



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

Agenda  
Lansing Housing Commission  
July 24, 2019

Call to Order

1. Roll Call
2. Approval of Minutes of June 26, 2019

Action Items:

Approve the following LHC Policies presented last month for review:

- LHC Bed Bug Policy
- LHC Code of Conduct Policy
- LHC Credit Card Policy
- LHC HCV De-Concentration Policy
- LHC Smoke Free Property Policy
- LHC Smoke Free Workplace Policy
- LHC Substance Abuse and Drug Free Workplace
- LHC Vehicle Policy

Informational Items:

- a. Policies for your review and approval at our next meeting:
  - LHC Computer and Electronic Equipment Policy
  - LHC Conflict of Interest Policy
  - LHC Davis-Bacon and Related Acts Compliance Policy
  - LHC Discriminatory Harassment Policy
  - LHC Electronic Communication Social Media Policy
  - LHC Family and Medical Leave Policy
  - LHC Gift and Gratuities Policy
- b. Finance Report June 2019 Steven Raiche
- c. Housing Choice Voucher June 2019





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d. Asset Management Report June 2019

- Mt. Vernon (MVP) & Scattered Sites AMP 102
- Hildebrandt (HP), Forrest, Hoyt AMP 103
- LaRoy Froh (LRF) & Scattered Sites AMP 111
- South Washington (SWP) & Scattered Sites AMP 112

Discussion Items:

Other Items:

4. Executive Director's Comments.
5. President's Comments
6. Public Comment – limit 3 minutes per person.
7. Adjournment.





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### Minutes of the June 26, 2019

Commissioner Robinson called the meeting to order at 5:35 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Ryan Robinson, Emma Henry, Don Sober, Loria Hall and Rhett Huyck – by Phone.

**STAFF:**

Marcus Hardy  
Marshall Brice  
Douglas Fleming  
Steven Raiche

Marcel Jackson  
Kim Shirey  
Andrea Bailey

**Guests:**

See List

Commissioner Henry moved and Commissioner Sober seconded a motion to approve the minutes of the May 21, 2019 commission meeting. **The Motion was approved by all members present.**

**Action Items:**

Approve the following LHC Policies presented last month for review:

- LHC Electronic File Storage Policy
- LHC FOIA Policy
- LHC Investment Policy
- LHC Process for Write-offs and Collections Policy
- LHC Social Security Confidentiality Policy
- LHC Workplace Misconduct Policy

Commissioner Sober motioned to approve all policies, Commissioner Huyck seconded the motion. Motion was approved by all members present.

**Resolution No. 1313 – Review and Approval of the 2020-2021 Budget**

- Doug gave an overview of the budget to be approved. LHC and HCV staff developed their budget. The guideline of the budget is included in the Board Packet. The budget has been approved by all of the staff with the assistance of Dickey May. Doug went through a review of the line items for COCC and LIPH:





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- Tenant Revenue – revenue generated from tenant income
- Tenant Revenue Other – maintenance charges, court costs
- CFC – Capital Fund Contributions – money taken from CF that was sent to us and given to the AMPS to fulfill their operational
- Fraud Recovery/Other – money received from being taken to court
- Admin Salaries – salaries for LIPH staff + 3% merit increase
- Bookkeeping fees - \$7.50 per unit per month reimbursement for COCC
- Employee Benefit – health/medical/vision 8% increase coming in September
- Other general expenses – contractors – provided by outside vendors (employment verification, phone, background check, ect.).
- PILOT – taxes that we pay to COL based on calculation of tenant revenue
- HCV's Administrative fees – to operate the program
- Housing Assistance Payment – money given to landlords to pay for HCV units.

Doug continued to go over a few additional line items in the budget for each AMP.

Commissioner Hall motioned for approval of Resolution 1313, Commissioner Sober seconded. Approved by all members present.

**Informational Item:**

Review and approve the following LHC Policies:

- LHC Bed Bug Policy
- LHC Code of Conduct Policy
- LHC Credit Card Policy
- LHC Smoke Free Property Policy
- LHC Smoke Free Workplace Policy
- LHC Substance Abuse and Drug Free Workplace Policy







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## LHC Vehicle Policy

Commissioners acknowledge receipt of policies. NOTE: Commissioners can review and amend these policies at any time. Commissioners agree to review policies over the next couple of weeks and will be prepared to include next month as an action item.

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

#### Finance Report – May 2019 – Steven Raiche

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

- May Summary Results consistent with the past reports. HUD revenue variance is a high item – HCV is almost \$300,000. HUD did a 3 month look back and caught LHC up with the increase in payments LHC made due to the increase in vouchers.
- Doug entered into an agreement with Comcast, this will enable us to get additional revenue. This will show up on other income line at the AMPS.
- Expense – Sundry/Office Supplies – Last week of fiscal year. Dickey May and Steve Raiche cleaned up the books. Variances in June are not uncommon due to year end.

#### Housing Choice Voucher (HCV) Report – May 2019

Kim Shirey provided a brief overview of the May 2019 HCV Reports.

- HCV has a couple exciting things; HUD has requested that HCV take on 20 additional vouchers beginning in September for a property opting out of the housing program.
- HCV was invited to participate in the Hero festival in August at the Cooley Law Stadium for veterans. There will be vendors/food and games for the youth. HCV will put together a gift basket to raffle out.
- 100 applications went out last Friday, they are due back July 8<sup>th</sup>.





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#### Asset Management Report – March 2019

**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Marcel Jackson, MVP had an occupancy rate of 98% at the end of May. There was four (4) move-in, two (2) move-outs and zero (0) transfers. There were 25 open work orders.

The current occupancy rate is 96%. There are 4 vacancies, two (2) market ready. There are 16 open work orders. Average work order is 21 days old.

Positive Note: Basketball court project was pushed back but is underway and the morning program has a good participation of 5-15 kids

**Hildebrandt (HP) & Scattered Sites, AMP 103** – Andrea Baily, HP had an occupancy rate of 99% at the end of May. There were three (3) move-ins, three (3) move-outs and zero (0) transfers. There were 42 open work orders.

The current occupancy rate is 98%. There are 46 open work orders. Average work order is 30 days old.

Positive Note: Hildebrandt Park summer program participation averages 15-20.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marshall Brice, LRF had an occupancy rate of 99% at the end of May. There was one (1) move-in, zero (0) move-outs and two (2) transfers. There were 52 open work orders.

The current occupancy rate is 98%. Two (2) residents will move in by 5/31/19. There were 54 open work orders.

Positive Note: Fire units are almost completed. 2 units adjacent to the fire units are now leased up. Assistant Manager Kenna Totten is coordinating a community event.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy, SWP had an occupancy rate of 98% at the end of May. There were three (3) move-ins, five (5) move-out and zero (0) transfers. There were 89 open work orders.

The current occupancy rate is 97%. There were seven (7) vacant units, 6 will be leased up by Friday and 86 work orders that are open. Average work order time is 63 days.





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Positive Note: A 4<sup>th</sup> of July cookout will take place on Monday from 12PM - 2PM. July 1<sup>st</sup> Grand Meres will do an adult day program and will bring dessert and visiting physicians for the residents. The flowers will be planted on this day as well.

