



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

Agenda  
Lansing Housing Commission  
July 26, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of May 24, 2017

Action Items:

Resolution 1274 – Family and Medical Leave Policy	Edward Forrest
Resolution 1275 – Gifts and Gratuities Policy	Edward Forrest

Informational Items.

- |  |                   |
|--|-------------------|
| a. Finance Report May 2017   | Dickey May        |
| b. Finance Report June 2017  | Dickey May        |
| c. Housing Choice Voucher Report<br>May 2017<br>June 2017  | Kim Shirey        |
| d. Asset Management Report<br>May 2017<br>June 2017  | Lisa Parsons      |
| <ul style="list-style-type: none"><li>• Mt. Vernon &amp; Scattered Sites AMP 102 Hildebrandt, Forrest, Hoyt<br/>AMP 103 &amp; Scattered Sites</li><li>• LaRoy Froh &amp; Scattered Sites      AMP 111</li><li>• South Washington &amp; Scattered Sites AMP 112</li></ul> |                   |
| e. Sustainability Agreement Update   | Martell Armstrong |

3. Executive Director's Comments

4. President's Comments.





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5. Public Comment – limit 3 minutes per person.
6. Other Business.
7. Adjournment.





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### Minutes of the May 24, 2017

Commissioner Baltimore called the meeting to order promptly at 5:35 p.m. Mr. Armstrong, called the roll.

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

**STAFF:**

Kim Shirey  
Andrea Bailey  
Lisa Parsons  
Victoria LaDuke

Kimberly Gillespie  
Edward Forrest  
Marvin Ellis  
Marshall Brice

Michael Morel

**Guests:**

Daniel Black

Commissioner Robinson moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve the minutes of the April 26, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Robinson 2<sup>nd</sup> a motion to approve Resolution 1271- Approval of Code of Conduct Policy. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve Resolution 1272- Approval of Lansing Housing Commission's 2018 Operating Budget. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Deschaine 2<sup>nd</sup> a motion to approve Resolution 1273- Approval of Lansing Housing Commission's 2018 Operating Budget. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Mr. Armstrong explained that a full update and explanation of the May 2017 finance report was provided during the finance committee by Mr. May. No questions were submitted by the Board.





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Housing Choice Voucher Report: HCV spent the day at the stand down in conjunction with the VOA and the City of Lansing at the riverfront park where they provided information to veterans and homeless individuals. Over 300 people registered for event. Waitlist information for HCV and public housing programs were distributed at the stand down. Staff assisted the City of Lansing in disseminating items. Many vets currently housed in VASH were present. 100 people were pulled from the waitlist. 14 people from LRPH were offered vouchers. Kim explained the process of HCV waitlist for Dr. Pena.

Asset Management Report: Lisa Parsons announced that Kimberly Gillespie had been promoted to Asset Manager. Marshall Brice started Monday, May 22, 2017 at Mt. Vernon. Edward introduced Michael Morel computer center coordinator. Coaching positions are being filled. Mr. Brice and Mr. Morel updated the board about their respective backgrounds. LRPH has an aggregate 98% occupancy. Lisa explained how LRPH tenants on HCV waitlist affects the department as well as processes involved. Name tags for SWP residents are being processed.

- B. Sustainability Agreement Update: Mr. Armstrong reported that the commission continues to abide by the monthly, quarterly, and biannual provisions enumerated in the sustainability agreement.

Executive Director's Comments: Mr. Armstrong thanked the staff of So. Washington for contributing to the success of the HUD sponsored financial management training hosted at the site. He also thanked the staff for assisting in the various hot dog diplomacy events. The events were held at Hildebrandt, LaRoy Froh, Mt. Vernon, So. Washington, and Forest Ave as a means of recruiting resident children for summer programming provided by ITEC while also allowing the residents the opportunity to meet the Executive Director. Mr. Armstrong updated the LHC board on a labor standards review and provided an update regarding the stairs at South Washington Park. Updates regarding the pursuit of legal matters related to Emerge accounting and/or Chase Bank were also provided. Updates regarding the OIG, DEC, and DFO audits were given. Mr. Armstrong attended a North Central Regional Chapter NAHRO conference, financial management training, and facilitated a meeting to transfer the permanent supporting housing plus program to the VOA. He announced that he will meet with Mercantile Bank to discuss common interest in the upcoming weeks. Finally, Mr. Armstrong acknowledged Dr. George Pena, new LHC board member.

President's Comments: Chairman Baltimore also recognized Dr. Pena. Dr. Pena introduced himself to the staff and provided an overview of his background. Chairman Baltimore thanked Comcast, ITEC, and LPD for their respective participation in hot dog





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diplomacy. Staff and commissioners introduced themselves to Mr. Pena. Chairman Baltimore invited everyone to watch the video link provided by Director Armstrong for the PBS Frontline episode of Poverty, Politics, and Profit which highlights the housing crisis in relation to housing tax credits.

Public Comment – No public comments

Other Business - There was on other business

Adjournment: The meeting was adjourned at 7:06 p.m.





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**June 28, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval Lansing Housing Commission's Family and Medical Leave (FML) Policy and Revision of the Personnel Policy- Resolution No. 1274**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No. 1095, which adopts the Lansing Housing Commission's ("LHC") FML Policy and revises the Personnel Policy.

**CONTACT PERSON:**

Martell V. Armstrong  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution creates a new FML Policy which conforms to existing federal laws governing "government employers" and it also updates LHC's Personnel Policy Manual to include this Policy and delete the "Leave of Absence" provision.

**BACKGROUND**

In order to provide FMLA rights to all legally married same-sex couples consistent with the *Windsor* decision and the President's directive, the Department subsequently issued a Final Rule on February 25, 2015, revising the regulatory definition of spouse under the FMLA. The Final Rule amends the regulatory definition of spouse under the FMLA so that eligible employees in legal same-sex marriages will be able to take FMLA leave to care for their spouse or family member, regardless of where they live. This will ensure that the FMLA will give spouses in same-sex marriages the same ability as all spouses to fully exercise their FMLA rights. The Final Rule is effective on March 27, 2015.

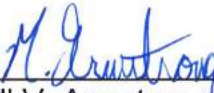
**FINANCIAL CONSIDERATION**

There are no financial considerations.



**POLICY CONSIDERATIONS:**

The Board is charged with the responsibility of approving Policies for the LHC. Adopting the FML Policy fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted,   
Martell V. Armstrong, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1274**

Adopted By the Lansing Housing Commission

June 28, 2017

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

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Family and Medical Leave (FML) Policy.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1274

Date Adopted: 6/28/2017





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**Lansing Housing Commission  
Policy No. 2010-01  
Family and Medical Leave Policy**

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**OVERVIEW**

This Policy is based on the requirements of the Family and Medical Leave Act of 1993 as amended ("FMLA"), including new Military Family Leave Amendments (MFLA). It is designed to comply with the FMLA in a manner that is beneficial to the Lansing Housing Commission ("LHC") and its employees. In addition to this FMLA Policy, a Standard Operating Procedure ("SOP") will be provided to staff. The SOP will provide staff with the forms and information needed to process FMLA leave requests.

**ELIGIBILITY**

An employee is eligible to request a FMLA leave if he/she has been an employee of the LHC for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees must provide thirty 30 calendar days' advance notice or if unforeseen, as soon as practicable, within two (2) days, of when an employee learns of the need for a leave, unless it is otherwise identified within this document. If less than a 30-day notice is given, an explanation of why no 30-day advance notice was provided will be required.

**KEY DEFINITIONS**

***Active Duty or Call to Active Duty Status -29CFR (825.126)***

For purposes of exigency leave, the term "active duty or a call to active duty status" means duty under a federal call or order to active duty (not a State call to active duty unless by order of the President of the United States) in support of a contingency operation pursuant to specific enumerated provisions of Section 688 of Title 10 of the United States Code. Such active duty or call/order to active duty is only made to members of the National Guard or Reserve components or a retired member of the Regular Armed Forces or Reserve. Therefore, an employee may not take exigency leave if the service member is a member of the Regular Armed Forces.

***Covered Servicemember - 29CFR (825.800)***

For purposes of Military Caregiver Leave (MCL), a covered servicemember is a *current* member of the Regular Armed Forces, National Guard, or Reserve, including those on the temporary disability retired list (TDRL), but not including former members or members on the permanent disability retired list. Generally, a former member of the military whose injury or illness manifests itself after the member's discharge

from military service (except for those on the TDRL) is not a covered servicemember. The servicemember must be receiving medical treatment or oversight by a Department of Defense or Veterans Affairs health care provider or by a Department of Defense TRICARE network or non-network authorized private health care provider.

#### **Health Care Provider - 29CFR (825.125)**

Physician assistants who are authorized to practice under state law qualify as health care providers and all medical para-professionals who fall within the definition of "health care provider" (nurse practitioners, nurse-midwives, clinical social workers, and physician assistants) must be performing within the scope of their practice as defined under state law.

#### **Leave**

Approved absence from work which may be paid or unpaid.

#### **Needed to Care For - 29CFR (825.124)**

"An employee may take leave to care for a family member if needed to provide physical and/or psychological care. The employee does not need to be the only individual or family member available to provide the care nor is the employee required to provide actual care (e.g., someone else is providing in-patient or home care) as long as the employee is providing at least psychological comfort and reassurance.

#### **Definition of Spouse – 29CFR (825.102 & 122)**

Pursuant U.S. Supreme Court; U.S. v. Windsor; the DOL issued a final ruling on into effect on March 27, 2015. The Final Rule amends the regulatory definition of spouse under FMLA so that eligible employees in legal same-sex marriages will be able to take FMLA leave to care for their spouse or family member, regardless of where they live. This will ensure that the FMLA will give spouses in same-sex marriages the same ability as all spouses to fully exercise their FMLA rights.

#### **Next of Kin - 29CFR (825.127)**

The term "next of kin", used with respect to an individual, means the nearest blood relative of that individual.

#### **Prenatal Care - 29CFR (825.120)**

The employee husband of a pregnant spouse is entitled to a FMLA leave to care for the pregnant spouse who has severe morning sickness or other prenatal complications (and may need physical care) and to accompany her to prenatal doctors' appointments (and may need to be driven or need psychological care). Such leave is not available to a non-spouse father of the child (e.g. boyfriend or Fiancé).

#### **Qualifying Exigency under Military Leave - 29CFR (825.126)**

A qualifying exigency is a non-medical activity that is directly related to the covered military member's active duty or call to active duty status. For an activity to qualify

as an exigency, it must fall within one of seven (7) categories of activities or be mutually agreed to by the employer and employee. The seven (7) categories of qualifying exigencies are (a) short-notice deployment (leave permitted up to seven (7) days if the military member receives seven (7) or less days' notice of a call to active duty), (b) military events and related activities, (c) certain temporary childcare arrangements and school activities (but not ongoing childcare), (d) financial and legal arrangements, (e) counseling by a non-medical counselor (such as a member of the clergy),

(f) rest and recuperation (leave permitted up to five (5) days when the military member is on temporary rest and recuperation Leave), (g) post-deployment military activities.

#### **Serious Health Condition - *Chronic Conditions 29CFR (825.115)***

A chronic condition is one that: (a) requires visits for treatment by a health care provider at least twice a year; (b) continues over an extended period of time (including recurring episodes of a condition); and (c) may cause episodic incapacity rather than a continuing period of incapacity.

#### **Serious Health Condition - *Continuing Treatment 29CFR (825.115)***

Whether such a condition causes an "incapacity" for FMLA Leave is: (a) measured by the duration of the incapacity itself (more than three (3) full consecutive days); (b) requires in-person treatment by a health care provider at least once within seven (7) days of the first day of incapacity; and (c) requires either (i) a regimen of continuing treatment initiated by the health care provider during the first treatment or (ii) a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity.

### **TYPES OF LEAVE**

There are five (5) basic types of FMLA's under this Policy: Employee Medical Leave, Family Medical Leave, New Child Leave, Military Exigency Leave, and Military Caregiver Leave.

- Employee Medical Leave is defined as time off due to a serious health condition of the employee, as certified by a health care provider.
- Family Medical Leave is defined as time off to care for a spouse, child or parent, with a serious health condition, as certified by a health care provider.
- New Child Leave is defined as time off following the birth of a child or placement of a child through adoption or foster care.
- Military Exigency Leave is defined as time off because of any qualifying exigency arising because the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Military Caregiver Leave is defined as time off to care for a spouse, child, parent or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the

temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty.

