



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

Agenda
Lansing Housing Commission
August 28, 2019

Call to Order

1. Roll Call
2. Approval of Minutes of July 24, 2019

Action Items:

Approve the following LHC Policies presented last month for review:

- LHC Computer and Electronic Equipment Policy
- LHC Conflict of Interest Policy
- LHC Davis-Bacon and Related Acts Compliance Policy
- LHC Discriminatory Harassment Policy
- LHC Electronic Communication Social Media Policy
- LHC Family and Medical Leave Policy
- LHC Gift and Gratuities Policy

Resolution 1314 – Approval to submit SEMAP Certification with a score of 145 to HUD.

Informational Items:

- a. Policies for your review and approval at our next meeting:
 - LHC Accounts Payable Internal Accounting Control Policy
 - LHC Capitalization Policy
 - LHC Customer Service Policy
 - LHC Ethics Policy
 - LHC Manual Journal Entry Policy
 - LHC Political Activity Policy
 - LHC Travel Policy

- b. Finance Report July 2019

Steven Raiche





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c. Housing Choice Voucher July 2019

d. Asset Management Report July 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:

- a. Project Based Vouchers RFP
- b. RAD Presentation – Sam Spadafore

Other Items:

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





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Minutes of the July 24, 2019

Commissioner Robinson called the meeting to order at 5:29 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Ryan Robinson, Emma Henry, Don Sober, Loria Hall – Absent and Rhett Huyck – Absent.

STAFF:

Marcel Jackson

Marshall Brice

Douglas Fleming

Steven Raiche - Phone

Kim Shirey

Andrea Bailey

Guests:

See List

Commissioner Henry moved and Commissioner Sober seconded a motion to approve the minutes of the June 26, 2019 commission meeting. **The Motion was approved by all members present.**

Action Items:

Approve the following LHC Policies presented last month for review:

LHC Bed Bug Policy

LHC Code of Conduct Policy

LHC Credit Card Policy

LHC HCV De-Concentration Policy

LHC Smoke Free Property Policy

LHC Smoke Free Workplace Policy

LHC Substance Abuse and Drug Free Workplace

LHC Vehicle Policy

Commissioner Sober motioned to approve all policies, Commissioner Henry seconded the motion. Motion was approved by all members present.

Informational Item:

Review and approve the following LHC Policies:





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LHC Computer and Electronic Equipment Policy
LHC Conflict of Interest Policy
LHC Davis-Bacon and Related Acts Compliance Policy
LHC Discriminatory Harassment Policy
LHC Electronic Communication Social Media Policy
LHC Family and Medical Leave Policy
LHC Gift and Gratuities Policy

Commissioners acknowledge receipt of policies. NOTE: Commissioners can review and amend these policies at any time. Commissioners agree to review policies over the next couple of weeks and will be prepared to include next month as an action item.

Written Informational Reports were provided as follows:

Finance Report – June 2019 – Steven Raiche - Phone

Mr. Raiche provided a brief overview of the June 2019 Finance Reports. Steven also discussed the sheet of financial ratios.

- Depreciation numbers are not included in the June financial reports. Also, accounts payable as of June 30, 2019 are not included.

Housing Choice Voucher (HCV) Report – June 2019

Kim Shirey provided a brief overview of the June 2019 HCV Reports.

- Kim is working with Steve to determine where HCV is falling short in budget vs actual. If HCV feels more money is needed, HCV has the option to submit a request.
- There was a huge difference in February's budget vs actual. Kim will meet with Steve this week to create a better prediction of the budget for HCV.
- Family Self Sufficiency – is a separate 5-year program when voucher holders work with a coordinator and set personal goals such as school enrollment, clearing up credit, etc. LHC places an amount of money to the residents close to their rental amount and places the money in a savings account for the residents to have after their 5-year FSS program limit. The coordinator meets with people monthly who have expressed interest, about 38 openings, 15 slots in use.





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Positive note: City of Lansing delivered 22 cases of water to be delivered to the sites.

Asset Management Report – June 2019

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 98% at the end of June. There was four (4) move-in, two (2) move-outs and zero (0) transfers. There were 25 open work orders.

The current occupancy rate is 97%. There are 5 vacancies, four (4) market ready. There are 25 open work orders. Average work order is 28 days old.

Positive Note: Pretty quiet summer at MVP

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 99% at the end of June. There were three (3) move-ins, three (3) move-outs and zero (0) transfers. There were 42 open work orders.

The current occupancy rate is 98%. There are 46 open work orders. Average work order is 45 days old.

Positive Note: Summer program has a trip to the Lugnuts and a visit to the City Hall Monday July 29, 2019.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marshall Brice, LRF had an occupancy rate of 98% at the end of June. There was one (1) move-in, zero (0) move-outs and two (2) transfers. There were 28 open work orders.

The current occupancy rate is 98%. Two (2) residents will move in by 5/31/19. There were 54 open work orders.

Positive Note: Community day is August 6, 2019, Leadership academy will set up recruiting booth Monday for fall enrollment.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy presented by Andrea Bailey, SWP had an occupancy rate of 98% at the end of June. There were three (3) move-ins, five (5) move-out and zero (0) transfers. There were 89 open work orders.





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The current occupancy rate is 97%. There were six (6) vacant units, 6 will be leased up by Friday and 57 work orders that are open. Average work order time is 75 days.

Positive Note: Grand Mere's Adult Day Health Club came and had an ice cream social and will be starting their adult day program.

Discussion Items: None

Other Items: None

Executive Director's Comments:

Activities

- Security Cameras – completed at SWP. Next phase is to install new servers that have a stamp technology that is accepted by the court system. LRF is next.
- Kitchen/Bath – Still in the works at HP, MVP and LRF. Cabinets will be in within the next couple of weeks.
- Elevator – Contract has been assigned to begin these repairs. This will be a 6-month process, one elevator will be done at a time.

Staff Changes

- Maintenance Tech – Demetreon Young new LRF staff, currently fully staffed at all sites.

RAD Activities

- Disposal of Scattered Sites
 - Scattered sites have a deed to the COL but a declaration of trust that states HUD and LHC owns the properties. Meeting with the Mayor to work this out. Cannot move forward until this is cleared up.

RAD application Submission

- Resident Meetings
 - Application submitted 7-16-19
 - Resident Questions returned and a list of these questions have been delivered to residents.
 - RFP Architect due today – Fusco, Schaffer & Pappas Inc. from Ferndale MI and M.C. Smith from Grand Rapids were the only two companies to respond to the RFP.





