



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

Agenda
Lansing Housing Commission
August 15, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of July 25, 2018

Action Items:

Resolution 1294 – Approval of Annual SEMAP Certification

Informational Items.

- | | |
|--------------------------------------------|---------------------------|
| a. Finance Report July 2018 | Dickey May |
| b. Housing Choice Voucher Report July 2018 | |
| c. Asset Management Report July 2018 | |
| • Mt. Vernon & Scattered Sites | AMP 102 |
| • Hildebrandt, Forrest, Hoyt | AMP 103 & Scattered Sites |
| • LaRoy Froh & Scattered Sites | AMP 111 |
| • South Washington & Scattered Sites | AMP 112 |
| d. Sustainability Agreement Update | Martell Armstrong |

Discussion Items

- a. City inspection Fees





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





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Minutes of the July 25, 2018

Commissioner Baltimore called the meeting to order promptly at 5:31 p.m. Mr. Armstrong, called the roll.

PRESENT AT ROLL CALL: Commissioners Baltimore, Warren and Robinson, and Deschaine were present at roll call. Commissioner Joyce was absent.

STAFF:

Marshall Brice
Marcel Jackson
DeOnna Henderson
Dawn Allman

Kimberly Gillespie
Marvin Ellis
Salvador Navarro
Marcus Hardy

Guests:

Lisa Sadler
Daniel Black

Tasaner Gilmore

Commissioner Deschaine moved and Commissioner Warren 2nd a motion to approve the minutes of the June 27, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve Manual Journal Entry Policy. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report - Dawn Allman, Mrs. Allman provided a brief overview of the Finance Reports for June 2018.
- B. Housing Choice Voucher Report – Report provided as an informational item.
- C. Asset Management Report – Report provided as an informational item.

Sustainability Agreement Update: Mr. Armstrong reported that has not received any updates regarding any closures of the DEC audit recommendations.





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Discussion Items

a. City Inspections

The board requested a detailed timeline for the unit repairs as a result of the city code inspections, a start date for the repairs, instructed the Executive Directive (ED) to procure services for repairs by site rather than one large procurement and instructed the E.D. to contact Brian McGrane for donated laborers.

Executive Director's Comments: Mr. Armstrong announced the following:

OPEB

Under new government accountability standards LHC is now obligated to enter the entire unfunded post-retirement health care benefit liability on the financial statement. I have been in touch with BDO and MERS regarding this matter. MERS does not provide any assistance concerning OPEB matters. BDO has suggested that LHC receive a separate audit and actuarial review that will be ready in time for the annual independent (A133) audit so that we are in compliance and ready to submit the information on the audited financial submission by March 31, 2019.

Separately, I have continued the conversation with the Mercer Group regarding the OPEB options to decrease our liability. While the actuarial review will allow us to have better clarity regarding this matter, the following information was offered by the Mercer Group:

Pension

I have received interest in the plot of land adjacent to 419 Cherry Street that LHC owns. I have preliminarily consulted with Jim Vlahakis with the Mid Michigan Realty Group to establish a valuation on the land. The proceeds will go to pay down the pension debt.

RAD

The cost of unit inspections and unit repairs resulting from the City code inspections may substantially affect our ability to pay for development soft costs such as environmental reviews, market impact studies, and physical needs inspections. I will need to understand the financial expectations and subsequent impacts prior to moving forward with contracting with a Consultant and Real Estate Attorney. I have had a follow-up conversation with Brian McGrain concerning the cost of the city inspections and how those costs may interfere with LHC's desire to redevelop our housing stock. Brian mentioned recruiting private money to assist with costs.

President's Comments: Chairman Baltimore welcomed Dawn Allman and De'Onna Henderson to the meeting. He also introduced new board member Don Sober.

Public Comment – Coach Ron Fisher thanked the staff for their assistance in making the basketball tournaments a success.





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Commissioner Warren expressed that she would like to be privy of meetings with city officials prior to the board meeting.

Commissioner Sober expressed that he is excited to join the Commission.

Other Business – none

Adjournment: The meeting was adjourned at 6:37 p.m.





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

August 15, 2018

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Submit the Lansing Housing Commission's 2018 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1294.

RECOMMENDATION:

Staff recommends the Board authorize Martell Armstrong, acting in his capacity as Executive Director or his designee, to submit LHC's 2018 SEMAP scores to HUD.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY:

This resolution authorizes LHC to submit its SEMAP self-certified score of 130, to the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 985.101.

BACKGROUND:

24 CFR sec 985.101 requires PHAs that administer a Housing Choice Voucher tenant-based rental assistance program to submit an annual SEMAP Self Certification to HUD within 60 days after the end of the fiscal year. PHA's must obtain Board approval prior to submission of the SEMAP Certification.

PHAs, which do not submit their SEMAP score within the 60-day timeframe, will be designated as a "troubled agency" which leads to corrective actions taken by HUD. These corrective actions could be but are not limited to onsite HUD audits, sanctions, and /or,

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 15, 2018

Transmittal to Approve Annual SEMAP Certification

Resolution No. 1294

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various other additional requirements as set forth by the HUD field office.

In order to complete the self-certification for SEMAP, the PHA must evaluate its performance against 14 benchmarks:

- Proper selection of applicants from the housing choice voucher waiting list.
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD Fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help
- FSS families achieve increases in employment income

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 130.

FINANCIAL CONSIDERATIONS

If LHC fails to submit the SEMAP score there is no financial consideration.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, 24 CFR sec 985.101 requires governing body approval of LHC's submission to HUD.

Respectfully Submitted, _____


Martell Armstrong, Secretary to the Board





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

Resolution No. 1294

Adopted by the Lansing Housing Commission

August 15, 2018

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Martell Armstrong, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 130, to the U. S. Department of Housing & Urban Development.



