



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

Agenda
Lansing Housing Commission
March 28, 2019

Call to Order

1. Roll Call
2. Closed executive session – Lawsuit by former employee
3. Approval of Minutes of February 27, 2019

Action Items:

Resolution No. 1308 – Approval of negotiated Collective Bargaining Agreement between Lansing Housing Commission and AFSCME Local 1390.

Informational Items.

- a. Finance Report February 2019 Dawn Allman
- b. Housing Choice Voucher February 2019
- c. Asset Management Report February 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

4. Executive Director's Comments.





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5. President's Comments

6. Public Comment – limit 3 minutes per person.

7. Other Business.

Recognition of Tony Baltimore for his years of service on the Board of Commissioners to the Lansing Housing Commission.

8. Adjournment.





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Minutes of the February 27, 2019

Commissioner Baltimore called the meeting to order at 5:33 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Tony Baltimore, Ryan Robinson, Rhett Huyck, Don Sober and Loria Hall.

STAFF:

Marcus Hardy
Marshall Brice
Douglas Fleming
Dawn Allman

Marcel Jackson
Kim Shirey
Andrea Bailey
Kenna Totten

Guests:

Lisa Vargo – via phone
Annie Jenkins – via phone
See list

Commissioner Robinson moved and Commissioner Sober 2nd a motion to approve the minutes of the February 5, 2019 commission meeting. **The Motion was approved by all members present.**

LHC FY 2018 Audit – Lisa Vargo and Annie Jenkins

We were able to get the process completed by mid-December 2018. This was a marked improvement from prior years.

Financial Statements through 6/30/18 – Management Discussion and Analysis is a great overview.

- PHA had to implement GASB 75. This required some adjustments. It did not cause a significant material adjustment to our financial statements beginning balances.
- The opinion letter is unmodified.
- The LHC financials include Oliver Gardens which is a discretely presented component unit. In 2018 there are no longer any tax credits for this unit.





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- Footnote 2 does include future pronouncements. There will be GASB 87 which means operating leases need to be included on the balance sheet starting 2021.

Single Audit Report – Audit in accordance with OIG. This is compliance driven audit testing.

- The major program was Section 8. Materiality is not applicable for the.
- It is an unmodified opinion although there was one finding. There was some incomplete filling out of forms.
- P&M would report any internal control issues. They don't test internal controls, they assess them. None were identified this year.

End of audit letter – Did P&M have any challenges or post or pass any journal entries? There were no disagreements with management, and it was a “boring” letter with not much to be noted.

Action Items

Resolution 1307- Approval of Contract Between LHC and Chesapeake Community Advisors, Inc. (CCA)

CCA Presentation

- There is an agreement is principal.
- The CCA group is here from Baltimore to present to the Board. They gave us a PowerPoint document for their presentation.
- This will give us tax credits which will allow us to update our fixed assets and charge higher rents.
- Radresource.net is a great resource to learn about RAD.
- From the tenants' perspective, the amount of rent does not change. There are many protections for residents. Residents have the right to the real estate if they are complying.





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- There are multiple tools that we can use to make sure we do what we need to for our portfolio.
- They will do the portfolio analysis in the next 60-90 days.
- We can do non-competitive 4% bonds or 9% competitive bonds. About 3-4 prospective developers will apply for each one that gets selected. They will look at each property for each of the two types of bonds.
- LHC will determine which property we want to start with for our RAD process.
- LHC will form an LLC as a general partner.
- It is 1-1.5 years to close and then 15 months or so to get construction done and then 6-9 months to get the items final closed.
- We are in a robust period for getting tax credits. The tax credit partnerships last for 15 years but the tax credits are only for 10 years.
- If we co-general partner with CCA, we will get 10 points based on their experience rather than going it alone.
- The next round of 9% credits for us is 10/01/19. The timeline is on page 29 of the presentation. It takes HUD about 60 days to get CHAPs out the door.
- Residents must get an information notice probably within the next 60-90 days. There must also be 2 resident meetings prior to applying for RAD.
- Capital funds can be used for pre-development expenses. It is an allowed expense. There are also options for pre-development financing.

Resolution 1307 discussion

- The contract is to agree to work together for a 5-year period on all four AMPS. Fee of 55% to CCA and 45% to LHC if a non-co-general partner situation. If co-general partner 65% to CCA and 35% to LHC. These are very typical fee splits. Would like to stay with the 55%/45% split if possible.





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- Commissioner Hall asked if we were set on going for the 9% bond structure. Commissioner Robinson said we do not know yet until we perform our review.
- Commissioner Robinson noted he would abstain from the vote.

Commissioner Sober moved and Commissioner Hall seconded a motion to approve Resolution 1307. **Commissioner Robinson abstained. The Motion was approved by all remaining members present.**

Written Informational Reports were provided as follows:

Finance Report – January 2019 - Dawn Allman - Mrs. Allman provided a brief overview of the January 2019 Finance Reports. Dawn also discussed the new sheet of financial ratios.

Housing Choice Voucher (HCV) Report – January 2019 - Kim Shirey, provided a brief overview of the January 2019 HCV Reports.

- HCV received a Family Self Sufficiency grant. We were only eligible for a part time position for \$37,500.
- We did not receive this grant last year.

Asset Management Report – January 2019

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson MVP had an occupancy rate of 95% at the end of January. There was three (3) move-in, three (3) move -outs and zero (0) transfers. There were 49 open work orders.

The current occupancy rate is 95%. There are 11 vacancies, four (4) market ready. There are 30 open work orders. Average work order is 47 days old.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily HP had an occupancy rate of 98% at the end of January. There were two (2) move-ins, five (5) move-outs and zero (0) transfers. There were 130 open work orders.

The current occupancy rate is 98%. There are four (4) vacancies, two (2) market Ready. There are 58 open work orders. Average work order is 60 days old.





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LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marshall Brice

LRF had an occupancy rate of 95% at the end of January. There were one (1) move-in, two (2) move-outs and two (2) transfers. There were 133 open work orders.

The current occupancy rate is 96%. There are ten (10) vacancies. One (1) move ins and zero (0) move-outs, zero (0) transfer. We are working down the number of work orders with 115 open. There are a lot of inspections.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy

SWP had an occupancy rate of 100% at the end of January. There were eight (8) move-ins, fourteen (14) move-outs and zero (0) transfers. There were 106 open work orders.

The current occupancy rate is 99%. There were two (2) vacancies. 111 work orders that are open. Average work order time is 86 days. There are security deposits for seven (7) units.

There should be an increase in police presence at night because they are using one of our rooms as a break room.

Discussion Items: none

Executive Director's Comments:

Activities

- City Council update – Submission of Financial Report
- LRF Fire Units – Finalizing re-construction costs, getting quotes done now
- City of Lansing Programs
 - Financial empowerment – training for those behind on rent
 - Housekeeping skills – Joan Jackson will be presenting tomorrow to the AMP leadership

City Inspections

- Permit violations have been signed and submitted to COL
- Mt. Vernon has four permits that have been scheduled
- We are down to re-inspection and all permits pulled are closed





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Staff Changes

- New Assistant Manager – Kenna Totten from LaRoy Froh who has been here two months

Union Negotiations

- Tentative agreement has been reached, the union will vote on 2/27

Capital improvements

- Hildebrandt roofs
- Video surveillance all AMPS
- Kitchen renovations all AMPS

Major Activities

- Site visits to LHC properties
- Staff Meeting LIPH
- Procurement/Management Training – 2 days
- Paint Agreement – O’Leary
- REAC – 2-week notice for inspections rather than 3-4 months

President’s Comments:

Welcome to Rhett Huyck

Commendation to the staff for a wonderful job in the last few months in turning the ship around, Brian McGrain says nothing but positive comments.

