



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

Agenda  
Lansing Housing Commission  
February 27, 2019

Call to Order

1. Roll Call.
2. Approval of Minutes of February 5, 2019  
(Rescheduled Board Meeting: January 30, 2019)
3. Plante Moran – Presentation Audited Financial Statements

Action Items:

Resolution No. 1307 – Approval of Contract Between LHC and Chesapeake  
Community Advisors, Inc. (CCA)

Informational Items.

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

Discussion Items

4. Executive Director's Comments.





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





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**Minutes of the January 30, 2019  
(Rescheduled to February 5, 2019)**

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

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Hall, Robinson, Sober were present at roll call and Commissioner's Huyck was absent.

**STAFF:**

Marcus Hardy  
Marshall Brice  
Douglas Fleming  
Dawn Allman

Marcel Jackson  
Kim Shirey  
Andrea Bailey

**Guests:**

Commissioner Robinson moved and Commissioner Hall 2<sup>nd</sup> a motion to approve the minutes of the November 28, 2018 commission meeting. **The Motion was approved by all members present.**

**RAD Presentation – Douglas Fleming**

- Mr. Fleming explained that Rental Assistance Demonstration (RAD) is a voluntary program brought by HUD.
- There is an estimate of a \$26 billion shortage of funding for housing. HUD came up with the RAD program which makes it budget neutral to the government. Most RAD adopters are choosing to use the Section 8 program. RAD allows the company to assume debt to make the capital improvements needed. The cap is 225,000 units right now. Residents are required to be part of the process. Some residents may have to move but we may also be able to make the improvements with the client in place.
- We will also perform portfolio planning to determine what we want to do and what we need to do.





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- There is a possibility of moving some of our scattered site to home ownership by the residents. In addition, any sites we sell, we will need to find new units to buy or build to have the same number of units.

There are two programs: 4% non-competitive or 9%

Commissioner Robinson moved and Commissioner Hall 2<sup>nd</sup> a motion to approve Resolution 1303- Approval of Contract Between Great Lakes Elevator and LHC

- Douglas Fleming explained the proposed contract.
- The resolution allows for repairs to the South Washington elevators.
- Commissioner Robinson suggested that we conditionally approve this item while waiting to determine what we are going to do with the building as part of Rad.
- Commissioner Sober asked if we had 60-90 days left on the elevators. Marcus Hardy said that the issue is not the elevator condition but more the upkeep of the elevators. We are working under an old elevator maintenance agreement and it is not being completed as required.
- Commissioner Robinson moved for conditional approval given discussion with RAD consultants and Commissioner Sober seconded. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Hall 2<sup>nd</sup> a motion to approve Resolution 1304- Approval of Chesapeake Community Advisors, Inc. as Consultant and Codeveloper RAD Transformation

- Douglas Fleming explained the original Request for Proposal (RFP). We received five (5) timely application but only two (2) met the qualifications as requested in the RFP. He explained the interview process and explained the proposed partnership. He is suggesting that we use CCA. If approved, our next step would be to negotiate the actual fees for the contract. Mr. Fleming would negotiate the terms which he would then bring back to the Board to approve.
- We discussed some social service programs which could also be included in the RAD process.





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- Commissioner Robinson noted that this is one of the items that he will abstain from since there is a possibility of future investment by his employer in the project. Commissioner Sober moved and Commissioner Hall seconded. **The Motion was approved by all members present except Robinson who abstained.**

Commissioner Robinson moved and Commissioner Hall 2<sup>nd</sup> a motion to approve Resolution 1305- Approval to Increase the LIPH Flat Rate Rent to HUD Published 2019 Fair Market

- Kim Shirey explained the proposed rent changes.
- Commissioner Robinson moved and Commissioner Sober seconded. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Hall 2<sup>nd</sup> a motion to approve Resolution 1306- Approval to Use Updated LIPH Utility Allowances

- Kim Shirey explained the proposed utility allowance changes. This would be effective April 1, 2019.
- Commissioner Robinson moved and Commissioner Sober seconded. **The Motion was approved by all members present.**

#### **Written Informational Reports were provided as follows:**

A. Finance Report – November and December 2018 - Dawn Allman - Mrs. Allman provided a brief overview of the December 2018 Finance Report and noted the November report could also be reviewed upon request. Dawn also discussed the new sheet of financial ratios which will be given to the board going forward.

- Insurance expenses have been higher than budgeted for several months. Commissioner Robinson asked if we were insured by AIM or pooled. Dawn will check into this. Mr. Fleming stated that he has several insurance companies which he can put out to bid to get a more competitive bid as each insurance policy comes up for renewal.
- Commissioner Robinson asked about the issues related to the snow storm that we had last week and whether we expected an increase in expenses. Mr. Fleming discussed the issues that resulted from the cold weather and noted that we would have to see if expenses increased.





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B. Housing Choice Voucher (HCV) Report – November and December 2018 - Kim Shirey, provided a brief overview of the November and December 2018 HCV Reports.

HCV barely made it through the government shutdown. We have been telling people that we guaranteed money for March but not for April. We receive our HCV money monthly. We are processing only those vouchers that we have on the streets but not putting out new vouchers since we don't know if we will be given money. Douglas Fleming said that if the government shut down again, he is confident that it will not impact us before others start calling for the government to re-open.

C. Asset Management Report – November and December 2018

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson MVP had an occupancy rate of 96% at the end of November. There was one (1) move-in, four (4) move -outs and three (3) transfers. There were 16 open work orders.

MVP had an occupancy rate of 94% at the end of December. There were two (2) move-ins, three (3) move -outs and three (3) transfers. There were 16 open work orders.

The current occupancy rate is 95%. There are 10 vacancies, two (2) market ready, Two (2) will move in a few weeks. There are 62 open work orders. Average work Order is 36 days old.

**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily HP had an occupancy rate of 97% at the end of November. There were four (4) move-ins, five (5) move-outs and zero (0) transfers. There were 184 open work orders.

HP had an occupancy rate of 98% at the end of December. There were two (2) move-ins, two (2) moveouts and three (3) transfers. There were 16 open work orders.

The current occupancy rate is 98%. There are four (4) vacancies, two (2) market ready There are 81 open work orders with an oldest mid-October day. Order is 36 days old.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marshall Brice LRF





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LRF had an occupancy rate of 94% at the end of November. There were seven (7) move-ins, six (6) move-outs and one (1) transfers. There were 130 open work orders.

LRF had an occupancy rate of 95% at the end of December. There were three (3) move-ins, zero (0) move-outs and two (2) transfers. There were 139 open work orders.

The current occupancy rate is 95%. There are 10 vacancies. Two (2) move ins and two (2) move-outs, one (1) transfer. We are working down the number of work orders with 139 open.

