



Traverse City Housing Commission
A Public Housing Authority

COMMISSION MEETING MATERIAL

FOR THE REGULAR MEETING

Tuesday, November 17, 2015 at 8:00 A.M.

LOCATION:

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



Traverse City Housing Commission
A Public Housing Authority

TABLE OF CONTENTS

Meeting Agenda.....	6
October 20, 2015 Regular Meeting Minutes	9
Schedule of Disbursements for October 2015 for Public Housing	13
Schedule of Disbursements for October 2015 for HCV Section 8 Programs	15
Invoices for November 2015	18
Financial Statements for October 2015	20
October 16, 2015 Executive & Governance Committee Minutes	28
November 10, 2015 Executive & Governance Committee Minutes	30
November 12, 2015 Finance & Compliance Committee Minutes	31
Executive Director’s Report	35
Family Self-Sufficiency (FSS) Program Report	37
Resident Council Report.....	39
2016 Consolidated Budget	41
Roof-Top Lease.....	44
Memorandum on TCHC Vehicle Purchase	46
TPA Application to Grand Traverse County – Resolution	47
HUD Letter on Receipt of FY 2014 Audit	52
Sondee, Racine, & Doren Letter on ED Job Description.....	53
Brenda Jones Quick Letter to HUD	54
Capital Fund Training Letter	57



Traverse City Housing Commission
A Public Housing Authority

MEETING AGENDA

November 17, 2015



NOTICE

**THE TRAVERSE CITY HOUSING COMMISSION WILL CONDUCT A REGULAR MEETING
ON TUESDAY, NOVEMBER 17, 2015 AT 8:00 A.M.**

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

POSTED: NOVEMBER 13, 2015

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

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

AGENDA

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

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

- A. *Consideration of Approval of October 20, 2015 Regular Meeting Minutes – Approval Recommended.*

- B. *Consideration of Approval of Schedule of Disbursements for October 2015 for Public Housing & HCV Section 8 Programs* – Approval Recommended.
- C. *Review & Approval of Payment of Invoices for November 2015* – Approval Recommended.
- D. *Review & Acceptance of Financial Statements for October 2015* – Approval Recommended.

V COMMITTEE & COMMISSIONER REPORTS

- A. Executive & Governance Committee: October 16, 2015 & November 10, 2015
- B. Finance Committee: November 12, 2015

VI STAFF & PROGRAM REPORTS

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

VII OLD BUSINESS

- A. 2016 Consolidated Budget: Review
- B. 2015 – 2020 Strategic Plan: Review & Update
- C. Incentive-based Compensation Plan: Update
- D. Roof-top Lease: Discussion

VIII NEW BUSINESS

- A. TCHC Vehicle Purchase: Discussion
- B. Riverview Terrace Residents Council / TCHC Memorandum of Understanding: Introduction
- C. Resolution Supporting Application to Grand Traverse County for CDBG Homeowner Rehabilitation Program as Third Party Administrator
- D. Executive Director Performance Review: Planning

IX CORRESPONDENCE

- A. HUD Letter on Receipt of FY 2014 Audit
- B. Sondee, Racine, & Doren Letter on Executive Director Job Description
- C. Brenda Jones Quick Letter to HUD
- D. Capital Fund Training Completion Letter

X PUBLIC COMMENT

XI COMMISSIONER COMMENT

XII ADJOURNMENT

NEXT SCHEDULED MEETING: Tuesday, December 15, 2015 at 8:00 a.m.



Traverse City Housing Commission
A Public Housing Authority

CONSENT AGENDA

October 20, 2015 Regular Meeting Minutes

Schedule of Disbursements for October 2015 for Public Housing

Schedule of Disbursements for October 2015 for HCV Section 8 Programs

Invoices for November 2015

Financial Statements for October 2015

Meeting Minutes of the Traverse City Housing Commission

October 20, 2015

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

I ROLL CALL

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

Guests: Pam Evans, North Sky Consulting, Rotary Charities.

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

Residents: Elizabeth Osborne, and Priscilla Townsend.

Public: None.

II APPROVAL OF AGENDA

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

III PUBLIC COMMENT

Riverview Terrace Resident, Priscilla Townsend spoke about her disappointment on the removal of the Riverview Terrace Residents Council from the Organizational Chart in the Strategic Plan and requested that the council be recognized more formally.

IV CONSENT AGENDA

Commissioner Smits read the Consent Agenda as presented. After Commission Smits requested that the previous meeting minutes be removed for discussion, Commissioner Serratelli moved (Smits support) to approve all remaining items on the Consent Agenda as presented:

- A. Removed.
- B. Consideration of Approval of Schedule of Disbursements for September 2015 for Public Housing and HCV Section 8 Programs.
- C. Review and approve payment of invoices for October 2015.
- D. Financial Statements for September 2015.
- E. Property Disposition for Riverview Terrace Heater Project.

The motion was unanimously approved with a full Roll Call vote.

V COMMITTEE REPORTS

The first combined Executive & Governance Committee meeting minutes were included in the packet. Lentych commented that a second committee meeting was held the previous Friday and that those meeting minutes will be included in next month's packet.

VI STAFF & PROGRAM REPORTS

- A. Executive Director Report: Lentych briefly reviewed the written report submitted in advance of the meeting. Commissioner Whittle inquired about the Orchardview Residents Meeting and specifically the incident that initiated the meeting – unsupervised children playing. Commissioner Smits asked about the audit and the conversations with the auditors about our reserves was discussed in more detail.
- B. FSS Program Report: It was noted the report was in the packet.
- C. Resident Council: Jo Simerson reviewed the Residents Council Report.

VII OLD BUSINESS

- A. Consolidated Budget Review: Lentych led a brief discussion of the Consolidated Budget and reported that two items are new. First, there is a column that is entitled “% of Budget” has been added to help track funds throughout the fiscal year. Second, HUD Held Reserves are now listed on the accounts page. Commissioner Smits inquired about recent bank mergers and the status of Northern Michigan Bank.
- B. Strategic Planning: Our North Sky consultant, Pam Evans, was in attendance and led a lengthy conversation of the work to date. The Plan was reviewed by Evans with an eye towards implementation and tracking. Several items were reviewed, including:
 - Setting goals annually and assigning them to committees and work teams.
 - Creating a Gantt chart for tracking of progress.
 - Tie Job Descriptions and Performance Reviews to the plan.
 - Align the plan with the Budget.

Commissioner Smits suggested that he is most comfortable with a Gantt Chart system and wants to see this implemented. Commissioner Serratelli asked about the setting of sub-goals, etc. and Evans responded that this can be done at the committee level any time but should be reviewed regularly.

After this lengthy presentation and discussion, Commissioner Serratelli moved (Simerson support) to adopt the Gannt Chart once it is completely reviewed and completed. The motion was unanimously approved.

The Executive & Governance Committee will start the process at the next meeting. And it is hoped that we can get from the “Beta Version to a Version 1.0 soon,” said Commissioner Smits.

- C. Credit Card Policy: As follow-up to this item from last month’s meeting, Lentych presented the proposed Credit Card Policy. After some discussion and clarification, Commissioner Smits moved (Simerson support) to adopt the policy as presented. The motion was unanimously approved.
- D. Consideration of Approval of September 15, 2015 Regular Meeting Minutes (Consent Agenda Item A): This item was removed from the Consent Agenda and Commission Smits inquired if the timing or sequence of events was correct. Because the agenda was amended to accommodate schedules, the minutes appear somewhat out of order but

do reflect the order of business conducted that day. It was acknowledged, however, that Commissioner Whittle did not vote on motion for adopting the Strategic Plan because she had excused herself to attend another meeting. Lentych indicated that noting when Commissioner Whittle left the meeting was not to reflect participation in certain votes, but to note that there was still the presence of a quorum to conduct business. After this clarification, Commissioner Smits moved (Simerson support) to adopt the minutes as presented. The motion was unanimously approved.

VIII NEW BUSINESS

- A. Fair Market Rents for 2016 HCV Program: A resolution adopting new Fair Market Rents for our Housing Choice Voucher Program was introduced and discussed. Commissioner Simerson moved (Serratelli support) to adopt the resolution as presented. The motion was unanimously approved with a full Roll Call vote.
- B. Flat Rent Schedule for 2016 Public Housing Program: A resolution adopting a new Flat Rent Schedule for our Public Housing Program was introduced and discussed. Commissioner Smits moved (Serratelli support) to adopt the resolution as presented. The motion was unanimously approved with a full Roll Call vote.
- C. Incentive-based Compensation: Lentych presented the first version of the Incentive-based Compensation plan. There was a lengthy discussion that covered the following topics:
 - Specific “metrics” on performance.
 - Design of the program – and perhaps the creation of an “algorithm”.
 - Targeted dollar amounts perhaps set annually.
 - Timing of the program as it relates to both the calendar year and the fiscal year.

Lentych pointed out that the intent of the program is to deliver this incentive to staff in December of each year and that ranges/targets can be discussed prior to the beginning of the each fiscal year (July 1) during the budget process. It was the decision of the Commission to assign this item to the Executive & Governance Committee for additional development.

- D. Roof-top Leases: There was a conversation about Roof-top leases to telecommunication companies at Riverview Terrace. T-Mobile is interested in taking the old Alltel site on the roof. There preliminary proposal was forwarded to our attorney for comment and comparison to our other leases. A brief history of the Commission’s frustration with this topic was discussed. Commissioner Simerson asked if a primer or a “101” level document could be produced for educational purposes. This will also be discussed with the Executive & Governance Committee.

IX CORRESPONDENCE

Lentych indicated the letter from Trison Engineering Group indicated an issue with the Riverview Terrace elevators has been resolved.

X PUBLIC COMMENT

There was no public comment.

XI COMMISSIONER COMMENT

Commissioner Smits thanked everyone for the work and asked each Commissioner if all of their concerns and questions were addressed. He also reported that Commissioner Michael was seen “cutting the rug” for charity and recent events!

Commissioner Simerson asked several questions in order to get updates: Security cameras in Riverview Terrace, making improvements to the designated smoking areas, and duct cleaning in common areas in Riverview Terrace. All items were briefly discussed and will be tracked.

XII ADJOURNMENT

Commissioner Jo Simerson moved (Whittle support) to adjourn. The motion was unanimously approved and President Smits adjourned the meeting at 9:48 a.m.

