUD.

ATTACHMENTS: HUD FAQ Document

Repositioning Frequently Asked Questions

Q: What does HUD mean by “repositioning public housing”?

A: Repositioning public housing means moving public housing units to a more stable funding and flexible management model rather than the more traditional public housing model. Through repositioning, public housing agencies (PHAs) and their partners are able to access financing to repair and preserve units to provide better homes to thousands of families and more flexibly manage their affordable housing to better meet local needs. PHAs and local communities can voluntarily choose to reposition their units by converting their current public housing subsidies to project-based rental subsidies or to tenant-based vouchers.

Q: Why is there a need for public housing repositioning?

A: Federal funding does not and will not meet growing public housing rehabilitation needs. The nation’s approximately 1 million public housing units have unmet capital needs that were conservatively estimated at almost \$26B in 2010, and this figure grows by \$3.5B every year. As more and more units fall into disrepair, fewer families will have access to livable units. The Department encourages local communities to evaluate their public housing assets to determine if repositioning their public housing units could better meet their affordable housing needs.

Q: What are other examples of similar efforts undertaken by HUD?

A: HUD has offered PHAs the opportunity to revitalize, improve, and replace their public housing units through RAD, Choice Neighborhoods, demolition and disposition, HOPE VI Grants, mixed-finance public housing development, the Operating and Capital Fund Financing Programs, and Energy Performance Contracts. These have all been attempts to make changes to a 50+ year old model that has left many public housing units severely underfunded and overregulated. Our repositioning efforts are intended to ensure that public housing units remain affordable and in good physical condition for decades to come through a mix of federal, local, and private funding.

Q: What strategies can PHAs use to reposition their public housing units?

A: In addition to the strategies listed above, the Department is encouraging PHAs to consider repositioning their units through the [Rental Assistance Demonstration \(RAD\)](#), voluntary conversion, disposition or demolition through Section 18, or the retention of public housing assets after a Declaration of Trust release.

Q: Will there still be public housing?

A: Yes. Just like previous repositioning efforts did not signal the end of the Public Housing program, neither does this effort. Many PHAs provide and will continue to provide safe, financially stable, and affordable homes to families across the country.

This effort helps PHAs that are struggling with a complex web of public housing rules and limited funding by providing them with other options to better maintain and manage their units, allowing them to provide better homes for thousands of families.

Q: What is RAD?

A: The Rental Assistance Demonstration (RAD) was enacted by Congress in 2011 and enables PHAs and owners to convert certain properties from their original sources of HUD financing to project-based Section 8 rental assistance contracts, either through the Project-Based Rental Assistance (PBRA) or Project-Based Voucher (PBV) program. The current public housing unit conversion cap for RAD is 455,000 units. Over 100,000 public housing units have been converted through RAD in transactions that leveraged over \$5.75B in private financing for modernization and rehabilitation.

Q: What is Section 18 demolition or disposition?

A: Section 18 refers to Section 18 of the U.S. Housing Act of 1937. This section authorizes a PHA to demolish and/or dispose of public housing with HUD approval if the units meet the criteria of current guidance. PHAs may choose to exercise this option for a variety of reasons, such as poor physical condition (obsolescence) of the units, unsuitable location (health or safety risks to residents), unsustainable scattered-site units, very small PHAs (50 units and under), or combining Section 18 disposition with a RAD transaction. Families residing in units that receive Section 18 approval are protected with comparable housing resources (generally Section 8 assistance through an award of Tenant Protection Vouchers). See PIH Notice 2018-04 for more details.

Q: What are voluntary conversions?

A: This refers to PHAs' ability to voluntarily decide to remove their public housing units from a public housing Annual Contributions Contract (ACC), authorized under Section 22 of the U.S. Housing Act of 1937. Families residing in these units receive tenant-based vouchers. Generally, PHAs must demonstrate that it is more cost-effective to issue tenant-based assistance than to continue to operate the project as public housing. The Department recently published the Streamlined Voluntary Conversion PIH Notice 2019-05 that waives the cost-test requirement and makes it simpler for PHAs operating 250 or less public housing units to undergo this process.

