



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

Agenda  
Lansing Housing Commission  
January 25, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of December 21, 2016
3. Approval January 18, 2017 Minutes

Action Items:

Resolution 1262 - Approval of Executive Director

4. Informational Items.

- |  |                      |
|--|----------------------|
| a. Finance Report December 2016                      | Dickey May           |
| b. Housing Choice Voucher Report                     | Kim Shirey           |
| i. Asset Management Report                           | Lisa Parsons         |
| ii. Mt. Vernon & Scattered Sites                     | AMP 102              |
| iii. Hildebrandt, Forrest, Hoyt<br>& Scattered Sites | AMP 103              |
| iv. LaRoy Froh & Scattered Sites                     | AMP 111              |
| v. South Washington & Scattered Sites                | AMP 112              |
| c. Recovery Agreement Update                         | Patricia Baines-Lake |
| d. Executive Director Search Update                  | Tony Baltimore       |

5. Executive Director's Comments

6. President's Comments.

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting

January 25, 2017

Agenda

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7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment.



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### **Minutes of the December 21, 2016 Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, Deschaine and Solis. Commissioner Robinson participated via telephone.

**GUESTS:** Dickey May, Financial Consultant via telephone

**STAFF:**

Patricia Baines-Lake	Lisa Parsons
Kim Shirey	Andrea Bailey
Kim Gillespie	Edward Forrest
Marvin Ellis	

Commissioner Joyce moved and Commissioner Solis 2nd a motion to approve the minutes of the November 22, 2016 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1259 - Approval of Workplace Misconduct Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1260 - Approval of FOIA Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve resolution 1261 - Approval of Credit Card Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2<sup>nd</sup> a motion to extend Ms. Baines-Lake separation date month to month, but no longer than April 15, 2017, pending hiring a new Executive Director and the completion of cross training. **The Motion was approved by all members present.**





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Written Informational Reports were provided as follows:

- A. Finance Report -Dickey May, Finance Consultant indicated the finance reports were thoroughly reviewed during the finance committee meeting. There were no unusual changes in the financial positions of the AMPS.
- B. 2016 Annual Certified Audit Draft Report: Lisa Vargo, Linda Yudaz and Marie Stiegel of Plante Moran were the lead auditors responsible for LHC's 2016 Annual Certified Audit completion. Ms. Vargo provided an overview of the report highlights including: There was a large sample size in both the Low Rent and HCV Compliance review. Findings were related to tenant files where there was missing documentation and concerns regarding the utility allowances for HCV. The Books were clean, which is a significant improvement over the prior two audit years. The good condition of the books and records made the audit much smoother than the previous two years. There was one required journal entry related to pension and OPEB that resulted in a material finding. LHC is confident the fee accountant will address this issue in future years with no need for a journal entry. LHC will implement internal controls over the wire authority for two Check Signers, the Executive Director and Board Chair which will address the 2<sup>nd</sup> material finding. Overall the Commission was issued the Highest Audit Opinion possible, an Unmodified Opinion, on the Financial Statement. The Audit will be filed in REAC and final copies provided as soon as administratively possible.
- C. Housing Choice Voucher Report - Kim Shirey indicated approximately several households were out seeking units. LHC is seeking to increase the number of households assisted by the HCV program to the maximum amount supported by existing subsidies. The existing waitlist will be exhausted in early 2017 and the waitlist will be open to the public for a specified time period.
- D. Asset Management Report - Occupancy updates were provided for each site identified below. Every AMP except South Washington achieved at least a 96% occupancy rate. South Washington's, lease up efforts continue to be adversely affected by evictions.
- D. Recovery Agreement Update - The report was provided to the board. LHC awaits a written response to the request to close several items.

**Executive Director's Comments:** The Executive Director again discussed the status of closure on the outstanding OIG findings. Ira Thompson, a member of the Detroit Field Office





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HUD staff, is awaiting a response from Kim Toler of the OIG before providing a written response on findings where there is Tentative Agreement on closure. More information will be forthcoming next month.

**President's Comments:** President Baltimore provided an update on the status of the Executive Director Search.

**Public Comments:** No members of the public were present.

There being no other business, Commissioner Baltimore adjourned the meeting at 7:00 p. m.





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**Minutes of the January 18, 2017  
Lansing Housing Commission Meeting**

Commissioner Baltimore called the meeting to order promptly at 9:10 a.m. Ms. Baines-Lake, Commission Secretary, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Joyce, Deschaine, Robinson and Solis

**STAFF:**

Patricia Baines-Lake  
Kim Shirey

Lisa Parsons  
Edward Forrest

**GUEST:** None

President Baltimore requested Edward Forrest provide an overview on the Candidate, Martel Armstrong. Mr. Forrest presented an overview of Mr. Armstrong's employment history, resume contents and Meyers Briggs profile.

The Search Committee consisted of Ben Bakken, former LHC Board Member and Finance Committee Member, Gary Heidel, MSHDA Executive, Mary Riley, City of Lansing Personnel Director and Tony Baltimore, LHC Board Chair. The committee reported it conducted 3 interviews with Mr. Armstrong before bringing him forward as a candidate. Based on those interviews, a thorough background check and reference checks the committee recommended the candidate for consideration by the full Board of Commissioners.

LHC Board members and staff had an interactive discussion on the candidate. The Deputy Director, Edward Forrest, presented a potential employment package which the board reviewed and discussed.

The Board will consider the information presented and be prepared to vote on the employment of Mr. Armstrong at the January 25, 2017 board meeting.

**Public Comments:** No members of the public were present.

There being no other business, Commissioner Baltimore adjourned the meeting at 11:20 a. m.





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**Resolution No. 1263**

Adopted By the Lansing Housing Commission

January 18, 2017

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

Edward Forrest, acting in the capacity of Deputy Director, is authorized to immediately negotiate and finalize an Employment Contract between the Lansing Housing Commission and Martell Armstrong utilizing the parameters pay and benefit package previously discussed by the Board of Commissioners.