Respectfully submitted,

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

Andrew Smits, President

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

Date	Ref Num	Payee	Payment	Deposit	Balance
10/07/2015	EFT	HUD		21,716.00	175,885.34
10/07/2015	EFT	HUD		5,406.00	181,291.34
10/08/2015	035919	Sharlynn Fielstra	283.00		181,008.34
10/08/2015	035920	Northwest Michigan Community Action	15.00		180,993.34
10/09/2015	035907	Charter Communications	2,820.21		178,173.13
10/09/2015	035908	Allen Supply	195.70		177,977.43
10/09/2015	035909	The Nelrod Company	399.00		177,578.43
10/09/2015	035910	A T & T	167.99		177,410.44
10/09/2015	035911	City Of Traverse City	157.53		177,252.91
10/09/2015	035912	Verizon Wireless	111.56		177,141.35
10/09/2015	035913	HD Supply	240.00		176,901.35
10/09/2015	035914	Spectrum Business	174.98		176,726.37
10/09/2015	035915	SimplexGrinnell LP	643.88		176,082.49
10/09/2015	035916	Alpine Electric Corporation	485.59		175,596.90
10/09/2015	035916	**VOID** Alpine Electric Corporation	(485.59)		176,082.49
10/09/2015	035917	DTE ENERGY	31.21		176,051.28
10/09/2015	035918	Thomas P. Licavoli	570.00		175,481.28
10/13/2015	ADJST	Anthony Lentych	2,438.42		173,042.86
10/13/2015	ADJST	Kari Massa	1,062.60		171,980.26
10/13/2015	ADJST	JoAnn Turnbull	724.74		171,255.52
10/13/2015	ADJST	Joseph Battaglia	277.17		170,978.35
10/13/2015	ADJST	Gerald DaFoe	767.03		170,211.32
10/13/2015	ADJST	David Gourlay	975.95		169,235.37
10/14/2015	EFT	Principal Life Insurance Co.	836.92		168,398.45
10/20/2015	035921	City Of Traverse City	275.26		168,123.19
10/20/2015	035922	Traverse City Record Eagle	45.00		168,078.19
10/20/2015	035923	Housing Data Systems	159.75		167,918.44
10/20/2015	035924	Phada	610.00		167,308.44
10/20/2015	035925	Randazzo's premier Carpet Cleaning	2,107.53		165,200.91
10/20/2015	035926	Traverse Outdoor	76.00		165,124.91
10/20/2015	035927	Kelly Services, Inc.	699.20		164,425.71
10/20/2015	035928	Johnson Outdoors	820.00		163,605.71
10/20/2015	035929	Housing Authority of the County of	1,099.41		162,506.30
10/20/2015	035930	Snap! Quick Print	200.71		162,305.59
10/20/2015	035931	Sam's Club	55.08		162,250.51
10/20/2015	035931	**VOID** Sam's Club	(55.08)		162,305.59
10/20/2015	035934	Save Carpet USA	125.00		162,180.59
10/20/2015	035935	Aflac	223.20		161,957.39
10/20/2015	035936	Alpine Electric Corporation	478.54		161,478.85
10/20/2015	035937	Housing Authority Accounting	1,099.41		160,379.44

Date: 11/13/2015
Time: 08:03:48

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

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
10/20/2015	035938	Kelly Services, Inc.	699.20		159,680.24
10/20/2015	035939	Environmental Pest Control	270.00		159,410.24
10/20/2015	035940	Sondee, Racine & Doren, P.L.C.	192.00		159,218.24
10/20/2015	035941	Integrated Payroll Services, Inc.	160.35		159,057.89
10/20/2015	035942	Great Lakes Business Systems	99.62		158,958.27
10/27/2015	ADJST	Anthony Lentych	2,438.43		156,519.84
10/27/2015	ADJST	Kari Massa	1,068.41		155,451.43
10/27/2015	ADJST	JoAnn Turnbull	941.40		154,510.03
10/27/2015	ADJST	Joseph Battaglia	277.17		154,232.86
10/27/2015	ADJST	Gerald DaFoe	814.74		153,418.12
10/27/2015	ADJST	David Gourlay	1,118.98		152,299.14
10/28/2015	EFT	Principal	550.00		151,749.14
10/28/2015	035943	Thomas P. Licavoli	2,140.00		149,609.14
10/28/2015	035944	Safety Net	599.00		149,010.14
10/28/2015	035945	Priority Health	5,951.10		143,059.04
10/29/2015	035946	Save Carpet USA	1,322.00		141,737.04
10/29/2015	035947	Republic Services #239	622.25		141,114.79
10/29/2015	035948	Staples Business Advantage	277.25		140,837.54
10/29/2015	035949	A T & T	100.54		140,737.00
10/29/2015	035950	Home Depot Credit Services	134.28		140,602.72
10/29/2015	035951	CBC Innovis, Inc.	6.85		140,595.87
10/29/2015	035952	CynergyComm.net, Inc	3.90		140,591.97
10/29/2015	035953	Guardian Medical Monitoring	29.90		140,562.07
10/29/2015	035954	Alpine Electric Corporation	1,599.00		138,963.07
10/29/2015	035955	City Of Traverse City	9,215.67		129,747.40
10/29/2015	035956	DTE ENERGY	230.71		129,516.69
10/29/2015	035957	Trison Engineering Group, Inc.	1,200.00		128,316.69
10/29/2015	035958	Kelly Services, Inc.	1,380.92		126,935.77

Total: 54,355.57 27,122.00

Check Register Summary Report

National City - Section 8

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

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2015	EFT			78,227.00	180,700.37
10/01/2015	EFT			6,839.00	187,539.37
10/01/2015	EFT		56.95		187,482.42
10/01/2015	000169	Sandra Aeschliman	190.00		187,292.42
10/01/2015	000169	Jeana Aiken	550.00		186,742.42
10/01/2015	000169	Jack Anderson	868.00		185,874.42
10/01/2015	000169	Ayers Investment Properties LLC	306.00		185,568.42
10/01/2015	000169	Brad Barnes	465.00		185,103.42
10/01/2015	000169	Bay Front Apartments	288.00		184,815.42
10/01/2015	000169	Bay Hill Housing LDHALP	5,766.00		179,049.42
10/01/2015	000169	Bay Hill II Apartments	2,455.00		176,594.42
10/01/2015	000169	Bay Management	942.00		175,652.42
10/01/2015	000169	WODA Boardman Lake LHDALP	1,595.00		174,057.42
10/01/2015	000169	David & Mary Briggs	388.00		173,669.42
10/01/2015	000169	Irma Jean Brownley	526.00		173,143.42
10/01/2015	000169	Central Lake Townhouses	405.00		172,738.42
10/01/2015	000169	Cherrywood Village Farms, Inc.	2,570.00		170,168.42
10/01/2015	000169	Douglas A. Chichester	600.00		169,568.42
10/01/2015	000169	Christopher S. Smith	604.00		168,964.42
10/01/2015	000169	Jack V. Dean	422.00		168,542.42
10/01/2015	000169	Dmytro Cherkasov	1,079.00		167,463.42
10/01/2015	000169	Shirley Farrell	786.00		166,677.42
10/01/2015	000169	Rent Leelanau, LLC	787.00		165,890.42
10/01/2015	000169	Lisa Forbes	539.00		165,351.42
10/01/2015	000169	Steve Forbush	411.00		164,940.42
10/01/2015	000169	Dale E. French	69.00		164,871.42
10/01/2015	000169	French Quarter Apts.	72.00		164,799.42
10/01/2015	000169	G Rentals	735.00		164,064.42
10/01/2015	000169	Michael Glowacki	551.00		163,513.42
10/01/2015	000169	David Grzesiek	373.00		163,140.42
10/01/2015	000169	Habitat for Humanity	95.00		163,045.42
10/01/2015	000169	Harbour Ridge Apts	1,139.00		161,906.42
10/01/2015	000169	Heartwood Enterprises	758.00		161,148.42
10/01/2015	000169	Louis Herman	400.00		160,748.42
10/01/2015	000169	Susan Herman	468.00		160,280.42
10/01/2015	000169	Hillview Terrace	507.00		159,773.42
10/01/2015	000169	HomeStretch	2,320.00		157,453.42
10/01/2015	000169	Bill Hoxie	500.00		156,953.42
10/01/2015	000169	Caroline Hupp	86.00		156,867.42
10/01/2015	000169	Joseph and Marion Fasel	569.00		156,298.42

Date: 11/13/2015
Time: 08:03:57

Traverse City Housing Commission
Check Register Summary Report
National City - Section 8
From: 10/01/2015 To: 10/31/2015

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2015	000169	Donna Kalchik	306.00		155,992.42
10/01/2015	000169	Sidney Lammers	716.00		155,276.42
10/01/2015	000169	Legendary Rentals, LLC	485.00		154,791.42
10/01/2015	000169	Jeffrey R. Lenten	643.00		154,148.42
10/01/2015	000169	Don E. Lint	353.00		153,795.42
10/01/2015	000169	Juan Maldonado	523.00		153,272.42
10/01/2015	000169	Mathews Trust	825.00		152,447.42
10/01/2015	000169	McLain Management	748.00		151,699.42
10/01/2015	000169	James & Tamela Moquin	532.00		151,167.42
10/01/2015	000169	Northwest Michigan Supportive	418.00		150,749.42
10/01/2015	000169	Oak Park Apts	2,126.00		148,623.42
10/01/2015	000169	Oak Terrace Apts	851.00		147,772.42
10/01/2015	000169	Gerald Oliver Revocable Trust	865.00		146,907.42
10/01/2015	000169	Daniel G. Pohlman	696.00		146,211.42
10/01/2015	000169	Douglas L. Porter	399.00		145,812.42
10/01/2015	000169	Putnam Leelanau Farms, LLC	762.00		145,050.42
10/01/2015	000169	Phillip Putney	1,031.00		144,019.42
10/01/2015	000169	Leon M. Quigley	173.00		143,846.42
10/01/2015	000169	Thomas Raven	471.00		143,375.42
10/01/2015	000169	Adele M. Reiter	975.00		142,400.42
10/01/2015	000169	Timothy Rice	437.00		141,963.42
10/01/2015	000169	The Village at Rivers Edge Apartments	241.00		141,722.42
10/01/2015	000169	Robert F. Follett	735.00		140,987.42
10/01/2015	000169	Debra Rushton	116.00		140,871.42
10/01/2015	000169	Sabin Pond Apartments LLC	710.00		140,161.42
10/01/2015	000169	John Sarya	600.00		139,561.42
10/01/2015	000169	Eldon Schaub	389.00		139,172.42
10/01/2015	000169	Gerald Sieggreen	674.00		138,498.42
10/01/2015	000169	SILVER SHORES MHC	143.00		138,355.42
10/01/2015	000169	Douglas & Julia Slack	327.00		138,028.42
10/01/2015	000169	Margaret Anne Slawson	408.00		137,620.42
10/01/2015	000169	22955 Investments LLC	4,110.00		133,510.42
10/01/2015	000169	Carl Sumner	386.00		133,124.42
10/01/2015	000169	Traverse City Property Management	314.00		132,810.42
10/01/2015	000169	Wendy Teagan	456.00		132,354.42
10/01/2015	000169	TOS Holdings, LLC	1,073.00		131,281.42
10/01/2015	000169	Tradewinds Terrace Apts	238.00		131,043.42
10/01/2015	000169	Village Glen Apartments	9,052.00		121,991.42
10/01/2015	000169	Catherine L. Wolfe	368.00		121,623.42
10/01/2015	000169	Woodmere Ridge Apartments LDHA	5,556.00		116,067.42

