



COMMISSION 419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda
Lansing Housing Commission
April 24, 2019

Call to Order

1. Roll Call
2. Approval of Minutes of March 28, 2019

Action Items:

Informational Items:

- a. Finance Report March 2019 Dawn Allman
- b. Housing Choice Voucher March 2019
- c. Asset Management Report March 2019
 - Mt. Vernon (MVP) & Scattered Sites AMP 102
 - Hildebrandt (HP), Forrest, Hoyt AMP 103
 - LaRoy Froh (LRF) & Scattered Sites AMP 111
 - South Washington (SWP) & Scattered Sites AMP 112

Discussion Items:

4. Executive Director's Comments.
5. President's Comments
6. Public Comment – limit 3 minutes per person.





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Other Business.

All Board Members to sign the Conflict of Interest Disclosure Form

7. Adjournment.





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Minutes of the March 28, 2019

Commissioner Baltimore called the meeting to order at 5:30 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Tony Baltimore, Ryan Robinson, Rhett Huyck arrived at 5:31 pm, Don Sober and Loria Hall.

STAFF:

Marcus Hardy
Marshall Brice
Douglas Fleming
Dawn Allman

Michael Jackson
Kim Shirey
Andrea Bailey

Guests:

See List

Closed Executive Session – Lawsuit by former employee

Commissioner Sober moved and Commissioner Huyck seconded a motion to approve the minutes of the February 27, 2019 commission meeting. **The Motion was approved by all members present.**

Action Items

Resolution 1308- Approval of negotiated Collective Bargaining Agreement between Lansing Housing Commission and AFSCME Local 1390

- The Lansing Housing Commission entered into a Collective Bargaining Agreement with Lansing Housing Employees' Chapter of Local 1390.11 and Michigan Council #25, AFSCME, AFL-CIO which is renegotiated every three years. The duration of the current negotiated Agreement will be January 1, 2019 through December 31, 2021.
- This transmittal will allow LHC to implement all changes to the Collective Bargaining Agreement.





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- Grievance Procedure – added provision requiring the parties to attempt to select a mutually acceptable arbitrator to avoid paying the American Arbitration Association an administrative fee.
- Seniority – added language to allow Lansing Housing Commission to extend new employee probationary period one time for up to 180 days.
- Eliminated Maintenance Worker Classification from Schedule.
- Wages
 - Effective upon ratification 2.5% across the board increase
 - Effective January 1, 2020 2.5% across the board increase
 - Effective January 1, 2021 2.5% across the board increase
- Hours and Overtime – Increased weekly on-call pay from \$80 to \$100.
- Insurance – Increased current employees' contribution to health insurance from 7.5% to 10% of the cost of coverage.
- Insurance – Employees hired on or after January 1, 2019 will not be entitled to any retiree health insurance or any payments in lieu of retiree health insurance. Previously implemented OPEB plan.
- The old contract tied raises to the subsidy payment as well as a 7-step plan based on longevity.

Commissioner Robinson moved and Commissioner Sober seconded a motion to approve Resolution 1308. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

Finance Report – February 2019 - Dawn Allman - Mrs. Allman provided a brief overview of the February 2019 Finance Reports. Dawn also discussed the new sheet of financial ratios.





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Per Mr. Fleming we are looking at unit turn around costs and have dramatically reduced the number of open work orders. We have much lower employee costs due to many new employees.

There was a question of where are we with the City of Lansing Fees? Per Mr. Fleming there are no new fees but a few inspection items to be closed. We were asked what the total cost of City of Lansing inspection fees and maintenance due to COL inspections. Mr. Fleming did not know for sure but felt that \$200,000 or so was an appropriate number.

The audited submission was submitted in January.

Housing Choice Voucher (HCV) Report – February 2019 - Kim Shirey, provided a brief overview of the February 2019 HCV Reports.

- We processed the first 100 waitlist applications received last fall.
- The prospective tenants have until tomorrow to get us the applications, but we have only received 35 applications back as of today.

Asset Management Report – February 2019

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Andrea Bailey, MVP had an occupancy rate of 95% at the end of February. There was three (3) move-in, three (3) move -outs and zero (0) transfers. There were 60 open work orders.

The current occupancy rate is 98%. There are 3 vacancies, two (2) market ready. There are 42 open work orders. Average work order is 50 days old.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of February. There were two (2) move-ins, five (5) move-outs and zero (0) transfers. There were 130 open work orders.

The current occupancy rate is 98%. There are three (3) vacancies, two (2) market Ready. There are 42 open work orders. Average work order is 50 days old.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marshall Brice, LRF had an occupancy rate of 97% at the end of February. There were four (4) move-in, one (1) move-outs and three (3) transfers. There were 133 open work





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orders.

The current occupancy rate is 98%. There are four (4) move-in and one (1) move-outs. We are working down the number of work orders with 40-50 open.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 99% at the end of February. There were three (3) move-ins, one (1) move-out and two (2) transfers. There were 53 open work orders.

The current occupancy rate is 98%. There were four (4) vacancies. 90 work orders that are open. Average work order time is 60 days. Visiting Physicians came out to talk about programs.

Discussion Items: none

Executive Director's Comments:

Activities

- Board of Water & Light – Investigate program opportunities – RAD green opportunities, etc.
- LRF Fire Units – Finalizing re-construction costs.

Staff Changes

- New Assistant Manager – Michael Jackson
- Maintenance opening – LRF team member leaving as of Friday 3-29-19

Capital improvements

- Kitchen renovations all AMPS – need to decide how many will be done
- Computer Systems – complete audit on computer systems, met with Providence on the old 3-year plan which was never implemented, COCC moved over to Box so we can now change the server, some computers will need to be updated or replaced

Major Activities

- Site visits to LHC properties – visited all properties a few times
- Staff Meeting LIPH - staff all trained this week on rent calculations, trying to get a handle on social programs across the AMPs





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- RAD update – not a lot of activity yet, not set on timelines yet and resident meetings have not been scheduled
- Commissioner Robinson asked what was being done to complete the backlog of work orders. Some of the maintenance staff have been helping other AMPs. Mr. Fleming wants no work orders more than 60 days old and most under 30 days. 48 hours for health and safety items. The AMPs are working on inspections which generate many work orders. Next Wednesday at our staff meeting we will discuss a target date for getting down to these benchmarks.
- Commissioner Robinson asked about spring clean-up at the sites. We are putting out an RFP for snow and lawn care. We are going to look next week at curb appeal. Have we ever partnered with MSU to use students for this? We lost contact but if Commissioner Robinson has a contact, that would help. AARP reached out and could pay people to perform the work if we could bring them out.

President's Comments:

This is Commissioner Baltimore's last meeting. He noted that it has been an honor to serve.

Public Comment: limit 3 minutes per person –

Jaquelyn Lewis submitted a letter to Mr. Fleming. She lives at one of the scattered sites and would like to become a homeowner. She knows that Mr. Fleming has discussed this before.

