



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

Agenda  
Lansing Housing Commission  
June 27, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of May 23, 2018

Action Items:

Informational Items.

- a. Finance Report May 2018 Dickey May
- b. Housing Choice Voucher Report May 2018
- c. Asset Management Report May 2018
  - Mt. Vernon & Scattered Sites AMP 102
  - Hildebrandt, Forrest, Hoyt AMP 103 & Scattered Sites
  - LaRoy Froh & Scattered Sites AMP 111
  - South Washington & Scattered Sites AMP 112
- d. Sustainability Agreement Update Martell Armstrong

3. Executive Director's Comments.

4. President's Comments.





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

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





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

### Minutes of the May 23, 2018

Commissioner Baltimore called the meeting to order promptly at 5:37 p.m. Mr. Armstrong, called the roll.

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

**STAFF:**

Kim Shirey	Marcus Hardy
Tom Barry	Marshall Bice
Edward Forrest	Marvin Ellis

**Guests:**

Dickey May, Financial Consultant

Commissioner Robinson moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve the minutes of the April 18, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Warren moved and Commissioner Joyce 2<sup>nd</sup> a motion to approve Resolution 1292- Approval of Operating Budgets for FY2019. **The Motion was approved by all members present.**

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

- A. Finance Report - Dicky May, Mr. May provided a brief overview of the Finance Reports for April 2018.
- B. Housing Choice Voucher Report – Report provided as an informational item.
- C. Asset Management Report – Report provided as an informational item.
- D. Sustainability Agreement Update: Mr. Armstrong reported that the Commission continues to abide by the monthly, quarterly, and bi-annual provisions enumerated in the sustainability agreement.





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

Executive Director's Comments: Mr. Armstrong announced the following:

- The Executive Director attended the NAHRO Legislative Conference in Washington DC from April 22-April 24.
- The Executive Director, along with Commissioner Robinson, also attended a NOVOGRADIC Conference on RAD from April 26-27.
- The Executive Director has extended a job offer for the position of Finance Manager.
- The Executive Director on boarded two Assistant Asset Managers.
- The Executive Director has met with the Resident Council of SWP to expedite the stipend reimbursement process
- The Executive Director also met with the residents of South Washington Park to listen to their concerns and suggestions.

President's Comments: Chairman Baltimore addressed the role of board members. The board requested that regular reports of vacant unit turns to account for expenses paid and number of days the unit was off line along with agenda items to address the Executive Director's deliverables be provided on a monthly basis.

Public Comment – none

Other Business – none

Adjournment: The meeting was adjourned at 7:18 p.m.