Date: 11/13/2015
Time: 08:03:57

Traverse City Housing Commission
Check Register Summary Report
National City - Section 8
From: 10/01/2015 To: 10/31/2015

Page: 3

Date	Ref Num	Payee	Payment	Deposit	Balance
10/01/2015	000169	Theodore V. Zachman	692.00		115,375.42
10/01/2015	000169	Ann Zenner	443.00		114,932.42
10/01/2015	000169	Barb Zupin	1,881.00		113,051.42
10/20/2015	022826	Blarney Castle Oil Co.	58.00		112,993.42
10/20/2015	022827	Cherryland Electric Cooperative	223.00		112,770.42
10/20/2015	022828	City Of Traverse City	153.00		112,617.42
10/20/2015	022828	**VOID** City Of Traverse City	(153.00)		112,770.42
10/20/2015	022829	Consumers Energy	137.00		112,633.42
10/20/2015	022830	DTE ENERGY	390.00		112,243.42
10/20/2015	022830	**VOID** DTE ENERGY	(390.00)		112,633.42
10/20/2015	022831	Holttons Tri Gas Benzie	46.00		112,587.42
10/20/2015	022832	City Of Traverse City	142.00		112,445.42
10/20/2015	022833	DTE ENERGY	365.00		112,080.42
10/30/2015	022831	**VOID** Holttons Tri Gas Benzie	(46.00)		112,126.42
Total:			75,412.95	85,066.00	

Date: 11/13/2015
Time: 08:32:32

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 11/01/2015 To: 11/13/2015

Page: 1

Date	Ref Num	Payee	Payment	Deposit	Balance
11/04/2015	DEP			20,885.59	192,417.28
11/04/2015	DEP			13,255.24	205,672.52
11/05/2015	EFT	HUD		5,400.00	211,072.52
11/06/2015		Aflac	223.20		210,849.32
11/06/2015		Engineered Protection Systems Inc	123.54		210,725.78
11/06/2015		Johnson Outdoors	390.00		210,335.78
11/06/2015		Kelly Services, Inc.	1,380.92		208,954.86
11/06/2015		Save Carpet USA	1,688.75		207,266.11
11/06/2015		Sondee, Racine & Doren, P.L.C.	112.00		207,154.11
11/06/2015		John DeWeese	72.05		207,082.06
11/06/2015		Housing Authority Accounting	1,234.41		205,847.65
11/06/2015		Astro Building Products, Inc.	47.70		205,799.95
11/06/2015		Sheren Plumbing & Heating	857.23		204,942.72
11/06/2015		Allen Supply	115.78		204,826.94
11/06/2015		NORTHERN FIRE & SAFETY	112.00		204,714.94
11/06/2015		Munson Occupational Health &	262.00		204,452.94
11/06/2015		Sherwin Williams Co.	286.05		204,166.89
11/06/2015		Housing Data Systems	3,910.00		200,256.89
11/06/2015		Grand Traverse Cty. Treasurer	43.98		200,212.91
11/06/2015		Gerald DaFoe	269.68		199,943.23
11/06/2015		City Of Traverse City	275.26		199,667.97
11/06/2015		Nan McKay & Associates Inc	448.00		199,219.97
11/06/2015		Northern Building Supply LLC	145.34		199,074.63
11/06/2015		David Gourlay	137.20		198,937.43
11/06/2015		D & W Mechanical	700.00		198,237.43
11/06/2015		SimplexGrinnell LP	3,068.48		195,168.95
11/06/2015		Alpine Electric Corporation	190.00		194,978.95
11/06/2015				9,718.50	204,697.45
11/06/2015	035959	USPS- Hasler	1,500.00		203,197.45
11/06/2015	035960	Ace Welding & Machine Inc	181.19		203,016.26
11/06/2015	035961	Nuisance Animal Control	295.00		202,721.26
11/06/2015	035962	Verizon Wireless	98.41		202,622.85
11/06/2015	035963	A T & T	167.88		202,454.97
11/06/2015	035964	Charter Communications	2,886.15		199,568.82
11/06/2015	035965	Nichols Paper & Supply Co.	115.77		199,453.05
11/06/2015	035966	DTE ENERGY	39.40		199,413.65
11/06/2015	035967	Otis Elevator Company	4,535.75		194,877.90
11/06/2015	035968	Northwest Lock, Inc.	221.00		194,656.90
11/06/2015	035969	Walters & Hemming Inc	1,229.00		193,427.90
11/06/2015	035970	Spectrum Business	174.98		193,252.92

Date: 11/13/2015
Time: 08:32:32

Traverse City Housing Commission
Check Register Summary Report
Bank of Northern MI
From: 11/01/2015 To: 11/13/2015

Page: 2

Date	Ref Num	Payee	Payment	Deposit	Balance
11/06/2015	035971	SAM'S CLUB	541.23		192,711.69
11/06/2015	035972	City Of Traverse City	250.00		192,461.69
11/06/2015	035973	DTE ENERGY	92.00		192,369.69
11/06/2015	035974	Gerald DaFoe	122.55		192,247.14
11/09/2015	EFT			21,770.00	214,017.14
11/09/2015	DEP			336.55	214,353.69
11/10/2015	EFT	Principal Life Insurance Co.	1,262.49		213,091.20
11/10/2015	ADJST	Anthony Lentych	2,359.25		210,731.95
11/10/2015	ADJST	Kari Massa	1,168.42		209,563.53
11/10/2015	ADJST	JoAnn Turnbull	941.40		208,622.13
11/10/2015	ADJST	Joseph Battaglia	277.16		208,344.97
11/10/2015	ADJST	Gerald DaFoe	767.04		207,577.93
11/10/2015	ADJST	David Gourlay	1,016.82		206,561.11
11/11/2015		B & T APPLIANCE	25.00		206,536.11
11/11/2015		HD Supply	184.00		206,352.11
11/11/2015		City Of Traverse City	9,514.85		196,837.26
11/11/2015		CBC Innovis, Inc.	6.85		196,830.41
11/11/2015		Republic Services #239	456.58		196,373.83
11/11/2015		Uline	480.49		195,893.34
11/11/2015		Staples Business Advantage	101.89		195,791.45
11/11/2015		Thomas P. Licavoli	570.00		195,221.45
11/11/2015		Grand Traverse Cty. Treasurer	43.98		195,177.47
11/11/2015		Kuhn Rogers PLC	1,159.00		194,018.47
11/11/2015		CynergyComm.net,Inc	6.61		194,011.86
11/11/2015		Great Lakes Business Systems	89.24		193,922.62
11/11/2015		Integrated Payroll Services, Inc.	96.90		193,825.72
11/11/2015		Guardian Medical Monitoring	29.90		193,795.82
11/11/2015		Northern Building Supply LLC	145.34		193,650.48
11/11/2015		Advantage Electric, LLC	60,250.00		133,400.48
11/11/2015		Wilmar	348.06		133,052.42
11/11/2015		Safety Net			133,052.42
11/11/2015		Ace Hardware	17.54		133,034.88
11/12/2015	DEP			4,860.00	137,894.88
11/13/2015		SAM'S CLUB	55.08		137,839.80
Total:			109,917.77	76,225.88	