**Discussion Items:** None

**Other Items:** None

**Executive Director's Comments:**

**Activities**

- Security Cameras
- Kitchen/Bath
- Elevator
- MVP basketball court
  - Currently underway, first coat on Friday second coat Monday, cracks filled at HP on Tuesday, will have the lines painted soon.
- Landscaping
  - Currently underway, continue to beautify curb side appeal.
- Asphalt repairs – All locations
  - Parking lot repairs still on schedule to be completed.
- Federal Labor Standards Compliance/Compliance Officer

**Staff Changes**

- Finance director update

**RAD Activities**

- Disposal of Scattered Sites
  - Section 18 – outright sale of the properties and can use capital in the RAD process to reduce debt in sites.
  - Conference call Monday 7-1-19 to get guidance from HUD to understand what is needed for approval. This is a separate process from RAD, but these units will NOT qualify for RAD. If HUD approves, the current residents will have an option to buy the unit.

**RAD application Submission**

- Resident Meetings
  - There was a good turnout, about 60 at MVP and 35-40 at every other site.







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- Resident Information Notices (RIN)
  - We will send residents the questions and answers that were asked at the RAD Resident meetings.

#### Development team

- Chesapeake Community Advisors (CCA)

#### Develop timelines/responsibilities

- SWP at 9% and the other 3 AMPS may be 4%. RFP for an architect and capital needs assessment. SWP 9% is a hard deadline. 10-1-19. The 4% AMPS has a rolling application. If 2 applications are submitted, LHC may RFP 2 contractors.

#### HUD Repositioning meeting

City of Lansing meeting June 19<sup>th</sup> with Brian McGrain

#### Other Activities

- Site visits to LHC properties
- AP processing revisions/improvements
- Budget development 2019
- COL summer program – AM and PM programs at HP and MVP
- Unemployment hearing
- COL Award – Ending Veteran Homelessness
- Paychex Consulting – looking at consulting for HR services
- Technology Updates (Computers, Servers, Elite and Happy)

#### President's Comments:

Commissioner Robinson believes RAD will be good investment. Single largest investment for low income housing in 25 years.

**Public Comment:** limit 3 minutes per person – None

**Other Business:** None







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**Adjournment:** The meeting was adjourned at 6:58 p.m.

Ryan Robinson, Chair

Date 7-24-19

Doug Fleming, Acting Secretary

Date 7-24-19



Lansing Housing Commission  
Summary Results for JUNE FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
<b>REVENUE:</b>							
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>5,764</b>	<b>(13,124)</b>	<b>8,208</b>	<b>8,244</b>	<b>9,092</b>	<b>5,802</b>	<b>107,282</b>
Tenant Revenue Variance	5,824	7,082	(3,916)	2,110	11,100	-	-
HUD Revenue Variance	(3,524)	(21,215)	(17,327)	5,050	(37,015)	4,477	106,446
Capital Fund Income	875	875	28,075	875	30,700	-	-
Other Income	2,589	134	1,375	209	4,308	1,325	836
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>0</b>
Budgeted Revenue	108,936	130,645	118,375	86,314	444,269	71,360	887,403
% Variance fav (unfav)	5%	-10%	7%	10%	2%	8%	12%
<b>EXPENSES:</b>							
<b>Total Expense Variance Unfav (Fav)</b>	<b>58,815</b>	<b>68,015</b>	<b>79,758</b>	<b>12,105</b>	<b>218,693</b>	<b>12,587</b>	<b>154,204</b>
<b>Contributing Factors:</b>							
MERS Contribution Special					-		
Adjusted Expense Variance	58,815	68,015	79,758	12,105	218,693	12,587	154,204
<b>-Over spend (Under spend)</b>							
Salary Expenses	(4,202)	(3,902)	(8,904)	(8,086)	(25,094)	(18,840)	534
Employee Benefit Expenses	(2,999)	(557)	(5,060)	(3,835)	(12,450)	(4,114)	(1,901)
Utilities	(3,686)	2,380	1,667	1,937	2,298	(1,088)	115
Write-offs	3,126	135	1,165	(500)	3,926	-	-
Legal	162	(69)	313	1,049	1,454	(72)	-
Professional Services	2,076	1,679	1,463	570	5,788	30,222	(507)
Administrative Services	-	-	-	-	-	2,123	-
Insurance	1,006	146	6,470	2,135	9,757	127	(1,947)
Sundry/Postage/Office Supplies	(3,792)	922	139	(1,072)	(3,802)	(410)	2,082
Management Fee	461	598	1,701	408	3,168		1,240
HAP Expense					-		124,139
Inspections	630	65	2,856	-	3,551	1,680	10,581
Maintenance Costs	48,576	59,959	73,493	15,703	197,731	(29)	111
Maintenance Contract - Unit Turns	13,601	4,557	1,760	2,715	22,632	-	-
Other	3,856	2,102	2,694	1,080	9,732	2,989	19,757
Budgeted Expense	84,858	108,270	108,458	90,792	392,378	58,476	874,809
% Variance fav (unfav)	-69%	-63%	-74%	-13%	-56%	-22%	-18%
<b>Curr Mo. Actual Net Income (Loss)</b>							
	\$ (28,973)	\$ (58,764)	\$ (61,633)	\$ (8,339)	\$ (157,709)	\$ 6,099	\$ (34,328)
<b>YTD Actual Net Income (Loss) Net of CWIP</b>							
	\$ (63,621)	\$ 129,654	\$ (209,689)	\$ 118,559	\$ (25,097)	\$ 362,916	\$ (123,867)
<b>Prior YR YTD Net Income (Loss)</b>							
	\$ 127,557	\$ 200,134	\$ (37,662)	\$ 56,445	\$ 346,474	\$ 352,140	\$ (617,863)
<b>Cash Balance - June</b>							
	\$ 476,914	\$ 543,444	\$ 712,467	\$ 504,430	\$ 2,237,254	\$ 1,029,023	\$ 818,959
<b>Cash Balance - May</b>							
	\$ 481,672	\$ 605,381	\$ 759,516	\$ 501,471	\$ 2,348,041	\$ 1,092,704	\$ 932,273
<b>Cash Balance - April</b>							
	\$ 504,316	\$ 572,962	\$ 693,766	\$ 517,780	\$ 2,288,824	\$ 1,049,218	\$ 727,214