Other Business

Recognition of Tony Baltimore for his years of service on the Board of Commissioners to the Lansing Housing Commission.

Commissioner Robinson gave Mr. Baltimore a plaque and gift card.

Commissioner Baltimore is excited about RAD.

City of Lansing says the charter is silent on electing a new Chairman. Commissioner Baltimore said it was always done as an election. We may want to establish that in the by-laws. Normally this vote is done at the annual meeting. We also need to address Oliver Gardens since Commissioner Baltimore is on that Board as well. Commissioner Baltimore motions Commissioner Robinson as the new Chair and Commissioner Huyck







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seconded. There was then a request to decide on the Vice Chair who would lead the meeting in the absence of Commissioner Robinson. Commissioner Sober volunteered. Commissioner Huyck moved and Commissioner Hall Seconded.

Adjournment: The meeting was adjourned at 6:30 p.m.



Ryan Robinson, Chair Date 4-24-19



Dawn Allman, Acting Secretary Date 4/25/19



Lansing Housing Commission
Summary Results for MARCH FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	(6,937)	7,560	(3,264)	4,626	1,984	7,197	81,383
Tenant Revenue Variance	(6,962)	8,311	(567)	3,618	4,400	-	-
HUD Revenue Variance	(1,616)	(2,163)	(2,407)	(1,482)	(7,668)	6,072	80,383
Capital Fund Income	961	961	961	961	3,845	-	-
Other Income	327	451	(1,253)	1,529	1,055	1,125	1,000
Other	352	(0)	-	-	352	-	0
Budgeted Revenue	108,935	131,589	118,374	86,314	445,213	64,295	887,403
% Variance fav (unfav)	-6%	6%	-3%	5%	0%	11%	9%
EXPENSES:							
Total Expense Variance Unfav (Fav)	(9,685)	(27,734)	(31,614)	(30,836)	(99,868)	(31,421)	100,921
<u>Contributing Factors:</u>							
MERS Contribution Special					-		
Adjusted Expense Variance	(9,685)	(27,734)	(31,614)	(30,836)	(99,868)	(31,421)	100,921
<i>-Over spend (Under spend)</i>							
Salary Expenses	(13,423)	(12,801)	(16,676)	(19,642)	(62,541)	(29,629)	(15,182)
Employee Benefit Expenses	(7,264)	(3,883)	(4,614)	(7,824)	(23,585)	(5,052)	(4,470)
Utilities	4,206	576	4,259	2,843	11,884	255	-
Write-offs	820	(1,035)	(601)	822	6	-	-
Legal	(1,517)	440	(1,105)	(598)	(2,780)	(492)	-
Professional Services	2,617	3,127	1,630	894	8,268	4,519	(973)
Administrative Services	-	-	-	-	-	-	-
Insurance	986	370	1,686	2,099	5,141	355	(209)
Sundry/Postage/Office Supplies	(390)	(755)	(1,028)	132	(2,042)	380	(728)
Management Fee	104	547	375	357	1,383		4,725
HAP Expense					-		117,817
Inspections	-	-	(400)	-	(400)	-	(1,352)
Maintenance Costs	8,524	(6,536)	981	(7,999)	(5,030)	(155)	8
Maintenance Contract - Unit Turns	(3,341)	(10,553)	(15,480)	335	(29,039)	-	-
Other	(1,007)	2,769	(642)	(2,256)	(1,135)	(1,602)	1,286
Budgeted Expense	107,791	125,761	124,182	109,883	467,616	76,673	889,647
% Variance fav (unfav)	9%	22%	25%	28%	21%	41%	-11%
Curr Mo. Actual Net Income (Loss)							
	\$ 3,891	\$ 41,122	\$ 22,542	\$ 11,893	\$ 79,449	\$ 26,240	\$ (21,783)
YTD Actual Net Income (Loss) Net of CWIP							
	\$ (35,077)	\$ 190,383	\$ (71,659)	\$ 154,816	\$ 238,463	\$ 337,641	\$ (257,896)
Prior YR YTD Net Income (Loss)							
	\$ 68,369	\$ 153,720	\$ 69,282	\$ 10,221	\$ 301,592	\$ 262,344	\$ (511,328)
Cash Balance - March							
	\$ 487,868	\$ 564,080	\$ 696,279	\$ 530,589	\$ 2,278,815	\$ 1,095,669	\$ 661,524
Cash Balance - February							
	\$ 469,630	\$ 518,483	\$ 670,867	\$ 517,109	\$ 2,176,089	\$ 1,069,927	\$ 685,019
Cash Balance - January							
	\$ 522,325	\$ 555,173	\$ 741,816	\$ 533,080	\$ 2,352,394	\$ 1,009,126	\$ 730,100

LIPH ProgramRevenue Variance

Revenue was \$2K or 0% below budget

HUD revenue was \$7K below budget - Operating Subsidy

Expense Variance

Expenses were \$100K or 21% below budget

Key expense factors -

Salary Expense was \$63K below budget - open positions & 1 extra pay budgeted

Benefit Expense was \$24K below budget - open positions & 1 extra pay budgeted

Utilities were \$12K above budget - incorrectly budgeted

Professional Services were \$8K above budget - BDO and copier charges

Insurance Expense were \$5K above budget - incorrectly budgeted

Maintenance Costs were \$5K below budget - less work & invoices not submitted

Maintenance Costs - Unit Turns were \$29K below budget - using staff & invoices not submitted

Expense Variance			
AMP	Bgt	Act	Fav(Unfav)
MVP	107,791	98,106	9,685
HP	125,761	98,027	27,734
LRF	124,182	92,568	31,614
SWP	109,883	79,047	30,836
Total	467,616	367,748	99,868
			21%
Less: CAP MGT			
	0	-	
	467,616	367,748	99,868
Without BLI 1410			21%

Net Income Variance

Net Income - Budget vs Actual

AMP	Bgt	Act	Fav (unfav)	BLI 1406
MVP	1,144	3,891	2,747	-
HP	5,829	41,122	35,294	-
LRF	(5,807)	22,542	28,350	-
SWP	(23,569)	11,893	35,462	-
Total	\$ (22,404)	\$ 79,449	\$ 101,853	\$ -

COCCRevenue Variance

Revenue was \$7K or 11% above budget

HUD Revenue was \$6K above budget

Expense Variance

Expenses were \$31K or 41% below budget

Salary expense was \$30K below budget - open positions & 1 extra pay budgeted

Benefit expense was \$5K below budget - open positions & 1 extra pay budgeted

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
COCC	76,673	45,252	31,421
			41%

Net Income Variance

Net Income - Budget vs Actual

Comp	Bgt	Act	Fav (unfav)
COCC	(12,378)	26,240	38,618

HCV ProgramRevenue Variance

Revenue was \$81K or 9% above budget

Program Income was \$74K above budget- increased vouchers

Admin Fee Income was \$6K above budget - increased vouchers

Expense Variance

Expenses were \$101K or 11% above budget

Salary expense was \$15K below budget - 1 extra pay budgeted

HAP expenses were \$118k above budget - increased vouchers

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
HCV	889,647	990,568	(100,921)
			-11%