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended	4 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>October 31, 2015</u>	<u>October 31, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income					
Rental Income					
3110 - Dwelling Rental	\$ 30,961.00	\$ 124,497.69	\$ 135,000	\$ 405,000	280,502.31
3110.2 - Dwelling Rental-Proj. 2	4,896.00	18,581.00	0	0	(18,581.00)
3120 - Excess Utilities	(111.00)	215.00	333	1,000	785.00
3190 - Nondwelling Rental	<u>2,400.00</u>	<u>18,720.76</u>	<u>17,167</u>	<u>51,500</u>	<u>32,779.24</u>
Total Rental Income	<u>38,146.00</u>	<u>162,014.45</u>	<u>152,500</u>	<u>457,500</u>	<u>295,485.55</u>
Revenues - HUD PHA Grants					
3401.2 - Operating Subsidy	<u>21,716.00</u>	<u>86,770.00</u>	<u>80,000</u>	<u>240,000</u>	<u>153,230.00</u>
Total HUD PHA Grants	<u>21,716.00</u>	<u>86,770.00</u>	<u>80,000</u>	<u>240,000</u>	<u>153,230.00</u>
Nonrental Income					
3610 - Interest Income-Gen. Fund	167.19	794.25	1,200	3,600	2,805.75
3690 - Tenant Income	540.00	1,614.44	1,667	5,000	3,385.56
3690.1 - Non-Tenant Income	959.83	8,063.89	9,333	28,000	19,936.11
3690.2 - Tenant Income-Cable	<u>2,457.00</u>	<u>9,860.00</u>	<u>8,717</u>	<u>26,150</u>	<u>16,290.00</u>
Total Nonrental Income	<u>4,124.02</u>	<u>20,332.58</u>	<u>20,917</u>	<u>62,750</u>	<u>42,417.42</u>
Total Operating Income	<u>63,986.02</u>	<u>269,117.03</u>	<u>253,417</u>	<u>760,250</u>	<u>491,132.97</u>
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	7,367.33	32,461.49	43,730	131,190	98,728.51
4120 - Compensated Absences	0.00	0.00	500	1,500	1,500.00
4130 - Legal Expense	134.40	596.90	3,167	9,500	8,903.10
4140 - Staff Training	414.00	2,379.00	2,500	7,500	5,121.00
4150 - Travel Expense	0.00	354.00	2,500	7,500	7,146.00
4170 - Accounting Fees	450.16	2,138.14	2,167	6,500	4,361.86
4171 - Auditing	0.00	0.00	967	2,900	2,900.00
4182 - Employee Benefits - Admin	2,563.44	15,212.84	18,283	54,850	39,637.16
4185 - Telephone	475.15	2,454.59	1,917	5,750	3,295.41
4190.1 - Publications	0.00	0.00	167	500	500.00
4190.2 - Membership Dues and Fees	305.00	872.50	250	750	(122.50)
4190.3 - Admin. Service Contracts	2,910.91	8,384.70	6,500	19,500	11,115.30
4190.4 - Office Supplies	334.57	2,430.33	833	2,500	69.67
4190.5 - Other Sundry Expense	78.06	8,661.96	5,000	15,000	6,338.04
4190.6 - Advertising	<u>45.00</u>	<u>45.00</u>	<u>250</u>	<u>750</u>	<u>705.00</u>
Total Administration	<u>15,078.02</u>	<u>75,991.45</u>	<u>88,731</u>	<u>266,190</u>	<u>190,198.55</u>
Tenant Services					
4220 - Rec., Pub., & Other Services	0.00	2,083.73	5,000	15,000	12,916.27
4221 - Tenant Svcs-Child Care	0.00	0.00	0	0	0.00
4230 - Cable TV-Tenants	<u>2,820.21</u>	<u>11,283.64</u>	<u>10,833</u>	<u>32,500</u>	<u>21,216.36</u>
Total Tenant Services	<u>2,820.21</u>	<u>13,367.37</u>	<u>15,833</u>	<u>47,500</u>	<u>34,132.63</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended	4 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>October 31, 2015</u>	<u>October 31, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities					
4310 - Water	1,241.50	6,391.00	5,500	16,500	10,109.00
4320 - Electricity	8,131.70	29,748.68	50,000	150,000	120,251.32
4330 - Gas	261.92	602.63	7,333	22,000	21,397.37
Total Utilities	<u>9,635.12</u>	<u>36,742.31</u>	<u>62,833</u>	<u>188,500</u>	<u>151,757.69</u>
Ordinary Maint. & Operation					
4410 - Labor, Maintenance	5,974.67	26,212.30	26,890	80,670	54,457.70
4420 - Materials	569.98	3,199.47	6,667	20,000	16,800.53
4430 - Contract Costs	0.00	0.00	0	0	0.00
4430.01 - Cable Contract	0.00	0.00	0	0	0.00
4430.02 - Heating & Cooling Contracts	0.00	2,350.59	3,833	11,500	9,149.41
4430.03 - Snow Removal Contracts	0.00	0.00	1,333	4,000	4,000.00
4430.04 - Elevator Maintenance Contracts	1,200.00	8,745.89	2,833	8,500	(245.89)
4430.05 - Landscape & Grounds Contracts	896.00	4,198.75	3,667	11,000	6,801.25
4430.06 - Unit Turnaround Contracts	4,157.00	5,297.00	6,000	18,000	12,703.00
4430.07 - Electrical Contracts	2,077.54	2,943.27	1,667	5,000	2,056.73
4430.08 - Plumbing Contracts	0.00	1,194.20	500	1,500	305.80
4430.09 - Extermination Contracts	270.00	1,300.00	1,167	3,500	2,200.00
4430.10 - Janitorial Contracts	2,107.53	4,032.53	400	1,200	(2,832.53)
4430.11 - Routine Maintenance Contracts	0.00	2,096.21	3,500	10,500	8,403.79
4430.12 - Misc. Contracts	643.88	8,470.79	5,000	15,000	6,529.21
4431 - Garbage Removal	622.25	2,065.91	1,933	5,800	3,734.09
4433 - Employee Benefits - Maint.	2,356.94	14,104.13	10,853	32,560	18,455.87
Total Ordinary Maint. & Oper.	<u>20,875.79</u>	<u>86,211.04</u>	<u>76,243</u>	<u>228,730</u>	<u>142,518.96</u>
General Expense					
4510 - Insurance	2,361.34	9,439.62	8,700	26,100	16,660.38
4520 - Payment in Lieu of Taxes	1,780.00	7,120.00	7,250	21,750	14,630.00
4570 - Collection Losses	0.00	0.00	450	1,350	1,350.00
4586 - Interest Expense-CFFP	0.00	0.00	11,200	33,600	33,600.00
4586.1 - Interest Expense-EPC	0.00	0.00	0	0	0.00
4590 - Other General Expense	0.00	0.00	167	500	500.00
Total General Expense	<u>4,141.34</u>	<u>16,559.62</u>	<u>27,767</u>	<u>83,300</u>	<u>66,740.38</u>
Total Routine Expense	<u>52,550.48</u>	<u>228,871.79</u>	<u>271,407</u>	<u>814,220</u>	<u>585,348.21</u>
Non-Routine Expense					
Extraordinary Maintenance					
4610.3 - Contract Costs	0.00	2,387.69	4,167	12,500	10,112.31
Total Extraordinary Maint.	<u>0.00</u>	<u>2,387.69</u>	<u>4,167</u>	<u>12,500</u>	<u>10,112.31</u>
Casualty Losses-Not Cap.					
Total Casualty Losses	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Non-Routine Expense	<u>0.00</u>	<u>2,387.69</u>	<u>4,167</u>	<u>12,500</u>	<u>10,112.31</u>
Total Operating Expenses	<u>52,550.48</u>	<u>231,259.48</u>	<u>275,574</u>	<u>826,720</u>	<u>595,460.52</u>
Operating Income (Loss)	<u>11,435.54</u>	<u>37,857.55</u>	<u>(22,157)</u>	<u>(66,470)</u>	<u>(104,327.55)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Low Rent Public Housing
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended	4 Months Ended	YEAR TO DATE	ANNUAL	
135	<u>October 31, 2015</u>	<u>October 31, 2015</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Depreciation Expense					
4800 - Depreciation - Current Year	26,910.59	107,642.36	0	0	(107,642.36)
4810 - Loan Fee Amortization Exp.-CFFP	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Depreciation Expense	26,910.59	107,642.36	0	0	(107,642.36)
Surplus Credits and Charges					
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0	0	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0	0	0.00
6120 - Gain/Loss - Non Exp Equip	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0</u>	<u>0.00</u>
Total Surplus Credits and Char	0.00	0.00	0	0	0.00
Capital Expenditures					
7520 - Replacement of Equipment	0.00	7,270.81	0	0	(7,270.81)
7530 - Rec. Equip. - Not Replaced	0.00	0.00	0	0	0.00
7540 - Betterments and Additions	0.00	17,633.00	0	0	(17,633.00)
7560 - Casualty Losses Capitalized	0.00	0.00	0	0	0.00
7590 - Operating Expenditures-Contra	<u>0.00</u>	<u>(24,903.81)</u>	<u>0</u>	<u>0</u>	<u>24,903.81</u>
Total Capital Expenditures	0.00	0.00	0	0	0.00
GAAP Net Income (Loss)	<u>\$ (15,475.05)</u>	<u>\$ (69,784.81)</u>	<u>\$ (22,157)</u>	<u>\$ (66,470)</u>	<u>\$ 3,315</u>
HUD Net Income (Loss)	<u>\$ 11,435.54</u>	<u>\$ 12,953.74</u>	<u>\$ (22,157)</u>	<u>\$ (66,470)</u>	<u>\$ (79,424)</u>

See Accountants' Compilation Report

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended		4 Months Ended				
208	<u>October 31, 2015</u>	<u>PUM</u>	<u>October 31, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
3390 - Fraud Recovery Income	\$ 122.50	0.77	\$ 405.00	0.64	\$ 0	0.00	\$ (405.00)
3603 - Number of Unit Months	159.00	(1.00)	630.00	(1.00)	0	0.00	630.00
3604 - Unit Months - Contra	<u>(159.00)</u>	1.00	<u>(630.00)</u>	1.00	<u>0</u>	0.00	<u>(630.00)</u>
Total Oper. Reserve Income	122.50	0.77	405.00	0.64	0	0.00	(405.00)
Revenues - HUD PHA Grants							
3410 - HAP Funding	78,227.00	491.99	332,960.00	528.51	0	0.00	(332,960.00)
3411 - Admin Fee Funding	<u>6,839.00</u>	43.01	<u>28,266.00</u>	44.87	<u>0</u>	0.00	<u>(28,266.00)</u>
Total HUD PHA Grants	85,066.00	535.01	361,226.00	573.37	0	0.00	(361,226.00)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>85,188.50</u>	535.78	<u>361,631.00</u>	574.02	<u>0</u>	0.00	<u>(361,631.00)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	2,105.08	13.24	9,169.78	14.56	44,170	0.00	35,000.22
4130 - Legal Expense	57.60	0.36	57.60	0.09	0	0.00	(57.60)
4140 - Staff Training	0.00	0.00	105.00	0.17	2,250	0.00	2,145.00
4150 - Travel Expense	0.00	0.00	192.03	0.30	3,000	0.00	2,807.97
4170 - Accounting Fees	649.25	4.08	2,732.00	4.34	8,130	0.00	5,398.00
4171 - Auditing	0.00	0.00	0.00	0.00	2,400	0.00	2,400.00
4182 - Employee Benefits - Admin	876.98	5.52	5,255.52	8.34	0	0.00	(5,255.52)
4185 - Telephone	83.82	0.53	256.23	0.41	1,400	0.00	1,143.77
4190.1 - Publications	0.00	0.00	0.00	0.00	800	0.00	800.00
4190.2 - Membership Dues and Fees	305.00	1.92	305.00	0.48	450	0.00	145.00
4190.3 - Admin. Service Contracts	1,244.61	7.83	1,439.66	2.29	3,160	0.00	1,720.34
4190.4 - Office Supplies	243.14	1.53	471.16	0.75	1,935	0.00	1,463.84
4190.5 - Other Sundry Expense	<u>86.84</u>	0.55	<u>619.75</u>	0.98	<u>5,250</u>	0.00	<u>4,630.25</u>
Total Administration	5,652.32	35.55	20,603.73	32.70	72,945	0.00	52,341.27
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,652.32	35.55	20,603.73	32.70	72,945	0.00	52,341.27

