



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

Agenda
Lansing Housing Commission
November 21, 2017

Call to Order

1. Roll Call.
2. Approval of Minutes of October 25, 2017

Action Items:

- Resolution 1285 - Approval Discriminatory Harassment Policy
- Resolution 1286 - Approval Political Activity Policy

Informational Items.

- a. Finance Report October 2017 Dickey May
 - b. Housing Choice Voucher Report October 2017
 - c. Asset Management Report October 2017
 - 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.
 5. Public Comment – limit 3 minutes per person.





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6. Other Business.

7. Adjournment.





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Minutes of the October 25, 2017

Commissioner Baltimore called the meeting to order promptly at 5:36 p.m. Mr. Armstrong, called the roll.

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

STAFF:

Kim Shirey
Lisa Parsons
Marshall Brice

Tom Barry
Marcus Hardy
Sonya Morrison

Guests:

Daniel Black
Dickey May, Financial Consultant via telephone
Tamara Warren

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve the minutes of the September 27, 2017 commission meeting. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve Resolution 1279- Approval of the Procurement Policy. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Joyce 2nd a motion to approve Resolution 1282- Approval of the Customer Service. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve Resolution 1283- Approval of the Electronic Communications & Social Media Policy. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Deschaine 2nd a motion to approve Resolution 1284- Approval of the Davis Bacon & Related Acts Policy. **The Motion was approved by all members present.**





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Written Informational Reports were provided as follows:

- A. Finance Report Dicky May, Mr. May provided a brief overview of the Finance Reports for September 2017.
- B. Housing Choice Voucher Report—Kim Shirey announced this year's SEMAP score was received by the HUD Field Office. LHC received a score of standard performer instead of High Performer. This is based on the Lease Up Utilization in which we were scored 0. LHC has 45 days to appeal which is what will be done.
- C. Asset Management Report—Lisa Parsons 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.
- D. Sustainability Agreement Update: Mr. Armstrong reported that the Commission continues to abide by the monthly, quarterly, and bi-annual provisions enumerated in the sustainability agreement. Commissioner Robinson requested that all Mr. Armstrong updates the board on the total progress to include previously closed out items in future meetings.

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

- The Executive Director attended the Michigan NAHRO conference from September 20-27 as a MINAHRO board member and Legislative Committee Chairperson.
- The Executive Director met with Chase Personal Banker Josh Tudor to discuss the vision and direction of LHC and how Chase Bank can assist.
- The Executive Director met with Ms. Denise Peek of the Entrepreneur Institute to discuss entrepreneurial opportunities for LHC residents and participants.
- The Executive Director met with regional PHA executive directors to discuss the MSHDA QAP and the impact of weighted scoring on specific jurisdictions.
- The Executive Director met with Mayoral Candidate Andy Schor to discuss possible collaborative endeavors involving LHC and City of Lansing (COL).





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- The Executive Director continued to assist with audit inquiries and coordination.
- The Executive Director attended CBRE/Martin's Commercial Real Estate Update Breakfast as well as Highfields, Inc. breakfast event for networking and outreach purposes.
- The Executive Director submitted a HCV lease up strategy to the Detroit Field office and project descriptions to COL for completion of LHC environmental review.
- The Executive Director met with IT consultants Providence to discuss further coordination of services.
- Staff has remediated all health and safety findings resulting from the September REAC reports.
- Oliver Garden budget has been submitted to MSHDA.
- SWP stairs have been completely removed. Installation of new stairs has been scheduled and a Special Inspector for welding and bolts has been secured.

President's Comments: No comments were offered by Chairman Baltimore

Public Comment – Commissioner Joyce stated that he will have restrictive attendance due to family medical issues. Mr. Daniel Black stated that he appreciated the comments of other guests, name plates for staff and/or non-commissioners in attendance would be helpful, open access to open meetings act is appreciated. He also requested to know if the meetings followed Mason's, legislative, or Robert's Rules?

