



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

Agenda
Lansing Housing Commission
May 23, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of April 18, 2018

Action Items:

Resolution 1292 - Approval of Operating Budgets for FY2019

Informational Items.

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

3. Executive Director's Comments.

4. President's Comments.





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





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Minutes of the April 18, 2018

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

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

STAFF:

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

Guests:

Dickey May, Financial Consultant

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve the minutes of the February 28, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Robinson moved and Commissioner Warren 2nd a motion to approve the minutes of the March 28, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Robinson 2nd a motion to approve Resolution 1291- Approval of Executive Director's Contract Extension. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report - Dicky May, Mr. May provided a brief overview of the Finance Reports for February 2018.
- B. Finance Report – February 2018
- C. PHAS-FASS-MASS
- D. Housing Choice Voucher Report – February 2018 & March 2018 Kim Shirey
Housing Choice Voucher Report—Kim Shirey announced that HCV continues to process all applications that have been pulled through numerous orientations.





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She also shared an email from a Legal Aide Representative indicating the positive interaction she had with the agency.

- E. Asset Management Report – February 2018 & March 2018 Marcus Hardy announced that LIPH had an occupancy rate of 97%, which exceeds the 96% recovery plan occupancy goal. All the sites will give a summary of what has been going on with their sites.
- F. Sustainability Agreement Update: Mr. Armstrong reported that the Commission continues to abide by the monthly, quarterly, and bi-annual provisions enumerated in the sustainability agreement.

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

- The Executive Director informed the Board that he, along with Chairman Baltimore, met with the Mayor's Chief of Staff.
- The Executive Director announced the resignation of Edward Forrest, the hiring of De'Onna Henderson, and the promotion of Marvin Ellis.
- The Executive Director thanked the staff for HCV utilization numbers and for the improvement of the TARS score.

President's Comments: Chairman Baltimore also announced the meeting with the Mayor's Chief of Staff and gave well wishes to Edward Forrest.

Public Comment – none

Other Business – none

Commissioner Warren moved and Commissioner Joyce 2nd a motion to go into a closed session meeting to discuss the Executive Director's contract. The Board entered a closed session at 6:22 pm with all members present.

Commissioner Warren moved and Commissioner Deschaine 2nd a motion to end the closed session. The closed session ended at 7:29pm.

Adjournment: The meeting was adjourned at 7:30 p.m.





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May 23, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Lansing Housing Commission's FY2019 Operating Budgets
Resolution No. 1292**

RECOMMENDATION:

Staff recommends approval of Resolution No.1292 which approves Lansing Housing Commission's FY2019 Fiscal Year Operating Budget for all Programs, Low Income Public Housing AMPS, Housing Choice Voucher, and Central Office Cost Center,

CONTACT PERSON:

Martell Armstrong
Executive Director
(517) 372-7996

SUMMARY:

The program budgets reflect anticipated expenditures based on prior year actuals, anticipated rate changes and program changes.

BACKGROUND:

The Code of Federal Regulations under Title 24 Part 990 (The Public Housing Operating Fund Program) requires Board approval of all operating budgets before the fiscal year commences. The resulting Board resolution must be filed at the local field office as HUD-form 52574. The attached budgets for the Low Income Public Housing Program ("LIPH"), Housing Choice Voucher Program ("HCV") and Central Office Cost Center ("COCC") are compliant with this HUD requirement.

FINANCIAL CONSIDERATION:

These budget projections are based on last year's actual operating expenses, projected staffing configurations, and HUD funding projections. The budget for each business unit projects a break even or better position.



POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC.
Approval of the budget falls within the Board governance responsibilities.

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





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Resolution No. 1292

Adopted by the Lansing Housing Commission

May 23, 2018

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission's FY2019 Annual Budget for Low Income Public Housing, Housing Choice Voucher and Central Office Cost Center, are approved as presented. Martell Armstrong, in his capacity as the Executive Director or his designee is authorized to administer the budgets in accordance with HUD rules, regulations and guidelines.



Tony Baltimore, Chair

Yeas 4

Nays 0

Abstentions 0

Attest


Secretary

For Clerks Use Only

Resolution No: 1292

Date Adopted: 5/23/2018



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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	21,785.71	594,383.39
1010-0000-112200 Accounts Receivable	1,485.01	7,494.82
1010-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	3,544.92	(5,151.15)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(6,364.25)	22,607.33
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	(18,434.02)	(18,434.02)
1010-3000-144000 Construction in Progress	-	191,307.90
1010-0000-146000 Dwelling Structures	-	12,837,212.63
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	405,196.70
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,521,447.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(92,513.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(5,089.00)
1010-0000-150300 Deferred Outflow - MERS	-	180,071.00
TOTAL ASSETS	<u><u>2,017.37</u></u>	<u><u>4,521,958.85</u></u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	(20,327.19)	-
1010-0000-211400 Tenant Security Deposits	(22.00)	33,345.30
1010-0000-211999 Tenant Refunds	320.08	7,845.67
1010-0000-212000 Accrued Payroll	-	7,617.05
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,912.72
1010-0000-213700 Payment in Lieu of Taxes	1,333.00	32,947.80
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	-	412,355.71
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
TOTAL LIABILITIES	<u><u>(18,696.11)</u></u>	<u><u>1,263,190.69</u></u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	443,085.50
1010-0000-282000 Income and Expense Clearing	20,713.48	(1,130,968.13)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,532,501.72
TOTAL EQUITY	<u><u>20,713.48</u></u>	<u><u>3,258,768.16</u></u>
TOTAL LIABILITES & EQUITY	<u><u>2,017.37</u></u>	<u><u>4,521,958.85</u></u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for April 2018