Commissioner Sober stated that he is in agreement with what has been said.

Commissioner Robinson said LHC continues to make improvements.

Commissioner Hall says every meeting gets better.

Commissioner Huyck needs to take some training, there is a HUD training that was given a few years ago which was very beneficial.





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Public Comment: limit 3 minutes per person –

Councilwomen said the turn-around time on the maintenance issue is the most disturbing thing to her. She is happy with what Mr. Fleming brought to the Council on Monday.

Other Business

Doug's contract – He is more than four months out. He has agreed to stay on in a self-renewing manner and timing about 6 more months. We should consider for our future agenda with CCA to determine when to start looking for an ED.

Adjournment: The meeting was adjourned at 7:33 p.m.

Tony Baltimore Date 3/28/19
Tony Baltimore, Chair

Dawn Allman Date 3/28/19
Dawn Allman, Acting Secretary





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March 28, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Collective Bargaining Agreement between Lansing Housing Commission and Lansing Housing Commission Employees' Chapter of Local 1390.11 and Michigan Council #25, AFSCME, AFL-CIO.

RECOMMENDATION:

Staff recommends the Board approve the Collective Bargaining Agreement between Lansing Housing Commission and Lansing Housing Commission Employees' Chapter of Local 1390.11 and Michigan Council #25, AFSCME, AFL-CIO.

CONTACT PERSON:

Douglas Fleming
Interim Executive Director

SUMMARY

This transmittal will allow the LHC to implement all changes to the Collective Bargaining Agreement.

- Grievance Procedure – added provision requiring the parties to attempt to select a mutually acceptable arbitrator to avoid paying the American Arbitration Association an administrative fee.
- Seniority – added language to allow Commission to extend new employee probationary period one time for up to 180 days.
- Eliminated Maintenance Worker Classification from Schedule.





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BACKGROUND

The Lansing Housing Commission entered into a Collective Bargaining Agreement with Lansing Housing Employees' Chapter of Local 1390.11 and Michigan Council #25, AFSCME, AFL-CIO which is renegotiated every three years. The duration of the current negotiated Agreement will be January 1, 2019 through December 31, 2021.

FINANCIAL CONSIDERATIONS

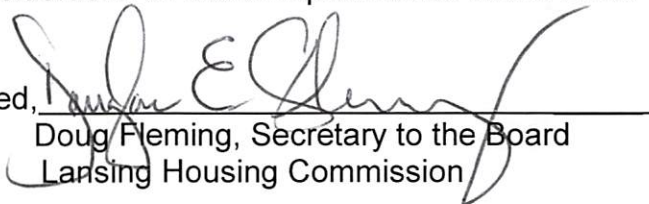
This agreement will implement the following

- Wages
 - Effective upon ratification 2.5% across the board increase
 - Effective January 1, 2020 2.5 % across the board increase
 - Effective January 1, 2021 2.5% across the board increase
- Hours and Overtime – Increased weekly on-call pay from \$80 to \$100.
- Insurance – Increased current employees' contribution to health insurance from 7.5% to 10% of the cost of coverage.
- Insurance – Employees hired on or after January 1, 2019 will not be entitled to any retiree health insurance or any payments in lieu of retiree health insurance. Previously implemented OPEB Plan.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval is being requested due to the financial consideration of future capital needs within LHC.

Respectfully Submitted,


Doug Fleming, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1308

Adopted by the Lansing Housing Commission

March 28, 2019

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to approve the negotiated Collective Bargaining Agreement between the Lansing Housing Commission and Lansing Housing Commission Employees' Chapter of Local 1390.11 and Michigan Council #25, AFSCME, AFL-CIO.



Tony Baltimore, Chair

Yeas 5

Nays 0

Abstentions 0

Attest



Secretary

For Clerks Use Only

Resolution No: 1308
Date Adopted: 3/28/2019



Lansing Housing Commission
Summary Results for FEBRUARY FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	4,162	8,875	(111)	4,544	17,470	3,326	62,774
Tenant Revenue Variance	2,644	7,475	(1,315)	2,713	11,518	-	-
HUD Revenue Variance	198	79	(402)	(209)	(334)	2,276	61,234
Capital Fund Income	875	875	875	875	3,500	-	-
Other Income	445	446	731	1,165	2,786	1,050	1,540
Other	-	(0)	-	-	-	-	(0)
Budgeted Revenue	107,373	129,082	116,812	84,751	438,017	64,295	887,403
% Variance fav (unfav)	4%	7%	0%	5%	4%	5%	7%
EXPENSES:							
Total Expense Variance Unfav (Fav)	32,871	(9,794)	23,049	(7,035)	39,092	1,761	115,775
<i>Contributing Factors:</i>							
MERS Contribution Special					-		
Adjusted Expense Variance	32,871	(9,794)	23,049	(7,035)	39,092	1,761	115,775
<i>-Over spend (Under spend)</i>							
Salary Expenses	(5,986)	(6,601)	(6,111)	(6,429)	(25,126)	(17,497)	(378)
Employee Benefit Expenses	(1,077)	(2,495)	(3,824)	(2,522)	(9,917)	(4,280)	(2,430)
Utilities	8,657	(3,173)	989	(6,298)	176	(792)	103
Write-offs	(162)	(410)	(412)	(994)	(1,977)	-	-
Legal	382	(615)	1,194	301	1,262	656	-
Professional Services	1,604	1,855	1,358	1,466	6,283	7,482	(426)
Administrative Services	-	-	-	-	-	-	-
Insurance	551	(47)	1,263	1,688	3,456	(30,191)	(209)
Sundry/Postage/Office Supplies	1,147	1,124	1,080	(469)	2,883	1,001	1,286
Management Fee	2	496	324	255	1,077		1,279
HAP Expense					-		123,832
Inspections	250	-	440	-	690	45,224	(3,799)
Maintenance Costs	28,880	(2,273)	19,605	3,303	49,515	(46)	(13)
Maintenance Contract - Unit Turns	(3,621)	1,678	9,794	1,765	9,615	-	-
Other	2,244	666	(2,652)	897	1,155	204	(3,469)
Budgeted Expense	101,217	125,077	117,638	102,297	446,228	55,597	892,698
% Variance fav (unfav)	-32%	8%	-20%	7%	-9%	-3%	-13%
Curr Mo. Actual Net Income (Loss)							
	\$ (22,553)	\$ 22,673	\$ (23,986)	\$ (5,967)	\$ (29,833)	\$ 10,263	\$ (58,296)
YTD Actual Net Income (Loss) Net of CWIP							
	\$ (40,890)	\$ 147,339	\$ (96,123)	\$ 141,001	\$ 151,327	\$ 311,401	\$ (236,113)
Prior YR YTD Net Income (Loss)							
	\$ 79,799	\$ 144,791	\$ 74,710	\$ 41,456	\$ 340,756	\$ 266,983	\$ (492,739)
Cash Balance - February							
	\$ 469,630	\$ 518,483	\$ 670,867	\$ 517,109	\$ 2,176,090	\$ 1,069,927	\$ 685,019
Cash Balance - January							
	\$ 522,325	\$ 555,173	\$ 741,816	\$ 533,080	\$ 2,352,394	\$ 1,009,126	\$ 730,100
Cash Balance - December							
	\$ 509,631	\$ 562,762	\$ 732,360	\$ 563,876	\$ 2,368,629	\$ 1,081,431	\$ 881,008