  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1263  
Date Adopted: 1/18/2017





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

**January 25, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to hire Martell Armstrong as the Executive Director of the Lansing Housing Commission Resolution No. 1262**

**RECOMMENDATION:**

The Personnel Committee recommends adoption of Resolution No.1262, which authorizes Edward Forrest and Bethany Deschaine (Personnel Committee Chair) to negotiate a contract with Mr. Armstrong consistent with previously established parameters.

**CONTACT PERSON:**

Edward Forrest  
Deputy Director  
(517) 853.3068

**SUMMARY:**

This action fulfills the board's only hiring responsibility and the responsibility to ensure the Lansing Housing Commission employees a director to who manages the day to day operations.

**BACKGROUND:**

Mr. Armstrong was thoroughly vetted by a search committee comprised of Ben Bakken, Gary Heidel, Mary Riley and Tony Baltimore. This team conducted 3 interviews with Mr. Armstrong. Deputy Director Forrest provided a background check and a Wiley Disc assessment was completed.

**FINANCIAL CONSIDERATION:**

The salary to be negotiated falls within budget parameters.



**POLICY CONSIDERATIONS:**

The Board is charged with the responsibility of hiring the agency's Executive Director. Ms. Baines-Lake has tendered her resignation. As such, the action falls within the board's fiduciary responsibility. The process used to solicit an Executive Director and vet his qualifications is consistent with good public policy.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1262**

Adopted by the Lansing Housing Commission

January 25, 2017

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

Edward Forrest, acting in the capacity of Deputy Director, is authorized to immediately finalize an Employment Contract with Martel Armstrong utilizing already established parameters.

  
Chair

Yeas 4

Nays 0

Abstentions —

Attest:   
Secretary

For Clerk Use Only

Resolution No. 1262  
Date Adopted: 1/25/2017



Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
<i>Begin January 2017</i>						
Tenant Rental Revenue	\$ 210,634	\$ 216,390	\$ (5,756)		\$ 432,780	\$ 216,390
Tenant Revenue - Other	9,616	9,111	505		16,868	7,757
Total Tenant Revenue	\$ 220,251	\$ 225,501	\$ (5,250)		\$ 449,648	\$ 224,147
HUD PHA Operating Grants	433,616	478,116	(44,500)		956,232	478,116
CFP Operational Income	119,811	-	119,811		-	-
Fraud Recovery and Other	3,664	6,958	(3,294)		13,516	6,558
Total Operating Revenue	\$ 777,342	\$ 710,575	\$ 66,767		\$ 1,419,396	\$ 708,821
Administrative Salaries	\$ 29,339	\$ 48,599	\$ (19,259.97)		\$ 97,198.00	\$ 48,599.00
Auditing Fees	3,750	8,373	(4,623)		8,373	-
Management Fees	90,911	53,499	37,412		106,998	53,499
Bookkeeping Fees	8,791	8,640	151		17,280	8,640
Employee Benefits Contributions - Admin	25,105	17,546	7,559		35,092	17,546
Office Expenses	23,170	17,976	5,194		32,522	14,546
Legal	8,238	14,460	(6,222)		27,320	12,860
Travel	62	-	62		-	-
Other	13,376	4,500	8,876		4,500	-
Tenant Services - Other	2,944	6,800	(3,856)		7,900	1,300
Water	37,768	51,802	(14,034)		98,538	46,736
Electricity	14,545	26,778	(12,233)		48,456	21,678
Gas	12,971	16,216	(3,245)		53,496	37,280
Other Utilities Expense	29	5,336	(5,307)		5,336	-
Ordinary Maintenance and Operations - Labor	43,245	78,829	(35,584)		157,658	78,829
Ordinary Maintenance and Operations - Materials	42,991	41,870	1,121		83,720	41,850
Ordinary Maintenance and Operations - Contra	115,262	103,515	11,747		197,741	94,226
Employee Benefits Contributions - Ordinary	83,431	30,217	53,214		60,434	30,217
Protective Services - Other Contract Costs	1,072	1,170	(98)		2,340	1,170
Property Insurance	16,597	15,790	807		31,580	15,790
Liability Insurance	6,435	6,452	(17)		12,904	6,452
Workers Compensation	3,887	3,054	833		6,108	3,054
All Other Insurance	1,025	1,137	(112)		2,274	1,137
Other General Expenses	28,446	15,768	12,678		31,536	15,768
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	14,535	11,045	3,490		21,561	10,516
Bad debt - Tenant Rents	6,445	1,753	4,692		2,629	876
Interest Expense	10,060	10,061	(1)		19,830	9,769
Total Operating Expenses	\$ 644,431	\$ 600,985	\$ 43,446		\$ 1,173,322	\$ 572,338
Net Income (Loss)	\$ 132,910	\$ 109,590	\$ 23,320		\$ 246,073	\$ 136,483