**So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy**

SWP had an occupancy rate of 98% at the end of November. There were four (4) move-ins, four (4) move-outs and one (1) transfers. There were 109 open work orders.

SWP had an occupancy rate of 98% at the end of November. There were four (4) move-ins, four (4) move-outs and one (1) transfers. There were 133 open work orders.

The current occupancy rate is 99%. There were two vacancies. 124 work orders that are open. Average work order time is 82 days. There are security deposits for seven (7) units.

**Discussion Items:** none

**Executive Director's Comments:**

Activities

DEC update – February 4<sup>th</sup> letter of closure

LRF Fire Units – Units have been released back to LHC for repair

City Inspections

- SWP, LRF, Hoyt Forest and Hildebrandt all released
- Mt. Vernon being finalized
- Inspection 2-year renewal-February of 2021

Conferences – PHADA, Novogradac Conferences, RAD

Staff Changes

- New Manager Mt. Vernon – Marcel Jackson
- New Assistant Manager – Kenna Totten
- Assistant Manager – Hildebrandt - Open





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- New Maintenance Tech – Jose (Ringo) (SWP), Brandon Ondrias (MVP)

#### Comcast Agreement

- Door fees (\$100/unit)
- Quarterly compensation based on participation
- It is not an exclusive agreement, but will give us wi-fi as well as the other items note above

Union Negotiations – Waiting on counter proposal hopefully by Friday. Mr. Fleming hoped to have additional information by the February Board meeting

#### Capital improvements

- SWP elevator
- Hildebrandt roofs
- Video surveillance all AMPS
- Kitchen renovations all AMPS

#### Major Activities

- Site visits to LHC properties
- Furnace installation – replaced 85 furnaces and over 50 water heaters
- Oliver Gardens management change – Commissioner said that this should be brought up to the OG Board.
- Staff Meeting LIPH (3)
- Financial empowerment program with City of Lansing
- Procurement/Management Training
- RAD interviews/visits

#### President's Comments:

Commissioner Baltimore commented that he appreciated all the reports and explained that last week's meeting was cancelled due to the weather.

Commissioner Baltimore stated he appreciated that the RAD program is getting completed since this has been talked about for several years.

#### Public Comment: limit 3 minutes per person –

Commissioner Hall stated that her management property is working on a RAD process. She is about 60% finished and it is a good program.

Commissioner Robinson stated that the DEC audit has been a long road and getting the letter closing the process is very exciting. He said it is appropriate that both the DEC closure letter and the RAD consultant came in on the same day. He said he is very






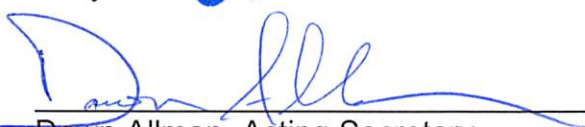
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proud of the work being done. He hopes to see a complete transformation of the business in the next five (5) years.

**Other Business** – none

**Adjournment:** The meeting was adjourned at 7:10 p.m.

 Date 2/27/19  
Tony Baltimore, Chair

 Date 2/27/19  
Dawn Allman, Acting Secretary





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**February 27, 2019**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval of Consultant and Co-Development Contract with Chesapeake Community Advisors, Inc. (CCA).

**RECOMMENDATION:**

Staff recommends the Board approve the contract with CCA for them to provide services related to RAD transformation of the LHC properties.

**CONTACT PERSON:**

Douglas Fleming  
Interim Executive Director

**SUMMARY**

This transmittal will allow the LHC to begin administrative and financial negotiations to process RAD documents with HUD and other interests in conjunction with our Consultant and Co-Developer CCA.

**BACKGROUND**

Authorized by Congress under the FY12 HUD appropriations act, the Rental Assistance Demonstration (RAD) allows public housing agencies (PHAs) and owners of other HUD-assisted properties to **convert** units from their original sources of HUD financing to project-based Section 8 contracts.

Public housing units across the country need more than \$26 billion in repairs. HUD refers to these repair costs as capital needs. Congress has not provided enough funding for PHAs to keep up with capital needs. As a result, PHAs have had to make tough choices between things like repairing roofs and replacing plumbing—or worse, demolishing public housing. RAD provides PHAs a way to rehabilitate, or repair, units without depending on additional money from Congress.



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**FINANCIAL CONSIDERATIONS**

This agreement will bind CCA and LHC under the terms of the contract for the development of our properties through RAD. The terms will extend to all LHC properties who we choose to process through the RAD program.

**POLICY CONSIDERATIONS:**

LHC has no specific policy regarding this action. However, Board approval is being requested due the financial consideration of future capital needs within LHC.

Respectfully Submitted,

  
\_\_\_\_\_  
Doug Fleming, Secretary to the Board  
Lansing Housing Commission



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**Resolution No. 1307**

Adopted by the Lansing Housing Commission

**February 27, 2019**

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to enter into a contract between the Lansing Housing Commission and Chesapeake Community Advisors, Inc. (CCA) for RAD transformation of the LHC.