Net Income Variance

Comp	Bgt	Act	Fav (unfav)
80xx	(2,244)		2,244
Admin 8001		21,090	21,090
Prgm 8002		(42,873)	(42,873)
Total	(2,244)	(21,783)	(19,538)

March Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	1,806	02/19	\$ 506.09
HCV 8002 Expenses	\$ 929,237.89	01/19	\$ 487.04
Average Cost Per Voucher	<u>\$ 514.53</u>	06/18	\$ 507.80

LIPH Ratios						Prior Months	
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total		
YTD Average Number of Units Leased	193	215	196	192	796	02/19	95.8%
Number of Possible Units	202	220	210	198	830	01/19	95.8%
Year-to-Date Occupancy Rate	<u>95.5%</u>	<u>97.7%</u>	<u>93.3%</u>	<u>97.0%</u>	<u>95.9%</u>	06/18	96.4%
Average Revenue Per Occupied Unit						02/19	\$ 572.94
Total LIPH Revenue	\$ 101,997.84	\$ 139,149.32	\$ 115,109.69	\$ 90,940.02	\$ 447,196.87	01/19	\$ 578.02
Average Revenue Per Occupied Unit	<u>\$ 528.49</u>	<u>\$ 647.21</u>	<u>\$ 587.29</u>	<u>\$ 473.65</u>	<u>\$ 561.81</u>	06/18	\$ 899.87
Average Tenant Revenue Per Occupied Unit						02/19	\$ 170.93
Total Tenant Revenue	\$ 22,599.00	\$ 42,813.00	\$ 30,182.46	\$ 33,180.00	\$ 128,774.46	01/19	\$ 173.36
Average Tenant Revenue Per Occupied Unit	<u>\$ 117.09</u>	<u>\$ 199.13</u>	<u>\$ 153.99</u>	<u>\$ 172.81</u>	<u>\$ 161.78</u>	06/18	\$ 169.77
Average Cost Per Occupied Unit						02/19	\$ 688.95
YTD Average Monthly Expenses	\$ 134,397.55	\$ 133,830.51	\$ 144,475.13	\$ 114,160.85	\$ 526,864.05	01/19	\$ 700.16
Average Cost Per Occupied Unit	<u>\$ 696.36</u>	<u>\$ 622.47</u>	<u>\$ 737.12</u>	<u>\$ 594.59</u>	<u>\$ 661.89</u>	06/18	\$ 789.16

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 487,867.57	\$ 564,079.67	\$ 696,278.63	\$ 530,588.99	\$ 1,095,669.22	\$ 489,889.35
YTD Expenses	\$ 1,209,577.98	\$ 1,204,474.59	\$ 1,300,276.19	\$ 1,027,447.65	\$ 504,425.79	\$ 694,200.75
Number of Months	9	9	9	9	9	9
Average Monthly Expenses	<u>\$ 134,397.55</u>	<u>\$ 133,830.51</u>	<u>\$ 144,475.13</u>	<u>\$ 114,160.85</u>	<u>\$ 56,047.31</u>	<u>\$ 77,133.42</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>3.63</u>	<u>4.21</u>	<u>4.82</u>	<u>4.65</u>	<u>19.55</u>	<u>6.35</u>
Prior Months						
02/19	3.37	3.74	4.44	4.35	18.64	5.94
01/19	3.73	3.91	4.86	4.36	17.55	5.78
06/18	5.25	3.43	6.79	4.34	17.43	12.09

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for March 2019

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	18,237.22	487,867.57
1010-0000-112200 Accounts Receivable	(12,567.69)	119.45
1010-0000-112201 Allowance for Doubtful Accounts	1,256.76	(11.95)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(3,468.45)	(4,904.22)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	29,350.25
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	(8,217.83)
1010-3000-144000 Construction in Progress	2,400.00	43,422.50
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,469,122.26)
1010-1010-148100 Accumulated Depreciation-Build	-	(125,946.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(6,928.00)
1010-0000-150300 Deferred Outflow - MERS	-	17,763.00
TOTAL ASSETS	<u>(12.22)</u>	<u>3,990,767.29</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	388,980.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payable	-	29,708.00
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(1,602.00)	33,944.30
1010-0000-211999 Tenant Refunds	648.00	7,710.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	389.69	28,022.36
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(5,739.30)	376,122.17
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
TOTAL LIABILITIES	<u>(6,303.61)</u>	<u>1,011,912.18</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	815,922.65
1010-0000-282000 Income and Expense Clearing	6,291.39	(1,842,749.24)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,591,532.63
TOTAL EQUITY	<u>6,291.39</u>	<u>2,978,855.11</u>
TOTAL LIABILITES & EQUITY	<u>(12.22)</u>	<u>3,990,767.29</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for March 2019

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	37,909.80	564,079.67
1020-0000-112200 Accounts Receivable	2,222.00	12,384.84
1020-0000-112201 Allowance for Doubtful Accounts	(222.20)	(1,238.48)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	282.73	(8,266.60)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	25,465.30
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	10,569.60	326,146.52
1020-0000-146000 Dwelling Structures	-	14,382,826.73
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	49,867.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,359,683.58)
1020-1020-148100 Accumulated Depreciation-Build	-	(160,804.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(60,900.00)
1020-0000-150300 Deferred Outflow - MERS	-	14,875.00
TOTAL ASSETS	45,668.87	5,232,633.75
LIABILITIES		
1020-0000-200000 OPEB Liability	-	203,615.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payable	-	24,878.00
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	1,347.00	36,437.19
1020-0000-211999 Tenant Refunds	(63.00)	4,210.45
1020-0000-212000 Accrued Payroll	-	4,988.82
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,258.51	43,463.44
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(9,565.52)	626,870.24
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
TOTAL LIABILITIES	(6,023.01)	1,089,512.90
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(85,251.34)
1020-0000-282000 Income and Expense Clearing	51,691.88	(1,103,660.54)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
TOTAL EQUITY	51,691.88	4,143,120.85
TOTAL LIABILITIES & EQUITY	45,668.87	5,232,633.75

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for March 2019**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	25,411.25	696,278.63
1080-0000-112200 Accounts Receivable	(7.65)	10,884.83
1080-0000-112201 Allowance for Doubtful Accounts	0.77	(1,088.48)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	353.78	5,851.49
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	35,670.35
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	21,415.00	477,941.83
1080-0000-146000 Dwelling Structures	-	12,256,857.57
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,798,636.04)
1080-1080-148100 Accumulated Depreciation-Build	-	(130,795.00)
1080-0000-150300 Deferred Outflow - MERS	-	19,232.00
TOTAL ASSETS	40,039.08	4,791,707.57
LIABILITIES		
1080-0000-200000 OPEB Liability	-	327,868.00
1080-0000-200300 Pension Liability	-	87,337.00
1080-0000-210000 Construction Costs Payabe	-	32,165.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	498.00	36,123.06
1080-0000-211999 Tenant Refunds	160.00	6,497.98
1080-0000-212000 Accrued Payroll	-	7,627.57
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	1,074.34	34,215.28
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	-	254.93
1080-0000-260600 Note Payable Non Curr - PNC	(5,650.32)	370,290.79
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
TOTAL LIABILITIES	(3,917.98)	959,959.21
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	95,736.25
1080-0000-282000 Income and Expense Clearing	43,957.06	(1,311,100.55)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
TOTAL EQUITY	43,957.06	3,831,748.36
TOTAL LIABILITES & EQUITY	40,039.08	4,791,707.57

