



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

Agenda
Lansing Housing Commission
January 22, 2020

Call to Order

1. Roll Call
2. Approval of Minutes of November 20, 2019

Action Items:

Resolution 1317 – Contract between Lansing Housing Commission and Northern Home Improvement Company for Window Replacement at all LHC amps.

Informational Items:

- | | |
|--|---------------|
| a. Finance Report December 2019 | Steven Raiche |
| b. Housing Choice Voucher December 2019 | |
| c. Asset Management Report December 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. RAD Update





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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 November 20, 2019

Commissioner Robinson called the meeting to order at 5:31 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Ryan Robinson, Emma Henry, Don Sober, Loria Hall.

STAFF:

Marcel Jackson	Doug Fleming - Contractor
Marshall Brice	Kim Shirey
Douglas Fleming	Andrea Bailey
Steven Raiche – Contractor	Sam Spadafore – Contractor
Kristine Ranger - Contractor	

Guests:

See List

Commissioner Rhett Huyck has resigned from his position on the Lansing Housing Commission Board effective 11-18-19

Commissioner Henry moved and Commissioner Hall seconded a motion to approve the minutes of the September 25, 2019 commission meeting. **The Motion was approved by all members present.**

Action Items:

Approve the following LHC Policies presented in September for review:
LHC By-Laws

Commissioner Hall motioned to approve; Commissioner Henry seconded the motion. **Motion was approved by all members present.**

Informational Item:

Written Informational Reports were provided as follows:

Finance Report – September and October 2019 – Steven Raiche





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

- Revenue: Across the board LHC is above what was budgeted. The expense side is up and down month to month. HCV and the Admin side are positive.
- Overall LHC did a much better job budgeting this year. There is additional funding from HUD that LHC is sitting on but can be used. LHC is in a good position as the occupancy is up.
- 2019 AUDIT: The audit is completed as of 11/18/19. The final copy has not been given to LHC yet. The audit shows the financial records are in better standing than they were a few years ago. Each year the audit findings have improved. LHC has instituted a 'double check' process, a compliance officer has been reviewing files so that LHC can continue to improve in the audit findings in the future.

Housing Choice Voucher (HCV) Report – September and October 2019

Kris Whipple provided a brief overview of the August and September 2019 HCV Reports.

- HCV pulled 100 applications and 51 people responded. There are 350 people left on the list. An orientation will be done Friday 11/22/19 and 12/5/19 so vouchers can be issued.
- Good Note – LHC employees donated a Thanksgiving basket as well as 'the morning after breakfast' to a family at the EVE shelter on Monday 11/18/19.

Asset Management Report – September and October 2019

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 96% at the end of October. There was one (1) move-in, six (6) move-outs and zero (0) transfers. There were 18 open work orders.





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The current occupancy rate is 96%. There are 8 vacancies, four (4) market ready. There are 43 open work orders. Average work order is 30 days old.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of August. There were six (6) move-ins, four (4) move-outs and one (1) transfers. There were 62 open work orders.

The current occupancy rate is 98%. There are 5 vacancies. 2 will be leased up before the month end. There are 65 open work orders. Average work order is 32 days old.

Positive Note: Kiwanis Club of Lansing will donate Thanksgiving baskets to 50 residents next week.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marshall Brice, LRF had an occupancy rate of 97% at the end of August. There was two (2) move-in, one (1) move-outs and zero (0) transfers. There were 19 open work orders.

The current occupancy rate is 96%. There were 33 open work orders. 3 applicants waiting to be housed before the end of the month.

Positive Note: LRF passed REAC, the inspection was held last week.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 97% at the end of August. There were seven (7) move-ins, three (3) move-out and zero (0) transfers. There were 91 open work orders.

The current occupancy rate is 96%. There were seven (7) vacant units, 2 units are pre-leased and will be leased before the end of the month. 102 work orders that are open. Average work order time is 80 days.

Positive Note: An additional AARP worker started at SWP this month, SWP now has a total of 2 AARP workers.

Discussion Items:

A. RAD Presentation – Sam Spadafore

(a) This PowerPoint will be provided to the Board





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(b) RAD – Rental Assistance Registration updates:

- The decision for approval or denial for MVP and SWP will be given 01/2020. Early indicators are positive to receive LIHTC. HP and LRF decisions are likely to be given July 2020
- Section 18 (scattered sites) – continued work with the City of Lansing to complete deed transfer.
- LHC will make a local press announcement once the approval from HUD is given.

B. Community Services Coordinator – Kristine Ranger

(a) This PowerPoint will be provided to the Board

(b) Kristine created a survey gathering resident feedback and ideas about their personal needs, barriers and interests. There was a 17% return rate of roughly 500 residents. Common needs are transportation, food pantry and computer skills.

Other Items: None

Executive Director's Comments:

Activities

Capital Projects

- Security Cameras
- Kitchen/Bath
- Elevator
- Asphalt project wrapping up at the AMPS and will begin at COCC

Staff Changes





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- Maintenance Tech – open position
- Assistant Manager – LRF new hire to begin 10/14/19

RAD Activities

- Disposal of Scattered Sites
- PILOT Renewed – wording in the PILOT did not change

Other Activities

- Site visits to LHC properties
- Inventory Management review – Brandon O assisting Sam Spadafore in this project
- Paychex/ADP Consulting – consultant firms for benefits, looking at who can do a better job for the employees regarding healthcare
- Emphasis Software upgrades – Emphasis software has not been updated in years, LHC is 6 versions behind in upgrades. LHC is trying to accelerate this process. LHC should be up to date by the beginning of 2020
- MI-NAHRO Conference – Attended by Doug, Sam, Marcel, Marcus and Andrea
- PHADA Conference – Jan 5-9, 2020 – 3-day conference for Board Members
- 2019-19 Audit – Steve is working on this audit with Plante Moran
- Grant for Resident Services coordinator will be put in, this is a 3-year grant that will assist with resident services. Contractor hired to assist with resident services

President's Comments:

Commissioner Robinson will be out of town for next months Board meeting. He will call in. Another commissioner will need to run the meeting.

Public Comment: limit 3 minutes per person – None

Other Business: None

Adjournment: The meeting was adjourned at 6:42 p.m.

Ryan Robinson, Chair

Date 1-22-2020





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Doug Fleming, Acting Secretary

Date 1-22-20





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Resolution No. 1317

Adopted by the Lansing Housing Commission

January 22, 2020

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to enter into a contract between Lansing Housing Commission and Northern Home Improvement Company for Window Replacement at Hildebrandt, LaRoy Froh, Mt. Vernon and S. Washington.

The contract amount is \$213,755.00 for all LHC amps.



Ryan Robinson, Chair

Yeas 5

Nays 0

Abstentions _____

Attest: 

Secretary

For Clerk Use Only _____

Resolution No. 1317

Date Adopted January 22, 2020





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January 22, 2020

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to execute a Contract between Northern Home Improvement and Lansing Housing Commission (LHC) for the Window Replacement- Resolution No.1317

RECOMMENDATION:

Staff recommends approval of Resolution No.1317, which authorizes Douglas E. Fleming acting in his capacity as Executive Director of LHC to enter into a contract with Northern Home Improvement for window replacements at LaRoy Froh, S. Washington, Mt Vernon Park and Hildebrandt Park.

CONTACT PERSON:

Douglas E. Fleming
Executive Director
(517) 372-7996

SUMMARY:

Authorization of this Resolution constitutes the Commission's formal approval of a contract of \$213,755 to replace windows at each LHC amp.