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City of Lansing meeting June 26th with the Mayor – requesting a PILOT renewal, bring him up to date with RAD.

Other Activities

- Site visits to LHC properties
- Inventory Management review – determine what LHC owns and begin tracking what is coming in and what is going out.
- COL summer program – at HP and MVP, averaging a total of 50 youths a day, Commissioner Spitzley will meet with them Monday before the Lugnuts games.
- Lisa Parsons issue – depositions, no resolutions, request that has not been countered. This is being handled by the legal department.
- Paychex/ADP Consulting – Karen is currently doing HR, looking to hire outside for HR services instead of being completed internally.
- RFP Pest Management – Done again, Rose was awarded this project.
- Scattered Site Inspections/Renewals – fees waived for non-renewal of license fees; these scattered sites will be inspected soon.
- Approached by 3 groups to purchase vouchers (8-10 at a time) and turn them into project-based vouchers. Our ACOP allows us to sell up to 5%. This means that 84 vouchers can be project based. 54 vouchers could be allocated, 30 are currently at Oliver Gardens.

President's Comments: None

Public Comment: limit 3 minutes per person – None

Other Business: None

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

Ryan Robinson, Chair

Date 8-28-19

Doug Fleming, Acting Secretary

Date 8-28-19





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August 28, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Submit the Lansing Housing Commission's 2019 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1314.

RECOMMENDATION:

Staff recommends the Board authorize Douglas Fleming, acting in his capacity as Executive Director or his designee, to submit LHC's 2019 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 145, 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,



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 145.

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,


Douglas Fleming, Secretary to the Board





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Resolution No. 1314

Adopted by the Lansing Housing Commission

August 28, 2019

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

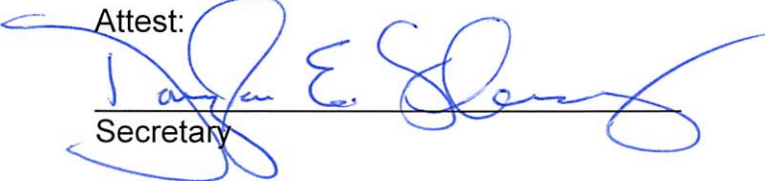
Douglas Fleming, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 145, to the U. S. Department of Housing & Urban Development.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest: 
Secretary

For Clerk Use Only

Resolution No. 1314
Date Adopted 08/28/19



Lansing Housing Commission
Summary Results for JULY FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	22,498	(2,034)	9,519	27,763	57,746	3,196	11,157	30,663
Tenant Revenue Variance	13,526	(4,859)	(2,515)	(1,565)	4,587	-	-	-
HUD Revenue Variance	8,531	2,213	3,032	9,918	23,695	2,926	9,673	28,787
Capital Fund Income	-	-	-	-	-	-	-	-
Other Income	440	613	9,001	19,410	29,464	270	1,484	1,876
Other	(0)	-	-	-	-	-	-	-
Budgeted Revenue	108,054	134,659	112,915	85,948	441,576	67,874	82,072	882,894
% Variance fav (unfav)	21%	-2%	8%	32%	13%	5%	14%	3%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(4,093)	(22,794)	(14,339)	(14,266)	(55,493)	(18,775)	(18,579)	70,871
<i>Contributing Factors:</i>								
MERS Contribution Special					-			
Adjusted Expense Variance	(4,093)	(22,794)	(14,339)	(14,266)	(55,493)	(18,775)	(18,579)	70,871
<i>-Over spend (Under spend)</i>								
Salary Expenses	(555)	665	72	(392)	(211)	(7,094)	1,803	-
Employee Benefit Expenses	(447)	1,727	(2,421)	(1,825)	(2,966)	(7,369)	(7,753)	-
Utilities	775	(104)	674	(188)	1,157	921	115	-
Write-offs	824	482	7,333	(603)	8,036	-	-	-
Legal	(1,250)	(764)	(1,900)	(2,517)	(6,430)	1,251	-	-
Professional Services	(158)	(487)	(698)	(583)	(1,925)	(9,394)	(1,145)	-
Recreation/Other Services	3,792	(1,277)	(1,200)	(800)	515	4,860	-	-
Insurance	(434)	(163)	(580)	(270)	(1,447)	2,267	(1,280)	-
Sundry/Postage/Office Supplies	414	(649)	(179)	773	358	(10,377)	(2,391)	-
Management Fee	306	153	306	102	867		1,934	-
HAP Expense					-			70,871
Inspections	-	-	1,732	-	1,732	480	(5,500)	-
Maintenance Costs	830	(7,874)	(807)	(2,396)	(10,246)	(424)	(371)	-
Maintenance Contract - Unit Turns	(8,235)	(10,724)	(14,065)	(2,565)	(35,589)	-	-	-
Other	45	(3,779)	(2,606)	(3,003)	(9,343)	6,103	(3,992)	-
Budgeted Expense	99,672	112,734	115,088	89,773	417,267	65,114	72,880	882,881
% Variance fav (unfav)	4%	20%	12%	16%	13%	29%	25%	-8%
Curr Mo. Actual Net Income (Loss)								
	\$ 34,973	\$ 42,685	\$ 21,684	\$ 38,204	\$ 137,547	\$ 24,731	\$ 38,928	\$ (40,195)
YTD Actual Net Income (Loss) Net of CWIP								
	\$ 34,973	\$ 42,685	\$ 21,684	\$ 38,204	\$ 137,547	\$ 24,731	\$ 38,928	\$ (40,195)
Prior YR YTD Net Income (Loss)								
	\$ 16,186	\$ 35,321	\$ 29,397	\$ (6,019)	\$ 74,885	\$ 18,802	\$ 15,688	\$ (249,514)
Cash Balance - July								
	\$ 512,383	\$ 588,306	\$ 721,632	\$ 550,463	\$ 2,372,784	\$ 991,707	\$ 573,765	\$ 106,600
Cash Balance - June								
	\$ 476,914	\$ 543,444	\$ 712,467	\$ 504,430	\$ 2,237,254	\$ 1,029,023	\$ 541,559	\$ 143,349
Cash Balance - May								
	\$ 481,672	\$ 605,381	\$ 759,516	\$ 501,471	\$ 2,348,041	\$ 1,092,704	\$ 533,022	\$ 175,422

July Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,794		06/19	\$ 512.07
HCV 8002 Expenses	\$ 953,751.91		05/19	\$ 527.01
Average Cost Per Voucher	<u>\$ 531.63</u>		04/19	\$ 508.18