**Lansing Housing Commission**  
**Budget vs. Actual**  
**Mt. Vernon**  
**For the Period Ending May 31, 2018**

	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Prior YTD Actual</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
Tenant Rental Revenue	\$ 322,309	\$ 343,189	\$ (20,880)	\$ 359,233	\$ 374,388	\$ 31,199
Tenant Revenue - Other	28,675	14,514	14,161	20,053	16,113	1,599
Total Tenant Revenue	<u>\$ 350,984</u>	<u>\$ 357,703</u>	<u>\$ (6,719)</u>	<u>\$ 379,286</u>	<u>\$ 390,501</u>	<u>\$ 32,798</u>
HUD PHA Operating Grants	820,099	744,766	75,333	782,915	812,472	67,706
CFP Operational Income	119,734	40,000	79,734	136,624	40,000	-
Fraud Recovery and Other	10,522	9,689	834	5,441	11,252	1,563
Total Operating Revenue	<u>\$ 1,301,339</u>	<u>\$ 1,152,158</u>	<u>\$ 149,181</u>	<u>\$ 1,304,266</u>	<u>\$ 1,254,225</u>	<u>\$ 102,067</u>
Administrative Salaries	\$ 79,951	\$ 73,758	\$ 6,193	\$ 46,722	\$ 79,905	\$ 6,147
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	139,418	104,929	34,489	139,196	113,938	9,009
Bookkeeping Fees	16,113	16,005	108	16,156	17,460	1,455
Employee Benefits Contributions - Admin	32,958	32,763	195	26,547	35,699	2,936
Office Expenses	34,548	47,503	(12,955)	35,215	52,229	4,726
Legal	19,019	18,788	231	21,772	20,496	1,708
Travel	458	-	458	337	-	-
Other	7,773	4,500	3,273	28,235	4,500	-
Tenant Services - Other	18,500	24,580	(6,080)	11,663	26,960	2,380
Water	85,263	79,136	6,127	74,727	85,936	6,800
Electricity	39,979	36,500	3,479	32,228	39,400	2,900
Gas	60,564	45,700	14,864	49,889	47,200	1,500
Other Utilities Expense	5,706	6,000	(294)	6,006	6,000	-
Ordinary Maintenance and Operations - Labor	72,718	137,050	(64,331)	86,306	148,470	11,421
Ordinary Maintenance and Operations - Materials	61,113	36,235	24,878	69,192	39,529	3,294
Ordinary Maintenance and Operations - Contract	342,668	225,415	117,253	318,589	246,800	21,385
Employee Benefits Contributions - Ordinary	43,636	67,828	(24,192)	47,764	73,914	6,087
Protective Services - Other Contract Costs	2,129	2,200	(71)	1,866	2,400	200
Property Insurance	39,731	32,540	7,191	30,957	35,498	2,958
Liability Insurance	13,573	12,316	1,257	11,870	13,435	1,120
Workers Compensation	2,727	4,011	(1,284)	5,302	4,375	365
All Other Insurance	3,342	-	3,342	2,307	-	-
Other General Expenses	42,967	21,494	21,473	65,863	23,448	1,954
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	14,280	17,501	(3,221)	19,254	19,439	1,938
Bad debt - Tenant Rents	7,274	6,842	432	10,363	7,464	622
Interest Expense	17,132	17,114	18	18,222	18,616	1,502
Total Operating Expenses	<u>\$ 1,208,537</u>	<u>\$ 1,074,707</u>	<u>\$ 133,830</u>	<u>\$ 1,180,389</u>	<u>\$ 1,167,112</u>	<u>\$ 92,405</u>
Net Income (Loss)	<u>\$ 92,803</u>	<u>\$ 77,451</u>	<u>\$ 15,352</u>	<u>\$ 123,877</u>	<u>\$ 87,113</u>	<u>\$ 9,662</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Hildebrandt**  
**For the Period Ending May 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 374,129	\$ 389,851	\$ (15,722)	\$ 348,458	\$ 425,292	\$ 35,441
Tenant Revenue - Other	32,509	20,715	11,794	27,068	22,640	1,925
Total Tenant Revenue	<u>\$ 406,639</u>	<u>\$ 410,566</u>	<u>\$ (3,927)</u>	<u>\$ 375,526</u>	<u>\$ 447,932</u>	<u>\$ 37,366</u>
HUD PHA Operating Grants	1,074,362	985,090	89,272	1,020,268	1,074,644	89,554
CFP Operational Income	122,551	40,000	82,551	150,022	40,000	-
Fraud Recovery and Other	4,590	9,689	(5,099)	3,973	11,252	1,563
Total Operating Revenue	<u>\$ 1,608,141</u>	<u>\$ 1,445,345</u>	<u>\$ 162,796</u>	<u>\$ 1,336,512</u>	<u>\$ 1,573,828</u>	<u>\$ 128,483</u>
Administrative Salaries	\$ 77,857	\$ 76,176	\$ 1,681	\$ 60,449	\$ 82,524	\$ 6,348
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	151,823	114,124	37,699	153,129	123,922	9,799
Bookkeeping Fees	17,576	17,408	169	17,829	18,990	1,583
Employee Benefits Contributions - Admin	35,870	33,186	2,683	26,089	36,159	2,973
Office Expenses	35,958	30,874	5,084	37,046	32,935	2,061
Legal	22,615	23,154	(539)	19,319	24,639	1,485
Travel	628	-	628	365	-	-
Other	(703)	2,400	(3,103)	6,517	2,400	-
Tenant Services - Other	21,085	27,280	(6,195)	7,869	29,780	2,480
Water	92,336	101,843	(9,507)	106,435	111,164	9,321
Electricity	32,018	26,455	5,563	42,807	28,860	2,405
Gas	52,375	33,173	19,202	45,890	33,393	220
Other Utilities Expense	-	9,100	(9,100)	-	9,100	-
Ordinary Maintenance and Operations - Labor	69,682	135,305	(65,623)	93,879	146,580	11,275
Ordinary Maintenance and Operations - Material	41,659	52,492	(10,833)	75,586	56,664	4,172
Ordinary Maintenance and Operations - Contrac	579,330	257,749	321,581	269,508	281,708	23,959
Employee Benefits Contributions - Ordinary	40,470	52,366	(11,897)	44,921	57,048	4,682
Protective Services - Other Contract Costs	3,749	3,377	372	3,457	3,684	307
Property Insurance	41,430	28,925	12,505	27,542	31,555	2,630
Liability Insurance	11,116	10,378	737	9,943	11,322	943
Workers Compensation	2,518	3,002	(484)	2,805	3,275	273
All Other Insurance	3,060	1,826	1,234	2,236	1,992	166
Other General Expenses	45,943	29,698	16,245	70,254	32,016	2,318
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	18,982	21,848	(2,866)	18,325	24,108	2,260
Bad debt - Tenant Rents	14,267	9,900	4,367	13,692	10,800	900
Interest Expense	28,553	28,525	28	30,370	31,029	2,504