Q: What is a Declaration of Trust (DOT) release?

A: A Declaration of Trust (DOT) is legal instrument that grants HUD a formal interest in a public housing property. A DOT is recorded in the local county records. Releasing a property from a DOT is a required step if a PHA wishes to sell the property. The Department generally only grants a DOT release for non-dwelling property. However, if the PHA demonstrates that the

property is longer needed as public housing the Department may grant a PHA a DOT release for a dwelling property with public housing units. See PIH [Notice 2016-20](#) for more details.

Q: What is HUD doing to directly help PHAs with repositioning efforts?

A: In recent years, through RAD and new flexibilities in demolition, disposition, and voluntary conversion, HUD is offering PHAs the additional strategies to reposition their public housing units. Staff have also been reaching out to PHAs to help think through repositioning options that could benefit their communities. We're also providing more training and technical assistance to PHAs, like assistance with submitting successful Section 18 applications and providing individual technical assistance to small PHAs weighing their repositioning options.

Q: What is the resident impact?

A: Public housing families will continue to have access to units that are affordable to them. All of these repositioning strategies require resident consultation and communication and protect residents by requiring PHAs to offer residents comparable housing. These units might not be public housing but may be assisted through a Housing Choice Voucher or a resident could live at a property funded through a long-term rental assistance contract with HUD. PHAs should keep residents updated and engaged while developing their repositioning plans, including any potential need for relocation.

Q: How will PHAs keep the public aware of their repositioning plans?

A: PHAs' repositioning plans are subject to public notification and comment through the PHA planning process. Public Housing Field Offices will continue to monitor and approve PHA plans to ensure that notification and other residents rights are protected.



**Traverse City
Housing Commission**
a Public Housing Authority

NEW BUSINESS

Resolution to Adopt Petty Cash Account Policy

Memorandum on Closed Session to Discuss Property Purchase per MCL 15.268(d)

Presentation of Certificate to Outgoing Commissioner

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 1, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: TCHC Petty Cash Account Policy

MESSAGE:

Attached you will find a Draft Petty Cash Account Policy. This policy was adopted in 2008 and has not been reviewed since then. The recent departure of our Deputy Director has caused us to review some of our policies and it seemed prudent to review this one as well. The Governance Committee reviewed the policy at its October meeting and recommends its approval.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO ADOPT THE PETTY CASH ACCOUNT POLICY

November 1, 2019

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

WHEREAS, the Commission recognizes that well-defined financial controls are a crucial component of its overall fiduciary duties; and

WHEREAS, the Commission wishes to adopt the proposed changes to its Petty Cash Account Policy that reflect current operations and new organizational chart; and

WHEREAS, the Governance Committee has reviewed the purpose of, and the need for, said Petty Cash Account Policy; and

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

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

The Petty Cash Account Policy is hereby adopted as presented by the Traverse City Housing Commission with immediate effect.

Traverse City Housing Commission Petty Cash Account Policy

1. **Purpose.** In order to comply with the requirements of Generally Accepted Accounting Principles, and in an effort to establish policies and procedures that guide the way we manage the Petty Cash Account, the Traverse City Housing Commission (TCHC) is establishing these Policies and procedures on the appropriate management of petty cash.

2. **Definition.** A Petty Cash Account of \$200.00 has been established at TCHC for purchases that have the one or more of the following characteristics:
 - A. Purchases that are of a small amount;
 - B. Purchases that have an urgency that prohibit the use of other forms of purchase such as a corporate check or a corporate credit card;
 - C. Purchase made by employees that do not have the abilities to utilize or access other forms of purchase identified in Item B of this Section.