LIPH Ratios						Prior Months	
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total		
YTD Average Number of Units Leased	198	215	206	195	814	06/19	96.4%
Number of Possible Units	202	220	210	198	830	05/19	96.1%
Year-to-Date Occupancy Rate	<u>98.0%</u>	<u>97.7%</u>	<u>98.1%</u>	<u>98.5%</u>	<u>98.1%</u>	04/19	95.9%
Average Revenue Per Occupied Unit						06/19	\$ 566.70
Total LIPH Revenue	\$ 130,551.94	\$ 132,624.86	\$ 122,433.56	\$ 113,711.18	\$ 499,321.54	05/19	\$ 655.08
Average Revenue Per Occupied Unit	<u>\$ 659.35</u>	<u>\$ 616.86</u>	<u>\$ 594.34</u>	<u>\$ 583.13</u>	<u>\$ 613.42</u>	04/19	\$ 567.28
Average Tenant Revenue Per Occupied Unit						06/19	\$ 169.34
Total Tenant Revenue	\$ 45,320.00	\$ 36,833.68	\$ 26,744.10	\$ 30,958.00	\$ 139,855.78	05/19	\$ 176.76
Average Tenant Revenue Per Occupied Unit	<u>\$ 228.89</u>	<u>\$ 171.32</u>	<u>\$ 129.83</u>	<u>\$ 158.76</u>	<u>\$ 171.81</u>	04/19	\$ 169.67
Average Cost Per Occupied Unit						06/19	\$ 667.27
YTD Average Monthly Expenses	\$ 95,578.73	\$ 89,939.69	\$ 100,749.32	\$ 75,507.07	\$ 361,774.81	05/19	\$ 660.14
Average Cost Per Occupied Unit	<u>\$ 482.72</u>	<u>\$ 418.32</u>	<u>\$ 489.07</u>	<u>\$ 387.22</u>	<u>\$ 444.44</u>	04/19	\$ 661.45

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 512,383.28	\$ 588,305.71	\$ 721,631.93	\$ 550,463.06	\$ 991,706.64	\$ 573,764.98
YTD Expenses	\$ 95,578.73	\$ 89,939.69	\$ 100,749.32	\$ 75,507.07	\$ 46,339.20	\$ 54,300.36
Number of Months	1	1	1	1	1	1
Average Monthly Expenses	\$ 95,578.73	\$ 89,939.69	\$ 100,749.32	\$ 75,507.07	\$ 46,339.20	\$ 54,300.36
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>5.36</u>	<u>6.54</u>	<u>7.16</u>	<u>7.29</u>	<u>21.40</u>	<u>10.57</u>
Prior Months						
06/19	3.57	3.90	4.78	4.51	17.81	7.12
05/19	3.63	4.45	5.22	4.46	19.32	7.16
04/19	3.80	4.25	4.82	4.51	18.74	6.74
06/18	5.25	3.43	6.79	4.34	17.43	12.09