Lansing Housing Commission  
Summary Results YTD for JUNE FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
<b>REVENUE:</b>					
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>210,097</b>	<b>209,470</b>	<b>136,690</b>	<b>261,224</b>	<b>817,482</b>
Tenant Revenue Variance	26,792	50,823	(22,447)	27,364	82,533
HUD Revenue Variance	24,005	12,175	10,350	22,729	69,258
Capital Fund Income	127,147	121,444	126,444	199,345	574,380
Other Income	32,154	25,028	22,343	11,786	91,311
<b>Other</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>
Budgeted Revenue	1,329,725	1,592,246	1,442,990	1,198,269	5,563,229
% Variance fav (unfav)	16%	13%	9%	22%	15%
<b>EXPENSES:</b>					
<b>Total Expense Variance Unfav (Fav)</b>	<b>414,670</b>	<b>295,947</b>	<b>422,137</b>	<b>176,142</b>	<b>1,308,895</b>
<i>Contributing Factors:</i>					
MERS Contribution Special					-
Adjusted Expense Variance	414,670	295,947	422,137	176,142	1,308,895
<i>-Over spend (Under spend)</i>					
Salary Expenses	(57,032)	(69,265)	(81,539)	(75,860)	(283,696)
Employee Benefit Expenses	(19,422)	(18,058)	(17,333)	(4,294)	(59,107)
Rent	-				-
Utilities	11,965	12,809	(3,510)	20,622	41,886
Write-offs	27,694	(2,486)	13,317	1,001	39,525
Legal	(28)	3,702	2,508	(4,392)	1,790
Professional Services	26,410	26,519	23,169	28,982	105,080
Administrative Services	1,117	247	9,012	15,901	26,276
Insurance	5,589	(1,593)	23,260	19,985	47,241
Sundry/Postage/Office Supplies	(11,347)	2,370	(4,841)	(11,325)	(25,144)
Management Fee	55,624	62,226	58,947	55,194	231,991
HAP Expense					-
Inspections	923	(1,071)	1,064	-	916
Maintenance Costs	301,021	250,167	332,618	119,023	1,002,830
Maintenance Contract - Unit Turns	65,691	27,195	60,963	11,805	165,654
Other	6,466	3,183	4,503	(500)	13,652
Budgeted Expense	1,188,772	1,376,116	1,367,232	1,164,793	5,096,913
% Variance fav (unfav)	-35%	-22%	-31%	-15%	-26%
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ (63,621)</b>	<b>\$ 129,654</b>	<b>\$ (209,689)</b>	<b>\$ 118,559</b>	<b>\$ (25,097)</b>
<b>YTD Budgeted Net Income (Loss)</b>	<b>\$ 140,953</b>	<b>\$ 216,130</b>	<b>\$ 75,758</b>	<b>\$ 33,476</b>	<b>\$ 466,316</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 127,557</b>	<b>\$ 200,134</b>	<b>\$ (37,662)</b>	<b>\$ 56,445</b>	<b>\$ 346,474</b>

COCC	HCV Admin	HCV
<b>130,602</b>	<b>80,648</b>	<b>892,927</b>
-	-	-
110,568	65,716	892,927
-	-	-
20,034	14,932	-
-	(0)	-
925,668	911,784	9,737,052
14%	9%	9%
<b>(20,767)</b>	<b>49,055</b>	<b>1,096,816</b>
(20,767)	49,055	1,096,816
(170,946)	(5,005)	-
(45,507)	8,001	-
-	42,000	-
(1,437)	692	-
-	-	-
6,594	-	-
100,617	(742)	-
2,123	-	-
1,256	(8,873)	-
33,629	16,102	-
-	18,938	-
-	-	1,096,816
47,883	(19,184)	-
(1,042)	(338)	-
-	-	-
6,066	(2,537)	-
714,120	863,355	9,737,052
3%	-6%	-11%
<b>\$ 362,916</b>	<b>\$ 80,023</b>	<b>\$ (203,889)</b>
<b>\$ 211,548</b>	<b>\$ 48,429</b>	<b>\$ -</b>
<b>\$ 352,140</b>		



**June Ratios**

<b>HCV Ratios</b>		<b>Prior Months</b>	
Number of Vouchers Used	1,827	05/19	\$ 527.01
HCV 8002 Expenses	\$ 935,560.12	04/19	\$ 508.18
Average Cost Per Voucher	<u>\$ 512.07</u>	03/19	\$ 514.53

<b>LIPH Ratios</b>						<b>Prior Months</b>	
<b>Year-to-Date Occupancy Rate</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>Total</b>		
YTD Average Number of Units Leased	194	216	198	192	800	05/19	96.1%
Number of Possible Units	202	220	210	198	830	04/19	95.9%
Year-to-Date Occupancy Rate	<u>96.0%</u>	<u>98.2%</u>	<u>94.3%</u>	<u>97.0%</u>	<u>96.4%</u>	03/19	95.9%
<b>Average Revenue Per Occupied Unit</b>						05/19	\$ 655.08
Total LIPH Revenue	\$ 114,700.12	\$ 117,521.00	\$ 126,582.43	\$ 94,557.98	\$ 453,361.53	04/19	\$ 567.28
Average Revenue Per Occupied Unit	<u>\$ 591.24</u>	<u>\$ 544.08</u>	<u>\$ 639.31</u>	<u>\$ 492.49</u>	<u>\$ 566.70</u>	03/19	\$ 561.81
<b>Average Tenant Revenue Per Occupied Unit</b>						05/19	\$ 176.76
Total Tenant Revenue	\$ 35,385.00	\$ 41,584.00	\$ 26,833.00	\$ 31,672.00	\$ 135,474.00	04/19	\$ 169.67
Average Tenant Revenue Per Occupied Unit	<u>\$ 182.40</u>	<u>\$ 192.52</u>	<u>\$ 135.52</u>	<u>\$ 164.96</u>	<u>\$ 169.34</u>	03/19	\$ 161.78
<b>Average Cost Per Occupied Unit</b>						05/19	\$ 660.14
YTD Average Monthly Expenses	\$ 133,620.20	\$ 139,338.56	\$ 149,114.10	\$ 111,744.51	\$ 533,817.37	04/19	\$ 661.45
Average Cost Per Occupied Unit	<u>\$ 688.76</u>	<u>\$ 645.09</u>	<u>\$ 753.10</u>	<u>\$ 582.00</u>	<u>\$ 667.27</u>	03/19	\$ 661.89

<b>Company Ratios</b>						
<b>Operating Reserves</b>	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>COCC</b>	<b>HCV Admin</b>
Bank Account Balance	\$ 476,914.11	\$ 543,443.93	\$ 712,466.69	\$ 504,429.52	\$ 1,029,023.39	\$ 541,558.62
YTD Expenses	\$ 1,603,442.45	\$ 1,672,062.66	\$ 1,789,369.15	\$ 1,340,934.15	\$ 693,352.91	\$ 912,409.37
Number of Months	12	12	12	12	12	12
Average Monthly Expenses	<u>\$ 133,620.20</u>	<u>\$ 139,338.56</u>	<u>\$ 149,114.10</u>	<u>\$ 111,744.51</u>	<u>\$ 57,779.41</u>	<u>\$ 76,034.11</u>
<b>Number of Months of Operating Reserves (would like to have 4 months of operating reserves)</b>	<u>3.57</u>	<u>3.90</u>	<u>4.78</u>	<u>4.51</u>	<u>17.81</u>	<u>7.12</u>
<b>Prior Months</b>						
05/19	3.63	4.45	5.22	4.46	19.32	7.16
04/19	3.80	4.25	4.82	4.51	18.74	6.74
03/19	3.63	4.21	4.82	4.65	19.55	6.35
06/18	5.25	3.43	6.79	4.34	17.43	12.09