Other Business - There was no other business

Adjournment: The meeting was adjourned at 6:18 p.m.





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November 21, 2017

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Policy No. 2009-05 Related to Discriminatory Harassment –
Resolution No. 1080**

RECOMMENDATION:

Staff recommends approval of Resolution No.1285, which adopts the revision of the LHC's Discriminatory Harassment Policy No. 2009-05.

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 487-6550 X 111

SUMMARY:

Staff recommends adoption of Resolution 1080 which seeks to clarify LHC's position on how the agency will address issues of Discriminatory Harassment as it relates to behavior towards employees and customers.

BACKGROUND:

Discriminatory based on a person's race, color, religion, gender, national origin, age, disability, height, weight or marital status is prohibited by Law. Conduct based on these protected classes is considered harassing if it creates a hostile, intimidating or offensive work environment, or unreasonably interferes with an employee's work performance. This policy defines LHC as an employer which will not tolerate discrimination or harassment and an employer address offense of this policy with discipline up to an including dismissal. It provides and explanation of how LHC defines sexual discrimination and harassment, prohibits retaliation for reporting such events, provides a



compliant and investigation process and identifies the challenges faced in consensual relationships.


FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

It is the Board's fiduciary responsibility to establish policies which provide guidance and represent responsible governance. The proposed policy supports this charge.

Respectfully Submitted, _____


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





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

Resolution No. 1285

**Adopted By The Lansing Housing Commission
November 21, 2017**

Be It Resolved By The Lansing Housing Commission:

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



Chair

Yeas 4
Nays 0
Abstentions 0

Attest 

Secretary:

For Clerk Use Only

**Resolution No. 1285
Date Adopted: 11/21/17**





**Lansing Housing Commission
Policy No. 2009-05
Discriminatory Harassment Policy**

LHC shall maintain a working environment free from discriminatory harassment. Any form of unlawful discrimination, including harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, height, weight or marital status is strictly prohibited. Any employee found to have engaged in any form of discriminatory harassment in the course of his/her employment will be subject to appropriate discriminatory action, up to and including termination of employment.

A. Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, as well as other conduct of a sexual nature when:

1. The submission to or rejection of such conduct is made a condition of the employee's continued employment, or used as the basis for any employment decisions affecting the employee;
2. The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment, or unreasonably interferes with an employee's work environment.; or
3. The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive. This is known as a hostile environment sexual harassment and consists of unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

Examples of what may, if unwelcome and severe or pervasive, constitute sexual harassment, besides sexual advances and requests for sexual favors include, but are not limited to:

- sexually suggestive physical contact or behavior, such as grabbing, groping, kissing, fondling, rubbing or massaging someone's neck or shoulders, stroking someone's hair; unwelcome leering, whistling, pinching, brushing against the body, suggestive, insulting, or obscene comments or gestures;
- the display in the workplace of sexually suggestive or explicit objects, pictures, posters or cartoons, including, but not limited to, offensive electronic



**Lansing Housing Commission
Policy No. 2009-05
Discriminatory Harassment Policy**

communications or voice-mail messages; access to pornographic images through the Internet or e-mail;

- verbal abuse of a sexual nature including foul or obscene language, lewd, off-color, sexually oriented comments or sexual jokes or any graphic verbal commentary about an individual's body.

B. Other Discriminatory Harassment

Any conduct based on a person's race, color, religion, gender, national origin, age, disability, height, weight or marital status is considered harassing if it creates a hostile, intimidating or offensive work environment, or unreasonably interferes with an employee's work performance.

As with sexual harassment, other discriminatory harassment can be verbal, non-verbal or physical. Examples of what may, if unwelcome and severe or pervasive, constitute other discriminatory harassment include, but are not limited to, the use of racial or ethnic slurs, jokes, or derogatory remarks; the use of insults, threats, literature, pictures or cartoons based on a protected characteristic; or any physical aggression based on a protected characteristic.