Chair

Yeas 41

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1294
Date Adopted 08/15/2018



Lansing Housing Commission
Summary Results for JULY FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	6,977	3,999	4,102	5,347	20,425	981	(201,735)
Tenant Revenue Variance	1,350	49	(776)	1,356	1,979		
HUD Revenue Variance	3,843	4,760	4,279	2,715	15,597	1,176	(203,337)
Capital Fund Income	-	-	-	-	-	-	
Other Income	1,784	(810)	599	1,276	2,849	(195)	1,602
Other	-	-	-	-	-	-	-
Budgeted Revenue	107,373	129,182	116,812	84,751	438,118	64,295	887,403
% Variance fav (unfav)	6%	3%	4%	6%	5%	2%	-23%
EXPENSES:							
Total Expense Variance Unfav (Fav)	2,368	(5,558)	(15,136)	4,801	(13,525)	(8,781)	49,335
<i>Contributing Factors:</i>							
MERS Contribution Special					-		
Adjusted Expense Variance	2,368	(5,558)	(15,136)	4,801	(13,525)	(8,781)	49,335
<i>-Over spend (Under spend)</i>							
Salary Expenses	(3,552)	(7,574)	(5,600)	(6,468)	(23,194)	(7,873)	2,727
Employee Benefit Expenses	(1,200)	(4,091)	(2,165)	(2,793)	(10,249)	(3,920)	1,456
Utilities	(591)	2,615	(161)	5,259	7,122	(160)	-
Write-offs	2,994	(1,765)	(441)	41	829		
Legal	2,472	1,799	(216)	(1,330)	2,725	(42)	
Professional Services	(183)	5	(337)	(42)	(557)	(62)	460
Administrative Services	-	-	2,077	4,221	6,298	-	
Insurance	(671)	(1,097)	(242)	877	(1,133)	3,867	(1,169)
Sundry/Postage/Office Supplies	(1,254)	98	(220)	(270)	(1,646)	495	(3,006)
Management Fee					-		(428)
HAP Expense					-		49,371
Inspections	-	(200)	1,253	-	1,053		(4,836)
Maintenance Costs	5,999	11,037	5,744	7,634	30,414	(1,840)	(263)
Maintenance Contract - Unit Turns	(765)	(6,030)	(14,881)	(1,285)	(22,961)	-	-
Other	(881)	(355)	53	(1,043)	(2,226)	754	5,023
Budgeted Expense	95,795	103,418	106,652	91,316	397,181	55,254	877,029
% Variance fav (unfav)	-2%	5%	14%	-5%	3%	16%	-6%
Curr Mo. Actual Net Income (Loss)							
	\$ 16,186	\$ 35,321	\$ 29,397	\$ (6,019)	\$ 74,885	\$ 18,802	\$ (240,696)
YTD Actual Net Income (Loss) Net of CWIP							
	\$ 16,186	\$ 35,321	\$ 29,397	\$ (6,019)	\$ 74,885	\$ 18,802	\$ (240,696)
Prior YR YTD Net Income (Loss)							
	\$ 18,414	\$ 39,732	\$ 32,280	\$ (3,464)	\$ 86,962	\$ 22,237	\$ (287,503)
Cash Balance - July							
	\$ 594,418	\$ 490,288	\$ 868,942	\$ 430,312	\$ 2,383,960	\$ 690,996	\$ 664,782
Cash Balance - June							
	\$ 574,158	\$ 453,118	\$ 825,798	\$ 434,641	\$ 2,287,715	\$ 896,086	\$ 795,627
Cash Balance - May							
	\$ 597,446	\$ 463,070	\$ 852,736	\$ 412,452	\$ 2,325,704	\$ 864,480	\$ 800,825