Lansing Housing Commission  
 Budget vs. Actual  
 Hildebrandt  
 For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 207,058	\$ 220,632	\$ (13,576)		\$ 440,184	\$ 219,552
Tenant Revenue - Other	13,645	14,458	(813)		28,324	13,866
Total Tenant Revenue	<u>\$ 220,701</u>	<u>\$ 235,090</u>	<u>\$ (14,389)</u>		<u>\$ 468,508</u>	<u>\$ 233,418</u>
HUD PHA Operating Grants	573,226	632,058	(58,832)		1,264,116	632,058
CFP Operational Income	133,209	-	133,209		-	-
Fraud Recovery and Other	2,095	3,666	(1,570)		7,332	3,666
Total Operating Revenue	<u>\$ 929,231</u>	<u>\$ 870,814</u>	<u>\$ 58,418</u>		<u>\$ 1,739,956</u>	<u>\$ 869,142</u>
Administrative Salaries	\$ 36,744	\$ 43,409	\$ (6,665)		\$ 86,818	\$ 43,409
Auditing Fees	3,750	8,373	(4,623)		8,373	-
Management Fees	99,829	58,236	41,594		116,472	58,236
Bookkeeping Fees	9,698	9,405	293		18,810	9,405
Employee Benefits Contributions - Admin	27,845	10,226	17,619		20,451	10,226
Office Expenses	22,622	16,510	6,112		35,393	18,883
Legal	8,888	10,372	(1,484)		23,962	13,590
Travel	88	474	(386)		948	474
Other	(5,948)	5,040	(10,988)		10,080	5,040
Tenant Services - Other	2,585	2,800	(215)		5,700	2,900
Water	58,057	44,604	13,453		89,208	44,604
Electricity	30,967	15,930	15,037		29,790	13,860
Gas	10,290	15,000	(4,710)		41,500	26,500
Other Utilities Expense	-	-	-		11,208	11,208
Ordinary Maintenance and Operations - Labor	49,738	66,578	(15,840)		131,157	65,578
Ordinary Maintenance and Operations - Material	54,282	58,530	(4,248)		123,060	64,530
Ordinary Maintenance and Operations - Contrac	97,550	100,939	(3,389)		229,255	128,316
Employee Benefits Contributions - Ordinary	79,251	31,410	47,840		62,821	31,410
Protective Services - Other Contract Costs	1,536	1,842	(306)		3,684	1,842
Property Insurance	14,777	14,103	675		28,206	14,103
Liability Insurance	5,363	5,253	110		10,506	5,253
Workers Compensation	1,832	1,836	(4)		3,672	1,836
All Other Insurance	997	1,137	(140)		2,274	1,137
Other General Expenses	36,469	63,834	(27,365)		127,668	63,834
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	10,758	13,784	(3,026)		25,505	11,721
Bad debt - Tenant Rents	7,147	5,940	1,207		11,880	5,940
Interest Expense	16,767	16,767	0		33,049	16,282
Total Operating Expenses	<u>\$ 681,885</u>	<u>\$ 621,333</u>	<u>\$ 60,552</u>		<u>\$ 1,291,450</u>	<u>\$ 670,117</u>
Net Income (Loss)	<u>\$ 247,347</u>	<u>\$ 249,481</u>	<u>\$ (2,134)</u>		<u>\$ 448,506</u>	<u>\$ 199,025</u>

Lansing Housing Commission  
 Budget vs. Actual  
 LaRoy Froh  
 For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 200,837	\$ 205,710	\$ (4,873)		\$ 411,420	\$ 205,710
Tenant Revenue - Other	13,845	11,403	2,442		22,807	11,404
Total Tenant Revenue	<u>\$ 214,682</u>	<u>\$ 217,113</u>	<u>\$ (2,431)</u>		<u>\$ 434,227</u>	<u>\$ 217,114</u>
HUD PHA Operating Grants	520,752	574,200	(53,448)		1,148,400	574,200
CFP Operational Income	136,109	-	136,109		-	-
Fraud Recovery and Other	3,868	4,170	(302)		8,340	4,170
Total Operating Revenue	<u>\$ 875,411</u>	<u>\$ 795,483</u>	<u>\$ 79,928</u>		<u>\$ 1,590,967</u>	<u>\$ 795,484</u>
Administrative Salaries	\$ 36,497	\$ 44,376	\$ (7,878)		\$ 88,751	\$ 44,376
Auditing Fees	3,750	8,350	(4,600)		8,350	-
Management Fees	95,038	56,285	38,753		112,571	56,285
Bookkeeping Fees	9,143	9,090	53		18,180	9,090
Employee Benefits Contributions - Admin	32,619	13,744	18,875		27,488	13,744
Office Expenses	21,234	22,328	(1,094)		43,308	20,980
Legal	7,759	9,498	(1,739)		18,996	9,498
Travel	428	635	(207)		1,270	635
Other	4,295	5,331	(1,036)		10,662	5,331
Tenant Services - Other	1,500	3,600	(2,100)		7,200	3,600
Water	30,845	32,063	(1,219)		64,127	32,063
Electricity	22,313	18,972	3,340		37,945	18,972
Gas	10,777	28,814	(18,037)		52,824	24,010
Other Utilities Expense	868	180	688		11,076	10,896
Ordinary Maintenance and Operations - Labor	50,130	88,717	(38,587)		177,435	88,717
Ordinary Maintenance and Operations - Material	87,513	81,616	5,897		163,232	81,616
Ordinary Maintenance and Operations - Contrac	125,519	109,298	16,221		226,754	117,456
Employee Benefits Contributions - Ordinary	115,949	46,527	69,423		93,053	46,527
Protective Services - Other Contract Costs	2,002	1,800	202		3,600	1,800
Property Insurance	20,743	19,387	1,356		38,773	19,387
Liability Insurance	6,727	6,550	177		13,299	6,650
Workers Compensation	1,866	2,442	(576)		4,884	2,442
All Other Insurance	1,273	1,137	136		2,274	1,137
Other General Expenses	39,809	17,316	22,493		34,416	17,100
Compensated Absences	-	-	-		-	-
Payment in Lieu of Taxes	13,690	11,940	1,750		23,318	11,378
Bad debt - Tenant Rents	9,493	6,300	3,193		12,600	6,300
Interest Expense	9,904	9,904	0		19,522	9,618
Total Operating Expenses	<u>\$ 761,684</u>	<u>\$ 656,300</u>	<u>\$ 105,384</u>		<u>\$ 1,315,908</u>	<u>\$ 659,608</u>
Net Income (Loss)	<u>\$ 113,727</u>	<u>\$ 139,183</u>	<u>\$ (25,457)</u>		<u>\$ 275,059</u>	<u>\$ 135,876</u>