BACKGROUND:

2019 Capital funds are being used to complete window replacements at each of the LHC amps. Three quotes were obtained. The winning bid was submitted by Northern Home Improvement of Lansing, MI. The individual amp allocations are \$12,310 for Mt. Vernon, \$21,592 for Hildebrandt, \$81,132 LaRoy Froh and \$93,926 for South Washington and \$4,795 additional exterior materials.



FINANCIAL CONSIDERATION:

Contractor Name: Northern Home Improvement

Amount: \$213,755

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully Submitted,



Douglas E. Fleming, Secretary to the Board
Lansing Housing Commission



Lansing Housing Commission
Summary Results for DECEMBER FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	34,214	15,042	12,140	10,670	72,066	85,377	7,816	97,022
Tenant Revenue Variance	(2,771)	(10,551)	(3,590)	(6,126)	(23,038)	-	-	-
HUD Revenue Variance	12,673	10,075	9,714	8,676	41,139	71	(528)	95,392
Capital Fund Income	940	940	940	940	3,760	-	-	-
Other Income	23,372	14,577	5,076	7,180	50,205	85,306	8,344	1,630
Other	-	-	-	-	-	-	-	-
Budgeted Revenue	109,517	136,572	189,558	87,555	523,201	74,939	82,372	882,894
% Variance fav (unfav)	31%	11%	6%	12%	14%	114%	9%	11%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(23,227)	21,056	(18,352)	(3,611)	(24,135)	2,170	(4,438)	46,711
Salary Expenses	(3,923)	202	866	(271)	(3,125)	(6,104)	(661)	-
Employee Benefit Expenses	1,029	129	1,486	1,268	3,912	(2,245)	(2,849)	-
Utilities	(19,619)	8,157	(3,297)	(6,131)	(20,891)	1,329	(105)	-
Write-offs	(1,971)	295	(1,861)	(201)	(3,738)	-	-	-
Legal	1,163	616	1,353	286	3,418	621	-	-
Professional Services	415	(151)	253	494	1,012	6,754	43	-
Recreation/Other Services	(592)	(1,200)	(800)	200	(2,392)	(1,500)	-	-
Insurance	(2,055)	(1,021)	(1,802)	1,896	(2,982)	(239)	(277)	-
Sundry/Postage/Office Supplies	(158)	(1,012)	(50)	415	(805)	(662)	(2,546)	-
Management Fee	52	263	(99)	(51)	165	-	(106)	-
HAP Expense	-	-	-	-	-	-	-	46,711
Inspections	88	-	75	-	163	-	(1,102)	-
Maintenance Costs	4,674	14,765	(5,062)	(3,187)	11,189	124	89	-
Maintenance Contract - Unit Turns	(4,200)	1,459	(8,845)	1,505	(10,081)	-	-	-
Other	1,869	(1,447)	(569)	165	19	4,092	3,076	-
Budgeted Expense	103,467	115,463	120,882	98,443	438,255	57,896	69,189	882,881
% Variance fav (unfav)	22%	-18%	15%	4%	6%	-4%	6%	-5%
Curr Mo. Actual Net Income (Loss)	\$ 63,492	\$ 15,095	\$ 99,167	\$ 3,393	\$ 181,148	\$ 100,250	\$ 25,437	\$ 50,325
YTD Actual Net Income (Loss) Net of CWIP	\$ 143,246	\$ 128,568	\$ 34,715	\$ 12,345	\$ 318,874	\$ 370,673	\$ 48,977	\$ 249,549
Prior YR YTD Net Income (Loss)	\$ 16,085	\$ 203,814	\$ (9,557)	\$ 207,330	\$ 417,672	\$ 289,957	\$ 61,718	\$ (132,617)
Cash Balance - December	\$ 524,451	\$ 527,213	\$ 584,017	\$ 429,592	\$ 2,065,272	\$ 1,373,601	\$ 611,480	\$ 407,984
Cash Balance - November	\$ 467,120	\$ 517,607	\$ 518,022	\$ 432,557	\$ 1,935,306	\$ 1,283,148	\$ 591,910	\$ 358,692
Cash Balance - October	\$ 448,569	\$ 495,445	\$ 509,116	\$ 431,280	\$ 1,884,410	\$ 1,221,403	\$ 609,506	\$ 366,974

Lansing Housing Commission
Summary Results YTD for DECEMBER FY2020

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	97,872	5,063	52,198	73,238	228,371	8,403	12,324	658,608
Tenant Revenue Variance	9,669	(50,175)	(26,492)	(22,696)	(89,694)	-	-	-
HUD Revenue Variance	59,940	30,959	33,117	59,327	183,343	4,078	8,647	651,426
Capital Fund Income	16,459	16,927	16,745	16,354	66,485	-	-	-
Other Income	11,804	7,353	28,828	20,253	68,237	4,325	3,677	7,182
Other	-	-	-	-	-	-	-	0
Budgeted Revenue	705,889	871,162	813,490	572,553	2,963,094	640,028	493,532	5,297,364
% Variance fav (unfav)	14%	1%	6%	13%	8%	1%	2%	12%
EXPENSES:								
Total Expense Variance Unfav (Fav)	14,287	9,535	56,927	15,993	96,741	11,868	4,586	409,136
Salary Expenses	(16,822)	3,278	(5,123)	(2,251)	(20,917)	(45,990)	92	-
Employee Benefit Expenses	1,728	9,138	(1,987)	2,647	11,526	(7,267)	(29,573)	-
Utilities	(31,225)	(1,933)	(13,260)	(15,331)	(61,750)	2,314	(74)	-
Write-offs	19,634	(483)	11,979	788	31,919	-	-	-
Legal	(688)	(4,463)	143	(6,968)	(11,976)	10,035	-	-
Professional Services	30,117	26,082	25,262	18,104	99,565	17,759	10,426	-
Insurance	(7,044)	(3,421)	(6,908)	9,910	(7,463)	2,108	(5,312)	-
Sundry/Postage/Office Supplies	1,168	(5,511)	(1,636)	3,555	(2,424)	9,910	7,844	-
Management Fee	772	1,626	432	(661)	2,168	-	1,729	-
HAP Expense					-	-	-	409,136
Pilot	2,100	(4,694)	(2,537)	(929)	(6,060)	-	-	-
Inspections	2,795	-	9,335	-	12,130	480	(8,530)	-
Maintenance Costs	30,319	785	67,135	1,789	100,029	21,693	261	-
Maintenance Contract - Unit Turns	(12,756)	(12,488)	(18,799)	3,880	(40,163)	-	-	-
Other	(5,811)	1,619	(7,110)	1,461	(9,842)	826	27,724	-
Budgeted Expense	668,974	754,653	777,408	624,489	2,825,524	358,711	459,718	5,297,286
% Variance fav (unfav)	-2%	-1%	-7%	-3%	-3%	-3%	-1%	-8%
YTD Actual Net Income (Loss) Net of CWIP	\$ 143,246	\$ 128,568	\$ 34,715	\$ 12,345	\$ 318,874	\$ 370,673	\$ 48,977	\$ 249,549
YTD Budgeted Net Income (Loss)	\$ 36,915	\$ 116,509	\$ 36,082	\$ (51,936)	\$ 137,570	\$ 281,318	\$ 33,814	\$ 78
Prior YR YTD Net Income (Loss)	\$ 16,085	\$ 203,814	\$ (9,557)	\$ 207,330	\$ 417,672	\$ 289,957	\$ 61,718	\$ (132,617)
Additional Income - Accounting Adjustments	22,747	16,531	3,361	7,036	49,675	92,821	7,425	TBD

December Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,778		11/19	\$ 559.34
HCV 8002 Expenses	\$ 927,056.56		10/19	\$ 534.98
Average Cost Per Voucher	<u>\$ 521.40</u>		09/19	\$ 526.60

LIPH Ratios						Prior Months	
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total		
YTD Average Number of Units Leased	192	216	200	191	799	11/19	95.3%
Number of Possible Units	202	220	212	198	832	10/19	96.9%
Year-to-Date Occupancy Rate	<u>95.0%</u>	<u>98.2%</u>	<u>94.3%</u>	<u>96.5%</u>	<u>96.0%</u>	09/19	97.1%
Average Revenue Per Occupied Unit						11/19	\$ 607.59
Total LIPH Revenue	\$ 143,731.63	\$ 151,613.13	\$ 201,697.83	\$ 98,224.66	\$ 595,267.25	10/19	\$ 607.04
Average Revenue Per Occupied Unit	<u>\$ 748.60</u>	<u>\$ 701.91</u>	<u>\$ 1,008.49</u>	<u>\$ 514.27</u>	<u>\$ 745.02</u>	09/19	\$ 869.13
Average Tenant Revenue Per Occupied Unit						11/19	\$ 131.32
Total Tenant Revenue	\$ 29,023.00	\$ 31,142.00	\$ 25,669.00	\$ 26,397.00	\$ 112,231.00	10/19	\$ 144.96
Average Tenant Revenue Per Occupied Unit	<u>\$ 151.16</u>	<u>\$ 144.18</u>	<u>\$ 128.35</u>	<u>\$ 138.20</u>	<u>\$ 140.46</u>	09/19	\$ 146.78
Average Cost Per Occupied Unit						11/19	\$ 632.57
YTD Average Monthly Expenses	\$ 113,876.81	\$ 127,364.67	\$ 139,055.76	\$ 106,747.03	\$ 487,044.26	10/19	\$ 631.81
Average Cost Per Occupied Unit	<u>\$ 593.11</u>	<u>\$ 589.65</u>	<u>\$ 695.28</u>	<u>\$ 558.88</u>	<u>\$ 609.57</u>	09/19	\$ 625.20

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 524,450.60	\$ 527,212.55	\$ 584,017.08	\$ 429,591.85	\$ 1,373,600.59	\$ 611,479.64
YTD Expenses	\$ 683,260.83	\$ 764,188.01	\$ 834,334.54	\$ 640,482.16	\$ 370,579.00	\$ 464,303.89
Number of Months	6	6	6	6	6	6
Average Monthly Expenses	\$ 113,876.81	\$ 127,364.67	\$ 139,055.76	\$ 106,747.03	\$ 61,763.17	\$ 77,383.98
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>4.61</u>	<u>4.14</u>	<u>4.20</u>	<u>4.02</u>	<u>22.24</u>	<u>7.90</u>
Prior Months						
11/19	3.87	4.12	3.54	3.96	20.66	7.41
10/19	3.65	3.83	3.48	3.90	19.08	8.53
09/19	3.97	4.28	3.73	4.65	22.62	8.40
06/19	3.58	3.90	4.78	4.51	17.81	7.12