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	(43,771.01)	447,534.33
1020-0000-112200 Accounts Receivable	2,741.24	9,725.65
1020-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	7,256.15	(990.84)
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(6,344.17)	24,091.37
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	1,296,329.60
1020-0000-146000 Dwelling Structures	-	13,191,345.50
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	106,382.59
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(10,933,555.23)
1020-1020-148100 Accumulated Depreciation-Build	-	(118,118.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(44,734.00)
1020-0000-150300 Deferred Outflow - MERS	-	150,798.00
TOTAL ASSETS	(40,117.79)	5,566,542.19
LIABILITIES		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	(28,892.96)	-
1020-0000-211400 Tenant Security Deposits	(582.00)	31,734.19
1020-0000-211999 Tenant Refunds	-	8,622.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	2,101.00	38,148.61
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	-	687,259.49
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
TOTAL LIABILITIES	(27,373.96)	1,357,490.51
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(84,554.50)
1020-0000-282000 Income and Expense Clearing	(12,743.83)	(979,395.63)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,553,258.81
TOTAL EQUITY	(12,743.83)	4,209,051.68
TOTAL LIABILITIES & EQUITY	(40,117.79)	5,566,542.19

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	(10,699.43)	805,011.65
1080-0000-112200 Accounts Receivable	(2,381.96)	6,453.10
1080-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	10,270.77	6,000.10
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(7,184.04)	22,304.70
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	756,674.55
1080-0000-146000 Dwelling Structures	-	11,805,229.11
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	26,476.43
1080-0000-148100 Accumulated Depreciation-Build	-	(9,466,767.57)
1080-1080-148100 Accumulated Depreciation-Build	-	(96,075.00)
1080-0000-150300 Deferred Outflow - MERS	-	194,968.00
TOTAL ASSETS	<u><u>(9,994.66)</u></u>	<u><u>5,235,982.46</u></u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	326,894.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	(18,329.69)	-
1080-0000-211400 Tenant Security Deposits	123.00	36,178.06
1080-0000-211999 Tenant Refunds	(205.69)	4,480.66
1080-0000-212000 Accrued Payroll	-	5,077.12
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	855.38
1080-0000-213700 Payment in Lieu of Taxes	1,644.00	40,949.26
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	-	405,962.56
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
TOTAL LIABILITIES	<u><u>(16,768.38)</u></u>	<u><u>1,041,588.71</u></u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	447,889.50
1080-0000-282000 Income and Expense Clearing	6,773.72	(1,241,577.49)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
TOTAL EQUITY	<u><u>6,773.72</u></u>	<u><u>4,194,393.75</u></u>
TOTAL LIABILITES & EQUITY	<u><u><u>(9,994.66)</u></u></u>	<u><u><u>5,235,982.46</u></u></u>

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for April 2018

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	16,685.41	409,337.55
1090-0000-112200 Accounts Receivable	(4,772.00)	2,278.06
1090-0000-112201 Allowance for Doubtful Accounts	-	(500.00)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	8,385.87	603.07
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,414.63)	1,759.08
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	176,312.33
1090-0000-146000 Dwelling Structures	-	9,408,534.31
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	131,148.45
1090-0000-147000 Nondwellin Structures	-	13,600.40
1090-0000-148100 Accumulated Depreciation-Build	-	(7,226,204.42)
1090-1090-148100 Accumulated Depreciation-Build	-	(21,902.00)
1090-0000-150300 Deferred Outflow - MERS	-	179,703.00
TOTAL ASSETS	<u>17,884.65</u>	<u>3,573,097.31</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	201,953.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payabe	-	23,868.00
1090-0000-211100 Accounts Payable	(14,374.63)	-
1090-0000-211400 Tenant Security Deposits	378.00	30,940.50
1090-0000-211999 Tenant Refunds	(43.00)	10,659.18
1090-0000-212000 Accrued Payroll	-	10,307.82
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,886.03
1090-0000-213700 Payment in Lieu of Taxes	504.00	(1,447.52)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	-	92,700.15
1090-0000-260601 Note Payable - Curr - PNC	-	6,991.54
TOTAL LIABILITIES	<u>(13,535.63)</u>	<u>732,291.92</u>
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	117,903.50
1090-0000-282000 Income and Expense Clearing	31,420.28	(827,031.43)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	472,159.32
TOTAL EQUITY	<u>31,420.28</u>	<u>2,840,805.39</u>
TOTAL LIABILITES & EQUITY	<u>17,884.65</u>	<u>3,573,097.31</u>

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(6,710.06)	61,322.46
5005-0000-111111 Chase Checking	83,247.75	866,512.32
5005-1010-115700 Intercompany	(3,544.92)	5,151.15
5005-1020-115700 Intercompany	(7,256.15)	990.84
5005-1080-115700 Intercompany	(10,270.77)	(6,000.10)
5005-1090-115700 Intercompany	(8,385.87)	(603.07)
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	(2,043.40)	11,176.92
5005-8002-115700 Intercompany	(11,869.93)	(12,167.79)
5005-8005-115700 Intercompany	(119.11)	(2,456.62)
5005-8010-115700 Intercompany	(13,617.05)	14,774.05
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(1,938.06)	3,897.39
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	19,100.00
5005-0000-146000 Dwelling Structures	-	718,870.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(865,420.56)
5005-0000-150102 Investment in OG	-	240,087.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	17,492.43	2,660,964.74
LIABILITIES		
5005-0000-200000 OPEB Liability	-	191,365.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	(2,960.14)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	1,150.37	10,101.88
5005-0000-212000 Accrued Payroll	-	12,756.12
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	4,298.98
5005-0000-214000 Accrued Comp Absences - non curr	-	24,360.88
5005-0000-224000 Tenant Prepaid Rent	(330.00)	1,390.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,123.68)	383,701.61
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
TOTAL LIABILITIES	(6,263.45)	786,443.34
EQUITY		
5005-0000-280100 Invest C	-	262,161.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	23,755.88	1,523,588.11
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	23,755.88	1,874,521.40
TOTAL LIABILITIES & EQUITY	17,492.43	2,660,964.74