### **REASONS FOR 12-WEEK LEAVE**

Subject to the requirements described in this Policy, an eligible employee may request and will be granted up to 12 workweeks of unpaid FMLA leave during any 12-month period (i.e., a rolling 12-month period measured backward from the date requested leave will be used) for one or more of the following events:

- The birth of a child, which falls under Employee Medical Leave;
- The placement of a child for adoption or foster care (with the employee) and first year care of a child following birth or placement for adoption or foster care, which falls under

#### **New Child Leave;**

- The care of the employee's spouse, child or parent with a serious health condition, which falls under Family Medical Leave;
- The employee's own serious health condition, which renders him/her unable to perform the functions of the employee's position, which falls under Employee Medical Leave
- A qualifying exigency arising because the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, which falls under Military Exigency Leave. This leave only applies when a covered military member is the employee's spouse, son, daughter, or parent who is on active duty or call to active duty status. Active duty or call to active duty status refers to a member of the National Guard or Reserves, not to service members in the Regular Armed Forces.

### **REASONS FOR 26-WEEK LEAVE**

Subject to the requirements described in this Policy, an eligible employee may request and will be granted Military Caregiver Leave consisting of up to 26 workweeks of unpaid FMLA leave during a 12-month period to care for a spouse, child, parent or next of kin who is a member of the Regular Armed Forces or a member of the National Guard or Reserves, is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty. This Leave is only available to the employee during a single 12-month period. In no 12-month period may an employee's total FMLA and Military Caregiver Leave exceed 26 workweeks.

### **REINSTATEMENT**

Unless one of the exceptions in the law applies, an employee who takes an FMLA leave for the intended purposes of the leave shall be entitled, on timely return from the leave and completion of all required documentation, to be restored to the position of employment held when the leave commenced or to an equivalent position with

equivalent employment benefits, pay and other terms and conditions of employment. Taking an FMLA Leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this Policy shall entitle any employee who returns from leave to the accrual of any seniority or additional employment benefits during the period of the leave except as provided in LHC's Personnel Manual or an applicable collective bargaining agreement.

## **HEALTH BENEFITS**

At the election of the eligible employee, any group health plan as defined by the FMLA will be maintained for the duration of a FMLA leave and at the level and under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying his/her share of the premium. While on an unpaid FMLA leave, the employee will be responsible for paying this part of the premium by submitting payment to Human Resources, on or before the 15<sup>th</sup> day of each month. If an employee fails to timely pay his or her share of the premium, the LHC reserves the right to cancel coverage, as permitted by law.

The LHC may recover its share of the premiums for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the employee fails to return to work, or returns but fails to stay thirty (30) calendar days, for reasons other than the continuation or onset of a serious health condition entitling the employee to the leave, the continuation, recurrence or onset of a medical condition that entitles the employee to Military Caregiver Leave, or other circumstances beyond the employee's control as determined by the LHC. Certification of inability to return to work as specified and allowed by the FMLA may be required.

## **SUBSTITUTION OF PAID LEAVE**

An employee must utilize any available sick leave for Employee Medical Leave, Family Medical Leave or Military Caregiver Leave. After available the sick leave is exhausted, the employee must utilize any available vacation or personal leave. An employee must utilize any available vacation or personal leave for New Child Care Leave or Military Exigency Leave. Once all available leave is exhausted, the balance of any leave will be unpaid. In no case will the combination of paid and unpaid leave used for purposed FMLA exceed the maximum leave allowed under the FMLA. During a certified period of disability due to the birth of a child, an employee will be on Employee Medical Leave and use accrued sick time. Any additional leave due to the birth of a child and the need to care for such child will be New Child Leave for which vacation or personal time will be applied.

## **NEW CHILD LEAVE**

FMLA leave for first year care of a child after birth, or for the placement of a child for adoption or foster care falls under New Child Leave. Such leave includes paternal

leave and must be taken within the 12-month period that starts on the date of such birth or placement. Regardless of when such leave begins, it will end no later than the end of the 12-month period. Unless specifically permitted, FMLA leave for these purposes cannot be taken on an intermittent or reduced leave schedule.

### **MARRIED COUPLES**

If both spouses are employed by the LHC, they are limited to a combined total of 12 workweeks of FMLA leave during any 12-month period for the birth of a child or the placement of a child for adoption or foster care; or to care for the employee's parent, but not a parent-in-law, with a serious health condition. However, each employee may use up to 12 workweeks of FMLA leave during any 12-month period if the leave is for Family Medical Leave or Employee Medical Leave. If both spouses are employed by the LHC, they are limited to a combined total of 26 workweeks during the single 12-month period if the leave is Military Caregiver Leave or a combination of Military Caregiver Leave and Family Medical Leave, Employee Medical Leave or Military Exigency Leave.

### **ADVANCE NOTIFICATION OF NEED FOR NEW CHILD LEAVE**

An eligible employee who foresees that she/he will require a leave for the birth/care of a child, or for adoption or foster care placement, must notify his/her supervisor and the Human Resources in writing not less than 30 calendar days in advance of the start of the leave. If not foreseeable, the employee must provide as much written notice as is practicable under the circumstances, generally within two (2) working days of learning of the need for leave.

### **ADVANCE NOTIFICATION OF NEED FOR FAMILY MEDICAL LEAVE, EMPLOYEE MEDICAL LEAVE OR MILITARY CAREGIVER LEAVE**

An employee who foresees the need for a leave due to planned medical treatment for herself/himself or for an applicable family member, must notify his/her supervisor and Human Resources, in writing, as early as possible so that the absence can be scheduled at a time least disruptive to the LHC's operations. Such notice must be at least 30 calendar days in advance of the start of leave, unless impracticable, in which case the employee must provide the written notice as early as circumstances permit, generally within two (2) working days of learning of the need for leave. When planning medical treatment, the employee should schedule the leave so as to minimally disrupt the LHC's operations, subject to the approval of the health care provider. Employees are ordinarily expected to consult with their supervisors prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the employee and the LHC.

### **ADVANCE NOTIFICATION OF NEED FOR MILITARY EXIGENCY LEAVE**

An employee who foresees the need for such leave, whether because the employee's spouse, child, or parent is on active duty or because of notification of an impending call or order to active duty in support of a contingency operation, must notify his/her supervisor and Human Resources in writing as soon as is reasonable and practicable.

## **MEDICAL CERTIFICATIONS**

If the requested leave is for Family Medical Leave or Military Caregiver Leave, the employee will be required to file a health care provider's certification providing information as to the serious health condition and stating that the employee is needed to care for the family member with his/her supervisor and Human Resources, in a timely manner.

If the requested leave is Employee Medical Leave, the employee will be required to file a health care provider's certification providing information as to the condition and inability to perform one or more essential functions of the job with his/her supervisor and Human Resources.

The LHC may request subsequent re-certifications during the course of the leave in accordance with the limitations set forth in the FMLA regulations.

Records and documents relating to medical certifications, re-certifications, or medical histories of employees or employees' family members will be maintained as confidential medical records in files separate from the usual personnel files, subject only to the limited exceptions set forth in the FMLA regulations.

## **INTERMITTENT AND REDUCED LEAVE SCHEDULE**

Subject to the limitations and certifications allowed by the FMLA, Family Medical Leave, Employee Medical Leave and Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary, provided a health care provider certifies the expected duration and schedule of such leave and provides further that the employee gives the supervisor and Human Resources at least 30 days advance written notice if the need for the leave is foreseeable based on planned medical treatment.

The employee may be required or may elect to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.

Subject to the limitations and certifications allowed by the FMLA, Military Exigency Leave may be taken intermittently or on a reduced schedule basis. In the case of intermittent Leave or Leave on a reduced leave schedule which is medically necessary, an employee must inform his or her supervisor, upon request, of the reasons why the intermittent or reduced leave schedule is necessary and of the schedule for treatment, if applicable. In these cases, employees are ordinarily expected to consult with their supervisors prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the employee and the LHC.

If an employee who provides notice of the need to take FMLA leave on an intermittent

basis or a reduced leave schedule for planned medical treatment neglects to consult with his or her supervisor to make an attempt to arrange the schedule of treatments so as to not unduly disrupt the LHC's operations, the supervisor may initiate discussions with the employee and require him or her to attempt to make such arrangements, subject to the approval of the health care provider.

### **STATUS REPORTS AND FITNESS-FOR-DUTY CERTIFICATION**

An employee on an approved leave under this Policy must inform the supervisor and Human Resources regarding her/his status and intent to return to work upon conclusion of the leave. An employee may also be required to submit a fitness for-duty certification before returning to work.

### **SECOND AND THIRD MEDICAL OPINIONS**

In cases where there is reason to doubt the validity of the health care provider's certification for Family Medical Leave or Employee Medical Leave, the LHC may, at its own expense, require second and third opinions, as specified by the FMLA, to resolve the issue.

### **INTENT TO COMPLY WITH LAW**

The provisions of this Policy are intended to comply with the ***Family and Medical Leave Act of 1993 (FMLA)***, as amended, and any terms used from the FMLA will be as defined in the FMLA or the U.S. Department of Labor regulations implementing the FMLA. To the extent that this Policy is ambiguous or contradicts the FMLA or its regulations, the language of the FMLA or its regulations will prevail. The LHC reserves the right to amend this Policy from time to time to comply with any changes to the FMLA or its regulations.



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**July 26, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Policy No. 2009-03 Related to Gifts and Gratuities-Resolution No. 1275**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No. 1275, which adopts Policy No. 2009-03 as the Lansing Housing Commission's "LHC") Gifts and Gratuities Policy.

**CONTACT PERSON:**

Martell V. Armstrong  
Executive Director  
(517) 372.7996

**SUMMARY:**

Staff recommends adoption of Resolution No.1078, which seeks to clarify LHC's Gifts and Gratuities Policy as it relates to employees during their tenure of employment with LHC.

**BACKGROUND**

LHC's Annual Contributions Contract ("ACC") with HUD prohibits the kind of conduct addressed in this policy. The policy defines what levels of gifting and gratuities staff can exchange with their supervisors, the Board and LHC customers or potential customers. The intent is to hopefully, prevent conduct which presents even the appearance of a conflict of interest. The proposed policy provides a guidance to LHC Commissioners, officers and employees regarding what constitutes a conflict of interest. It attempts to also strengthen LHC staff's ability to identify, sidestep, avoid or promptly terminate situations and arrangements which present the appearance of a conflict.




## **FINANCIAL CONSIDERATION**

There are no financial considerations.

## **POLICY CONSIDERATIONS:**

The Board is charged with the responsibility of approving Policies for the LHC. Establishment of a Gifts and Gratuities Policy by the Commission will provide needed guidance. Additionally, it is the Board's fiduciary responsibility to establish policies which represent good governance practices. The proposed policy is in order for your consideration.

Respectfully Submitted,   
Martell V. Armstrong, Secretary to the Board  
Lansing Housing Commission





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**Resolution No. 1275**

Adopted By the Lansing Housing Commission

July 26, 2017

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

Martell V. Armstrong, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Gifts and Gratuities Policy.


  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1275  
Date Adopted: 7/26/2017





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## **Lansing Housing Commission**

### **Policy No. 2009-03**

### **Gifts and Gratuities**

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Employees of the Lansing Housing Commission (LHC) shall not, under any circumstances, accept or solicit any gift, gratuity, loan, or fee where there is any relationship between the solicitation and the employee's employment with the LHC. A gift is defined as any item having monetary value, including, but not limited to, food, drinks, gratuities, favors, hospitality discounts, entertainment and event tickets.

Employees shall not accept, either directly or indirectly, any gift, gratuity, loan, fee or any other thing of value, the acceptance of which may tend to influence, directly or indirectly, the actions of the employee or other person in any manner of LHC business.

Items with a value of \$20.00 or less distributed in a general manner by businesses, vendors, and/or consultants as their routine policy of conducting business and advertising shall be considered social amenities and not subject to this policy.

Employees may not directly or indirectly solicit or accept a gift given by a prohibited source because of the employee's position. A prohibited source includes persons doing or seeking to do business with LHC as well as anyone substantially affected by the performance or non-performance of an employee's official duties. An exception to the prohibition against acceptance of gifts from prohibited sources includes gifts from relatives or friends (who may be prohibited sources) if the gift is motivated by a family relationship or personal friendship rather than the position of the employee provided the gift has a value of \$20.00 or less.

Employees may attend and accept food or refreshments valued at \$20.00 or less if the event is a widely-attended gathering. A widely-attended gathering includes, but is not limited to, a holiday party, conference, panel discussion, training event or an awards dinner.

Employees may share the following items during the holiday season and any other time when gifts are traditionally given or exchanged:

- items, other than cash, having a market value of \$10 or less per occasion;
- items such as food and refreshments that are shared in the office among several officers and/or employees; and
- personal hospitality provided at a residence of a type customarily provided to friends.

Employees may not, directly or indirectly, give a gift to or make a donation toward a gift for an official, supervisor or commissioner if the value of the gift exceeds \$10.00. In addition, gifts to co-workers who earn a higher salary are also limited to \$10 in value. Gifts that exceed \$10.00 must be based on a personal relationship and the co-worker cannot be a supervisor in the employee's chain of authority.