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 30,911	\$ 29,561	\$ 1,350	\$ 26,299	\$ 354,732	\$ 325,171
Tenant Revenue - Other	4,439	2,660	1,779	3,421	31,920	29,260
Total Tenant Revenue	<u>\$ 35,349</u>	<u>\$ 32,221</u>	<u>\$ 3,128</u>	<u>\$ 29,720</u>	<u>\$ 386,652</u>	<u>\$ 354,431</u>
HUD PHA Operating Grants	78,982	75,139	3,843	68,884	901,665	826,526
CFP Operational Income	-	-	-	1,073	35,000	35,000
Fraud Recovery and Other	18	13	5	743	6,408	6,395
		-				
Total Operating Revenue	<u>\$ 114,349</u>	<u>\$ 107,373</u>	<u>\$ 6,977</u>	<u>\$ 100,420</u>	<u>\$ 1,329,725</u>	<u>\$ 1,222,352</u>
Administrative Salaries	\$ 6,875	\$ 6,568	\$ 307	\$ 6,568	\$ 85,390	\$ 78,821
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,153	9,539	614	9,637	114,468	104,929
Bookkeeping Fees	1,493	1,455	38	1,470	17,460	16,005
Employee Benefits Contributions - Admin	3,483	2,299	1,185	3,302	28,085	25,786
Office Expenses	875	4,049	(3,174)	2,234	53,658	49,609
Legal	3,822	1,350	2,472	(1,072)	21,140	19,790
Travel	-	65	(65)	60	780	715
Other	(153)	1,600	(1,753)	877	18,000	16,400
Tenant Services - Other	500	-	500	800	-	-
Water	8,068	8,052	16	8,212	91,281	83,229
Electricity	3,635	3,039	596	3,516	35,455	32,416
Gas	2,315	3,500	(1,185)	1,615	39,500	36,000
Other Utilities Expense	32	50	(18)	31	6,050	6,000
Ordinary Maintenance and Operations - Labor	7,683	11,543	(3,859)	6,644	150,056	138,514
Ordinary Maintenance and Operations - Materials	5,439	5,150	289	5,375	67,500	62,350
Ordinary Maintenance and Operations - Contract	26,583	21,400	5,183	17,508	260,165	238,765
Employee Benefits Contributions - Ordinary	4,562	6,948	(2,385)	3,295	84,254	77,306
Protective Services - Other Contract Costs	194	200	(6)	194	2,400	2,200
Property Insurance	3,343	3,776	(433)	2,872	45,312	41,536
Liability Insurance	1,240	1,267	(27)	1,087	15,204	13,937
Workers Compensation	-	248	(248)	129	2,976	2,728
All Other Insurance	223	186	37	186	2,232	2,046
Other General Expenses	1,398	-	1,398	3,145	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,332	1,439	(107)	1,137	18,154	16,715
Bad debt - Tenant Rents	3,574	580	2,994	1,582	6,960	6,380
Interest Expense	1,493	1,493	-	1,599	17,293	15,799
Total Operating Expenses	<u>\$ 98,164</u>	<u>\$ 95,795</u>	<u>\$ 2,368</u>	<u>\$ 82,003</u>	<u>\$ 1,188,772</u>	<u>\$ 1,092,977</u>
Net Income (Loss)	<u>\$ 16,186</u>	<u>\$ 11,577</u>	<u>\$ 4,608</u>	<u>\$ 18,417</u>	<u>\$ 140,953</u>	<u>\$ 129,375</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 34,551	\$ 34,502	\$ 49	\$ 31,356	\$ 414,024	\$ 379,522
Tenant Revenue - Other	786	1,600	(814)	4,200	20,015	18,415
Total Tenant Revenue	<u>\$ 35,337</u>	<u>\$ 36,102</u>	<u>\$ (765)</u>	<u>\$ 35,556</u>	<u>\$ 434,039</u>	<u>\$ 397,937</u>
HUD PHA Operating Grants	97,829	93,089	4,760	94,076	1,116,824	1,023,755
CFP Operational Income	-	-	-	1,073	35,000	35,000
Fraud Recovery and Other	14	11	3	88	6,384	6,373
Total Operating Revenue	<u>\$ 133,181</u>	<u>\$ 129,182</u>	<u>\$ 3,999</u>	<u>\$ 130,793</u>	<u>\$ 1,592,246</u>	<u>\$ 1,463,064</u>
Administrative Salaries	\$ 6,464	\$ 6,464	\$ -	\$ 6,301	\$ 84,026	\$ 77,563
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,969	10,473	496	10,621	125,679	115,205
Bookkeeping Fees	1,613	1,598	16	1,620	19,170	17,573
Employee Benefits Contributions - Admin	2,058	3,474	(1,416)	3,340	42,186	38,711
Office Expenses	1,554	1,598	(44)	1,278	34,314	32,716
Legal	1,799	-	1,799	(835)	20,160	20,160
Travel	47	80	(33)	77	960	880
Other	191	200	(9)	-	2,220	2,020
Tenant Services - Other	900	1,900	(1,000)	800	21,100	19,200
Water	10,463	8,700	1,763	8,464	98,700	90,000
Electricity	2,551	2,250	301	2,359	30,200	27,950
Gas	1,481	900	581	918	55,500	54,600
Other Utilities Expense	-	30	(30)	-	6,590	6,560
Ordinary Maintenance and Operations - Labor	3,482	11,056	(7,574)	7,427	143,228	132,172
Ordinary Maintenance and Operations - Material	5,984	5,200	784	2,129	64,200	59,000
Ordinary Maintenance and Operations - Contrac	35,501	31,235	4,266	30,209	405,535	374,300
Employee Benefits Contributions - Ordinary	2,779	5,453	(2,674)	4,014	66,246	60,793
Protective Services - Other Contract Costs	307	300	7	307	3,600	3,300
Property Insurance	2,972	3,950	(978)	2,553	47,400	43,450
Liability Insurance	1,045	1,032	13	916	12,384	11,352
Workers Compensation	-	164	(164)	141	1,968	1,804
All Other Insurance	198	166	32	166	1,992	1,826
Other General Expenses	1,636	1,631	5	3,626	22,255	20,624
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,241	2,175	66	1,965	21,882	19,707
Bad debt - Tenant Rents	(865)	900	(1,765)	-	10,800	9,900
Interest Expense	2,489	2,489	-	2,665	28,821	26,332