  
\_\_\_\_\_  
Tony Baltimore, Chair

Yeas 4

Nays \_\_\_\_\_

Abstentions 1

Attest

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
For Clerks Use Only

Resolution No: 1307

Date Adopted: 2/27/2019



Lansing Housing Commission  
Summary Results for JANUARY FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	10,957	8,863	(727)	2,414	21,507	3,348	44,786
Tenant Revenue Variance	3,564	7,555	(475)	2,804	13,448	-	-
HUD Revenue Variance	198	79	(402)	(209)	(334)	2,298	43,797
Capital Fund Income	875	875	875	875	3,500	-	-
Other Income	6,320	354	(725)	(1,055)	4,894	1,050	989
Other	-	-	-	-	-	-	0
Budgeted Revenue	107,373	129,082	116,812	84,751	438,017	64,295	887,403
% Variance fav (unfav)	10%	7%	-1%	3%	5%	5%	5%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	37,419	81,861	65,208	45,801	230,289	4,310	158,948
<i>Contributing Factors:</i>							
MERS Contribution Special	-	-	-	-	-	-	-
Adjusted Expense Variance	37,419	81,861	65,208	45,801	230,289	4,310	158,948
<i>-Over spend (Under spend)</i>							
Salary Expenses	(203)	2,338	2,510	5,319	9,964	(10,629)	13,250
Employee Benefit Expenses	(2,426)	7,259	5,058	20,084	29,975	(4,939)	44,665
Utilities	(594)	825	11,918	2,312	14,460	819	-
Write-offs	6,019	322	(494)	269	6,115	-	-
Legal	(1,666)	2,318	306	862	1,820	(42)	-
Professional Services	255	730	(169)	1,575	2,391	5,158	1,007
Administrative Services	-	247	-	-	247	-	-
Insurance	551	(47)	1,263	1,688	3,456	4,443	(209)
Sundry/Postage/Office Supplies	(26)	156	(44)	776	863	1,070	870
Management Fee	155	496	171	255	1,077	-	1,279
HAP Expense	-	-	-	-	-	-	73,535
Inspections	-	519	(600)	-	(81)	(221)	(1,160)
Maintenance Costs	25,641	57,630	34,256	7,199	124,726	229	(1)
Maintenance Contract - Unit Turns	8,069	6,740	8,102	3,245	26,155	-	-
Other	1,642	2,327	2,932	2,218	9,120	8,422	25,712
Budgeted Expense	115,332	135,448	113,456	101,727	465,964	52,812	880,159
% Variance fav (unfav)	-32%	-60%	-57%	-45%	-49%	-8%	-18%
<b>Curr Mo. Actual Net Income (Loss)</b>							
	\$ (34,421)	\$ (79,365)	\$ (62,579)	\$ (60,363)	\$ (236,728)	\$ 10,521	\$ (106,918)
<b>YTD Actual Net Income (Loss) Net of CWIP</b>							
	\$ (18,336)	\$ 124,665	\$ (72,136)	\$ 146,967	\$ 181,160	\$ 300,478	\$ (177,817)
<b>Prior YR YTD Net Income (Loss)</b>							
	\$ 41,137	\$ 81,206	\$ 35,604	\$ (115,022)	\$ 42,925	\$ 106,800	\$ (524,182)
<b>Cash Balance - January</b>							
	\$ 522,325	\$ 555,173	\$ 741,816	\$ 533,080	\$ 2,352,394	\$ 1,009,126	\$ 730,100
<b>Cash Balance - December</b>							
	\$ 509,631	\$ 562,762	\$ 732,360	\$ 563,876	\$ 2,368,629	\$ 1,081,431	\$ 881,008
<b>Cash Balance - November</b>							
	\$ 462,400	\$ 505,628	\$ 754,242	\$ 229,098	\$ 1,951,368	\$ 1,024,538	\$ 908,295

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	12,693.96	522,324.99
1010-0000-112200 Accounts Receivable	2,452.62	8,506.33
1010-0000-112201 Allowance for Doubtful Accounts	(245.26)	(850.63)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(9,181.43)	(7,918.91)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	41,090.37
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	7,740.00	41,022.50
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
<b>TOTAL ASSETS</b>	<u><b>7,589.83</b></u>	<u><b>4,047,316.17</b></u>
<b>LIABILITIES</b>		
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	34,643.44	24,466.38
1010-0000-211343 Accounts Payable Misc	-	10,177.06
1010-0000-211400 Tenant Security Deposits	1,008.00	35,190.30
1010-0000-211999 Tenant Refunds	(67.00)	6,871.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	1,536.60	26,581.20
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,850.19)	384,721.38
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
<b>TOTAL LIABILITIES</b>	<u><b>34,270.85</b></u>	<u><b>1,054,120.67</b></u>
<b>EQUITY</b>		
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	(26,681.02)	(1,828,408.85)
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
<b>TOTAL EQUITY</b>	<u><b>(26,681.02)</b></u>	<u><b>2,993,195.50</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>7,589.83</b></u>	<u><b>4,047,316.17</b></u>