Traverse City Housing Commission
Section 8 Vouchers
Income & Expense Statement
For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended		4 Months Ended				
208	<u>October 31, 2015</u>	<u>PUM</u>	<u>October 31, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	64,069.00	402.95	272,445.00	432.45	0	0.00	(272,445.00)
4715.2 - HAP-Vacant Unit	0.00	0.00	5,707.00	9.06	0	0.00	(5,707.00)
4715.3 - HAP - Non-Elderly Disabled	4,311.00	27.11	14,242.00	22.61	0	0.00	(14,242.00)
4715.4 - HAP - Utility Allowances	925.00	5.82	3,987.52	6.33	0	0.00	(3,987.52)
4715.5 - HAP - Fraud Recovery	(122.50)	(0.77)	(405.00)	(0.64)	0	0.00	405.00
4715.6 - HAP - Homeownership	720.00	4.53	4,032.00	6.40	0	0.00	(4,032.00)
4719 - HAP - FSS Escrow	0.00	0.00	7,750.00	12.30	0	0.00	(7,750.00)
Total HAP Payments	<u>69,902.50</u>	<u>439.64</u>	<u>307,758.52</u>	<u>488.51</u>	<u>0</u>	<u>0.00</u>	<u>(307,758.52)</u>
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Surplus Charges & Credits							
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
7520 - Replacement of Equipment	0.00	0.00	2,259.78	3.59	0	0.00	(2,259.78)
7590 - Operating Expenditures-Contra	0.00	0.00	(2,259.78)	(3.59)	0	0.00	2,259.78
Total Capital Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
GAAP Net Income (Loss)	<u>\$ 9,633.68</u>	<u>60.59</u>	<u>\$ 33,268.75</u>	<u>52.81</u>	<u>\$ (72,945)</u>	<u>0.00</u>	<u>\$ (106,213.75)</u>

Analysis of HAP Funding-Voucher

A.C. Received: OCT. 31, 2015

HAP Funding

4 Months Ended

October 31, 2015

\$ 332,960.00

A.C. Spent

HAP - Occupied Units	272,445.00
HAP - Non-Elderly Disabled	14,242.00
HAP - Utility Allowances	3,987.52
HAP - Homeownership	4,032.00
HAP - Fraud Recovery	(405.00)
HAP - FSS Escrow	7,750.00

Total Funding Required

302,051.52

Over/(Under) Funding-current fiscal year

\$ 30,908.48

HAP Reserve-prior fiscal years

\$ (19,328.18)

Cumulative Over (Under) Funding-HAP (NRA)

\$ 11,580.30

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

\$ 1,425.84

Traverse City Housing Commission

Section 8 Vouchers FSS Escrow

Income & Expense Statement

For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended		4 Months Ended				
	<u>October 31, 2015</u>	<u>PUM</u>	<u>October 31, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Operating Income							
Total Oper. Reserve Income	0.00	0.00	0.00	0.00	0	0.00	0.00
Revenues - HUD PHA Grants							
3412 - FSS Grant Revenue	<u>5,406.00</u>	0.00	<u>22,395.50</u>	0.00	<u>0</u>	0.00	<u>(22,395.50)</u>
Total HUD PHA Grants	5,406.00	0.00	22,395.50	0.00	0	0.00	(22,395.50)
Income Offset HUD A.C.							
Total Offset Income	<u>0.00</u>	0.00	<u>0.00</u>	0.00	<u>0</u>	0.00	<u>0.00</u>
Total Operating Income	<u>5,406.00</u>	0.00	<u>22,395.50</u>	0.00	<u>0</u>	0.00	<u>(22,395.50)</u>
Operating Expenses							
Routine Expense							
Administration							
4110 - Administrative Salaries	4,021.31	0.00	17,437.99	0.00	60,660	0.00	43,222.01
4182 - Employee Benefits - Admin	<u>1,035.55</u>	0.00	<u>5,891.94</u>	0.00	<u>0</u>	0.00	<u>(5,891.94)</u>
Total Administration	5,056.86	0.00	23,329.93	0.00	60,660	0.00	37,330.07
General Expense							
Total General Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Routine Expense	5,056.86	0.00	23,329.93	0.00	60,660	0.00	37,330.07

Traverse City Housing Commission

Section 8 Vouchers FSS Escrow

Income & Expense Statement

For the 1 Month and 4 Months Ended October 31, 2015

Units	1 Month Ended		4 Months Ended				
	<u>October 31, 2015</u>	<u>PUM</u>	<u>October 31, 2015</u>	<u>PUM</u>	<u>BUDGET</u>	<u>PUM</u>	<u>*OVER/UNDER</u>
Housing Assistance Payments							
4715.1 - HAP - Occupied Units	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.2 - HAP-Vacant Unit	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.3 - HAP - Non-Elderly Disabled	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.4 - HAP - Utility Allowances	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.5 - HAP - Fraud Recovery	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.6 - HAP - Homeownership	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.61 - HAP-Homeownership URP	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.8 - HAP - Portable Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.81 - HAP - Portable Urp Paying Out	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.9 - HAP - Portable Receiving	0.00	0.00	0.00	0.00	0	0.00	0.00
4715.91 - HAP - Portable Rec. Reimb.	0.00	0.00	0.00	0.00	0	0.00	0.00
4719 - HAP - FSS Escrow	0.00	0.00	0.00	0.00	0	0.00	0.00
4719.1 - FSS Forfeitures	0.00	0.00	0.00	0.00	0	0.00	0.00
Total HAP Payments	0.00	0.00	0.00	0.00	0	0.00	0.00
Depreciation Expense							
4800 - Depreciation - Current Year	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Depreciation Expense	0.00	0.00	0.00	0.00	0	0.00	0.00
Surplus Charges & Credits							
6010 - Prior Year Adj. - Affecting RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6020 - Prior Year Adj. Not Affect. RR	0.00	0.00	0.00	0.00	0	0.00	0.00
6120 - Gain/Loss - Non Exp Equip	0.00	0.00	0.00	0.00	0	0.00	0.00
Total Surplus CR & Chgs	0.00	0.00	0.00	0.00	0	0.00	0.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0	0.00	0.00
GAAP Net Income (Loss)	<u>\$ 349.14</u>	0.00	<u>\$ (934.43)</u>	0.00	<u>\$ (60,660)</u>	0.00	<u>\$ (59,725.57)</u>



Traverse City Housing Commission
A Public Housing Authority

COMMITTEE REPORTS

Executive & Governance Committee: October 16, 2015

Executive & Governance Committee: November 10, 2015

Finance Committee: November 12, 2015

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee October 16, 2015

An Executive & Governance Committee Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at 5:15 p.m.

ROLL CALL

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

CORRESPONDENCE

None.

AGENDA

This meeting was the second Executive & Governance Committee meeting this month and was called to review specific items in advance of the Commission meeting. A few additional items were discussed; all items are outlined below:

- A. **Annual Audit:** Lentych reported that last week's audit seemed to go well and gave a brief summary of the conversations he had with our auditors. He reported that the Auditors found everything they needed from us but had mentioned that our finances were almost, "too healthy." TCHC account reserves in total are above the "ideal" range that HUD likes to see, usually a range of about three-six month's of operating expenses. TCHC is over 9.25 months in operating expenses. Our auditors warn that there is a possibility of HUD recapture a portion of those funds. After conversations with the auditors, Lentych will now report TCHC's 'HUD Held Reserves' on the Consolidated Financial Report distributed to the Commission. Smits responded that we need to hire a consultant to address this issue.
- B. **Incentive-based Compensation Plan:** There was discussion about the one-page document that was included in October Commission Packet. Lentych reported that both the Auditor, and our Employment Law Attorney, have reviewed it and are "OK" with the concept thus far. Most of the conversation centered on the four proposed 'bubbles' (Strategic Plan Accomplishments, Financial Stability, etc.). The Committee agreed that specific criteria and definitive measures need to be developed for each of those areas.
- C. Commissioner Smits commented that, in general, things seem to be moving slow. Lentych referenced the many challenges that have arisen lately and required attention.
- D. There was a brief conversation about the recent "Tall Buildings" issue. Specifically, the petition to set up a voter referendum in 2016 to repeal ordinance allowing 100 foot building height via SLUP. Lentych confirmed that if in fact this repeal became a reality, TCHC would not be able to consider construction of a second Riverview Terrace tower. He has communicated this to some of the Riverview residents.

ADJOURNMENT

President Smits adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Executive & Governance Committee November 10, 2015

An Executive & Governance Committee Meeting of the Traverse City Housing Commission was called to order by President Andy Smits at 1:10 p.m.

ROLL CALL

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

CORRESPONDENCE

Executive Director, Tony Lentych informed the Committee that Grand Traverse County has issued an RFP looking for a TPA (Third Party Administrator) for a CDBG Homeowner Rehabilitation Grant from MSHDA. He is working on our response, given that TCHC has experience with this exact program in the past, although finding records has been difficult. A resolution of support will be on the Commission Agenda this month. Bids are due on Friday, November 20, 2015.

AGENDA

- A. New Housing Commissioner (to replace Kelly Whittle, who did not seek re-appointment) – City Commission organizational meeting on Monday, November 9, did not produce a new Housing Commissioner. There is one citizen applicant. City leadership is quite interested in pursuing the idea of having a City Commissioner serve on TCHC Board. City staff (Attorney, Clerk) are researching this and the topic will be discussed again at the next meeting. Serratelli then produced the current policy for Orientation of a New Board Member (adopted in February of 2013). The Committee reviewed it and instructed staff to gather appropriate documents to share with whatever candidate receives the appointment.
- B. Additionally, Lentych reported that Traverse City's City Manager, Marty Colburn, informed him that the City will develop a Strategic Plan sometime early next year. It seems that housing will be a component of the planning process and that we will have some sort of involvement with this topic. Lentych and Smits are also working on a brief (15 minute) presentation about TCHC's History and Strategic Plan for a December meeting of the new City Commission.
- C. Smits asked the Executive Director the status on our Document Control policy and practices. There is great frustration on part of both Commissioners, ED, and staff in accessing records. Tony advised that there 'seems to be' a Policy for financial documents and some housing requirements, but that there is no overall file management or Records Retention Policy. Suggestion was made to hire a 'guru' to get all the documents in order. Tony feels that the upcoming IT work moving the office to the 'Cloud' will address many of these problems going forward. It has been a long time coming (still in development). He will get an update on progress toward the 'Cloud' and have available at next Tuesday's Board meeting.