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	2,191.10	418,231.38
8002-0000-111111 Chase Checking	(86,767.91)	414,477.28
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	2,043.40	(11,176.92)
8002-5005-115700 Intercompany	11,869.93	12,167.79
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,547.25)	1,119.44
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	185,626.00
TOTAL ASSETS	<u><u>(72,210.73)</u></u>	<u><u>1,020,444.97</u></u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	554,873.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payabe	-	24,655.00
8001-0000-211100 Accounts Payable	(6,563.28)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,510.15
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,947.61
8001-0000-214000 Accrued Comp Absences - non curr	-	22,369.76
TOTAL LIABILITIES	<u><u>(6,563.28)</u></u>	<u><u>873,496.41</u></u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	9,250.53	49,566.40
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	(74,897.98)	31,425,243.87
8002-8002-282000 Income and Expense Clearing	-	(31,607,955.80)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	<u><u>(65,647.45)</u></u>	<u><u>146,948.56</u></u>
TOTAL LIABILITES & EQUITY	<u><u>(72,210.73)</u></u>	<u><u>1,020,444.97</u></u>

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 289,213	\$ 311,990	\$ (22,777)	\$ 330,002	\$ 374,388	\$ 62,398
Tenant Revenue - Other	24,848	12,915	11,932	18,939	16,113	3,198
Total Tenant Revenue	<u>\$ 314,060</u>	<u>\$ 324,905</u>	<u>\$ (10,845)</u>	<u>\$ 348,941</u>	<u>\$ 390,501</u>	<u>\$ 65,596</u>
HUD PHA Operating Grants	731,268	677,060	54,208	717,448	812,472	135,412
CFP Operational Income	108,969	40,000	68,969	135,749	40,000	-
Fraud Recovery and Other	10,045	9,689	356	5,010	11,252	1,563
Total Operating Revenue	<u>\$ 1,164,341</u>	<u>\$ 1,051,654</u>	<u>\$ 112,687</u>	<u>\$ 1,207,148</u>	<u>\$ 1,254,225</u>	<u>\$ 202,571</u>
Administrative Salaries	\$ 73,259	\$ 67,612	\$ 5,647	\$ 43,649	\$ 79,905	\$ 12,293
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	129,633	95,390	34,243	129,559	113,938	18,548
Bookkeeping Fees	14,620	14,550	70	14,686	17,460	2,910
Employee Benefits Contributions - Admin	30,036	29,827	208	24,512	35,699	5,871
Office Expenses	32,561	44,078	(11,517)	33,335	52,229	8,151
Legal	16,144	17,080	(937)	20,062	20,496	3,416
Travel	433	-	433	302	-	-
Other	7,773	4,500	3,273	23,563	4,500	-
Tenant Services - Other	17,100	22,200	(5,100)	10,663	26,960	4,760
Water	77,398	72,302	5,096	67,058	85,936	13,634
Electricity	36,415	33,500	2,915	28,805	39,400	5,900
Gas	46,623	42,700	3,923	45,634	47,200	4,500
Other Utilities Expense	5,675	6,000	(325)	6,006	6,000	-
Ordinary Maintenance and Operations - Labor	65,892	125,629	(59,737)	78,405	148,470	22,842
Ordinary Maintenance and Operations - Materials	55,928	32,941	22,987	59,729	39,529	6,588
Ordinary Maintenance and Operations - Contract	300,199	204,880	95,319	281,107	246,800	41,920
Employee Benefits Contributions - Ordinary	39,655	61,741	(22,086)	43,616	73,914	12,173
Protective Services - Other Contract Costs	1,935	2,000	(65)	1,866	2,400	400
Property Insurance	35,954	29,582	6,373	28,085	35,498	5,916
Liability Insurance	12,306	11,196	1,110	10,783	13,435	2,239
Workers Compensation	2,577	3,646	(1,069)	5,302	4,375	729
All Other Insurance	3,156	-	3,156	2,134	-	-
Other General Expenses	30,785	19,540	11,245	59,374	23,448	3,908
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	12,301	15,727	(3,426)	17,865	19,439	3,712
Bad debt - Tenant Rents	6,278	6,220	58	9,853	7,464	1,244
Interest Expense	15,620	15,603	17	16,606	18,616	3,013
Total Operating Expenses	<u>\$ 1,075,259</u>	<u>\$ 982,443</u>	<u>\$ 92,815</u>	<u>\$ 1,066,397</u>	<u>\$ 1,167,112</u>	<u>\$ 184,669</u>
Net Income (Loss)	<u>\$ 89,083</u>	<u>\$ 69,211</u>	<u>\$ 19,872</u>	<u>\$ 140,751</u>	<u>\$ 87,113</u>	<u>\$ 17,902</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 336,075	\$ 354,410	\$ (18,335)	\$ 348,458	\$ 425,292	\$ 70,882
Tenant Revenue - Other	28,931	18,790	10,141	22,637	22,640	3,850
Total Tenant Revenue	<u>\$ 365,007</u>	<u>\$ 373,200</u>	<u>\$ (8,193)</u>	<u>\$ 371,095</u>	<u>\$ 447,932</u>	<u>\$ 74,732</u>
HUD PHA Operating Grants	964,334	895,537	68,797	930,860	1,074,644	179,107
CFP Operational Income	111,785	40,000	71,785	149,147	40,000	-
Fraud Recovery and Other	4,575	9,689	(5,114)	3,960	11,252	1,563
Total Operating Revenue	<u>\$ 1,445,701</u>	<u>\$ 1,318,425</u>	<u>\$ 127,276</u>	<u>\$ 1,455,062</u>	<u>\$ 1,573,828</u>	<u>\$ 255,402</u>
Administrative Salaries	\$ 71,002	\$ 69,828	\$ 1,174	\$ 54,148	\$ 82,524	\$ 12,696
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	141,448	103,749	37,699	142,508	123,922	20,174
Bookkeeping Fees	15,993	15,825	168	16,209	18,990	3,165
Employee Benefits Contributions - Admin	32,441	30,213	2,228	21,782	36,159	5,946
Office Expenses	32,711	28,813	3,898	33,921	32,935	4,122
Legal	20,100	20,698	(598)	18,045	24,639	3,941
Travel	586	-	586	314	-	-
Other	10,677	1,800	8,877	1,618	2,400	600
Tenant Services - Other	19,285	24,800	(5,515)	7,269	29,760	4,960
Water	83,374	92,522	(9,148)	98,553	111,164	18,642
Electricity	29,341	24,050	5,291	40,502	28,860	4,810
Gas	43,410	32,953	10,457	42,116	33,393	440
Other Utilities Expense	-	9,100	(9,100)	-	9,100	-
Ordinary Maintenance and Operations - Labor	65,396	124,030	(58,634)	86,949	146,580	22,550
Ordinary Maintenance and Operations - Material	40,171	48,320	(8,149)	72,140	56,664	8,344
Ordinary Maintenance and Operations - Contract	508,595	234,490	274,105	238,683	281,708	47,218
Employee Benefits Contributions - Ordinary	37,729	47,684	(9,956)	40,957	57,048	9,364
Protective Services - Other Contract Costs	3,172	3,070	102	3,457	3,684	614
Property Insurance	37,482	26,296	11,186	24,989	31,555	5,259
Liability Insurance	10,084	9,435	649	9,027	11,322	1,887
Workers Compensation	2,131	2,730	(598)	2,805	3,275	546
All Other Insurance	2,895	1,660	1,235	2,070	1,992	332
Other General Expenses	33,448	27,380	6,068	68,002	32,016	4,636
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	17,579	19,589	(2,010)	16,180	24,108	4,519
Bad debt - Tenant Rents	14,643	9,000	5,643	11,785	10,800	1,800
Interest Expense	26,034	26,006	28	27,677	31,029	5,023
Total Operating Expenses	<u>\$ 1,304,725</u>	<u>\$ 1,038,040</u>	<u>\$ 266,685</u>	<u>\$ 1,085,548</u>	<u>\$ 1,229,628</u>	<u>\$ 191,588</u>
Net Income (Loss)	<u>\$ 140,976</u>	<u>\$ 280,385</u>	<u>\$ (139,410)</u>	<u>\$ 369,513</u>	<u>\$ 344,200</u>	<u>\$ 63,815</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 316,961	\$ 354,610	\$ (37,649)	\$ 338,720	\$ 425,532	\$ 70,922
Tenant Revenue - Other	29,364	16,210	13,154	23,396	18,720	2,510
Total Tenant Revenue	<u>\$ 346,324</u>	<u>\$ 370,820</u>	<u>\$ (24,496)</u>	<u>\$ 362,115</u>	<u>\$ 444,252</u>	<u>\$ 73,432</u>
HUD PHA Operating Grants	859,486	841,020	18,466	816,649	1,009,224	168,204
CFP Operational Income	111,785	40,000	71,785	152,297	40,000	-
Fraud Recovery and Other	5,475	9,689	(4,214)	5,936	11,252	1,563
Total Operating Revenue	<u>\$ 1,323,070</u>	<u>\$ 1,261,529</u>	<u>\$ 61,542</u>	<u>\$ 1,336,997</u>	<u>\$ 1,504,728</u>	<u>\$ 243,199</u>
Administrative Salaries	\$ 33,734	\$ 77,914	\$ (44,180)	\$ 64,909	\$ 92,080	\$ 14,166
Auditing Fees	5,000	4,900	100	3,840	4,900	-