Total Operating Expenses	<u>\$ 1,445,198</u>	<u>\$ 1,134,565</u>	<u>\$ 310,634</u>	<u>\$ 1,190,104</u>	<u>\$ 1,229,628</u>	<u>\$ 95,063</u>
Net Income (Loss)	<u>\$ 162,943</u>	<u>\$ 310,780</u>	<u>\$ (147,837)</u>	<u>\$ 146,408</u>	<u>\$ 344,200</u>	<u>\$ 33,420</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending May 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 349,799	\$ 390,071	\$ (40,272)	\$ 367,718	\$ 425,532	\$ 35,461
Tenant Revenue - Other	30,284	17,465	12,819	27,338	18,720	1,255
Total Tenant Revenue	<u>\$ 380,082</u>	<u>\$ 407,536</u>	<u>\$ (27,454)</u>	<u>\$ 395,055</u>	<u>\$ 444,252</u>	<u>\$ 36,716</u>
HUD PHA Operating Grants	958,407	925,122	33,285	896,114	1,009,224	84,102
CFP Operational Income	122,551	40,000	82,551	153,172	40,000	-
Fraud Recovery and Other	5,551	9,689	(4,137)	6,547	11,252	1,563
Total Operating Revenue	<u>\$ 1,466,591</u>	<u>\$ 1,382,347</u>	<u>\$ 84,244</u>	<u>\$ 1,450,888</u>	<u>\$ 1,504,728</u>	<u>\$ 122,381</u>
Administrative Salaries	\$ 35,452	\$ 84,997	\$ (49,545)	\$ 73,588	\$ 92,080	\$ 7,083
Auditing Fees	5,000	4,900	100	3,840	4,900	-
Management Fees	146,317	110,337	35,979	145,339	119,811	9,474
Bookkeeping Fees	16,735	16,830	(95)	16,816	18,360	1,530
Employee Benefits Contributions - Admin	15,630	27,131	(11,501)	23,482	29,548	2,417
Office Expenses	32,566	33,833	(1,267)	36,786	37,091	3,258
Legal	21,145	28,732	(7,587)	22,486	31,344	2,612
Travel	100	913	(813)	619	996	83
Other	29,284	7,579	21,705	(8,751)	8,268	689
Tenant Services - Other	19,332	26,180	(6,848)	3,900	28,560	2,380
Water	64,084	60,954	3,130	58,913	66,495	5,541
Electricity	36,360	38,907	(2,547)	35,812	42,444	3,537
Gas	52,055	49,300	2,755	42,488	51,300	2,000
Other Utilities Expense	11,472	13,653	(2,182)	11,760	13,713	59
Ordinary Maintenance and Operations - Labor	100,742	128,876	(28,134)	90,855	140,002	11,126
Ordinary Maintenance and Operations - Material	68,718	131,643	(62,925)	109,698	143,656	12,013
Ordinary Maintenance and Operations - Contract	477,816	238,459	239,357	305,825	260,418	21,959
Employee Benefits Contributions - Ordinary	59,988	78,192	(18,204)	60,113	85,256	7,063
Protective Services - Other Contract Costs	3,245	-	3,245	3,497	-	-
Property Insurance	46,288	40,981	5,307	38,828	44,706	3,726
Liability Insurance	14,039	12,962	1,078	12,447	14,140	1,178
Workers Compensation	2,214	3,002	(789)	3,016	3,275	273
All Other Insurance	3,839	-	3,839	2,853	-	-
Other General Expenses	44,714	24,384	20,330	75,033	26,228	1,844
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	16,771	22,991	(6,220)	21,309	25,329	2,338
Bad debt - Tenant Rents	16,019	11,000	5,019	15,223	12,000	1,000
Interest Expense	16,866	16,848	18	17,939	18,327	1,479
Total Operating Expenses	<u>\$ 1,356,789</u>	<u>\$ 1,213,585</u>	<u>\$ 143,204</u>	<u>\$ 1,223,713</u>	<u>\$ 1,318,248</u>	<u>\$ 104,663</u>
Net Income (Loss)	<u>\$ 109,802</u>	<u>\$ 168,762</u>	<u>\$ (58,960)</u>	<u>\$ 227,174</u>	<u>\$ 186,480</u>	<u>\$ 17,718</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending May 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 316,982	\$ 318,989	\$ (2,007)	\$ 326,637	\$ 347,988	\$ 28,999
Tenant Revenue - Other	21,747	16,500	5,247	18,822	18,000	1,500
Total Tenant Revenue	<u>\$ 338,729</u>	<u>\$ 335,489</u>	<u>\$ 3,240</u>	<u>\$ 345,459</u>	<u>\$ 365,988</u>	<u>\$ 30,499</u>
HUD PHA Operating Grants	557,091	593,787	(36,696)	581,597	647,768	53,981
CFP Operational Income	235,703	100,000	135,703	134,657	100,000	-
Fraud Recovery and Other	9,620	4,909	4,711	9,143	6,492	1,583
Total Operating Revenue	<u>\$ 1,141,142</u>	<u>\$ 1,034,185</u>	<u>\$ 106,957</u>	<u>\$ 1,070,856</u>	<u>\$ 1,120,248</u>	<u>\$ 86,063</u>
Administrative Salaries	\$ 76,271	\$ 78,968	\$ (2,698)	\$ 107,940	\$ 85,549	\$ 6,581
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	137,451	102,765	34,686	131,851	111,589	8,824
Bookkeeping Fees	15,814	15,675	139	15,137	17,100	1,425
Employee Benefits Contributions - Admin	34,182	40,791	(6,608)	48,343	44,453	3,662
Office Expenses	32,014	42,023	(10,009)	40,312	45,741	3,718
Legal	27,645	27,775	(130)	26,936	30,300	2,525
Travel	-	-	-	692	-	-
Other	7,541	-	7,541	6,870	-	-
Tenant Services - Other	13,191	15,400	(2,209)	13,557	16,800	1,400
Water	175,434	84,150	91,284	107,762	91,800	7,650
Electricity	91,887	64,900	26,987	75,137	70,800	5,900
Gas	49,204	49,000	204	43,523	51,000	2,000
Other Utilities Expense	1,404	1,601	(197)	1,241	1,652	51
Ordinary Maintenance and Operations - Labor	133,624	162,336	(28,712)	158,183	175,864	13,528
Ordinary Maintenance and Operations - Material	44,938	58,245	(13,307)	75,195	63,420	5,175
Ordinary Maintenance and Operations - Contrac	102,064	79,620	22,444	195,565	86,890	7,270
Employee Benefits Contributions - Ordinary	64,952	67,617	(2,665)	67,060	73,670	6,053
Protective Services - Other Contract Costs	1,540	1,540	-	1,420	1,680	140
Property Insurance	9,425	16,870	(7,445)	16,451	18,404	1,534
Liability Insurance	14,802	13,619	1,183	13,087	14,857	1,238
Workers Compensation	2,073	6,016	(3,944)	5,547	6,563	547
All Other Insurance	2,285	1,099	1,186	1,599	1,199	100
Other General Expenses	56,183	25,399	30,784	68,889	27,708	2,309
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(364)	10,994	(11,358)	8,475	12,239	1,245