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for March 2019**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	13,480.00	530,588.99
1090-0000-112200 Accounts Receivable	948.00	13,257.63
1090-0000-112201 Allowance for Doubtful Accounts	(94.80)	(1,325.76)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(1,196.43)	1,543.41
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	19,377.55
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	2,400.00	232,265.05
1090-0000-146000 Dwelling Structures	-	9,389,227.20
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,365,914.90)
1090-1090-148100 Accumulated Depreciation-Build	-	(29,817.00)
1090-0000-150300 Deferred Outflow - MERS	-	17,726.00
TOTAL ASSETS	11,661.26	3,468,660.06
LIABILITIES		
1090-0000-200000 OPEB Liability	-	202,555.00
1090-0000-200300 Pension Liability	-	80,499.00
1090-0000-210000 Construction Costs Payabe	-	29,647.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	85.00	34,819.50
1090-0000-211999 Tenant Refunds	211.00	18,185.53
1090-0000-212000 Accrued Payroll	-	6,601.58
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	(344.79)	(1,872.59)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(645.12)	85,199.73
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
TOTAL LIABILITIES	(693.91)	523,529.56
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	97,912.44
1090-0000-282000 Income and Expense Clearing	12,355.17	(998,595.26)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
TOTAL EQUITY	12,355.17	2,945,130.50
TOTAL LIABILITES & EQUITY	11,661.26	3,468,660.06

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for March 2019**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111105 LHC-Payroll Account	176.01	71,297.88
5005-0000-111111 Chase Checking	25,566.45	1,024,371.34
5005-0000-112954 Accounts Receivables-Misc	118.25	1,040.75
5005-1010-115700 Intercompany	3,468.45	4,904.22
5005-1020-115700 Intercompany	(282.73)	8,266.60
5005-1080-115700 Intercompany	(353.78)	(5,851.49)
5005-1090-115700 Intercompany	1,196.43	(1,543.41)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(2,229.40)	(2,890.08)
5005-8002-115700 Intercompany	(5,014.64)	(557.24)
5005-8005-115700 Intercompany	1,107.03	(4,971.92)
5005-8010-115700 Intercompany	593.14	4,675.46
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(2,547.36)	10,348.48
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(976,947.26)
5005-0000-150102 Investment in OG	-	259,909.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
TOTAL ASSETS	<u>21,797.85</u>	<u>2,622,410.08</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	191,935.00
5005-0000-200300 Pension Liability	-	56,475.00
5005-0000-210000 Construction Costs Payabe	-	20,799.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	-	5,247.58
5005-0000-212000 Accrued Payroll	-	11,497.74
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	3,028.60
5005-0000-214000 Accrued Comp Absences - non curr	-	17,162.06
5005-0000-224000 Tenant Prepaid Rent	270.00	4,815.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,712.22)	(161,598.80)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
TOTAL LIABILITIES	<u>(4,442.22)</u>	<u>451,113.75</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	26,240.07	1,820,069.04
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>26,240.07</u>	<u>2,171,296.33</u>
TOTAL LIABILITES & EQUITY	<u>21,797.85</u>	<u>2,622,410.08</u>

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for March 2019**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	20,133.69	489,889.35
8002-0000-111111 Chase Checking	(45,629.46)	42,094.05
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	(786.00)
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	2,229.40	2,890.08
8002-5005-115700 Intercompany	5,014.64	557.24
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	6,363.10
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	18,311.00
TOTAL ASSETS	(19,524.35)	569,961.82
LIABILITIES		
8001-0000-200000 OPEB Liability	-	556,525.00
8001-0000-200300 Pension Liability	-	83,152.00
8001-0000-210000 Construction Costs Payabe	-	30,625.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,548.79
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
TOTAL LIABILITIES	-	706,994.27
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	21,090.47	139,722.17
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(40,614.82)	38,676,898.63
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	-
8004-8004-282000 Income and Expense Clearing	-	-
TOTAL EQUITY	(19,524.35)	(137,032.45)
TOTAL LIABILITES & EQUITY	(19,524.35)	569,961.82

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending March 31, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 272,988	\$ 266,049	\$ 6,939	\$ 257,408	\$ 354,732	\$ 88,683
Tenant Revenue - Other	34,349	23,940	10,409	22,913	31,920	7,980
Total Tenant Revenue	<u>\$ 307,337</u>	<u>\$ 289,989</u>	<u>\$ 17,348</u>	<u>\$ 280,321</u>	<u>\$ 386,652</u>	<u>\$ 96,663</u>
HUD PHA Operating Grants	707,009	676,249	30,760	645,434	901,665	225,416
CFP Operational Income	154,443	35,000	119,443	107,956	35,000	-
Fraud Recovery and Other	5,712	4,806	907	7,613	6,408	1,602
Total Operating Revenue	<u>\$ 1,174,501</u>	<u>\$ 1,006,043</u>	<u>\$ 168,458</u>	<u>\$ 1,041,324</u>	<u>\$ 1,329,725</u>	<u>\$ 323,681</u>
Administrative Salaries	\$ 67,989	\$ 65,684	\$ 2,305	\$ 66,373	\$ 85,390	\$ 19,705
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	140,398	85,851	54,547	119,897	114,468	28,617
Bookkeeping Fees	13,060	13,095	(35)	13,135	17,460	4,365
Employee Benefits Contributions - Admin	21,516	21,189	326	24,732	28,085	6,896
Office Expenses	18,209	42,193	(23,984)	31,587	53,658	11,465
Legal	17,146	16,940	206	14,918	21,140	4,200
Travel	755	585	170	433	780	195
Other	1,710	13,300	(11,590)	5,114	18,000	4,700
Tenant Services - Other	16,844	-	16,844	15,900	-	-
Water	62,958	67,125	(4,167)	70,397	91,281	24,156
Electricity	31,865	28,871	2,995	32,896	35,455	6,585
Gas	37,571	30,500	7,071	37,415	39,500	9,000
Other Utilities Expense	6,656	5,900	756	5,675	6,050	150
Ordinary Maintenance and Operations - Labor	67,372	115,428	(48,056)	59,696	150,056	34,628
Ordinary Maintenance and Operations - Material	101,726	53,250	48,476	50,150	67,500	14,250
Ordinary Maintenance and Operations - Contract	425,654	213,145	212,509	273,146	260,165	47,020
Employee Benefits Contributions - Ordinary	35,681	63,411	(27,730)	35,470	84,254	20,843
Protective Services - Other Contract Costs	1,782	1,800	(18)	1,742	2,400	600
Property Insurance	36,772	33,984	2,788	32,178	45,312	11,328
Liability Insurance	13,485	11,403	2,082	11,040	15,204	3,801
Workers Compensation	766	2,232	(1,466)	2,428	2,976	744
All Other Insurance	1,751	1,674	77	3,304	2,232	558
Other General Expenses	32,520	-	32,520	27,973	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,635	13,433	(1,798)	10,968	18,154	4,720
Bad debt - Tenant Rents	24,240	5,220	19,020	5,769	6,960	1,740
Interest Expense	14,517	13,100	1,417	15,620	17,293	4,192
Total Operating Expenses	<u>\$ 1,209,578</u>	<u>\$ 924,314</u>	<u>\$ 285,264</u>	<u>\$ 972,955</u>	<u>\$ 1,188,772</u>	<u>\$ 264,458</u>
Net Income (Loss)	<u>\$ (35,077)</u>	<u>\$ 81,729</u>	<u>\$ (116,806)</u>	<u>\$ 68,369</u>	<u>\$ 140,953</u>	<u>\$ 59,223</u>

**Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending March 31, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 340,088	\$ 310,518	\$ 29,570	\$ 296,295	\$ 414,024	\$ 103,506
Tenant Revenue - Other	25,346	15,515	9,831	23,576	20,015	4,500
Total Tenant Revenue	<u>\$ 365,434</u>	<u>\$ 326,033</u>	<u>\$ 39,401</u>	<u>\$ 319,872</u>	<u>\$ 434,039</u>	<u>\$ 108,006</u>
HUD PHA Operating Grants	875,333	837,618	37,716	876,859	1,116,824	279,206
CFP Operational Income	148,740	35,000	113,740	110,773	35,000	-
Fraud Recovery and Other	5,349	4,788	562	4,053	6,384	1,596
Total Operating Revenue	<u>\$ 1,394,857</u>	<u>\$ 1,203,438</u>	<u>\$ 191,419</u>	<u>\$ 1,311,556</u>	<u>\$ 1,592,246</u>	<u>\$ 388,808</u>
Administrative Salaries	\$ 60,239	\$ 64,636	\$ (4,396)	\$ 64,040	\$ 84,026	\$ 19,391
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	154,641	94,259	60,382	130,827	125,679	31,420
Bookkeeping Fees	14,523	14,378	146	14,373	19,170	4,793
Employee Benefits Contributions - Admin	20,465	31,763	(11,298)	28,475	42,186	10,423
Office Expenses	23,995	27,273	(3,278)	30,341	34,314	7,041
Legal	18,768	14,460	4,308	17,949	20,160	5,700
Travel	381	720	(339)	586	960	240
Other	548	1,620	(1,072)	(703)	2,220	600
Tenant Services - Other	17,967	15,700	2,267	17,161	21,100	5,400
Water	78,359	74,200	4,159	75,676	98,700	24,500
Electricity	23,743	23,450	293	26,439	30,200	6,750
Gas	32,215	44,800	(12,585)	37,553	55,500	10,700
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	54,987	110,060	(55,073)	60,876	143,228	33,168
Ordinary Maintenance and Operations - Materia	51,534	47,450	4,084	40,056	64,200	16,750
Ordinary Maintenance and Operations - Contrac	475,062	313,685	161,377	441,484	405,535	91,850
Employee Benefits Contributions - Ordinary	36,477	49,886	(13,409)	34,486	66,246	16,360
Protective Services - Other Contract Costs	2,900	2,700	200	2,865	3,600	900
Property Insurance	32,686	35,550	(2,864)	33,533	47,400	11,850
Liability Insurance	10,997	9,288	1,709	9,053	12,384	3,096
Workers Compensation	834	1,476	(642)	1,968	1,968	492
All Other Insurance	1,645	1,494	151	3,064	1,992	498
Other General Expenses	35,602	17,347	18,255	30,376	22,255	4,908
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	20,832	15,997	4,835	15,478	21,882	5,886
Bad debt - Tenant Rents	5,879	8,100	(2,221)	10,847	10,800	2,700
Interest Expense	24,196	21,834	2,362	26,034	28,821	6,987
Total Operating Expenses	<u>\$ 1,204,475</u>	<u>\$ 1,053,715</u>	<u>\$ 150,760</u>	<u>\$ 1,157,837</u>	<u>\$ 1,376,116</u>	<u>\$ 322,401</u>
Net Income (Loss)	<u>\$ 190,383</u>	<u>\$ 149,723</u>	<u>\$ 40,659</u>	<u>\$ 153,720</u>	<u>\$ 216,130</u>	<u>\$ 66,407</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending March 31, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 264,731	\$ 276,741	\$ (12,010)	\$ 283,536	\$ 368,988	\$ 92,247
Tenant Revenue - Other	19,974	21,330	(1,356)	22,192	28,440	7,110
Total Tenant Revenue	<u>\$ 284,705</u>	<u>\$ 298,071</u>	<u>\$ (13,366)</u>	<u>\$ 305,728</u>	<u>\$ 397,428</u>	<u>\$ 99,357</u>
HUD PHA Operating Grants	785,551	753,062	32,489	779,865	1,004,082	251,021
CFP Operational Income	153,740	35,000	118,740	110,773	35,000	-
Fraud Recovery and Other	4,621	4,860	(238)	4,392	6,480	1,620
Total Operating Revenue	<u>\$ 1,228,617</u>	<u>\$ 1,090,992</u>	<u>\$ 137,625</u>	<u>\$ 1,200,758</u>	<u>\$ 1,442,990</u>	<u>\$ 351,998</u>
Administrative Salaries	\$ 64,328	\$ 72,202	\$ (7,874)	\$ 33,610	\$ 93,863	\$ 21,661
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	145,971	89,834	56,137	126,403	119,778	29,945
Bookkeeping Fees	13,202	13,703	(501)	13,697	18,270	4,568
Employee Benefits Contributions - Admin	25,222	24,930	292	12,826	33,055	8,126
Office Expenses	22,444	30,765	(8,321)	29,192	39,483	8,718
Legal	19,170	18,000	1,170	16,298	24,000	6,000
Travel	66	567	(501)	100	756	189
Other	7,018	5,400	1,618	24,999	7,200	1,800
Tenant Services - Other	15,095	19,620	(4,525)	16,932	26,160	6,540
Water	51,874	51,300	574	52,529	68,400	17,100
Electricity	31,726	29,322	2,404	29,613	39,096	9,774
Gas	33,818	51,700	(17,882)	36,210	59,300	7,600
Other Utilities Expense	12,167	12,495	(328)	11,377	12,660	165
Ordinary Maintenance and Operations - Labor	83,917	132,430	(48,513)	85,011	172,159	39,729
Ordinary Maintenance and Operations - Materia	92,417	74,142	18,275	57,611	98,856	24,714
Ordinary Maintenance and Operations - Contrac	477,436	236,965	240,471	405,233	319,820	82,855
Employee Benefits Contributions - Ordinary	48,794	63,889	(15,095)	49,261	84,848	20,959
Protective Services - Other Contract Costs	2,790	2,700	90	2,655	3,600	900
Property Insurance	46,306	39,051	7,255	37,609	52,068	13,017
Liability Insurance	14,664	11,754	2,910	11,428	15,672	3,918
Workers Compensation	807	1,422	(615)	1,899	1,896	474
All Other Insurance	6,830	2,115	4,715	3,704	2,820	705
Other General Expenses	35,101	19,025	16,076	28,200	24,749	5,724
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	13,055	13,902	(847)	15,614	19,499	5,597
Bad debt - Tenant Rents	16,768	5,400	11,368	9,088	7,200	1,800
Interest Expense	14,292	12,897	1,396	15,378	17,024	4,127
Total Operating Expenses	<u>\$ 1,300,276</u>	<u>\$ 1,040,528</u>	<u>\$ 259,748</u>	<u>\$ 1,131,476</u>	<u>\$ 1,367,232</u>	<u>\$ 326,704</u>
Net Income (Loss)	<u>\$ (71,659)</u>	<u>\$ 50,464</u>	<u>\$ (122,123)</u>	<u>\$ 69,282</u>	<u>\$ 75,758</u>	<u>\$ 25,294</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending March 31, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 285,633	\$ 266,058	\$ 19,575	\$ 258,004	\$ 354,744	\$ 88,686
Tenant Revenue - Other	20,433	18,522	1,911	19,497	24,696	6,174
Total Tenant Revenue	<u>\$ 306,065</u>	<u>\$ 284,580</u>	<u>\$ 21,485</u>	<u>\$ 277,501</u>	<u>\$ 379,440</u>	<u>\$ 94,860</u>
HUD PHA Operating Grants	498,412	477,769	20,643	413,945	637,025	159,256
CFP Operational Income	366,641	175,000	191,641	223,925	175,000	-
Fraud Recovery and Other	11,144	5,103	6,042	8,538	6,804	1,701
Total Operating Revenue	<u>\$ 1,182,263</u>	<u>\$ 942,452</u>	<u>\$ 239,812</u>	<u>\$ 923,909</u>	<u>\$ 1,198,269</u>	<u>\$ 255,817</u>
Administrative Salaries	\$ 56,118	\$ 68,391	\$ (12,273)	\$ 63,772	\$ 88,909	\$ 20,517
Auditing Fees	-	5,000	(5,000)	5,000	5,000	-
Management Fees	139,531	85,408	54,123	118,767	113,878	28,469
Bookkeeping Fees	12,932	13,028	(96)	12,963	17,370	4,343