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 381,524	\$ 354,732	\$ 26,792	\$ 354,697	\$ 354,732	\$ -
Tenant Revenue - Other	47,688	31,920	15,768	29,659	31,920	-
Total Tenant Revenue	<u>\$ 429,212</u>	<u>\$ 386,652</u>	<u>\$ 42,560</u>	<u>\$ 384,356</u>	<u>\$ 386,652</u>	<u>\$ -</u>
HUD PHA Operating Grants	925,670	901,665	24,005	897,926	901,665	-
CFP Operational Income	162,147	35,000	127,147	124,936	35,000	-
Fraud Recovery and Other	22,794	6,408	16,386	28,404	6,408	-
Total Operating Revenue	<u>\$ 1,539,822</u>	<u>\$ 1,329,725</u>	<u>\$ 210,097</u>	<u>\$ 1,435,621</u>	<u>\$ 1,329,725</u>	<u>\$ -</u>
Administrative Salaries	\$ 86,536	\$ 85,390	\$ 1,146	\$ 86,826	\$ 85,390	\$ -
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	170,092	114,468	55,624	149,252	114,468	-
Bookkeeping Fees	17,426	17,460	(34)	17,613	17,460	-
Employee Benefits Contributions - Admin	28,161	28,085	76	36,282	28,085	-
Office Expenses	31,966	53,658	(21,692)	37,259	53,658	-
Legal	21,112	21,140	(28)	20,549	21,140	-
Travel	1,115	780	335	573	780	-
Other	(8,017)	18,000	(26,017)	8,455	18,000	-
Tenant Services - Other	19,728	-	19,728	20,900	-	-
Water	79,035	91,281	(12,247)	92,635	91,281	-
Electricity	39,901	35,455	4,446	42,979	35,455	-
Gas	57,114	39,500	17,614	60,641	39,500	-
Other Utilities Expense	8,202	6,050	2,152	5,706	6,050	-
Ordinary Maintenance and Operations - Labor	90,359	150,056	(59,698)	79,043	150,056	-
Ordinary Maintenance and Operations - Material	150,954	67,500	83,454	69,932	67,500	-
Ordinary Maintenance and Operations - Contrac	548,665	260,165	288,500	370,757	260,165	-
Employee Benefits Contributions - Ordinary	64,756	84,254	(19,498)	47,800	84,254	-
Protective Services - Other Contract Costs	2,556	2,400	156	2,322	2,400	-
Property Insurance	49,666	45,312	4,354	43,507	45,312	-
Liability Insurance	18,201	15,204	2,997	14,839	15,204	-
Workers Compensation	1,021	2,976	(1,955)	2,727	2,976	-
All Other Insurance	2,424	2,232	192	3,964	2,232	-
Other General Expenses	46,923	-	46,923	49,760	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	17,082	18,154	(1,072)	16,647	18,154	-
Bad debt - Tenant Rents	34,654	6,960	27,694	7,758	6,960	-
Interest Expense	17,293	17,293	0	18,617	17,293	-
Total Operating Expenses	<u>\$ 1,601,923</u>	<u>\$ 1,188,772</u>	<u>\$ 413,151</u>	<u>\$ 1,312,344</u>	<u>\$ 1,188,772</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (62,101)</u>	<u>\$ 140,953</u>	<u>\$ (203,054)</u>	<u>\$ 123,277</u>	<u>\$ 140,953</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 464,847	\$ 414,024	\$ 50,823	\$ 411,141	\$ 414,024	\$ -
Tenant Revenue - Other	33,494	20,015	13,479	35,214	20,015	-
Total Tenant Revenue	\$ 498,341	\$ 434,039	\$ 64,302	\$ 446,355	\$ 434,039	\$ -
HUD PHA Operating Grants	1,128,998	1,116,824	12,175	1,170,760	1,116,824	-
CFP Operational Income	156,444	35,000	121,444	127,752	35,000	-
Fraud Recovery and Other	17,933	6,384	11,549	6,284	6,384	-
Total Operating Revenue	\$ 1,801,716	\$ 1,592,246	\$ 209,470	\$ 1,751,152	\$ 1,592,246	\$ -
Administrative Salaries	\$ 82,733	\$ 84,026	\$ (1,293)	\$ 87,616	\$ 84,026	\$ -
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	187,905	125,679	62,226	162,395	125,679	-
Bookkeeping Fees	19,414	19,170	244	19,189	19,170	-
Employee Benefits Contributions - Admin	34,928	42,186	(7,257)	39,332	42,186	-
Office Expenses	36,557	34,314	2,243	37,431	34,314	-
Legal	23,862	20,160	3,702	23,986	20,160	-
Travel	576	980	(384)	699	980	-
Other	(1,216)	2,220	(3,436)	(488)	2,220	-
Tenant Services - Other	22,498	21,100	1,398	23,885	21,100	-
Water	112,966	98,700	14,266	100,678	98,700	-
Electricity	34,713	30,200	4,513	34,538	30,200	-
Gas	52,951	55,500	(2,549)	56,381	55,500	-
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	78,016	143,228	(65,212)	74,261	143,228	-
Ordinary Maintenance and Operations - Materia	74,851	64,200	10,651	48,821	64,200	-
Ordinary Maintenance and Operations - Contrac	674,662	405,535	269,127	637,351	405,535	-
Employee Benefits Contributions - Ordinary	55,446	66,246	(10,800)	43,209	66,246	-
Protective Services - Other Contract Costs	4,435	3,600	835	4,192	3,600	-
Property Insurance	44,148	47,400	(3,252)	45,379	47,400	-
Liability Insurance	14,815	12,384	2,431	12,147	12,384	-
Workers Compensation	1,112	1,968	(856)	2,518	1,968	-
All Other Insurance	2,076	1,992	84	3,642	1,992	-
Other General Expenses	48,774	22,255	26,519	53,105	22,255	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	26,465	21,882	4,582	24,219	21,882	-
Bad debt - Tenant Rents	8,314	10,800	(2,486)	15,923	10,800	-
Interest Expense	28,821	28,821	0	31,028	28,821	-
Total Operating Expenses	\$ 1,674,823	\$ 1,376,116	\$ 298,706	\$ 1,586,415	\$ 1,376,116	\$ -
Net Income (Loss)	\$ 126,894	\$ 216,130	\$ (89,236)	\$ 164,736	\$ 216,130	\$ -