3. **Procedure.** The following are the official procedures of the Petty Cash Account:
 - A. The Program Manager shall be the primary person to distribute from Petty Cash Account. Upon the absence of the Program Manager, the Property Manager may distribute from the petty cash account with either advanced authorization from, or immediate notification to, the Executive Director.
 - B. When petty cash is advanced to cover a purchase, a receipt and all unspent cash (change) shall be returned to the appropriate staff person before the close of business.
 - C. Periodically, when the fund runs low, a Request for Check, along with all receipts, shall be prepared by the Program Manager to bring the Petty Cash Account back to its original amount. The receipts supporting the reimbursement shall be reviewed and recorded to the appropriate expense accounts.
 - D. The Executive Director shall have ultimate responsibility to manage the Petty Cash Account and shall regularly audit the Account with the Program Manager in order to assure its integrity.

Adopted: September 16, 2008

Proposed: October 25, 2019

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 1, 2019
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director
SUBJECT: Request for Closed Session

MESSAGE:

The Traverse City Housing Commission needs to review some items related to the potential purchase of a property for an affordable housing project located within the City of Traverse City. A closed session is allowed in order to evaluate an agreement to purchase property per MCL 15.268(d) [see below].

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

[Move] that the Traverse City Housing Commission enter into a closed session immediately after the final public comment portion of today's agenda to discuss the purchase of a property per MCL 15.268(d).

Open Meetings Act (Act 267 of 1976)

15.268 Closed sessions; permissible purposes.

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

(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Certificate of Appreciation



This certificate is presented to

ANDREW SMITTS

In recognition of his enthusiastic commitment to, and tireless advocacy for, the

TRAVERSE CITY HOUSING COMMISSION

while serving as an appointed Commissioner and as its elected President.

Heather Lockwood

Heather Lockwood, TCHC President

11/1/2019

Date



**Traverse City
Housing Commission**
a Public Housing Authority

CORRESPONDENCE

September 19, 2019 Letter from RTRC to City of Traverse City Regarding Sidewalk Issue

September 24, 2019 Letter from HUD regarding SEMAP Score

October 8, 2019 E-Mail from Carl Coan on HUD CFP Lawsuit

October 11, 2019 Letter from Cunningham-Limp Regarding Closed Sidewalk Issue

October 28, 2019 Letter from HUD on Federal Labor Standards Compliance Monitoring

October 29, 2019 E-Mail from Carl Coan on HUD CFP Lawsuit

Housing North "Homes for our Future" Campaign Announcement

September 19, 2019

Mr. Marty Colburn, City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684



Dear Mr. Colburn:

As President of the Riverview Terrace Resident Council, I am writing on behalf of our residents to request that the sidewalk next to the construction site for the new Credit Union be closed during the first part of construction. After conversations with the construction company, we believe that it can reopen at some point next Spring.

Our residents would prefer to add a new, temporary crossing on Pine Street and use the sidewalk on the East side of the street, as well as a new, temporary crossing on Front, prior to the construction site, and use the sidewalk on the North side of the street. This allows all of us to completely avoid the shared drive (which the city officially requested) which will now be used for heavy construction and utility vehicles – this is where our parking lot “exit” has been.

Please know that our request, the people working on the site met with us and have identified options we find preferable to the alternative of trying to navigate the sidewalk and/or building a temporary sidewalk in the street next to a construction zone. We have asked them to share those with you and hope you and your staff will approve them.

Besides the safety issue for our residents, we were also convinced that this option would enable the project to be completed a bit sooner. As residents living day-to-day next to an active construction zone, this is important to us.

In closing, please reconsider mandating that the contractor keeps the sidewalk along Pine and Front open while they are building next to it. I cannot stress enough how this will improve mobility and safety for our residents.