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 200,431	\$ 190,762	\$ 9,669	\$ 185,059	\$ 381,524	\$ 190,762
Tenant Revenue - Other	27,118	15,750	11,368	19,525	31,500	15,750
Total Tenant Revenue	<u>\$ 227,549</u>	<u>\$ 206,512</u>	<u>\$ 21,037</u>	<u>\$ 204,584</u>	<u>\$ 413,024</u>	<u>\$ 206,512</u>
HUD PHA Operating Grants	501,076	441,137	59,940	482,812	882,273	441,137
CFP Operational Income	71,195	90,000	(18,805)	151,731	90,000	-
Fraud Recovery and Other	26,687	3,504	23,183	3,512	6,908	3,404
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 826,507</u>	<u>\$ 741,153</u>	<u>\$ 85,355</u>	<u>\$ 842,639</u>	<u>\$ 1,392,205</u>	<u>\$ 651,052</u>
Administrative Salaries	\$ 44,300	\$ 44,553	\$ (253)	\$ 42,554	\$ 90,189	\$ 45,636
Auditing Fees	5,150	2,500	2,650	-	5,000	2,500
Management Fees	114,283	58,775	55,508	111,520	117,550	58,775
Bookkeeping Fees	8,709	8,640	69	8,814	17,280	8,640
Employee Benefits Contributions - Admin	12,703	11,190	1,513	13,673	22,683	11,493
Office Expenses	18,521	17,510	1,011	11,299	29,667	12,157
Legal	8,212	8,900	(688)	12,597	17,800	8,900
Travel	381	480	(99)	642	960	480
Other	1,921	-	1,921	877	-	-
Tenant Services - Other	828	9,200	(8,372)	13,244	18,200	9,000
Water	32,922	48,100	(15,178)	42,983	96,300	48,200
Electricity	14,837	21,500	(6,663)	20,782	43,600	22,100
Gas	11,412	20,535	(9,123)	18,896	49,570	29,035
Other Utilities Expense	139	400	(261)	41	6,400	6,000
Ordinary Maintenance and Operations - Labor	27,714	44,283	(16,569)	49,029	90,848	46,565
Ordinary Maintenance and Operations - Material	57,737	35,500	22,237	52,831	68,050	32,550
Ordinary Maintenance and Operations - Contract	176,676	176,855	(179)	308,821	361,375	184,520
Employee Benefits Contributions - Ordinary	25,791	25,576	215	25,859	51,194	25,618
Protective Services - Other Contract Costs	968	1,200	(232)	1,201	2,400	1,200
Property Insurance	22,805	27,508	(4,703)	23,878	55,876	28,368
Liability Insurance	8,716	9,556	(841)	8,769	19,174	9,618
Workers Compensation	105	1,488	(1,383)	291	2,976	1,488
All Other Insurance	999	1,116	(117)	1,316	2,232	1,116
Other General Expenses	38,868	9,553	29,315	23,337	18,931	9,378
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,203	9,103	2,100	8,658	17,285	8,183
Bad debt - Tenant Rents	29,234	9,600	19,634	15,822	19,200	9,600
Interest Expense	8,127	8,117	10	8,820	15,871	7,754
Total Operating Expenses	<u>\$ 683,261</u>	<u>\$ 611,738</u>	<u>\$ 71,523</u>	<u>\$ 826,554</u>	<u>\$ 1,240,612</u>	<u>\$ 628,874</u>
Net Income (Loss)	<u>\$ 143,246</u>	<u>\$ 129,415</u>	<u>\$ 13,832</u>	<u>\$ 16,085</u>	<u>\$ 151,592</u>	<u>\$ 22,178</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 199,983	\$ 250,158	\$ (50,175)	\$ 213,241	\$ 490,116	\$ 239,958
Tenant Revenue - Other	19,256	12,770	6,486	18,705	25,415	12,645
Total Tenant Revenue	<u>\$ 219,239</u>	<u>\$ 262,928</u>	<u>\$ (43,689)</u>	<u>\$ 231,946</u>	<u>\$ 515,531</u>	<u>\$ 252,603</u>
HUD PHA Operating Grants	576,386	545,428	30,959	598,133	1,090,856	545,428
CFP Operational Income	76,541	80,000	(3,459)	146,029	80,000	-
Fraud Recovery and Other	20,590	3,192	17,398	3,699	6,384	3,192
Total Operating Revenue	<u>\$ 892,756</u>	<u>\$ 891,548</u>	<u>\$ 1,208</u>	<u>\$ 979,807</u>	<u>\$ 1,692,770</u>	<u>\$ 801,222</u>
Administrative Salaries	\$ 45,265	\$ 45,201	\$ 64	\$ 42,118	\$ 91,588	\$ 46,387
Auditing Fees	5,150	-	5,150	-	5,000	5,000
Management Fees	126,137	64,897	61,239	121,683	129,795	64,897
Bookkeeping Fees	9,729	9,540	189	9,677	19,080	9,540
Employee Benefits Contributions - Admin	19,273	15,177	4,096	13,363	28,726	13,550
Office Expenses	23,704	20,915	2,789	15,704	38,815	17,900
Legal	10,402	14,865	(4,463)	11,065	26,865	12,000
Travel	576	480	96	215	960	480
Other	323	-	323	187	-	-
Tenant Services - Other	3,072	10,200	(7,128)	12,960	20,600	10,400
Water	50,478	48,166	2,312	47,879	96,916	48,750
Electricity	11,999	16,832	(4,833)	16,447	31,882	15,050
Gas	10,102	10,265	(163)	5,864	54,065	43,800
Other Utilities Expense	-	90	(90)	-	6,590	6,500
Ordinary Maintenance and Operations - Labor	52,064	48,850	3,214	28,854	99,518	50,668
Ordinary Maintenance and Operations - Material	43,946	38,600	5,346	37,372	76,100	37,500
Ordinary Maintenance and Operations - Contract	224,805	241,050	(16,245)	307,403	489,200	248,150
Employee Benefits Contributions - Ordinary	27,335	22,293	5,042	15,246	45,241	22,948
Protective Services - Other Contract Costs	1,556	1,848	(292)	1,978	3,696	1,848
Property Insurance	22,178	24,448	(2,270)	21,225	49,660	25,212
Liability Insurance	7,978	7,734	244	7,180	15,518	7,785
Workers Compensation	114	984	(870)	317	1,968	984
All Other Insurance	344	870	(526)	1,228	1,740	870
Other General Expenses	36,939	10,857	26,082	25,001	20,182	9,325
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	12,255	16,950	(4,694)	14,028	29,645	12,696
Bad debt - Tenant Rents	4,917	5,400	(483)	4,301	10,800	5,400
Interest Expense	13,545	13,528	17	14,700	26,452	12,923
Total Operating Expenses	<u>\$ 764,188</u>	<u>\$ 690,040</u>	<u>\$ 74,148</u>	<u>\$ 775,993</u>	<u>\$ 1,420,603</u>	<u>\$ 730,563</u>
Net Income (Loss)	<u>\$ 128,568</u>	<u>\$ 201,508</u>	<u>\$ (72,940)</u>	<u>\$ 203,814</u>	<u>\$ 272,167</u>	<u>\$ 70,659</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 149,062	\$ 175,554	\$ (26,492)	\$ 174,841	\$ 351,108	\$ 175,554
Tenant Revenue - Other	37,567	14,380	23,187	14,469	28,680	14,300
Total Tenant Revenue	<u>\$ 186,629</u>	<u>\$ 189,934</u>	<u>\$ (3,305)</u>	<u>\$ 189,309</u>	<u>\$ 379,788</u>	<u>\$ 189,854</u>
HUD PHA Operating Grants	520,717	487,599	33,117	537,740	975,198	487,599
CFP Operational Income	149,462	185,000	(35,538)	151,029	185,000	-
Fraud Recovery and Other	12,242	3,240	9,002	2,644	6,480	3,240
Total Operating Revenue	<u>\$ 869,049</u>	<u>\$ 865,773</u>	<u>\$ 3,276</u>	<u>\$ 880,722</u>	<u>\$ 1,546,466</u>	<u>\$ 680,693</u>
Administrative Salaries	\$ 39,114	\$ 44,687	\$ (5,573)	\$ 42,137	\$ 90,487	\$ 45,800
Auditing Fees	5,150	-	5,150	-	5,000	5,000
Management Fees	120,291	62,142	58,149	115,155	124,285	62,142
Bookkeeping Fees	9,151	9,135	16	8,716	18,270	9,135
Employee Benefits Contributions - Admin	11,554	11,710	(155)	20,121	22,777	11,068
Office Expenses	16,251	18,469	(2,218)	15,218	36,155	17,686
Legal	12,143	12,000	143	12,774	24,000	12,000
Travel	-	420	(420)	66	850	430
Other	1,051	1,000	51	6,786	2,000	1,000
Tenant Services - Other	2,120	7,200	(5,080)	11,136	14,400	7,200
Water	36,427	34,200	2,227	32,932	68,400	34,200
Electricity	17,461	22,000	(4,539)	21,351	43,900	21,900
Gas	11,607	22,400	(10,793)	7,534	59,200	36,800
Other Utilities Expense	187	12,342	(12,155)	162	12,684	342
Ordinary Maintenance and Operations - Labor	48,298	47,847	451	54,763	97,591	49,744
Ordinary Maintenance and Operations - Material	78,989	50,000	28,989	64,656	101,300	51,300
Ordinary Maintenance and Operations - Contract	283,312	255,560	27,752	339,942	505,810	250,250
Employee Benefits Contributions - Ordinary	24,456	26,288	(1,832)	27,407	53,321	27,032
Protective Services - Other Contract Costs	1,475	1,800	(325)	1,770	3,600	1,800
Property Insurance	29,682	34,637	(4,954)	30,069	70,356	35,719
Liability Insurance	11,772	10,464	1,308	9,499	20,996	10,533
Workers Compensation	110	948	(838)	307	1,896	948
All Other Insurance	344	2,769	(2,425)	6,407	5,115	2,346
Other General Expenses	36,710	11,448	25,262	26,558	22,896	11,448
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,099	8,635	(2,537)	9,655	15,901	7,265
Bad debt - Tenant Rents	22,579	10,600	11,979	16,475	20,600	10,000
Interest Expense	8,001	7,991	10	8,683	15,625	7,634
Total Operating Expenses	<u>\$ 834,335</u>	<u>\$ 726,692</u>	<u>\$ 107,642</u>	<u>\$ 890,279</u>	<u>\$ 1,457,415</u>	<u>\$ 730,722</u>
Net Income (Loss)	<u>\$ 34,715</u>	<u>\$ 139,081</u>	<u>\$ (104,366)</u>	<u>\$ (9,557)</u>	<u>\$ 89,051</u>	<u>\$ (50,030)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 172,442	\$ 195,138	\$ (22,696)	\$ 187,812	\$ 390,276	\$ 195,138
Tenant Revenue - Other	9,279	10,656	(1,377)	14,162	21,312	10,656
Total Tenant Revenue	<u>\$ 181,721</u>	<u>\$ 205,794</u>	<u>\$ (24,073)</u>	<u>\$ 201,973</u>	<u>\$ 411,588</u>	<u>\$ 205,794</u>
HUD PHA Operating Grants	368,945	309,618	59,327	341,057	619,236	309,618
CFP Operational Income	70,007	214,299	(144,292)	363,930	214,299	-
Fraud Recovery and Other	32,154	3,489	28,665	7,902	6,978	3,489
Total Operating Revenue	<u>\$ 652,827</u>	<u>\$ 733,200</u>	<u>\$ (80,372)</u>	<u>\$ 914,862</u>	<u>\$ 1,252,101</u>	<u>\$ 518,901</u>
Administrative Salaries	\$ 42,588	\$ 46,265	\$ (3,677)	\$ 31,922	\$ 93,170	\$ 46,905
Auditing Fees	5,150	-	5,150	-	5,000	5,000
Management Fees	112,072	59,081	52,991	110,194	118,162	59,081
Bookkeeping Fees	8,545	8,685	(140)	8,618	17,370	8,685
Employee Benefits Contributions - Admin	19,552	18,294	1,258	16,293	35,175	16,880
Office Expenses	21,513	15,341	6,172	14,035	29,183	13,842
Legal	8,133	15,101	(6,968)	11,630	30,202	15,101
Travel	277	-	277	(716)	-	-
Other	587	-	587	16,930	-	-
Tenant Services - Other	5,015	4,800	215	7,785	9,600	4,800
Water	93,031	106,410	(13,379)	100,292	212,820	106,410
Electricity	58,005	53,508	4,497	54,524	107,016	53,508
Gas	15,548	20,858	(5,310)	18,116	46,305	25,447
Other Utilities Expense	181	1,320	(1,139)	167	1,485	165
Ordinary Maintenance and Operations - Labor	50,004	48,578	1,426	66,862	99,032	50,454
Ordinary Maintenance and Operations - Material	35,088	33,274	1,814	44,485	66,548	33,274
Ordinary Maintenance and Operations - Contract	66,731	64,963	1,768	117,288	127,735	62,772
Employee Benefits Contributions - Ordinary	27,727	26,337	1,389	30,739	53,534	27,197
Protective Services - Other Contract Costs	795	954	(159)	1,710	1,908	954
Property Insurance	23,081	14,266	8,815	12,381	28,977	14,711
Liability Insurance	11,967	10,014	1,953	9,330	20,093	10,080
Workers Compensation	103	900	(797)	286	1,800	900
All Other Insurance	999	1,060	(61)	1,052	1,880	820
Other General Expenses	27,971	9,867	18,104	27,576	19,733	9,867
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	207	1,136	(929)	1,203	1,814	677
Bad debt - Tenant Rents	3,788	3,000	788	2,845	6,000	3,000
Interest Expense	1,827	1,825	2	1,983	3,568	1,743
Total Operating Expenses	<u>\$ 640,482</u>	<u>\$ 565,837</u>	<u>\$ 74,645</u>	<u>\$ 707,532</u>	<u>\$ 1,138,110</u>	<u>\$ 572,273</u>
Net Income (Loss)	<u>\$ 12,345</u>	<u>\$ 167,363</u>	<u>\$ (155,018)</u>	<u>\$ 207,330</u>	<u>\$ 113,990</u>	<u>\$ (53,372)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 721,918	\$ 811,612	\$ (89,694)	\$ 760,953	\$ 1,613,024	\$ 801,412
Tenant Revenue - Other	93,221	53,556	39,665	66,860	106,907	53,351
Total Tenant Revenue	<u>\$ 815,138</u>	<u>\$ 865,168</u>	<u>\$ (50,030)</u>	<u>\$ 827,813</u>	<u>\$ 1,719,931</u>	<u>\$ 854,763</u>
HUD PHA Operating Grants	1,967,124	1,783,781	183,343	1,959,742	3,567,563	1,783,781
CFP Operational Income	367,204	569,299	(202,094)	812,720	569,299	-
Fraud Recovery and Other	91,673	13,425	78,248	17,756	26,749	13,324
Total Operating Revenue	<u>\$ 3,241,140</u>	<u>\$ 3,231,673</u>	<u>\$ 9,467</u>	<u>\$ 3,618,030</u>	<u>\$ 5,883,541</u>	<u>\$ 2,651,868</u>
Administrative Salaries	\$ 171,267	\$ 180,706	\$ (9,439)	\$ 158,731	\$ 365,434	\$ 184,728
Auditing Fees	20,600	2,500	18,100	-	20,000	17,500
Management Fees	472,783	244,896	227,887	458,552	489,792	244,896
Bookkeeping Fees	36,134	36,000	134	35,825	72,000	36,000
Employee Benefits Contributions - Administrative	63,082	56,371	6,711	63,450	109,362	52,991
Office Expenses	79,989	72,235	7,754	56,256	133,820	61,585
Legal Expense	38,890	50,866	(11,976)	48,067	98,867	48,001
Travel	1,233	1,380	(147)	207	2,770	1,390
Other	3,882	1,000	2,882	24,780	2,000	1,000
Tenant Services - Other	11,036	31,400	(20,365)	45,125	62,800	31,400
Water	212,858	236,876	(24,018)	224,085	474,436	237,560
Electricity	102,302	113,840	(11,538)	113,103	226,398	112,558
Gas	48,669	74,058	(25,389)	50,410	209,140	135,082
Other Utilities Expense	507	14,152	(13,645)	370	27,159	13,007
Ordinary Maintenance and Operations - Labor	178,080	189,558	(11,478)	199,508	386,989	197,431
Ordinary Maintenance and Operations - Material	215,760	157,374	58,386	199,344	311,998	154,624
Ordinary Maintenance and Operations - Contract	751,524	738,428	13,096	1,073,453	1,484,120	745,692
Employee Benefits Contributions - Ordinary	105,309	100,494	4,815	99,252	203,290	102,795
Protective Services - Other Contract Costs	4,794	5,802	(1,008)	6,660	11,604	5,802
Property Insurance	97,745	100,858	(3,113)	87,553	204,869	104,011
Liability Insurance	40,433	37,768	2,665	34,777	75,782	38,015
Workers Compensation	432	4,320	(3,888)	1,202	8,640	4,320
All Other Insurance	2,687	5,815	(3,129)	10,003	10,967	5,152
Other General Expenses	140,488	41,725	98,763	102,473	81,742	40,018
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	29,764	35,824	(6,060)	33,544	64,645	28,821
Bad debt - Tenant Rents	60,519	28,600	31,919	39,443	56,600	28,000
Interest Expense	31,500	31,461	39	34,186	61,515	30,054
Total Operating Expenses	<u>\$ 2,922,266</u>	<u>\$ 2,594,307</u>	<u>\$ 327,959</u>	<u>\$ 3,200,359</u>	<u>\$ 5,256,740</u>	<u>\$ 2,662,433</u>
Net Income (Loss)	<u>\$ 318,874</u>	<u>\$ 637,366</u>	<u>\$ (318,492)</u>	<u>\$ 417,671</u>	<u>\$ 626,801</u>	<u>\$ (10,565)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 572,503	\$ 568,508	\$ 3,996	\$ 557,053	\$ 911,297	\$ 342,789
Bookkeeping Fees Income	36,068	35,986	82	35,825	71,971	35,986
Fraud Recovery and Other	132,681	35,535	97,146	42,434	71,070	35,535
Total Operating Revenue	\$ 741,252	\$ 640,028	\$ 101,224	\$ 635,311	\$ 1,054,338	\$ 414,309
Administrative Salaries	\$ 70,144	\$ 116,134	\$ (45,990)	\$ 140,222	\$ 233,633	\$ 117,499
Auditing Fees	5,150	2,500	2,650	-	5,900	3,400
Employee Benefits Contributions - Admin	27,848	38,443	(10,595)	36,067	75,063	36,620
Office Expenses	45,725	28,555	17,170	22,740	54,801	26,246
Legal	11,185	1,150	10,035	750	2,300	1,150
Travel	2,555	6,240	(3,685)	4,755	12,480	6,240
Other	29,614	31,552	(1,938)	24,195	47,344	15,792
Tenant Services - Other	4,006	1,500	2,506	-	1,500	-
Water	978	798	180	5,387	1,596	798
Electricity	7,228	5,250	1,978	4,910	10,500	5,250
Gas	1,290	1,134	156	(4,790)	2,268	1,134
Other Utilities Expense	204	204	(0)	234	408	204
Ordinary Maintenance and Operations - Materia	-	350	(350)	124	500	150
Ordinary Maintenance and Operations - Contract	25,335	2,862	22,473	3,180	5,899	3,037
Protective Services - Other Contract Costs	313	400	(87)	388	400	-
Property Insurance	1,082	960	122	884	1,920	960
Liability Insurance	565	120	445	226	240	120
Workers Compensation	65	600	(535)	136	1,200	600
All Other Insurance	2,077	-	2,077	40,600	-	-
Other General Expenses	133,859	116,100	17,759	62,821	227,800	111,700
Compensated Absences	-	-	-	-	-	-
Interest Expense	1,357	1,359	(2)	2,525	2,373	1,014
Total Operating Expenses	\$ 370,579	\$ 356,211	\$ 14,368	\$ 345,354	\$ 688,124	\$ 331,914
Net Income (Loss)	\$ 370,673	\$ 283,818	\$ 86,856	\$ 289,957	\$ 366,213	\$ 82,396