**Lansing Housing Commission  
1020 Hildebrandt Park  
Balance Sheet for January 2019**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	(6,568.94)	555,172.87
1020-0000-112200 Accounts Receivable	(47.44)	13,153.71
1020-0000-112201 Allowance for Doubtful Accounts	4.75	(1,315.37)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	(12,701.96)	(9,904.84)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	35,651.42
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	33,648.00	315,576.92
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
<b>TOTAL ASSETS</b>	<b>9,241.35</b>	<b>5,222,397.21</b>
<b>LIABILITIES</b>		
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	57,834.77	46,579.54
1020-0000-211343 Accounts Payable Misc	-	11,255.23
1020-0000-211400 Tenant Security Deposits	(476.00)	34,396.19
1020-0000-211999 Tenant Refunds	133.00	4,938.97
1020-0000-212000 Accrued Payroll	-	4,988.82
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,216.40	38,875.75
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,750.32)	641,202.27
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
<b>TOTAL LIABILITIES</b>	<b>54,957.85</b>	<b>1,155,779.53</b>
<b>EQUITY</b>		
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	(45,716.50)	(1,180,163.71)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
<b>TOTAL EQUITY</b>	<b>(45,716.50)</b>	<b>4,066,617.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,241.35</b>	<b>5,222,397.21</b>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	9,455.49	741,815.71
1080-0000-112200 Accounts Receivable	1,405.00	16,631.47
1080-0000-112201 Allowance for Doubtful Accounts	(105.60)	(1,663.15)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	(18,800.03)	(6,350.34)
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	49,938.49
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	21,512.00	456,526.83
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
<b>TOTAL ASSETS</b>	<b>6,332.79</b>	<b>4,823,067.93</b>
<b>LIABILITIES</b>		
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	48,660.36	37,516.27
1080-0000-211343 Accounts Payable Misc	-	10,805.67
1080-0000-211400 Tenant Security Deposits	563.00	34,940.06
1080-0000-211999 Tenant Refunds	(225.00)	6,337.98
1080-0000-212000 Accrued Payroll	-	7,627.57
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	1,207.71	32,023.38
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	-	254.93
1080-0000-260600 Note Payable Non Curr - PNC	(2,806.00)	378,756.69
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
<b>TOTAL LIABILITIES</b>	<b>47,400.07</b>	<b>1,013,212.15</b>
<b>EQUITY</b>		
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	(41,067.28)	(1,332,993.13)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
<b>TOTAL EQUITY</b>	<b>(41,067.28)</b>	<b>3,809,855.78</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>6,332.79</b>	<b>4,823,067.93</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(30,795.67)	533,080.17
1090-0000-112200 Accounts Receivable	(64.44)	13,974.63
1090-0000-112201 Allowance for Doubtful Accounts	6.45	(1,397.46)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(18,087.27)	(7,336.67)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	27,128.57
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	8,208.00	229,865.05
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
<b>TOTAL ASSETS</b>	<b>(44,608.44)</b>	<b>3,468,267.48</b>
<b>LIABILITIES</b>		
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	9,833.90	192.93
1090-0000-211343 Accounts Payable Misc	-	9,640.97
1090-0000-211400 Tenant Security Deposits	-	34,024.50
1090-0000-211999 Tenant Refunds	(154.00)	17,332.01
1090-0000-212000 Accrued Payroll	-	6,601.58
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	(1,492.83)	(3,428.38)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(640.74)	86,487.77
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
<b>TOTAL LIABILITIES</b>	<b>7,546.33</b>	<b>531,447.19</b>
<b>EQUITY</b>		
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	(52,154.77)	(1,006,905.47)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
<b>TOTAL EQUITY</b>	<b>(52,154.77)</b>	<b>2,936,820.29</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(44,608.44)</b>	<b>3,468,267.48</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(20,112.86)	70,927.62
5005-0000-111111 Chase Checking	(52,192.56)	938,198.26
5005-0000-112954 Accounts Receivables-Misc	45.00	596.25
5005-1010-115700 Intercompany	9,181.43	7,918.91
5005-1020-115700 Intercompany	12,701.96	9,904.84
5005-1080-115700 Intercompany	18,800.03	6,350.34
5005-1090-115700 Intercompany	18,087.27	7,336.67
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	25,710.94	12,862.84
5005-8002-115700 Intercompany	514.71	307.44
5005-8005-115700 Intercompany	571.18	(3,536.46)
5005-8010-115700 Intercompany	486.50	4,726.04
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(6,921.44)	37,313.62
5005-0000-121200 Prepaid - Other	2,683.00	4,123.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(976,947.26)
5005-0000-150102 Investment in OG	-	259,909.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
<b>TOTAL ASSETS</b>	<b>9,555.16</b>	<b>2,610,348.86</b>
<b>LIABILITIES</b>		
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	2,670.51	(449.49)
5005-0000-211343 Accounts Payable Misc	-	15,401.29
5005-0000-211704 Health Insurance W/H	51.94	5,671.78
5005-0000-212000 Accrued Payroll	-	11,497.74
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	3,028.60
5005-0000-214000 Accrued Comp Absences - non curr	-	17,162.06
5005-0000-224000 Tenant Prepaid Rent	1,005.00	4,910.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,693.43)	(152,183.77)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
<b>TOTAL LIABILITIES</b>	<b>(965.98)</b>	<b>475,999.78</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	10,521.14	1,783,121.79