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 186,647	\$ 211,800	\$ (25,153)		\$ 423,600	\$ 211,800
Tenant Revenue - Other	12,473	23,125	(10,652)		44,750	21,625
Total Tenant Revenue	<u>\$ 199,120</u>	<u>\$ 234,925</u>	<u>\$ (35,805)</u>		<u>\$ 468,350</u>	<u>\$ 233,425</u>
HUD PHA Operating Grants	368,281	406,080	(37,799)		812,160	406,080
CFP Operational Income	117,834	-	117,834		-	-
Fraud Recovery and Other	4,536	7,151	(2,615)		14,567	7,416
Total Operating Revenue	<u>\$ 689,771</u>	<u>\$ 648,156</u>	<u>\$ 41,615</u>		<u>\$ 1,295,077</u>	<u>\$ 846,921</u>
Administrative Salaries	\$ 59,465	\$ 43,728	\$ 15,737		\$ 87,455	\$ 43,728
Auditing Fees	3,750	8,000	(4,250)		8,000	-
Management Fees	86,222	52,384	33,838		104,769	52,384
Bookkeeping Fees	8,176	8,460	(284)		16,920	8,460
Employee Benefits Contributions - Admin	36,807	17,276	19,531		34,552	17,276
Office Expenses	26,492	19,629	6,863		35,449	15,820
Legal	14,131	16,275	(2,144)		33,025	16,750
Travel	692	80	612		160	80
Other	4,095	-	4,095		325	325
Tenant Services - Other	5,757	3,310	2,447		8,010	4,700
Water	54,646	41,500	13,146		89,500	48,000
Electricity	42,745	45,000	(2,255)		99,200	54,200
Gas	14,267	21,500	(7,233)		51,000	29,500
Other Utilities Expense	101	930	(829)		4,580	3,650
Ordinary Maintenance and Operations - Labor	83,276	87,440	(4,164)		174,880	87,440
Ordinary Maintenance and Operations - Material	40,562	47,510	(6,948)		100,810	53,300
Ordinary Maintenance and Operations - Contrac	95,765	69,450	26,315		128,180	58,730
Employee Benefits Contributions - Ordinary	103,796	38,471	65,325		76,942	38,471
Protective Services - Other Contract Costs	700	6,980	(6,280)		7,780	800
Property Insurance	9,006	9,425	(418)		18,849	9,425
Liability Insurance	7,077	7,014	63		14,029	7,014
Workers Compensation	3,424	2,442	982		4,884	2,442
All Other Insurance	721	1,137	(416)		2,274	1,137
Other General Expenses	28,844	6,930	21,914		13,860	6,930
Compensated Absences		-			-	-
Payment in Lieu of Taxes	7,499	9,773	(2,274)		17,035	7,263
Bad debt - Tenant Rents	16,748	15,000	1,748		30,000	15,000
Interest Expense	2,262	2,261	1		4,457	2,196
Total Operating Expenses	<u>\$ 757,027</u>	<u>\$ 581,905</u>	<u>\$ 175,122</u>		<u>\$ 1,166,925</u>	<u>\$ 585,021</u>
Net Income (Loss)	<u>\$ (67,256)</u>	<u>\$ 66,251</u>	<u>\$ (133,507)</u>		<u>\$ 128,152</u>	<u>\$ 61,900</u>

Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 805,175	\$ 854,532	\$ (49,357)		\$ 1,707,984	\$ 853,452
Tenant Revenue - Other	49,579	58,097	(8,518)		112,749	54,652
Total Tenant Revenue	<u>\$ 854,753</u>	<u>\$ 912,629</u>	<u>\$ (57,876)</u>		<u>\$ 1,820,733</u>	<u>\$ 908,104</u>
HUD PHA Operating Grants	1,895,875	2,090,454	(194,579)		4,180,908	2,090,454
CFF Operational Income	506,963	-	506,963		-	-
Fraud Recovery and Other	14,184	21,945	(7,761)		43,754	21,810
Total Operating Revenue	<u>\$ 3,271,755</u>	<u>\$ 3,025,028</u>	<u>\$ 246,727</u>		<u>\$ 6,045,395</u>	<u>\$ 3,020,368</u>
Administrative Salaries	\$ 162,044	\$ 180,111	\$ (18,067)		\$ 360,222	\$ 180,111
Auditing Fees	15,000	33,096	(18,096)		33,096	-
Management Fees	372,001	220,404	151,597		440,808	220,404
Bookkeeping Fees	35,808	35,595	213		71,190	35,595
Employee Benefits Contributions - Administrative	122,376	58,792	63,584		117,583	58,792
Office Expenses	93,518	76,443	17,075		146,672	70,229
Legal Expense	39,015	50,605	(11,590)		103,303	52,688
Travel	1,270	1,189	81		2,378	1,189
Other	15,819	14,871	948		25,567	10,696
Tenant Services - Other	12,786	16,310	(3,524)		28,810	12,500
Water	181,316	169,969	11,347		341,373	171,403
Electricity	110,570	106,680	3,890		215,391	108,710
Gas	48,306	81,530	(33,224)		198,820	117,290
Other Utilities Expense	998	6,446	(5,448)		32,200	25,754
Ordinary Maintenance and Operations - Labor	226,390	320,565	(94,175)		641,129	320,565
Ordinary Maintenance and Operations - Material	225,348	229,526	(4,178)		470,822	241,296
Ordinary Maintenance and Operations - Contract	434,096	383,202	50,894		781,930	398,728
Employee Benefits Contributions - Ordinary	382,427	146,625	235,802		293,250	146,625
Protective Services - Other Contract Costs	5,309	11,792	(6,483)		17,404	5,612
Property Insurance	61,123	58,704	2,420		117,408	58,704
Liability Insurance	25,603	25,369	234		50,738	25,369
Workers Compensation	11,008	9,774	1,234		19,548	9,774
All Other Insurance	4,017	4,548	(531)		9,097	4,548
Other General Expenses	133,568	103,848	29,720		207,480	103,632
Compensated Absences	-	-	-		-	-
Payments in Lieu of Taxes	46,482	46,541	(59)		87,419	40,878
Bad debt - Tenant Rents	39,833	28,993	10,840		57,109	28,116
Interest Expense	38,994	38,993	1		76,858	37,865
Total Operating Expenses	<u>\$ 2,845,027</u>	<u>\$ 2,460,522</u>	<u>\$ 384,505</u>		<u>\$ 4,947,606</u>	<u>\$ 2,487,084</u>
Net Income (Loss)	<u>\$ 426,728</u>	<u>\$ 564,506</u>	<u>\$ (137,778)</u>		<u>\$ 1,097,790</u>	<u>\$ 533,284</u>