D. Commission Agenda Review:

In keeping with Commission meeting protocol established at the last Commission Meeting, Lentych presented the "closed" agenda for discussion. Of note, are the following items:

- The 'Correspondence' section will include a copy of an October 28, 2015 letter to Mr. Willie Garrett (HUD/Detroit) from Traverse City Attorney Brenda Quick. Our TCHC attorney has this letter.
- Roof-top Leases will remain on the Agenda only if Verizon gets a draft document to staff. Smits would like an overall discussion or primer on all of our Roof-top Leases especially a quick comparison to other area leases. If there is no response, we will not have this topic on this month's Agenda but will wait to cover it in a later meeting so that both this lease and the others can be discussed in context.
- Resident Council MOU will be an agenda Item. Smits will discuss the steps required to form a more formal relationship with TCHC Commission & Office.

An additional item will be added covering the Executive Director Performance Evaluation:

- Serratelli will briefly discuss with Board the history of how this has been handled in the past and will seek input on how to move forward in order to create a proper process for implementation sometime in February 2016. Lentych's work anniversary is in March, 2016.

E. There was not enough time to complete this committee's portion of the Gantt chart. This item is tabled until next month.

ADJOURNMENT

President Smits adjourned the meeting at 3:10 p.m.

Respectfully submitted,

Kay Serratelli &
Tony Lentych, Executive Director

Meeting Minutes of the Traverse City Housing Commission Finance & Compliance Committee November 12, 2015

A Finance & Compliance Committee Meeting of the Traverse City Housing Commission was called to order by Commissioner Rick Michaels at 3:01 p.m.

ROLL CALL

The following Commissioners were present: Rick Michaels.
Committee Members Present: Brandon Gualtiere, and Dan Galbraith.
Staff: Tony Lentych, Executive Director, and JoAnn Turnbull, Deputy Director.

CORRESPONDENCE

Executive Director, Tony Lentych shared a letter from HUD that Fiscal Year 2014's Audit and has been received and deemed "accepted" with no findings.

AGENDA

- A. There was a review of the October Consolidated Budget and supporting materials. Various changes and improvements were discussed. The overall summary is that TCHC is right where we expected to be.
- B. There was a review of Banks and Account Balances. There was a brief discussion about consolidating accounts in one financial institution – if it can juggle the accounts to keep under FDIC limits.
- C. Strategic Planning: Lentych gave an update on TCHC's Strategic Plan and want to spend the rest of the meeting brainstorming on activities for the Finance Committee that would be incorporated into the Finance Committee.

The following action items were discussed:

- Incorporating the Strategic Plan into the 2017 Budget.
- Conducting an annual review of accounts & relationships with financial institutions.
- Assisting in RFQ/RFP process for auditors in 2017.
- Real Estate Exploration – "Hunting for Properties".
- Financing Exploration – "Hunting for Financing" such as Bonds, Loans, and Grants.
- Constructing and Reviewing a P & L for future subsidiaries.
- Assist in the oversight of TAHDCo or its successor.

Commissioner Michaels renewed his request to explore Property Management as both an activity and income stream.

It was recommended that this committee meet every other month but that members want to be invited to any Commission trainings on housing and finance issues.

ADJOURNMENT

President Michaels adjourned the meeting at 4:08 p.m.

Respectfully submitted,

Rick Michaels &
Tony Lentych, Executive Director, and JoAnn Turnbull, Associate Director



Traverse City Housing Commission
A Public Housing Authority

STAFF & PROGRAM REPORTS

Executive Director's Report

Family Self-Sufficiency (FSS) Program Report

Resident Council Report

EXECUTIVE DIRECTOR'S REPORT

November 17, 2015

BUILDINGS/OCCUPANCY:

Riverview Terrace – Two (2) openings this month with one move in complete. The Electric Baseboard Heater replacement project has begun and one floor has been completed.

Orchardview – One (1) opening this month – no notice was given. Our maintenance unit has been occupied with a member of the Leelanau County Sheriff's Department. We plan to have the open unit turned around by month's end. Several items that were discussed at the resident's meetings have been addressed.

FINANCIAL:

Our Auditors have completed all aspects of our annual audit and they are only waiting on one bank report before they can issue the final report. The Finance & Compliance Committee meeting was held on November 12 at Riverview Terrace. The Committee reviewed the monthly Consolidated Financial statements. We have completed one-third of the fiscal year and we are on target for all of our budget areas. Additionally, the committee spent some time working on their part of the Strategic Plan.

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

- Office IT: After much "behind the scenes" work by our IT partner, SafetyNet, we will finally launch onto the 'cloud' on Thursday, November 19!
- Uptown Development: Final construction along our property line is nearly complete. We have extended our construction easement until the beginning of December to accomplish this. Final payments to TCHC have been mailed. Construction infrastructure will be off of our property in a few weeks. At the same time, the landscaping that can still be completed this time of year, will be completed. The final landscaping will occur in the spring.
- Orchardview Phase II: No update at this time.
- Housing Development: Our consultant (who has been working on evaluating all the possibilities for the property in Traverse City) reported to me that a draft report will be in our hands at the end of the week. Met with Real Estate agent that represents the property.
- Advocacy: Attended a CEDAM Public Policy Committee meeting held here in Traverse City. In attendance was Senator Wayne Schmidt, State Representatives Larry Inman of Traverse City and Phil Potvin of Cadillac.
- Office Management: We have posted the Receptionist/Intake Specialist position. We expect to interview candidates in early December.
- Strategic Planning: Working on a short presentation of our strategic plan that will be readily available for presentation to the public. Still working on Gantt Chart. Our consultant, Pam Evans, has continued to be a resource for us even after the process has been completed. She is also the consultant assigned by North Sky to the Housing Solutions Network. She coordinated several meeting with Sarah Lucas or Networks Northwest to plan for the future of this network. This network could be a key to implementing several parts of our strategic plan.

ACTIVITIES:

Preparing to respond to the county's RFP for third party administration of their CDBG Homeowner Rehabilitation Program (Three meetings with Ginny Coulter).

Participated in Housing Solutions Network monthly meeting and was elected the new chair of the network, replacing the retiring Carol Moorman.

Notified by the Federal Home Loan Bank of Indianapolis that I was one of four finalist being recommended to their Board of Directors for an open seat on their Affordable Housing Program Advisory Board.

Meeting with City Commissioner, Gary Howe.

Attended Northwest Michigan Community Action Agency Annual Meeting and Luncheon.

Participated in an all-day "Assessment Review" of Rotary Charities Northern Network Lab representing the Housing Network.

Attended City Commission Post Election Organizational meeting. Have met with, and established working relationships with the entire Commission.

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

Participated in a monthly Executive & Governance Committee.

Lunch with Cecil McNally of Goodwill Industries.

Attended an Economic Club of Traverse City Luncheon.

Coordinated two HCV eviction appeals hearings.

Participated in one Public Housing eviction appeal hearing.

Attended the Planning Commission's Public Hearing on the Pine Street Housing Project.

Meeting with representatives of the Opportunity Resource Fund.

Conversation with Dean Bott of Grand Traverse County regarding Roof-top and Tower telecommunications leases.

After exchanging emails, I met with our attorney Ward Kuhn about potential issues that may involve the need for legal expertise.

MEDIA:

Was part ☺ of a story in the Record Eagle regarding the "Tall Buildings" issue. Also conducted a lengthy radio interview on the Crystal Frost Show on WTCM.

PERSONAL:

Half-day vacation used so that I could attend my 30 Year High School Reunion.

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM REPORT

November 17, 2015

Current SEMAP Status

SEMAP (Section 8 Management Assessment Program) is reporting correct numbers. Currently, the number of FSS participants having open escrow accounts is at 17. Please see attachment.

This places the program in the “High Performer” category.

Program Manager Update

No update for pending grant application.

Enrollment will begin for all new participants in December and should be completed by January 1, 2016. Current SEMAP numbers show our program enrollment is holding at the mandatory slot amount of 22, which is 3 under what is required for full grant funding. Grants are based on an average of participants served in one year, our current numbers will not negatively impact this. The current goal is to have a total of 28 active participants on the program at all times, this will essentially cover any loss/graduations and allow time to rebuild the numbers.

Status of Participants

All current participants have been actively working towards their goals and communicating any needs or road blocks they encounter. I removed two participants in the past month from the program due to various reasons, including removal from the HCV program for non-compliance.

Program Coordinating Committee

The HCV resident committee member has resigned due to employment and scheduling issues, she felt she could no longer be of assistance with limited time. I am currently sending out notices to all current participants requesting they contact me if interested. I also will be reviewing this with them in December during their quarterly meetings. It is required by HUD to have one active HCV participant on the committee. All other members of the committee will be meeting in December to review meeting dates and resources.

SEMAP Indicators Report

As of October 31, 2015

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



Download in Excel Print Page View Entire Report

[Click here to view SEMAP Indicator Information](#)
Most Recent SEMAP Indicator Information

Indicator 9:
Annual
Reexaminations

Indicator 10:
Correct Tenant
Rent
Calculations

Indicator 11:
Precontract
HQS
Inspections

Indicator 12:
Continuing
HQS
Inspections

Indicator 13:
Lease-Up

Indicator 14:
Family
Self-Sufficiency
Unaffordable

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

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

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
22	22	100	17	89

[+] Families enrolled in Voucher FSS Program

[+] Families completing FSS Contract

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

Date: November 15, 2015

Memorandum: TRAVERSE CITY HOUSING COMMISSION

The Resident Association office is up and running and manned by Council Members five day a week from 10PM to 2PM.

Thanks to our Executive Director, Tony, and his very helpful staff we have the necessary equipment and supplies to work effectively and a phone and internet service. Our phone number is 231 642 5035. This has already proved very helpful to meet needs of the Residents and better yet they are comfortable in stopping in just to visit or solve some problem. We are operating in a professional manner and respect the privacy of all.

Our dance card is filling up fast with activities for the next two months with the Holidays and planning new activities (ie: Bingo etc.) to fill the long hours of the winter months when many are closed in.

The voting for the new Council Officers will be completed this month and new members installed in January. Although this process has proved to be a bit trying we will be reviewing with the goal of simplifying the process.

Our offer for the Memorandum of Understanding agreement between the Residents and the Board has been completed by the Council Officers and the draft is on to the Board for their comments and input. It is our hope this process will be complete before December 31, 2015.

All Residents who suffered the loss of food benefits have or are in the process of having their benefits reinstated. Hope we can stay on top of these issues affecting our residents before they become so critical. Even seems like we might get a 3.9% raise on Social Security if the new bill goes through.