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,447,313	\$ 5,787,240	\$ 660,073	\$ 5,609,849	\$ 11,574,480	\$ 5,787,240
Other Revenue	7,622	-	7,622	127	-	-
Fraud Recovery and Other	14,318	3,578	10,740	7,015	7,306	3,728
Total Operating Revenue	\$ 6,469,253	\$ 5,790,818	\$ 678,435	\$ 5,616,991	\$ 11,581,786	\$ 5,790,968
Administrative Salaries	\$ 151,217	\$ 151,125	\$ 92	\$ 154,792	\$ 304,337	\$ 153,212
Auditing Fees	25,750	-	25,750	-	25,000	25,000
Management Fees	99,720	97,991	1,729	98,501	195,982	97,991
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	38,128	64,919	(26,791)	38,332	129,885	64,966
Office Expenses	90,408	84,547	5,861	69,637	147,420	62,873
Legal Expense	-	-	-	-	-	-
Travel	1,066	-	1,066	257	-	-
Other	200	32,000	(31,800)	37	64,000	32,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	17	-	-
Other Utilities Expense	241	315	(74)	355	630	315
Ordinary Maintenance and Operations - Materials	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	25,213	1,482	23,731	26,553	2,964	-
Protective services - Other Contract Costs	209	300	(91)	259	300	-
Property Insurance	1,657	-	1,657	-	-	-
Liability Insurance	7,515	7,791	(276)	8,224	15,582	7,791
Workers Compensation	831	7,524	(6,693)	2,312	15,048	7,524
All Other Insurance	-	-	-	-	-	-
Other General Expenses	22,150	11,724	10,426	12,700	22,548	10,824
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	5,706,422	5,297,286	409,136	5,275,913	10,594,572	5,297,286
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 6,170,726	\$ 5,757,004	\$ 413,723	\$ 5,687,890	\$ 11,518,267	\$ 5,761,263
Net Income (Loss)	\$ 298,527	\$ 33,814	\$ 264,712	\$ (70,899)	\$ 63,519	\$ 29,705