Respectfully,

Jo Simerson, President
RTRC - Riverview Terrace Resident Council



U.S. Department of Housing and Urban Development

Michigan State Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2592
Tel. (313) 226-7900
Fax: (313) 226-6160

September 24, 2019

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



Dear Mr. Lentych:

Subject: SEMAP SCORE NOTIFICATION FYE 2019

The purpose of this letter is to notify you of your Section 8 Management Assessment Program (SEMAP) score. Based on the SEMAP certification you submitted for FYE 06/30/2019, the Michigan HUD Field Office of Public Housing has determined that the Traverse City Housing Commission overall SEMAP score is 100 percent. This score is based on scores for each indicator rated during the assessed fiscal year and the total points after weighing each indicator. Public Housing Agencies (PHAs) that have achieved a SEMAP score of 90 percent or more are designated “High Performers”. Public Housing Agencies (PHAs) that have achieved a SEMAP score of 60 to 89 percent shall be rated “Standard Performers”. As a result of the Commission’s score, it is hereby designated a **HIGH PERFORMER**.

Your overall SEMAP score is comprised of scores assigned to each of 15 SEMAP indicators listed below. In cases where an agency is small and expends less than \$300,000 in federal funds, SEMAP Indicator Nos. 1 - 7 will not be rated. Indicator No. 14 - Family Self-Sufficiency will be scored only for PHAs receiving an award of Section 8 units between 1991 and 1998, excluding any units awarded for preservation developments. SEMAP Indicator No. 15 – De-concentration Bonus is mandatory for any PHA in metropolitan areas using payment standards that exceed 100 percent of the published FMR set at the 50th percentile.

INDICATOR	TITLE	MAXIMUM RATING	CONFIRMED RATING
No. 1	Waiting List Selection	15	15
No. 2	Reasonable Rent	20	20
No. 3	Determination of Adjusted Income	20	20
No. 4	Utility Allowance Schedule	5	5
No. 5	HQS Quality Control	5	5
No. 6	HQS Enforcement	10	10
No. 7	Expanding Housing Opportunities	5	5
No. 8	Payment Standards	5	5

No. 9	Timely Annual Reexaminations	10	10
No. 10	Correct Tenant Rent Calculations	5	5
No. 11	Pre-contract HQS	5	5
No. 12	Continuing HQS Inspections	10	10
No. 13	Lease-Up	20	20
No. 14	Family Self-Sufficiency	10	8
No. 15	Deconcentration Bonus	5	n/a

We congratulate the Housing Commission on its performance rating and wish you continued success.

If you have any questions or comments, please feel free to contact, Todd Miller, Portfolio Management Specialist at 313-234-7499 or via email at Todd.R.Miller@hud.gov.

Sincerely,

X 

Douglas C. Gordon, Director
Michigan HUD Field Office of Public Housing
Signed by: DOUGLAS GORDON

Tony Lentych

From: CL Law Clerk <LawClerk@coanlyons.com>
Sent: Tuesday, October 8, 2019 1:58 PM
Subject: FW: Government's Appeal

Dear Plaintiffs:

I am forwarding the update below on behalf of attorney, Carl Coan III.

All the best,
Joseph Fons

From: Carl Coan, III
Sent: Tuesday, October 8, 2019 1:49 PM
To: CL Law Clerk <LawClerk@coanlyons.com>
Subject: Government's Appeal

Dear Plaintiffs:

The Government's appeal was docketed on August 28. Accordingly, the Court of Appeals set deadlines for the filing of certain documents and the briefs by each party.

The Government will file two briefs and I will file one. Currently, the Government's first brief is due on October 28. My brief is due on December 9. And the Government's second brief is due on December 30.

If you remember, I told you in my last email that the Government had not decided whether to pursue its appeal. The reason the Government filed its Notice of Appeal was to preserve its right to pursue the appeal should the Government decide that it wants to pursue the appeal.

Unfortunately, as of today, the Government's attorney told me that a decision has not been made whether to pursue the appeal. In her words, her recommendation to pursue the appeal "continues to wind its way through the Department of Justice evaluation process." Therefore, the Government will, between today and October 28, request an extension of the October 28 deadline for the filing its first brief, assuming the Government decides to pursue the appeal. If the Court of Appeals approves such a request, the deadlines for my brief and the Government's second brief will also be extended based on the new deadline for the filing of the Government's first brief.