Bad debt - Tenant Rents	4,101	11,000	(6,899)	21,087	12,000	1,000
Interest Expense	3,851	3,850	1	4,096	4,188	338
Total Operating Expenses	<u>\$ 1,106,509</u>	<u>\$ 985,253</u>	<u>\$ 121,257</u>	<u>\$ 1,259,796</u>	<u>\$ 1,069,465</u>	<u>\$ 84,212</u>
Net Income (Loss)	<u>\$ 34,633</u>	<u>\$ 48,932</u>	<u>\$ (14,300)</u>	<u>\$ (188,939)</u>	<u>\$ 50,783</u>	<u>\$ 1,851</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending May 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,363,218	\$ 1,442,100	\$ (78,882)	\$ 1,402,046	\$ 1,573,200	\$ 131,100
Tenant Revenue - Other	113,215	69,194	44,021	93,281	75,473	6,279
Total Tenant Revenue	<u>\$ 1,476,433</u>	<u>\$ 1,511,294</u>	<u>\$ (34,861)</u>	<u>\$ 1,495,327</u>	<u>\$ 1,648,673</u>	<u>\$ 137,379</u>
HUD PHA Operating Grants	3,409,959	3,248,766	161,193	3,280,894	3,544,108	295,342
CFP Operational Income	600,538	220,000	380,538	574,475	220,000	-
Fraud Recovery and Other	30,283	33,974	(3,691)	25,104	40,246	6,272
Total Operating Revenue	<u>\$ 5,517,213</u>	<u>\$ 5,014,034</u>	<u>\$ 503,179</u>	<u>\$ 5,162,521</u>	<u>\$ 5,453,028</u>	<u>\$ 438,993</u>
Administrative Salaries	\$ 269,531	\$ 313,900	\$ (44,369)	\$ 288,700	\$ 340,058	\$ 26,158
Auditing Fees	20,000	16,900	3,100	15,360	16,900	-
Management Fees	575,008	432,155	142,853	569,516	469,261	37,106
Bookkeeping Fees	66,238	65,918	321	65,938	71,910	5,993
Employee Benefits Contributions - Administrative	118,640	133,871	(15,231)	124,461	145,859	11,988
Office Expenses	135,085	154,233	(19,148)	149,358	167,996	13,763
Legal Expense	90,423	98,449	(8,026)	90,513	106,779	8,330
Travel	1,185	913	272	2,014	996	83
Other	43,895	14,479	29,416	32,872	15,168	689
Tenant Services - Other	72,108	93,440	(21,332)	36,990	102,080	8,640
Water	417,116	326,083	91,033	347,836	355,395	29,312
Electricity	200,244	166,762	33,482	185,985	181,504	14,742
Gas	214,198	177,173	37,025	181,789	182,893	5,720
Other Utilities Expense	18,581	30,354	(11,772)	19,007	30,464	110
Ordinary Maintenance and Operations - Labor	376,766	563,567	(186,801)	429,222	610,916	47,350
Ordinary Maintenance and Operations - Material	216,427	278,615	(62,188)	329,671	303,269	24,654
Ordinary Maintenance and Operations - Contract	1,501,878	801,243	700,635	1,089,488	875,816	74,573
Employee Benefits Contributions - Ordinary	209,046	266,003	(56,957)	219,858	289,888	23,885
Protective Services - Other Contract Costs	10,663	7,117	3,546	10,239	7,764	647
Property Insurance	136,874	119,316	17,558	113,778	130,163	10,847
Liability Insurance	53,529	49,274	4,255	47,348	53,754	4,479
Workers Compensation	9,531	16,032	(6,501)	16,669	17,489	1,457
All Other Insurance	12,527	2,925	9,602	8,997	3,191	266
Other General Expenses	189,807	100,975	88,832	280,039	109,400	8,425
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	49,669	73,334	(23,665)	67,363	81,114	7,780
Bad debt - Tenant Rents	41,661	38,742	2,919	60,365	42,264	3,522
Interest Expense	66,402	66,337	65	70,627	72,160	5,823
Total Operating Expenses	<u>\$ 5,117,033</u>	<u>\$ 4,408,109</u>	<u>\$ 708,925</u>	<u>\$ 4,854,002</u>	<u>\$ 4,784,452</u>	<u>\$ 376,343</u>
Net Income (Loss)	<u>\$ 400,180</u>	<u>\$ 605,926</u>	<u>\$ (205,746)</u>	<u>\$ 308,520</u>	<u>\$ 668,576</u>	<u>\$ 62,650</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending May 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 733,172	\$ 702,716	\$ 30,456	\$ 732,089	\$ 755,690	\$ 52,974
Bookkeeping Fees Income	66,238	65,923	315	65,937	71,916	5,993
Fraud Recovery and Other	58,241	69,050	(10,809)	63,615	75,330	6,280
<b>Total Operating Revenue</b>	<b>\$ 857,651</b>	<b>\$ 837,689</b>	<b>\$ 19,962</b>	<b>\$ 861,641</b>	<b>\$ 902,936</b>	<b>\$ 65,247</b>
Administrative Salaries	\$ 290,928	\$ 371,851	\$ (80,922)	\$ 318,424	\$ 402,839	\$ 30,988
Auditing Fees	5,000	5,200	(200)	5,545	5,200	-
Employee Benefits Contributions - Admin	75,210	107,229	(32,019)	81,038	116,762	9,533
Office Expenses	46,756	38,622	8,134	30,960	40,546	1,924
Legal	1,580	1,500	80	2,923	2,000	500
Travel	7,715	1,540	6,175	1,396	1,680	140
Other	26,905	21,478	5,427	30,520	28,104	6,626
Tenant Services - Other	675	-	675	61	-	-
Water	1,813	1,375	438	941	1,500	125
Electricity	9,049	10,588	(1,539)	7,251	11,514	926
Gas	2,011	1,826	185	1,625	1,909	83
Other Utilities Expense	263	300	(37)	190	300	-
Ordinary Maintenance and Operations - Materia	73	275	(202)	28	300	25
Ordinary Maintenance and Operations - Contrac	9,001	7,108	1,893	11,018	7,736	628
Protective Services - Other Contract Costs	492	550	(58)	1,537	600	50
Property Insurance	1,827	1,201	626	1,381	1,310	109
Liability Insurance	-	1,243	(1,243)	226	1,356	113
Workers Compensation	1,295	1,584	(289)	1,059	1,728	144
All Other Insurance	24,450	-	24,450	2,486	-	-
Other General Expenses	42,791	35,537	7,254	52,332	38,534	2,997
Compensated Absences	-	-	-	-	-	-
Interest Expense	8,807	10,000	(1,193)	10,775	10,860	860
<b>Total Operating Expenses</b>	<b>\$ 556,641</b>	<b>\$ 619,007</b>	<b>\$ (62,366)</b>	<b>\$ 561,717</b>	<b>\$ 674,778</b>	<b>\$ 55,770</b>
<b>Net Income (Loss)</b>	<b>\$ 301,010</b>	<b>\$ 218,682</b>	<b>\$ 82,328</b>	<b>\$ 299,924</b>	<b>\$ 228,159</b>	<b>\$ 9,477</b>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Housing Choice Voucher**  
**For the Period Ending May 31, 2018**