Lansing Housing Commission  
Budget vs. Actual  
COCC

For the Period Ending December 31, 2016

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
Management Fees Income	\$ 462,606	\$ 448,347	\$ 14,259		\$ 759,426	\$ 311,079
Bookkeeping Fees Income	35,807	35,598	209		71,190	35,592
Fraud Recovery and Other	38,669	58,482	(19,813)		101,970	43,488
Total Operating Revenue	<u>\$ 537,082</u>	<u>\$ 542,427</u>	<u>\$ (5,345)</u>		<u>\$ 932,586</u>	<u>\$ 390,159</u>
Administrative Salaries	\$ 139,387	\$ 170,860	\$ (31,472)		\$ 351,905	\$ 181,046
Auditing Fees	3,750	8,000	(4,250)		8,000	-
Employee Benefits Contributions - Admin	132,911	36,915	95,996		74,100	37,185
Office Expenses	9,006	18,773	(9,767)		35,335	16,562
Legal	1,539	2,000	(461)		3,000	1,000
Travel	1,093	12,650	(11,557)		16,500	3,850
Other	19,561	18,650	911		32,050	13,400
Tenant Services - Other	-	-	-		-	-
Water	329	714	(385)		1,428	714
Electricity	3,978	4,220	(242)		8,425	4,205
Gas	320	830	(510)		1,690	860
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	34	1,200	(1,167)		2,400	1,200
Ordinary Maintenance and Operations - Contract	5,817	6,414	(597)		13,088	6,674
Protective Services - Other Contract Costs	1,537	725	812		925	200
Property Insurance	851	2,070	(1,219)		4,141	2,070
Liability Insurance	226	698	(473)		1,397	698
Workers Compensation	770	1,992	(1,222)		3,984	1,992
All Other Insurance	1,518	4,790	(3,272)		9,579	4,790
Other General Expenses	29,236	25,717	3,519		62,314	36,597
Compensated Absences	-	-	-		-	-
Interest Expense	5,962	6,156	(194)		12,024	5,868
Total Operating Expenses	<u>\$ 357,826</u>	<u>\$ 323,374</u>	<u>\$ 34,452</u>		<u>\$ 642,285</u>	<u>\$ 318,911</u>
Net Income (Loss)	<u>\$ 179,256</u>	<u>\$ 219,053</u>	<u>\$ (39,797)</u>		<u>\$ 290,301</u>	<u>\$ 71,248</u>

**Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending December 31, 2016**

	YTD Amount	YTD Budget	YTD Variance	Begin January 2017 Prior YTD Actual (N/A)	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,057,368	\$ 5,171,340	\$ 886,028		\$ 10,273,680	\$ 5,102,340
Other Revenue	286	-	286		-	-
Fraud Recovery and Other	1,667	3,000	(1,333)		6,000	3,000
<b>Total Operating Revenue</b>	<b>\$ 6,059,321</b>	<b>\$ 5,174,340</b>	<b>\$ 884,981</b>		<b>\$ 10,279,680</b>	<b>\$ 5,105,340</b>
Administrative Salaries	\$ 77,541	\$ 161,917	\$ (84,376)		\$ 323,834	\$ 161,917
Auditing Fees	18,750	40,000	(21,250)		40,000	-
Management Fees	90,604	90,676	(72)		181,351	90,676
Bookkeeping Fees	-	-	-		-	-
Employee Benefits Contributions - Admin	124,935	56,005	68,930		112,010	56,005
Office Expenses	79,763	64,424	15,339		125,224	60,800
Legal Expense	-	-	-		-	-
Travel	920	210	710		250	40
Other	5,091	14,928	(9,837)		28,408	13,480
Tenant Services - Other	-	-	-		-	-
Water	209	240	(31)		480	240
Electricity	893	780	113		1,560	780
Gas	56	490	(434)		940	450
Other Utilities Expense	-	-	-		-	-
Ordinary Maintenance and Operations - Material	-	1,552	(1,552)		3,048	-
Ordinary Maintenance and Operations - Contrac	17,540	2,076	15,464		4,152	-
Protective services - Other Contract Costs	261	250	11		500	250
Property Insurance	-	-	-		-	-
Liability Insurance	8,041	7,880	162		15,759	7,880
Workers Compensation	4,330	2,424	1,906		4,848	2,424
Other General Expenses	14,679	13,140	1,539		25,380	12,240
Compensated Absences	-	-	-		-	-
Housing Assistance Payments	4,560,575	4,648,962	(88,387)		9,297,924	4,648,962
Bad Debt - Tenant Rents	-	-	-		-	-
Interest Expense	-	-	-		-	-
<b>Total Operating Expenses</b>	<b>\$ 5,004,188</b>	<b>\$ 5,105,953</b>	<b>\$ (101,765)</b>		<b>\$ 10,165,668</b>	<b>\$ 5,059,715</b>
<b>Net Income (Loss)</b>	<b>\$ 1,055,132</b>	<b>\$ 68,387</b>	<b>\$ 986,745</b>		<b>\$ 114,012</b>	<b>\$ 45,625</b>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for December 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111101 General Fund Checking	-	-
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	215,250.58	967,079.38
1010-0000-112200 Accounts Receivable	3,168.65	13,536.24
1010-0000-112201 Allowance for Doubtful Accounts	(16.67)	(4,620.17)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	(263,849.59)	(284,885.73)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(3,714.95)	34,057.13
1010-0000-140000 Land	-	245,012.00
1010-3000-144000 Construction in Progress	-	912,553.82
1010-0000-146000 Dwelling Structures	-	10,175,717.75
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	399,731.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(6,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	111,543.00
<b>TOTAL ASSETS</b>	<b>(49,161.98)</b>	<b>4,537,698.18</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	277,912.00
1010-0000-200300 Pension Liability	-	442,922.00
1010-0000-211100 Accounts Payable	(12,461.36)	156.98
1010-0000-211400 Tenant Security Deposits	2,175.00	29,623.30
1010-0000-211999 Tenant Refunds	(486.00)	5,626.98
1010-0000-212000 Accrued Payroll	-	(661.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	3,687.00	18,370.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Def'd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	-	458,711.08
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
<b>TOTAL LIABILITIES</b>	<b>(7,085.36)</b>	<b>1,287,921.90</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	(42,076.62)	(1,073,387.55)
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	-	1,465,929.26
<b>TOTAL EQUITY</b>	<b>(42,076.62)</b>	<b>3,249,776.28</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(49,161.98)</b>	<b>4,537,698.18</b>