One of the documents already filed by each party is a Docketing Statement. In this document, among other things, each party is required to specify "the issues to be raised on appeal."

In my last email I told you that the Government can appeal the Court's denial of the Government's motion to dismiss the case for lack of jurisdiction, the Court's granting of summary judgment in your favor, or both. On its Docketing Statement, the Government stated that it is appealing "the Court of Federal Claims' wrongful denial of the Government's motion to dismiss." According to the Government, "The Court of Federal Claims lacked the jurisdiction to entertain plaintiffs' complaint in the first instance, because the contract out of which plaintiffs' claims arose is not money-mandating." Therefore, the only issue the Government will be raising on the appeal is, "Whether the trial court erred in holding that the parties' contract is money-mandating, and in failing to dismiss the complaint."

This means that the Government will not appeal the granting of summary judgment in your favor. This is good news since it is always better to have to defend one issue on an appeal instead of two.

I will keep you posted on what the Government decides or files between today and October 28. In the meantime, please let me or Joseph know if you should have any questions.

Carl A. S. Coan, III
Coan & Lyons
1100 Connecticut Avenue, N.W.
Suite 600
Washington, DC 20036
(202) 728-1070



October 11, 2019

Ms. Jo Simerson, President
Riverview Terrace Resident Council
150 Pine Street
Traverse City, MI 49684

Dear Ms. Simerson,

Thank you for your assistance on behalf of the residents of Riverview Terrace regarding the 4Front Credit Union headquarters and the safest way for them to walk and navigate around the site during construction. I am pleased to report that the City of Traverse City has concurred with your thoughts and approved the new pedestrian plan. You should already be noticing activity for new curb cuts and street markings.

Cunningham-Limp appreciates the patience of the RTRC and being able to forge a relationship with open and respectful dialogue. As an expression of our thanks and in the spirit of the season, we hope you will accept this small token from us to assist with the RTRC's annual Thanksgiving event.

We would like to honor and maintain the relationship with the RTRC for the duration of the project and are committed to being available at any time to meet and visit with the residents. Hopefully, that can be on a regular basis.

Again, we appreciate the way you've represented the best interests of your constituents at Riverview Terrace, and we appreciate having the unique perspective they offer from their vantage point next door.

Please share our gratitude with your staff and with our friends and neighbors at Riverview.

Sincerely,

CUNNINGHAM-LIMP COMPANY

Steve Mora

Sr. Project Manager

Cc: Tony Lentych, Executive Director, TC Housing





**U.S. Department of Housing and
Urban Development Region V**
Office of Davis Bacon Labor Standards
5ASL
77 West Jackson Boulevard
Room 2307
Chicago, Illinois 60604-3507



October 23, 2019

Mr. Tony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49864

**Re: Federal Labor Standards Compliance Monitoring:
Wednesday, August 28, 2019**

Dear Mr. Lentych:

On Wednesday, August 28, 2019, the Office of Davis Bacon Labor Standards (DBLS) conducted an on-site review of the Traverse City Housing Commission's Federal Labor Standards Administration and Enforcement under Section 12(a) of the U.S. Housing Act of 1937, as amended.

The enclosed monitoring report provides DBLS's evaluation of the Traverse City Housing Commission's performance in the areas listed in the report. Based on the information reviewed, DBLS finds the Traverse City Housing Commission's overall labor standards system and performance to be **adequate**. However, there was one finding cited in the report. The finding was in the area of payroll compliance.

It should be noted for the record that the Traverse City Housing Commission's overall performance, as a result of a monitoring review, is categorized against one of only two criteria: adequate or inadequate. Performance is determined to be adequate when a housing commission is operating in accordance with U.S. Department of Housing and Urban Development (HUD) program guidelines and there are no serious deficiencies or regulatory violations. Performance is determined to be inadequate when a housing commission fails to carry out the HUD programs according to established requirements and serious program deficiencies and/or regulatory violations exist.