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 9,223,348	\$ 8,999,903	\$ 223,445	\$ 9,411,220	\$ 9,818,076	\$ 818,173
Other Revenue	339	-	339	4,776	-	-
Fraud Recovery and Other	20,164	4,400	15,764	7,809	4,800	400
Total Operating Revenue	<u>\$ 9,243,851</u>	<u>\$ 9,004,303</u>	<u>\$ 239,548</u>	<u>\$ 9,423,805</u>	<u>\$ 9,822,876</u>	<u>\$ 818,573</u>
Administrative Salaries	\$ 238,136	\$ 236,248	\$ 1,888	\$ 182,499	\$ 255,352	\$ 19,104
Auditing Fees	25,000	27,950	(2,950)	27,725	27,950	-
Management Fees	158,164	150,559	7,605	162,572	164,246	13,687
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	76,171	95,463	(19,292)	80,470	103,960	8,497
Office Expenses	125,551	143,820	(18,269)	140,581	154,800	10,980
Legal Expense	-	-	-	-	-	-
Travel	23	-	23	920	-	-
Other	747	24,200	(23,453)	117,077	26,400	2,200
Tenant Services - Other	-	-	-	-	-	-
Water	-	330	(330)	209	360	30
Electricity	-	1,430	(1,430)	893	1,560	130
Gas	107	1,320	(1,213)	56	1,440	120
Other Utilities Expense	478	-	478	184	-	-
Ordinary Maintenance and Operations - Materie	-	3,480	(3,480)	-	3,660	-
Ordinary Maintenance and Operations - Contra	29,370	3,828	25,542	29,611	4,176	-
Protective services - Other Contract Costs	209	500	(291)	261	500	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	16,671	15,556	1,115	15,459	16,970	1,414
Workers Compensation	15,174	5,977	9,198	5,734	6,338	362
All Other Insurance	-	1,104	(1,104)	-	-	-
Other General Expenses	24,261	17,820	6,441	23,864	19,440	1,620
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	9,134,477	8,247,107	887,370	8,467,397	8,996,844	749,737
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,844,540</u>	<u>\$ 8,976,692</u>	<u>\$ 867,848</u>	<u>\$ 9,255,513</u>	<u>\$ 9,783,997</u>	<u>\$ 807,305</u>
Net Income (Loss)	<u>\$ (600,689)</u>	<u>\$ 27,611</u>	<u>\$ (628,300)</u>	<u>\$ 168,292</u>	<u>\$ 38,879</u>	<u>\$ 11,268</u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for May 2018**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	3,062.60	597,445.99
1010-0000-112200 Accounts Receivable	3,722.90	11,217.72
1010-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	2,074.74	(3,076.41)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(5,229.10)	17,378.23
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	(18,434.02)
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
<b>TOTAL ASSETS</b>	<u><b>3,631.14</b></u>	<u><b>4,525,589.99</b></u>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payabe	-	23,917.00
1010-0000-211100 Accounts Payable	-	-
1010-0000-211400 Tenant Security Deposits	584.00	33,929.30
1010-0000-211999 Tenant Refunds	-	7,845.67
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	1,979.03	34,926.83
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	(2,651.91)	409,703.80
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
<b>TOTAL LIABILITIES</b>	<u><b>(88.88)</b></u>	<u><b>1,263,101.81</b></u>
<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	3,720.02	(1,127,248.11)
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	-	1,532,501.72
<b>TOTAL EQUITY</b>	<u><b>3,720.02</b></u>	<u><b>3,262,488.18</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>3,631.14</b></u>	<u><b>4,525,589.99</b></u>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for May 2018**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	15,535.84	463,070.17
1020-0000-112200 Accounts Receivable	(890.77)	8,834.88
1020-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	10,332.54	9,341.70
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(5,146.02)	18,945.35
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	1,296,329.60
1020-0000-146000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
<b>TOTAL ASSETS</b>	<u><b>19,831.59</b></u>	<u><b>5,586,373.78</b></u>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	-	-
1020-0000-211400 Tenant Security Deposits	773.00	32,507.19
1020-0000-211999 Tenant Refunds	108.00	8,730.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	1,403.29	39,551.90
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	(4,419.86)	682,839.63
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
<b>TOTAL LIABILITIES</b>	<u><b>(2,135.57)</b></u>	<u><b>1,355,354.94</b></u>
<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	21,967.16	(957,428.47)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,553,258.81
<b>TOTAL EQUITY</b>	<u><b>21,967.16</b></u>	<u><b>4,231,018.84</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>19,831.59</b></u>	<u><b>5,586,373.78</b></u>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for May 2018**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	47,724.28	852,735.93
1080-0000-112200 Accounts Receivable	1,631.50	8,084.60
1080-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	10,979.00	10,979.00
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	(23,786.41)	(17,786.31)
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(5,879.60)	16,425.10
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
<b>TOTAL ASSETS</b>	<u><b>30,668.77</b></u>	<u><b>5,266,651.23</b></u>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	326,894.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payabe	-	25,896.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211400 Tenant Security Deposits	163.00	36,341.06
1080-0000-211999 Tenant Refunds	(143.00)	4,337.66
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	(486.43)	40,462.83
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	(2,610.80)	403,351.76
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
<b>TOTAL LIABILITIES</b>	<u><b>(3,077.23)</b></u>	<u><b>1,038,511.48</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	33,746.00	(1,207,831.49)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
<b>TOTAL EQUITY</b>	<u><b>33,746.00</b></u>	<u><b>4,228,139.75</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>30,668.77</b></u>	<u><b>5,266,651.23</b></u>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for May 2018**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	3,114.51	412,452.06
1090-0000-112200 Accounts Receivable	147.00	2,425.06
1090-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	(9,700.69)	(9,097.62)
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,190.46)	(431.38)
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	176,312.33
1090-0000-146000 Dwelling Structures	-	9,408,534.31
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	131,148.45
1090-0000-147000 Nondwellin Structures	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,902.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
<b>TOTAL ASSETS</b>	<b>(8,629.64)</b>	<b>3,564,467.67</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	201,953.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payabe	-	23,868.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211400 Tenant Security Deposits	(338.00)	30,602.50
1090-0000-211999 Tenant Refunds	(108.00)	10,551.18
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	(579.26)	(2,026.78)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	(596.17)	92,103.98
1090-0000-260601 Note Payable - Curr - PNC	-	6,991.54
<b>TOTAL LIABILITIES</b>	<b>(1,621.43)</b>	<b>730,670.49</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	(7,008.21)	(834,039.64)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	472,159.32
<b>TOTAL EQUITY</b>	<b>(7,008.21)</b>	<b>2,833,797.18</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(8,629.64)</b>	<b>3,564,467.67</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for May 2018**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(10,618.35)	50,704.11
5005-0000-111111 Chase Checking	(2,032.70)	864,479.62
5005-1010-115700 Intercompany	(2,074.74)	3,076.41
5005-1020-115700 Intercompany	(10,332.54)	(9,341.70)
5005-1080-115700 Intercompany	23,786.41	17,786.31
5005-1090-115700 Intercompany	9,700.69	9,097.62
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	(25,332.77)	(14,155.85)
5005-8002-115700 Intercompany	15,614.95	3,447.16
5005-8005-115700 Intercompany	(11.26)	(2,467.88)
5005-8010-115700 Intercompany	14,949.18	29,723.23
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(1,934.97)	1,962.42
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	-	240,087.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
<b>TOTAL ASSETS</b>	<b>11,713.90</b>	<b>2,672,678.64</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	191,365.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payabe	-	16,745.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	936.22	11,038.10
5005-0000-212000 Accrued Payroll	-	12,756.12
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	4,298.98
5005-0000-214000 Accrued Comp Absences - non curr	-	24,360.88
5005-0000-224000 Tenant Prepaid Rent	-	1,390.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,131.93)	379,569.68
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
<b>TOTAL LIABILITIES</b>	<b>(3,195.71)</b>	<b>783,247.63</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	14,909.61	1,538,497.72
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>14,909.61</b>	<b>1,889,431.01</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>11,713.90</b>	<b>2,672,678.64</b>