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 346,541	\$ 368,988	\$ (22,447)	\$ 382,661	\$ 368,988	\$ -
Tenant Revenue - Other	29,378	28,440	938	34,084	28,440	-
Total Tenant Revenue	<u>\$ 375,920</u>	<u>\$ 397,428</u>	<u>\$ (21,508)</u>	<u>\$ 416,744</u>	<u>\$ 397,428</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,014,432	1,004,082	10,350	1,045,074	1,004,082	-
CFP Operational Income	161,444	35,000	126,444	127,753	35,000	-
Fraud Recovery and Other	27,884	6,480	21,404	7,304	6,480	-
Total Operating Revenue	<u>\$ 1,579,680</u>	<u>\$ 1,442,990</u>	<u>\$ 136,690</u>	<u>\$ 1,596,875</u>	<u>\$ 1,442,990</u>	<u>\$ -</u>
Administrative Salaries	\$ 84,566	\$ 93,863	\$ (9,297)	\$ 38,887	\$ 93,863	\$ -
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	178,725	119,778	58,947	156,200	119,778	-
Bookkeeping Fees	17,793	18,270	(477)	18,243	18,270	-
Employee Benefits Contributions - Admin	31,142	33,055	(1,914)	16,227	33,055	-
Office Expenses	37,497	39,483	(1,986)	34,545	39,483	-
Legal	26,508	24,000	2,508	22,286	24,000	-
Travel	66	756	(690)	109	756	-
Other	7,145	7,200	(55)	30,062	7,200	-
Tenant Services - Other	17,695	26,160	(8,465)	21,532	26,160	-
Water	68,256	68,400	(144)	70,128	68,400	-
Electricity	42,504	39,096	3,408	39,568	39,096	-
Gas	52,846	59,300	(6,454)	55,996	59,300	-
Other Utilities Expense	12,340	12,660	(320)	11,504	12,660	-
Ordinary Maintenance and Operations - Labor	99,616	172,159	(72,543)	110,041	172,159	-
Ordinary Maintenance and Operations - Material	134,323	98,856	35,467	78,443	98,856	-
Ordinary Maintenance and Operations - Contract	702,231	319,820	382,411	493,171	319,820	-
Employee Benefits Contributions - Ordinary	69,428	84,848	(15,419)	68,544	84,848	-
Protective Services - Other Contract Costs	3,970	3,600	370	3,540	3,600	-
Property Insurance	62,543	52,068	10,475	50,627	52,068	-
Liability Insurance	19,829	15,672	4,157	15,345	15,672	-
Workers Compensation	1,076	1,896	(820)	2,214	1,896	-
All Other Insurance	12,268	2,820	9,448	4,497	2,820	-
Other General Expenses	47,918	24,749	23,169	51,739	24,749	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	16,242	19,499	(3,257)	23,588	19,499	-
Bad debt - Tenant Rents	20,517	7,200	13,317	19,287	7,200	-
Interest Expense	17,025	17,024	1	18,328	17,024	-
Total Operating Expenses	<u>\$ 1,789,068</u>	<u>\$ 1,367,232</u>	<u>\$ 421,836</u>	<u>\$ 1,459,651</u>	<u>\$ 1,367,232</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (209,388)</u>	<u>\$ 75,758</u>	<u>\$ (285,146)</u>	<u>\$ 137,225</u>	<u>\$ 75,758</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 382,108	\$ 354,744	\$ 27,364	\$ 346,414	\$ 354,744	\$ -
Tenant Revenue - Other	28,820	24,696	4,124	23,005	24,696	-
Total Tenant Revenue	\$ 410,929	\$ 379,440	\$ 31,489	\$ 369,419	\$ 379,440	\$ -
HUD PHA Operating Grants	659,754	637,025	22,729	612,077	637,025	-
CFP Operational Income	374,345	175,000	199,345	241,954	175,000	-
Fraud Recovery and Other	14,465	6,804	7,662	11,237	6,804	-
Total Operating Revenue	\$ 1,459,493	\$ 1,198,269	\$ 261,224	\$ 1,234,686	\$ 1,198,269	\$ -
Administrative Salaries	\$ 73,810	\$ 88,909	\$ (15,099)	\$ 78,460	\$ 88,909	\$ -
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	169,072	113,878	55,194	146,646	113,878	-
Bookkeeping Fees	17,275	17,370	(95)	17,217	17,370	-
Employee Benefits Contributions - Admin	39,902	44,023	(4,120)	36,855	44,023	-
Office Expenses	35,988	32,259	3,729	34,511	32,259	-
Legal	28,260	32,652	(4,392)	28,509	32,652	-
Travel	(716)	-	(716)	-	-	-
Other	1,308	-	1,308	15,575	-	-
Tenant Services - Other	15,188	16,800	(1,613)	14,391	16,800	-
Water	198,921	187,380	11,541	193,855	187,380	-
Electricity	104,503	103,776	727	98,734	103,776	-
Gas	55,091	46,750	8,341	49,204	46,750	-
Other Utilities Expense	1,468	1,455	13	1,459	1,455	-
Ordinary Maintenance and Operations - Labor	118,693	179,268	(60,575)	142,707	179,268	-
Ordinary Maintenance and Operations - Materia	76,624	52,292	24,332	47,919	52,292	-
Ordinary Maintenance and Operations - Contrac	200,015	93,776	106,239	113,160	93,776	-
Employee Benefits Contributions - Ordinary	89,281	89,455	(174)	70,491	89,455	-
Protective Services - Other Contract Costs	2,823	1,680	1,143	1,680	1,680	-
Property Insurance	25,753	8,604	17,149	10,142	8,604	-
Liability Insurance	19,211	16,536	2,675	16,179	16,536	-
Workers Compensation	1,001	1,800	(799)	2,073	1,800	-
All Other Insurance	2,124	1,164	960	2,792	1,164	-
Other General Expenses	47,978	18,996	28,982	64,517	18,996	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,659	1,084	575	836	1,084	-
Bad debt - Tenant Rents	7,001	6,000	1,001	3,734	6,000	-
Interest Expense	3,887	3,888	(0)	4,185	3,888	-
Total Operating Expenses	\$ 1,341,121	\$ 1,164,793	\$ 176,328	\$ 1,200,831	\$ 1,164,793	\$ -
Net Income (Loss)	\$ 118,372	\$ 33,476	\$ 84,896	\$ 33,855	\$ 33,476	\$ -