The above stated dollar limits may be adjusted by the Chief Executive Officer in accordance with changes in Department of Housing and Urban Development policy and/or regulation adjusting the dollar amounts.

Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,053,588	\$ 1,565,742	\$ (512,154)	\$ 1,332,440	\$ 1,707,984	\$ 142,242
Tenant Revenue - Other	93,281	105,083	(11,802)	103,008	112,749	7,666
Total Tenant Revenue	<u>\$ 1,146,869</u>	<u>\$ 1,670,825</u>	<u>\$ (523,956)</u>	<u>\$ 1,435,448</u>	<u>\$ 1,820,733</u>	<u>\$ 149,908</u>
HUD PHA Operating Grants	3,280,894	3,832,499	(551,605)	2,586,306	4,180,908	348,409
CFP Operational Income	574,475	-	574,475	722,827	-	-
Fraud Recovery and Other	25,104	37,357	(12,253)	407,636	43,754	6,397
Total Operating Revenue	<u>\$ 5,027,341</u>	<u>\$ 5,540,681</u>	<u>\$ (513,340)</u>	<u>\$ 5,152,218</u>	<u>\$ 6,045,395</u>	<u>\$ 504,714</u>
Administrative Salaries	\$ 288,700	\$ 332,505	\$ (43,805)	\$ 206,301	\$ 360,222	\$ 27,718
Auditing Fees	15,360	33,096	(17,736)	75,013	33,096	-
Management Fees	569,516	404,074	165,442	736,734	440,808	36,734
Bookkeeping Fees	65,938	65,258	681	59,012	71,190	5,933
Employee Benefits Contributions - Administrative	124,461	108,167	16,294	87,028	117,583	9,416
Office Expenses	149,358	133,312	16,046	111,435	146,672	13,380
Legal Expense	90,513	95,187	(4,674)	68,072	103,303	8,116
Travel	2,014	2,142	(128)	3,723	2,378	236
Other	32,872	24,679	8,193	61,972	25,567	889
Tenant Services - Other	36,990	27,210	9,780	16,605	28,810	1,600
Water	347,836	307,034	40,802	276,514	341,373	34,339
Electricity	185,985	198,306	(12,321)	172,378	215,391	17,085
Gas	181,789	192,642	(10,853)	174,369	198,820	6,178
Other Utilities Expense	19,007	32,170	(13,163)	23,174	32,200	30
Ordinary Maintenance and Operations - Labor	429,222	591,253	(162,030)	433,496	641,129	49,876
Ordinary Maintenance and Operations - Material	329,671	430,739	(101,068)	383,503	470,822	40,083
Ordinary Maintenance and Operations - Contract	1,089,488	721,477	368,011	692,552	781,930	60,453
Employee Benefits Contributions - Ordinary	219,858	269,515	(49,657)	195,556	293,250	23,735
Protective Services - Other Contract Costs	10,239	16,602	(6,363)	13,604	17,404	802
Property Insurance	113,778	107,624	6,155	102,850	117,408	9,784
Liability Insurance	47,348	46,510	838	44,194	50,738	4,228
Workers Compensation	16,669	17,919	(1,250)	12,833	19,548	1,629
All Other Insurance	8,997	8,339	658	7,369	9,097	758
Other General Expenses	280,039	190,208	89,831	442,309	207,480	17,272
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	67,363	79,381	(12,018)	18,641	87,419	8,038
Bad debt - Tenant Rents	60,365	52,131	8,234	41,961	57,109	4,978
Interest Expense	70,627	70,627	0	60,348	76,858	6,231
Total Operating Expenses	<u>\$ 4,854,002</u>	<u>\$ 4,558,105</u>	<u>\$ 295,897</u>	<u>\$ 4,521,543</u>	<u>\$ 4,947,606</u>	<u>\$ 389,500</u>
Net Income (Loss)	<u>\$ 173,339</u>	<u>\$ 982,576</u>	<u>\$ (809,236)</u>	<u>\$ 630,675</u>	<u>\$ 1,097,790</u>	<u>\$ 115,214</u>

Lansing Housing Commission  
Budget vs. Actual  
COCC

For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 732,089	\$ 707,582	\$ 24,507	\$ 895,503	\$ 759,426	\$ 51,844
Bookkeeping Fees Income	65,937	65,263	674	59,012	71,190	5,927
Fraud Recovery and Other	63,615	95,970	(32,355)	188,176	101,970	6,000
Total Operating Revenue	<u>\$ 861,641</u>	<u>\$ 868,815</u>	<u>\$ (7,174)</u>	<u>\$ 1,142,690</u>	<u>\$ 932,586</u>	<u>\$ 63,771</u>
Administrative Salaries	\$ 318,424	\$ 328,658	\$ (10,234)	\$ 153,622	\$ 351,905	\$ 23,247
Auditing Fees	5,545	8,000	(2,455)	19,773	8,000	-
Employee Benefits Contributions - Admin	81,038	68,403	12,636	47,982	74,100	5,697
Office Expenses	30,960	32,494	(1,534)	20,067	35,335	2,841
Legal	2,923	3,000	(77)	973	3,000	-
Travel	1,396	16,500	(15,104)	8,332	16,500	-
Other	30,520	25,650	4,870	17,879	32,050	6,400
Tenant Services - Other	61	-	61	564	-	-
Water	941	1,309	(368)	1,884	1,428	119
Electricity	7,251	7,700	(449)	8,316	8,425	725
Gas	1,625	1,640	(15)	1,517	1,690	50
Other Utilities Expense	190	-	190	-	-	-
Ordinary Maintenance and Operations - Material	28	2,200	(2,172)	3,788	2,400	200
Ordinary Maintenance and Operations - Contract	11,018	11,489	(471)	12,586	13,088	1,599
Protective Services - Other Contract Costs	1,537	925	612	237	925	-
Property Insurance	1,381	3,796	(2,414)	1,368	4,141	345
Liability Insurance	226	1,280	(1,054)	1,118	1,397	116
Workers Compensation	1,059	3,652	(2,593)	564	3,984	332
All Other Insurance	2,486	8,781	(6,295)	12,429	9,579	798
Other General Expenses	52,332	52,212	120	64,006	62,314	10,102
Compensated Absences	-	-	-	-	-	-
Interest Expense	10,775	11,066	(291)	11,045	12,024	958
Total Operating Expenses	<u>\$ 561,717</u>	<u>\$ 588,755</u>	<u>\$ (27,038)</u>	<u>\$ 388,052</u>	<u>\$ 642,285</u>	<u>\$ 53,530</u>
Net Income (Loss)	<u>\$ 299,924</u>	<u>\$ 280,060</u>	<u>\$ 19,863</u>	<u>\$ 754,638</u>	<u>\$ 290,301</u>	<u>\$ 10,241</u>

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 9,411,220	\$ 9,423,290	\$ (12,070)	\$ 8,529,460	\$ 10,273,680	\$ 850,390
Other Revenue	4,776	-	4,776	48,799	-	-
Fraud Recovery and Other	7,809	5,500	2,309	4,934	6,000	500
Total Operating Revenue	<u>\$ 9,423,805</u>	<u>\$ 9,428,790</u>	<u>\$ (4,985)</u>	<u>\$ 8,583,192</u>	<u>\$ 10,279,680</u>	<u>\$ 850,890</u>
Administrative Salaries	\$ 182,499	\$ 298,924	\$ (116,425)	\$ 190,605	\$ 323,834	\$ 24,910
Auditing Fees	27,725	40,000	(12,275)	104,709	40,000	-
Management Fees	162,572	166,239	(3,667)	158,769	181,351	15,113
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	80,470	102,730	(22,261)	61,614	112,010	9,279
Office Expenses	140,581	114,038	26,543	120,133	125,224	11,186
Legal Expense	-	-	-	-	-	-
Travel	920	250	670	2,630	250	-
Other	117,077	26,332	90,745	20,417	28,408	-
Tenant Services - Other	-	-	-	-	-	2,076
Water	209	440	(231)	-	480	40
Electricity	893	1,430	(537)	817	1,560	130
Gas	56	915	(859)	20	940	25
Other Utilities Expense	184	-	184	-	-	-
Ordinary Maintenance and Operations - Material	-	2,928	(2,928)	-	3,048	-
Ordinary Maintenance and Operations - Contrac	29,611	3,806	25,805	21,057	4,152	-
Protective services - Other Contract Costs	261	500	(239)	362	500	-
Property Insurance	-	-	-	313	-	-
Liability Insurance	15,459	14,446	1,013	12,915	15,759	1,313
Workers Compensation	5,734	4,444	1,290	3,006	4,848	404
Other General Expenses	23,864	23,340	524	24,284	25,380	2,040
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,467,397	8,523,097	(55,700)	7,456,110	9,297,924	774,827
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,255,513</u>	<u>\$ 9,323,859</u>	<u>\$ (68,346)</u>	<u>\$ 8,177,761</u>	<u>\$ 10,165,668</u>	<u>\$ 841,809</u>
Net Income (Loss)	<u>\$ 168,292</u>	<u>\$ 104,931</u>	<u>\$ 63,361</u>	<u>\$ 405,431</u>	<u>\$ 114,012</u>	<u>\$ 9,081</u>

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ -	\$ 403,592	\$ (403,592)	\$ 335,159	\$ 440,184	\$ 36,592
Tenant Revenue - Other	27,068	26,013	1,055	24,722	28,324	2,311
Total Tenant Revenue	<u>\$ 27,068</u>	<u>\$ 429,605</u>	<u>\$ (402,537)</u>	<u>\$ 359,881</u>	<u>\$ 468,508</u>	<u>\$ 38,903</u>
HUD PHA Operating Grants	1,020,268	1,158,773	(138,505)	584,819	1,264,116	105,343
CFP Operational Income	150,022	-	150,022	192,690	-	-
Fraud Recovery and Other	3,973	6,929	(2,955)	112,988	7,332	403
Total Operating Revenue	<u>\$ 1,201,332</u>	<u>\$ 1,595,307</u>	<u>\$ (393,975)</u>	<u>\$ 1,250,378</u>	<u>\$ 1,739,956</u>	<u>\$ 144,649</u>
Administrative Salaries	\$ 60,449	\$ 80,140	\$ (19,691)	\$ 57,034	\$ 86,818	\$ 6,678
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	153,129	106,766	46,364	196,121	116,472	9,706
Bookkeeping Fees	17,829	17,243	587	15,835	18,810	1,568
Employee Benefits Contributions - Admin	26,089	18,833	7,256	19,191	20,451	1,618
Office Expenses	37,046	30,855	6,191	27,577	35,393	4,538
Legal	19,319	21,697	(2,378)	17,840	23,962	2,265
Travel	365	869	(504)	1,817	948	79
Other	6,517	10,080	(3,563)	16,414	10,080	-
Tenant Services - Other	7,869	5,100	2,769	2,751	5,700	600
Water	106,435	81,774	24,661	77,190	89,208	7,434
Electricity	42,807	27,480	15,327	21,587	29,790	2,310
Gas	45,890	40,000	5,890	34,280	41,500	1,500
Other Utilities Expense	-	11,208	(11,208)	-	11,208	-
Ordinary Maintenance and Operations - Labor	93,879	120,785	(26,906)	84,970	131,157	10,372
Ordinary Maintenance and Operations - Material	75,586	113,805	(38,219)	110,513	123,060	9,255
Ordinary Maintenance and Operations - Contrac	269,508	212,169	57,339	207,602	229,255	17,086
Employee Benefits Contributions - Ordinary	44,921	57,717	(12,796)	36,497	62,821	5,104
Protective Services - Other Contract Costs	3,457	3,377	80	1,330	3,684	307
Property Insurance	27,542	25,855	1,687	26,335	28,206	2,350
Liability Insurance	9,943	9,631	313	10,856	10,506	876
Workers Compensation	2,805	3,366	(561)	2,378	3,672	306
All Other Insurance	2,236	2,085	152	1,842	2,274	190
Other General Expenses	70,254	117,029	(46,775)	106,386	127,668	10,639
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	18,325	23,097	(4,772)	3,705	25,505	2,408
Bad debt - Tenant Rents	13,692	10,890	2,802	9,900	11,880	990
Interest Expense	30,370	30,370	(0)	25,949	33,049	2,679
Total Operating Expenses	<u>\$ 1,190,104</u>	<u>\$ 1,190,593</u>	<u>\$ (489)</u>	<u>\$ 1,134,655</u>	<u>\$ 1,291,450</u>	<u>\$ 100,856</u>
Net Income (Loss)	<u>\$ 11,228</u>	<u>\$ 404,713</u>	<u>\$ (393,485)</u>	<u>\$ 115,723</u>	<u>\$ 448,506</u>	<u>\$ 43,793</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 367,718	\$ 377,135	\$ (9,417)	\$ 318,174	\$ 411,420	\$ 34,285
Tenant Revenue - Other	27,338	21,257	6,081	23,965	22,807	1,950
Total Tenant Revenue	<u>\$ 395,055</u>	<u>\$ 398,392</u>	<u>\$ (3,337)</u>	<u>\$ 342,139</u>	<u>\$ 434,227</u>	<u>\$ 35,835</u>
HUD PHA Operating Grants	896,114	1,052,700	(156,586)	799,077	1,148,400	95,700
CFP Operational Income	153,172	-	153,172	203,149	-	-
Fraud Recovery and Other	6,547	6,395	152	99,193	8,340	1,945
Total Operating Revenue	<u>\$ 1,450,888</u>	<u>\$ 1,457,487</u>	<u>\$ (6,599)</u>	<u>\$ 1,443,557</u>	<u>\$ 1,590,967</u>	<u>\$ 133,480</u>
Administrative Salaries	\$ 73,588	\$ 81,916	\$ (8,328)	\$ 64,971	\$ 88,751	\$ 6,835
Auditing Fees	3,840	8,350	(4,510)	18,753	8,350	-
Management Fees	145,339	103,190	42,149	189,423	112,571	9,381
Bookkeeping Fees	16,816	16,665	151	15,258	18,180	1,515
Employee Benefits Contributions - Admin	23,482	25,296	(1,814)	18,731	27,488	2,192
Office Expenses	36,786	40,138	(3,352)	28,772	43,308	3,170
Legal	22,486	17,413	5,073	16,586	18,996	1,583
Travel	619	1,143	(524)	1,654	1,270	127
Other	(8,751)	9,774	(18,524)	23,852	10,662	889
Tenant Services - Other	3,900	6,600	(2,700)	3,497	7,200	600
Water	58,913	58,783	130	53,439	64,127	5,344
Electricity	35,812	34,783	1,029	34,951	37,945	3,162
Gas	42,488	50,824	(8,336)	44,015	52,824	2,000
Other Utilities Expense	11,760	11,046	714	10,717	11,076	30
Ordinary Maintenance and Operations - Labor	90,855	163,675	(72,820)	119,866	177,435	13,760
Ordinary Maintenance and Operations - Material	109,698	149,529	(39,831)	85,321	163,232	13,703
Ordinary Maintenance and Operations - Contrac	305,825	209,401	96,424	178,544	226,754	17,353
Employee Benefits Contributions - Ordinary	60,113	85,493	(25,380)	63,979	93,053	7,561
Protective Services - Other Contract Costs	3,497	3,300	197	3,343	3,600	300
Property Insurance	38,828	35,542	3,286	33,455	38,773	3,231
Liability Insurance	12,447	12,191	256	11,023	13,299	1,108
Workers Compensation	3,016	4,477	(1,461)	3,138	4,884	407
All Other Insurance	2,853	2,085	769	1,842	2,274	190
Other General Expenses	75,033	31,566	43,467	126,216	34,416	2,850
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	21,309	21,061	248	9,301	23,318	2,256
Bad debt - Tenant Rents	15,223	11,550	3,673	10,506	12,600	1,050
Interest Expense	17,939	17,939	0	15,328	19,522	1,583
Total Operating Expenses	<u>\$ 1,223,713</u>	<u>\$ 1,213,729</u>	<u>\$ 9,984</u>	<u>\$ 1,186,481</u>	<u>\$ 1,315,908</u>	<u>\$ 102,179</u>
Net Income (Loss)	<u>\$ 227,174</u>	<u>\$ 243,758</u>	<u>\$ (16,584)</u>	<u>\$ 257,076</u>	<u>\$ 275,059</u>	<u>\$ 31,301</u>

Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 359,233	\$ 396,715	\$ (37,482)	\$ 327,199	\$ 432,780	\$ 36,065
Tenant Revenue - Other	20,053	15,463	4,590	18,426	16,868	1,405
Total Tenant Revenue	\$ 379,286	\$ 412,178	\$ (32,892)	\$ 345,625	\$ 449,648	\$ 37,470
HUD PHA Operating Grants	782,915	876,546	(93,631)	554,670	956,232	79,686
CFP Operational Income	136,624	-	136,624	172,573	-	-
Fraud Recovery and Other	5,441	11,903	(6,462)	97,296	13,516	1,613
Total Operating Revenue	\$ 1,304,266	\$ 1,300,627	\$ 3,639	\$ 1,170,164	\$ 1,419,396	\$ 118,769
Administrative Salaries	\$ 46,722	\$ 89,721	\$ (42,999)	\$ 56,088	\$ 97,198.00	\$ 7,477.00
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	139,196	98,081	41,115	175,512	106,998	8,916
Bookkeeping Fees	16,156	15,840	316	13,803	17,280	1,440
Employee Benefits Contributions - Admin	26,547	32,267	(5,720)	22,682	35,092	2,824
Office Expenses	35,215	29,380	5,835	28,115	32,522	3,142
Legal	21,772	25,402	(3,630)	11,777	27,320	1,918
Travel	337	-	337	-	-	-
Other	28,235	4,500	23,735	10,899	4,500	-
Tenant Services - Other	11,663	7,700	3,963	3,519	7,900	200
Water	74,727	86,527	(11,800)	66,088	98,538	12,011
Electricity	32,228	44,843	(12,615)	32,162	48,456	3,613
Gas	49,889	51,668	(1,779)	47,551	53,496	1,828
Other Utilities Expense	6,006	5,336	670	7,092	5,336	-
Ordinary Maintenance and Operations - Labor	86,306	145,472	(59,167)	125,101	157,658	12,185
Ordinary Maintenance and Operations - Materials	69,192	76,745	(7,553)	104,039	83,720	6,975
Ordinary Maintenance and Operations - Contract	318,589	179,477	139,112	172,329	197,741	18,264
Employee Benefits Contributions - Ordinary	47,764	55,581	(7,817)	46,423	60,434	4,853
Protective Services - Other Contract Costs	1,866	2,145	(279)	1,434	2,340	195
Property Insurance	30,957	28,948	2,009	26,745	31,580	2,632
Liability Insurance	11,870	11,829	41	10,700	12,904	1,075
Workers Compensation	5,302	5,599	(297)	4,179	6,108	509
All Other Insurance	2,307	2,085	223	1,842	2,274	190
Other General Expenses	65,863	28,908	36,955	121,147	31,536	2,628
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	19,254	19,792	(538)	2,646	21,561	1,768
Bad debt - Tenant Rents	10,363	2,191	8,172	3,656	2,629	438
Interest Expense	18,222	18,222	(0)	15,570	19,830	1,608
Total Operating Expenses	\$ 1,180,389	\$ 1,076,633	\$ 103,756	\$ 1,129,854	\$ 1,173,322	\$ 96,689
Net Income (Loss)	\$ 123,877	\$ 223,994	\$ (100,117)	\$ 40,310	\$ 246,073	\$ 22,080

Lansing Housing Commission  
 Budget vs. Actual  
 South Washington Park  
 For the Period Ending May 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 326,637	\$ 388,300	\$ (61,663)	\$ 351,908	\$ 423,600	\$ 35,300
Tenant Revenue - Other	18,822	42,350	(23,528)	35,896	44,750	2,400
Total Tenant Revenue	<u>\$ 345,459</u>	<u>\$ 430,650</u>	<u>\$ (85,191)</u>	<u>\$ 387,804</u>	<u>\$ 468,350</u>	<u>\$ 37,700</u>
HUD PHA Operating Grants	581,597	744,480	(162,883)	647,740	812,160	67,680
CFP Operational Income	134,657	-	134,657	154,416	-	-
Fraud Recovery and Other	9,143	12,131	(2,988)	98,159	14,567	2,436
Total Operating Revenue	<u>\$ 1,070,856</u>	<u>\$ 1,187,261</u>	<u>\$ (116,405)</u>	<u>\$ 1,288,118</u>	<u>\$ 1,295,077</u>	<u>\$ 107,816</u>
Administrative Salaries	\$ 107,940	\$ 80,728	\$ 27,212	\$ 28,209	\$ 87,455	\$ 6,727
Auditing Fees	3,840	8,000	(4,160)	18,753	8,000	-
Management Fees	131,851	96,038	35,813	175,678	104,769	8,731
Bookkeeping Fees	15,137	15,510	(373)	14,116	16,920	1,410
Employee Benefits Contributions - Admin	48,343	31,771	16,572	26,424	34,552	2,781
Office Expenses	40,312	32,939	7,373	26,971	35,449	2,510
Legal	26,936	30,675	(3,739)	21,869	33,025	2,350
Travel	692	130	562	252	160	30
Other	6,870	325	6,545	10,806	325	-
Tenant Services - Other	13,557	7,810	5,747	6,838	8,010	200
Water	107,762	79,950	27,812	79,796	89,500	9,550
Electricity	75,137	91,200	(16,063)	83,678	99,200	8,000
Gas	43,523	50,150	(6,627)	48,522	51,000	850
Other Utilities Expense	1,241	4,580	(3,339)	5,365	4,580	-
Ordinary Maintenance and Operations - Labor	158,183	161,320	(3,137)	103,559	174,880	13,560
Ordinary Maintenance and Operations - Material	75,195	90,660	(15,465)	83,630	100,810	10,150
Ordinary Maintenance and Operations - Contrac	195,565	120,430	75,135	134,077	128,180	7,750
Employee Benefits Contributions - Ordinary	67,060	70,724	(3,664)	48,656	76,942	6,218
Protective Services - Other Contract Costs	1,420	7,780	(6,360)	7,496	7,780	-
Property Insurance	16,451	17,278	(827)	16,315	18,849	1,571
Liability Insurance	13,087	12,860	228	11,614	14,029	1,169
Workers Compensation	5,547	4,477	1,070	3,138	4,884	407
All Other Insurance	1,599	2,085	(485)	1,842	2,274	190
Other General Expenses	68,889	12,705	56,184	88,560	13,860	1,155
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	8,475	15,430	(6,955)	2,989	17,035	1,606
Bad debt - Tenant Rents	21,087	27,500	(6,413)	17,899	30,000	2,500
Interest Expense	4,096	4,096	0	3,500	4,457	361
Total Operating Expenses	<u>\$ 1,259,796</u>	<u>\$ 1,077,150</u>	<u>\$ 182,646</u>	<u>\$ 1,070,552</u>	<u>\$ 1,166,925</u>	<u>\$ 89,775</u>
Net Income (Loss)	<u>\$ (188,939)</u>	<u>\$ 110,111</u>	<u>\$ (299,050)</u>	<u>\$ 217,566</u>	<u>\$ 128,152</u>	<u>\$ 18,041</u>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for May 2017**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	54,896.37	106,072.87
5005-0000-111111 Chase Checking	6,233.72	533,435.79
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(16,706.20)	(2,061.59)
5005-1020-115700 Intercompany	(8,661.59)	(4,193.60)
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	2,817.24	(13,274.38)
5005-1090-115700 Intercompany	(7,599.07)	(9,720.76)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	40,467.81	(32,214.71)
5005-8002-115700 Intercompany	(41,405.08)	29,950.61
5005-8004-115700 Intercompany	-	-
5005-8005-115700 Intercompany	(1,743.77)	(11,462.51)
5005-8010-115700 Intercompany	(20,091.64)	6,757.19
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	1,635.01	1,635.01
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(113.00)	18,444.34
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	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	-	209,366.00
5005-0000-150300 Deferred Outflow - MERS	-	122,982.00
<b>TOTAL ASSETS</b>	<b>9,729.80</b>	<b>2,479,571.44</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	140,793.00
5005-0000-200300 Pension Liability	-	105,743.00
5005-0000-210000 Construction Costs Payable	-	10,199.00
5005-0000-211100 Accounts Payable	(592.79)	62.29
5005-0000-211704 Health Insurance W/H	853.14	7,006.64
5005-0000-212000 Accrued Payroll	-	(817.85)
5005-0000-213500 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	(4,034.04)	431,654.01
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b>(3,773.69)</b>	<b>776,298.88</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	13,503.49	1,352,339.27
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>13,503.49</b>	<b>1,703,272.56</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,729.80</b>	<b>2,479,571.44</b>