LIPH ProgramRevenue Variance

Revenue was \$17K or 4% above budget

Tenant revenue was \$12K above budget

Capital Fund revenue was \$4K above budget - unbudgeted amount

Other revenue was \$3K above budget - various

Expense Variance

Expenses were \$39K or 9% above budget

Key expense factors -

Salary Expense was \$25K below budget - open positions

Benefit Expense was \$10K below budget - open positions

Professional Services were \$6K above budget - 2 months HP

Maintenance Costs were \$50K above budget

Maintenance Costs - Unit Turns were \$10K above budget

Expense Variance			
AMP	Bgt	Act	Fav(Unfav)
MVP	101,217	134,088	(32,871)
HP	125,077	115,283	9,794
LRF	117,638	140,687	(23,049)
SWP	102,297	95,262	7,035
Total	446,228	485,320	(39,092)
			-9%
Less: CAP MGT			
	0	-	
	446,228	485,320	(39,092)
Without BLI 1410			-9%

Net Income Variance

Net Income - Budget vs Actual

AMP	Bgt	Act	Fav (unfav)	BLI 1406
MVP	6,156	(22,553)	(28,709)	-
HP	4,005	22,673	18,669	-
LRF	(826)	(23,986)	(23,160)	-
SWP	(17,545)	(5,967)	11,579	-
Total	\$ (8,211)	\$ (29,833)	\$ (21,622)	\$ -

COCCRevenue Variance

Revenue was \$3K or 5% above budget

HUD Revenue was \$2K above budget

Other Income was \$1K above budget

Expense Variance

Expenses were \$2K or 3% above budget

Salary expense was \$17K below budget - open positions

Benefit expense was \$4K below budget - open positions

Professional Services was \$7K above budget - ED contractor

Insurance Expense was \$30K below budget - incorrect posting of inspections

Inspections Expense was \$45K above budget - COL inspections charged to this year

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
COCC	55,597	57,358	(1,761)
			-3%

Net Income Variance

Net Income - Budget vs Actual

Comp	Bgt	Act	Fav (unfav)
COCC	8,698	10,263	1,565

HCV ProgramRevenue Variance

Revenue was \$63K or 7% above budget

Program Income was \$37K above budget- increased vouchers

Admin Fee Income was \$24K above budget - increased vouchers

Expense Variance

Expenses were \$116K or 13% above budget

HAP expenses were \$124k above budget - increased vouchers

Expense Variance			
Comp	Bgt	Act	Fav(Unfav)
HCV	892,698	1,008,473	(115,775)
			-13%

Net Income Variance

Comp	Bgt	Act	Fav (unfav)
80xx	(5,295)		5,295
Admin 8001		27,265	27,265
Prgm 8002		(85,561)	(85,561)
Total	(5,295)	(58,296)	(53,001)

February Ratios

HCV Ratios	
Number of Vouchers Used	1,848
HCV 8002 Expenses	\$ 935,253.42
Average Cost Per Voucher	<u>\$ 506.09</u>

LIPH Ratios					
Year-to-Date Occupancy Rate	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total
YTD Average Number of Units Leased	194	215	195	191	795
Number of Possible Units	202	220	210	198	830
Year-to-Date Occupancy Rate	<u>96.0%</u>	<u>97.7%</u>	<u>92.9%</u>	<u>96.5%</u>	<u>95.8%</u>
Average Revenue Per Occupied Unit					
Total LIPH Revenue	\$ 111,534.68	\$ 137,956.81	\$ 116,701.00	\$ 89,294.98	\$ 455,487.47
Average Revenue Per Occupied Unit	<u>\$ 574.92</u>	<u>\$ 641.66</u>	<u>\$ 598.47</u>	<u>\$ 467.51</u>	<u>\$ 572.94</u>
Average Tenant Revenue Per Occupied Unit					
Total Tenant Revenue	\$ 32,205.00	\$ 41,977.00	\$ 29,434.09	\$ 32,275.48	\$ 135,891.57
Average Tenant Revenue Per Occupied Unit	<u>\$ 166.01</u>	<u>\$ 195.24</u>	<u>\$ 150.94</u>	<u>\$ 168.98</u>	<u>\$ 170.93</u>
YTD Average Monthly Expenses	\$ 139,174.15	\$ 138,546.15	\$ 151,203.77	\$ 118,790.30	\$ 547,714.37
Average Cost Per Occupied Unit	<u>\$ 717.39</u>	<u>\$ 644.40</u>	<u>\$ 775.40</u>	<u>\$ 621.94</u>	<u>\$ 688.95</u>

Company Ratios						
Operating Reserves	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Bank Account Balance	\$ 469,630.35	\$ 518,483.36	\$ 670,867.38	\$ 517,108.99	\$ 1,069,926.76	\$ 469,755.66
YTD Expenses	\$ 1,113,393.16	\$ 1,108,369.18	\$ 1,209,630.19	\$ 950,322.42	\$ 459,173.86	\$ 632,870.49
Number of Months	8	8	8	8	8	8
Average Monthly Expenses	\$ 139,174.15	\$ 138,546.15	\$ 151,203.77	\$ 118,790.30	\$ 57,396.73	\$ 79,108.81
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>3.37</u>	<u>3.74</u>	<u>4.44</u>	<u>4.35</u>	<u>18.64</u>	<u>5.94</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	(52,694.64)	469,630.35
1010-0000-112200 Accounts Receivable	4,180.81	12,687.14
1010-0000-112201 Allowance for Doubtful Accounts	(418.08)	(1,268.71)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	4,561.51	(3,357.40)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	35,220.31
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	(8,217.83)	(8,217.83)
1010-3000-144000 Construction in Progress	-	41,022.50
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
TOTAL ASSETS	(58,458.29)	3,988,857.88
LIABILITIES		
1010-0000-200000 OPEB Liability	-	388,980.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payabe	-	29,708.00
1010-0000-211100 Accounts Payable	(34,643.44)	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	356.00	35,546.30
1010-0000-211999 Tenant Refunds	191.00	7,062.07
1010-0000-212000 Accrued Payroll	-	7,699.80
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	1,051.47	27,632.67
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,859.91)	381,861.47
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
TOTAL LIABILITIES	(35,904.88)	1,018,215.79
EQUITY		
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	(22,553.41)	(1,850,962.26)
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
TOTAL EQUITY	(22,553.41)	2,970,642.09
TOTAL LIABILITES & EQUITY	(58,458.29)	3,988,857.88