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>10,521.14</b>	<b>2,134,349.08</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>9,555.16</b>	<b>2,610,348.86</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(37,177.67)	461,973.28
8002-0000-111111 Chase Checking	(33,989.30)	169,573.46
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	(276.00)	(480.00)
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(25,710.94)	(12,862.84)
8002-5005-115700 Intercompany	(514.71)	(307.44)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	8,908.34
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
<b>TOTAL ASSETS</b>	<b>(98,941.24)</b>	<b>655,758.80</b>
<b>LIABILITIES</b>		
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	7,231.42	344.48
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	6,886.94
8001-0000-212000 Accrued Payroll	-	13,548.79
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
<b>TOTAL LIABILITIES</b>	<b>7,231.42</b>	<b>714,225.69</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	(71,392.65)	91,367.00
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	(34,780.01)	38,803,819.36
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	-
8004-8004-282000 Income and Expense Clearing	-	-
<b>TOTAL EQUITY</b>	<b>(106,172.66)</b>	<b>(58,466.89)</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(98,941.24)</b>	<b>655,758.80</b>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 218,184	\$ 208,927	\$ 11,257	\$ 196,815	\$ 354,732	\$ 147,805
Tenant Revenue - Other	28,405	18,620	9,785	19,938	31,920	13,300
Total Tenant Revenue	<u>\$ 246,589</u>	<u>\$ 225,547</u>	<u>\$ 21,042</u>	<u>\$ 216,753</u>	<u>\$ 386,652</u>	<u>\$ 161,105</u>
HUD PHA Operating Grants	558,149	525,971	32,178	503,381	901,665	375,694
CFP Operational Income	152,606	35,000	117,606	14,249	35,000	-
Fraud Recovery and Other	3,624	3,217	407	5,777	6,408	3,191
Total Operating Revenue	<u>\$ 960,969</u>	<u>\$ 789,735</u>	<u>\$ 171,234</u>	<u>\$ 740,160</u>	<u>\$ 1,329,725</u>	<u>\$ 539,989</u>
Administrative Salaries	\$ 54,818	\$ 49,263	\$ 5,555	\$ 49,518	\$ 85,390	\$ 36,126
Auditing Fees	3,500	5,000	(1,500)	5,000	5,000	-
Management Fees	121,214	66,773	54,441	66,871	114,468	47,695
Bookkeeping Fees	10,239	10,185	54	10,202	17,460	7,275
Employee Benefits Contributions - Admin	16,499	16,341	158	18,989	28,085	11,744
Office Expenses	14,270	34,018	(19,748)	26,304	53,658	19,640
Legal	13,831	12,490	1,341	11,415	21,140	8,650
Travel	685	455	230	349	780	325
Other	911	10,500	(9,589)	2,331	18,000	7,500
Tenant Services - Other	14,444	-	14,444	10,350	-	-
Water	50,574	52,515	(1,941)	53,564	91,281	38,767
Electricity	24,321	23,808	516	25,154	35,455	11,650
Gas	18,925	24,500	(5,575)	16,732	39,500	15,000
Other Utilities Expense	6,591	5,800	791	5,644	6,050	250
Ordinary Maintenance and Operations - Labor	54,674	86,571	(31,897)	48,331	150,056	63,485
Ordinary Maintenance and Operations - Material	77,297	42,650	34,647	36,060	67,500	24,850
Ordinary Maintenance and Operations - Contract	356,934	161,105	195,829	192,600	260,165	99,080
Employee Benefits Contributions - Ordinary	29,854	49,074	(19,220)	27,433	84,254	35,179
Protective Services - Other Contract Costs	1,395	1,400	(5)	1,355	2,400	1,000
Property Insurance	28,176	26,432	1,744	24,625	45,312	18,880
Liability Insurance	10,341	8,869	1,472	8,507	15,204	6,335
Workers Compensation	450	1,736	(1,287)	2,031	2,976	1,240
All Other Insurance	1,316	1,302	14	2,500	2,232	930
Other General Expenses	25,173	-	25,173	26,149	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	10,194	10,205	(10)	9,488	18,154	7,949
Bad debt - Tenant Rents	22,421	4,060	18,361	6,489	6,960	2,900
Interest Expense	10,257	10,257	-	11,032	17,293	7,036
Total Operating Expenses	<u>\$ 979,305</u>	<u>\$ 715,308</u>	<u>\$ 263,999</u>	<u>\$ 699,023</u>	<u>\$ 1,188,772</u>	<u>\$ 473,466</u>
Net Income (Loss)	<u>\$ (18,336)</u>	<u>\$ 74,429</u>	<u>\$ (92,765)</u>	<u>\$ 41,137</u>	<u>\$ 140,953</u>	<u>\$ 66,523</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 255,298	\$ 241,514	\$ 13,784	\$ 221,359	\$ 414,024	\$ 172,510
Tenant Revenue - Other	20,658	11,570	9,088	18,070	20,015	8,445
Total Tenant Revenue	<u>\$ 275,956</u>	<u>\$ 253,084</u>	<u>\$ 22,872</u>	<u>\$ 239,429</u>	<u>\$ 434,039</u>	<u>\$ 180,955</u>
HUD PHA Operating Grants	691,281	651,480	39,800	685,898	1,116,824	465,343
CFP Operational Income	146,904	35,000	111,904	14,249	35,000	-
Fraud Recovery and Other	3,610	3,203	407	2,214	6,384	3,181
Total Operating Revenue	<u>\$ 1,117,751</u>	<u>\$ 942,767</u>	<u>\$ 174,984</u>	<u>\$ 941,791</u>	<u>\$ 1,592,246</u>	<u>\$ 649,479</u>
Administrative Salaries	\$ 51,904	\$ 48,477	\$ 3,427	\$ 47,467	\$ 84,026	\$ 35,550
Auditing Fees	3,500	2,500	1,000	5,000	5,000	2,500
Management Fees	132,652	73,312	59,339	73,410	125,679	52,366
Bookkeeping Fees	11,290	11,183	108	11,200	19,170	7,988
Employee Benefits Contributions - Admin	15,510	24,567	(9,057)	22,430	42,186	17,619
Office Expenses	18,838	22,722	(3,884)	24,994	34,314	11,592
Legal	15,282	10,800	4,482	12,011	20,160	9,360
Travel	297	560	(263)	380	960	400
Other	434	1,620	(1,186)	(733)	2,220	600
Tenant Services - Other	14,667	12,300	2,367	10,390	21,100	8,800
Water	63,050	58,200	4,850	59,763	98,700	40,500
Electricity	18,826	18,550	276	21,104	30,200	11,650
Gas	14,138	24,800	(10,662)	17,279	55,500	30,700
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	38,925	82,420	(43,495)	50,657	143,228	60,808
Ordinary Maintenance and Operations - Materia	44,515	36,900	7,615	26,687	64,200	27,300
Ordinary Maintenance and Operations - Contrac	416,464	238,685	177,779	343,582	405,535	166,850
Employee Benefits Contributions - Ordinary	29,285	38,557	(9,272)	28,662	66,246	27,689
Protective Services - Other Contract Costs	2,286	2,100	186	2,251	3,600	1,500
Property Insurance	25,045	27,650	(2,605)	25,635	47,400	19,750
Liability Insurance	8,452	7,224	1,228	6,990	12,384	5,160
Workers Compensation	490	1,148	(658)	1,419	1,968	820
All Other Insurance	1,228	1,162	66	2,320	1,992	830
Other General Expenses	27,363	14,090	13,273	28,651	22,255	8,165