**Lansing Housing Commission  
1020 Hildebrandt Park  
Balance Sheet for May 2017**

	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	13,476.93	422,593.67
1020-0000-112200 Accounts Receivable	3,462.86	15,329.06
1020-0000-112201 Allowance for Doubtful Accounts	(1.00)	(1,001.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	374.06
1020-5005-115700 Intercompany	8,661.59	4,193.60
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	(3,635.00)	11,715.14
1020-0000-140000 Land	-	394,556.00
1020-0000-144000 Construction in Progress	-	567.84
1020-3000-144000 Construction in Progress	-	1,385,719.53
1020-0000-146000 Dwelling Structures	-	13,258,887.96
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	-	147,102.00
<b>TOTAL ASSETS</b>	<b>21,965.38</b>	<b>5,826,441.58</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	149,363.00
1020-0000-200300 Pension Liability	-	297,232.00
1020-0000-210000 Construction Costs Payable	-	12,199.00
1020-0000-211100 Accounts Payable	(2,238.39)	813.21
1020-0000-211400 Tenant Security Deposits	312.00	31,706.19
1020-0000-211999 Tenant Refunds	300.00	6,877.02
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	2,145.00	30,204.76
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.89
1020-0000-260600 Note Payable Non Curr - PNC	(4,043.66)	738,374.60
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
<b>TOTAL LIABILITIES</b>	<b>(3,525.05)</b>	<b>1,317,883.02</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	25,490.43	(62,607.05)
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>25,490.43</b>	<b>4,508,558.56</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,965.38</b>	<b>5,826,441.58</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for May 2017**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	70,631.47	245,575.82
8002-0000-111111 Chase Checking	(9,729.26)	1,163,100.50
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(40,467.81)	32,214.71
8002-5005-115700 Intercompany	41,405.08	(29,950.61)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,373.00)	4,121.26
8001-0000-148500 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	-	181,076.00
<b>TOTAL ASSETS</b>	<b>60,466.48</b>	<b>1,596,842.62</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	5,482.00	408,242.00
8001-0000-200300 Pension Liability	-	274,936.00
8001-0000-210000 Construction Costs Payable	-	15,016.00
8001-0000-211100 Accounts Payable	(3,823.89)	164.68
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	(125.00)	-
8001-0000-212000 Accrued Payroll	-	(759.30)
8001-0000-213500 Accrued Comp Absences - Curr	-	1,590.67
8001-0000-214000 Accrued Comp Absences - non curr	-	9,014.90
<b>TOTAL LIABILITIES</b>	<b>1,533.11</b>	<b>708,205.15</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	(3,846.99)	(326,093.99)
8001-0000-282000 Income and Expense Clearing	30,979.54	84,750.49
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	31,800.82	25,820,463.42
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<b>58,933.37</b>	<b>888,637.47</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>60,466.48</b>	<b>1,596,842.62</b>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for May 2017**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111101 General Fund Checking	-	-
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	739.13	775,883.43
1080-0000-112200 Accounts Receivable	(2,202.60)	6,347.95
1080-0000-112201 Allowance for Doubtful Accounts	2,500.00	(1,000.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	(2,817.24)	13,274.38
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	(4,996.00)	15,798.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	157,821.30
1080-3000-144000 Construction in Progress	-	756,674.55
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	-	190,189.00
<b>TOTAL ASSETS</b>	<u><b>(6,776.71)</b></u>	<u><b>5,738,349.66</b></u>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	240,509.00
1080-0000-200300 Pension Liability	-	168,844.00
1080-0000-210000 Construction Costs Payable	-	15,772.00
1080-0000-211100 Accounts Payable	(2,148.49)	518.63
1080-0000-211400 Tenant Security Deposits	470.00	36,946.00
1080-0000-211999 Tenant Refunds	(162.00)	1,712.00
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	1,302.00	30,383.66
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(2,388.58)	428,881.41
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
<b>TOTAL LIABILITIES</b>	<u><b>(2,927.07)</b></u>	<u><b>959,126.63</b></u>
<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	(3,849.64)	(303,645.92)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	630,510.45
<b>TOTAL EQUITY</b>	<u><b>(3,849.64)</b></u>	<u><b>4,779,223.03</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>(6,776.71)</b></u>	<u><b>5,738,349.66</b></u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for May 2017**

	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	(32,510.08)	558,145.57
1010-0000-112200 Accounts Receivable	(4,461.84)	7,771.12
1010-0000-112201 Allowance for Doubtful Accounts	-	(1,000.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	16,706.20	2,061.59
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	(4,132.00)	13,397.13
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	3,446.25
1010-3000-144000 Construction in Progress	-	914,572.57
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	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	175,656.00
<b>TOTAL ASSETS</b>	<b>(24,397.72)</b>	<b>4,462,484.74</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	285,338.00
1010-0000-200300 Pension Liability	-	319,001.00
1010-0000-210000 Construction Costs Payable	-	14,567.00
1010-0000-211100 Accounts Payable	(6,507.33)	1,080.17
1010-0000-211400 Tenant Security Deposits	118.00	29,062.30
1010-0000-211999 Tenant Refunds	(97.00)	6,223.48
1010-0000-212000 Accrued Payroll	-	(651.70)
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	1,389.00	23,089.62
1010-0000-214000 Accrued Comp Absences - non curr	-	14,787.31
1010-0000-220000 Accrued Defd Interest MSHDA	-	9,193.67
1010-0000-260600 Note Payable Non Curr - PNC	(2,426.20)	446,662.22
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
<b>TOTAL LIABILITIES</b>	<b>(7,523.53)</b>	<b>1,179,622.73</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	(16,874.19)	(1,040,301.82)
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>(16,874.19)</b>	<b>3,282,862.01</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(24,397.72)</b>	<b>4,462,484.74</b>

**Lansing Housing Commission  
Shelter Plus Care  
Balance Sheet for May 2017**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8021-0000-111111 Chase Checking	-	1,635.01
8021-0000-112500 Accounts Receivable HUD	-	-
8021-5005-115700 Intercompany	(1,635.01)	(1,635.01)
<b>TOTAL ASSETS</b>	<u>(1,635.01)</u>	<u>-</u>
<b>LIABILITIES</b>		
8020-0000-200000 OPEB Liability	-	-
8021-8021-211100 Accounts Payable	-	-
8021-0000-213500 Accrued Comp Absences - Curr	-	-
8021-0000-214000 Accrued Comp Absences - non curr	-	-
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>-</u>
<b>EQUITY</b>		
8021-0000-280500 Unrestricted Net Assets	-	-
8021-0000-282000 Income and Expense Clearing	-	-
8021-8021-282000 Income and Expense Clearing	-	-
<b>TOTAL EQUITY</b>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>-</u>	<u>-</u>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for May 2017**

	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	(47,914.62)	421,962.65
1090-0000-112200 Accounts Receivable	1,920.00	7,907.56
1090-0000-112201 Allowance for Doubtful Accounts	-	(1,000.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	7,599.07	9,720.76
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	(2,788.00)	9,145.48
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	-	18,822.75
1090-3000-144000 Construction in Progress	-	78,877.73
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	-	175,297.00
<b>TOTAL ASSETS</b>	<b>(41,183.55)</b>	<b>3,748,504.22</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	148,585.00
1090-0000-200300 Pension Liability	-	311,352.00
1090-0000-210000 Construction Costs Payable	-	14,537.00
1090-0000-211100 Accounts Payable	(4,513.75)	3,133.80
1090-0000-211400 Tenant Security Deposits	509.00	24,677.50
1090-0000-211999 Tenant Refunds	41.00	7,055.37
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	408.00	3,673.77
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(545.42)	103,232.15
1090-0000-260601 Note Payable - Curr - PNC	-	8,813.88
<b>TOTAL LIABILITIES</b>	<b>(4,101.17)</b>	<b>632,604.71</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	(37,082.38)	(422,127.41)
1090-1090-282000 Income and Expense Clearing	-	(5,072.00)
1090-3000-282000 Income and Expense Clearing	-	342,349.42
<b>TOTAL EQUITY</b>	<b>(37,082.38)</b>	<b>3,115,899.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(41,183.55)</b>	<b>3,748,504.22</b>

Lansing Housing Commission  
Summary Results for June 2017

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>19,664</b>	<b>34,496</b>	<b>29,716</b>	<b>(1,270)</b>	<b>82,606</b>
Tenant Revenue Variance	(6,464)	(3,963)	(653)	(7,188)	(18,268)
HUD Revenue Variance	22,258	33,884	28,044	(1,245)	82,941
Capital Fund Income	5,370	5,370	5,370	9,060	25,170
Other Income	(1,500)	(795)	(3,045)	(1,897)	(7,237)
<b>Other</b>	-	-	-	-	-

COCC	HCV
8,410	(2,720)
2,245	(4,353)
6,165	1,633
-	-

Budgeted Revenue	118,769	144,649	133,480	107,816	504,714
% Variance fav (unfav)	17%	24%	22%	-1%	16%

63,771	850,890
13%	-0.3%

EXPENSES:

<b>Total Expense Variance Unfav (Fav)</b>	<b>30,997</b>	<b>37,713</b>	<b>42,005</b>	<b>17,374</b>	<b>128,089</b>
<u>Contributing Factors:</u>					
MERS Contribution Special	-	-	-	-	-

252	19,410
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Adjusted Expense Variance	30,997	37,713	42,005	17,374	128,089
Employee Benefit Expenses	-	(3,475)	(5,614)	(9,089)	(9,089)
Salary Expenses	(4,984)	(2,811)	(9,303)	(1,720)	(18,818)
Professional Svc Contract	6,395	5,294	6,250	2,648	20,587
Sundry	-	-	-	-	-
Utilities	-	-	-	11,057	11,057
Legal/Audit/Write-offs	-	2,333	-	-	2,333
Computer Maintenance	-	-	-	-	-
HAP Expense	-	-	-	-	-
Maintenance Costs	8,556	-	9,541	6,125	24,222
Maintenance Contract - Unit Turns	20,829	36,474	41,830	-	99,133
Other	201	(102)	(699)	(736)	(1,336)

252	19,410
1,560	(7,789)
(6,022)	(6,308)
4,175	1,054
-	(3,197)
-	-
-	35,481

539	169
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Actual Net Income (Loss)	\$ 10,746	\$ 25,490	\$ (3,850)	\$ (603)	\$ 31,783
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\$ 18,399	\$ (13,049)
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YTD Actual Net Income (Loss) Net of CWIP	\$ 134,623	\$ 395,004	\$ 227,174	\$ (189,542)	\$ 567,259
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\$ 318,323	\$ 163,390
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Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,561,298	\$ 1,707,984	\$ (146,686)	\$ 1,610,398	\$ 1,707,984	\$ -
Tenant Revenue - Other	99,594	112,749	(13,155)	125,184	112,749	-
Total Tenant Revenue	<u>\$ 1,660,891</u>	<u>\$ 1,820,733</u>	<u>\$ (159,842)</u>	<u>\$ 1,735,581</u>	<u>\$ 1,820,733</u>	<u>\$ -</u>
HUD PHA Operating Grants	3,712,244	4,180,908	(468,664)	3,441,431	4,180,908	-
CFP Operational Income	599,645	-	599,645	765,159	-	-
Fraud Recovery and Other	25,658	43,754	(18,096)	421,784	43,754	-
Total Operating Revenue	<u>\$ 5,998,438</u>	<u>\$ 6,045,395</u>	<u>\$ (46,957)</u>	<u>\$ 6,363,955</u>	<u>\$ 6,045,395</u>	<u>\$ -</u>
Administrative Salaries	\$ 309,917	\$ 360,222	\$ (50,305)	\$ 264,597	\$ 360,222	\$ -
Auditing Fees	15,360	33,096	(17,736)	75,013	33,096	-
Management Fees	609,393	440,808	168,585	815,495	440,808	-
Bookkeeping Fees	72,021	71,190	831	71,724	71,190	-
Employee Benefits Contributions - Administrative	129,083	117,583	11,500	108,487	117,583	-
Office Expenses	162,972	146,672	16,300	145,532	146,672	-
Legal Expense	104,783	103,303	1,480	86,973	103,303	-
Travel	2,098	2,378	(280)	3,671	2,378	-
Other	33,724	25,567	8,157	65,270	25,567	-
Tenant Services - Other	37,733	28,810	8,923	20,211	28,810	-
Water	382,844	341,373	41,472	323,171	341,373	-
Electricity	201,833	215,391	(13,557)	191,483	215,391	-
Gas	197,858	198,820	(962)	201,966	198,820	-
Other Utilities Expense	19,121	32,200	(13,079)	9,931	32,200	-
Ordinary Maintenance and Operations - Labor	465,480	641,129	(175,650)	538,975	641,129	-
Ordinary Maintenance and Operations - Material	360,121	470,822	(110,701)	487,761	470,822	-
Ordinary Maintenance and Operations - Contract	1,291,325	781,930	509,395	893,236	781,930	-
Employee Benefits Contributions - Ordinary	226,727	293,250	(66,523)	228,985	293,250	-
Protective Services - Other Contract Costs	11,175	17,404	(6,229)	14,970	17,404	-
Property Insurance	124,309	117,408	6,902	122,457	117,408	-
Liability Insurance	51,697	50,738	959	52,401	50,738	-
Workers Compensation	16,669	19,548	(2,879)	12,833	19,548	-
All Other Insurance	11,338	9,097	2,241	21,664	9,097	-
Other General Expenses	309,898	207,480	102,418	511,975	207,480	-
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	71,775	87,419	(15,644)	-	87,419	-
Bad debt - Tenant Rents	67,477	57,109	10,368	64,416	57,109	-
Interest Expense	76,858	76,858	(0)	73,584	76,858	-
Total Operating Expenses	<u>\$ 5,363,591</u>	<u>\$ 4,947,606</u>	<u>\$ 415,985</u>	<u>\$ 5,406,780</u>	<u>\$ 4,947,606</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 634,847</u>	<u>\$ 1,097,790</u>	<u>\$ (462,943)</u>	<u>\$ 957,175</u>	<u>\$ 1,097,790</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
COCC  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 786,022	\$ 759,426	\$ 26,596	\$ 1,003,000	\$ 759,426	\$ -
Bookkeeping Fees Income	72,020	71,190	830	71,710	71,190	-
Fraud Recovery and Other	75,780	101,970	(26,190)	205,849	101,970	-
<b>Total Operating Revenue</b>	<b>\$ 933,822</b>	<b>\$ 932,586</b>	<b>\$ 1,236</b>	<b>\$ 1,280,558</b>	<b>\$ 932,586</b>	<b>\$ -</b>
Administrative Salaries	\$ 343,231	\$ 351,905	\$ (8,674)	\$ 201,834	\$ 351,905	\$ -
Auditing Fees	5,545	8,000	(2,455)	19,773	8,000	-
Employee Benefits Contributions - Admin	86,563	74,100	12,463	59,322	74,100	-
Office Expenses	35,425	35,335	90	35,912	35,335	-
Legal	3,639	3,000	639	1,529	3,000	-
Travel	1,611	16,500	(14,889)	10,747	16,500	-
Other	41,095	32,050	9,045	18,019	32,050	-
Tenant Services - Other	61	-	61	564	-	-
Water	975	1,428	(453)	1,971	1,428	-
Electricity	7,726	8,425	(699)	8,498	8,425	-
Gas	1,679	1,690	(11)	1,592	1,690	-
Other Utilities Expense	190	-	190	-	-	-
Ordinary Maintenance and Operations - Material	(4)	2,400	(2,404)	3,788	2,400	-
Ordinary Maintenance and Operations - Contrac	12,445	13,088	(643)	23,770	13,088	-
Protective Services - Other Contract Costs	1,662	925	737	237	925	-
Property Insurance	1,487	4,141	(2,653)	3,746	4,141	-
Liability Insurance	226	1,397	(1,171)	1,344	1,397	-
Workers Compensation	1,059	3,984	(2,925)	564	3,984	-
All Other Insurance	2,738	9,579	(6,841)	1,374	9,579	-
Other General Expenses	56,412	62,314	(5,902)	75,431	62,314	-
Compensated Absences	-	-	-	-	-	-
Interest Expense	11,733	12,024	(291)	13,160	12,024	-
<b>Total Operating Expenses</b>	<b>\$ 615,499</b>	<b>\$ 642,285</b>	<b>\$ (26,786)</b>	<b>\$ 483,178</b>	<b>\$ 642,285</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 318,323</b>	<b>\$ 290,301</b>	<b>\$ 28,021</b>	<b>\$ 797,380</b>	<b>\$ 290,301</b>	<b>\$ -</b>