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for February 2019

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	(36,689.51)	518,483.36
1020-0000-112200 Accounts Receivable	(2,990.87)	10,162.84
1020-0000-112201 Allowance for Doubtful Accounts	299.09	(1,016.28)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	6,904.19	(2,784.45)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	30,558.36
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	315,576.92
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
TOTAL ASSETS	(37,570.16)	5,185,043.25
LIABILITIES		
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	(57,834.77)	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	694.00	35,090.19
1020-0000-211999 Tenant Refunds	(665.52)	4,273.45
1020-0000-212000 Accrued Payroll	-	4,988.82
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	2,329.18	41,204.93
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,766.51)	636,435.76
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
TOTAL LIABILITIES	(60,243.62)	1,095,535.91
EQUITY		
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	22,673.46	(1,157,274.05)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
TOTAL EQUITY	22,673.46	4,089,507.34
TOTAL LIABILITES & EQUITY	(37,570.16)	5,185,043.25

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	(70,948.33)	670,867.38
1080-0000-112200 Accounts Receivable	(5,738.99)	10,892.48
1080-0000-112201 Allowance for Doubtful Accounts	573.90	(1,089.25)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	9,926.42	3,576.08
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	42,804.42
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	456,526.83
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
TOTAL ASSETS	(73,321.07)	4,749,746.86
LIABILITIES		
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	(48,321.94)	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	685.00	35,625.06
1080-0000-211999 Tenant Refunds	-	6,337.98
1080-0000-212000 Accrued Payroll	-	7,627.57
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	1,117.56	33,140.94
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	-	254.93
1080-0000-260600 Note Payable Non Curr - PNC	(2,815.58)	375,941.11
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
TOTAL LIABILITIES	(49,334.96)	963,877.19
EQUITY		
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	(23,986.11)	(1,356,979.24)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
TOTAL EQUITY	(23,986.11)	3,785,869.67
TOTAL LIABILITIES & EQUITY	(73,321.07)	4,749,746.86

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(15,971.18)	517,108.99
1090-0000-112200 Accounts Receivable	(1,665.00)	12,309.63
1090-0000-112201 Allowance for Doubtful Accounts	166.50	(1,230.96)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	8,154.89	818.22
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	23,253.06
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	229,865.05
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
TOTAL ASSETS	(13,190.30)	3,455,077.18
LIABILITIES		
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	(9,833.90)	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	710.00	34,734.50
1090-0000-211999 Tenant Refunds	642.52	17,974.53
1090-0000-212000 Accrued Payroll	-	6,601.58
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	1,900.58	(1,527.80)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(642.92)	85,844.85
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
TOTAL LIABILITIES	(7,223.72)	524,223.47
EQUITY		
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	(5,966.58)	(1,012,872.05)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
TOTAL EQUITY	(5,966.58)	2,930,853.71
TOTAL LIABILITES & EQUITY	(13,190.30)	3,455,077.18

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	194.25	71,121.87
5005-0000-111111 Chase Checking	60,606.63	998,804.89
5005-0000-112954 Accounts Receivables-Misc	326.25	922.50
5005-1010-115700 Intercompany	(4,561.51)	3,357.40
5005-1020-115700 Intercompany	(6,904.19)	2,784.45
5005-1080-115700 Intercompany	(9,926.42)	(3,576.08)
5005-1090-115700 Intercompany	(8,154.89)	(818.22)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(13,523.52)	(660.68)
5005-8002-115700 Intercompany	3,404.96	4,457.40
5005-8005-115700 Intercompany	(2,542.49)	(6,078.95)
5005-8010-115700 Intercompany	101.28	4,082.32
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	28,071.22	12,895.84
5005-0000-121200 Prepaid - Other	(44,990.95)	-
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	-	259,909.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
TOTAL ASSETS	2,100.62	2,600,612.23
LIABILITIES		
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	(2,670.51)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	(424.20)	5,247.58
5005-0000-212000 Accrued Payroll	-	11,497.74
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	(365.00)	4,545.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,702.81)	(156,886.58)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
TOTAL LIABILITIES	(8,162.52)	455,555.97
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	10,263.14	1,793,828.97
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	10,263.14	2,145,056.26
TOTAL LIABILITIES & EQUITY	2,100.62	2,600,612.23

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	7,782.38	469,755.66
8002-0000-111111 Chase Checking	(81,849.95)	87,723.51
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	(306.00)	(786.00)
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	13,523.52	660.68
8002-5005-115700 Intercompany	(3,404.96)	(4,457.40)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	7,635.72
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
TOTAL ASSETS	<u>(65,527.63)</u>	<u>589,486.17</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	556,525.00
8001-0000-200300 Pension Liability	-	83,152.00
8001-0000-210000 Construction Costs Payabe	-	30,625.00
8001-0000-211100 Accounts Payable	(7,231.42)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,548.79
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
TOTAL LIABILITIES	<u>(7,231.42)</u>	<u>706,994.27</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	27,264.70	118,631.70
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	(85,560.91)	38,717,513.45
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	-	-
TOTAL EQUITY	<u>(58,296.21)</u>	<u>(117,508.10)</u>
TOTAL LIABILITES & EQUITY	<u>(65,527.63)</u>	<u>589,486.17</u>

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending February 28, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 250,389	\$ 236,488	\$ 13,901	\$ 226,918	\$ 354,732	\$ 118,244
Tenant Revenue - Other	29,583	21,280	8,303	20,921	31,920	10,640
Total Tenant Revenue	<u>\$ 279,972</u>	<u>\$ 257,768</u>	<u>\$ 22,204</u>	<u>\$ 247,838</u>	<u>\$ 386,652</u>	<u>\$ 128,884</u>
HUD PHA Operating Grants	633,486	601,110	32,376	574,408	901,665	300,555
CFP Operational Income	153,481	35,000	118,481	107,081	35,000	-
Fraud Recovery and Other	5,564	3,230	2,334	5,885	6,408	3,178
Total Operating Revenue	<u>\$ 1,072,504</u>	<u>\$ 897,108</u>	<u>\$ 175,396</u>	<u>\$ 935,212</u>	<u>\$ 1,329,725</u>	<u>\$ 432,617</u>
Administrative Salaries	\$ 61,347	\$ 55,832	\$ 5,516	\$ 56,396	\$ 85,390	\$ 29,558
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	130,755	76,312	54,443	110,260	114,468	38,156
Bookkeeping Fees	11,642	11,640	2	11,665	17,460	5,820
Employee Benefits Contributions - Admin	20,699	18,640	2,059	21,996	28,085	9,445
Office Expenses	17,016	38,284	(21,268)	28,206	53,658	15,374
Legal	15,263	13,540	1,723	11,415	21,140	7,600
Travel	711	520	191	406	780	260
Other	1,710	11,900	(10,190)	2,361	18,000	6,100
Tenant Services - Other	15,644	-	15,644	14,645	-	-
Water	58,901	59,580	(679)	61,910	91,281	31,702
Electricity	28,401	26,338	2,063	29,305	35,455	9,117
Gas	27,791	27,500	291	27,863	39,500	12,000
Other Utilities Expense	6,624	5,850	774	5,675	6,050	200
Ordinary Maintenance and Operations - Labor	60,270	98,114	(37,844)	53,146	150,056	51,943
Ordinary Maintenance and Operations - Material	93,440	48,300	45,140	40,647	67,500	19,200
Ordinary Maintenance and Operations - Contract	402,367	189,570	212,797	242,424	260,165	70,595
Employee Benefits Contributions - Ordinary	33,823	56,022	(22,199)	32,257	84,254	28,232
Protective Services - Other Contract Costs	1,588	1,600	(12)	1,548	2,400	800
Property Insurance	32,474	30,208	2,266	28,402	45,312	15,104
Liability Insurance	11,913	10,136	1,777	9,773	15,204	5,068
Workers Compensation	608	1,984	(1,376)	2,279	2,976	992
All Other Insurance	1,316	1,488	(172)	2,687	2,232	744
Other General Expenses	28,322	-	28,322	25,474	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,246	11,843	(597)	10,082	18,154	6,311
Bad debt - Tenant Rents	22,839	4,640	18,199	7,020	6,960	2,320
Interest Expense	11,683	11,683	-	12,570	17,293	5,609
Total Operating Expenses	<u>\$ 1,113,393</u>	<u>\$ 816,523</u>	<u>\$ 296,870</u>	<u>\$ 855,413</u>	<u>\$ 1,188,772</u>	<u>\$ 372,249</u>
Net Income (Loss)	<u>\$ (40,890)</u>	<u>\$ 80,585</u>	<u>\$ (121,475)</u>	<u>\$ 79,799</u>	<u>\$ 140,953</u>	<u>\$ 60,367</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending February 28, 2019