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	16,244	13,366	2,878	12,147	21,882	8,516
Bad debt - Tenant Rents	5,523	6,300	(777)	8,504	10,800	4,500
Interest Expense	17,094	17,094	-	18,387	28,821	11,727
Total Operating Expenses	<u>\$ 993,302</u>	<u>\$ 802,877</u>	<u>\$ 190,425</u>	<u>\$ 860,584</u>	<u>\$ 1,376,116</u>	<u>\$ 573,239</u>
Net Income (Loss)	<u>\$ 124,449</u>	<u>\$ 139,890</u>	<u>\$ (15,441)</u>	<u>\$ 81,206</u>	<u>\$ 216,130</u>	<u>\$ 76,240</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 205,115	\$ 215,243	\$ (10,128)	\$ 220,063	\$ 368,988	\$ 153,745
Tenant Revenue - Other	16,112	16,590	(478)	18,645	28,440	11,850
Total Tenant Revenue	<u>\$ 221,226</u>	<u>\$ 231,833</u>	<u>\$ (10,607)</u>	<u>\$ 238,708</u>	<u>\$ 397,428</u>	<u>\$ 165,595</u>
HUD PHA Operating Grants	621,012	585,715	35,297	609,816	1,004,082	418,368
CFP Operational Income	151,904	35,000	116,904	14,249	35,000	-
Fraud Recovery and Other	2,664	3,259	(595)	3,039	6,480	3,221
Total Operating Revenue	<u>\$ 996,807</u>	<u>\$ 855,807</u>	<u>\$ 141,000</u>	<u>\$ 865,812</u>	<u>\$ 1,442,990</u>	<u>\$ 587,183</u>
Administrative Salaries	\$ 51,044	\$ 54,152	\$ (3,107)	\$ 24,009	\$ 93,863	\$ 39,711
Auditing Fees	3,500	2,500	1,000	5,000	5,000	2,500
Management Fees	125,308	69,871	55,437	69,871	119,778	49,908
Bookkeeping Fees	10,209	10,658	(449)	10,659	18,270	7,613
Employee Benefits Contributions - Admin	22,748	19,236	3,511	9,913	33,055	13,819
Office Expenses	18,502	23,962	(5,460)	24,270	39,483	15,521
Legal	15,081	14,000	1,081	12,099	24,000	10,000
Travel	66	441	(375)	-	756	315
Other	6,786	4,200	2,586	20,172	7,200	3,000
Tenant Services - Other	12,488	15,260	(2,772)	11,089	26,160	10,900
Water	39,279	39,900	(621)	39,107	68,400	28,500
Electricity	25,002	22,806	2,196	22,791	39,096	16,290
Gas	15,627	37,400	(21,773)	16,649	59,300	21,900
Other Utilities Expense	12,102	12,385	(283)	11,316	12,660	275
Ordinary Maintenance and Operations - Labor	68,829	99,323	(30,494)	63,759	172,159	72,837
Ordinary Maintenance and Operations - Materia	78,407	57,566	20,841	47,682	98,856	41,290
Ordinary Maintenance and Operations - Contrac	402,948	180,675	222,273	299,453	319,820	139,145
Employee Benefits Contributions - Ordinary	39,534	49,410	(9,876)	38,624	84,848	35,438
Protective Services - Other Contract Costs	2,065	2,100	(35)	2,065	3,600	1,500
Property Insurance	35,481	30,373	5,108	28,931	52,068	21,695
Liability Insurance	11,220	9,142	2,078	8,817	15,672	6,530
Workers Compensation	474	1,106	(632)	1,584	1,896	790
All Other Insurance	6,407	1,645	4,762	2,816	2,820	1,175
Other General Expenses	28,297	15,209	13,088	26,370	24,749	9,540
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	10,863	11,094	(231)	13,247	19,499	8,406
Bad debt - Tenant Rents	16,580	4,200	12,380	9,055	7,200	3,000
Interest Expense	10,098	10,097	0	10,861	17,024	6,927
Total Operating Expenses	<u>\$ 1,068,943</u>	<u>\$ 798,709</u>	<u>\$ 270,234</u>	<u>\$ 830,208</u>	<u>\$ 1,367,232</u>	<u>\$ 568,523</u>
Net Income (Loss)	<u>\$ (72,136)</u>	<u>\$ 57,097</u>	<u>\$ (129,234)</u>	<u>\$ 35,604</u>	<u>\$ 75,758</u>	<u>\$ 18,660</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 220,177	\$ 206,934	\$ 13,243	\$ 199,243	\$ 354,744	\$ 147,810
Tenant Revenue - Other	14,687	14,408	281	15,520	24,696	10,290
Total Tenant Revenue	<u>\$ 234,864</u>	<u>\$ 221,340</u>	<u>\$ 13,524</u>	<u>\$ 214,763</u>	<u>\$ 379,440</u>	<u>\$ 158,100</u>
HUD PHA Operating Grants	393,933	371,598	22,335	325,976	637,025	265,427
CFP Operational Income	364,805	175,000	189,805	14,249	175,000	-
Fraud Recovery and Other	8,426	3,448	4,978	5,466	6,804	3,356
Total Operating Revenue	<u>\$ 1,002,028</u>	<u>\$ 771,386</u>	<u>\$ 230,642</u>	<u>\$ 560,454</u>	<u>\$ 1,198,269</u>	<u>\$ 426,883</u>
Administrative Salaries	\$ 42,292	\$ 51,294	\$ (9,001)	\$ 47,724	\$ 88,909	\$ 37,615
Auditing Fees	-	2,500	(2,500)	5,000	5,000	2,500
Management Fees	119,939	66,429	53,510	65,986	113,878	47,449
Bookkeeping Fees	10,051	10,133	(82)	10,067	17,370	7,238
Employee Benefits Contributions - Admin	19,567	25,636	(6,070)	21,380	44,023	18,386
Office Expenses	18,463	19,143	(680)	22,103	32,259	13,116
Legal	15,213	19,047	(3,834)	17,514	32,652	13,605
Travel	(716)	-	(716)	-	-	-
Other	16,947	-	16,947	6,004	-	-
Tenant Services - Other	9,385	9,800	(415)	8,079	16,800	7,000
Water	117,194	109,305	7,889	106,961	187,380	78,075
Electricity	62,672	60,536	2,136	60,414	103,776	43,240
Gas	27,570	27,800	(230)	20,406	46,750	18,950
Other Utilities Expense	1,322	1,296	26	1,295	1,455	159
Ordinary Maintenance and Operations - Labor	82,440	103,424	(20,984)	88,936	179,268	75,844
Ordinary Maintenance and Operations - Material	48,516	30,837	17,679	32,554	52,292	21,455
Ordinary Maintenance and Operations - Contract	136,853	55,811	81,042	61,576	93,776	37,965
Employee Benefits Contributions - Ordinary	58,541	52,094	6,447	41,201	89,455	37,361
Protective Services - Other Contract Costs	1,869	980	889	980	1,680	700
Property Insurance	14,610	5,019	9,591	6,560	8,604	3,585
Liability Insurance	10,977	9,646	1,331	9,292	16,536	6,890
Workers Compensation	441	1,050	(609)	1,487	1,800	750
All Other Insurance	1,052	679	373	1,826	1,164	485
Other General Expenses	34,234	11,081	23,153	30,698	18,996	7,915
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(289)	579	(869)	723	1,084	505
Bad debt - Tenant Rents	3,613	3,500	113	4,229	6,000	2,500
Interest Expense	2,306	2,306	(0)	2,480	3,888	1,582
Total Operating Expenses	<u>\$ 855,061</u>	<u>\$ 679,923</u>	<u>\$ 175,137</u>	<u>\$ 675,476</u>	<u>\$ 1,164,793</u>	<u>\$ 484,869</u>
Net Income (Loss)	<u>\$ 146,967</u>	<u>\$ 91,463</u>	<u>\$ 55,505</u>	<u>\$ (115,022)</u>	<u>\$ 33,476</u>	<u>\$ (57,986)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 898,774	\$ 870,618	\$ 28,156	\$ 837,480	\$ 1,492,488	\$ 621,870
Tenant Revenue - Other	79,861	61,186	18,675	72,173	105,071	43,885
Total Tenant Revenue	<u>\$ 978,635</u>	<u>\$ 931,804</u>	<u>\$ 46,831</u>	<u>\$ 909,652</u>	<u>\$ 1,597,559</u>	<u>\$ 665,755</u>