Employee Benefits Contributions - Admin	24,662	33,148	(8,486)	27,769	44,023	10,875
Office Expenses	21,244	24,576	(3,332)	27,356	32,259	7,683
Legal	20,358	24,489	(4,131)	22,001	32,652	8,163
Travel	(716)	-	(716)	-	-	-
Other	16,947	-	16,947	6,434	-	-
Tenant Services - Other	11,585	12,600	(1,015)	10,791	16,800	4,200
Water	152,182	140,535	11,647	141,502	187,380	46,845
Electricity	80,462	77,832	2,630	77,832	103,776	25,944
Gas	35,883	43,800	(7,917)	37,003	46,750	2,950
Other Utilities Expense	1,354	1,349	6	1,348	1,455	106
Ordinary Maintenance and Operations - Labor	96,053	137,898	(41,845)	113,974	179,268	41,370
Ordinary Maintenance and Operations - Materia	51,791	39,419	12,372	36,296	52,292	12,873
Ordinary Maintenance and Operations - Contrac	155,475	73,307	82,168	84,255	93,776	20,469
Employee Benefits Contributions - Ordinary	65,872	67,355	(1,482)	52,315	89,455	22,100
Protective Services - Other Contract Costs	2,187	1,260	927	1,260	1,680	420
Property Insurance	19,067	6,453	12,614	7,992	8,604	2,151
Liability Insurance	14,270	12,402	1,868	12,047	16,536	4,134
Workers Compensation	750	1,350	(600)	1,780	1,800	450
All Other Insurance	1,463	873	590	2,426	1,164	291
Other General Expenses	41,260	14,247	27,013	40,769	18,996	4,749
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,266	(61)	1,327	(289)	1,084	1,145
Bad debt - Tenant Rents	4,442	4,500	(58)	4,815	6,000	1,500
Interest Expense	2,945	2,945	(0)	3,512	3,888	942
Total Operating Expenses	<u>\$ 1,029,386</u>	<u>\$ 892,103</u>	<u>\$ 137,282</u>	<u>\$ 913,689</u>	<u>\$ 1,164,793</u>	<u>\$ 272,689</u>
Net Income (Loss)	<u>\$ 152,878</u>	<u>\$ 50,348</u>	<u>\$ 102,529</u>	<u>\$ 10,221</u>	<u>\$ 33,476</u>	<u>\$ (16,872)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending March 31, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,163,440	\$ 1,119,366	\$ 44,074	\$ 1,095,242	\$ 1,492,488	\$ 373,122
Tenant Revenue - Other	100,101	79,307	20,794	88,178	105,071	25,764
Total Tenant Revenue	<u>\$ 1,263,541</u>	<u>\$ 1,198,673</u>	<u>\$ 64,868</u>	<u>\$ 1,183,421</u>	<u>\$ 1,597,559</u>	<u>\$ 398,886</u>
HUD PHA Operating Grants	2,866,306	2,744,697	121,609	2,716,103	3,659,596	914,899
CFP Operational Income	823,565	280,000	543,565	553,427	280,000	-
Fraud Recovery and Other	26,828	19,555	7,272	24,597	26,074	6,519
Total Operating Revenue	<u>\$ 4,980,239</u>	<u>\$ 4,242,925</u>	<u>\$ 737,314</u>	<u>\$ 4,477,547</u>	<u>\$ 5,563,229</u>	<u>\$ 1,320,304</u>
Administrative Salaries	\$ 248,675	\$ 270,913	\$ (22,238)	\$ 227,795	\$ 352,187	\$ 81,274
Auditing Fees	15,000	20,000	(5,000)	20,000	20,000	-
Management Fees	580,541	355,352	225,189	495,893	473,802	118,451
Bookkeeping Fees	53,717	54,203	(486)	54,168	72,270	18,068
Employee Benefits Contributions - Administrativ	91,864	111,030	(19,165)	93,802	147,349	36,319
Office Expenses	85,892	124,807	(38,915)	118,476	159,714	34,907
Legal Expense	75,442	73,889	1,553	71,166	97,952	24,063
Travel	486	1,872	(1,386)	1,119	2,496	624
Other	26,223	20,320	5,903	35,843	27,420	7,100
Tenant Services - Other	61,491	47,920	13,571	60,785	64,060	16,140
Water	345,374	333,160	12,214	340,104	445,761	112,601
Electricity	167,796	159,475	8,322	166,780	208,527	49,053
Gas	139,487	170,800	(31,313)	148,180	201,050	30,250
Other Utilities Expense	20,177	26,334	(6,157)	18,401	26,755	421
Ordinary Maintenance and Operations - Labor	302,328	495,816	(193,488)	319,557	644,711	148,895
Ordinary Maintenance and Operations - Materia	297,469	214,261	83,208	184,113	282,848	68,587
Ordinary Maintenance and Operations - Contrac	1,533,627	837,102	696,525	1,204,118	1,079,296	242,194
Employee Benefits Contributions - Ordinary	186,825	244,541	(57,716)	171,532	324,802	80,261
Protective Services - Other Contract Costs	9,659	8,460	1,199	8,522	11,280	2,820
Property Insurance	134,831	115,038	19,793	111,312	153,384	38,346
Liability Insurance	53,417	44,847	8,570	43,567	59,796	14,949
Workers Compensation	3,157	6,480	(3,323)	8,075	8,640	2,160
All Other Insurance	11,688	6,156	5,532	12,498	8,208	2,052
Other General Expenses	144,483	50,619	93,864	127,318	66,000	15,381
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	46,788	43,271	3,517	41,770	60,619	17,348
Bad debt - Tenant Rents	51,328	23,220	28,108	30,519	30,960	7,740
Interest Expense	55,951	50,776	5,174	60,544	67,026	16,249
Total Operating Expenses	<u>\$ 4,743,714</u>	<u>\$ 3,910,661</u>	<u>\$ 833,054</u>	<u>\$ 4,175,956</u>	<u>\$ 5,096,913</u>	<u>\$ 1,186,252</u>
Net Income (Loss)	<u>\$ 236,525</u>	<u>\$ 332,264</u>	<u>\$ (95,740)</u>	<u>\$ 301,591</u>	<u>\$ 466,316</u>	<u>\$ 134,052</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending March 31, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 731,607	\$ 631,196	\$ 100,411	\$ 624,898	\$ 794,928	\$ 163,732
Bookkeeping Fees Income	53,717	54,203	(486)	54,168	72,270	18,068
Fraud Recovery and Other	56,744	40,320	16,424	50,391	58,470	18,150
Total Operating Revenue	\$ 842,067	\$ 725,718	\$ 116,349	\$ 729,457	\$ 925,668	\$ 199,949
Administrative Salaries	\$ 192,283	\$ 313,761	\$ (121,477)	\$ 249,819	\$ 407,889	\$ 94,128
Auditing Fees	5,000	5,000	-	5,000	5,900	900
Employee Benefits Contributions - Admin	50,140	85,813	(35,673)	59,892	113,617	27,804
Office Expenses	33,189	34,245	(1,057)	39,374	45,809	11,564
Legal	1,448	1,728	(280)	715	2,304	576
Travel	8,317	4,395	3,922	6,557	7,325	2,930
Other	33,303	21,489	11,814	23,959	28,245	6,756
Tenant Services - Other	1,286	-	1,286	-	-	-
Water	5,758	1,197	4,561	1,562	1,596	399
Electricity	7,184	7,875	(691)	7,634	10,500	2,625
Gas	(3,515)	1,701	(5,216)	1,602	2,268	567
Other Utilities Expense	260	216	44	239	288	72
Ordinary Maintenance and Operations - Material	300	450	(150)	115	450	-
Ordinary Maintenance and Operations - Contrac	50,103	7,602	42,501	6,634	9,267	1,665
Protective Services - Other Contract Costs	388	315	73	492	315	-
Property Insurance	1,362	936	426	1,621	1,248	312
Liability Insurance	226	-	226	-	-	-
Workers Compensation	431	837	(406)	1,000	1,116	279
All Other Insurance	22,166	21,420	746	21,121	28,560	7,140
Other General Expenses	91,380	33,000	58,380	32,714	43,200	10,200
Compensated Absences	-	-	-	-	-	-
Interest Expense	3,416	3,416	-	7,063	4,223	807
Total Operating Expenses	\$ 504,426	\$ 545,396	\$ (40,970)	\$ 467,113	\$ 714,120	\$ 168,724
Net Income (Loss)	\$ 337,641	\$ 180,323	\$ 157,319	\$ 262,344	\$ 211,548	\$ 31,225