This policy applies anywhere employees are functioning on behalf of the LHC regardless of whether it is at a LHC facility or in a different location.

C. Retaliation Prohibited

The LHC will not tolerate any retaliation against any employee for making a complaint, bringing inappropriate conduct to the LHC's attention, or for participating in an investigation of an alleged act of harassment. Employees who believe they have been the victim of prohibited retaliation should consult with their supervisor/manager or the Human Resources.

D. Complaint Reporting and Investigation

The LHC takes matters of discriminatory harassment very seriously and is committed to diligently enforcing this policy by promptly and impartially investigating all complaints. When discriminatory harassment is discovered, LHC shall take appropriate disciplinary action, up to and including termination. Any employee who believes that discriminatory harassment has occurred should immediately report the incident to the Director of Human Resources. If the Director of Human Resources is the alleged harasser, the complaint shall be made to the Department Head. Absolute



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Policy No. 2009-05
Discriminatory Harassment Policy**

confidentiality cannot be guaranteed. However, every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit.

The Human Resources Director or designee shall conduct the investigation. Any supervisor or Department Head who learns of or receives a complaint of discriminatory harassment shall report it to the Human Resources Director. The Department Head and/or Human Resources Director, upon being informed about a discriminatory harassment complaint, shall take immediate and appropriate action to ensure any inappropriate behavior is not repeated during the investigation and that no retaliation occurs.

If the investigation does not find that discriminatory harassment occurred or that the alleged incident(s) did not constitute discriminatory harassment, the matter shall be referred to the Department Head for further appropriate action. For example, if workplace misconduct may have occurred but not discriminatory harassment, the Department Head shall act accordingly.

An employee found to have knowingly or recklessly reported a false complaint of discriminatory harassment or provided false information regarding a complaint may be subject to disciplinary action up to and including termination of employment.

E. Consensual Sexual or Romantic Relationships

a. In General.

Although the LHC does not prohibit consensual sexual or romantic relationships, there are special risks in any sexual or romantic relationship between individuals in inherently unequal positions and parties in such a relationship assume those risks. Such positions include supervisor and employee and customer and employee. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of LHC and its employees and are discouraged.

A "customer" may be a Public Housing resident or applicant or an Assisted Housing participant or applicant.



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Discriminatory Harassment Policy**

b. Supervisor-Employee

Such relationships may harm or injure others in the work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by others in the department/division when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

Where such a relationship exists, the person in the position of greater power will bear the primary burden of accountability to ensure that he or she does not exercise any supervisory or evaluative function over the other person in the relationship and to report the relationship to his/her Department Head. The Department Head will exercise his or her responsibility to evaluate the adequacy of the alternative supervisory and evaluative arrangements to be put in place. Failure to comply with these requirements is a violation of this policy and grounds for discipline up to and including termination.

The Department Head shall attempt to eliminate any conflict of interest and mitigate any adverse effect on others in the department/division by arranging alternative supervision and evaluation. In those situations where it is programmatically infeasible to provide alternative supervision and evaluation, the Department Head may perform day-to-day supervision and approve all evaluative and compensation actions or one of the parties involved in the relationship may be terminated.

If the Department Head is the person in the position of greater power in a relationship, the Department Head will report the relationship to the Executive Director who will be responsible for making the required determinations.

c. Employee-Customer.

As a general proposition, the LHC believes that a sexual or romantic relationship between a LHC employee and a customer, is inconsistent with the proper role of the employee vis-à-vis the customer and ripe with the opportunity for abuse. The LHC may issue discipline, up to and including termination, against an employee who engages in such a relationship if adverse consequences ensue to the LHC as a result of the relationship.



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Discriminatory Harassment Policy**

Where such a relationship exists, the employee shall report the relationship to his/her Department Head. The Department Head will, in consultation with the Director of Human Resources, determine what action, if any, is appropriate to ensure that no abuse results because of the relationship. For example, if the employee is a member of the Asset Management Department working at a development site, is there another development site to which the employee can be transferred? If the employee is a member of the Assisted Housing Department, can the case management functions for the customer be handled by someone else in the department? These determinations shall be made in the best interest of the LHC.