	<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>
Tenant Rental Revenue	\$ 297,275	\$ 276,016	\$ 21,259	\$ 257,319	\$ 414,024	\$ 138,008
Tenant Revenue - Other	22,551	13,070	9,481	20,387	20,015	6,945
Total Tenant Revenue	<u>\$ 319,826</u>	<u>\$ 289,086</u>	<u>\$ 30,740</u>	<u>\$ 277,706</u>	<u>\$ 434,039</u>	<u>\$ 144,953</u>
HUD PHA Operating Grants	784,428	744,549	39,879	781,379	1,116,824	372,275
CFP Operational Income	147,779	35,000	112,779	109,898	35,000	-
Fraud Recovery and Other	3,675	3,214	461	2,483	6,384	3,170
Total Operating Revenue	<u>\$ 1,255,708</u>	<u>\$ 1,071,849</u>	<u>\$ 183,859</u>	<u>\$ 1,171,465</u>	<u>\$ 1,592,246</u>	<u>\$ 520,397</u>
Administrative Salaries	\$ 55,656	\$ 54,940	\$ 715	\$ 54,221	\$ 84,026	\$ 29,086
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	143,621	83,786	59,835	120,354	125,679	41,893
Bookkeeping Fees	12,903	12,780	123	12,775	19,170	6,390
Employee Benefits Contributions - Admin	18,167	28,041	(9,874)	25,732	42,186	14,144
Office Expenses	21,974	24,380	(2,406)	26,060	34,314	9,934
Legal	16,328	12,460	3,868	12,076	20,160	7,700
Travel	349	640	(291)	474	960	320
Other	503	1,620	(1,117)	(703)	2,220	600
Tenant Services - Other	16,317	14,000	2,317	15,375	21,100	7,100
Water	71,008	66,200	4,808	67,492	98,700	32,500
Electricity	21,381	20,950	431	23,936	30,200	9,250
Gas	21,853	35,800	(13,947)	28,312	55,500	19,700
Other Utilities Expense	-	6,590	(6,590)	-	6,590	-
Ordinary Maintenance and Operations - Labor	46,092	93,476	(47,384)	54,793	143,228	49,752
Ordinary Maintenance and Operations - Materia	47,973	42,100	5,873	32,349	64,200	22,100
Ordinary Maintenance and Operations - Contrac	458,184	279,285	178,899	402,139	405,535	126,250
Employee Benefits Contributions - Ordinary	33,061	44,010	(10,949)	31,699	66,246	22,236
Protective Services - Other Contract Costs	2,593	2,400	193	2,558	3,600	1,200
Property Insurance	28,866	31,600	(2,734)	29,584	47,400	15,800
Liability Insurance	9,725	8,256	1,469	8,021	12,384	4,128
Workers Compensation	662	1,312	(650)	1,581	1,968	656
All Other Insurance	1,228	1,328	(100)	2,485	1,992	664
Other General Expenses	30,869	15,741	15,128	27,324	22,255	6,514
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	18,573	14,587	3,987	13,583	21,882	7,296
Bad debt - Tenant Rents	6,013	7,200	(1,187)	8,504	10,800	3,600
Interest Expense	19,472	19,472	-	20,951	28,821	9,349
Total Operating Expenses	<u>\$ 1,108,369</u>	<u>\$ 927,954</u>	<u>\$ 180,415</u>	<u>\$ 1,026,674</u>	<u>\$ 1,376,116</u>	<u>\$ 448,162</u>
Net Income (Loss)	<u>\$ 147,339</u>	<u>\$ 143,895</u>	<u>\$ 3,444</u>	<u>\$ 144,791</u>	<u>\$ 216,130</u>	<u>\$ 72,235</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending February 28, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 234,549	\$ 245,992	\$ (11,443)	\$ 249,710	\$ 368,988	\$ 122,996
Tenant Revenue - Other	19,075	18,960	115	20,571	28,440	9,480
Total Tenant Revenue	<u>\$ 253,623</u>	<u>\$ 264,952</u>	<u>\$ (11,329)</u>	<u>\$ 270,281</u>	<u>\$ 397,428</u>	<u>\$ 132,476</u>
HUD PHA Operating Grants	704,284	669,388	34,896	694,841	1,004,082	334,694
CFP Operational Income	152,779	35,000	117,779	109,898	35,000	-
Fraud Recovery and Other	2,821	3,278	(457)	3,276	6,480	3,202
Total Operating Revenue	<u>\$ 1,113,508</u>	<u>\$ 972,618</u>	<u>\$ 140,889</u>	<u>\$ 1,078,295</u>	<u>\$ 1,442,990</u>	<u>\$ 470,372</u>
Administrative Salaries	\$ 57,686	\$ 61,372	\$ (3,686)	\$ 27,513	\$ 93,863	\$ 32,491
Auditing Fees	5,000	5,000	-	5,000	5,000	-
Management Fees	135,614	79,852	55,762	116,372	119,778	39,926
Bookkeeping Fees	11,702	12,180	(478)	12,167	18,270	6,090
Employee Benefits Contributions - Admin	23,809	21,945	1,864	11,308	33,055	11,111
Office Expenses	21,309	27,719	(6,410)	25,826	39,483	11,764
Legal	18,275	16,000	2,275	12,099	24,000	8,000
Travel	66	504	(438)	66	756	252
Other	7,018	4,800	2,218	22,384	7,200	2,400
Tenant Services - Other	13,895	17,440	(3,545)	15,674	26,160	8,720
Water	45,546	45,600	(54)	45,887	68,400	22,800
Electricity	28,310	26,064	2,246	26,314	39,096	13,032
Gas	24,121	45,500	(21,379)	17,382	59,300	13,800
Other Utilities Expense	12,134	12,440	(306)	11,347	12,660	220
Ordinary Maintenance and Operations - Labor	76,540	112,566	(36,026)	72,643	172,159	59,594
Ordinary Maintenance and Operations - Materia	88,922	65,704	23,218	53,181	98,856	33,152
Ordinary Maintenance and Operations - Contrac	460,148	208,740	251,408	372,336	319,820	111,080
Employee Benefits Contributions - Ordinary	44,343	56,396	(12,053)	44,019	84,848	28,451
Protective Services - Other Contract Costs	2,495	2,400	95	2,360	3,600	1,200
Property Insurance	40,893	34,712	6,181	33,270	52,068	17,356
Liability Insurance	12,942	10,448	2,494	10,122	15,672	5,224
Workers Compensation	641	1,264	(623)	1,741	1,896	632
All Other Insurance	6,407	1,880	4,527	3,050	2,820	940
Other General Expenses	31,563	17,117	14,446	24,987	24,749	7,632
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	11,980	12,403	(423)	15,108	19,499	7,096
Bad debt - Tenant Rents	16,769	4,800	11,969	9,055	7,200	2,400
Interest Expense	11,502	11,502	0	12,376	17,024	5,522
Total Operating Expenses	<u>\$ 1,209,630</u>	<u>\$ 916,347</u>	<u>\$ 293,283</u>	<u>\$ 1,003,585</u>	<u>\$ 1,367,232</u>	<u>\$ 450,885</u>
Net Income (Loss)	<u>\$ (96,123)</u>	<u>\$ 56,271</u>	<u>\$ (152,394)</u>	<u>\$ 74,710</u>	<u>\$ 75,758</u>	<u>\$ 19,486</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending February 28, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 252,453	\$ 236,496	\$ 15,957	\$ 228,659	\$ 354,744	\$ 118,248
Tenant Revenue - Other	17,355	16,464	891	17,035	24,696	8,232
Total Tenant Revenue	<u>\$ 269,807</u>	<u>\$ 252,960</u>	<u>\$ 16,847</u>	<u>\$ 245,694</u>	<u>\$ 379,440</u>	<u>\$ 126,480</u>
HUD PHA Operating Grants	446,809	424,684	22,125	369,961	637,025	212,342
CFP Operational Income	365,680	175,000	190,680	223,050	175,000	-
Fraud Recovery and Other	9,027	3,494	5,533	5,756	6,804	3,310
Total Operating Revenue	<u>\$ 1,091,323</u>	<u>\$ 856,138</u>	<u>\$ 235,186</u>	<u>\$ 844,460</u>	<u>\$ 1,198,269</u>	<u>\$ 342,131</u>
Administrative Salaries	\$ 49,205	\$ 58,133	\$ (8,927)	\$ 54,903	\$ 88,909	\$ 30,776
Auditing Fees	-	5,000	(5,000)	5,000	5,000	-
Management Fees	129,684	75,918	53,766	109,277	113,878	37,959
Bookkeeping Fees	11,484	11,580	(96)	11,515	17,370	5,790
Employee Benefits Contributions - Admin	23,220	29,261	(6,041)	24,536	44,023	14,761
Office Expenses	20,490	22,015	(1,525)	23,382	32,259	10,244
Legal	18,235	21,768	(3,533)	17,611	32,652	10,884
Travel	(716)	-	(716)	-	-	-
Other	16,782	-	16,782	6,434	-	-
Tenant Services - Other	10,785	11,200	(415)	9,537	16,800	5,600
Water	135,027	124,920	10,107	125,172	187,380	62,460
Electricity	70,825	69,184	1,641	70,138	103,776	34,592
Gas	27,570	35,800	(8,230)	29,851	46,750	10,950
Other Utilities Expense	1,354	1,349	6	1,348	1,455	106
Ordinary Maintenance and Operations - Labor	89,727	117,214	(27,487)	98,656	179,268	62,054
Ordinary Maintenance and Operations - Materia	53,605	35,128	18,477	35,281	52,292	17,164
Ordinary Maintenance and Operations - Contrac	150,409	64,884	85,525	71,394	93,776	28,892
Employee Benefits Contributions - Ordinary	63,357	59,461	3,896	46,497	89,455	29,994
Protective Services - Other Contract Costs	2,028	1,120	908	1,120	1,680	560
Property Insurance	16,838	5,736	11,102	7,276	8,604	2,868
Liability Insurance	12,624	11,024	1,600	10,669	16,536	5,512
Workers Compensation	596	1,200	(604)	1,633	1,800	600
All Other Insurance	1,052	776	276	1,922	1,164	388
Other General Expenses	38,784	12,664	26,120	32,578	18,996	6,332
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,611	259	1,352	(106)	1,084	825
Bad debt - Tenant Rents	3,120	4,000	(880)	4,555	6,000	2,000
Interest Expense	2,626	2,626	(0)	2,826	3,888	1,261
Total Operating Expenses	<u>\$ 950,322</u>	<u>\$ 782,220</u>	<u>\$ 168,102</u>	<u>\$ 803,004</u>	<u>\$ 1,164,793</u>	<u>\$ 382,572</u>
Net Income (Loss)	<u>\$ 141,001</u>	<u>\$ 73,917</u>	<u>\$ 67,083</u>	<u>\$ 41,456</u>	<u>\$ 33,476</u>	<u>\$ (40,441)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending February 28, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,034,666	\$ 994,992	\$ 39,674	\$ 962,605	\$ 1,492,488	\$ 497,496
Tenant Revenue - Other	88,563	69,774	18,789	78,913	105,071	35,297
Total Tenant Revenue	<u>\$ 1,123,229</u>	<u>\$ 1,064,766</u>	<u>\$ 58,463</u>	<u>\$ 1,041,519</u>	<u>\$ 1,597,559</u>	<u>\$ 532,793</u>
HUD PHA Operating Grants	2,569,007	2,439,731	129,276	2,420,587	3,659,596	1,219,865
CFP Operational Income	819,720	280,000	539,720	549,927	280,000	-
Fraud Recovery and Other	21,087	13,216	7,871	17,400	26,074	12,858
Total Operating Revenue	<u>\$ 4,533,042</u>	<u>\$ 3,797,713</u>	<u>\$ 735,330</u>	<u>\$ 4,029,433</u>	<u>\$ 5,563,229</u>	<u>\$ 1,765,517</u>
Administrative Salaries	\$ 223,895	\$ 230,276	\$ (6,382)	\$ 193,034	\$ 352,187	\$ 121,911
Auditing Fees	15,000	20,000	(5,000)	20,000	20,000	-
Management Fees	539,674	315,868	223,805	456,262	473,802	157,934
Bookkeeping Fees	47,731	48,180	(449)	48,122	72,270	24,090
Employee Benefits Contributions - Administrative	85,895	97,887	(11,992)	83,572	147,349	49,462
Office Expenses	80,790	112,398	(31,608)	103,473	159,714	47,316
Legal Expense	68,100	63,768	4,332	53,201	97,952	34,184
Travel	410	1,664	(1,254)	946	2,496	832
Other	26,013	18,320	7,693	30,476	27,420	9,100
Tenant Services - Other	56,641	42,640	14,001	55,231	64,060	21,420
Water	310,482	296,300	14,182	300,460	445,761	149,462
Electricity	148,916	142,536	6,380	149,693	208,527	65,991
Gas	101,335	144,600	(43,265)	103,408	201,050	56,450
Other Utilities Expense	20,112	26,229	(6,116)	18,370	26,755	526
Ordinary Maintenance and Operations - Labor	272,628	421,369	(148,741)	279,238	644,711	223,342
Ordinary Maintenance and Operations - Materials	283,939	191,232	92,707	161,457	282,848	91,616
Ordinary Maintenance and Operations - Contract	1,471,108	742,479	728,629	1,088,293	1,079,296	336,817
Employee Benefits Contributions - Ordinary	174,584	215,889	(41,305)	154,471	324,802	108,913
Protective Services - Other Contract Costs	8,704	7,520	1,184	7,586	11,280	3,760
Property Insurance	119,072	102,256	16,816	98,531	153,384	51,128
Liability Insurance	47,204	39,864	7,340	38,585	59,796	19,932
Workers Compensation	2,505	5,760	(3,255)	7,235	8,640	2,880
All Other Insurance	10,003	5,472	4,531	10,145	8,208	2,736
Other General Expenses	129,537	45,522	84,015	110,363	66,000	20,478
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	43,410	39,092	4,319	38,666	60,619	21,527
Bad debt - Tenant Rents	48,741	20,640	28,101	29,135	30,960	10,320
Interest Expense	45,284	45,284	0	48,723	67,026	21,742
Total Operating Expenses	<u>\$ 4,381,715</u>	<u>\$ 3,443,045</u>	<u>\$ 938,670</u>	<u>\$ 3,688,676</u>	<u>\$ 5,096,913</u>	<u>\$ 1,653,868</u>
Net Income (Loss)	<u>\$ 151,327</u>	<u>\$ 354,668</u>	<u>\$ (203,341)</u>	<u>\$ 340,756</u>	<u>\$ 466,316</u>	<u>\$ 111,648</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending February 28, 2019