If you disagree with any of the conclusions in this report, or the proposed corrective actions you should notify me in writing. Your response should explain what you disagree with and why, and provide evidence supporting your position. Where appropriate, you must propose revised corrective action(s) and/or target completion dates. We are available to provide any technical assistance your office may require to resolve the findings noted in the report. We are requesting your response to this report 30 days from the receipt of this letter.

If you have any questions concerning this review or other matters pertaining to Federal Labor Standards, please contact me at (312) 913-8127.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah A. Diez".

Deborah A. Diez
Labor Relations Specialist

Enclosures:

cc: Yvonne Matthews, Regional Labor Relations Officer, HUD

FEDERAL LABOR STANDARDS MONITORING REPORT

Traverse City Housing Commission

October 23, 2019

SUMMARY

On Wednesday, August 28, 2019 Ms. Deborah Diez, Labor Relations Specialist, Office of Davis Bacon Labor Standards (DBLS), Region V, reviewed on-site, the administration and enforcement of Federal labor standards requirements for the Traverse City Housing Commission, pursuant to Section 12¹ of the United States Housing Act of 1937. The Traverse City Housing Commission (DHA), Executive Director, Tony Lentych participated in the review.

For the purpose of this review, construction contracts, contract administration, employee interviews (HUD-11's) and other related documents, as applicable, were reviewed, and Traverse City Housing Commission staff was interviewed to establish Davis Bacon and the Related Acts (DBRA) knowledge and capacity to enforce Federal labor standards related to the administration of U.S. Department of Housing and Urban Development (HUD) funded and/or assisted projects. In addition, procedures for records keeping, contract administration, and complaint intake were discussed and evaluated.

During the last twelve months, the Traverse City Housing Commission did not have any projects funded by HUD that were subject to DBRA. Therefore, I reviewed a project from August 13, 2015. The purpose of the review was for training and overall compliance.

Project Name	Project Number	Contract Amount
Siding and Window Replacement	MI80-01	\$144,968.00

Based on information reviewed during the monitoring visit, administration of Federal Labor Standards is determined to be **adequate**. It should be noted for the record that a Housing Commission's overall performance, as a result of a monitoring review, is categorized against one of two criteria: adequate or inadequate. Performance is determined to be adequate when a Housing Commission is operating in accordance with HUD program guidelines and there are no serious deficiencies or regulatory violations. Performance is determined to be inadequate when a Housing Commission fails to carry out HUD programs according to established requirements and serious program deficiencies and/or regulatory violations exist.

The review identified one (1) finding which is detailed below. A finding is a deficiency in a program performance that represents a violation of statutory or regulatory requirements. Corrective actions must be taken to address a finding. I have provided recommended corrective actions to address the finding. The result of the review is as follows:

¹ (also mandates the payment of HUD-determined prevailing wage rates to all maintenance laborers and mechanics engaged in the operation of PHA low-income housing projects)

b. The Traverse City Housing Commission did not compare the HUD-11's on the above project to the payrolls. Deborah Diez from the DBLS interviewed Traverse City Housing Commission, Executive Director, Tony Lentych and he responded by stating that the previous responsible staff members did not compare the HUD 11's to the payrolls but that this would be rectified and would be done going forward.

The failure to compare the HUD-11 form to the certified payrolls is in noncompliance with the requirements of 29 CFR Section 5.5(3)(ii)(D)(iii). The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

By failing to compare the HUD-11 forms against the respective payrolls, the Traverse City Housing Commission increases the possibility of underpayment of workers and the liability for payment of restitution.

Corrective Action:

a. The Traverse City Housing Commission (TCHC) must provide this office with a written copy of your procedure to appropriately review payrolls on projects triggering Davis-Bacon. TCHC must also review files to make sure they are in compliance with the above regulations.