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 45,320	\$ 31,794	\$ 13,526	\$ 30,911	\$ 381,524	\$ 349,730
Tenant Revenue - Other	4,162	2,625	1,537	4,439	31,500	28,875
Total Tenant Revenue	<u>\$ 49,482</u>	<u>\$ 34,419</u>	<u>\$ 15,064</u>	<u>\$ 35,349</u>	<u>\$ 413,024</u>	<u>\$ 378,605</u>
HUD PHA Operating Grants	82,054	73,523	8,531	78,982	882,273	808,750
CFP Operational Income	-	-	-	-	90,000	90,000
Fraud Recovery and Other	(984)	113	(1,097)	18	6,908	6,795
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 130,552</u>	<u>\$ 108,054</u>	<u>\$ 22,498</u>	<u>\$ 114,349</u>	<u>\$ 1,392,205</u>	<u>\$ 1,284,150</u>
Administrative Salaries	\$ 6,735	\$ 6,735	\$ 0	\$ 6,875	\$ 90,189	\$ 83,454
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,102	9,796	306	10,153	117,550	107,754
Bookkeeping Fees	1,485	1,440	45	1,493	17,280	15,840
Employee Benefits Contributions - Admin	2,048	1,891	157	3,483	22,683	20,792
Office Expenses	589	2,124	(1,535)	875	29,667	27,543
Legal	-	1,250	(1,250)	3,822	17,800	16,550
Travel	-	80	(80)	-	960	880
Other	1,100	-	1,100	(153)	-	-
Tenant Services - Other	5,392	1,600	3,792	500	18,200	16,600
Water	9,004	8,800	204	8,068	96,300	87,500
Electricity	3,765	3,700	65	3,635	43,600	39,900
Gas	3,022	2,500	522	2,315	49,570	47,070
Other Utilities Expense	34	50	(16)	32	6,400	6,350
Ordinary Maintenance and Operations - Labor	6,176	6,731	(555)	7,683	90,848	84,117
Ordinary Maintenance and Operations - Material	10,548	5,250	5,298	5,439	68,050	62,800
Ordinary Maintenance and Operations - Contrac	17,794	30,560	(12,766)	26,583	361,375	330,815
Employee Benefits Contributions - Ordinary	3,979	4,583	(604)	4,562	51,194	46,611
Protective Services - Other Contract Costs	-	200	(200)	194	2,400	2,200
Property Insurance	4,298	4,298	-	3,343	55,876	51,578
Liability Insurance	1,572	1,572	0	1,240	19,174	17,602
Workers Compensation	-	248	(248)	-	2,976	2,728
All Other Insurance	-	186	(186)	223	2,232	2,046
Other General Expenses	1,423	1,581	(158)	1,398	18,931	17,350
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,710	1,519	1,191	1,332	17,285	15,766
Bad debt - Tenant Rents	2,424	1,600	824	3,574	19,200	17,600
Interest Expense	1,378	1,378	-	1,493	15,871	14,493
Total Operating Expenses	<u>\$ 95,579</u>	<u>\$ 99,672</u>	<u>\$ (4,093)</u>	<u>\$ 98,164</u>	<u>\$ 1,240,612</u>	<u>\$ 1,140,940</u>
Net Income (Loss)	<u>\$ 34,973</u>	<u>\$ 8,383</u>	<u>\$ 26,591</u>	<u>\$ 16,186</u>	<u>\$ 151,592</u>	<u>\$ 143,210</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 36,834	\$ 41,693	\$ (4,859)	\$ 34,551	\$ 490,116	\$ 448,423
Tenant Revenue - Other	2,656	2,050	606	786	25,415	23,365
Total Tenant Revenue	<u>\$ 39,490</u>	<u>\$ 43,743</u>	<u>\$ (4,253)</u>	<u>\$ 35,337</u>	<u>\$ 515,531</u>	<u>\$ 471,788</u>
HUD PHA Operating Grants	93,118	90,905	2,213	97,829	1,090,856	999,951
CFP Operational Income	-	-	-	-	80,000	80,000
Fraud Recovery and Other	17	11	6	14	6,384	6,373
Total Operating Revenue	<u>\$ 132,625</u>	<u>\$ 134,659</u>	<u>\$ (2,034)</u>	<u>\$ 133,181</u>	<u>\$ 1,692,770</u>	<u>\$ 1,558,111</u>
Administrative Salaries	\$ 6,911	\$ 6,911	\$ 0	\$ 6,464	\$ 91,588	\$ 84,677
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,969	10,816	153	10,969	129,795	118,979
Bookkeeping Fees	1,613	1,590	23	1,613	19,080	17,490
Employee Benefits Contributions - Admin	3,315	4,014	(699)	2,058	28,726	24,713
Office Expenses	418	2,643	(2,225)	1,554	38,815	36,172
Legal	1,036	1,800	(764)	1,799	26,865	25,065
Travel	40	80	(40)	47	960	880
Other	(389)	-	(389)	191	-	-
Tenant Services - Other	423	1,700	(1,277)	900	20,600	18,900
Water	8,705	8,766	(61)	10,463	96,916	88,150
Electricity	2,416	2,532	(116)	2,551	31,882	29,350
Gas	1,603	1,500	103	1,481	54,065	52,565
Other Utilities Expense	-	30	(30)	-	6,590	6,560
Ordinary Maintenance and Operations - Labor	8,158	7,494	664	3,482	99,518	92,024
Ordinary Maintenance and Operations - Material	4,214	7,100	(2,886)	5,984	76,100	69,000
Ordinary Maintenance and Operations - Contract	22,226	38,900	(16,674)	35,501	489,200	450,300
Employee Benefits Contributions - Ordinary	6,041	3,615	2,426	2,779	45,241	41,626
Protective Services - Other Contract Costs	-	308	(308)	307	3,696	3,388
Property Insurance	3,820	3,820	0	2,972	49,660	45,840
Liability Insurance	1,273	1,272	1	1,045	15,518	14,246
Workers Compensation	-	164	(164)	-	1,968	1,804
All Other Insurance	-	-	-	198	1,740	1,740
Other General Expenses	1,196	1,683	(487)	1,636	20,182	18,499
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,273	2,800	(527)	2,241	29,645	26,846
Bad debt - Tenant Rents	1,382	900	482	(865)	10,800	9,900
Interest Expense	2,296	2,296	-	2,489	26,452	24,155
Total Operating Expenses	<u>\$ 89,940</u>	<u>\$ 112,734</u>	<u>\$ (22,794)</u>	<u>\$ 97,860</u>	<u>\$ 1,420,603</u>	<u>\$ 1,307,869</u>
Net Income (Loss)	<u>\$ 42,685</u>	<u>\$ 21,925</u>	<u>\$ 20,760</u>	<u>\$ 35,321</u>	<u>\$ 272,167</u>	<u>\$ 250,243</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 26,744	\$ 29,259	\$ (2,515)	\$ 29,973	\$ 351,108	\$ 321,849
Tenant Revenue - Other	11,052	2,370	8,682	2,347	28,680	26,310
Total Tenant Revenue	<u>\$ 37,796</u>	<u>\$ 31,629</u>	<u>\$ 6,167</u>	<u>\$ 32,320</u>	<u>\$ 379,788</u>	<u>\$ 348,159</u>
HUD PHA Operating Grants	84,299	81,267	3,032	87,953	975,198	893,932
CFP Operational Income	-	-	-	-	185,000	185,000
Fraud Recovery and Other	338	19	319	640	6,480	6,461
Total Operating Revenue	<u>\$ 122,434</u>	<u>\$ 112,915</u>	<u>\$ 9,519</u>	<u>\$ 120,913</u>	<u>\$ 1,546,466</u>	<u>\$ 1,433,551</u>
Administrative Salaries	\$ 7,148	\$ 6,841	\$ 307	\$ 6,731	\$ 90,487	\$ 83,646
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	10,663	10,357	306	10,051	124,285	113,928
Bookkeeping Fees	1,545	1,523	23	1,478	18,270	16,748
Employee Benefits Contributions - Admin	1,746	2,953	(1,208)	2,229	22,777	19,824
Office Expenses	597	2,111	(1,514)	4,305	36,155	34,044
Legal	100	2,000	(1,900)	1,784	24,000	22,000
Travel	-	80	(80)	77	850	770
Other	200	-	200	1,659	2,000	2,000
Tenant Services - Other	-	1,200	(1,200)	200	14,400	13,200
Water	5,907	5,700	207	5,977	68,400	62,700
Electricity	3,545	3,600	(56)	3,764	43,900	40,300
Gas	2,219	1,650	569	2,080	59,200	57,550
Other Utilities Expense	10	57	(47)	32	12,684	12,627
Ordinary Maintenance and Operations - Labor	7,126	7,361	(235)	8,132	97,591	90,230
Ordinary Maintenance and Operations - Materia	12,621	8,700	3,921	11,086	101,300	92,600
Ordinary Maintenance and Operations - Contrac	25,042	42,160	(17,118)	15,541	505,810	463,650
Employee Benefits Contributions - Ordinary	3,033	4,246	(1,213)	5,301	53,321	49,075
Protective Services - Other Contract Costs	-	300	(300)	295	3,600	3,300
Property Insurance	5,412	5,412	0	4,210	70,356	64,944
Liability Insurance	1,722	1,721	1	1,306	20,996	19,275
Workers Compensation	-	158	(158)	-	1,896	1,738
All Other Insurance	-	423	(423)	280	5,115	4,692
Other General Expenses	1,210	1,908	(698)	1,571	22,896	20,988
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	614	1,671	(1,057)	1,799	15,901	14,230