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending March 31, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 8,455,933	\$ 7,982,010	\$ 473,923	\$ 7,449,888	\$ 10,642,680	\$ 2,660,670
Other Revenue	190	-	190	284	-	-
Fraud Recovery and Other	12,020	4,617	7,403	15,908	6,156	1,539
Total Operating Revenue	<u>\$ 8,468,143</u>	<u>\$ 7,986,627</u>	<u>\$ 481,516</u>	<u>\$ 7,466,080</u>	<u>\$ 10,648,836</u>	<u>\$ 2,662,209</u>
Administrative Salaries	\$ 236,302	\$ 238,353	\$ (2,051)	\$ 192,529	\$ 309,064	\$ 70,711
Auditing Fees	25,000	25,000	-	25,000	25,000	-
Management Fees	151,066	135,844	15,222	129,005	181,126	45,281
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	106,049	88,855	17,194	56,101	117,805	28,950
Office Expenses	105,623	83,811	21,812	104,675	99,036	15,225
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	23	-	-
Other	37	54,000	(53,963)	250	72,000	18,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	107	-	-
Other Utilities Expense	458	-	458	381	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	39,281	3,132	36,149	26,059	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	12,042	13,950	(1,908)	13,577	18,600	4,650
Workers Compensation	6,074	10,674	(4,600)	12,804	14,232	3,558
All Other Insurance	-	-	-	334	-	-
Other General Expenses	18,213	16,715	1,498	19,937	22,316	5,601
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,023,102	7,302,789	720,313	7,396,417	9,737,052	2,434,263
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 8,723,781</u>	<u>\$ 7,973,124</u>	<u>\$ 750,657</u>	<u>\$ 7,977,408</u>	<u>\$ 10,600,407</u>	<u>\$ 2,627,283</u>
Net Income (Loss)	<u>\$ (255,638)</u>	<u>\$ 13,503</u>	<u>\$ (269,141)</u>	<u>\$ (511,328)</u>	<u>\$ 48,429</u>	<u>\$ 34,926</u>