I will return in the next eighteen months to review the files and make sure the above regulations are being followed. Traverse City Housing Commission staff should regularly visit web-based resources such as www.hud.gov and the OLR website found at:

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/olrform, which can assist to maintain a current and accurate inventory of HUD forms and guidebooks. If any of these methods prove unsuccessful, ongoing communication between the Traverse City Housing Commission and DBLS staff can resolve most problems.

b. The Traverse City Housing Commission should ensure the employee interviews are recorded on the HUD-11 forms and compared against the respective payrolls. Please provide this office with a written copy of the procedure that will be followed and the staff responsible for completing the HUD-11 interviews and the staff responsible for comparing the HUD-11 interviews to the weekly payrolls.

Target Completion Date:

30 days from the date of receipt of the monitoring report

Tony Lentych

From: CL Law Clerk <LawClerk@coanlyons.com>
Sent: Tuesday, October 29, 2019 1:49 PM
Subject: FW:

Dear Plaintiffs:

I am forwarding the update below on behalf of attorney, Carl Coan, III.

All the best,
Joseph Fons



From: Carl Coan, III
Sent: Tuesday, October 29, 2019 1:43 PM
To: CL Law Clerk <LawClerk@coanlyons.com>
Subject:

Dear Plaintiffs:

As I discussed in my last email on October 8, the Government has filed a motion requesting a 50-day extension, from October 28 until December 17, to draft and file its brief. As stated in the Government's motion, the requested extension "is necessary because the Government may proceed with this appeal only if it receives authorization to do so from the Solicitor General of the United States." To that end, Bondurant Eley, the Government's attorney, submitted a memorandum to the Department of Justice. However, as Ms. Eley stated in the motion, "that memorandum must still proceed through additional layer of review, including presentation to the Solicitor General for his decision." Therefore, according to Ms. Eley, "additional time is needed so that this internal review process may be completed before the Government files its opening brief."

It is uncertain how long the review process will take. It is possible, therefore, that the Government won't complete its review by December 17. It is also possible that Ms. Eley may receive the authorization she needs from the Solicitor General by December 17 but not in time for her to complete and file the Government's brief by December 17. In either event, Ms. Eley will request an additional extension from the Court of Appeals to complete the review process and/or to file the Government's brief.

Another possibility, of course, is that the Government will complete its review by December 17 and decide not to pursue the appeal. In this case, no further extensions would be needed. The appeal would be dismissed and we would begin the process of collecting on the judgment awarded by the Claims Court.

I don't have any idea why it is taking the Government so long to decide whether to pursue the appeal. I have never had a case where the Government did not decide whether to appeal an adverse decision within the sixty-day deadline it has to file a notice of appeal after a court has entered a final decision. I am hoping it is because the persons making the final decision are skeptical of the merits of the appeal and that they will, therefore, deny Ms. Eley the authorization she needs to pursue the appeal. Time will tell. In any event, we will keep you informed.

Please let me or Joseph know if you should have any questions.

Carl A. S. Coan, III
Coan & Lyons



Public support and local government commitment are vital to the success of any new housing projects or initiatives. To help communities build that support, Housing North is launching an awareness campaign that will raise awareness and motivate action on housing solutions.

The Housing North Homes for Our Future campaign is a call to action directed to the public, local governments, and employers. Clear courses of action will be available to each audience on www.homesforourfuture.org, along with resources like the Housing Ready checklist, sample resolutions, messaging guidance, data, a calendar of events, best practices, and more. The Homes for Our Future logo and website will be promoted through diverse tactics, including media releases and earned media, partner websites, stickers, signs, social media, and more. With local participation and support, the campaign will build an advocate base both for local change and for statewide policy initiatives.

GET INVOLVED

I would like to participate in the Homes for Our Future campaign! Please contact me to let me how I can:

- Share more information/presentation to my committee, group, or organization
- Organize/support local participation
- Endorse the campaign
- Share/distribute campaign materials
- Become a Housing North partner

Name _____

Phone _____ Email _____

County _____ City/Village/Township/Tribe _____

Organization Name _____