Total Operating Expenses	<u>\$ 97,860</u>	<u>\$ 103,418</u>	<u>\$ (5,558)</u>	<u>\$ 91,061</u>	<u>\$ 1,376,116</u>	<u>\$ 1,272,698</u>
Net Income (Loss)	<u>\$ 35,321</u>	<u>\$ 25,764</u>	<u>\$ 9,557</u>	<u>\$ 39,732</u>	<u>\$ 216,130</u>	<u>\$ 190,366</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 29,973	\$ 30,749	\$ (776)	\$ 33,324	\$ 368,988	\$ 338,239
Tenant Revenue - Other	2,347	2,370	(23)	2,597	28,440	26,070
Total Tenant Revenue	<u>\$ 32,320</u>	<u>\$ 33,119</u>	<u>\$ (799)</u>	<u>\$ 35,921</u>	<u>\$ 397,428</u>	<u>\$ 364,309</u>
HUD PHA Operating Grants	87,953	83,674	4,279	83,615	1,004,082	920,409
CFP Operational Income	-	-	-	1,073	35,000	35,000
Fraud Recovery and Other	640	19	621	146	6,480	6,461
Total Operating Revenue	<u>\$ 120,913</u>	<u>\$ 116,812</u>	<u>\$ 4,102</u>	<u>\$ 120,754</u>	<u>\$ 1,442,990</u>	<u>\$ 1,326,178</u>
Administrative Salaries	\$ 6,731	\$ 7,220	\$ (489)	\$ 3,158	\$ 93,863	\$ 86,642
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,051	9,982	69	10,129	119,778	109,797
Bookkeeping Fees	1,478	1,523	(45)	1,545	18,270	16,748
Employee Benefits Contributions - Admin	2,229	2,709	(480)	1,904	33,055	30,347
Office Expenses	4,305	2,196	2,109	1,123	39,483	37,287
Legal	1,784	2,000	(216)	-	24,000	22,000
Travel	77	63	14	-	756	693
Other	1,659	600	1,059	727	7,200	6,600
Tenant Services - Other	200	2,180	(1,980)	400	26,160	23,980
Water	5,977	5,700	277	5,539	68,400	62,700
Electricity	3,764	3,258	506	3,043	39,096	35,838
Gas	2,080	3,000	(920)	1,479	59,300	56,300
Other Utilities Expense	32	55	(23)	31	12,660	12,605
Ordinary Maintenance and Operations - Labor	8,132	13,243	(5,111)	8,283	172,159	158,916
Ordinary Maintenance and Operations - Material	11,086	8,138	2,948	2,666	98,856	90,718
Ordinary Maintenance and Operations - Contrac	15,541	25,665	(10,124)	28,926	319,820	294,155
Employee Benefits Contributions - Ordinary	5,301	6,986	(1,685)	5,571	84,848	77,861
Protective Services - Other Contract Costs	295	300	(5)	295	3,600	3,300
Property Insurance	4,210	4,339	(129)	3,617	52,088	47,729
Liability Insurance	1,308	1,306	(0)	1,144	15,672	14,366
Workers Compensation	-	158	(158)	301	1,896	1,738
All Other Insurance	280	235	45	235	2,820	2,585
Other General Expenses	1,571	1,908	(337)	4,457	24,749	22,841
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,799	1,819	(20)	2,326	19,499	17,680
Bad debt - Tenant Rents	159	600	(441)	-	7,200	6,600
Interest Expense	1,470	1,470	0	1,574	17,024	15,554
Total Operating Expenses	<u>\$ 91,516</u>	<u>\$ 106,652</u>	<u>\$ (15,136)</u>	<u>\$ 88,475</u>	<u>\$ 1,367,232</u>	<u>\$ 1,260,580</u>
Net Income (Loss)	<u>\$ 29,397</u>	<u>\$ 10,159</u>	<u>\$ 19,238</u>	<u>\$ 32,280</u>	<u>\$ 75,758</u>	<u>\$ 65,598</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 30,918	\$ 29,562	\$ 1,356	\$ 27,169	\$ 354,744	\$ 325,182
Tenant Revenue - Other	2,060	2,058	2	5,382	24,696	22,638
Total Tenant Revenue	<u>\$ 32,978</u>	<u>\$ 31,620</u>	<u>\$ 1,358</u>	<u>\$ 32,551</u>	<u>\$ 379,440</u>	<u>\$ 347,820</u>
HUD PHA Operating Grants	55,800	53,085	2,715	44,891	637,025	583,940
CFP Operational Income	-	-	-	1,073	175,000	175,000
Fraud Recovery and Other	1,321	46	1,275	655	6,804	6,758
Total Operating Revenue	<u>\$ 90,099</u>	<u>\$ 84,751</u>	<u>\$ 5,347</u>	<u>\$ 79,170</u>	<u>\$ 1,198,269</u>	<u>\$ 1,113,518</u>
Administrative Salaries	\$ 3,681	\$ 6,839	\$ (3,158)	\$ 6,666	\$ 88,909	\$ 82,070
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	9,898	9,490	408	9,244	113,878	104,388
Bookkeeping Fees	1,455	1,448	8	1,410	17,370	15,923
Employee Benefits Contributions - Admin	2,702	3,625	(922)	3,057	44,023	40,398
Office Expenses	1,264	2,661	(1,397)	1,770	32,259	29,598
Legal	1,391	2,721	(1,330)	-	32,652	29,931
Travel	-	-	-	37	-	-
Other	4,221	-	4,221	1,871	-	-
Tenant Services - Other	1,400	1,400	-	1,400	16,800	15,400
Water	20,353	15,615	4,738	16,976	187,380	171,765
Electricity	8,858	8,648	210	8,974	103,776	95,128
Gas	1,214	850	364	897	46,750	45,900
Other Utilities Expense	-	53	(53)	-	1,455	1,402
Ordinary Maintenance and Operations - Labor	10,480	13,790	(3,310)	13,350	179,268	165,478
Ordinary Maintenance and Operations - Material	10,412	4,691	5,721	1,854	52,292	47,601
Ordinary Maintenance and Operations - Contrac	7,519	6,823	696	5,015	93,776	86,953
Employee Benefits Contributions - Ordinary	5,495	7,367	(1,871)	6,416	89,455	82,088
Protective Services - Other Contract Costs	140	140	-	140	1,680	1,540
Property Insurance	1,733	717	1,016	1,489	8,604	7,887
Liability Insurance	1,371	1,378	(7)	1,202	16,536	15,158
Workers Compensation	-	150	(150)	127	1,800	1,650
All Other Insurance	115	97	18	97	1,164	1,067
Other General Expenses	1,541	1,583	(42)	(246)	18,996	17,413