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 670,921	\$ 576,618	\$ 94,302	\$ 570,774	\$ 794,928	\$ 218,309
Bookkeeping Fees Income	47,731	48,180	(449)	48,122	72,270	24,090
Fraud Recovery and Other	51,924	36,625	15,299	46,561	58,470	21,845
Total Operating Revenue	\$ 770,575	\$ 661,423	\$ 109,152	\$ 665,457	\$ 925,668	\$ 264,244
Administrative Salaries	\$ 174,848	\$ 266,697	\$ (91,848)	\$ 211,538	\$ 407,889	\$ 141,192
Auditing Fees	5,000	5,000	-	5,000	5,900	900
Employee Benefits Contributions - Admin	44,724	75,345	(30,621)	52,547	113,617	38,272
Office Expenses	32,530	31,519	1,011	35,623	45,809	14,290
Legal	1,448	1,236	212	345	2,304	1,068
Travel	8,317	4,395	3,922	3,368	7,325	2,930
Other	25,922	14,953	10,969	17,481	28,245	13,292
Tenant Services - Other	1,286	-	1,286	-	-	-
Water	5,633	1,064	4,569	1,312	1,596	532
Electricity	6,403	7,000	(597)	6,050	10,500	3,500
Gas	(4,085)	1,512	(5,596)	1,201	2,268	756
Other Utilities Expense	260	192	68	239	288	96
Ordinary Maintenance and Operations - Material	300	450	(150)	398	450	-
Ordinary Maintenance and Operations - Contract	49,557	6,901	42,656	5,795	9,267	2,366
Protective Services - Other Contract Costs	388	315	73	438	315	-
Property Insurance	1,203	832	371	1,518	1,248	416
Liability Insurance	226	-	226	-	-	-
Workers Compensation	332	744	(412)	907	1,116	372
All Other Insurance	19,491	19,040	451	19,044	28,560	9,520
Other General Expenses	82,261	28,400	53,861	28,606	43,200	14,800
Compensated Absences	-	-	-	-	-	-
Interest Expense	3,128	3,128	-	7,063	4,223	1,095
Total Operating Expenses	\$ 459,174	\$ 468,722	\$ (9,549)	\$ 398,474	\$ 714,120	\$ 245,397
Net Income (Loss)	\$ 311,401	\$ 192,701	\$ 118,700	\$ 266,983	\$ 211,548	\$ 18,847