Management Fees	136,385	100,307	36,078	135,210	119,811	19,504
Bookkeeping Fees	15,220	15,300	(80)	15,271	18,360	3,060
Employee Benefits Contributions - Admin	14,756	24,714	(9,958)	20,849	29,548	4,834
Office Expenses	31,002	30,206	796	34,407	37,091	6,885
Legal	18,287	26,120	(7,833)	20,255	31,344	5,224
Travel	100	830	(730)	564	996	166
Other	15,707	6,890	8,817	6,902	8,268	1,378
Tenant Services - Other	18,132	23,800	(5,668)	3,100	28,560	4,760
Water	58,222	55,413	2,809	53,846	66,495	11,083
Electricity	32,974	35,370	(2,396)	32,996	42,444	7,074
Gas	44,111	47,300	(3,189)	39,087	51,300	4,000
Other Utilities Expense	11,439	13,594	(2,155)	11,729	13,713	119
Ordinary Maintenance and Operations - Labor	93,119	117,750	(24,631)	83,352	140,002	22,252
Ordinary Maintenance and Operations - Material	64,397	119,630	(55,233)	102,363	143,656	24,026
Ordinary Maintenance and Operations - Contrac	455,847	219,650	236,197	240,077	260,418	40,768
Employee Benefits Contributions - Ordinary	55,025	71,129	(16,104)	55,071	85,256	14,127
Protective Services - Other Contract Costs	2,950	-	2,950	3,497	-	-
Property Insurance	41,948	37,255	4,693	35,211	44,706	7,451
Liability Insurance	12,734	11,783	950	11,303	14,140	2,357
Workers Compensation	2,056	2,730	(673)	3,016	3,275	546
All Other Insurance	3,604	-	3,604	2,618	-	-
Other General Expenses	31,882	22,540	9,342	72,729	26,228	3,688
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	17,258	20,653	(3,395)	20,007	25,329	4,677
Bad debt - Tenant Rents	15,747	10,000	5,747	17,415	12,000	2,000
Interest Expense	15,378	15,360	18	16,348	18,327	2,967
Total Operating Expenses	<u>\$ 1,247,014</u>	<u>\$ 1,111,137</u>	<u>\$ 135,878</u>	<u>\$ 1,105,973</u>	<u>\$ 1,318,248</u>	<u>\$ 207,111</u>
Net Income (Loss)	<u>\$ 76,056</u>	<u>\$ 150,392</u>	<u>\$ (74,336)</u>	<u>\$ 231,024</u>	<u>\$ 186,480</u>	<u>\$ 36,088</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 287,737	\$ 289,990	\$ (2,253)	\$ 298,744	\$ 347,988	\$ 57,998
Tenant Revenue - Other	20,272	15,000	5,272	16,868	18,000	3,000
Total Tenant Revenue	<u>\$ 308,009</u>	<u>\$ 304,990</u>	<u>\$ 3,019</u>	<u>\$ 315,612</u>	<u>\$ 365,988</u>	<u>\$ 60,998</u>
HUD PHA Operating Grants	494,333	539,807	(45,474)	538,934	647,768	107,961
CFP Operational Income	224,938	100,000	124,938	133,782	100,000	-
Fraud Recovery and Other	8,550	4,889	3,661	8,365	6,492	1,603
Total Operating Revenue	<u>\$ 1,035,829</u>	<u>\$ 949,685</u>	<u>\$ 86,144</u>	<u>\$ 998,693</u>	<u>\$ 1,120,248</u>	<u>\$ 170,562</u>
Administrative Salaries	\$ 70,872	\$ 72,388	\$ (1,516)	\$ 101,274	\$ 85,549	\$ 13,161
Auditing Fees	5,000	4,000	1,000	3,840	4,000	-
Management Fees	128,080	93,423	34,637	122,312	111,589	18,166
Bookkeeping Fees	14,381	14,250	131	13,682	17,100	2,850
Employee Benefits Contributions - Admin	31,171	37,128	(5,957)	45,458	44,453	7,325
Office Expenses	29,059	38,305	(9,247)	37,955	45,741	7,436
Legal	23,378	25,250	(1,872)	23,847	30,300	5,050
Travel	-	-	-	692	-	-
Other	6,434	-	6,434	4,160	-	-
Tenant Services - Other	11,991	14,000	(2,009)	12,207	16,800	2,800
Water	158,955	76,500	82,455	93,683	91,800	15,300
Electricity	84,811	59,000	25,811	67,394	70,800	11,800
Gas	37,003	47,000	(9,997)	36,419	51,000	4,000
Other Utilities Expense	1,348	1,550	(201)	1,241	1,652	102
Ordinary Maintenance and Operations - Labor	123,509	148,808	(25,299)	144,289	175,864	27,056
Ordinary Maintenance and Operations - Material	39,594	53,070	(13,476)	67,622	63,420	10,350
Ordinary Maintenance and Operations - Contract	89,561	72,350	17,211	182,383	86,890	14,540
Employee Benefits Contributions - Ordinary	59,321	61,564	(2,243)	62,203	73,670	12,106
Protective Services - Other Contract Costs	1,400	1,400	-	1,420	1,680	280
Property Insurance	8,709	15,337	(6,628)	14,962	18,404	3,067
Liability Insurance	13,424	12,381	1,043	11,885	14,857	2,476
Workers Compensation	1,926	5,469	(3,543)	5,547	6,563	1,094
All Other Insurance	2,188	999	1,189	1,502	1,199	200
Other General Expenses	43,606	23,090	20,516	60,189	27,708	4,618
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	215	9,749	(9,534)	8,067	12,239	2,490
Bad debt - Tenant Rents	4,762	10,000	(5,238)	20,583	12,000	2,000
Interest Expense	3,512	3,510	2	3,733	4,188	678
Total Operating Expenses	<u>\$ 994,188</u>	<u>\$ 900,520</u>	<u>\$ 93,668</u>	<u>\$ 1,148,550</u>	<u>\$ 1,069,465</u>	<u>\$ 168,945</u>
Net Income (Loss)	<u>\$ 41,641</u>	<u>\$ 49,165</u>	<u>\$ (7,525)</u>	<u>\$ (151,857)</u>	<u>\$ 50,783</u>	<u>\$ 1,617</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,229,985	\$ 1,311,000	\$ (81,015)	\$ 1,315,924	\$ 1,573,200	\$ 262,200
Tenant Revenue - Other	103,415	62,915	40,499	81,840	75,473	12,558
Total Tenant Revenue	<u>\$ 1,333,400</u>	<u>\$ 1,373,915</u>	<u>\$ (40,516)</u>	<u>\$ 1,397,763</u>	<u>\$ 1,648,673</u>	<u>\$ 274,758</u>
HUD PHA Operating Grants	3,049,421	2,953,423	95,998	3,003,891	3,544,108	590,685
CFP Operational Income	557,477	220,000	337,477	570,975	220,000	-
Fraud Recovery and Other	28,644	33,954	(5,310)	23,270	40,246	6,292
Total Operating Revenue	<u>\$ 4,968,941</u>	<u>\$ 4,581,293</u>	<u>\$ 387,648</u>	<u>\$ 4,995,899</u>	<u>\$ 5,453,028</u>	<u>\$ 871,735</u>
Administrative Salaries	\$ 248,867	\$ 287,741	\$ (38,875)	\$ 263,980	\$ 340,058	\$ 52,317
Auditing Fees	20,000	16,900	3,100	15,360	16,900	-
Management Fees	535,525	392,868	142,657	529,590	469,261	76,392
Bookkeeping Fees	60,214	59,925	289	59,848	71,910	11,985
Employee Benefits Contributions - Administrative	108,404	121,883	(13,479)	112,601	145,859	23,976
Office Expenses	125,333	141,402	(16,069)	139,617	167,996	26,594
Legal Expense	77,909	89,148	(11,239)	82,209	106,779	17,631
Travel	1,119	830	289	1,871	996	166
Other	40,590	13,190	27,400	36,243	15,168	1,978
Tenant Services - Other	66,508	84,800	(18,292)	33,240	102,080	17,280
Water	377,949	296,737	81,212	313,140	355,395	58,659
Electricity	183,540	151,920	31,620	169,697	181,504	29,584
Gas	171,148	169,953	1,195	163,257	182,893	12,940
Other Utilities Expense	18,463	30,244	(11,781)	18,976	30,464	221
Ordinary Maintenance and Operations - Labor	347,915	516,217	(168,302)	392,996	610,916	94,700
Ordinary Maintenance and Operations - Material	200,089	253,961	(53,872)	301,854	303,269	49,308
Ordinary Maintenance and Operations - Contract	1,354,202	731,370	622,832	942,250	875,816	144,446
Employee Benefits Contributions - Ordinary	191,730	242,118	(50,388)	201,847	289,888	47,770
Protective Services - Other Contract Costs	9,458	6,470	2,988	10,239	7,764	1,294
Property Insurance	124,093	108,469	15,624	103,247	130,163	21,694
Liability Insurance	48,548	44,795	3,753	42,999	53,754	8,959
Workers Compensation	8,691	14,575	(5,884)	16,669	17,489	2,915
All Other Insurance	11,844	2,659	9,184	8,326	3,191	532
Other General Expenses	139,721	92,550	47,171	260,293	109,400	16,850
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	47,352	65,717	(18,365)	62,119	81,114	15,397
Bad debt - Tenant Rents	41,431	35,220	6,211	59,636	42,264	7,044
Interest Expense	60,544	60,479	65	64,364	72,160	11,681
Total Operating Expenses	<u>\$ 4,621,186</u>	<u>\$ 4,032,140</u>	<u>\$ 589,047</u>	<u>\$ 4,406,468</u>	<u>\$ 4,784,452</u>	<u>\$ 752,312</u>
Net Income (Loss)	<u>\$ 347,755</u>	<u>\$ 549,153</u>	<u>\$ (201,398)</u>	<u>\$ 589,431</u>	<u>\$ 668,576</u>	<u>\$ 119,423</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending April 30, 2018