**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for May 2018**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(14,160.28)	404,071.10
8002-0000-111111 Chase Checking	(17,723.67)	396,753.61
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	25,332.77	14,155.85
8002-5005-115700 Intercompany	(15,614.95)	(3,447.16)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,547.25)	(427.81)
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	185,626.00
<b>TOTAL ASSETS</b>	<b>(23,713.38)</b>	<b>996,731.59</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	554,873.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payabe	-	24,655.00
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.76
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>873,496.41</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	9,625.24	59,191.64
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	(33,338.62)	31,391,905.25
8002-8002-282000 Income and Expense Clearing	-	(31,607,955.80)
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>(23,713.38)</b>	<b>123,235.18</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(23,713.38)</b>	<b>996,731.59</b>

Lansing Housing Commission  
Summary Results for MAY FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	36,494	35,521	22,703	20,813	115,531	(1,154)	88,232
Tenant Revenue Variance	1,897	2,613	(2,623)	246	2,133		
HUD Revenue Variance	21,125	20,474	14,819	8,777	65,195	1,206	85,987
Capital Fund Income	10,765	10,765	10,765	10,765	43,060	-	
Other Income	2,707	1,669	(258)	1,025	5,143	(2,360)	2,245
Other	-	-	-	-	-	-	-
Budgeted Revenue	100,504	126,920	120,818	84,500	432,742	65,247	818,573
% Variance fav (unfav)	36%	28%	19%	25%	27%	-2%	10.8%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	41,015	43,948	7,327	27,589	119,879	(126)	124,199
<u>Contributing Factors:</u>							
MERS Contribution Special					-		
Adjusted Expense Variance	41,015	43,948	7,327	27,589	119,879	(126)	124,199
-Over spend (Under spend)							
Employee Benefit Expenses	(2,121)	(1,485)	(3,643)	(1,073)	(8,322)	(2,743)	
Salary Expenses	(4,048)	(6,482)	(8,868)	(4,595)	(23,993)	(10,048)	3,960
Utilities	12,535	8,660	6,113	20,206	47,514	964	
Write-offs		(1,275)		(1,662)	(2,937)		
Legal	1,475				1,475		
Professional Svc	10,228	10,177	10,988	10,268	41,661	4,054	1,248
Recreation/Other Svc			(1,180)		(1,180)		
Insurance		1,319			1,319	1,832	
Sundry/Office Supplies/Postage		(11,380)	11,380		-	3,684	3,057
HAP Expense					-		115,749
Admin Svc			2,197		2,197		
Computer Maintenance/PILOT			(4,005)	(1,824)	(5,829)		
Maintenance Costs	18,894	3,080	(9,805)	3,568	15,737		
Maintenance Contract - Unit Turns	4,747	41,662	4,665	1,940	53,014		
Other	(695)	(328)	(515)	761	(777)	2,131	185
<b>Curr Mo. Actual Net Income (Loss)</b>	<b>\$ 3,720</b>	<b>\$ 21,967</b>	<b>\$ 33,746</b>	<b>\$ (7,008)</b>	<b>\$ 52,425</b>	<b>\$ 14,910</b>	<b>\$ (23,702)</b>
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 92,803</b>	<b>\$ 162,943</b>	<b>\$ 109,802</b>	<b>\$ 34,633</b>	<b>\$ 400,181</b>	<b>\$ 301,010</b>	<b>\$ (600,341)</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 123,877</b>	<b>\$ 146,408</b>	<b>\$ 227,174</b>	<b>\$ (188,939)</b>	<b>\$ 308,520</b>	<b>\$ 299,924</b>	<b>\$ 168,292</b>
<b>Cash Balance - May</b>	<b>\$ 597,446</b>	<b>\$ 463,070</b>	<b>\$ 852,736</b>	<b>\$ 412,452</b>	<b>\$ 2,325,704</b>	<b>\$ 864,480</b>	<b>\$ 800,825</b>
<b>Cash Balance - April</b>	<b>\$ 594,383</b>	<b>\$ 447,534</b>	<b>\$ 805,011</b>	<b>\$ 409,337</b>	<b>\$ 2,256,265</b>	<b>\$ 866,512</b>	<b>\$ 879,910</b>
<b>Cash Balance - March</b>	<b>\$ 572,598</b>	<b>\$ 491,305</b>	<b>\$ 815,711</b>	<b>\$ 392,652</b>	<b>\$ 2,272,266</b>	<b>\$ 783,264</b>	<b>\$ 962,471</b>