Bad debt - Tenant Rents	8,933	1,600	7,333	159	20,600	19,000
Interest Expense	1,356	1,356	-	1,470	15,625	14,269
Total Operating Expenses	<u>\$ 100,749</u>	<u>\$ 115,088</u>	<u>\$ (14,339)</u>	<u>\$ 91,516</u>	<u>\$ 1,457,415</u>	<u>\$ 1,342,326</u>
Net Income (Loss)	<u>\$ 21,684</u>	<u>\$ (2,174)</u>	<u>\$ 23,858</u>	<u>\$ 29,397</u>	<u>\$ 89,051</u>	<u>\$ 91,225</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 30,958	\$ 32,523	\$ (1,565)	\$ 30,918	\$ 390,276	\$ 357,753
Tenant Revenue - Other	1,650	1,776	(126)	2,060	21,312	19,536
Total Tenant Revenue	<u>\$ 32,608</u>	<u>\$ 34,299</u>	<u>\$ (1,691)</u>	<u>\$ 32,978</u>	<u>\$ 411,588</u>	<u>\$ 377,289</u>
HUD PHA Operating Grants	61,521	51,603	9,918	55,800	619,236	567,633
CFP Operational Income	-	-	-	-	214,299	214,299
Fraud Recovery and Other	19,582	46	19,536	1,321	6,978	6,932
Total Operating Revenue	<u>\$ 113,711</u>	<u>\$ 85,948</u>	<u>\$ 27,763</u>	<u>\$ 90,099</u>	<u>\$ 1,252,101</u>	<u>\$ 1,166,153</u>
Administrative Salaries	\$ 6,944	\$ 7,006	\$ (62)	\$ 3,681	\$ 93,170	\$ 86,164
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	9,949	9,847	102	9,898	118,162	108,315
Bookkeeping Fees	1,529	1,448	82	1,455	17,370	15,923
Employee Benefits Contributions - Admin	3,365	4,530	(1,164)	2,702	35,175	30,645
Office Expenses	485	2,307	(1,822)	1,264	29,183	26,876
Legal	-	2,517	(2,517)	1,391	30,202	27,685
Travel	-	-	-	-	-	-
Other	625	-	625	4,221	-	-
Tenant Services - Other	-	800	(800)	1,400	9,600	8,800
Water	17,271	17,735	(464)	20,353	212,820	195,085
Electricity	8,687	8,918	(231)	8,858	107,016	98,098
Gas	1,374	871	503	1,214	46,305	45,434
Other Utilities Expense	58	55	3	-	1,485	1,430
Ordinary Maintenance and Operations - Labor	7,031	7,361	(330)	10,480	99,032	91,671
Ordinary Maintenance and Operations - Materia	3,738	5,879	(2,141)	10,412	66,548	60,669
Ordinary Maintenance and Operations - Contrac	5,259	8,958	(3,699)	7,519	127,735	118,777
Employee Benefits Contributions - Ordinary	3,623	4,283	(661)	5,495	53,534	49,251
Protective Services - Other Contract Costs	-	159	(159)	140	1,908	1,749
Property Insurance	2,229	2,229	(0)	1,733	28,977	26,748
Liability Insurance	1,647	1,647	(0)	1,371	20,093	18,446
Workers Compensation	-	150	(150)	-	1,800	1,650
All Other Insurance	-	120	(120)	115	1,880	1,760
Other General Expenses	1,112	1,694	(583)	1,541	19,733	18,039
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	373	450	(77)	(5)	1,814	1,364
Bad debt - Tenant Rents	(103)	500	(603)	541	6,000	5,500
Interest Expense	310	310	-	336	3,568	3,258
Total Operating Expenses	<u>\$ 75,507</u>	<u>\$ 89,773</u>	<u>\$ (14,266)</u>	<u>\$ 96,117</u>	<u>\$ 1,138,110</u>	<u>\$ 1,048,337</u>
Net Income (Loss)	<u>\$ 38,204</u>	<u>\$ (3,825)</u>	<u>\$ 42,029</u>	<u>\$ (6,019)</u>	<u>\$ 113,990</u>	<u>\$ 117,816</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 139,856	\$ 135,269	\$ 4,587	\$ 126,353	\$ 1,613,024	\$ 1,477,755
Tenant Revenue - Other	19,521	8,821	10,700	9,632	106,907	98,086
Total Tenant Revenue	<u>\$ 159,376</u>	<u>\$ 144,090</u>	<u>\$ 15,287</u>	<u>\$ 135,984</u>	<u>\$ 1,719,931</u>	<u>\$ 1,575,841</u>
HUD PHA Operating Grants	320,992	297,297	23,695	320,564	3,567,563	3,270,266
CFP Operational Income	-	-	-	-	569,299	569,299
Fraud Recovery and Other	18,953	189	18,764	1,994	26,749	26,560
Total Operating Revenue	<u>\$ 499,322</u>	<u>\$ 441,576</u>	<u>\$ 57,746</u>	<u>\$ 458,542</u>	<u>\$ 5,883,541</u>	<u>\$ 5,441,965</u>
Administrative Salaries	\$ 27,739	\$ 27,493	\$ 246	\$ 23,750	\$ 365,434	\$ 337,941
Auditing Fees	-	-	-	-	20,000	20,000
Management Fees	41,683	40,816	867	41,071	489,792	448,976
Bookkeeping Fees	6,172	6,000	172	6,039	72,000	66,000
Employee Benefits Contributions - Administrative	10,474	13,388	(2,914)	10,473	109,362	95,973
Office Expenses	2,089	9,185	(7,096)	7,998	133,820	124,635
Legal Expense	1,136	7,567	(6,430)	8,796	98,867	91,300
Travel	40	240	(200)	124	2,770	2,530
Other	1,536	-	1,536	5,918	2,000	2,000
Tenant Services - Other	5,815	5,300	515	3,000	62,800	57,500
Water	40,888	41,001	(113)	44,861	474,436	433,435
Electricity	18,413	18,750	(338)	18,808	226,398	207,648
Gas	8,218	6,521	1,697	7,091	209,140	202,619
Other Utilities Expense	102	192	(90)	65	27,159	26,967
Ordinary Maintenance and Operations - Labor	28,491	28,947	(456)	29,777	386,989	358,042
Ordinary Maintenance and Operations - Material	31,121	26,929	4,192	32,922	311,998	285,069
Ordinary Maintenance and Operations - Contract	70,322	120,578	(50,256)	85,144	1,484,120	1,363,542
Employee Benefits Contributions - Ordinary	16,676	16,727	(52)	18,138	203,290	186,562
Protective Services - Other Contract Costs	-	967	(967)	936	11,604	10,637
Property Insurance	15,759	15,759	0	12,258	204,869	189,110
Liability Insurance	6,213	6,212	1	4,962	75,782	69,570
Workers Compensation	-	720	(720)	-	8,640	7,920
All Other Insurance	-	729	(729)	816	10,967	10,238
Other General Expenses	4,941	6,866	(1,925)	6,147	81,742	74,876
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	5,970	6,440	(470)	5,368	64,645	58,205
Bad debt - Tenant Rents	12,636	4,600	8,036	3,408	56,600	52,000
Interest Expense	5,340	5,340	-	5,788	61,515	56,175
Total Operating Expenses	<u>\$ 361,775</u>	<u>\$ 417,267</u>	<u>\$ (55,493)</u>	<u>\$ 383,657</u>	<u>\$ 5,256,740</u>	<u>\$ 4,839,472</u>
Net Income (Loss)	<u>\$ 137,547</u>	<u>\$ 24,308</u>	<u>\$ 113,239</u>	<u>\$ 74,885</u>	<u>\$ 626,801</u>	<u>\$ 602,493</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 59,949	\$ 57,131	\$ 2,818	\$ 55,737	\$ 911,297	\$ 854,165
Bookkeeping Fees Income	6,106	5,998	108	6,039	71,971	65,974
Fraud Recovery and Other	5,015	4,745	270	3,500	71,070	66,325
Total Operating Revenue	\$ 71,070	\$ 67,874	\$ 3,196	\$ 65,276	\$ 1,054,338	\$ 986,464
Administrative Salaries	\$ 10,565	\$ 17,659	\$ (7,094)	\$ 23,503	\$ 233,633	\$ 215,974
Auditing Fees	-	-	-	-	5,900	5,900
Employee Benefits Contributions - Admin	1,851	9,220	(7,369)	5,348	75,063	65,843
Office Expenses	12,767	6,698	6,069	3,272	54,801	48,103
Legal	1,251	-	1,251	-	2,300	2,300
Travel	-	100	(100)	461	12,480	12,380
Other	258	10,450	(10,192)	2,029	47,344	36,894
Tenant Services - Other	4,860	-	4,860	-	1,500	-
Water	278	133	145	4,864	1,596	1,463
Electricity	1,803	875	928	887	10,500	9,625
Gas	42	189	(147)	(4,691)	2,268	2,079
Other Utilities Expense	29	34	(5)	-	408	374
Ordinary Maintenance and Operations - Material	-	200	(200)	-	500	300
Ordinary Maintenance and Operations - Contract	558	352	206	166	5,899	5,547
Protective Services - Other Contract Costs	-	-	-	-	400	400
Property Insurance	159	160	(1)	124	1,920	1,760
Liability Insurance	-	20	(20)	113	240	220
Workers Compensation	-	100	(100)	-	1,200	1,100
All Other Insurance	2,388	-	2,388	6,207	-	-
Other General Expenses	9,281	18,675	(9,394)	3,338	227,800	209,125
Compensated Absences	-	-	-	-	-	-
Interest Expense	250	250	(0)	852	2,373	2,123
Total Operating Expenses	\$ 46,339	\$ 65,114	\$ (18,775)	\$ 46,474	\$ 688,124	\$ 621,510
Net Income (Loss)	\$ 24,731	\$ 2,760	\$ 21,971	\$ 18,802	\$ 366,213	\$ 364,954