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 679,023	\$ 649,742	\$ 29,281	\$ 678,107	\$ 755,690	\$ 105,948
Bookkeeping Fees Income	60,214	59,930	284	59,847	71,916	11,986
Fraud Recovery and Other	54,321	62,770	(8,449)	58,265	75,330	12,560
Total Operating Revenue	\$ 793,558	\$ 772,442	\$ 21,116	\$ 796,219	\$ 902,936	\$ 130,494
Administrative Salaries	\$ 269,989	\$ 340,863	\$ (70,874)	\$ 293,806	\$ 402,839	\$ 61,975
Auditing Fees	5,000	5,200	(200)	5,545	5,200	-
Employee Benefits Contributions - Admin	68,420	97,696	(29,276)	66,407	116,762	19,065
Office Expenses	42,199	36,248	5,951	27,092	40,546	4,298
Legal	1,395	1,500	(105)	2,390	2,000	500
Travel	7,715	1,400	6,315	1,081	1,680	280
Other	24,347	21,278	3,069	30,140	28,104	6,826
Tenant Services - Other	-	-	-	61	-	-
Water	1,562	1,250	312	715	1,500	250
Electricity	7,634	9,762	(2,128)	6,359	11,514	1,752
Gas	1,602	1,666	(64)	1,494	1,909	243
Other Utilities Expense	263	270	(7)	166	300	30
Ordinary Maintenance and Operations - Materia	73	250	(177)	28	300	50
Ordinary Maintenance and Operations - Contrac	7,653	6,480	1,173	10,426	7,736	1,256
Protective Services - Other Contract Costs	492	500	(8)	1,537	600	100
Property Insurance	1,724	1,092	632	1,275	1,310	218
Liability Insurance	-	1,130	(1,130)	226	1,356	226
Workers Compensation	1,093	1,440	(347)	1,059	1,728	288
All Other Insurance	22,618	-	22,618	2,479	-	-
Other General Expenses	35,740	32,540	3,200	47,704	38,534	5,994
Compensated Absences	-	-	-	-	-	-
Interest Expense	7,939	9,132	(1,193)	9,809	10,860	1,728
Total Operating Expenses	\$ 507,458	\$ 569,698	\$ (62,240)	\$ 509,799	\$ 674,778	\$ 105,080
Net Income (Loss)	\$ 286,100	\$ 202,744	\$ 83,356	\$ 286,420	\$ 228,159	\$ 25,415