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 10,251,507	\$ 10,273,680	\$ (22,173)	\$ 10,339,786	\$ 10,273,680	\$ -
Other Revenue	4,814	-	4,814	50,627	-	-
Fraud Recovery and Other	9,900	6,000	3,900	5,686	6,000	-
Total Operating Revenue	<u>\$ 10,266,221</u>	<u>\$ 10,279,680</u>	<u>\$ (13,459)</u>	<u>\$ 10,396,099</u>	<u>\$ 10,279,680</u>	<u>\$ -</u>
Administrative Salaries	\$ 196,903	\$ 323,834	\$ (126,931)	\$ 237,317	\$ 323,834	\$ -
Auditing Fees	27,725	40,000	(12,275)	104,709	40,000	-
Management Fees	176,628	181,351	(4,723)	187,505	181,351	-
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	80,426	112,010	(31,584)	73,312	112,010	-
Office Expenses	151,701	125,224	26,477	157,813	125,224	-
Legal Expense	-	-	-	-	-	-
Travel	920	250	670	2,677	250	-
Other	113,880	28,408	85,472	18,666	28,408	-
Tenant Services - Other	-	-	-	-	-	-
Water	209	480	(271)	36	480	-
Electricity	893	1,560	(667)	910	1,560	-
Gas	56	940	(884)	46	940	-
Other Utilities Expense	184	-	184	-	-	-
Ordinary Maintenance and Operations - Material	-	3,048	(3,048)	27,530	3,048	-
Ordinary Maintenance and Operations - Contrac	33,967	4,152	29,815	362	4,152	-
Protective services - Other Contract Costs	261	500	(239)	313	500	-
Property Insurance	-	-	-	15,464	-	-
Liability Insurance	16,832	15,759	1,073	3,006	15,759	-
Workers Compensation	5,734	4,848	886	28,425	4,848	-
Other General Expenses	26,958	25,380	1,578	-	25,380	-
Compensated Absences	-	-	-	8,964,435	-	-
Housing Assistance Payments	9,277,705	9,297,924	(20,219)	-	9,297,924	-
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 10,110,982</u>	<u>\$ 10,165,668</u>	<u>\$ (54,686)</u>	<u>\$ 9,822,525</u>	<u>\$ 10,165,668</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 155,240</u>	<u>\$ 114,012</u>	<u>\$ 41,228</u>	<u>\$ 573,574</u>	<u>\$ 114,012</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 416,365	\$ 440,184	\$ (23,819)	\$ 407,243	\$ 440,184	\$ -
Tenant Revenue - Other	29,002	28,324	678	32,542	28,324	-
Total Tenant Revenue	<u>\$ 445,367</u>	<u>\$ 468,508</u>	<u>\$ (23,141)</u>	<u>\$ 439,785</u>	<u>\$ 468,508</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,159,495	1,264,116	(104,621)	913,522	1,264,116	-
CFP Operational Income	155,392	-	155,392	203,509	-	-
Fraud Recovery and Other	3,999	7,332	(3,332)	114,147	7,332	-
Total Operating Revenue	<u>\$ 1,764,253</u>	<u>\$ 1,739,956</u>	<u>\$ 24,297</u>	<u>\$ 1,670,964</u>	<u>\$ 1,739,956</u>	<u>\$ -</u>
Administrative Salaries	\$ 66,750	\$ 86,818	\$ (20,068)	\$ 70,580	\$ 86,818	\$ -
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	163,701	116,472	47,230	218,319	116,472	-
Bookkeeping Fees	19,442	18,810	632	19,418	18,810	-
Employee Benefits Contributions - Admin	27,194	20,451	6,743	22,953	20,451	-
Office Expenses	41,266	35,393	5,873	36,965	35,393	-
Legal	23,761	23,962	(201)	22,436	23,962	-
Travel	424	948	(524)	1,878	948	-
Other	6,336	10,080	(3,744)	15,595	10,080	-
Tenant Services - Other	8,327	5,700	2,627	3,111	5,700	-
Water	115,424	89,208	26,216	92,336	89,208	-
Electricity	45,148	29,790	15,358	25,007	29,790	-
Gas	47,747	41,500	6,247	39,895	41,500	-
Other Utilities Expense	-	11,208	(11,208)	-	11,208	-
Ordinary Maintenance and Operations - Labor	101,439	131,157	(29,717)	102,935	131,157	-
Ordinary Maintenance and Operations - Material	81,583	123,060	(41,477)	118,879	123,060	-
Ordinary Maintenance and Operations - Contract	326,582	229,255	97,327	239,796	229,255	-
Employee Benefits Contributions - Ordinary	46,307	62,821	(16,514)	43,503	62,821	-
Protective Services - Other Contract Costs	3,764	3,684	80	1,952	3,684	-
Property Insurance	30,095	28,206	1,890	31,027	28,206	-
Liability Insurance	10,859	10,506	353	12,556	10,506	-
Workers Compensation	2,805	3,672	(867)	2,378	3,672	-
All Other Insurance	2,815	2,274	541	5,355	2,274	-
Other General Expenses	78,187	127,668	(49,481)	122,020	127,668	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	20,077	25,505	(5,428)	-	25,505	-
Bad debt - Tenant Rents	13,750	11,880	1,870	12,035	11,880	-
Interest Expense	33,049	33,049	(0)	31,641	33,049	-
Total Operating Expenses	<u>\$ 1,320,673</u>	<u>\$ 1,291,450</u>	<u>\$ 29,223</u>	<u>\$ 1,311,323</u>	<u>\$ 1,291,450</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 443,580</u>	<u>\$ 448,506</u>	<u>\$ (4,926)</u>	<u>\$ 359,641</u>	<u>\$ 448,506</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 401,350	\$ 411,420	\$ (10,070)	\$ 384,608	\$ 411,420	\$ -
Tenant Revenue - Other	27,755	22,807	4,948	30,285	22,807	-
Total Tenant Revenue	\$ 429,104	\$ 434,227	\$ (5,123)	\$ 414,893	\$ 434,227	\$ -
HUD PHA Operating Grants	1,019,858	1,148,400	(128,542)	992,602	1,148,400	-
CFP Operational Income	158,542	-	158,542	212,928	-	-
Fraud Recovery and Other	6,580	8,340	(1,760)	99,677	8,340	-
Total Operating Revenue	\$ 1,614,084	\$ 1,590,967	\$ 23,117	\$ 1,720,100	\$ 1,590,967	\$ -
Administrative Salaries	\$ 76,928	\$ 88,751	\$ (11,823)	\$ 84,456	\$ 88,751	\$ -
Auditing Fees	3,840	8,350	(4,510)	18,753	8,350	-
Management Fees	155,468	112,571	42,897	208,046	112,571	-
Bookkeeping Fees	18,361	18,180	181	18,263	18,180	-
Employee Benefits Contributions - Admin	25,000	27,488	(2,488)	23,374	27,488	-
Office Expenses	39,001	43,308	(4,307)	35,600	43,308	-
Legal	24,757	18,996	5,761	20,676	18,996	-
Travel	619	1,270	(651)	1,664	1,270	-
Other	(9,852)	10,662	(20,514)	33,108	10,662	-
Tenant Services - Other	3,900	7,200	(3,300)	4,108	7,200	-
Water	64,041	64,127	(86)	59,236	64,127	-
Electricity	38,648	37,945	703	37,877	37,945	-
Gas	44,360	52,824	(8,464)	53,843	52,824	-
Other Utilities Expense	11,790	11,076	714	3,232	11,076	-
Ordinary Maintenance and Operations - Labor	98,806	177,435	(78,629)	145,047	177,435	-
Ordinary Maintenance and Operations - Material	117,982	163,232	(45,250)	119,194	163,232	-
Ordinary Maintenance and Operations - Contrac	380,450	226,754	153,696	232,328	226,754	-
Employee Benefits Contributions - Ordinary	61,569	93,053	(31,485)	74,156	93,053	-
Protective Services - Other Contract Costs	3,792	3,600	192	3,638	3,600	-
Property Insurance	42,445	38,773	3,672	40,091	38,773	-
Liability Insurance	13,591	13,299	292	13,174	13,299	-
Workers Compensation	3,016	4,884	(1,868)	3,138	4,884	-
All Other Insurance	3,508	2,274	1,233	5,520	2,274	-
Other General Expenses	84,133	34,416	49,717	147,263	34,416	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	23,564	23,318	246	-	23,318	-
Bad debt - Tenant Rents	18,661	12,600	6,061	20,316	12,600	-
Interest Expense	19,522	19,522	(0)	18,690	19,522	-
Total Operating Expenses	\$ 1,367,897	\$ 1,315,908	\$ 51,989	\$ 1,424,792	\$ 1,315,908	\$ -
Net Income (Loss)	\$ 246,187	\$ 275,059	\$ (28,872)	\$ 295,309	\$ 275,059	\$ -

Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 388,834	\$ 432,780	\$ (43,946)	\$ 399,798	\$ 432,780	\$ -
Tenant Revenue - Other	21,964	16,868	5,096	23,662	16,868	-
Total Tenant Revenue	\$ 410,798	\$ 449,648	\$ (38,850)	\$ 423,459	\$ 449,648	\$ -
HUD PHA Operating Grants	884,859	956,232	(71,373)	737,918	956,232	-
CFP Operational Income	141,994	-	141,994	182,352	-	-
Fraud Recovery and Other	5,048	13,516	(8,468)	106,608	13,516	-
Total Operating Revenue	\$ 1,442,699	\$ 1,419,396	\$ 23,303	\$ 1,450,338	\$ 1,419,396	\$ -
Administrative Salaries	\$ 53,291	\$ 97,198	\$ (43,907)	\$ 66,061	\$ 97,198.00	\$ -
Auditing Fees	3,840	8,373	(4,533)	18,753	8,373	-
Management Fees	148,833	106,998	41,836	196,501	106,998	-
Bookkeeping Fees	17,626	17,280	346	17,190	17,280	-
Employee Benefits Contributions - Admin	27,912	35,092	(7,180)	28,981	35,092	-
Office Expenses	39,796	32,522	7,274	37,134	32,522	-
Legal	25,680	27,320	(1,660)	15,934	27,320	-
Travel	363	-	363	-	-	-
Other	28,866	4,500	24,366	3,383	4,500	-
Tenant Services - Other	11,835	7,900	3,935	4,316	7,900	-
Water	82,784	98,538	(15,754)	81,782	98,538	-
Electricity	35,577	48,456	(12,879)	37,281	48,456	-
Gas	52,929	53,496	(567)	55,533	53,496	-
Other Utilities Expense	6,037	5,336	701	4,476	5,336	-
Ordinary Maintenance and Operations - Labor	93,507	157,658	(64,150)	161,550	157,658	-
Ordinary Maintenance and Operations - Material	76,966	83,720	(6,754)	146,455	83,720	-
Ordinary Maintenance and Operations - Contra	370,053	197,741	172,312	241,389	197,741	-
Employee Benefits Contributions - Ordinary	48,809	60,434	(11,625)	53,799	60,434	-
Protective Services - Other Contract Costs	2,059	2,340	(281)	1,628	2,340	-
Property Insurance	33,829	31,580	2,249	32,056	31,580	-
Liability Insurance	12,957	12,904	53	12,787	12,904	-
Workers Compensation	5,302	6,108	(806)	4,179	6,108	-
All Other Insurance	2,912	2,274	637	5,433	2,274	-
Other General Expenses	74,887	31,536	43,351	134,764	31,536	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	20,658	21,561	(903)	-	21,561	-
Bad debt - Tenant Rents	10,960	2,629	8,331	3,704	2,629	-
Interest Expense	19,829	19,830	(1)	18,985	19,830	-
Total Operating Expenses	\$ 1,308,076	\$ 1,173,322	\$ 134,753	\$ 1,384,052	\$ 1,173,322	\$ -
Net Income (Loss)	\$ 134,623	\$ 246,073	\$ (111,450)	\$ 66,285	\$ 246,073	\$ -

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending June 30, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 354,749	\$ 423,600	\$ (68,851)	\$ 418,748	\$ 423,600	\$ -
Tenant Revenue - Other	20,873	44,750	(23,877)	38,695	44,750	-
Total Tenant Revenue	\$ 375,622	\$ 468,350	\$ (92,728)	\$ 457,443	\$ 468,350	\$ -
HUD PHA Operating Grants	648,032	812,160	(164,128)	797,389	812,160	-
CFP Operational Income	143,717	-	143,717	166,370	-	-
Fraud Recovery and Other	10,031	14,567	(4,536)	101,351	14,567	-
Total Operating Revenue	\$ 1,177,402	\$ 1,295,077	\$ (117,675)	\$ 1,522,553	\$ 1,295,077	\$ -
Administrative Salaries	\$ 112,948	\$ 87,455	\$ 25,493	\$ 43,500	\$ 87,455	\$ -
Auditing Fees	3,840	8,000	(4,160)	18,753	8,000	-
Management Fees	141,390	104,769	36,622	192,629	104,769	-
Bookkeeping Fees	16,592	16,920	(328)	16,853	16,920	-
Employee Benefits Contributions - Admin	48,977	34,552	14,425	33,180	34,552	-
Office Expenses	42,910	35,449	7,461	35,832	35,449	-
Legal	30,606	33,025	(2,419)	27,928	33,025	-
Travel	692	160	532	128	160	-
Other	8,374	325	8,049	13,184	325	-
Tenant Services - Other	13,672	8,010	5,662	8,677	8,010	-
Water	120,596	89,500	31,096	89,817	89,500	-
Electricity	82,461	99,200	(16,739)	91,317	99,200	-
Gas	52,821	51,000	1,821	52,695	51,000	-
Other Utilities Expense	1,294	4,580	(3,286)	2,224	4,580	-
Ordinary Maintenance and Operations - Labor	171,727	174,880	(3,153)	129,443	174,880	-
Ordinary Maintenance and Operations - Material	83,590	100,810	(17,220)	103,234	100,810	-
Ordinary Maintenance and Operations - Contrac	214,240	128,180	86,060	179,723	128,180	-
Employee Benefits Contributions - Ordinary	70,043	76,942	(6,899)	57,528	76,942	-
Protective Services - Other Contract Costs	1,560	7,780	(6,220)	7,752	7,780	-
Property Insurance	17,940	18,849	(909)	19,284	18,849	-
Liability Insurance	14,289	14,029	261	13,864	14,029	-
Workers Compensation	5,547	4,884	663	3,138	4,884	-
All Other Insurance	2,104	2,274	(171)	5,395	2,274	-
Other General Expenses	72,692	13,860	58,832	107,928	13,860	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,476	17,035	(9,559)	-	17,035	-
Bad debt - Tenant Rents	24,107	30,000	(5,893)	28,362	30,000	-
Interest Expense	4,458	4,457	1	4,268	4,457	-
Total Operating Expenses	\$ 1,366,945	\$ 1,166,925	\$ 200,020	\$ 1,286,613	\$ 1,166,925	\$ -
Net Income (Loss)	\$ (189,542)	\$ 128,152	\$ (317,694)	\$ 235,940	\$ 128,152	\$ -

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for June 2017**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	69,573.34	103,135.40
5005-0000-111111 Chase Checking	133,147.98	487,234.30
5005-0000-111115 Chase-Payroll Acct.	-	3,226.36
5005-0000-112954 Accounts Receivables-Misc	-	51,000.00
5005-1010-115700 Intercompany	(262,462.05)	6,227.98
5005-1020-115700 Intercompany	34,756.12	5,360.07
5005-1030-115700 Intercompany	-	-
5005-1060-115700 Intercompany	-	-
5005-1080-115700 Intercompany	134,785.62	(2,172.37)
5005-1090-115700 Intercompany	(31,074.43)	(5,757.38)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	33,609.10	(75,776.71)
5005-8002-115700 Intercompany	155,969.32	68,068.66
5005-8004-115700 Intercompany	(293,299.67)	-
5005-8005-115700 Intercompany	39,396.87	(8,141.70)
5005-8010-115700 Intercompany	11,109.58	11,109.58
5005-8020-115700 Intercompany	(2,604.20)	-
5005-8021-115700 Intercompany	(20,660.01)	-
5005-9101-115700 Intercompany	(2,604.20)	46,171.67
5005-0000-121100 Prepaid Insurance	21,700.34	40,231.34
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	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	14,655.00	218,350.00
5005-0000-150300 Deferred Outflow - MERS	-	122,982.00
<b>TOTAL ASSETS</b>	<b>55,098.71</b>	<b>2,494,706.35</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	140,793.00
5005-0000-200300 Pension Liability	(204,359.00)	105,743.00
5005-0000-210000 Construction Costs Payable	-	10,199.00
5005-0000-211100 Accounts Payable	(764.98)	-
5005-0000-211343 Accounts Payable Misc	(5,080.90)	-
5005-0000-211704 Health Insurance W/H	7,846.91	7,846.91
5005-0000-212000 Accrued Payroll	(11,639.00)	(817.85)
5005-0000-213400 Utility Accrual	(960.00)	-
5005-0000-213500 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	(48,267.28)	427,611.90
5005-0000-260701 Note Payable - Curr - Davenport	-	47,000.00
<b>TOTAL LIABILITIES</b>	<b>(263,224.25)</b>	<b>773,034.75</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	318,322.96	1,370,738.31
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>318,322.96</b>	<b>1,721,671.60</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>55,098.71</b>	<b>2,494,706.35</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for June 2017**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(81,717.45)	226,192.80
8002-0000-111111 Chase Checking	(5,020.08)	1,165,195.09
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(33,609.10)	75,776.71
8002-5005-115700 Intercompany	(155,969.32)	(68,068.66)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	200.26	2,748.26
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	-	181,076.00
<b>TOTAL ASSETS</b>	<b>(286,115.69)</b>	<b>1,583,625.14</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	5,482.00	408,242.00
8001-0000-200300 Pension Liability	(181,650.00)	274,936.00
8001-0000-210000 Construction Costs Payable	-	15,016.00
8001-0000-211100 Accounts Payable	(28.85)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	(4,640.24)	-
8001-0000-212000 Accrued Payroll	(10,982.00)	(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>(191,819.09)</b>	<b>708,040.47</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	(3,846.99)	(326,093.99)
8001-0000-282000 Income and Expense Clearing	70,539.79	107,721.15
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(160,989.40)	25,584,439.96
8002-8002-282000 Income and Expense Clearing	-	(25,096,670.53)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
<b>TOTAL EQUITY</b>	<b>(94,296.60)</b>	<b>875,584.67</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(286,115.69)</b>	<b>1,583,625.14</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for June 2017**

	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	256,301.49	414,507.38
1020-0000-112200 Accounts Receivable	(8,241.25)	6,426.11
1020-0000-112201 Allowance for Doubtful Accounts	808.00	-
1020-0000-112500 Accounts Receivable HUD	(36,205.30)	-
1020-0000-114500 Accrued Interest Receivable	-	374.08
1020-5005-115700 Intercompany	(34,756.12)	(5,360.07)
1020-0000-116201 Investments Savings	-	127,313.50
1020-0000-121100 Prepaid Insurance	1,482.14	8,080.14
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	68,590.76	68,590.76
1020-3000-144000 Construction in Progress	544,777.03	1,385,719.53
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	-	147,102.00
<b>TOTAL ASSETS</b>	<b>792,756.75</b>	<b>5,859,822.59</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	149,363.00
1020-0000-200300 Pension Liability	(73,686.00)	297,232.00
1020-0000-210000 Construction Costs Payable	-	12,199.00
1020-0000-211100 Accounts Payable	(475.72)	-
1020-0000-211343 Accounts Payable Misc	(39,353.11)	-
1020-0000-211400 Tenant Security Deposits	855.00	31,333.19
1020-0000-211999 Tenant Refunds	138.65	6,853.02
1020-0000-212000 Accrued Payroll	(6,268.00)	(444.92)
1020-0000-213400 Utility Accrual	(11,568.00)	0.01
1020-0000-213500 Accrued Comp Absences - Curr	-	653.80
1020-0000-213700 Payment in Lieu of Taxes	(17,518.35)	20,077.41
1020-0000-214000 Accrued Comp Absences - non curr	-	3,704.88
1020-0000-260600 Note Payable Non Curr - PNC	(47,726.52)	734,317.16
1020-0000-260601 Note Payable - Curr - PNC	-	47,399.47
<b>TOTAL LIABILITIES</b>	<b>(195,600.05)</b>	<b>1,302,688.02</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	988,356.80	(14,031.04)
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>988,356.80</b>	<b>4,557,134.57</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>792,756.75</b>	<b>5,859,822.59</b>

**1080 LaRoy Froh Townhomes**  
**Balance Sheet for June 2017**

	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	(173,872.81)	772,659.44
1080-0000-112200 Accounts Receivable	(6,247.17)	3,651.68
1080-0000-112201 Allowance for Doubtful Accounts	1,588.67	-
1080-0000-112500 Accounts Receivable HUD	(230,274.90)	-
1080-0000-114500 Accrued Interest Receivable	-	374.08
1080-5005-115700 Intercompany	(134,785.62)	2,172.37
1080-0000-116201 Investments Savings	-	127,313.50
1080-0000-121100 Prepaid Insurance	2,043.50	10,802.50
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	188,053.30	188,053.30
1080-3000-144000 Construction in Progress	282,904.59	756,674.55
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	-	190,189.00
<b>TOTAL ASSETS</b>	<b>(70,590.44)</b>	<b>5,747,563.39</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	240,509.00
1080-0000-200300 Pension Liability	(310,720.00)	168,844.00
1080-0000-210000 Construction Costs Payable	-	15,772.00
1080-0000-211100 Accounts Payable	(382.34)	(42.32)
1080-0000-211343 Accounts Payable Misc	(237,622.05)	-
1080-0000-211400 Tenant Security Deposits	2,960.00	37,134.00
1080-0000-211999 Tenant Refunds	(955.22)	1,503.00
1080-0000-212000 Accrued Payroll	(8,314.00)	(581.19)
1080-0000-213400 Utility Accrual	(2,728.00)	0.01
1080-0000-213500 Accrued Comp Absences - Curr	-	1,287.49
1080-0000-213700 Payment in Lieu of Taxes	(13,831.67)	23,563.99
1080-0000-214000 Accrued Comp Absences - non curr	-	7,295.79
1080-0000-260600 Note Payable Non Curr - PNC	(28,191.92)	426,484.69
1080-0000-260601 Note Payable - Curr - PNC	-	27,557.83
<b>TOTAL LIABILITIES</b>	<b>(599,785.20)</b>	<b>949,328.29</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	529,194.76	(284,633.85)
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>529,194.76</b>	<b>4,798,235.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(70,590.44)</b>	<b>5,747,563.39</b>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for June 2017**