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

	<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	\$ 1,003,000	\$ 964,540	\$ 38,460	\$ 683,553	\$ 11,574,480	\$ 10,609,940
Other Revenue	23	-	23	20	-	-
Fraud Recovery and Other	3,763	413	3,350	2,095	7,306	6,893
Total Operating Revenue	<u>\$ 1,006,786</u>	<u>\$ 964,953</u>	<u>\$ 41,833</u>	<u>\$ 685,668</u>	<u>\$ 11,581,786</u>	<u>\$ 10,616,833</u>
Administrative Salaries	\$ 24,671	\$ 22,868	\$ 1,803	\$ 26,298	\$ 304,337	\$ 281,469
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	18,266	16,332	1,934	14,666	195,982	179,650
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	4,539	12,291	(7,753)	10,917	129,885	117,593
Office Expenses	4,752	11,335	(6,583)	8,278	147,420	136,085
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	200	5,500	(5,300)	-	64,000	58,500
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	115	-	115	-	630	630
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	(124)	247	(371)	1,520	2,964	-
Protective services - Other Contract Costs	-	-	-	-	300	300
Property Insurance	-	-	-	-	-	-
Liability Insurance	1,273	1,298	(26)	1,567	15,582	14,283
Workers Compensation	-	1,254	(1,254)	-	15,048	13,794
All Other Insurance	-	-	-	-	-	-
Other General Expenses	609	1,754	(1,145)	2,327	22,548	20,794
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	953,752	882,881	70,871	860,792	10,594,572	9,711,691
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,008,052</u>	<u>\$ 955,761</u>	<u>\$ 52,292</u>	<u>\$ 926,365</u>	<u>\$ 11,518,267</u>	<u>\$ 10,562,506</u>
Net Income (Loss)	<u>\$ (1,267)</u>	<u>\$ 9,192</u>	<u>\$ (10,459)</u>	<u>\$ (240,696)</u>	<u>\$ 63,519</u>	<u>\$ 54,327</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	35,491.60
1010-0000-111111 Chase Checking	35,469.17	512,383.28
1010-0000-112200 Accounts Receivable	8,920.21	25,030.36
1010-0000-112201 Allowance for Doubtful Accounts	(892.03)	(2,503.04)
1010-0000-112500 Accounts Receivable HUD	(930.00)	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(20,600.90)	(41,339.15)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	5,870.01
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	5,761.00	(2,456.83)
1010-3000-144000 Construction in Progress	35,200.00	78,622.50
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	57,057.39	4,019,982.95
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	(12,467.33)	-
1010-0000-211400 Tenant Security Deposits	(235.00)	35,256.60
1010-0000-211999 Tenant Refunds	(215.00)	6,071.58
1010-0000-212000 Accrued Payroll	-	6,180.35
1010-0000-213400 Utility Accrual	-	21,658.66
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	2,710.49	36,179.48
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,908.98)	365,746.41
1010-0000-260601 Note Payable - Curr - PNC	-	35,569.60
TOTAL LIABILITIES	(13,115.82)	1,016,499.84
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	70,173.21	(1,946,543.74)
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	-	1,719,955.13
TOTAL EQUITY	70,173.21	3,003,483.11
TOTAL LIABILITIES & EQUITY	57,057.39	4,019,982.95