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(5)	395	(400)	(23)	1,084	689
Bad debt - Tenant Rents	541	500	41	550	6,000	5,500
Interest Expense	336	336	(0)	360	3,888	3,552
Total Operating Expenses	<u>\$ 96,117</u>	<u>\$ 91,316</u>	<u>\$ 4,801</u>	<u>\$ 82,634</u>	<u>\$ 1,164,793</u>	<u>\$ 1,073,477</u>
Net Income (Loss)	<u>\$ (6,019)</u>	<u>\$ (6,564)</u>	<u>\$ 546</u>	<u>\$ (3,464)</u>	<u>\$ 33,476</u>	<u>\$ 40,041</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 126,353	\$ 124,374	\$ 1,979	\$ 118,148	\$ 1,492,488	\$ 1,368,114
Tenant Revenue - Other	9,632	8,688	944	15,600	105,071	96,383
Total Tenant Revenue	<u>\$ 135,984</u>	<u>\$ 133,062</u>	<u>\$ 2,922</u>	<u>\$ 133,748</u>	<u>\$ 1,597,559</u>	<u>\$ 1,464,497</u>
HUD PHA Operating Grants	320,564	304,966	15,598	291,466	3,659,596	3,354,630
CFP Operational Income	-	-	-	4,292	280,000	280,000
Fraud Recovery and Other	1,994	89	1,905	1,631	26,074	25,985
Total Operating Revenue	<u>\$ 458,542</u>	<u>\$ 438,117</u>	<u>\$ 20,425</u>	<u>\$ 431,137</u>	<u>\$ 5,563,229</u>	<u>\$ 5,125,112</u>
Administrative Salaries	\$ 23,750	\$ 27,091	\$ (3,341)	\$ 22,693	\$ 352,187	\$ 325,096
Auditing Fees	-	-	-	-	20,000	20,000
Management Fees	41,071	39,484	1,587	39,631	473,802	434,319
Bookkeeping Fees	6,039	6,023	17	6,045	72,270	66,248
Employee Benefits Contributions - Administrative	10,473	12,106	(1,634)	11,603	147,349	135,242
Office Expenses	7,998	10,504	(2,505)	6,406	159,714	149,210
Legal Expense	8,796	6,071	2,725	(1,907)	97,952	91,881
Travel	124	208	(84)	174	2,496	2,288
Other	5,918	2,400	3,518	3,475	27,420	25,020
Tenant Services - Other	3,000	5,480	(2,480)	3,400	64,060	58,580
Water	44,861	38,067	6,794	39,191	445,761	407,694
Electricity	18,808	17,195	1,613	17,892	208,527	191,332
Gas	7,091	8,250	(1,159)	4,910	201,050	192,800
Other Utilities Expense	65	188	(123)	62	26,755	26,567
Ordinary Maintenance and Operations - Labor	29,777	49,632	(19,855)	35,705	644,711	595,080
Ordinary Maintenance and Operations - Material	32,922	23,179	9,743	12,024	282,848	259,669
Ordinary Maintenance and Operations - Contract	85,144	85,123	21	81,658	1,079,296	994,173
Employee Benefits Contributions - Ordinary	18,138	26,754	(8,616)	19,296	324,802	298,048
Protective Services - Other Contract Costs	936	940	(4)	936	11,280	10,340
Property Insurance	12,258	12,782	(524)	10,531	153,384	140,602
Liability Insurance	4,962	4,983	(21)	4,349	59,796	54,813
Workers Compensation	-	720	(720)	697	8,640	7,920
All Other Insurance	816	684	132	684	8,208	7,524
Other General Expenses	6,147	5,122	1,025	10,982	66,000	60,878
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	5,368	5,828	(460)	5,405	60,619	54,791
Bad debt - Tenant Rents	3,408	2,580	828	2,132	30,960	28,380
Interest Expense	5,788	5,788	0	6,198	67,026	61,238
Total Operating Expenses	<u>\$ 383,657</u>	<u>\$ 397,181</u>	<u>\$ (13,524)</u>	<u>\$ 344,172</u>	<u>\$ 5,096,913</u>	<u>\$ 4,699,732</u>
Net Income (Loss)	<u>\$ 74,885</u>	<u>\$ 40,937</u>	<u>\$ 33,949</u>	<u>\$ 86,965</u>	<u>\$ 466,316</u>	<u>\$ 425,380</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending July 31, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 55,737	\$ 54,577	\$ 1,160	\$ 53,939	\$ 794,928	\$ 740,350
Bookkeeping Fees Income	6,039	6,023	17	6,045	72,270	66,248
Fraud Recovery and Other	3,500	3,695	(195)	5,100	58,470	54,775
Total Operating Revenue	\$ 65,276	\$ 64,295	\$ 981	\$ 65,084	\$ 925,668	\$ 861,373
Administrative Salaries	\$ 23,503	\$ 31,376	\$ (7,873)	\$ 24,712	\$ 407,889	\$ 376,513
Auditing Fees	-	-	-	-	5,900	5,900
Employee Benefits Contributions - Admin	5,348	9,268	(3,920)	7,215	113,617	104,349
Office Expenses	3,272	4,403	(1,131)	3,408	45,809	41,406
Legal	-	42	(42)	-	2,304	2,262
Travel	461	-	461	167	7,325	7,325
Other	2,029	110	1,919	110	28,245	28,135
Tenant Services - Other	-	-	-	-	-	-
Water	4,864	133	4,731	-	1,596	1,463
Electricity	887	875	12	-	10,500	9,625
Gas	(4,691)	189	(4,879)	25	2,268	2,079
Other Utilities Expense	-	24	(24)	24	288	264
Ordinary Maintenance and Operations - Materia	-	-	-	-	450	450
Ordinary Maintenance and Operations - Contrac	166	2,006	(1,840)	106	9,267	7,261
Protective Services - Other Contract Costs	-	-	-	-	315	315
Property Insurance	124	104	20	106	1,248	1,144
Liability Insurance	113	-	113	-	-	-
Workers Compensation	-	93	(93)	85	1,116	1,023
All Other Insurance	6,207	2,380	3,827	3,435	28,560	26,180
Other General Expenses	3,338	3,400	(62)	2,504	43,200	39,800
Compensated Absences	-	-	-	-	-	-
Interest Expense	852	852	-	950	4,223	3,371
Total Operating Expenses	\$ 46,474	\$ 55,254	\$ (8,781)	\$ 42,847	\$ 714,120	\$ 658,866
Net Income (Loss)	\$ 18,802	\$ 9,041	\$ 9,762	\$ 22,237	\$ 211,548	\$ 202,507