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending February 28, 2019**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 7,488,660	\$ 7,095,120	\$ 393,540	\$ 6,543,787	\$ 10,642,680	\$ 3,547,560
Other Revenue	167	-	167	249	-	-
Fraud Recovery and Other	10,530	4,104	6,426	13,983	6,156	2,052
Total Operating Revenue	<u>\$ 7,499,357</u>	<u>\$ 7,099,224</u>	<u>\$ 400,133</u>	<u>\$ 6,558,019</u>	<u>\$ 10,648,836</u>	<u>\$ 3,549,612</u>
Administrative Salaries	\$ 214,804	\$ 201,673	\$ 13,131	\$ 156,146	\$ 309,064	\$ 107,391
Auditing Fees	25,000	25,000	-	25,000	25,000	-
Management Fees	131,247	120,750	10,497	114,512	181,126	60,375
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	99,867	78,203	21,664	45,754	117,805	39,603
Office Expenses	101,217	79,963	21,254	95,177	99,036	19,073
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	-	-	-
Other	37	48,000	(47,963)	250	72,000	24,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	107	-	-
Other Utilities Expense	458	-	458	381	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	34,276	2,784	31,492	23,211	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	10,769	12,400	(1,631)	12,030	18,600	6,200
Workers Compensation	4,820	9,488	(4,668)	11,619	14,232	4,744
All Other Insurance	-	-	-	334	-	-
Other General Expenses	16,319	13,848	2,471	16,800	22,316	8,468
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	7,096,122	6,491,368	604,754	6,549,228	9,737,052	3,245,684
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 7,735,471</u>	<u>\$ 7,083,477</u>	<u>\$ 651,994</u>	<u>\$ 7,050,758</u>	<u>\$ 10,600,407</u>	<u>\$ 3,516,930</u>
Net Income (Loss)	<u>\$ (236,113)</u>	<u>\$ 15,747</u>	<u>\$ (251,861)</u>	<u>\$ (492,739)</u>	<u>\$ 48,429</u>	<u>\$ 32,682</u>

Lansing Housing Commission
Interfund Balances
February 2019

1010-5005-115700 Intercompany	(3,357.40)
1020-5005-115700 Intercompany	(2,784.45)
1080-5005-115700 Intercompany	3,576.08
1090-5005-115700 Intercompany	818.22
4001-5005-115700 Intercompany	(879,491.00)
8001-5005-115700 Intercompany	660.68
8002-5005-115700 Intercompany	(4,457.40)
8005-5005-115700 Intercompany	6,078.95
8010-5005-115700 Intercompany	(4,082.32)
	<hr/>
	(883,038.64)

Required Action

Transfer funds from Mt Vernon to COCC
Transfer funds from Hildebrandt to COCC
Transfer funds from COCC to LaRoy Froh
Transfer funds from COCC to South Washington
Take no action
Transfer funds from COCC to HCV Admin
Transfer funds from HCV Restricted to COCC
Take no action
Transfer funds from PSH/SPC to COCC



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

March 28, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

LHC has been awarded the Family Self Sufficiency grant for a part time staff person. This grant will be worked into our 2019-2020 budget to cover the salary of this staff member.

HCV Orientations:

LHC had zero (0) orientation during the month of February 2019 and zero vouchers issued.