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November 21, 2017

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT: Approval of Policy No. 2009-10 Employee Political Activity Policy – Resolution No. 1085

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1286, which adopts the revision of the LHC's Political Activity Policy.

CONTACT PERSON:

Martell V. Armstrong
Executive Director
(517) 487-6550 X 111

SUMMARY:

This Resolution provides guidance to LHC employees regarding acceptable Political Activities while working.

BACKGROUND:

Many of LHC's employees take an active role in local and state politics and want to stay compliant with rules governing their employment and political activity. Therefore, this policy provides guidance and informs employees what is permissible and impermissible conduct as it relates to political activity. The proposed policy provides sufficient controls, to LHC, over political activity while allowing employees the freedom required to support candidates and causes of their choice.

FINANCIAL CONSIDERATION:

There are no financial considerations.



POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for the LHC. Establishment of this policy is beneficial to the employer and employees. It also falls within the Board's fiduciary responsibility. The proposed policy is for your consideration.

Respectfully Submitted, _____



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






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

Resolution No. 1286

**Adopted The Lansing Housing Commission
November 21, 2017**

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

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


Chair

Yeas 4
Nays 0
Abstentions 0

Attest 
Secretary:

For Clerk Use Only

Resolution No: 1286
Date Adopted: 11/21/17





**Lansing Housing Commission
Policy No. 2009-10
Political Activity Policy**

Acceptable Activities

Employees may take an active part in political campaigns and most campaign-related activities provided that the activities are done while **off duty** and **away from the workplace**, and provided also that the activities **do not use any LHC resources** such as vehicles, computers, or telephones. In addition, an employee may not use his/her position as a LHC employee to attempt to influence an election.

This means that an employee may endorse, oppose, or work on behalf of any candidate or party as long as it is done away from the workplace and on the employee's own time. In addition, an employee may not use any LHC resources or do anything to identify him/herself as a LHC employee. If an employee wishes to participate in any activities that occur during normal working hours, the employee must request personal leave and receive his/her supervisor's approval **prior** to the event in accordance with normal procedures. Approval will be granted so long as there is adequate job coverage. Subject to these restrictions, employees may participate in voting drives, distribute campaign materials, make telephone calls, contribute money and attend fundraisers, sign petitions, serve as a polling place worker or observer, and even make political speeches. And, of course, employees may exercise their right as a citizen to register and vote for the candidates of their choice.

An employee may also seek or accept nomination, election, or appointment to a political office in a non-partisan race, provided this activity does not create a conflict of interest or interfere with the employee's regular duties as a LHC employee. The Supervisor/Manager and Human Resources will determine if a conflict of interest exists. Please consult with them prior to deciding whether to run for office. If a conflict exists, and the employee still wants to run for office, the employee may be placed on an approved leave of absence for up to 180 days during the campaign.

This policy does not prohibit LHC employees from talking about political subjects among themselves while on-duty, so long as it doesn't interfere with work. "Water-cooler" type discussions and exchanges of opinion among co-workers concerning the events of the day, including political campaigns, are permitted. However, employees should avoid having such discussions with individuals affiliated with firms that do business with LHC.



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Policy No. 2009-10
Political Activity Policy**

Unacceptable Activities

There are a number of general rules to keep in mind. First, an employee may not use his/her official position or authority to influence an election. Second, the employee may not participate in political activities while on duty, on LHC premises, or in a LHC vehicle. Third, engage in any type of social media activities which infers LHC's endorsement or support. In addition, while on duty an employee may not solicit, accept, or receive financial contributions for a political candidate or party. Employees are also prohibited from soliciting services or any other type of support from a business or organization that does business with LHC.