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	35,491.60
1010-0000-111111 Chase Checking	57,330.58	524,450.60
1010-0000-112200 Accounts Receivable	3,419.63	15,035.65
1010-0000-112201 Allowance for Doubtful Accounts	(341.96)	(1,503.56)
1010-0000-112300 A/R - Due from Oliver Gardens	-	1,672.00
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	(8,779.60)	(25,929.88)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(2,192.58)	42,298.55
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	17,828.83
1010-3000-144000 Construction in Progress	13,222.20	145,754.95
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	-	(10,742,197.46)
1010-1010-148100 Accumulated Depreciation-Build	-	(159,379.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(8,767.00)
1010-0000-150300 Deferred Outflow - MERS	-	143,287.00
TOTAL ASSETS	<u>62,658.27</u>	<u>3,983,000.07</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	181,088.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	(13,872.75)	204.00
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(8.00)	34,980.60
1010-0000-211999 Tenant Refunds	-	5,969.58
1010-0000-212000 Accrued Payroll	-	7,161.87
1010-0000-213400 Utility Accrual	-	21,658.66
1010-0000-213500 Accrued Comp Absences - Curr	-	887.35
1010-0000-213700 Payment in Lieu of Taxes	2,783.40	29,632.42
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(2,958.89)	351,062.15
1010-0000-260601 Note Payable - Curr - PNC	-	35,569.60
TOTAL LIABILITIES	<u>(14,056.24)</u>	<u>927,916.52</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	1,047,270.92
1010-0000-282000 Income and Expense Clearing	-	(2,126,291.57)
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	76,714.51	1,719,955.13
TOTAL EQUITY	<u>76,714.51</u>	<u>3,055,083.55</u>
TOTAL LIABILITIES & EQUITY	<u>62,658.27</u>	<u>3,983,000.07</u>

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

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	36,248.00
1020-0000-111111 Chase Checking	9,413.62	527,212.55
1020-0000-112200 Accounts Receivable	(8,056.95)	4,375.13
1020-0000-112201 Allowance for Doubtful Accounts	805.70	(437.51)
1020-0000-112300 A/R - Due from Oliver Gardens	-	3,278.57
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	8,621.62	215.04
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(2,292.03)	42,647.40
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	59,094.55
1020-3000-144000 Construction in Progress	20,888.01	184,570.52
1020-0000-146000 Dwelling Structures	-	14,571,637.42
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	40,799.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,582,133.50)
1020-1020-148100 Accumulated Depreciation-Build	-	(203,490.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(77,066.00)
1020-0000-150300 Deferred Outflow - MERS	-	119,994.00
TOTAL ASSETS	29,379.97	5,180,710.81
LIABILITIES		
1020-0000-200000 OPEB Liability	-	94,792.00
1020-0000-200300 Pension Liability	-	213,273.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	(8,546.94)	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(210.00)	37,093.00
1020-0000-211999 Tenant Refunds	123.05	3,452.79
1020-0000-212000 Accrued Payroll	-	8,480.83
1020-0000-213400 Utility Accrual	-	17,610.46
1020-0000-213500 Accrued Comp Absences - Curr	-	1,719.26
1020-0000-213700 Payment in Lieu of Taxes	653.80	40,437.00
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(4,931.49)	585,103.56
1020-0000-260601 Note Payable - Curr - PNC	-	59,282.67
TOTAL LIABILITIES	(12,911.58)	1,070,987.06
EQUITY		
1020-0000-280100 Invest C	-	3,815,930.00
1020-0000-280500 Unrestricted Net Assets	-	(86,047.10)
1020-0000-282000 Income and Expense Clearing	-	(1,581,749.94)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	42,291.55	2,006,736.79
TOTAL EQUITY	42,291.55	4,109,723.75
TOTAL LIABILITIES & EQUITY	29,379.97	5,180,710.81