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April 24, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

LHC graduated one FSS participant in March. Due to her successful completion of program requirements she received the funds in her FSS escrow account which was \$10,923.81. She is going to use a large portion of this money to secure more reliable transportation. The FSS Coordinator is going to use this success story to try and gain more interest in the program during her orientation presentations.

HCV Orientations:

LHC had zero (0) orientation during the month of March 2019 and zero vouchers issued.

One (1) VASH orientation was held for the month of March, and zero (5) Vouchers were issued.

Waiting List:

100 applications were pulled with a due date of March 29, 2019. Approximately 50 applications were returned for processing. Files have been distributed for processing of eligibility. The first orientation for qualified applications will be on April 23, 2019.

Department Initiatives:

In the HCV Program there are currently 1,806 vouchers housed in all its programs. Fifty-five participants are with the Shelter Plus Care Program (S+C), 83 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,525 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

February Voucher Program Total Units	1,863
February Traditional HCV Utilization	1714
February % Utilized Units	92%

March Voucher Program Total Units	1,863
March Traditional HCV Utilization	1668
March % Utilized Units	90%

Voucher Disbursement

HUD January HAP Disbursement	\$885,614
LHC January HAP/UAP Disbursement	\$862,413
% Voucher Funding Utilization	97%

HUD March HAP Disbursement	\$881,659
LHC March HAP/UAP Disbursement	\$884,048
% Voucher Funding Utilization	101%
HUD Held Reserves as of September 2018	\$897,936

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 18 rent reasonables for the fiscal year 2019. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.



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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 18 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2019.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2019. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period two (2) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not





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corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were six (6) 24-hour deficiencies and (55) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of March 31, 2019, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10





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Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 92%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20





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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 19 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 56% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of eight (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 03/31/2019





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April 24, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2019 Asset Management Monthly Report

CONTACT PERSON:

Doug Fleming
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of March. LHC Unit Months Leased (UML) was 808 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 94% at the end of March. There were four (4) households moved in, two (2) residents moved out, and zero (0) unit transfers. The UML was 191 which equals 94%. At the end of March, Mt. Vernon had a total of (11) open work orders.

Hildebrandt Park occupancy was 99% at the end of March. There were four (4) households moved in, two (2) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of March, Hildebrandt had a total of 42 open work orders.

LaRoy Froh occupancy was 99% at the end of March. There was one (1) household moved in, zero (0) residents moved out, two (2) unit transfers. The UML was 209





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which equals 99%. At the end of March, LaRoy Froh had a total of 52 open work orders.

South Washington Park occupancy was 98% at the end of March. There were three (3) households moved in, five (5) resident moved out, and zero (0) unit transfer. The UML was 193 which equals 98%. At the end of March, South Washington had a total of 89 open work orders.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	191	94%	4	2	0	0
Hildebrandt	220	217	99%	4	2	0	0
LaRoy Froh	213	209	99%	1	0	2	3
S. Washington	197	193	98%	3	5	0	0
Totals	832	808	97%	12	9	2	3

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 32,697	\$ 38,298	\$2,746	111%
Hildebrandt	\$ 43,100	\$ 47,825	\$ 0	111%
LaRoy Froh	\$ 31,271	\$ 36,417	\$ 5,146	116%
S. Washington	\$ 30,357	\$ 40,884	\$ 10,527	135%
Totals	\$ 137,425	\$ 163,424	\$18,419	119%





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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
102-3812 Wilson	1	2-14-18	369	2-1-19	\$7,431	Aaron's needs to complete plumbing work.
3520 Waverly	2	11-2-18	110	Ready	\$4,555	Unit is ready, assigned.
3800 Wilson	1	11-28-18	80	1Ready	N/A	Ready to lease, offer made.2
3214 Waverly	3	11-19-18	80	2-7-19	\$4,800	S&S to completed unit by 2-6-19, Cleaning to be done after,
3424 Waverly	3	11-30-18	79	2-14-19	\$5,267	Brad Perkins completing work in unit,
3524 Waverly	3	11-30-18	79	Ready	\$2,080	Unit Ready. Pulling from waitlist,
3830 Waverly	1	12-7-18	73	Ready	N/A	Unit offer sent.
3884 Wilson	3	12-17-18	62	2-8-19	\$6,600	1-22-19 First Contracting
3246 Waverly	2	1-24-19	26	3-1-19	Pending	Contacting JDK for rehab
3510 Waverly	4	1-10-19	29	TBA	Pending	Serious water damage throughout first floor
3230 Waverly	2	1-24-19	26	3-15-19	Pending	Contacting S&S for rehab





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Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3124-E Turner	5	3-6-19	39	4-3-19	\$350	Lease ready, applicant became ineligible for this bedroom size, processing new applicant.
103-3124-D Turner St.	2	3-4-19	41	4-25-19	\$1650	Painted and floors completed, waiting on carpentry.
103-1906 Hoyt	2	3-4-19	41	4-12-19	\$2900	One more week for floors and maintenance then ready for move in.



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LaRoy Froh Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-908 W Miller	3	2-1-19	12		Pending	2-18-19 extensive damage done to unit. Unit has been painted and is pending san/poly of floors. Estimated completion 3-1. 4/5/19 pending concrete work for porch. Maintenance is completing scope of work. Estimated completion 4/19.
111-2502 Reo	3	4/8/19	10			4-19 unit has been painted and floors have been completed. Scope of work will be completed 4-19.
111-2202 Reo	2	4/5/19	6			4-15 unit has been painted and floors have been completed. Maintenance will complete the remaining work estimated completion 4/19.





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111-1610 W Miller	3	4/3/19	8			4-15 unit has been painted and floors are to be completed 4-15 and scope of work is estimated completion by 4-19.
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South Washington Park Vacant Unit Status:

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 105	1	3/28/2019	3	4/19/2019	In house turn	
112-3200 S Washington 138	1	3/4/2019	27	4/2/2018	In house turn	Delayed plumbing issues
112-3200 S Washington 416	1	3/25/2019	6	4/8/2019	In house turn	
112-3200 S Washington 529	1	3/8/2019	23	4/1/19	In house turn	Transfer





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April 24, 2019
Executive Director's Report

Activities

Staff Training

- Davis-Bacon
- Rent Calc

Capital Projects

- Security Cameras
- Kitchen/Bath
- Elevator
- Reo Road Renovations

Staff Changes

- Dawn Allman resignation
- Maintenance opening - LRF

Major Activities

- Site visits to LHC properties
- Staff Meeting LIPH
- Transfer to Box
- Budget development 2019
- Annual Plan revisions 2019
- RAD planning
- Board Emails



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**LHC Board
Sign-In Sheet
Date of Meeting: April 24, 2019**

Name	Organization	Phone #	E-mail	Speaking Y/N
ANDREA Bailey	LIPH	372-7145	andrea@lanshc.org	—
Marcel Jackson	LIPH	321-6034	marcel@lanshc.org	
Marcus Hardy	LIPH	393-8444	marcus.h@lanshc.org	
Dawn Allman	COCC		dawn@lanshc.org	
Doug Fleming	COCC		dfleming@lanshc.org	
Marshall Brice	LIPH	393-4290	marshallb@lanshc.org	
Kim Shirey	HCV	487-0242	KimS@lanshc.org	

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Annual Plan and Public Hearing Meeting

Lansing Housing Commission Board Meeting April 24, 2019

Sign-In Sheet

Page 1 of 1