There are also some specific prohibitions. Employees may **not**:

- Wear any item of clothing, jewelry or other accessories indicating a partisan political position while on duty or while on LHC premises or in a LHC vehicle at any time.
- Engage in any "electioneering" activities while on duty, or while on LHC premises or in a LHC vehicle at any time. This includes such things as handing out political leaflets or brochures, and displaying political posters or other campaign materials in the workplace.
- Provide confidential information (e.g. names, addresses, telephone numbers) relating to other LHC employees or to LHC program participants (e.g. residents of Public Housing or Section 8 participants) to anyone outside LHC for any purpose. In addition, the employee may not use this information except in the course of performing his/her normal job duties. Questions about what information is confidential are to be directed to the Supervisor/Manager or the Executive Director's Office.
- Be a candidate for a partisan political office.

What are the penalties for violating this policy?

Employees who violate this policy will be subject to discipline, up to and including discharge.

Where to obtain more information:

Questions about this policy should be directed to the employee's supervisor or Supervisor/Manager or Human Resources. (4CFR 7.3 - Political Activities)

Lansing Housing Commission
Summary Results for October FY2018

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	6,929	6,362	2,663	(5,372)	10,582	(1,057)	56,133
Tenant Revenue Variance	(2,659)	(5,475)	(5,135)	(541)	(13,810)		
HUD Revenue Variance	4,686	9,259	3,755	(6,570)	11,130	1,244	55,281
Capital Fund Income	3,902	3,902	3,902	3,902	15,608		
Other Income	1,000	(1,324)	141	(2,163)	(2,346)	(2,301)	852
Other	-	-	-	-	-	-	-
Budgeted Revenue	101,667	128,383	123,296	86,063	439,409	65,244	818,573
% Variance fav (unfav)	7%	5%	2%	-6%	2%	-2%	6.9%
EXPENSES:							
Total Expense Variance Unfav (Fav)	6,294	24,446	10,093	13,195	54,028	(17,985)	66,938
<i>Contributing Factors:</i>							
MERS Contribution Special	-	-	-	-	-	-	-
Adjusted Expense Variance	6,294	24,446	10,093	13,195	54,028	(17,985)	66,938
-Over spend (Under spend)							
Employee Benefit Expenses		5,089	1,210	4,672	10,971		5,202
Salary Expenses	(6,108)	(2,378)	(7,624)	(2,841)	(18,951)	(21,769)	4,550
Utilities				10,455	10,455		
Recreation Other Services			(2,123)	(2,123)	(2,123)		
Professional Svc Contract	6,947	5,545	5,732	4,346	22,570		
Administrative Svc Contract			6,272	(1,100)	6,272	1,282	59,055
Staff Training					(1,100)		
HAP Expense	5,208	6,838			-		
Maintenance Costs		8,302	7,274		12,046		
Maintenance Contract - Unit Turns					15,576		
Other	247	1,050	(648)	(2,337)	(1,688)	2,502	(1,869)
Curr Mo. Actual Net Income (Loss)	\$ 6,364	\$ 13,942	\$ 9,070	\$ (18,232)	\$ 11,144	\$ 12,728	\$ (867)
YTD Actual Net Income (Loss) Net of CWIP	\$ 54,884	\$ 77,821	\$ 22,633	\$ (46,819)	\$ 108,519	\$ 49,639	\$ (302,350)
Prior YR YTD Net Income (Loss)	\$ 171,286	\$ 231,483	\$ 145,936	\$ 24,800	\$ 573,505	\$ 233,983	\$ 314,091