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending July 31, 2018

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 683,553	\$ 886,890	\$ (203,337)	\$ 575,430	\$ 10,642,680	\$ 9,755,790
Other Revenue	20	-	20	33	-	-
Fraud Recovery and Other	2,095	513	1,582	1,825	6,156	5,643
Total Operating Revenue	<u>\$ 685,668</u>	<u>\$ 887,403</u>	<u>\$ (201,735)</u>	<u>\$ 577,288</u>	<u>\$ 10,648,836</u>	<u>\$ 9,761,433</u>
Administrative Salaries	\$ 26,298	\$ 23,570	\$ 2,727	\$ 22,022	\$ 309,064	\$ 285,494
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	14,666	15,094	(428)	14,308	181,126	166,032
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	10,917	9,650	1,267	12,714	117,805	108,155
Office Expenses	8,278	6,343	1,935	7,893	99,036	92,693
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	6,000	(6,000)	-	72,000	66,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	8	-	-
Other Utilities Expense	-	-	-	95	-	-
Ordinary Maintenance and Operations - Materie	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	1,520	348	1,172	552	4,176	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	1,567	1,550	17	1,373	18,600	17,050
Workers Compensation	-	1,186	(1,186)	1,125	14,232	13,046
All Other Insurance	-	-	-	-	-	-
Other General Expenses	2,327	1,867	460	2,528	22,316	20,449
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	860,792	811,421	49,371	802,173	9,737,052	8,925,631
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 926,365</u>	<u>\$ 877,029</u>	<u>\$ 49,335</u>	<u>\$ 864,790</u>	<u>\$ 10,600,407</u>	<u>\$ 9,723,378</u>
Net Income (Loss)	<u>\$ (240,696)</u>	<u>\$ 10,374</u>	<u>\$ (251,070)</u>	<u>\$ (287,503)</u>	<u>\$ 48,429</u>	<u>\$ 38,055</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for July 2018

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	20,259.95	594,417.96
1010-0000-112200 Accounts Receivable	(1,737.00)	4,822.99
1010-0000-112201 Allowance for Doubtful Accounts	173.70	(482.30)
1010-0000-112500 Accounts Receivable HUD	(975.63)	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	104.20	4,223.32
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(4,806.05)	7,343.08
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
TOTAL ASSETS	13,019.17	4,550,315.83
LIABILITIES		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	(1,171.38)	-
1010-0000-211400 Tenant Security Deposits	(657.00)	33,600.30
1010-0000-211999 Tenant Refunds	-	6,876.07
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	1,331.77	19,639.01
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	(2,670.02)	401,554.97
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
TOTAL LIABILITIES	(3,166.63)	1,241,167.22
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	16,185.80	(1,139,618.59)
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	16,185.80	3,309,148.61
TOTAL LIABILITES & EQUITY	13,019.17	4,550,315.83

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for July 2018**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	37,169.81	490,288.28
1020-0000-112200 Accounts Receivable	(813.87)	2,056.13
1020-0000-112201 Allowance for Doubtful Accounts	81.39	(205.61)
1020-0000-112500 Accounts Receivable HUD	(975.63)	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	(146.37)	1,603.18
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(4,214.00)	9,585.33
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	1,296,329.60
1020-0000-146000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
TOTAL ASSETS	<u>31,101.33</u>	<u>5,598,698.18</u>
LIABILITIES		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	(2,219.62)	-
1020-0000-211400 Tenant Security Deposits	257.00	32,570.19
1020-0000-211999 Tenant Refunds	(48.00)	4,222.04
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	2,241.44	28,121.21
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	(4,450.04)	669,258.28
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
TOTAL LIABILITIES	<u>(4,219.22)</u>	<u>1,330,565.52</u>
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	35,320.55	(979,345.57)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
TOTAL EQUITY	<u>35,320.55</u>	<u>4,268,132.66</u>
TOTAL LIABILITES & EQUITY	<u>31,101.33</u>	<u>5,598,698.18</u>

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for July 2018**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	43,144.11	868,941.62
1080-0000-112200 Accounts Receivable	1,829.30	15,999.95
1080-0000-112201 Allowance for Doubtful Accounts	(158.81)	(1,600.00)
1080-0000-112500 Accounts Receivable HUD	(975.63)	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	(11,405.62)	12,128.21
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(5,795.74)	4,749.76
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
TOTAL ASSETS	26,637.61	5,303,766.51
LIABILITIES		
1080-0000-200000 OPEB Liability	-	326,894.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	(2,190.46)	-
1080-0000-211400 Tenant Security Deposits	307.00	35,402.06
1080-0000-211999 Tenant Refunds	(47.00)	4,341.65
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	1,799.43	26,958.17
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	(2,628.63)	395,329.31
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
TOTAL LIABILITIES	(2,759.66)	1,018,806.60
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	29,397.27	(1,210,042.25)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
TOTAL EQUITY	29,397.27	4,284,959.91
TOTAL LIABILITIES & EQUITY	26,637.61	5,303,766.51