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	37,764.00
1080-0000-111111 Chase Checking	66,187.09	584,017.08
1080-0000-112200 Accounts Receivable	(3,342.98)	7,018.06
1080-0000-112201 Allowance for Doubtful Accounts	329.19	(701.81)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	2,210.43	(18,385.01)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(3,781.55)	53,861.15
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	58,605.04
1080-3000-144000 Construction in Progress	17,406.20	115,761.95
1080-0000-146000 Dwelling Structures	-	12,636,231.93
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,988,888.71)
1080-1080-148100 Accumulated Depreciation-Build	-	(165,515.00)
1080-0000-150300 Deferred Outflow - MERS	-	155,143.00
TOTAL ASSETS	<u>79,008.38</u>	<u>4,661,167.32</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	152,638.00
1080-0000-200300 Pension Liability	-	275,743.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	(36,196.33)	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	511.00	39,924.00
1080-0000-211999 Tenant Refunds	(2.00)	3,820.40
1080-0000-212000 Accrued Payroll	-	8,021.49
1080-0000-213400 Utility Accrual	-	19,823.43
1080-0000-213500 Accrued Comp Absences - Curr	-	994.71
1080-0000-213700 Payment in Lieu of Taxes	1,035.26	23,504.85
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(2,913.02)	345,619.32
1080-0000-260601 Note Payable - Curr - PNC	-	35,018.13
TOTAL LIABILITIES	<u>(37,565.09)</u>	<u>910,743.99</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	-	(1,661,407.63)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	116,573.47	1,273,120.33
TOTAL EQUITY	<u>116,573.47</u>	<u>3,750,423.33</u>
TOTAL LIABILITIES & EQUITY	<u>79,008.38</u>	<u>4,661,167.32</u>

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for December 2019

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	24,348.00
1090-0000-111111 Chase Checking	(2,964.89)	429,591.85
1090-0000-112200 Accounts Receivable	3,328.08	17,008.27
1090-0000-112201 Allowance for Doubtful Accounts	(335.51)	(1,700.83)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	3,373.89	(10,467.74)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(4,468.19)	56,938.32
1090-0000-140000 Land	-	180,543.00
1090-3000-144000 Construction in Progress	42,405.58	327,375.83
1090-0000-146000 Dwelling Structures	-	9,530,995.25
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	-	(7,566,612.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(37,732.00)
1090-0000-150300 Deferred Outflow - MERS	-	142,995.00
TOTAL ASSETS	41,338.96	3,493,692.21
LIABILITIES		
1090-0000-200000 OPEB Liability	-	94,299.00
1090-0000-200300 Pension Liability	-	254,153.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(2,764.09)	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(124.00)	24,347.00
1090-0000-211999 Tenant Refunds	43.00	6,456.91
1090-0000-212000 Accrued Payroll	-	7,506.94
1090-0000-213400 Utility Accrual	-	48,277.38
1090-0000-213500 Accrued Comp Absences - Curr	-	2,509.20
1090-0000-213700 Payment in Lieu of Taxes	(949.63)	(4,742.11)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(665.18)	78,920.93
1090-0000-260601 Note Payable - Curr - PNC	-	7,996.27
TOTAL LIABILITIES	(4,459.90)	533,943.26
EQUITY		
1090-0000-280100 Invest C	-	3,032,805.00
1090-0000-280500 Unrestricted Net Assets	-	103,079.44
1090-0000-282000 Income and Expense Clearing	-	(1,480,299.53)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	45,798.86	1,310,236.04
TOTAL EQUITY	45,798.86	2,959,748.95
TOTAL LIABILITES & EQUITY	41,338.96	3,493,692.21

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

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	7,222.00
5005-0000-111105 LHC-Payroll Account	506.41	70,675.19
5005-0000-111111 Chase Checking	89,946.24	1,295,703.40
5005-0000-112500 Accounts Receivable HUD	8,975.00	40,950.00
5005-0000-112954 Accounts Receivables-Misc	-	-
5005-1010-115700 Intercompany	8,779.60	25,929.88
5005-1020-115700 Intercompany	(8,621.62)	(215.04)
5005-1080-115700 Intercompany	(2,210.43)	18,385.01
5005-1090-115700 Intercompany	(3,373.89)	10,467.74
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(2,171.63)	12,528.92
5005-8002-115700 Intercompany	(958.31)	47,391.60
5005-8005-115700 Intercompany	2,647.48	(2,522.97)
5005-8010-115700 Intercompany	(4.46)	4,596.53
5005-8021-115700 Intercompany	(1.00)	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	(303.84)	4,574.90
5005-0000-121200 Prepaid - Other	-	480.00
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	-	(1,083,579.77)
5005-0000-150102 Investment in OG	1,860.00	274,783.00
5005-0000-150300 Deferred Outflow - MERS	-	100,321.00
TOTAL ASSETS	95,069.55	3,031,362.09
LIABILITIES		
5005-0000-200000 OPEB Liability	-	89,355.00
5005-0000-200300 Pension Liability	-	178,305.00
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	(547.33)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,156.64
5005-0000-213400 Utility Accrual	-	1,692.89
5005-0000-213500 Accrued Comp Absences - Curr	-	1,250.89
5005-0000-214000 Accrued Comp Absences - non curr	-	7,088.33
5005-0000-224000 Tenant Prepaid Rent	165.00	3,335.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,797.72)	38,710.51
5005-0000-260701 Note Payable - Curr - Davenport	-	57,631.56
TOTAL LIABILITIES	(5,180.05)	383,525.82
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,575.00
5005-0000-282000 Income and Expense Clearing	-	1,921,039.82
5005-3000-282000 Income and Expense Clearing	100,249.60	136,766.45
TOTAL EQUITY	100,249.60	2,647,836.27
TOTAL LIABILITES & EQUITY	95,069.55	3,031,362.09

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	19,569.80	611,479.64
8002-0000-111111 Chase Checking	49,292.63	407,984.43
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	2,171.63	(12,528.92)
8002-5005-115700 Intercompany	958.31	(47,391.60)
8001-0000-121100 Prepaid Insurance	(1,656.62)	13,260.51
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	-	147,708.00
TOTAL ASSETS	70,335.75	1,120,512.06
LIABILITIES		
8001-0000-200000 OPEB Liability	-	259,087.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	(5,425.33)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	14,984.55
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	2,662.30
8001-0000-214000 Accrued Comp Absences - non curr	-	15,086.33
TOTAL LIABILITIES	(5,425.33)	554,351.18
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	-	471,582.93
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	25,510.14	46,920.31
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	-	47,400,912.94
8002-8002-282000 Income and Expense Clearing	50,250.94	(47,649,677.11)
TOTAL EQUITY	75,761.08	566,160.88
TOTAL LIABILITES & EQUITY	70,335.75	1,120,512.06



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

January 22, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator has received notification that LHC has been awarded the FSS Coordinator funding for 2020.

HCV Orientations:

LHC had two (2) orientations during the month of November 2019 and fourteen (14) vouchers issued. HCV is in the process of pulling another 100 vouchers off the waiting list.

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

Waiting List:

We are currently on waiting list number 301 out of 650. Once the part time person is established the primary goal will be to process the rest of the 2018 waiting list so that a new list may be open by spring. Once the new list is established it is anticipated that better response to pulls will happen.