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 468,203	\$ 524,400	\$ (56,197)	\$ 537,620	\$ 1,573,200	\$ 1,048,800
Tenant Revenue - Other	42,489	25,031	17,458	32,984	75,473	50,442
Total Tenant Revenue	<u>\$ 510,693</u>	<u>\$ 549,431</u>	<u>\$ (38,739)</u>	<u>\$ 570,604</u>	<u>\$ 1,648,673</u>	<u>\$ 1,099,242</u>
HUD PHA Operating Grants	1,213,377	1,181,369	32,008	1,249,508	3,544,108	2,362,739
CFP Operational Income	45,402	220,000	(174,598)	473,307	220,000	-
Fraud Recovery and Other	6,157	21,332	(15,175)	11,234	40,246	18,914
Total Operating Revenue	<u>\$ 1,775,628</u>	<u>\$ 1,972,133</u>	<u>\$ (196,504)</u>	<u>\$ 2,304,853</u>	<u>\$ 5,453,028</u>	<u>\$ 3,480,895</u>
Administrative Salaries	\$ 100,317	\$ 117,712	\$ (17,396)	\$ 114,512	\$ 340,058	\$ 222,346
Auditing Fees	-	-	-	-	16,900	16,900
Management Fees	158,327	157,147	1,180	293,821	469,261	312,113
Bookkeeping Fees	24,155	23,970	185	23,883	71,910	47,940
Employee Benefits Contributions - Administrative	44,819	48,953	(4,134)	43,747	145,859	96,906
Office Expenses	47,534	61,540	(14,006)	65,330	167,996	106,456
Legal Expense	32,240	35,262	(3,022)	24,131	106,779	71,517
Travel	421	332	89	1,128	996	664
Other	14,730	8,456	6,274	19,809	15,168	6,712
Tenant Services - Other	16,929	34,560	(17,631)	8,936	102,080	67,520
Water	145,044	114,916	30,128	106,105	355,395	240,479
Electricity	78,062	58,968	19,094	69,917	181,504	122,536
Gas	19,404	25,180	(5,776)	15,007	182,893	157,713
Other Utilities Expense	265	442	(176)	739	30,464	30,023
Ordinary Maintenance and Operations - Labor	152,378	213,107	(60,728)	150,397	610,916	397,810
Ordinary Maintenance and Operations - Material	85,900	99,777	(13,876)	176,717	303,269	203,492
Ordinary Maintenance and Operations - Contract	459,252	297,172	162,080	286,778	875,816	578,644
Employee Benefits Contributions - Ordinary	87,084	97,354	(10,270)	67,933	289,888	192,534
Protective Services - Other Contract Costs	4,679	2,588	2,091	4,299	7,764	5,176
Property Insurance	47,236	43,388	3,848	40,051	130,163	86,775
Liability Insurance	18,660	17,918	743	16,905	53,754	35,836
Workers Compensation	2,185	5,830	(3,645)	7,151	17,489	11,660
All Other Insurance	4,404	1,064	3,341	2,675	3,191	2,127
Other General Expenses	77,900	33,700	44,200	90,921	109,400	75,700
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	20,772	31,125	(10,353)	34,377	81,114	49,990
Bad debt - Tenant Rents	18,010	14,088	3,922	33,293	42,264	28,176
Interest Expense	24,632	24,600	32	32,572	72,160	47,560
Total Operating Expenses	<u>\$ 1,685,341</u>	<u>\$ 1,569,147</u>	<u>\$ 116,193</u>	<u>\$ 1,731,147</u>	<u>\$ 4,784,452</u>	<u>\$ 3,215,304</u>
Net Income (Loss)	<u>\$ 90,288</u>	<u>\$ 402,985</u>	<u>\$ (312,698)</u>	<u>\$ 573,506</u>	<u>\$ 668,576</u>	<u>\$ 265,590</u>