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,575,021	\$ 1,492,488	\$ 82,533	\$ 1,494,912	\$ 1,492,488	\$ -
Tenant Revenue - Other	139,381	105,071	34,310	121,961	105,071	-
Total Tenant Revenue	<u>\$ 1,714,402</u>	<u>\$ 1,597,559</u>	<u>\$ 116,843</u>	<u>\$ 1,616,874</u>	<u>\$ 1,597,559</u>	<u>\$ -</u>
HUD PHA Operating Grants	3,728,854	3,659,596	69,258	3,725,837	3,659,596	-
CFP Operational Income	854,380	280,000	574,380	622,395	280,000	-
Fraud Recovery and Other	83,075	26,074	57,001	53,229	26,074	-
Total Operating Revenue	<u>\$ 6,380,711</u>	<u>\$ 5,563,229</u>	<u>\$ 817,482</u>	<u>\$ 6,018,334</u>	<u>\$ 5,563,229</u>	<u>\$ -</u>
Administrative Salaries	\$ 327,644	\$ 352,187	\$ (24,543)	\$ 291,790	\$ 352,187	\$ -
Auditing Fees	20,000	20,000	-	20,000	20,000	-
Management Fees	705,794	473,802	231,991	614,492	473,802	-
Bookkeeping Fees	71,908	72,270	(362)	72,262	72,270	-
Employee Benefits Contributions - Administrativ	134,133	147,349	(13,216)	128,696	147,349	-
Office Expenses	142,009	159,714	(17,705)	143,747	159,714	-
Legal Expense	99,742	97,952	1,790	95,309	97,952	-
Travel	1,041	2,496	(1,455)	1,381	2,496	-
Other	(780)	27,420	(28,200)	53,605	27,420	-
Tenant Services - Other	75,108	64,060	11,048	80,708	64,060	-
Water	459,179	445,761	13,418	457,296	445,761	-
Electricity	221,621	208,527	13,094	215,819	208,527	-
Gas	218,001	201,050	16,951	222,221	201,050	-
Other Utilities Expense	22,009	26,755	(4,745)	18,669	26,755	-
Ordinary Maintenance and Operations - Labor	386,685	644,711	(258,027)	406,053	644,711	-
Ordinary Maintenance and Operations - Materia	436,752	282,848	153,904	245,115	282,848	-
Ordinary Maintenance and Operations - Contrac	2,125,573	1,079,296	1,046,277	1,614,440	1,079,296	-
Employee Benefits Contributions - Ordinary	278,911	324,802	(45,891)	230,045	324,802	-
Protective Services - Other Contract Costs	13,785	11,280	2,505	11,734	11,280	-
Property Insurance	182,109	153,384	28,725	149,655	153,384	-
Liability Insurance	72,057	59,796	12,261	58,510	59,796	-
Workers Compensation	4,210	8,640	(4,430)	9,531	8,640	-
All Other Insurance	18,893	8,208	10,685	14,895	8,208	-
Other General Expenses	191,593	66,000	125,593	219,120	66,000	-
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	61,448	60,619	829	65,290	60,619	-
Bad debt - Tenant Rents	70,485	30,960	39,525	46,701	30,960	-
Interest Expense	67,026	67,026	0	72,158	67,026	-
Total Operating Expenses	<u>\$ 6,406,935</u>	<u>\$ 5,096,913</u>	<u>\$ 1,310,022</u>	<u>\$ 5,559,241</u>	<u>\$ 5,096,913</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (26,224)</u>	<u>\$ 466,316</u>	<u>\$ (492,540)</u>	<u>\$ 459,094</u>	<u>\$ 466,316</u>	<u>\$ -</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 905,858	\$ 794,928	\$ 110,930	\$ 794,413	\$ 794,928	\$ -
Bookkeeping Fees Income	71,908	72,270	(362)	72,262	72,270	-
Fraud Recovery and Other	78,504	58,470	20,034	69,296	58,470	-
<b>Total Operating Revenue</b>	<b>\$ 1,056,269</b>	<b>\$ 925,668</b>	<b>\$ 130,602</b>	<b>\$ 935,971</b>	<b>\$ 925,668</b>	<b>\$ -</b>
Administrative Salaries	\$ 231,112	\$ 407,889	\$ (176,777)	\$ 315,103	\$ 407,889	\$ -
Auditing Fees	5,000	5,900	(900)	5,000	5,900	-
Employee Benefits Contributions - Admin	67,568	113,617	(46,049)	80,517	113,617	-
Office Expenses	54,226	45,809	8,417	56,974	45,809	-
Legal	8,898	2,304	6,594	1,793	2,304	-
Travel	9,139	7,325	1,814	8,535	7,325	-
Other	54,593	28,245	26,348	36,740	28,245	-
Tenant Services - Other	4,684	-	4,684	-	-	-
Water	1,426	1,596	(170)	1,813	1,596	-
Electricity	9,413	10,500	(1,087)	9,049	10,500	-
Gas	2,061	2,268	(206)	2,165	2,268	-
Other Utilities Expense	314	288	26	287	288	-
Ordinary Maintenance and Operations - Material	300	450	(150)	73	450	-
Ordinary Maintenance and Operations - Contrac	56,057	9,267	46,790	11,547	9,267	-
Protective Services - Other Contract Costs	388	315	73	617	315	-
Property Insurance	1,840	1,248	592	1,930	1,248	-
Liability Insurance	226	-	226	-	-	-
Workers Compensation	589	1,116	(527)	1,295	1,116	-
All Other Insurance	29,525	28,560	965	26,569	28,560	-
Other General Expenses	145,940	43,200	102,740	46,122	43,200	-
Compensated Absences	-	-	-	-	-	-
Interest Expense	4,223	4,223	-	10,859	4,223	-
<b>Total Operating Expenses</b>	<b>\$ 687,522</b>	<b>\$ 714,120</b>	<b>\$ (26,598)</b>	<b>\$ 616,988</b>	<b>\$ 714,120</b>	<b>\$ -</b>
<b>Net Income (Loss)</b>	<b>\$ 368,747</b>	<b>\$ 211,548</b>	<b>\$ 157,199</b>	<b>\$ 318,983</b>	<b>\$ 211,548</b>	<b>\$ -</b>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 11,601,323	\$ 10,642,680	\$ 958,643	\$ 10,162,964	\$ 10,642,680	\$ -
Other Revenue	249	-	249	363	-	-
Fraud Recovery and Other	20,839	6,156	14,683	20,987	6,156	-
Total Operating Revenue	<u>\$ 11,622,411</u>	<u>\$ 10,648,836</u>	<u>\$ 973,575</u>	<u>\$ 10,184,314</u>	<u>\$ 10,648,836</u>	<u>\$ -</u>
Administrative Salaries	\$ 304,096	\$ 309,064	\$ (4,968)	\$ 261,726	\$ 309,064	\$ -
Auditing Fees	25,000	25,000	-	25,000	25,000	-
Management Fees	200,064	181,126	18,938	179,921	181,126	-
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	130,017	117,805	12,211	84,997	117,805	-
Office Expenses	149,516	99,036	50,480	132,726	99,036	-
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	23	-	-
Other	95	72,000	(71,905)	331	72,000	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	107	-	-
Other Utilities Expense	675	-	675	580	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	56,917	4,176	52,741	30,529	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	15,860	18,600	(2,740)	18,219	18,600	-
Workers Compensation	8,099	14,232	(6,133)	15,174	14,232	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	21,574	22,316	(742)	25,723	22,316	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	10,833,868	9,737,052	1,096,816	10,012,212	9,737,052	-
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 11,746,315</u>	<u>\$ 10,600,407</u>	<u>\$ 1,145,908</u>	<u>\$ 10,787,477</u>	<u>\$ 10,600,407</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (123,904)</u>	<u>\$ 48,429</u>	<u>\$ (172,333)</u>	<u>\$ (603,164)</u>	<u>\$ 48,429</u>	<u>\$ -</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	1,234.30	35,491.60
1010-0000-111111 Chase Checking	(4,757.75)	476,914.11
1010-0000-112200 Accounts Receivable	1,423.57	16,110.15
1010-0000-112201 Allowance for Doubtful Accounts	(816.69)	(1,611.01)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(24,910.65)	(20,738.25)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	11,740.07
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	(8,217.83)
1010-3000-144000 Construction in Progress	-	43,422.50
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,469,122.26)
1010-1010-148100 Accumulated Depreciation-Build	-	(125,946.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(6,928.00)
1010-0000-150300 Deferred Outflow - MERS	-	17,763.00
<b>TOTAL ASSETS</b>	<b>(33,697.28)</b>	<b>3,961,995.56</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	388,980.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payable	-	29,708.00
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	1,320.00	35,491.60
1010-0000-211999 Tenant Refunds	(5,208.93)	6,286.58
1010-0000-212000 Accrued Payroll	(1,519.45)	6,180.35
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	2,073.06	33,468.99
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(4,577.53)	368,655.39
1010-0000-260601 Note Payable - Curr - PNC	1,668.63	35,569.60
<b>TOTAL LIABILITIES</b>	<b>(6,244.22)</b>	<b>1,010,165.02</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	815,922.65
1010-0000-282000 Income and Expense Clearing	(27,453.06)	(1,869,773.81)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,591,532.63
<b>TOTAL EQUITY</b>	<b>(27,453.06)</b>	<b>2,951,830.54</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(33,697.28)</b>	<b>3,961,995.56</b>