	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	(330,082.27)	579,760.74
1010-0000-112200 Accounts Receivable	(7,620.48)	3,445.52
1010-0000-112201 Allowance for Doubtful Accounts	143.00	-
1010-0000-112500 Accounts Receivable HUD	(1,035.00)	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	374.08
1010-5005-115700 Intercompany	262,462.05	(6,227.98)
1010-0000-116201 Investments Savings	-	127,313.50
1010-0000-121100 Prepaid Insurance	1,735.13	9,265.13
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	3,446.25	3,446.25
1010-3000-144000 Construction in Progress	-	914,572.57
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	-	(8,651,128.48)
1010-1010-148100 Accumulated Depreciation-Build	-	(59,076.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(3,250.00)
1010-0000-150300 Deferred Outflow - MERS	-	175,656.00
<b>TOTAL ASSETS</b>	<b>(70,951.32)</b>	<b>4,468,352.74</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	285,338.00
1010-0000-200300 Pension Liability	(123,921.00)	319,001.00
1010-0000-210000 Construction Costs Payable	-	14,567.00
1010-0000-211100 Accounts Payable	(390.52)	-
1010-0000-211343 Accounts Payable Misc	(9,341.86)	-
1010-0000-211400 Tenant Security Deposits	1,236.30	29,420.30
1010-0000-211999 Tenant Refunds	305.50	6,933.48
1010-0000-212000 Accrued Payroll	(9,186.00)	(651.70)
1010-0000-213400 Utility Accrual	(13,880.00)	-
1010-0000-213500 Accrued Comp Absences - Curr	-	2,609.52
1010-0000-213700 Payment in Lieu of Taxes	(22,312.71)	20,657.91
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	(28,635.92)	444,227.76
1010-0000-260601 Note Payable - Curr - PNC	-	28,660.14
<b>TOTAL LIABILITIES</b>	<b>(206,126.21)</b>	<b>1,174,744.39</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	135,174.89	(1,029,555.48)
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>135,174.89</b>	<b>3,293,608.35</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(70,951.32)</b>	<b>4,468,352.74</b>

**Lansing Housing Commission**  
**1090 South Washington Park**  
**Balance Sheet for June 2017**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111101 General Fund Checking	-	-
1090-0000-111102 Cash-Security Deposits	1,405.08	20,054.08
1090-0000-111111 Chase Checking	(431,134.95)	435,115.15
1090-0000-112200 Accounts Receivable	(12,694.93)	(635.63)
1090-0000-112201 Allowance for Doubtful Accounts	661.87	-
1090-0000-112500 Accounts Receivable HUD	(1,035.00)	-
1090-0000-114500 Accrued Interest Receivable	-	374.08
1090-5005-115700 Intercompany	31,074.43	5,757.38
1090-0000-116201 Investments Savings	-	127,313.51
1090-0000-121100 Prepaid Insurance	704.48	6,357.48
1090-0000-140000 Land	-	231,564.00
1090-0000-144000 Construction in Progress	18,822.75	18,822.75
1090-3000-144000 Construction in Progress	64,555.33	81,252.73
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	-	175,297.00
<b>TOTAL ASSETS</b>	<b>(327,640.94)</b>	<b>3,749,737.15</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	148,585.00
1090-0000-200300 Pension Liability	(130,664.00)	311,362.00
1090-0000-210000 Construction Costs Payable	-	14,537.00
1090-0000-211100 Accounts Payable	(8,923.59)	-
1090-0000-211343 Accounts Payable Misc	(11,668.38)	-
1090-0000-211400 Tenant Security Deposits	(325.50)	23,965.50
1090-0000-211999 Tenant Refunds	(46.93)	7,017.37
1090-0000-212000 Accrued Payroll	(7,243.00)	(501.05)
1090-0000-213400 Utility Accrual	(971.00)	-
1090-0000-213500 Accrued Comp Absences - Curr	-	1,536.79
1090-0000-213700 Payment in Lieu of Taxes	(36,373.89)	7,565.90
1090-0000-214000 Accrued Comp Absences - non curr	-	8,708.50
1090-0000-260600 Note Payable Non Curr - PNC	(6,437.52)	102,884.87
1090-0000-260601 Note Payable - Curr - PNC	-	8,613.88
<b>TOTAL LIABILITIES</b>	<b>(202,653.81)</b>	<b>632,065.76</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	(124,987.13)	(420,355.53)
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>(124,987.13)</b>	<b>3,117,671.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(327,640.94)</b>	<b>3,749,737.15</b>



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June 28, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**May 2017 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. The FSS Coordinator has been conducting outreach through attending all orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. There are still approximately 20 people with expressed interest searching and not leased up. The FSS Coordinator is monitoring this list frequently to determine when those interested are housed. A flyer of information regarding the FSS program is also being sent with all annual recertification packets in hopes to grow the interest for the program.

### **HCV Orientations:**

LHC had one (1) orientation during the month of May 2017 and thirteen (13) vouchers issued Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available.

### **Waiting List:**

One hundred (100) applications were pulled from the waiting list for the month of May 2017. Sixty (60) applications have been returned for processing. 23 of the 60 applications have been processed and approved to attend an orientation on June 15, 2017.

### **Department Initiatives:**

There are 160 active participants in the HUD VASH Program. Thirteen (13) Veterans are currently searching for housing and 144 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of May.





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### Voucher Utilization

April Voucher Program Total Units	1863
April Traditional HCV Utilization	1570
April % Utilized Units	84%

May Voucher Program Total Units	1863
May Traditional HCV Utilization	1578
May % Utilized Units	85%

### Voucher Disbursement

HUD April HAP Disbursement	\$772,439.00
LHC April HAP/UAP Disbursement	\$795,035.00
% Voucher Funding Utilization	103%

HUD May HAP Disbursement	\$772,439.00
LHC May HAP/UAP Disbursement	\$805,240.74
% Voucher Funding Utilization	104%

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 May, a quality control was conducted on twenty-one (21) 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.



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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC 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 05/01/2017. 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. New Utilities allowance schedule will be presented at the March Board Meeting.

#### 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 thirteen (32) 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. The final set of Quality Controls will be conducted in June.

#### 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 (23) 24-hour deficiencies and (35) 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 May 31, the reporting rate is 98%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent 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 104%. 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.





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#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 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 05/31/2017.





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July 26, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**June 2017 Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. The FSS Coordinator has been conducting outreach through attending all orientations and having those interested in the FSS Program sign a sheet so that follow up can be made once they are housed. There are still approximately 20 people with expressed interest searching and not leased up. The FSS Coordinator is monitoring this list frequently to determine when those interested are housed. A flyer of information regarding the FSS program is also being sent with all annual recertification packets in hopes to grow the interest for the program. There are seven (7) appointments scheduled for August from the interest list.

### **HCV Orientations:**

LHC had two (2) orientation during the month of June 2017 and thirty-three (33) vouchers issued. Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available. There are approximately 90 people out searching.

### **Waiting List:**

One hundred twenty-five (125) applications were pulled from the waiting list for the month of June 2017. Eighty (80) applications have been returned for processing.

### **Department Initiatives:**

There are 160 active participants in the HUD VASH Program. Thirteen (13) Veterans are currently searching for housing and 144 Veterans are housed. Three (3) referrals were received during this reporting period, which required one (1) VASH orientation for the month of June.





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### Voucher Utilization

May Voucher Program Total Units	1863
May Traditional HCV Utilization	1578
May % Utilized Units	85%

June Voucher Program Total Units	1863
June Traditional HCV Utilization	1594
June % Utilized Units	86%

### Voucher Disbursement

HUD May HAP Disbursement	\$772,439.00
LHC May HAP/UAP Disbursement	\$805,240.74
% Voucher Funding Utilization	104%

HUD June HAP Disbursement	\$770,009.00
LHC June HAP/UAP Disbursement	\$820,079.00
% Voucher Funding Utilization	106%

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 June, a quality control was conducted on five (5) 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.





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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC, but is based on an internal review and scoring. LHC 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 05/01/2017. 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. New Utilities allowance schedule will be presented at the March Board Meeting.

#### 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 thirteen (32) 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. The final set of Quality Controls will be conducted in June.

#### 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 (23) 24-hour deficiencies and (35) 30-day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

### Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC, but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

### Indicator 8- Payment Standards

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

The 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 June 30, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent 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 106%. 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.





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#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 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 75% 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 06/30/2017.





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June 28, 2017

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### SUBJECT:

**May 2017 Asset Management Monthly Report**

### CONTACT PERSON:

Martell Armstrong  
Executive Director

### OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 98% (not including the modernization units) at the end of May. LHC has 98% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 817 (with units in MOD) or 98% occupancy rate. LHC continues to surpass and maintain an 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of May. There were three (3) households moved in, two (2) residents moved out, and one (1) unit transfers. The UML was 198 which equals 98%.

**Hildebrandt Park occupancy** was 98% at the end of May There was three (3) household moved in, four (4) resident moved out, and zero (0) unit transfer. The UML was 215 which equals 98%.

**LaRoy Froh occupancy** was 98% at the end of May. There was five (5) household moved in, four (4) residents moved out, and one (1) unit transfer. The UML was 208 which equals 98%.





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**South Washington Park occupancy** was 99% at the end of May. There were three (3) households moved in, four (4) residents moved out, and one (1) unit transfer. The UML was 196 which equals 99%.

**OCCUPANCY:**

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	198	98%	3	2	1	0
Hildebrandt	220	215	98%	3	4	0	0
LaRoy Froh	213	208	98%	5	4	1	0
S. Washington	198	196	99%	3	4	1	0
<b>Totals</b>	<b>833</b>	<b>817</b>	<b>98%</b>	<b>14</b>	<b>14</b>	<b>3</b>	<b>0</b>

**Rent Collection:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$30,595.00	\$37,928.74	\$(7,333.74)	124%
Hildebrandt	\$35,423.00	\$37,853.50	\$(2,430.50)	107%
LaRoy Froh	\$32,034.00	\$40,367.12	\$(8,333.12)	126%
S. Washington	\$28,036.00	\$28,579.00	\$(543.00)	102%
<b>Totals</b>	<b>\$126,088.00</b>	<b>\$144,728.36</b>	<b>\$(18,640.36)</b>	<b>115%</b>





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### Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	2	3	4	4
Lease Violation (No Court action)				
Evicted – Nonpayment Judgment	0	1		
Evicted – Nonpayment Writ Ordered but not executed			1	
Physical Eviction		0		
Criminal Activity				
Drug Activity				
Rent too high				
Transfer	1		1	0
<b>Totals</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5</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
3510	Make Ready	6-12-17 (contingent on lingering unauthorized guest)	Y	Vacant 4/26-This unit was roach infested and has, to this point, had 4 separate treatments. At this point we are projecting actual completion 6/12/17.
3502	Make Ready	6-30-17	Y	Vacant 5/15- On 5/31 Mr. Smith walked the unit to assess amount to be moved and manpower needed.





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3025	Make Ready	6-16-17	T	Vacant 5/11-. The unit is currently in rehab and expected to be completed
3262	Make Ready	6-23-17	Y	Vacant 5/24-This unit needs a major cleanout. 5/31 Mr. Smith walked the unit to assess amount to be moved and manpower needed.

#### 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
1948 Hoyt	Make Ready	6/15/2017	DHS	5/12/2016 – Limited contractors
3214-E	Make Ready	6/12/2017	Transfer	5/12/2017
2149 Forest	Make Ready	6/15/2017	Yes	5/8/2017 – Limited contractors
3216-D	Lease Ready	6/11/2017	No	Applicant denied unit, offer to next applicant

#### LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
7222	Make ready	6-16-17	Yes	Vacant 5-1-17 5 bedroom HORRIBLE repairs due to large size family
72538	Make ready	6-16-17	Yes	Vacant 5-7-17.
2358	Make ready	6-2-17	NO UT	Vacant 5-1-17.
72316	Make ready	6-20-17	Yes	Vacant 5-2-17.





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**South Washington Park Vacant Unit Status:**

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10126	Make Ready	6/17/17	N- Transfer	5-17-17
10411	Make Ready	6/14/17	Y	5-27-17





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July 26, 2017

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**June 2017 Asset Management Monthly Report**

### **CONTACT PERSON:**

Martell Armstrong  
Executive Director

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of June. LHC has 97% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 810 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which exceeds the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 98% at the end of June. There were four (4) households moved in, four (4) residents moved out, and one (1) unit transfers. The UML was 198 which equals 98%.

**Hildebrandt Park** occupancy was 98% at the end of June. There were three (3) households moved in, three (3) residents moved out, and three (3) unit transfer's. The UML was 206 which equals 98%.

**LaRoy Froh** occupancy was 97% at the end of June. There were six (6) households moved in, two (2) residents moved out, and zero (0) unit transfer's. The UML was 216 which equals 97%.