One (1) VASH orientation was held for the month of February, and seven (7) Vouchers were issued.

Waiting List:

There has been no movement of the current waiting list since opening. Staff is currently working to complete and house the 80 vouchers still out shopping before determining when to pull the next batch of applicants. The vouchers out shopping will expire the beginning to the middle of March, and HCV staff will evaluate pulling more applicants.

Department Initiatives:

In the HCV Program there are currently 1,848 vouchers housed in all its programs. Fifty-four participants are with the Shelter Plus Care Program (S+C), 80 are housed under the Permanent Supportive Housing Program (PSH), and 139 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,575 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

January Voucher Program Total Units	1,863
January Traditional HCV Utilization	1680
January % Utilized Units	90%

February Voucher Program Total Units	1,863
February Traditional HCV Utilization	1,714
February % Utilized Units	92%

Voucher Disbursement

HUD January HAP Disbursement	\$848,821
LHC January HAP/UAP Disbursement	\$839,561
% Voucher Funding Utilization	99%

HUD February HAP Disbursement	\$885,614
LHC February HAP/UAP Disbursement	\$862,413
% Voucher Funding Utilization	97%
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 18 rent reasonables 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 two (2) 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





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indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were five (5) 24-hour deficiencies and (40) 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 February 28, 2019, the reporting rate is 98%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10





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Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 98%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20





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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 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 02/28/2019



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March 28, 2019

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February 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 February. LHC Unit Months Leased (UML) was 808 (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 95% at the end of February. There were three (3) household moved in, three (3) residents moved out, and zero (0) unit transfers. The UML was 193 which equals 95%. At the end of February, Mt. Vernon had a total of (60) open work orders.

Hildebrandt Park occupancy was 98% at the end of February. There were two (2) households moved in, five (5) resident moved out, and zero (0) unit transfers. The UML was 216 which equals 98%. At the end of February, Hildebrandt had a total of 130 open work orders.





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LaRoy Froh occupancy was 95% at the end of February. There was one (1) household moved in, two (2) residents moved out, two (2) unit transfers. The UML was 203 which equals 95%. At the end of February, LaRoy Froh had a total of 133 open work orders.

South Washington Park occupancy was 100% at the end of February. There were eight (8) households moved in, 14) resident moved out, and zero (0) unit transfer. The UML was 196 which equals 100%. At the end of February, South Washington had a total of 106 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	193	95%	3	3	1	0
Hildebrandt	220	216	98%	2	5	0	0
LaRoy Froh	213	206	97%	4	1	3	3
S. Washington	197	196	100%	8	14	0	0
Totals	832	808	98%	14	24	2	3

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 32,595	\$ 34,703	\$7,799	94%
Hildebrandt	\$ 40,577	\$ 44,869	\$ 4,292	111%
LaRoy Froh	\$ 30,667	\$ 42,975	\$ 12,308	140%
S. Washington	\$ 32,968	\$ 32,185	\$ 783	98%
Totals	\$ 137,895	\$ 140,848	\$14,817	103%





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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3520 Waverly	2	11-2-18	110	Ready	\$4,555	Move in by 3/15/19
3214 Waverly	3	11-19-18	80	2-7-19	\$4,800	Aaron's to work by 3/13/19
3524 Waverly	3	11-30-18	79	Ready	\$2,080	Unit Ready. Pulling from waitlist,
3830 Waverly	1	12-7-18	73	Ready	\$500	Moved in on 2/5/19
3884 Wilson	3	12-17-18	62	2-8-19	\$6,600	Moved in on 3/1/19
3246 Waverly	2	1-24-19	52	3-1-19	\$1400	Chris White completing rehab
3510 Waverly	4	1-10-19	60	TBA	\$12,000	First Contracting completing rehab
3230 Waverly	2	1-24-19	52	3-15-19	\$4800	S&S completing rehab





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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
103-3216-D Turner	2	2-4-2019	10	2-28-19	Henry	2-11-19 Painting
103-3202-C Turner St.	3	1-4-2019	41	2-28-19	Assigned	LRF.
103-2143 Forest		11-29-19	16		Gray	12-14-19 Painting
103-644 Hayford	3	1-8-19	37		Assigned	2-22-19 UT will be.





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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
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-1001 Belaire	3	8-31-18	150	TBD 10-17-18	\$3,840	3/1/19 – Unit is leased up
111-1007 Belaire	3	9-10-18	22	TBD	\$2,800	3/1/19 – Unit is leased up
2701 Newark	2	12-10-18	2	TBD	Pending	3/1/19 – Unit is ready for lease up (LRF transfer pending)
111-4520 Hughes	2	10-26-18	75		Pending	3/1/19 – Unit is leased up with SWP transfer
111-2218 Reo	3	12-12-18	20		\$3,500	3/1/19 – Unit was leased up pending eviction of current resident.
111-201 W. Northrup	3	2-1-19	12		Pending	3/1/19 – Unit is in the process of completing scope of work. Will be leased up by 3/22/19
111-6211 Grovenburg	3	1-14-19	6		Pending	3/1/19 – Unit needs scope of work completed and plumbing permit after kitchen plumbing repair completion. Estimated completion lease ready 3/22/19





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111-908 W Miller	3	2-1-19	12		Pending	3/1/19 – Unit has basement plumbing concrete work that will be completed by 3/22/19. Still need scope of work completed but after plumbing repairs. Estimated completion 4/1/19.
111-2428 Reo	3	2-1-19	12		Pending	3/1/19 – Unit is ready and has been shown to applicants, but none have taken the offer.
111-325 Fenton	3	1-29-19	14		Pending	3/1/19 – Unit has been leased up from MVP transfer.
111-2444 Reo	3	1-4-19	14		Pending	3/1/19 – Unit has been leased up with a LRF transfer.
6103 Grovenburg	3	3-11-19	3			3/11/19 – Unit has been painted and floors/scope of work are scheduled for the work on 3/18/19
6048 Haag Rd	3	2-22-19	14			3/1/19 – Unit has been painted and floors/scope of work are completed, pending review of completion. Estimated completion date 3/22/19





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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 537	1	1-24-19	7	2-18-191-28-19	In house turn	





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March 28, 2019
Executive Director's Report

Activities

Board of Water & Light

- Investigate program opportunities

LRF Fire Units

- Finalizing re-construction costs

Staff Changes

- New assistant manager – Michael Jackson
- Maintenance opening - LRF

Capital improvements

- Kitchen renovations all AMPS
- Computer Systems

Major Activities

- Site visits to LHC properties
- Staff Meeting LIPH





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**LHC Board
Sign-In Sheet
Date of Meeting: March 28, 2019**

Name	Organization	Phone #	E-mail
Andrea Bailey	LIPH	517 372-7143	andreaab@lanshc.org
Don 'Moose' Schen	L.H.C.	517-256-3568	michiganmoose966@aol
Marshall Brice	LIPH	517-393-4290	marshallb@lanshc.org
Marcus Hardy	LIPH	517-393-8464	marcush@lanshc.org
Michael Jackson	LIPH	517-372-7143	Michaelj@lanshc.org
Dan All	COCC	517-853-3064	
Acqueline Lewis	resident	313492-2672	
Kim Shirey	HCV	5174870242	Kims@lanshc.org