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

June 27, 2018

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**May Housing Choice Voucher Monthly Report**

### **CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

### **Family Self Sufficiency:**

A progress update has been completed for all FSS participants, so the PIC reflects properly for the upcoming grant application and SEMAP score. The FSS has signed three (3) new contracts in the month of May.

### **HCV Orientations:**

LHC had zero (0) orientation during the month of May 2018 and zero (0) vouchers issued. 100 offer letters were sent out on May 21, 2018. HCV received back 56 responses back and is in the process of approving or denying applications. An orientation will be held on June 26, 2018 for those applicants who meet the qualifications.

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

### **Waiting List:**

There are currently 350 applicants left on the waiting list. It is anticipated that this list will be exhausted late summer.

### **Department Initiatives:**

In the HCV Program there are currently 1,839 vouchers housed for all of its programs. Fifty-three participants are with the Shelter Plus Care Program (S+C), 814 are housed under the Permanent Supportive Housing Program (PSH), and 137 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,707 are housed under the regular Housing Choice Voucher Program.





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

### Voucher Utilization

April Voucher Program Total Units	1,863
April Traditional HCV Utilization	1,722
April % Utilized Units	93%

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1,707
May % Utilized Units	91%

### Voucher Disbursement

HUD April HAP Disbursement	\$785,873
LHC April HAP/UAP Disbursement	\$872,910
% Voucher Funding Utilization	111%

HUD May HAP Disbursement	\$785,873
LHC May HAP/UAP Disbursement	\$862,109
% Voucher Funding Utilization	110%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 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 July, a quality control was conducted on fifteen (15) units and approved. This indicator is not







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

scored by PIC but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

#### Rent Reasonableness

PIC Scoring	Internal Scoring
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 2018.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. 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. The utility allowance study is complete and is on the agenda for approval at the January 2018 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 28. During this reporting period eight (8) quality control inspections were conducted. A total of eight (8) conducted so far, this fiscal year. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5





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

### 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 (12) 24-hour deficiencies and (66) 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 2018 FMR's were approved by the Board to take effect 03/01/2018.

#### 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, 2018, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.







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

#### 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 110%. 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.





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

#### 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, 19 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 56% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of eight (5) points.

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 05/31/2018







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

June 27, 2018

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**May 2018 Asset Management Monthly Report**

### **CONTACT PERSON:**

Martell Armstrong  
Executive Director  
517-487-6550 Ext. 111

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of May. LHC has 97% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 806 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 99% at the end of May. There were two (2) households moved in, two (2) resident moved out's, and one (1) unit transfer. The UML was 200 which equals 99%.

**Hildebrandt Park** occupancy was 98% at the end of May. There were five (5) households moved in, one (1) resident moved out, and zero (0) unit transfer's. The UML was 215 which equals 98%.

**LaRoy Froh** occupancy was 94% at the end of May. There were zero (0) households moved in, two (2) residents moved out, zero (0) unit transfer's. The UML was 202 which equals 94%.





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

**South Washington Park occupancy** was 96% at the end of May. There were three (3) households moved in, two (2) resident moved out, and two (2) unit transfer. The UML was 189 which equals 96%.