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending April 30, 2018

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 8,319,188	\$ 8,181,730	\$ 137,458	\$ 8,568,503	\$ 9,818,076	\$ 1,636,346
Other Revenue	314	-	314	4,733	-	-
Fraud Recovery and Other	17,555	4,000	13,555	7,109	4,800	800
Total Operating Revenue	<u>\$ 8,337,057</u>	<u>\$ 8,185,730</u>	<u>\$ 151,327</u>	<u>\$ 8,580,345</u>	<u>\$ 9,822,876</u>	<u>\$ 1,637,146</u>
Administrative Salaries	\$ 215,072	\$ 217,144	\$ (2,072)	\$ 166,682	\$ 255,352	\$ 38,208
Auditing Fees	25,000	27,950	(2,950)	27,725	27,950	-
Management Fees	143,498	136,872	6,626	148,516	164,246	27,374
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	66,526	86,966	(20,440)	72,596	103,960	16,994
Office Expenses	114,989	134,940	(19,951)	132,232	154,800	19,860
Legal Expense	-	-	-	-	-	-
Travel	23	-	23	920	-	-
Other	297	22,000	(21,703)	129,903	26,400	4,400
Tenant Services - Other	-	-	-	-	-	-
Water	-	300	(300)	209	360	60
Electricity	-	1,300	(1,300)	893	1,560	260
Gas	107	1,200	(1,093)	56	1,440	240
Other Utilities Expense	478	-	478	89	-	-
Ordinary Maintenance and Operations - Materie	-	3,300	(3,300)	-	3,660	-
Ordinary Maintenance and Operations - Contra	28,336	3,480	24,856	27,085	4,176	-
Protective services - Other Contract Costs	209	500	(291)	261	500	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	15,124	14,142	982	14,086	16,970	2,828
Workers Compensation	13,989	5,615	8,374	5,734	6,338	723
All Other Insurance	-	1,104	(1,104)	-	-	-
Other General Expenses	21,393	16,200	5,193	21,472	19,440	3,240
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,268,991	7,497,370	771,621	7,726,373	8,996,844	1,499,474
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 8,914,032</u>	<u>\$ 8,170,383</u>	<u>\$ 743,649</u>	<u>\$ 8,474,833</u>	<u>\$ 9,783,997</u>	<u>\$ 1,613,614</u>
Net Income (Loss)	<u>\$ (576,975)</u>	<u>\$ 15,347</u>	<u>\$ (592,322)</u>	<u>\$ 105,512</u>	<u>\$ 38,879</u>	<u>\$ 23,532</u>