HUD PHA Operating Grants	2,264,375	2,134,764	129,610	2,125,071	3,659,596	1,524,832
CFP Operational Income	816,220	280,000	536,220	56,997	280,000	-
Fraud Recovery and Other	18,325	13,127	5,198	16,496	26,074	12,947
Total Operating Revenue	<u>\$ 4,077,555</u>	<u>\$ 3,359,695</u>	<u>\$ 717,859</u>	<u>\$ 3,108,216</u>	<u>\$ 5,563,229</u>	<u>\$ 2,203,534</u>
Administrative Salaries	\$ 200,058	\$ 203,185	\$ (3,127)	\$ 168,719	\$ 352,187	\$ 149,002
Auditing Fees	10,500	12,500	(2,000)	20,000	20,000	7,500
Management Fees	499,113	276,385	222,728	276,138	473,802	197,418
Bookkeeping Fees	41,789	42,158	(369)	42,128	72,270	30,113
Employee Benefits Contributions - Administrativ	74,323	85,781	(11,458)	72,712	147,349	61,568
Office Expenses	70,073	99,845	(29,772)	97,672	159,714	59,869
Legal Expense	59,408	56,337	3,071	53,039	97,952	41,615
Travel	332	1,456	(1,124)	729	2,496	1,040
Other	25,079	16,320	8,759	27,774	27,420	11,100
Tenant Services - Other	50,984	37,360	13,624	39,908	64,060	26,700
Water	270,098	259,920	10,178	259,394	445,761	185,842
Electricity	130,821	125,698	5,123	129,463	208,527	82,830
Gas	76,260	114,500	(38,240)	71,066	201,050	86,550
Other Utilities Expense	20,015	26,071	(6,056)	18,255	26,755	684
Ordinary Maintenance and Operations - Labor	244,868	371,738	(126,869)	251,683	644,711	272,974
Ordinary Maintenance and Operations - Materia	248,735	167,953	80,782	142,983	282,848	114,895
Ordinary Maintenance and Operations - Contrac	1,313,199	636,276	676,923	897,211	1,079,296	443,020
Employee Benefits Contributions - Ordinary	157,214	189,135	(31,921)	135,920	324,802	135,666
Protective Services - Other Contract Costs	7,614	6,580	1,034	6,651	11,280	4,700
Property Insurance	103,313	89,474	13,839	85,750	153,384	63,910
Liability Insurance	40,990	34,881	6,109	33,605	59,796	24,915
Workers Compensation	1,854	5,040	(3,186)	6,520	8,640	3,600
All Other Insurance	10,003	4,788	5,215	9,461	8,208	3,420
Other General Expenses	115,067	40,380	74,687	111,868	66,000	25,620
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	37,011	35,244	1,767	35,604	60,619	25,375
Bad debt - Tenant Rents	48,138	18,060	30,078	28,277	30,960	12,900
Interest Expense	39,754	39,754	0	42,760	67,026	27,272
Total Operating Expenses	<u>\$ 3,896,611</u>	<u>\$ 2,996,816</u>	<u>\$ 899,795</u>	<u>\$ 3,065,291</u>	<u>\$ 5,096,913</u>	<u>\$ 2,100,097</u>
Net Income (Loss)	<u>\$ 180,944</u>	<u>\$ 362,879</u>	<u>\$ (181,935)</u>	<u>\$ 42,925</u>	<u>\$ 466,316</u>	<u>\$ 103,437</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 613,987	\$ 522,041	\$ 91,945	\$ 376,286	\$ 794,928	\$ 272,887
Bookkeeping Fees Income	41,789	42,158	(369)	42,128	72,270	30,113
Fraud Recovery and Other	47,179	32,930	14,249	42,521	58,470	25,540
<b>Total Operating Revenue</b>	<b>\$ 702,954</b>	<b>\$ 597,129</b>	<b>\$ 105,826</b>	<b>\$ 460,935</b>	<b>\$ 925,668</b>	<b>\$ 328,539</b>
Administrative Salaries	\$ 160,969	\$ 235,321	\$ (74,352)	\$ 185,486	\$ 407,889	\$ 172,568
Auditing Fees	3,500	2,500	1,000	5,000	5,900	3,400
Employee Benefits Contributions - Admin	40,396	66,077	(25,680)	45,732	113,617	47,540
Office Expenses	27,118	27,234	(116)	32,164	45,809	18,575
Legal	750	1,194	(444)	345	2,304	1,110
Travel	7,736	4,395	3,341	3,368	7,325	2,930
Other	25,526	14,843	10,683	17,234	28,245	13,402
Tenant Services - Other	1,076	-	1,076	-	-	-
Water	5,633	931	4,702	1,195	1,596	665
Electricity	6,403	6,125	278	5,222	10,500	4,375
Gas	(4,488)	1,323	(5,811)	632	2,268	945
Other Utilities Expense	234	168	66	215	288	120
Ordinary Maintenance and Operations - Material	300	450	(150)	319	450	-
Ordinary Maintenance and Operations - Contrac	3,859	6,381	(2,522)	5,741	9,267	2,886
Protective Services - Other Contract Costs	388	315	73	438	315	-
Property Insurance	1,044	728	316	1,415	1,248	520
Liability Insurance	226	-	226	-	-	-
Workers Compensation	234	651	(417)	814	1,116	465
All Other Insurance	47,363	16,660	30,703	16,853	28,560	11,900
Other General Expenses	71,379	25,000	46,379	25,485	43,200	18,200
Compensated Absences	-	-	-	-	-	-
Interest Expense	2,831	2,831	-	6,478	4,223	1,392
<b>Total Operating Expenses</b>	<b>\$ 402,476</b>	<b>\$ 413,126</b>	<b>\$ (10,650)</b>	<b>\$ 354,135</b>	<b>\$ 714,120</b>	<b>\$ 300,994</b>
<b>Net Income (Loss)</b>	<b>\$ 300,478</b>	<b>\$ 184,003</b>	<b>\$ 116,475</b>	<b>\$ 106,800</b>	<b>\$ 211,548</b>	<b>\$ 27,545</b>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,540,536	\$ 6,208,230	\$ 332,306	\$ 5,631,021	\$ 10,642,680	\$ 4,434,450
Other Revenue	148	-	148	225	-	-
Fraud Recovery and Other	8,496	3,591	4,905	12,141	6,156	2,565
Total Operating Revenue	<u>\$ 6,549,180</u>	<u>\$ 6,211,821</u>	<u>\$ 337,359</u>	<u>\$ 5,643,388</u>	<u>\$ 10,648,836</u>	<u>\$ 4,437,015</u>
Administrative Salaries	\$ 191,612	\$ 178,102	\$ 13,510	\$ 153,823	\$ 309,064	\$ 130,962
Auditing Fees	17,500	12,500	5,000	25,000	25,000	12,500
Management Fees	114,874	105,657	9,217	100,148	181,126	75,469
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	92,646	68,553	24,094	53,917	117,805	49,253
Office Expenses	88,889	70,451	18,438	85,529	99,036	28,585
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	-	-	-
Other	37	42,000	(41,963)	16	72,000	30,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	107	-	-
Other Utilities Expense	355	-	355	285	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contrac	31,741	2,436	29,305	19,088	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	9,497	10,850	(1,353)	10,482	18,600	7,750
Workers Compensation	3,566	8,302	(4,736)	10,434	14,232	5,930
All Other Insurance	-	-	-	334	-	-
Other General Expenses	14,878	11,981	2,897	14,893	22,316	10,335
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	6,160,124	5,679,947	480,177	5,693,304	9,737,052	4,057,105
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 6,726,253</u>	<u>\$ 6,190,778</u>	<u>\$ 535,474</u>	<u>\$ 6,167,570</u>	<u>\$ 10,600,407</u>	<u>\$ 4,409,628</u>
Net Income (Loss)	<u>\$ (177,072)</u>	<u>\$ 21,043</u>	<u>\$ (198,115)</u>	<u>\$ (524,182)</u>	<u>\$ 48,429</u>	<u>\$ 27,387</u>