**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	200	99%	2	2	0	0
Hildebrandt	220	215	96%	5	1	0	0
LaRoy Froh	213	202	96%	0	2	0	0
S. Washington	198	189	96%	3	2	2	0
<b>Totals</b>	<b>833</b>	<b>806</b>	<b>97%</b>	<b>10</b>	<b>7</b>	<b>2</b>	<b>0</b>

**Rent Collection:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 33,558.00	\$ 35,681.06	\$ (2,123.06)	106%
Hildebrandt	\$ 37,804.00	\$ 46,577.76	\$ (8,773.76)	123%
LaRoy Froh	\$ 34,311.00	\$ 35,122.50	\$ (811.50)	102%
S. Washington	\$ 29,040.00	\$ 30,701.51.00	\$ (1,661.51)	106%
<b>Totals</b>	<b>\$ 134,713.00</b>	<b>\$ 148,082.83</b>	<b>\$ (13,369.83)</b>	<b>110%</b>





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

**Move Out Analysis:**

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	1	1	2	2
Lease Violation (No Court action)		0		
Evicted – Nonpayment Judgment	1	0	2	0
Evicted – Nonpayment Writ Ordered but not executed	0	0		
Physical Eviction	1	0		
Criminal Activity	0			
Drug Activity	0	0		
Rent too high	0	0		
Transfer	0	0	0	2





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

**Mt. Vernon Vacant Unit Status:**

Unit	Make Ready Status	Projected or actual lease up date	Security deposit received	Comments/reason for length
3812 Wilson	Make Ready	Projected lease update June 15, 2018	Yes	Vacant 2/14. 3/21- Most major repairs completed, we are currently waiting on permits for the remaining work that must be done.
4211 Balmoral	Make Ready	Projected lease update June 2, 2018	Yes	Vacant 5/10- Parts have been ordered and are in the unit. Unit prep will be completed using a contractor. Unit has roaches and required treatment on 6/7. Contractor will return to the unit next week.







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

### Hildebrandt Park Vacant Unit Status:

Unit	Make Ready Status	Projected or actual lease up date	Security deposit received	Comments/reason for length
512 Mifflin	Lease Ready	6/15/2018	Processing Applicants	4/12/18 Lease Ready, no approved applicants
1217 Whyte	Make Ready	6/11/2018	Processing Applicants	4/3/18 Would be lease ready but tub arrived cracked, another tub has been ordered needs to be installed then unit will be LR
3112-C	Make Ready	6/30/2018	Processing Applicants	5/4/18 Wood floors completed 6/1, will begin tile floors 6/6/18, bidding hours for carpentry work
3220-B	Make Ready	6/15/2018	Processing Applicants	4/30/18 Unit will be LR by end of the week, just need applicants
3220-C	Male Ready	6-30-2018	Processing Applicants	5-2-18 Current Contractors in use at other units





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

**LaRoy Froh Vacant Unit Status:**

Unit	Make Ready Status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2434 Reo	Lease ready	Ready	no	Vacant 01/18/17 Completed Orientation is set for June 8 <sup>th</sup>
1009 Belaire	Make ready	6/21/2018		Vacant 3/29/18 Unit has severe damage, contractor will be procured to complete the final prep
5018 Starr	Lease Ready	6/15/2017	no	Vacant 3/16/18
				Done
942 Vincent	Lease Ready	2/25/2018	no	Vacant 2/25/18
				Done
2438 Reo	Lease Ready	Ready	yes	Vacant 2/19/18 Unit is ready to be occupied. L. Walker is assigned, still currently trying to get the money to us.
2448 Reo	Make ready	Date given once scope written up	no	Vacant 4/24/18
				Will be written up this week. And after that will be looked at by contractors
2336 Reo	Make ready	Date to be given once scope is written	no	Vacant 3/27/17 Scope needs to be written up
2220 Reo	Make ready	Date to be given once scope is written	no	Contractors will be looking at unit this week. 5-4 to 5-9
2615 Dunlap	Make ready	Once contractors look at it a date will be set	No	Contractors will be looking at unit this week. 5-4 to 5-9
2452 Reo	Lease ready	8-Jun	no	Done. Have orientation 6-8





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

2356 Reo	Lease ready	Once contractors look at it a date will be set	No	Contractors will be looking at unit this week. 5-4 to 5-9
6063 Southbrook	Lease ready	Once contractors look at it a date will be set	No	Contractors will be looking at unit this week. 5-4 to 5-9





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

**South Washington Park Vacant Unit Status:**

Unit	Make Ready Status	Projected or actual lease up date	Security deposit received	Comments/reason for length
10428	Make Ready	6/15/2018	No	4/2/2018
10137	Make Ready	6/15/2018	No	5/3/2018
10531	Lease Ready	6/15/2018	No	5/21/2018
10435	Make Ready	6/15/2018	No	4/17/2018
10304	Make Ready	6/15/2018	No	4/25/2018
10433	Make Ready	6/15/2018	No	3/22/2018
10305	Make Ready	6/15/2018	No	4/25/2018
10225	Make Ready	6/15/2018	No	5/22/2018
10416	Make Ready	6/15/2018	No	5/30/2018







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

**LHC Board  
Sign-In Sheet  
Date of Meeting: June 27, 2018**

Name	Organization	Phone #	E-mail
Shari Amos	niece of 2 victims	517 582-6395	Shareeamos@yahoo.com
Cacynthia Beasley	niece of 2 victims 3426	517-574-2926	CindyBeasley@gmail.com
DarcHELL Beasley	niece of 3426 2 victims	734-217-7425	darcHELL58@gmail.com
Larry Harden	nephew of 2 victims	517-528-6525	HardenLarry@gmail.com
Nick King	Lansing State Journal	517-275-0001	nlking@lsj.com
Daniel Black	self	517-507-5552	Shortdwarf.com@gmail.com
Sarah Lehr	LSJ		slehr@lsj.com
Jennifer Peterson		517-763-3844	jenn-Peterson715@yahoo.com