**Lansing Housing Commission  
1020 Hildebrandt Park  
Balance Sheet for December 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111101 General Fund Checking	-	-
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(122,423.69)	264,881.66
1020-0000-112200 Accounts Receivable	6,040.37	14,464.06
1020-0000-112201 Allowance for Doubtful Accounts	(233.34)	(420.40)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	99,159.50	89,023.06
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,225.95)	29,890.14
1020-0000-140000 Land	-	389,091.00
1020-3000-144000 Construction in Progress	237,238.42	1,293,787.89
1020-0000-146000 Dwelling Structures	-	13,258,687.96
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,438.65
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,849,545.45)
1020-1020-148100 Accumulated Depreciation-Build	-	(75,427.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(28,567.00)
1020-0000-150300 Deferred Outflow - MERS	-	93,411.00
<b>TOTAL ASSETS</b>	<b>216,555.31</b>	<b>5,619,794.15</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	145,475.00
1020-0000-200300 Pension Liability	-	370,918.00
1020-0000-211100 Accounts Payable	(16,121.15)	(180.00)
1020-0000-211400 Tenant Security Deposits	603.00	31,457.19
1020-0000-211999 Tenant Refunds	-	6,629.37
1020-0000-212000 Accrued Payroll	-	(444.92)
1020-0000-213400 Utility Accrual	-	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	2,452.00	22,637.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	-	758,456.02
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
<b>TOTAL LIABILITIES</b>	<b>(13,066.15)</b>	<b>1,386,706.58</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	229,621.46	(338,078.04)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	935,977.11
<b>TOTAL EQUITY</b>	<b>229,621.46</b>	<b>4,233,087.57</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>216,555.31</b>	<b>5,619,794.15</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for December 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(146,230.98)	1,004,032.36
1080-0000-112200 Accounts Receivable	1,924.81	9,351.45
1080-0000-112201 Allowance for Doubtful Accounts	(100.00)	(2,289.69)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	77,876.39	84,261.43
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,590.95)	40,778.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	34,056.13
1080-3000-144000 Construction in Progress	-	714,326.75
1080-0000-146000 Dwelling Structures	-	12,266,051.84
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	98,932.65
1080-0000-148100 Accumulated Depreciation-Build	-	(9,656,100.52)
1080-1080-148100 Accumulated Depreciation-Build	-	(61,351.00)
1080-0000-150300 Deferred Outflow - MERS	-	120,772.00
<b>TOTAL ASSETS</b>	<b>(71,120.73)</b>	<b>5,828,649.48</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	234,250.00
1080-0000-200300 Pension Liability	-	479,564.00
1080-0000-211100 Accounts Payable	(18,540.09)	709.11
1080-0000-211400 Tenant Security Deposits	297.00	36,440.00
1080-0000-211999 Tenant Refunds	(962.00)	2,576.50
1080-0000-212000 Accrued Payroll	-	(581.19)
1080-0000-213400 Utility Accrual	-	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	4,452.00	22,764.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	-	440,743.45
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
<b>TOTAL LIABILITIES</b>	<b>(14,753.09)</b>	<b>1,252,607.65</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	(56,367.64)	(506,827.12)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
<b>TOTAL EQUITY</b>	<b>(56,367.64)</b>	<b>4,576,041.83</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(71,120.73)</b>	<b>5,828,649.48</b>

**Lansing Housing Commission**  
**1090 South Washington Park**  
**Balance Sheet for December 2016**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(132,358.25)	635,298.36
1090-0000-112200 Accounts Receivable	1,901.79	11,052.59
1090-0000-112201 Allowance for Doubtful Accounts	-	(585.15)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	32,562.40	53,237.35
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,394.95)	23,085.48
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	17,730.43
1090-0000-146000 Dwelling Structures	-	10,541,044.56
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	241,669.71
1090-0000-148100 Accumulated Depreciation-Build	-	(8,238,999.65)
1090-1090-148100 Accumulated Depreciation-Build	-	(13,992.00)
1090-0000-150300 Deferred Outflow - MERS	-	111,315.00
<b>TOTAL ASSETS</b>	<b>(100,289.01)</b>	<b>3,878,904.35</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	144,718.00
1090-0000-200300 Pension Liability	-	442,016.00
1090-0000-211100 Accounts Payable	(13,791.09)	1,060.12
1090-0000-211400 Tenant Security Deposits	(139.00)	25,935.00
1090-0000-211999 Tenant Refunds	176.00	7,378.02
1090-0000-212000 Accrued Payroll	-	(501.05)
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	1,514.00	2,697.77
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260500 Note Payable Non Curr - PNC	-	105,940.79
1090-0000-260601 Note Payable - Curr - PNC	-	6,613.88
<b>TOTAL LIABILITIES</b>	<b>(12,240.09)</b>	<b>746,103.82</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	(88,048.92)	(405,226.39)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
<b>TOTAL EQUITY</b>	<b>(88,048.92)</b>	<b>3,132,800.53</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(100,289.01)</b>	<b>3,878,904.35</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for December 2016**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(1,627.75)	15,899.80
5005-0000-111111 Chase Checking	(61,461.20)	608,353.22
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	263,849.59	284,885.73
5005-1020-115700 Intercompany	(99,159.50)	(89,023.06)
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	(77,876.39)	(84,261.43)
5005-1090-115700 Intercompany	(32,562.40)	(53,237.35)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(136,287.94)	(135,237.50)
5005-8002-115700 Intercompany	115,045.49	145,252.50
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	-	-
5005-8010-115700 Intercompany	(76,599.14)	9,495.83
5005-8020-115700 Intercompany	-	2,604.20
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	(2,604.20)	46,171.67
5005-0000-121100 Prepaid Insurance	163.30	19,202.94
5005-0000-140000 Land	-	190,000.00
	19,100.00	19,100.00
5005-0000-146000 Dwelling Structures	-	720,763.72
5005-0000-146500 Dwelling Equipment - Ranges &	-	388,030.26
5005-0000-148100 Accumulated Depreciation-Build	-	(773,927.83)
5005-0000-150102 Investment in OG	1,912.00	207,419.00
5005-0000-150300 Deferred Outflow - MERS	-	78,095.00
<b>TOTAL ASSETS</b>	<b>(88,108.14)</b>	<b>2,533,304.06</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	137,130.00
5005-0000-200300 Pension Liability	-	310,102.00
5005-0000-211100 Accounts Payable	(11,809.96)	-
5005-0000-211704 Health Insurance W/H	503.69	1,811.92
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213600 Accrued Comp Absences - Curr	-	5,198.82
5005-0000-214000 Accrued Comp Absences - non curr	-	29,459.97
5005-0000-260700 Note Payable Non Curr - Davenport	-	451,841.16
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b>(11,106.27)</b>	<b>981,726.02</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	(77,001.87)	1,200,644.75
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>(77,001.87)</b>	<b>1,551,578.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(88,108.14)</b>	<b>2,533,304.06</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for December 2016**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(156,726.37)	365,844.98
8002-0000-111111 Chase Checking	874,794.53	2,114,935.64
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	136,287.94	135,237.50
8002-5005-115700 Intercompany	(115,045.49)	(145,252.50)
8004-5005-115700 Intercompany	-	(293,299.67)
8001-0000-121100 Prepaid Insurance	(1,373.00)	10,986.26
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(26,891.06)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	114,985.00
<b>TOTAL ASSETS</b>	<b>737,937.61</b>	<b>2,304,142.15</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	392,278.00
8001-0000-200300 Pension Liability	-	456,586.00
8001-0000-211100 Accounts Payable	(24,854.98)	-
8002-0000-211100 Accounts Payable	-	500,860.24
8002-8002-211100 Accounts Payable	-	(500,860.24)
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.87
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.90
<b>TOTAL LIABILITIES</b>	<b>(24,854.98)</b>	<b>658,710.47</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(322,247.00)
8001-0000-282000 Income and Expense Clearing	3,043.55	94,464.13
8001-0003-282000 Income and Expense Clearing	-	(1,036.20)
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	759,749.04	26,456,996.67
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<b>762,792.59</b>	<b>1,445,431.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>737,937.61</b>	<b>2,304,142.15</b>