All is well,

James Friend,
Council President



Traverse City Housing Commission
A Public Housing Authority

OLD BUSINESS

2016 Consolidated Budget: Review

Roof-top Lease: Review

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	FY 2015 ACTUAL*	FY 2016 BUDGET	OCTOBER 2015 ACTUAL*	FY 2016 YTD*	% OF BUDGET
<u>OPERATING INCOME</u>					
Property Rents	\$ 420,206.06	\$ 405,000.00	\$ 38,146.00	\$ 155,029.26	38.28%
Investment Interest	3,115.76	3,600.00	167.19	\$ 794.25	22.06%
Program Income: HCV	801,679.00	925,000.00	85,188.50	\$ 361,631.00	39.10%
Program Income: FSS	66,127.50	66,000.00	5,406.00	\$ 22,395.82	33.93%
Earned Income	118,755.80	146,500.00	3,956.83	\$ 26,523.52	18.10%
HUD Property Subsidy	250,531.00	240,000.00	21,716.00	\$ 86,770.00	36.15%
CFP / Draw on Surplus	216,024.34	55,000.00	-	\$ 26,391.94	47.99%
TOTAL OPERATING INCOME	\$ 1,876,439.46	\$ 1,841,100.00	\$ 154,580.52	\$ 679,535.79	36.91%
<u>OPERATING EXPENSES</u>					
Salaries	\$ 134,587.80	218,500.00	13,493.72	\$ 59,069.26	27.03%
Benefits	43,703.38	90,000.00	4,475.97	\$ 26,360.30	29.29%
Compensated Absences	(1,805.55)	(1,500.00)	-	\$ -	0.00%
Legal	6,913.00	9,500.00	192.00	\$ 654.50	6.89%
Travel / Staff Training	7,862.47	15,000.00	414.00	\$ 3,094.28	20.63%
Accounting / Auditing	20,345.52	21,000.00	1,099.41	\$ 4,870.14	23.19%
General Office Expenses	86,997.61	72,000.00	6,112.10	\$ 25,876.63	35.94%
TOTAL OPERATING EXPENSES	\$ 298,604.23	\$ 424,500.00	\$ 25,787.20	\$ 119,925.11	28.25%
<u>TENANT PROGRAMS & SERVICES</u>					
Recreation, Programs, and Other	\$ 8,571.70	12,500.00	-	\$ 2,083.73	16.67%
Cable Television	33,037.34	33,000.00	2,820.21	\$ 11,283.64	34.19%
HAP	854,465.00	840,000.00	69,902.50	\$ 307,758.52	36.64%
TOTAL TENANT PROGS / SERVICES	\$ 896,074.04	\$ 885,500.00	\$ 72,722.71	\$ 321,125.89	36.26%
<u>UTILITIES</u>					
Water	\$ 17,181.40	16,500.00	1,241.50	\$ 6,391.00	38.73%
Electricity	148,299.11	150,000.00	8,131.70	\$ 29,748.68	19.83%
Gas	16,715.50	15,500.00	261.92	\$ 602.63	3.89%
TOTAL UTILITIES	\$ 182,196.01	\$ 182,000.00	\$ 9,635.12	\$ 36,742.31	20.19%
<u>MAINTENANCE / BUILDING OPERATION</u>					
Labor	\$ 86,306.48	85,000.00	5,974.67	\$ 26,212.30	30.84%
Maintenance Benefits	31,533.44	32,500.00	2,356.94	\$ 14,104.13	43.40%
Materials	13,328.43	20,000.00	569.98	\$ 3,199.47	16.00%
Contract / CFP Costs	292,289.06	80,000.00	11,974.20	\$ 42,695.14	53.37%
TOTAL ORDINARY MAINTENANCE	\$ 423,457.41	\$ 217,500.00	\$ 20,875.79	\$ 86,211.04	39.64%
<u>GENERAL EXPENSE</u>					
Insurance	\$ 26,225.57	23,600.00	2,361.34	\$ 9,439.62	40.00%
Payment in Lieu of Taxes	22,213.09	18,000.00	1,780.00	\$ 7,120.00	39.56%
Collection Losses	3,511.15	1,350.00	-	\$ -	0.00%
Interest Expense / Other ¹	37,087.94	25,000.00	-	\$ -	0.00%
TOTAL GENERAL EXPENSE	\$ 89,037.75	\$ 67,950.00	\$ 4,141.34	\$ 16,559.62	24.37%
EXTRAORDINARY / CASUALTY	\$ 10,675.17	\$ 12,500.00	\$ -	\$ 2,387.69	19.10%
TOTAL OPERATING EXPENSES	\$ 1,900,044.61	\$ 1,789,950.00	\$ 133,162.16	\$ 582,951.66	32.57%
NET OPERATING INCOME (LOSS)	\$ (23,605.15)	\$ 51,150.00	\$ 21,418.36	\$ 96,584.13	
PROPERTY IMPROVEMENTS/EQUIP*	\$ (24,805.70)	\$ (25,000.00)	\$ -	\$ (38,042.22)	
RESIDUAL RECEIPTS (DEFICIT)*	\$ (48,410.85)	\$ 26,150.00	\$ 21,418.36	\$ 58,541.91	

* Accountant Reviewed

TRAVERSE CITY HOUSING COMMISSION

CONSOLIDATED INCOME AND EXPENSE BUDGET WORKSHEET

	Explanation / Description
<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 ¹	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 OCTOBER 2015

PUBLIC HOUSING

Bank of Northern Michigan	Checking	\$	157,187.44	
Members Credit Union	Savings	\$	6,542.57	
Chemical Bank	520011210	\$	100,985.10	
Traverse City State Bank	1051647	\$	161,148.15	
Traverse City State Bank	53691	\$	42,476.74	
First Merit Bank	4535723359	\$	162,194.18	
Traverse City State Bank	ICS Acct	\$	75,311.30	
Bank of Holland	1075909	\$	25,098.40	
Bank of Northern Michigan	9426	\$	10,017.34	
First Merit Bank	4532078534	\$	26,828.60	
Members Credit Union	16525	\$	30,605.61	Certificate of Deposit
Bank of Northern Michigan	806592	\$	51,194.69	Certificate of Deposit
SUB TOTAL		\$	849,590.12	

HOUSING CHOICE VOUCHER

Bank of Northern Michigan	Checking	\$	135,517.33	
Chase Bank	13508008837	\$	60,326.42	Escrow Account
SUB TOTAL		\$	195,843.75	

OTHER

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

TOTAL Cash & Cash Equivalents **\$ 1,599,830.87**



Traverse City Housing Commission
A Public Housing Authority

**HOLD FOR
ROOF-TOP LEASE
(UNDER ATTORNEY REVIEW)**



Traverse City Housing Commission
A Public Housing Authority

NEW BUSINESS


Staff Memorandum on TCHC Vehicle Purchase

Resolution Supporting Application to Grand Traverse County for CDBG Homeowner Rehabilitation
Program as Third Party Administrator

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 17, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: TCHC Maintenance Work Vehicle (Truck)

MESSAGE:

After internal staff conversations, we have concluded that there is, once again, a need to purchase and maintain a TCHC work vehicle (truck). Until a few years ago, TCHC owned and maintained a work vehicle but a decision was made to sell it and utilize a mileage reimbursement system instead. This system has worked for some items but it has caused a hardship on staff to utilize their own vehicles for TCHC business. Additionally, it has prohibited us from doing many normal maintenance items that we once handled ourselves.

We have identified the need after reviewing the following work items:

1. Housing Choice Voucher Unit Inspections – Utilizing a Maintenance Truck would nearly eliminate our staff mileage reimbursements.
2. Maintenance Materials purchased in large quantity would be transported as needed. This includes: Five-gallon Buckets of Paint; Building Supplies from Home Depot – Wood, drywall, etc.; Landscaping and Grounds Materials.
3. We now pay for the removal and disposal of large items such as TV's, Portable air conditioning units, and items that Republic Waste will not allow in dumpster or will not pick up.
4. Hauling of old carpet to Orchardview dumpster (which is much larger than our Riverview Terrace dumpster).
5. Hauling of our equipment, like our tractor, for maintenance between properties.
6. Hauling of waste materials and outdoor debris to the various disposal sites.
7. Creates an ability to better recycle various items and materials.


Currently, we are either not doing some of these items or paying an outside contractor to handle the work. Additionally, we are using an employee's personal truck to haul on a nearly daily basis.

TCHC staff requests authorization and guidance on how to best accomplish this purchase noting that this was not a line item in this fiscal year's budget.

TRAVERSE CITY HOUSING COMMISSION

150 PINE STREET | TRAVERSE CITY | MICHIGAN | 49684

MEMORANDUM

DATE: November 17, 2015
TO: All Commissioners of the Traverse City Housing Commission
FROM: Tony Lentych, Executive Director 
SUBJECT: Resolution to Support TPA Application to Grand Traverse County

MESSAGE:

For many years, TCHC was the Third Party Administrator (TPA) for Grand Traverse County's Community Development Block Grant (CDBG) Homeowner Rehabilitation Program with funding originating from the Michigan State Housing Development Authority. At some point during the early part of 2012, the program was transferred without cause back under the County's administration. On Monday, November 2, 2015, Grand Traverse County released an Invitation to Bid via Request for Proposal process seeking a TPA for this program [See Attached]. TCHC will be responding to this RFP and request support from the Board of Commissioners.

TCHC staff, therefore, recommends adoption of the following:

RESOLUTION TO SUPPORT TPA APPLICATION TO GRAND TRAVERSE COUNTY

November 17, 2015

WHEREAS, on Monday, November 2, 2015, Grand Traverse County released an Invitation to Bid via Request for Proposal process seeking a Third Party Administrator (TPA) for Grand Traverse County's Community Development Block Grant (CDBG) Homeowner Rehabilitation Program with funding originating from the Michigan State Housing Development Authority ; and

WHEREAS, the Traverse City Housing Commission had demonstrated success while previously serving as the Third Party Administrator for this program; and

WHEREAS, this program has been identified during our Strategic Planning process as potential enhancement to our new mission; and

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

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

The Staff of TCHC is instructed to prepare a formal response to the Grand Traverse County Request for Proposals issued seeking a Third Party Administrator for Grand Traverse County's Community Development Block Grant Homeowner Rehabilitation Program due on November 20, 2015.