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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	3,934.81	36,248.00
1020-0000-111111 Chase Checking	(61,936.88)	543,443.93
1020-0000-112200 Accounts Receivable	2,676.63	11,379.39
1020-0000-112201 Allowance for Doubtful Accounts	(209.38)	(1,137.94)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	(2,282.59)	(17,988.20)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	10,186.12
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	(8,791.89)
1020-3000-144000 Construction in Progress	-	355,258.18
1020-0000-146000 Dwelling Structures	-	14,382,826.73
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	49,867.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,359,683.58)
1020-1020-148100 Accumulated Depreciation-Build	-	(160,804.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(60,900.00)
1020-0000-150300 Deferred Outflow - MERS	-	14,875.00
<b>TOTAL ASSETS</b>	<b>(62,910.47)</b>	<b>5,195,663.07</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	203,615.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payabe	-	24,878.00
1020-0000-211100 Accounts Payable	(230.00)	(230.00)
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	338.00	36,248.00
1020-0000-211999 Tenant Refunds	(2,026.90)	3,306.74
1020-0000-212000 Accrued Payroll	2,759.92	7,748.74
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,620.56	49,096.61
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(7,629.17)	614,425.65
1020-0000-260601 Note Payable - Curr - PNC	2,781.06	59,282.67
<b>TOTAL LIABILITIES</b>	<b>(1,386.53)</b>	<b>1,086,919.56</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(85,251.34)
1020-0000-282000 Income and Expense Clearing	(61,523.94)	(1,138,037.88)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
<b>TOTAL EQUITY</b>	<b>(61,523.94)</b>	<b>4,108,743.51</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(62,910.47)</b>	<b>5,195,663.07</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	2,668.94	37,764.00
1080-0000-111111 Chase Checking	(47,049.74)	712,466.69
1080-0000-112200 Accounts Receivable	4,443.76	8,121.76
1080-0000-112201 Allowance for Doubtful Accounts	(116.45)	(812.18)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	(16,149.62)	(9,267.54)
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	14,268.14
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	(1,132.00)	383,694.91
1080-0000-146000 Dwelling Structures	-	12,256,857.57
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,798,636.04)
1080-1080-148100 Accumulated Depreciation-Build	-	(130,795.00)
1080-0000-150300 Deferred Outflow - MERS	-	19,232.00
<b>TOTAL ASSETS</b>	<u><b>(64,469.18)</b></u>	<u><b>4,677,309.64</b></u>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	327,868.00
1080-0000-200300 Pension Liability	-	87,337.00
1080-0000-210000 Construction Costs Payable	-	32,165.00
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	1,305.00	37,764.00
1080-0000-211999 Tenant Refunds	(2,522.64)	4,065.40
1080-0000-212000 Accrued Payroll	(300.80)	7,326.77
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	1,245.57	37,402.56
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	-	-
1080-0000-260600 Note Payable Non Curr - PNC	(4,506.53)	362,939.81
1080-0000-260601 Note Payable - Curr - PNC	1,642.76	35,018.13
<b>TOTAL LIABILITIES</b>	<u><b>(3,136.64)</b></u>	<u><b>956,090.90</b></u>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	95,736.25
1080-0000-282000 Income and Expense Clearing	(61,332.54)	(1,421,630.17)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
<b>TOTAL EQUITY</b>	<u><b>(61,332.54)</b></u>	<u><b>3,721,218.74</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>(64,469.18)</b></u>	<u><b>4,677,309.64</b></u>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	(7,230.50)	24,348.00
1090-0000-111111 Chase Checking	2,958.06	504,429.52
1090-0000-112200 Accounts Receivable	2,649.99	11,648.33
1090-0000-112201 Allowance for Doubtful Accounts	195.16	(1,164.83)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(5,645.50)	(11,830.02)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	7,751.02
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	232,265.05
1090-0000-146000 Dwelling Structures	-	9,389,227.20
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,365,914.90)
1090-1090-148100 Accumulated Depreciation-Build	-	(29,817.00)
1090-0000-150300 Deferred Outflow - MERS	-	17,726.00
<b>TOTAL ASSETS</b>	<b>(10,948.30)</b>	<b>3,408,821.76</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	202,555.00
1090-0000-200300 Pension Liability	-	80,499.00
1090-0000-210000 Construction Costs Payabe	-	29,647.00
1090-0000-211100 Accounts Payable	-	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(908.00)	24,348.00
1090-0000-211999 Tenant Refunds	(1,510.09)	4,692.91
1090-0000-212000 Accrued Payroll	186.69	6,788.27
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	462.72	(1,479.68)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(1,029.07)	82,876.02
1090-0000-260601 Note Payable - Curr - PNC	375.12	7,996.27
<b>TOTAL LIABILITIES</b>	<b>(2,422.63)</b>	<b>498,196.45</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	97,912.44
1090-0000-282000 Income and Expense Clearing	(8,525.67)	(1,033,100.45)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
<b>TOTAL EQUITY</b>	<b>(8,525.67)</b>	<b>2,910,625.31</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(10,948.30)</b>	<b>3,408,821.76</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	686.34	72,383.49
5005-0000-111111 Chase Checking	(64,366.64)	956,639.90
5005-0000-112954 Accounts Receivables-Misc	-	1,472.05
5005-1010-115700 Intercompany	24,910.65	20,738.25
5005-1020-115700 Intercompany	2,282.59	17,988.20
5005-1080-115700 Intercompany	16,149.62	9,267.54
5005-1090-115700 Intercompany	5,645.50	11,830.02
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	18,366.42	16,365.47
5005-8002-115700 Intercompany	(8,847.48)	(1,691.81)
5005-8005-115700 Intercompany	(332.57)	(2,731.64)
5005-8010-115700 Intercompany	(27.15)	4,589.37
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	(2,547.36)	2,706.40
5005-0000-121200 Prepaid - Other	-	12,888.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(976,947.26)
5005-0000-150102 Investment in OG	8,929.00	270,776.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
<b>TOTAL ASSETS</b>	<u><u>848.92</u></u>	<u><u>2,632,381.68</u></u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	191,935.00
5005-0000-200300 Pension Liability	-	56,475.00
5005-0000-210000 Construction Costs Payable	-	20,799.00
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	-	5,247.58
5005-0000-212000 Accrued Payroll	(5,830.91)	5,666.83
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	3,028.60
5005-0000-214000 Accrued Comp Absences - non curr	-	17,162.06
5005-0000-224000 Tenant Prepaid Rent	(510.00)	3,705.00
5005-0000-260700 Note Payable Non Curr - Davenport	238,405.10	67,353.57
5005-0000-260701 Note Payable - Curr - Davenport	(243,145.65)	57,631.56
<b>TOTAL LIABILITIES</b>	<u><u>(11,081.46)</u></u>	<u><u>429,979.56</u></u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	11,930.38	1,851,174.83
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<u><u>11,930.38</u></u>	<u><u>2,202,402.12</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>848.92</u></u>	<u><u>2,632,381.68</u></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	8,536.47	541,558.62
8002-0000-111111 Chase Checking	(32,072.76)	143,348.78
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(18,366.42)	(16,365.47)
8002-5005-115700 Intercompany	8,847.48	1,691.81
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	2,545.24
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	18,311.00
<b>TOTAL ASSETS</b>	<u><b>(34,327.85)</b></u>	<u><b>701,732.98</b></u>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	556,525.00
8001-0000-200300 Pension Liability	-	83,152.00
8001-0000-210000 Construction Costs Payable	-	30,625.00
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	37.16	13,585.95
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
<b>TOTAL LIABILITIES</b>	<u><b>37.16</b></u>	<u><b>707,031.43</b></u>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	(11,139.73)	168,280.87
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	(23,225.28)	38,780,073.93
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	-
8004-8004-282000 Income and Expense Clearing	-	-
<b>TOTAL EQUITY</b>	<u><b>(34,365.01)</b></u>	<u><b>(5,298.45)</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>(34,327.85)</b></u>	<u><b>701,732.98</b></u>



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

**July 24, 2019**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

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

**CONTACT PERSON:**

Kim Shirey  
HCV Supervisor

**Family Self Sufficiency (FSS):**

During the month of June, the FSS Coordinator graduated one participant who had completed her contract and met all of her goals. The Lansing Housing Commission was able to issue her check for \$16,366.91. The participant indicates that she wishes to eventually buy a home, however first she would like to use some of the money to start a small business. She didn't indicate what type of business that would be, but she would like to help women who were in similar situations as her.

**HCV Orientations:**

LHC had zero (0) orientations during the month of June 2019 and zero (0) vouchers issued.

One (1) VASH orientation was held for the month of June, and five (5) vouchers were issued.