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**February 27, 2019**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**January Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

The FSS Coordinator grant has been submitted, we now must wait to see if we've been approved for part-time funding. If awarded the grant total is \$37,500.00. The awards are usually issued late January early February, however, may be later this year due to the current government shutdown.

**HCV Orientations:**

LHC had zero (0) orientation during the month of January 2018 and zero vouchers issued.

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

**Waiting List:**

There has been no movement of the current waiting list since opening. Staff is currently working to complete and house the 80 vouchers still out shopping before determining when to pull the next batch of applicants. The uncertainty of the government shutdown has hindered the ability to process applications.

**Department Initiatives:**

In the HCV Program there are currently 1,817 vouchers housed in all its programs. Fifty-six participants are with the Shelter Plus Care Program (S+C), 81 are housed under the Permanent Supportive Housing Program (PSH), and 144 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,536 are housed under the Housing Choice Voucher Program.



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### Voucher Utilization

December Voucher Program Total Units	1,863
December Traditional HCV Utilization	1667
December % Utilized Units	89%

January Voucher Program Total Units	1,863
January Traditional HCV Utilization	1,680
January % Utilized Units	90%

### Voucher Disbursement

HUD December HAP Disbursement	\$874,925
LHC December HAP/UAP Disbursement	\$835,193
% Voucher Funding Utilization	95%

HUD January HAP Disbursement	\$848,821
LHC January HAP/UAP Disbursement	\$839,561
% Voucher Funding Utilization	99%
HUD Held Reserves as of September 2018	\$897,936

### SEMAP Indicators

#### Indicator 1- Selection from the Waiting List

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

#### Waiting List

PIC Scoring	Internal Scoring
N/A	15

#### Indicator 2- Rent Reasonableness

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





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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

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

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

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

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

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

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not 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 two (2) 24-hour deficiencies and (32) 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 January 31, 2019, the reporting rate is 99%. 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 99%. 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 01/31/2019





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**January 30, 2019**

Rescheduled: February 5, 2019

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**January 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 98% (not including the modernization units) at the end of January. LHC Unit Months Leased (UML) was 808 (with units in MOD) or 98% occupancy rate. LHC maintained a 98% 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.

**Mt. Vernon Park** occupancy was 95% at the end of January. There were three (3) household moved in, three (3) residents moved out, and zero (0) unit transfers. The UML was 193 which equals 95%. At the end of January, Mt. Vernon had a total of (49) open work orders.

**Hildebrandt Park** occupancy was 98% at the end of January. There were two (2) households moved in, five (5) resident moved out, and zero (0) unit transfers. The UML was 216 which equals 98%. At the end of January, Hildebrandt had a total of 130 open work orders.





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**LaRoy Froh occupancy** was 95% at the end of January. There was one (1) household moved in, two (2) residents moved out, two (2) unit transfers. The UML was 203 which equals 95%. At the end of January, LaRoy Froh had a total of 133 open work orders.

**South Washington Park occupancy** was 100% at the end of January. There were eight (8) households moved in, 14) resident moved out, and zero (0) unit transfer. The UML was 196 which equals 100%. At the end of January, South Washington had a total of 106 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	193	95%	3	3	0	0
Hildebrandt	220	216	98%	2	5	0	0
LaRoy Froh	213	203	95%	1	2	2	3
S. Washington	197	196	100%	8	14	0	0
<b>Totals</b>	<b>832</b>	<b>808</b>	<b>98%</b>	<b>14</b>	<b>24</b>	<b>2</b>	<b>3</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 32,697	\$ 33,127	\$3,756	93%
Hildebrandt	\$ 40,577	\$ 44,869	\$ 4,292	111%
LaRoy Froh	\$ 31,653	\$ 30,667	\$ 5,986	103%
S. Washington	\$ 32,968	\$ 32,185	\$ 783	98%
<b>Totals</b>	<b>\$ 137,895</b>	<b>\$ 140,848</b>	<b>\$14,817</b>	<b>103%</b>





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**Mt. Vernon Vacant Unit Status:**

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





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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3216-D Turner	2	2-4-2019	10	2-28-19	Henry	2-11-19 Painting
103-3202-C Turner St.	3	1-4-2019	41	2-28-19	Assigned	LRF.
103-2143 Forest		11-29-19	16		Gray	12-14-19 Painting
103-644 Hayford	3	1-8-19	37		Assigned	2-22-19 UT will be.





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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-1001 Belaire	3	8-31-18	150	TBD10-17-18	\$3,840	2-18-19 unit has been released from the city and is pending applicant walk through. 1-9-19 unit is being cleaned, once completed City of Lansing will need to inspect.
111-1007 Belaire	3	9-10-18	22	TBD	\$2,800	1-9-19, Unit ready for occupancy. 12-10-18 under construction, pending parts. 12-7-18 floors and paint completed, pending contract for general work
2701 Newark	2	12-10-18	2	TBD	Pending	1-8-18 scope of work completed, pending assignment of contractor. 12-15-18 unit has been painted.
111-4520 Hughes	2	10-26-18	75		Pending	2-18-19 unit has minor scope work to complete, estimated completion of





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						entire unit is 2-20. Possible transfer from SWP.
111-2218 Reo	3	12-12-18	20		\$3,500	2-18-19 unit is complete
111-201 W. Northrup	3	2-1-19	12		Pending	2-18-19 unit has been painted, vinyl flooring is being installed, and once flooring is installed then sand/poly will be completed
111-6211 Grovenburg	3	1-14-19	6		Pending	2-18-19 unit has a broken pipe which has been fixed, but extensive damage was done due to water damage
111-908 W Miller	3	2-1-19	12		Pending	2-18-19 extensive damage done to unit. Unit has been painted and is pending san/poly of floors. Estimated completion 3-1.
111-2428 Reo	3	2-1-19	12		Pending	2-18-19 unit has been painted floorshave been polyed. Scope work to begin the week of 2-18-19.
111-325 Fenton	3	1-29-19	14		Pending	2-18-19 unit has been painted and flooring is also completed
111-2444 Reo	3	1-4-19	14		Pending	2-18-19 unit is completed and pending an over housed transfer





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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 537	1	1-24-19	7	2-18-191-28-19	In house turn	





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## **February 27, 2019 Executive Director's Report**

### **Activities**

#### City Council update

- Submission of Financial Report

#### LRF Fire Units

- Finalizing re-construction costs

#### City of Lansing Programs

- Financial empowerment
- Housekeeping skills

#### City Inspections

- Permit violations have been signed and submitted to COL
- Mt. Vernon has four permits that have been scheduled

#### Staff Changes

- New assistant manager – Hildebrandt

#### Union Negotiations

- Tentative agreement union vote 2/27

#### Capital improvements

- Hildebrandt roofs
- Video surveillance all AMPS
- Kitchen renovations all AMPS

### **Major Activities**

- Site visits to LHC properties
- Staff Meeting LIPH
- Procurement/Management Training – 2 days
- Project Management – Vic Verchereau
- Paint Agreement – O'Leary
- REAC – 2-week notice





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**LHC Board  
Sign-In Sheet  
Date of Meeting: February 27, 2019**

Name	Organization	Phone #	E-mail
Don "Moose" Schroeder	3200	517-258-2368	michiganmoose966@aol.com
Kim Shirey	HCV	(517) 487-0242	kims@lanshc.org
ANDREA Bailey	LPH	(517) 372 7145	ANDREAB@LANSHC.ORG
Marcel Jackson	LPH	517-544-8927	marcelj@lanshc.org
Marshall Brice	LPH	517-862-0847	marshallb@lanshc.org
John Schuster Dave Plout Vicki Vaughn	CLA	410-685-6005	dplout@ccadev.com
Jody Washington	Council		Jody.washington@lansingmi.gov
Kenna Totter	LPH		
Don Allman	COCC		