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for July 2019

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	36,248.00
1020-0000-111111 Chase Checking	44,861.78	588,305.71
1020-0000-112200 Accounts Receivable	(1,137.88)	10,241.51
1020-0000-112201 Allowance for Doubtful Accounts	113.79	(1,024.15)
1020-0000-112500 Accounts Receivable HUD	(28,135.00)	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	(10,472.44)	(28,460.64)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	5,093.06
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	(309.47)	(9,101.36)
1020-3000-144000 Construction in Progress	-	382,463.18
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	(172.28)	5,250,830.79
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	(40,986.95)	-
1020-0000-211400 Tenant Security Deposits	705.00	36,953.00
1020-0000-211999 Tenant Refunds	-	3,306.74
1020-0000-212000 Accrued Payroll	-	7,748.74
1020-0000-213400 Utility Accrual	-	17,610.46
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,272.80	51,369.41
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,848.30)	609,577.35
1020-0000-260601 Note Payable - Curr - PNC	-	59,282.67
TOTAL LIABILITIES	(42,857.45)	1,090,997.53
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	42,685.17	(1,262,482.38)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,787,823.98
TOTAL EQUITY	42,685.17	4,159,833.26
TOTAL LIABILITIES & EQUITY	(172.28)	5,250,830.79

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	37,764.00
1080-0000-111111 Chase Checking	9,165.24	721,631.93
1080-0000-112200 Accounts Receivable	(1,412.25)	6,709.51
1080-0000-112201 Allowance for Doubtful Accounts	141.23	(670.95)
1080-0000-112500 Accounts Receivable HUD	(930.00)	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	(625.62)	(9,893.16)
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	7,134.07
1080-0000-140000 Land	-	404,837.08
1080-3000-144000 Construction in Progress	-	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	<u><u>(795.47)</u></u>	<u><u>4,677,444.17</u></u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	327,868.00
1080-0000-200300 Pension Liability	-	87,337.00
1080-0000-210000 Construction Costs Payable	-	32,165.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	(20,047.87)	-
1080-0000-211400 Tenant Security Deposits	(236.00)	37,528.00
1080-0000-211999 Tenant Refunds	54.00	4,119.40
1080-0000-212000 Accrued Payroll	-	7,326.77
1080-0000-213400 Utility Accrual	-	19,823.43
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	614.04	38,016.60
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-260600 Note Payable Non Curr - PNC	(2,863.88)	360,075.93
1080-0000-260601 Note Payable - Curr - PNC	-	35,018.13
TOTAL LIABILITIES	<u><u>(22,479.71)</u></u>	<u><u>960,636.08</u></u>
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	21,684.24	(1,576,167.82)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,192,770.66
TOTAL EQUITY	<u><u>21,684.24</u></u>	<u><u>3,716,808.09</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>(795.47)</u></u>	<u><u>4,677,444.17</u></u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	24,348.00
1090-0000-111111 Chase Checking	46,033.54	550,463.06
1090-0000-112200 Accounts Receivable	(3,110.92)	8,537.41
1090-0000-112201 Allowance for Doubtful Accounts	311.09	(853.74)
1090-0000-112500 Accounts Receivable HUD	(930.00)	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(6,420.86)	(18,250.88)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	3,875.51
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	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	32,007.34	3,441,759.10
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	(5,660.64)	-
1090-0000-211400 Tenant Security Deposits	(519.00)	23,829.00
1090-0000-211999 Tenant Refunds	264.00	4,956.91
1090-0000-212000 Accrued Payroll	-	6,788.27
1090-0000-213400 Utility Accrual	-	48,277.38
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	372.83	(1,106.85)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(653.96)	82,222.06
1090-0000-260601 Note Payable - Curr - PNC	-	7,996.27
TOTAL LIABILITIES	(6,196.77)	506,728.28
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	38,204.11	(1,355,698.69)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	1,115,043.07
TOTAL EQUITY	38,204.11	2,935,030.82
TOTAL LIABILITES & EQUITY	32,007.34	3,441,759.10

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	45,957.05	118,340.54
5005-0000-111111 Chase Checking	(83,273.80)	873,366.10
5005-0000-112500 Accounts Receivable HUD	6,500.00	6,500.00
5005-0000-112954 Accounts Receivables-Misc	-	1,472.05
5005-1010-115700 Intercompany	20,600.90	41,339.15
5005-1020-115700 Intercompany	10,472.44	28,460.64
5005-1080-115700 Intercompany	625.62	9,893.16
5005-1090-115700 Intercompany	6,420.86	18,250.88
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	440.65	16,806.12
5005-8002-115700 Intercompany	3,446.07	1,754.26
5005-8005-115700 Intercompany	(1,564.61)	(4,296.25)
5005-8010-115700 Intercompany	4,616.94	9,206.31
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	(282.36)	2,424.04
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	-	270,776.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
TOTAL ASSETS	13,959.76	2,633,453.44
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	(5,056.01)	-
5005-0000-211704 Health Insurance W/H	-	5,247.58
5005-0000-212000 Accrued Payroll	-	5,666.83
5005-0000-213400 Utility Accrual	-	1,692.89
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	(965.00)	2,740.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,750.03)	62,603.54
5005-0000-260701 Note Payable - Curr - Davenport	-	57,631.56
TOTAL LIABILITIES	(10,771.04)	424,982.06
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	24,730.80	1,857,244.09
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
TOTAL EQUITY	24,730.80	2,208,471.38
TOTAL LIABILITES & EQUITY	13,959.76	2,633,453.44

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	32,206.36	573,764.98
8002-0000-111111 Chase Checking	(36,748.97)	106,599.81
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(440.65)	(16,806.12)
8002-5005-115700 Intercompany	(3,446.07)	(1,754.26)
8001-0000-121100 Prepaid Insurance	(1,272.62)	1,272.62
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	(9,701.95)	692,031.03
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	(8,435.36)	-
8001-0000-212000 Accrued Payroll	-	13,585.95
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
TOTAL LIABILITIES	(8,435.36)	707,014.54
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	38,928.45	198,790.85
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	(40,195.04)	47,404,572.61
8002-8002-282000 Income and Expense Clearing	-	(47,898,441.06)
TOTAL EQUITY	(1,266.59)	(14,983.51)
TOTAL LIABILITES & EQUITY	(9,701.95)	692,031.03



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

August 28, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

During the month of July, the FSS Coordinator graduated one participant who had completed her contract and met all of her goals. The Lansing Housing Commission was able to issue her check for \$5,602.03. Two new participants will be enrolled effective 8/1 and another on 9/1. Looking ahead to August and September there will be 3 more possible graduates.

HCV Orientations:

LHC had zero (0) orientations during the month of July 2019 and zero (0) vouchers issued. Three orientations are scheduled for August.