Lansing Housing Commission
Summary Results for APRIL FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	22,913	7,325	1,494	27,420	59,152	(1,142)	52,411
Tenant Revenue Variance	606	4,339	(2,036)	794	3,703		
HUD Revenue Variance	18,178	(2,079)	(4,481)	26,407	38,025	1,174	51,127
Capital Fund Income	1,013	1,013	1,013	1,013	4,052	-	
Other Income	3,116	4,052	6,998	(794)	13,372	(2,316)	1,284
Other	-	-	-	-	-	-	-
Budgeted Revenue	100,104	126,820	120,818	84,500	432,242	64,244	818,573
% Variance fav (unfav)	23%	6%	1%	32%	14%	-2%	6.4%
EXPENSES:							
Total Expense Variance Unfav (Fav)	7,472	47,941	8,341	(4,490)	59,264	(12,087)	127,939
<u>Contributing Factors:</u>							
MERS Contribution Special					-		
Adjusted Expense Variance	7,472	47,941	8,341	(4,490)	59,264	(12,087)	127,939
-Over spend (Under spend)							
Employee Benefit Expenses		(447)	(1,786)		(2,233)	(1,048)	1,927
Salary Expenses	(5,225)	(6,755)	(9,977)	(3,993)	(25,950)	(10,817)	3,439
Utilities	4,997	2,725	3,478	7,882	19,082	(1,311)	
Write-offs		2,896	5,660	(1,053)	7,503		
Legal				(1,123)	(1,123)		
Staff Training			-	(1,100)	(1,100)		(2,500)
Postage					-		
Insurance		1,319			1,319	1,498	
Sundry		11,380	(11,380)		-		
HAP Expense					-		122,836
Publications					-		1,701
PNC Note	(1,520)	(2,534)	(1,497)	(342)	(5,893)		
Maintenance Costs	4,452		(3,214)	(2,021)	(783)		
Maintenance Contract - Unit Turns	4,687	39,827	26,389	(1,000)	69,903		
Other	81	(470)	668	(1,740)	(1,461)	(409)	536
Curr Mo. Actual Net Income (Loss)	\$ 20,713	\$ (12,744)	\$ 6,774	\$ 31,420	\$ 46,163	\$ 23,756	\$ (65,640)
YTD Actual Net Income (Loss) Net of CWIP	\$ 89,083	\$ 140,976	\$ 76,056	\$ 41,641	\$ 347,756	\$ 286,100	\$ (567,609)
Prior YR YTD Net Income (Loss)	\$ 140,751	\$ 369,513	\$ 231,024	\$ (151,857)	\$ 589,431	\$ 286,420	\$ 105,512
Cash Balance - April	\$ 594,383	\$ 447,534	\$ 805,011	\$ 409,337	\$ 2,256,265	\$ 866,512	\$ 879,910
Cash Balance - March	\$ 572,598	\$ 491,305	\$ 815,711	\$ 392,652	\$ 2,272,266	\$ 783,264	\$ 962,471



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May 23, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

April Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The FSS Coordinator met with four (4) applicants on 4/27/18. One applicant was enrolled in the program effective 5/1/18 and the another is pending the return of their signed contract. Two (2) of the four (4) applicants did not return the necessary paperwork and were sent reminders.

The FSS Coordinator has sent invitations to 34 HCV participants for the next FSS orientation on 5/18/18. It is anticipated that at least five (5) contracts can be signed by the end of June

A progress update has been completed for all FSS participants so that PIC should reflect properly for the upcoming grant application and SEMAP score.

HCV Orientations:

LHC had zero (0) orientation during the month of April 2018 and zero (0) vouchers issued. There are currently 54 individuals out searching for housing. As this number decreases, we will begin issuing more vouchers. The next 100 vouchers will be pulled and offers sent on May 21, 2018.

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

Waiting List:

There are currently 200 applicants left on the waiting list. It is anticipated that this list will be exhausted late summer.





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Department Initiatives:

In the HCV Program there are currently 1,839 vouchers housed for all of its programs. Fifty-two participants are with the Shelter Plus Care Program (S+C), 84 are housed under the Permanent Supportive Housing Program (PSH), and 149 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,722 are housed under the regular Housing Choice Voucher Program.