PLANNING & DEVELOPMENT

400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684
(P) 231.922.4676
(F) 231.922.4636
www.grandtraverse.org/planning

Planning
Land Bank
Housing Initiatives
Economic Development
Brownfield Redevelopment

DATE: November 2, 2015

TO: Prospective Bidders

FROM: Jean Derenzy, Deputy Director, Grand Traverse County Planning and Development 

SUBJECT: Invitation to Bid; Traverse City, Michigan, CDBG Homeowner Rehabilitation Program, Third Party Administrator

The Grand Traverse County invites qualified service providers to submit a proposal to serve as a Third Party Administrator (TPA) for a CDBG Grant for the CDBG Homeowner Rehabilitation program in Traverse City, Michigan received from the Michigan State Housing Development Authority (MSHDA).

Attached is a Request for Proposal (RFP). The RFP provides sufficient information to prepare and submit a proposal to serve as GRAND TRAVERSE COUNTY's TPA.

Proposals must be submitted via email and clearly identified as **"Grand Traverse County CDBG Third Party Administrator Proposal"** no later than 4:00 p.m., Friday, November 20, 2015. Submit proposals to Jean Derenzy, Deputy Director at: jderenzy@grandtraverse.org

November 1, 2015

REQUEST FOR PROPOSAL

Grand Traverse County, CDBG Homeowner Rehabilitation Program, Third Party Administrator

Issued by:

Grand Traverse County Planning & Development Department
400 Boardman Ave.
Traverse City, MI 49684

Contact:

Jean Derenzy
Deputy Director

Grand Traverse County Planning & Development Department is requesting proposals for a Third Party Administrator to assist in administering a Michigan State Housing Development Authority, CDBG Homeowner Rehabilitation Program in Traverse City, Michigan. Specifications are attached. Written proposals must be submitted in complete original form by email to the following address: jderenzy@grandtraverse.org

Proposals will be accepted at the above email address until 4:00 p.m. on Friday, November 20, 2015. Proposals must be clearly marked **“Grand Traverse County CDBG Third Party Administrator Proposal”**.



Traverse City Housing Commission
A Public Housing Authority

CORRESPONDENCE

HUD Letter on Receipt of FY 2014 Audit
Sondee, Racine, & Doren Letter on Executive Director Job Description
Brenda Jones Quick Letter to HUD
Capital Fund Training Completion Letter



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. (303) 226-6880



OCT 27 2015

Mr. Anthony Lentych
Executive Director
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

Dear Mr. Lentych:

SUBJECT: Independent Auditor Report No.: MI080-06302014
Fiscal Year: June 30, 2014
Audit Signature Date: November 19, 2014
Audit Received: October 05, 2015

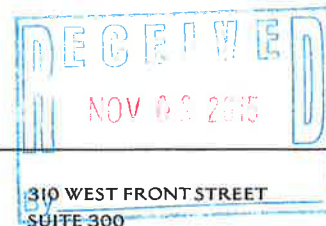
This letter is to confirm the receipt of the Traverse City Housing Commission's (TCHC's) annual fiscal audit covering the period from July 1, 2013 through June 30, 2014. The audit was performed by Smith & Klaczkiewicz, PC. We are pleased to note that the report contained no findings; therefore, no response is required.

The TCHC is reminded that submission of the audit to the Detroit Field Office of Public Housing is required under PIH Notice 2009-38. In order to make this requirement less expensive and more efficient, the Commission should submit a pdf version of the audit to DFOFinancial@hud.gov with a copy to the assigned Portfolio Management Specialist.

If you have any questions or comments regarding the audit, please feel free to contact Mr. Daniel J. Huyck, Portfolio Management Specialist at daniel.j.huyck@hud.gov, or by phone at 313-234-7327.

Sincerely,

Douglas C. Gordon
Director
Office of Public Housing



TRAVERSE CITY, MICHIGAN 49684
TEL (231) 947-0400
FAX (231) 947-0748
www.sondeeracine.com

October 29, 2015

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

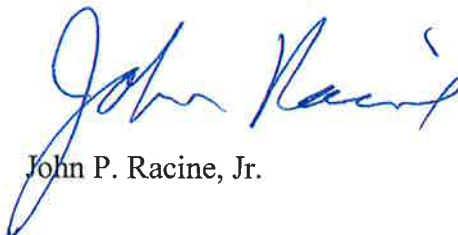
Dear Tony:

This will confirm that I have reviewed the current job description for the position of Executive Director.

In September, you had drafted some modifications to the 2004 version of the job description for that position, and I suggested some additional changes, which have been made in the job description approved September 16, 2015. While I don't normally see covered in a job description the topic of "salary range" and "position review", which are contained in this job description, there is nothing inherently wrong with those topics being covered there.

Very truly yours,

SONDEE, RACINE & DOREN, PLC



John P. Racine, Jr.

JPR:vlh

**BRENDA JONES QUICK, ESQ.
542 FIFTH STREET
TRAVERSE CITY, MI 49684
231-922-0017**



October 28, 2015

Dear Mr. Willie C. Garrett, Director
McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226

Dear Mr. Garrett:

I am writing to you on behalf of Priscilla Townsend and other residents of Riverview Terrace, a HUD housing development ("Riverview"), located at 150 W. Pine Street, Traverse City, Michigan 49684.

The property that immediately abuts the Riverview property, on its north side, is owned by Pine Street Development One LLC, 11123 S. Bugai Road, Traverse City, MI 49684. It is approximately 1.6 acres, and is known as 305 W. Front Street ("Front Street").

In 2005, the Front Street property was tested for toxins and it was discovered that, as a result of past use on the property, as well as toxins that bled onto it from a neighboring piece of property, the soil is contaminated with lead, arsenic and pentachlorophenol (PCP). (Please see Attached) To our knowledge, since that date, there has been no further testing. Moreover, there has been no attempt to remove the toxins, and the residents of Riverview have been told not to plant anything in the ground due to the toxins that have bled onto their property.

The developers of the Front Street property have asked the City of Traverse City to approve a special land use permit ("SLUP") to allow them to build two nine-story buildings and a parking garage on the site, a project that is six times the footprint of Riverview, and will rest on virtually the entire piece of property. If the development moves forward as intended, all of the topsoil and some soil below the surface will be disturbed during the construction process.

According to the city's zoning ordinance, a property owner who applies for a SLUP must meet each and every standard before the permit can be granted. Included among those standards is Section 1364.02(b), which states, "The use shall not be hazardous nor disturbing to existing or planned uses in the vicinity."

Ms. Townsend and other residents are extremely concerned that if this project goes forward, the disturbance of the soil will create a potentially dangerous environment for them. The lot will be excavated, dust will be generated, and presumably, contaminated soils will be tracked by equipment and displaced by rainwater into the river that borders Riverview Terrace's south side. To date, there has been no announced plan about protecting the neighboring residents from exposure to these toxins. As a result, Ms. Townsend and others are worried that the toxins will penetrate their homes, resulting in illness to them and/or exacerbating existing diminished physical conditions that they suffer.

Mr. Garrett
page 2

As you are aware, many of the Riverview residents, including Ms. Townsend, are senior citizens and suffer from diminished good health. If the toxins from the adjoining property are not properly excised, the result could have a catastrophic effect on the health of some of these residents.

Therefore, Ms. Townsend and others respectfully request that as Field Office Director of HUD, you offer any and all assistance, resources and support at your disposal to insure that the health of these residents is protected. First, please note that the soil analysis of record was done ten years ago. We ask that you request an updated analysis. Second, we also request that you ask the developers to provide you with an engineering plan, that meets your satisfaction, that outlines the removal of the toxins from the soil, and describes the procedures that will be utilized to insure that they are not released into the air or migrate onto the Riverview grounds or into the adjacent river.

As you can imagine, this is of the utmost importance to the Riverview residents. Therefore, we thank you in advance for your assistance to insure their continued safety and well-being.

Very truly yours,

A handwritten signature in cursive script that reads "Brenda Jones Quick". The signature is written in dark ink and is positioned above the printed name.

Brenda Jones Quick

cc: Tony Lentych, Executive Director Riverview Terrace
Traverse City Housing Commission

Attachment

Att Christine C

River West

305 W. Front Street, City of Traverse City

The property located at 305 West Front Street was originally developed in the late 1890's and held the Potato Implement Company, which manufactured potato tools and corn planters. Some time between 1929 and 1946, ownership of the property was transferred to Acme Line Manufacturing. Acme Line manufactured agricultural sprayers (pesticide, herbicides, etc.) and planting equipment. In the 1960's, the property was transferred to the Grand Traverse Auto dealership and was used for automobile sales.

A 1997 sale led the purchaser to conduct an assessment of soil contamination. Areas targeted for sampling included a railroad spur, the former manufacturing facility, a former varnish/paint storage building, and former warehouses. Three soil samples indicated levels of lead, arsenic and pentachlorophenol (PCP) in the soil at levels above the residential clean-up criteria-rendering it a "facility". This status led to the property's inclusion into the brownfield plan for Traverse City Place. Subsequently, a brownfield plan for this property by itself was created.

Soil and groundwater sampling activities at the site were undertaken in 2005 as part of redevelopment planning pursuant to the brownfield plan. Some uncontrolled land filling was identified at the margins of the Boardman River, with household refuse, metal and building debris uncovered through exploratory excavation along the river bank.

It was also determined that groundwater at the site was contaminated by dry cleaning solvents. The former One-Hour Martinizing (OHM) site is situated east of the property. With the Boardman River situated west of the brownfield site, it is evident that impacts from the OHM site migrate onto the River West Development.

Federated Property Considered
for Parking Deck

The brownfield plan provides substantial incentive to redevelop this vacant property. The intended redevelopment will be a collaborate effort between the private developer and the City of Traverse City. The private developer will construct a movie theatre and a mixed-use building and the City will build a public parking structure to accommodate the needs of the West End business district.

Since 2008, the taxable value has appreciated slightly, however the future investment will positively increase the tax base (see Table 14). As identified in previous brownfield projects, with the redevelopment of 305 W. Front Street, there is a positive impact on the surrounding properties and anticipated spin-off redevelopment of adjacent properties.

This is Also in Flood
Plane

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Austin, Texas
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October 23, 2015

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

Re: Capital Fund Program Training Training

Dear Mr. Lentych,

Your participation in our live online Capital Fund Program Training Course is appreciated.

Please find enclosed your certificate of completion. If you have any questions or suggestions for an online course please contact Christin Arnett at (817) 922-9000 ext. 111 or by email: arnette@nelrod.com.

We hope to see you in an upcoming class!

Sincerely,

Vicki M. Brower

Vicki Brower
Director of Training