**Waiting List:**

100 vouchers were pulled off from the waiting list for processing. Their return date was July 8, 2019. Approximately 45 applications were returned to determine eligibility.

**Department Initiatives:**

In the HCV Program there are currently 1,827 vouchers housed in all its programs. Fifty-one participants are with the Shelter Plus Care Program (S+C), 81 are housed under the Permanent Supportive Housing Program (PSH), and 142 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,553 are housed under the Housing Choice Voucher Program.







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### Voucher Utilization

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1671
May % Utilized Units	90%

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1695
June % Utilized Units	91%

### Voucher Disbursement

HUD May HAP Disbursement	\$991,668
LHC May HAP/UAP Disbursement	\$888,691
% Voucher Funding Utilization	97%

HUD June HAP Disbursement	\$911,668
LHC June HAP/UAP Disbursement	\$907,182
% Voucher Funding Utilization	99%
HUD Held Reserves as of September 2018	\$897,936

### SEMAP Indicators

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

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

#### Waiting List

PIC Scoring	Internal Scoring
N/A	15

#### Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 205 rent reasonable for the fiscal year 2019. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.



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#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 3- Determination of Adjusted Income

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

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

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

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period thirty (30) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

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







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indicates there were twenty-three (23) 24-hour deficiencies and forty-three (43) 30-day deficiencies. All corrected, abated, or terminated as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

#### Indicator 7- Expanding Housing Opportunities

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

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 8- Payment Standards

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

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of June 30, 2019, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### 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





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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 100%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 22 slots/households or (58%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.





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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 63% 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 06/30/2019







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**July 24, 2019**

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**June 2019 Asset Management Monthly Report**

### **CONTACT PERSON:**

Doug Fleming  
Executive Director  
517-487-6550 Ext. 111

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 98% (not including the modernization units) at the end of June. LHC Unit Months Leased (UML) was 817 (with units in MOD) or 98% occupancy rate. LHC maintained a 98% occupancy level, which meets the 96% recovery plan occupancy goal.

**Mt. Vernon Park** occupancy was 97% at the end of June. There were five (5) households moved in, three (3) residents moved out, and zero (0) unit transfers. The UML was 197 which equals 97%. At the end of June, Mt. Vernon had a total of 29 open work orders.

**Hildebrandt Park** occupancy was 99% at the end of June. There was one (1) households moved in, two (2) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of June, Hildebrandt had a total of 66 open work orders.

**LaRoy Froh** occupancy was 98% at the end of June. There was five (5) household moved in, two (2) residents moved out, one (1) unit transfers. The UML was 208







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which equals 98%. At the end of June, LaRoy Froh had a total of 34 open work orders.

**South Washington Park occupancy** was 99% at the end of June. There were six (6) households moved in, two (2) resident moved out, and two (2) unit transfer. The UML was 195 which equals 99%. At the end of June, South Washington had a total of 59 open work orders.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	197	97%	5	3	0	0
Hildebrandt	220	217	99%	1	2	0	0
LaRoy Froh	213	208	98%	5	2	1	2
S. Washington	197	195	99%	6	2	2	0
<b>Totals</b>	<b>832</b>	<b>817</b>	<b>98%</b>	<b>17</b>	<b>9</b>	<b>3</b>	<b>2</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 37,075	\$ 39,494	\$ 0	106%
Hildebrandt	\$ 39,798	\$ 40,848.06	\$ 1050.06	103%
LaRoy Froh	\$ 28,851	\$ 27,966	\$ 885	103%
S. Washington	\$ 33,693	\$ 31,143.79	\$ 2,549	92%
<b>Totals</b>	<b>\$ 139,417</b>	<b>\$ 139,451.85</b>	<b>\$4,484.06</b>	<b>100%</b>





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**Mt. Vernon Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
4132 Balmoral	3	5-28-19	7	6-30-19	TBD	Looking for contractor
2915 Delta River	3	5-1-19	60	7-31-19	\$4,800	S&S completing rehab. Unit offer accepted.
3266 N Waverly	3	6-26-19	7	7-24-19	\$1,650	Abraham Alvarez-Nodarse completing rehab.
3820 Wilson	1	5-1-19	63	Ready	\$800	LRF Transfer on by 6-21-19.
3804 Wilson	1	7-1-19	1	Ready	\$800	Offer accepted. Move in by 7-3-19.





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### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3124-E Turner	5	3-6-19	105	4-3-19	\$350	Will be leased up 7-25-19 due to applicant living in a subsidized community already
103-3212-C Turner St.	4	5-26-19	45	7-5-19	\$2400	Move in ready 7-5-19, unable to finish unit before end of month due to contractor schedules
103-3128-D Turner	3	6-10-19	12	6-30-30	\$1900	No response from applicant, next applicant had 7 days, this moved her move in date to July





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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2436 Reo	3	6-7-19	257	TBD	Pending	6-13 Unit is under construction. 7-18 unit has drywall and has been painted, pending kitchen cabinets. Estimated completion is 8-30-19
111-4911 Christiansen	3	6-10-19	3			6-13 in process of scope and assigning contractor 7-18 unit is ready for occupancy, pending transfer resident to clear up outstanding utility bills.
111-3121 Viking	3	7-2-19	12			7-18 unit has been cleaned out, painted, pending plumbing upgrades, and scope of work
111-2534 Reo	2	6-20-19	20			7-18 unit is ready for occupancy. Pending LRF transfer 7-26 estimated date of transfer.
111-4640 Christiansen	3	TBD				7-18 resident has transferred to a 4 bedroom and is in transition with moving items. Estimated release date 8-2-19.
111-942 Vincent Ctr	2	5-2019				7-18 unit has cabinets installed, drywall installed, windows installed. Pending countertops and appliances. Estimated release date 7-26-19. LRF transfer already assigned.
111-2342 Reo	3	7-8-19				7-18 unit has been painted, scope of work has been completed, pending cleaner.







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**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 200	1	6-13-19	17	7-22-19	In house turn	
112-3200 S Washington 506	1	6-13-19	17	7-8-19	In house turn	





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**July 24, 2019**  
**Executive Director's Report**

**Activities**

Capital Projects

- Security Cameras
- Kitchen/Bath
- Elevator

Staff Changes

- Maintenance Tech – Demetreon Young

RAD Activities

1. Disposal of Scattered Sites
2. RAD application submission
  - Application submitted 7-16
  - Resident Questions returned
  - RFP Architect due today
3. City of Lansing meeting June 26<sup>th</sup> w/Mayor

**Other Activities**

- Site visits to LHC properties
- Inventory Management review
- COL summer program
- Lisa Parsons issue
- Paychex/ADP Consulting
- RFP Pest Management
- Scattered Site Inspections/Renewals







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**LHC Board  
Sign-In Sheet  
Date of Meeting: July 24, 2019**

Name	Organization	Phone #	E-mail	Speaking Y/N
ANDREA Bailey	LIPH	517 372-7145	ANDREA.B@LANSHC	'
Marcel Jackson	LIPH	517-574-827	marcelj@lanshc.org	
Kim Shirey	HEV	487-0242	Kims@lanshc.org	
Marshall Brice	LIPH	517-393-4290	marshallb@lanshc.org	
Ticira Terry	MSU Student	313-694-8030	terrytia@msu.edu	
Doug Fleming	Coce	517-331-1009	DFleming@LANSHC.org	

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



"Equal Housing Opportunity"



Lansing Housing Commission Annual Plan and Public Hearing Meeting

Lansing Housing Commission Board Meeting July 24, 2019

Sign-In Sheet

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