Voucher Utilization

March Voucher Program Total Units	1,863
March Traditional HCV Utilization	1,722
March % Utilized Units	91%

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

Voucher Disbursement

HUD March HAP Disbursement	\$834,254
LHC March HAP/UAP Disbursement	\$848,212
% Voucher Funding Utilization	102%

HUD April HAP Disbursement	\$ 785,873
LHC April HAP/UAP Disbursement	\$872,910
% Voucher Funding Utilization	111%
HUD Held Reserves as of July 2017	\$1,158,836

Based on HUD standards LHC's Voucher utilization is Optimized. However, LHC has determined the number of units leased can be increased by approximately 214 units. The funding to pay for the increased utilization will come from HUD held reserves.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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





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Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on fifteen (15) units and approved. This indicator is not scored by PIC but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC is on track to complete the 26 required file reviews, per fiscal year, and receive 20 points out of 20 for the fiscal year ending June 2018.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. The utility allowance study is complete and is on the agenda for approval at the January 2018 Board Meeting.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 36. During this reporting period zero (0) quality control inspections were conducted. A total of zero (0) conducted so far, this fiscal year. This indicator is not scored by PIC but is based on an





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internal review. Based on the internal review LHC is on track to receive five (5) of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	0

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (12) 24-hour deficiencies and (66) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

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

The 2018 FMR's were approved by the Board to take effect 03/01/2018.





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Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of April 30, the reporting rate is 94%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	0

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.





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Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 110%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 20 slots/households or (55%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive eight (8) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 75% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five (10). LHC is currently doing an internal rating of eight (8) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 04/30/2018





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May 23, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

April 2018 Asset Management Monthly Report

CONTACT PERSON:

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

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% (not including the modernization units) at the end of April. LHC has 96% occupancy including the units that are in modernization. LHC Unit Months Leased (UML) was 801 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% occupancy level, which meets the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 99% at the end of April. There were four (4) households moved in, two (2) resident moved out's, and one (0) unit transfer. The UML was 200 which equals 99%.

Hildebrandt Park occupancy was 96% at the end of April There were three (3) households moved in, eight (8) resident moved out, and two (2) unit transfer's. The UML was 212 which equals 96%.

LaRoy Froh occupancy was 97% at the end of April. There were five (5) households moved in, four (4) residents moved out zero (0) unit transfer's. The UML was 203 which equals 95%.





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South Washington Park occupancy was 96% at the end of April. There were four (4) households moved in, five (5) resident moved out, and one (1) unit transfer. The UML was 191 which equals 96%.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	200	99%	4	2	0	1
Hildebrandt	220	212	96%	3	8	2	0
LaRoy Froh	213	203	96%	5	4	1	0
S. Washington	198	191	96%	4	5	1	0
Totals	833	806	97%	16	19	4	1

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 33,993.00	\$ 37,103.18	\$ (3,110.18)	109%
Hildebrandt	\$ 40,399.00	\$ 40,920.20	\$ (521.20)	101%
LaRoy Froh	\$ 34,495.00	\$ 40,600.00	\$ (6,105.00)	118%
S. Washington	\$ 28,968.00	\$ 35,950.00	\$ (6,982.00)	124%
Totals	\$ 137,855.00	\$ 154,573.38	\$ (16,718.38)	112%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	0	3	3	3
Lease Violation (No Court action)		2		
Evicted – Nonpayment Judgment	2	0	2	2
Evicted – Nonpayment Writ Ordered but not executed	1	0		
Physical Eviction	2	3		
Criminal Activity	0	1		
Drug Activity	0	0		
Rent too high	0	2		
Transfer	0	12	5	5



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Mt. Vernon Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease Up date	Security deposit received	Vacant date Comments or reason for length of status
1338	Make Ready	Projected lease up 5/11/18	Yes	Vacant 4/17/17 – vacancy due to hit and run accident. The unit exterior and interior has been repaired. Final cleaning is needed. The unit recently passed the electrical inspection; awaiting final plumbing inspection. Following the inspection, the unit will be cleaned. Once the plumbing is inspected and passed, an additional inspection will be required before unit is deemed ready and available.
3812	Make Ready	Projected lease up 6/1/18	No	Vacant 2/14-Resident was evicted because he failed to return keys as ordered by the courts. 3/21- gutted out the unit. 3/21-contacted City Inspector to inspect unit to advise of necessary progress. 3/22 inspector assessed unit and gave directives. 3/21-Contacted Truss Engineer to get unit assessed for truss replacement. Materials are available to restore truss', once complete, electrician will complete work, there will be follow-up inspections and the unit will be rehabbed.





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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
512 Mifflin	MR	5/10	Pulling Applicants	4/2/2018 - In process
1246 Lathrop	MR	5/18	Yes	4/3/2018 - Lots of updating needed
3204-F	MR	5/4	Yes	4/3/2018 - Waiting on the window to come in
1217 Whyte	MR	5/22	Pulling Applicants	4/3/2018 – In process
3112-C	MR	6/4	Pulling Applicants	4/27/2018 - Recently vacated
813 Penn	MR	5/30	SWP	4/9/2018 – Cabinets were needed, recently delivered and currently in process
500 Mifflin	MR	5/9	Yes	4/9/2018 – Expected completion 5/4
3216-D	MR	5/7	Yes	4/20/2018 - Recently Vacant
1930 Hoyt	MR	6/4	SWP	4/3/2018 - Recently Vacant





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LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2434	Lease ready	4-14-18	no	Vacant 1-23-18
2438	Lease ready	4-14-18	Yes.	Vacant 1-26-18 should be signing lease this week
942 Vincent	Make Ready	4-30-18	Yes	Vacant 2-5-18
1009 Belaire	Make Ready	4-30-18	no	Vacant 1-18-18 Currently looking for contractors
5018 Starr	Make Ready	4-21-18	no	Vacant 2-25-18 JDK working on it should be finished soon.
2448	Make Ready	4-30-18	no	Vacant 2-19-18 Scope still needs to be written
2336	Make Ready	4-30-18	No	Vacant 2-20-18 Scope still needs to be written





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South Washington Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Vacant date Comments or reason for length of status
10428	Make Ready	5/12/18	No	4/2/18
10306	Make Ready	5/14/18	No	4/21/18
10115	Lease Ready	5/6/18	No	2/23/18
10435	Make Ready	5/13/18	No	4/17/18
10104	Make Ready	5/18/18	No	4/25/18
10433	Make Ready	5/18/18	No	3/22/18
10305	Make Ready	5/18/18	No	4/25/18