Lansing Housing Commission  
Summary Results for December 2016

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>(5,275)</b>	<b>(2,202)</b>	<b>507</b>	<b>(7,486)</b>	<b>(14,456)</b>	786	829,643
Tenant Revenue Variance	(2,863)	(1,656)	2,055	(5,201)	(7,665)		
HUD Revenue Variance	(2,717)	(3,592)	(3,264)	(2,308)	(11,881)		
Jan Subsidy/Admin Fees							823,188 Rec'd Dec
<b>Other</b>	<b>305</b>	<b>3,046</b>	<b>1,716</b>	<b>23</b>	<b>5,090</b>	<b>786</b>	<b>6,455</b>
Budgeted Revenue	119,346	144,696	133,480	107,191	504,713	64,563	850,890
% Variance	-4%	-2%	0%	-7%	-3%	1%	98%
<b>EXPENSES:</b>							
<b>Total Expense Variance Unfav (Fav)</b>	<b>51,044</b>	<b>49,588</b>	<b>71,890</b>	<b>83,752</b>	<b>256,274</b>	<b>70,258</b>	<b>81,432</b>
<u>Contributing Factors:</u>							
MERS Contribution Special	74,000	74,000	107,000	77,000	332,000	102,000	91,000
Adjusted Expense Variance	(22,956)	(24,412)	(35,110)	6,752	(75,726)	(31,742)	(9,568)
Utilities over BGT				23,325	23,325		
Salary Expenses	(8,793)	(8,570)	(8,570)	1,982	(23,951)	(14,996)	(2,906)
Audit Fees	(8,000)	(8,000)	(8,000)	(8,000)	(32,000)	(8,000)	
Maintenance Costs		(3,610)	(15,190)	(9,262)	(28,062)	(3,722)	
Travel					-		
Other	(6,163)	(4,232)	(3,350)	(1,293)	(15,038)	(5,024)	(6,662)



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January 25, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**December 2016 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

There are 21 participants. The FSS Coordinator is working on completing our annual report which is due January 31, 2017. The FSS Coordinator is also reaching out to local colleges and universities seeking an intern to assist in the program.

### **HCV Orientations:**

LHC had zero (0) orientations during the month of December and issued 0 vouchers. There are approximately 150 names remaining on the current HCV waiting list.

### **Waiting List:**

Zero (0) applications were pulled from the waiting list for the month of December. HCV staff is in the final stages of processing the 200 applications which were pulled in the month of July. There are approximately 50 families out searching for approved housing with the final set of vouchers expiring mid-February 2017.

### **Department Initiatives:**

There are 160 active participants in the HUD VASH Program. Ten Veterans are currently searching for housing and 145 Veterans are housed. Two (2) referrals were received during this reporting period, which required one (1) VASH orientation for the month of December.

### **Voucher Utilization**

November Voucher Program Total Units	1700
November Traditional HCV Utilization	1583
November % Utilized Units	93%





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December Voucher Program Total Units	1700
December Traditional HCV Utilization	1555
December % Utilized Units	91%

### Voucher Disbursement

HUD November HAP Disbursement	\$749,698
LHC November HAP/UAP Disbursement	\$754,911
% Voucher Funding Utilization	101%

HUD December HAP Disbursement	\$779,711.00
LHC December HAP/UAP Disbursement	\$742,486.35
% Voucher Funding Utilization	95%

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased approximately 100 units. The funding to pay for the increased utilization will come from HUD held reserves.