Department Initiatives:

In the HCV Program there are currently 1,778 vouchers housed in all its programs. Fifty-one participants are with the Shelter Plus Care Program (S+C), 78 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,507 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1648
November % Utilized Units	89%

December Voucher Program Total Units	1,863
December Traditional HCV Utilization	1649
December % Utilized Units	89%

Voucher Disbursement

HUD November HAP Disbursement	\$978,273
LHC November HAP/UAP Disbursement	\$927,008.48
% Voucher Funding Utilization	100%

HUD December HAP Disbursement	\$978,273.00
LHC November HAP/UAP Disbursement	\$927,699.16
% Voucher Funding Utilization	95%
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 15 rent reasonable for the fiscal year 2020. This indicator is not scored by PIC but based





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on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.

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 0 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 2020.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 11/01/2019. 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 one (1) 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





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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 indicates there were zero (0) 24-hour deficiencies and thirty-two (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 December 31, 2019, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10





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Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 95%. 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 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.

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 12/31/2019





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January 22, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2020 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 November. LHC Unit Months Leased (UML) was 805 (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 96% at the end of December. There were two (2) households moved in, one (1) residents moved out, and zero (0) unit transfers. The UML was 194 which equals 96%. At the end of December, Mt. Vernon had a total of 19 open work orders.

Hildebrandt Park occupancy was 97% at the end of December. There was zero (0) households moved in, two (2) resident moved out, and zero (0) unit transfers. The UML was 213 which equals 97%. At the end of December, Hildebrandt had a total of 120 open work orders.

LaRoy Froh occupancy was 95% at the end of December. There was zero (0) household moved in, two (2) residents moved out, two (2) unit transfers. The UML





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was 204 which equals 95%. At the end of December, LaRoy Froh had a total of 10 open work orders.

South Washington Park occupancy was 96% at the end of December. There were four (4) households moved in, four (4) resident moved out, and one (1) unit transfer. The UML was 189 which equals 96%. At the end of December, South Washington had a total of 67 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	194	96%	2	1	0	0
Hildebrandt	220	213	97%	0	2	0	0
LaRoy Froh	213	204	95%	0	2	2	0
S. Washington	197	189	96%	4	4	1	0
Totals	832	800	96%	6	9	3	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 27,658	\$ 27,147	\$ 534	98%
Hildebrandt	\$ 30,443	\$ 46,714.50	\$ 0	121%
LaRoy Froh	\$ 24,513	\$ 40,520.94	\$ 0	165%
S. Washington	\$ 28,680	\$ 25,904.50	\$ 2775.50	90%
Totals	\$ 111,294	\$ 140,286.94	\$3309.50	126%





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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
3846 Wilson	1	12-9-19	15	Ready	\$1,990	Unit offer pending.
1503 Robertson	3	8-5-19	128	Ready	\$3,000	Transfer pending.
3520 N Waverly	2	12-9-19	15	1-10-20	\$1,900	Unit offer accepted.
1317 Christopher	2	8-19-19	128	12-27-19	\$3,800	Pulling from waitlist.
3426 N Waverly	3	10-17-19	78	TBA	TBD	Requesting to take this unit offline. Foundation issue.
3330 N Waverly	4	10-14-19	63	Ready	\$1,900	Unit transfer pending
3348 N Waverly	3	10-29-19	55	1-3-20	\$3,640	Unit offer accepted.
3342 N Waverly	4	10-29-19	55	1-25-20	TBD	Pulling from waitlist.





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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
103-3130-A Turner	2	11-7-19	58	12-15-19	\$2350	Unable to complete scope due to All Hands-on Deck for REAC.
103-1914 Hoyt	2	10-16-19	72	10-31-19	\$3,100	Multiple windows vandalized, will not be in until 12-13-19. Unable to complete scope due to All Hands-on Deck for REAC.
103-1928 Hoyt	2	11-6-19	55	12-15-19	\$2800	Window part on back order. Unable to complete scope due to All Hands-on Deck for REAC.
103-3216-C Turner	2	9-25-19	92	12-10-19	\$1199+	Fire Renovation will be completed in December.
103-3116-C Turner	3	11-26-19	35	1-31-20	\$3200	Unable to complete scope due to All Hands-on Deck for REAC.
103-2163 Forest	2	12-3-19	28	1-21-20	\$1200	NA
103-3218-D Turner	2	12-13-19	17	1-21-20	\$1500	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
111-2348 Reo	3	11-18-19	17			12-11 Unit is pending scope work. 1-17 Unit is pending cleaning and has potential applicant assigned.
111-2332 Reo	2	11-8-19	23			12-11 unit is pending cleaning then ready to be leased up.
111-2524 Reo	2	12-1-19	7			12-11 unit has been cleaned out and is pending paint. 1-17 unit is ready for occupancy.
111-3508 Burchfield	2	11-21-19	14			12-11 unit is pending scope work. 1-17 minor work has been completed and pending unit transfer.
111-121 W Northrup	3	12-1-19	7			12-11 unit is pending clean out. 1-17 unit needs a cleaning and will be leased up.
111-3415 W Jolly	3	1-6-20	9			01-17 unit is getting scope work done, estimated time for completion is 1-24.
111-6065 Southbrook	3	12-20-19	20			1-17 unit is getting scope work done, estimated time for completion is 1-24.





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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 136	1	10-16-19	76	1-24-20	In house turn	Mold Issues
112-3200 S Washington 514	1	11-07-19	55	1-24-20	In house turn	Transfer
112-3200 S Washington 331	1	11-20-19	42	1-20-20	In house turn	Unit is ready
112-3200 S Washington 421	1	10-11-19	81	1-24-20	In house turn	Resident passed away didn't know
112-3200 S Washington 100	1	11-27-19	35	1-24-20	In house turn	Resident passed away
112-3200 S Washington 205	1	12-03-19	28	1-20-20	In house turn	Finishing turn
112-3200 S Washington 419	1	12-23-19	8	1-24-19	In house turn	
112-3200 S Washington 120	1	12-5-19	26	1-24-20	In house turn	Transfer





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January 22, 2020

Executive Director's Report

Activities

Capital Projects

- Elevator
- Windows – Scattered Sites
- SWP boiler
- Mt. Vernon boiler
- New Vehicles for AMPs

Staff Changes

- LRF – Manager Open
- Southside Restructuring

RAD Activities

1. Disposal of Scattered Sites (Section 18)
 - RFP for environmental
 - Deed research
2. Tax Credit Applications for LRF and Hildebrandt Park
3. HUD conference calls
4. Significant Amendment - ACOP

Other Activities

- Site visits to LHC properties
- Phone systems install
- PHADA annual ED and Commissioners Conference
- ADP conversion
- IT upgrades – Elite upgrade, Scanner, software
- MOU with Family and Child Services
- Community Mental Health
- MLK table
- REAC inspections – all AMPs
- Public Relations firm
- Website Re-Design





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**LHC Board
Sign-In Sheet
Date of Meeting: January 22, 2020**

Name	Organization	Phone #	E-mail	Speaking Y/N
Marcus Hardy	LHC	517-862-0855	marush@lanshc.org	N
Kristin				
Kim	LHC	517 4870242	Kims@lanshc.org	
Anoree	LHC	517 372 7145	ANOREE@lanshc.org	
Marcel Jackson	LHC	517-549-8421	marcelj@lanshc.org	
Marshall Brice	LHC	517-393-4250	marshallb@lanshc.org	
Loria Hall		517-643-0741	lhall@continentalmgmt.com	N

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 January 22, 2020

Sign-In Sheet

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