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for July 2018**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(4,329.80)	430,311.65
1090-0000-112200 Accounts Receivable	976.75	4,144.19
1090-0000-112201 Allowance for Doubtful Accounts	(97.68)	(414.42)
1090-0000-112500 Accounts Receivable HUD	(975.61)	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	(1,496.56)	6,533.26
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(3,219.83)	(5,841.67)
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	176,312.33
1090-0000-146000 Dwelling Structures	-	9,408,534.31
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	131,148.45
1090-0000-147000 Nondwellin Structures	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,902.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
TOTAL ASSETS	<u>(9,142.73)</u>	<u>3,605,876.98</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	201,953.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payabe	-	23,868.00
1090-0000-211100 Accounts Payable	(3,372.16)	-
1090-0000-211400 Tenant Security Deposits	780.00	32,358.50
1090-0000-211999 Tenant Refunds	73.00	11,589.53
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	(4.79)	(3,970.65)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	(600.24)	90,272.05
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
TOTAL LIABILITIES	<u>(3,124.19)</u>	<u>730,318.65</u>
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(6,018.54)	(1,075,938.49)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	755,819.32
TOTAL EQUITY	<u>(6,018.54)</u>	<u>2,875,558.33</u>
TOTAL LIABILITES & EQUITY	<u>(9,142.73)</u>	<u>3,605,876.98</u>

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for July 2018**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111105 LHC-Payroll Account	51,468.51	153,973.88
5005-0000-111111 Chase Checking	(359,063.61)	537,022.12
5005-1010-115700 Intercompany	(104.20)	(4,223.32)
5005-1020-115700 Intercompany	146.37	(1,603.18)
5005-1080-115700 Intercompany	11,405.62	(12,128.21)
5005-1090-115700 Intercompany	1,496.56	(6,533.26)
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	3,609.13	(10,064.29)
5005-8002-115700 Intercompany	(5,023.90)	4,257.68
5005-8005-115700 Intercompany	(3,210.18)	(3,569.39)
5005-8010-115700 Intercompany	(4,511.87)	182.27
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	22,213.93	22,241.38
5005-0000-121200 Prepaid - Other	52,489.00	52,489.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	-	249,059.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	<u><u>(229,084.64)</u></u>	<u><u>2,459,383.87</u></u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	191,365.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	(86.22)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	957.68	12,953.46
5005-0000-212000 Accrued Payroll	-	12,756.12
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	4,298.98
5005-0000-214000 Accrued Comp Absences - non curr	-	24,360.88
5005-0000-224000 Tenant Prepaid Rent	390.00	1,500.00
5005-0000-260700 Note Payable Non Curr - Davenport	(249,148.48)	(124,163.35)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
TOTAL LIABILITIES	<u><u>(247,887.02)</u></u>	<u><u>533,176.66</u></u>
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	18,802.38	1,575,273.92
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u><u>18,802.38</u></u>	<u><u>1,926,207.21</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>(229,084.64)</u></u>	<u><u>2,459,383.87</u></u>

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for July 2018**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	13,937.20	464,099.46
8002-0000-111111 Chase Checking	(254,537.91)	90,926.97
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(3,609.13)	10,064.29
8002-5005-115700 Intercompany	5,023.90	(4,257.68)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,566.84)	(3,541.90)
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	-	185,626.00
TOTAL ASSETS	(240,752.78)	753,560.14
LIABILITIES		
8001-0000-200000 OPEB Liability	-	554,873.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payabe	-	24,655.00
8001-0000-211100 Accounts Payable	(56.29)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.76
TOTAL LIABILITIES	(56.29)	873,496.41
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	8,817.52	112,014.35
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	(249,514.01)	38,721,959.48
8002-8002-282000 Income and Expense Clearing	-	(39,234,004.19)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	(240,696.49)	(119,936.27)
TOTAL LIABILITES & EQUITY	(240,752.78)	753,560.14



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

August 15, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
July Housing Choice Voucher Monthly Report

CONTACT PERSON:
Kim Shirey
HCV Supervisor

Family Self Sufficiency:

FSS will be holding another orientation in August. The goal is to enroll another 10 participants who recently leased up over the next three (3) months. It is anticipated that a NOFA should be releasing soon for an FSS Coordinator grant. LHC will be completing the necessary documents for that grant once the NOFA becomes available.

HCV Orientations:

LHC had one (1) orientation during the month of July 2018 and eleven (11) vouchers issued.

One (1) VASH orientation was held for the month of July, and four (4) Vouchers were issued.

Waiting List:

150 applications were mailed on August 3, 2018. The responses are due back August 17, 2018. There are currently 200 applicants left on the waiting list. It is anticipated that this list will be exhausted late summer.

Department Initiatives:

In the HCV Program there are currently 1,825 vouchers housed for all of its programs. Fifty-two participants are with the Shelter Plus Care Program (S+C), 74 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,557 are housed under the regular Housing Choice Voucher Program.





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Voucher Utilization

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1728
May % Utilized Units	93%

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1,699
June % Utilized Units	91%

Voucher Disbursement

HUD May HAP Disbursement	\$807,626
LHC May HAP/UAP Disbursement	\$822,962
% Voucher Funding Utilization	102%

HUD June HAP Disbursement	\$807,626
LHC June HAP/UAP Disbursement	\$820,918
% Voucher Funding Utilization	102%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

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 560 rent reasonable for fiscal year 2018. 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 95 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 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. 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 thirty (30) quality control inspections were conducted. A total of thirty-eight (38) inspections were conducted this fiscal year. 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 corrected timely LHC stops (abates) HAP payment or terminates the contract. This





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indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (1) 24-hour deficiencies and (52) 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.

The 2018 FMR's were approved by the Board to take effect 03/01/2018.

Payment Standards

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 June 30, 2018, the reporting rate is 95%. 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 102%. 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 06/30/2018





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August 15, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 2018 Asset Management Monthly Report

CONTACT PERSON:

Martell Armstrong
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of July. LHC Unit Months Leased (UML) was 797 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal. Much of the activity this month surrounded the completion of work related to the City of Lansing unit inspections and preparation for the upcoming REAC inspections.