### SEMAP Indicators

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

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

#### Waiting List

PIC Scoring	Internal Scoring
N/A	15

#### Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of October, a quality control was conducted on nineteen (19) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

#### Rent Reasonableness

PIC Scoring	Internal Scoring
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N/A	20
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### 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 is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2017.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 1/1/16. 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 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far this fiscal year. This indicator is not scored by PIC, but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24 hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC, but is determined from an internal review. LHC's





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review indicates there were (35) 24-hour deficiencies and (36) 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 standards schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC, but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

The 2016 FMR's were approved by the Board to take effect 10/01/2016.

#### Payment Standards

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

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

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation





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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 101%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency



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As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 21 slots/households or (55%) 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 eight (8) of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 35% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of Eight (8) points.

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

\*Please note all PIC data is of 12/31/2016





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January 25, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**December 2016 Asset Management Monthly Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of December. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 801 (with units in MOD) or 96% occupancy rate. LHC continues to strive to increase and maintain a 97% occupancy level which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of December. There were four (4) households moved in, zero (0) residents moved out, and two (2) unit transfers. The UML was 198 which equals 98%.

**Hildebrandt Park occupancy** was 99% at the end of December (with units in MOD). There were four (4) households moved in, zero (0) residents moved out, and one (1) unit transfer. There was one (1) unit in MOD status. The UML was 214 (with units in MOD) which equals 98%.

**LaRoy Froh occupancy** was 96% at the end of December (with units in MOD). There were three (3) households moved in, two (2) residents moved out, and one (1) unit transfer. There were three (3) units in MOD status. The UML was 204 (with units in MOD) which equals 96%.





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**South Washington Park occupancy** was 95% at the end of December (with one unit in MOD status). There were three (3) households moved in, two (2) residents moved out, and zero (0) unit transfers. There was one (1) unit in MOD status. The UML was 185 (with unit in MOD) which equals 94%.

#### **OCCUPANCY:**

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	198	98%	4	0	2	0
Hildebrandt	220	214	97%	4	0	1	1
LaRoy Froh	213	204	96%	7	5	2	1
S. Washington	198	185	93%	3	2	0	1
<b>Totals</b>	<b>833</b>	<b>802</b>	<b>96%</b>	<b>18</b>	<b>7</b>	<b>5</b>	<b>3</b>

#### **Rent Collection:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 32,748.00	\$ 37,300.55	\$ (4,552.55)	114%
Hildebrandt	\$ 33,609.00	\$ 35,543.34	\$ (1,934.34)	106%
LaRoy Froh	\$ 38,429.00	\$ 41,075.11	\$ (2,646.11)	107%
S. Washington	\$ 30,028.00	\$ 29,993.71	\$ 34.29	100%
<b>Totals</b>	<b>\$134,814.00</b>	<b>\$ 143,912.71</b>	<b>\$ (9,098.71)</b>	<b>107%</b>





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### **Move Out Analysis:**

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)			2	1
Lease Violation (No Court action)				
Evicted – Nonpayment Judgment			1	
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity				
Rent too high				
Transfer	2	1	2	1
<b>Totals</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>

### **Mt. Vernon Vacant Unit Status:**

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
3344 Waverly	Make Ready	1-31-17	No	Vacant Date: 11/2
3208 Waverly	Make Ready	1-23-17	No	Vacant date 11/28
3884 Waverly	Make Ready	1-23-17	Yes	Vacant Date: 12-2
3348 Waverly	Make Ready	1-30-17	Yes	Vacant Date:12-9

### **Hildebrandt Park Vacant Unit Status:**

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
422 Hylewood	MOD STATUS	3-6-17	No	Mold Remodel Unit vacant 8-30-2016
1216 Weiland	Lease Ready	12-19-2016	UT	Vacant 11-10-2016
1218 High	Make Ready	1-17-17	Yes	Vacant 12-27-16

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting January 25, 2017

Monthly Asset Management Report December 2016



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### LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
42600	MOD Unit 5 Bedroom			Vacant Date: 7-29-16 Under contract and started
72362	Make Ready			Vacant date 10/9/17: excessive damage to unit due to length of stay from prior resident
3622	Make ready	1/27/17	N	Vacant Date: 10-26
72432	Make ready	1/31/17	N	Vacant Date: 11-30-16
72514	Lease Ready	1/19/17	N	Vacant Date: 12-1-16 UT did not show from SWP.
155327	Make ready	1/31/17	Y	Vacant Date: 12-1-16
72502	Make ready	1/27/17	N	Vacant Date: 12-19-16
155852	Make Ready	2/1/17	N	Vacant Date: 12-19-16

### South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10521	-	-	-	MOD demo dispo request
2609 Dier	MOD	2-1-17	N	MOD due to termite retreat and new damage areas. Vacant Date: 6-19-16
10226	Make Ready	1-4-17	N	Vacant Date: 11-3-16

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



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Lansing Housing Commission Board Meeting January 25, 2017

Monthly Asset Management Report December 2016

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10229	Make Ready	1-4-17	N	Vacant Date: 11-3-16
10419	Make Ready	1-20-17	N	Vacant Date: 11-3-16
10115	Make Ready	1-5-17	N	Vacant Date: 11-22-16
10109	Make Ready	1-20-17	N	Vacant Date: 11-22-16
10400	Make Ready	1-20-17	N	Vacant Date: 11-23-16
10129	Make Ready	1-20-17	N	Vacant Date: 11-28-16
10114	Make Ready	1-27-17	N	Vacant date: 12-9-16





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**LHC Board  
Sign-In Sheet  
Date of Meeting: January 25, 2017**

Name	Organization	Phone #	E-mail
Kim Shirley	LHC	487-0242	Kims@lanshc.org
Andrea Bailey	LHC	202-9266	andreab@lanshc.org
Lisa Pysins	LHC	487-9847	lisaf@lanshc.org
Janell McLeod	LHC	393-4290	Janellm@lanshc.org
Marcus Hardy	LHC	517-862-0855	Marcush@lanshc.org
Edward Foxess	LHC	517-853-3068	Edwardf@lanshc.org
Patricia Barnes-Lace	LHC	517-370-7446	patbl@lanshc.org



meeting 1/18/17

Name

Lisa Persing

Kim Shirey

Karen Chase

Souya Morrison

Edward Forrest

Patricia A. Baines-Lake

Phone

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