One (1) VASH orientation was held for the month of July, and five (5) vouchers were issued.

Waiting List:

We are currently on waiting list number 200 out of 650. We anticipate another large pull in late August/September.

Department Initiatives:

In the HCV Program there are currently 1,794 vouchers housed in all its programs. Fifty-one participants are with the Shelter Plus Care Program (S+C), 82 are housed under the Permanent Supportive Housing Program (PSH), and 139 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,522 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1695
June % Utilized Units	91%

July Voucher Program Total Units	1,863
July Traditional HCV Utilization	1661
July % Utilized Units	90%

Voucher Disbursement

HUD June HAP Disbursement	\$991,668
LHC June HAP/UAP Disbursement	\$907,182
% Voucher Funding Utilization	99%

HUD July HAP Disbursement	\$911,668
LHC July HAP/UAP Disbursement	\$921,361
% 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 205 rent reasonable 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 thirty (30) 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 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





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indicates there were five (5) 24-hour deficiencies and fifty-seven (57) 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 June 30, 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

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





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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 100%. 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

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.





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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 54% 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 five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 07/31/2019



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August 28, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 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 July. LHC Unit Months Leased (UML) was 809 (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 98% at the end of July. There were three (3) households moved in, four (4) residents moved out, and zero (0) unit transfers. The UML was 198 which equals 98%. At the end of July, Mt. Vernon had a total of 10 open work orders.

Hildebrandt Park occupancy was 99% at the end of July. There was six (6) households moved in, four (4) resident moved out, and one (1) unit transfers. The UML was 217 which equals 99%. At the end of July, Hildebrandt had a total of 84 open work orders.

LaRoy Froh occupancy was 96% at the end of July. There was one (1) household moved in, five (5) residents moved out, zero (0) unit transfers. The UML was 204





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which equals 96%. At the end of July, LaRoy Froh had a total of 34 open work orders.

South Washington Park occupancy was 96% at the end of July. There were zero (0) households moved in, six (6) resident moved out, and zero (0) unit transfer. The UML was 190 which equals 96%. At the end of July, South Washington had a total of 55 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	198	98%	3	4	0	0
Hildebrandt	220	217	99%	6	4	0	0
LaRoy Froh	213	204	96%	1	5	0	1
S. Washington	197	190	96%	0	6	0	0
Totals	832	809	97%	10	19	0	1

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 36,023	\$ 38,605	\$ 0	107%
Hildebrandt	\$ 37,236	\$ 43,229.26	\$ 0	116%
LaRoy Froh	\$ 26,857	\$ 35,587.30	\$ 8,730.30	133%
S. Washington	\$ 32,637	\$ 34,461	\$ 0	106%
Totals	\$ 132,753	\$ 151,882.56	\$8,730.30	114%





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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3266 N Waverly	2	6-26-19	35	Ready	\$1,650	Looking for applicant
2915 Delta River	3	5-1-19	88	7-22-19	\$4,800	S&S completing rehab. Unit offer accepted.





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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
103-1247 Allen	4	7-15-19	15	8-23-19	\$4,100	NA
103-2137 Forest.	2	7-16-19	14	8-31-19	\$1,900	NA





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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
111-2436 Reo	3	6-7-19	257	TBD	Pending	6-13 Unit is under construction. 7-18 unit has drywall and has been painted, pending kitchen cabinets. Estimated completion is 8-30-19
111-6061 Schafer	3	7-27-19	16			8-16 Unit is pending minor parts before moving to the cleaning stage. Estimated completion is 8-23-19. Already assigned to a new applicant.
111-2350 Reo	3	8-2-19	10			8-16 Unit is being treated for bedbugs, once completed the rehab process will begin.
111-6523 Somerset	4	7-29-19	14			8-16 Unit is getting rehabbed. This unit was destroyed by prior tenant and the labor and materials is causing this unit to go beyond a usual turn around. Unit is assigned to a LRF VAWA transfer.
111-2336 Reo	3	8-1-19	12			8-16 Unit is near completion, pending minor scope work from MT and then on to the cleaner. Unit is already assigned.
111-2540 Reo	2	8-2-19	10			8-16 Unit has been cleaned out and is scheduled to be painted the week of 8-19. Unit is assigned to internal transfer.
111-2402 Reo	1	8-12-19	4			8-16 Unit is being painted, floors sanded and polyurethane, and scope





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						work completed by MT. Assigning unit to internal transfer.
111-2342 Reo	3	7-8-19				7-18 unit has been painted, scope of work has been completed, pending cleaner.
111-6115 Grovenburg	3	8-9-19	2			8-16 Unit is scheduled to be cleaned out and once that is done painting the week of 8-19.





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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 515	1	7-18-19	13	8-10-19	In house turn	
112-3200 S Washington 519	1	7-1-19	19	8-10-19	In house turn	
112-3200 S Washington 518	1	7-18-19	13	8-25-19	In house turn	
112-3200 S Washington 218	1	7-18-19	13	8-25-19	In house turn	
112-3200 S Washington 532	1	7-24-19	7	8-25-19	In house turn	
112-3200 S Washington 426	1	7-14-19	17	8-25-19	In house turn	
112-3200 S Washington 215	1	7-11-19	20	8-25-19	In house turn	





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August 28, 2019

Executive Director's Report

Activities

Capital Projects

- Security Cameras
- Kitchen/Bath
- Elevator

Staff Changes

- Maintenance Tech – Demetreon Young

RAD Activities

1. Disposal of Scattered Sites
2. RAD application submission
 - Application submitted 7-16
 - Resident Questions returned
 - RFP Architect due today
3. City of Lansing meeting June 26th w/Mayor

Other Activities

- Site visits to LHC properties
- Inventory Management review
- COL summer program
- Lisa Parsons issue
- Paychex/ADP Consulting
- RFP Pest Management
- Scattered Site Inspections/Renewals





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**LHC Board
Sign-In Sheet
Date of Meeting: August 28, 2019**

Name	Organization	Phone #	E-mail	Speaking Y/N
Marcel Jackson	LIPH	517-574-8427	marcelj@lanshc.org	
ANDREA BAILEY	LIPH	517 824 372 7145	ANDREA.B@lanshc.org	
Steve Raiche	LHC		stevenr@lanshc.org	
SAM SPADAFORÉ	LHC	517-712-7397	SAMS@LANSHC.ORG	Y
Doug Fleming	LHC	517 331-1009		

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 August 28, 2019

Sign-In Sheet

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