Mt. Vernon Park occupancy was 97% at the end of July. There were five (5) households moved in, eight (8) resident moved out's, and one (1) unit transfer. The UML was 196 which equals 97%. At the end of July, Mt. Vernon has a total of 82 open work orders.

Hildebrandt Park occupancy was 97% at the end of July. There were four (4) households moved in, six (6) resident moved out, and zero (0) unit transfer's. The UML was 214 which equals 97%. At the end of July, Hildebrandt had a total of 248 open work orders.

LaRoy Froh occupancy was 93% at the end of July. There were two (2) households moved in, four (4) residents moved out, zero (0) unit transfer's. The UML was 197





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which equals 93%. At the end of July, LaRoy Froh had a total of 248 open work orders.

South Washington Park occupancy was 95% at the end of July. There were three (3) households moved in, two (2) resident moved out, and two (2) unit transfer. The UML was 189 which equals 96%. At the end of July, South Washington had a total of 138 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	196	97%	5	8	1	0
Hildebrandt	220	215	98%	4	6	0	0
LaRoy Froh	213	197	93%	2	4	0	0
S. Washington	198	189	95%	3	2	2	0
Totals	833	797	96%	16	0	2	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 33,102.00	\$ 31,356.47	\$ 1,745.53	94.73%
Hildebrandt	\$ 35,377.00	\$ 36,765.00	\$-1,388.00	103.92%
LaRoy Froh	\$ 33,342.00	\$ 25,073.13	\$ 8,268.87	75.20%
S. Washington	\$ 31,413.00	\$ 27,048.81	\$ 4,364.19	86.11%
Totals	\$ 140,503.57	\$ 1124,652.88	\$ (13,369.83)	110%





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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	167	8-30-18	\$2,000	Unit required significant rehab. Currently awaiting city permit for final work.
102-3340 N Waverly	3	6-13-18	48	7-15-18	Pending	Parts are currently on order
102-3342 Waverly	4	6-29-18	33	8-10-18		Unit required extensive work and various supplies.
102-3314 Waverly		7-2-18	28	8-2-18	\$2,100	Unit required significant work. Cleaning, drywall repair, painting and carpentry work required.
102-3236 Waverly	2	6-29-18	33	8-10-18		Unit required extensive work and various supplies.
102-4309 Glenburne		7-17-18	15	8-17-18		Minor repairs needed
102-3878 Wilson	1	7-31-18	0	8-25-18	pending	

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
103-1124 Bensch	3	6-25-18	36	8-3-18	\$4,000.00	Contractor delay; unit was occupied
103-3116 B Turner		7-1-18	30	8-30-18	pending	Extermination
103-3202 D Turner	3	7-9-18	22			Contractor delay; new vendor procured and needed to acclimate them to the process
103-2161 Forest	2	7-27-18	4	8-30-18	\$1,700.00	
103-512 Mifflin	3	7-20-18	3	8-10-18	\$1,000.00	
103-3126 C Turner	5	7-12-18	19	8-30-18	Pending	Extermination





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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
111-2336 Reo	3	4-9-18	113	7-28-18	\$4,800.00	Delayed start by the contractor. Currently being prepped
111-1009 Belaire	3	3-29-18	124	8-31-18	pending	Delayed start by the contractor, pending full scope of work
111-2438 Reo	3	2-19-18	162	6-29-18		Connected to fire unit - minor maintenance needed
111-2448 Reo	3	4-24-18	98	7-5-18	\$4,800.00	
111-2434 Reo	3	1-18-18	194	7-14-18		Connected to fire unit - minor maintenance needed
111-6270 Cooper	3	5-3-18	89	7-13-18	\$4,800.00	
111-2220 Reo	3	4-19-18	103	7-6-18	\$4,800.00	
111-2615 Dunlap	5	4-29-18	93	7-6-18	\$3,840.00	
111-2356 Reo	1	5-3-18	58	7-6-18	\$1,800.00	
111-6063 Southbrook	3	4-9-18	113	8-3-18	\$2,600.00	
111-2364 Reo	1	6-16-18	55	8-31-18	Pending	Pending estimate from contractor
111-2422 Reo	3	6-12-18	49	8-31-18	Pending	Pending estimate from contractor
111-3415 W Jolly Rd	3	7-1-18	29	8-31-18		
111-2436 Reo	3	7-9-18	22	TBD	Pending	Fire Unit
111-321 Fenton	3	7-2-18	29	8-31-18	Pending	Pending estimate from contractor
111-3409 W Jolly	3	7-27-18	4			





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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 200	1	6-27-18	34	7-12-18	In house turn	Had to hold unit for transfer request for accessible unit
112-3200 S. Washington 410	1	7-1-18	30	8-5-18	In house turn	Resident died; family needed time to vacate the belongings
112-3200 S. Washington 226	2	7-23-18	8	8-6-18	In house turn	





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**LHC Board
Sign-In Sheet
Date of Meeting: August 15, 2018**

Name	Organization	Phone #	E-mail
ANDREA Bailey	LIPH	372 7145	andreaab@lanshc.org
Kim Gillespie	LIPH	802 0839	kim6@lanshc.org
Kim Shirey	HCU	487 0242	Kimse@lanshc.org
Marshall Bruce	LIPH	321-6054	marshallb@lanshc.org
Dawn Allman	Finance	853-3066	Dawn @DawnA@lanshc.org
Daniel Black	Self	517 507-5552	shartdwarf.com @gmail.com
Tom BARRY	LIPH		TONIB@LANSAC.ORG
Marcel Jackson	LIPH	517-874-8421	marcelj@lanshc.org
Sarah Lehr	LSJ		