Lansing Housing Commission
Budget vs. Actual
CQCC

For the Period Ending October 31, 2017

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 215,559	\$ 331,897	\$ (116,338)	\$ 355,718	\$ 755,690	\$ 423,794
Bookkeeping Fees Income	24,155	23,972	183	23,882	71,916	47,944
Fraud Recovery and Other	16,951	25,108	(8,157)	28,469	75,330	50,222
Total Operating Revenue	<u>\$ 256,665</u>	<u>\$ 380,977</u>	<u>\$ (124,312)</u>	<u>\$ 408,069</u>	<u>\$ 902,936</u>	<u>\$ 521,960</u>
Administrative Salaries	\$ 112,304	\$ 139,444	\$ (27,140)	\$ 100,477	\$ 402,839	\$ 263,394
Auditing Fees	-	-	-	-	5,200	5,200
Employee Benefits Contributions - Admin	30,484	39,316	(8,832)	19,944	116,762	77,446
Office Expenses	18,882	18,354	527	5,730	40,546	22,192
Legal	345	500	(156)	771	2,000	1,500
Travel	543	560	(17)	1,090	1,680	1,120
Other	8,978	7,226	1,752	5,372	28,104	20,878
Tenant Services - Other	-	-	-	-	-	-
Water	941	500	441	223	1,500	1,000
Electricity	3,763	5,104	(1,341)	2,790	11,514	6,410
Gas	101	146	(45)	93	1,909	1,763
Other Utilities Expense	191	60	131	-	300	240
Ordinary Maintenance and Operations - Material	3	100	(97)	34	300	200
Ordinary Maintenance and Operations - Contract	1,283	2,512	(1,229)	1,922	7,736	5,224
Protective Services - Other Contract Costs	313	200	113	261	600	400
Property Insurance	1,105	437	669	639	1,310	873
Liability Insurance	-	452	(452)	226	1,356	904
Workers Compensation	271	576	(305)	454	1,728	1,152
All Other Insurance	10,779	-	10,779	1,504	-	-
Other General Expenses	13,410	13,273	137	27,503	38,534	25,261
Compensated Absences	-	-	-	-	-	-
Interest Expense	3,751	3,751	(0)	5,053	10,860	7,109
Total Operating Expenses	<u>\$ 207,446</u>	<u>\$ 232,511</u>	<u>\$ (25,065)</u>	<u>\$ 174,086</u>	<u>\$ 674,778</u>	<u>\$ 442,267</u>
Net Income (Loss)	<u>\$ 49,219</u>	<u>\$ 148,466</u>	<u>\$ (99,247)</u>	<u>\$ 233,983</u>	<u>\$ 228,159</u>	<u>\$ 79,693</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 3,187,807	\$ 3,272,692	\$ (84,885)	\$ 3,561,230	\$ 9,818,076	\$ 6,545,384
Other Revenue	139	-	139	189	-	-
Fraud Recovery and Other	6,596	1,600	4,996	1,096	4,800	3,200
Total Operating Revenue	<u>\$ 3,194,541</u>	<u>\$ 3,274,292</u>	<u>\$ (79,751)</u>	<u>\$ 3,562,515</u>	<u>\$ 9,822,876</u>	<u>\$ 6,548,584</u>
Administrative Salaries	\$ 93,391	\$ 89,468	\$ 3,923	\$ 43,770	\$ 255,352	\$ 165,884
Auditing Fees	-	-	-	-	27,950	27,950
Management Fees	57,232	54,749	2,483	61,896	164,246	109,498
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	34,183	34,986	(803)	18,693	103,960	68,974
Office Expenses	53,593	68,320	(14,727)	60,563	154,800	86,480
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	11	-	-
Other	16	8,800	(8,784)	303	26,400	17,600
Tenant Services - Other	-	-	-	-	-	-
Water	-	120	(120)	75	360	240
Electricity	-	520	(520)	454	1,560	1,040
Gas	30	480	(450)	26	1,440	960
Other Utilities Expense	190	-	190	-	-	-
Ordinary Maintenance and Operations - Materiz	-	1,220	(1,220)	-	3,660	-
Ordinary Maintenance and Operations - Contra	8,411	1,392	7,019	11,544	4,176	-
Protective services - Other Contract Costs	209	250	(41)	261	500	250
Property Insurance	-	-	-	-	-	-
Liability Insurance	5,841	5,657	184	5,295	16,970	11,314
Workers Compensation	3,495	1,446	2,049	1,404	6,338	4,892
All Other Insurance	-	552	-	-	-	-
Other General Expenses	7,265	6,480	785	8,980	19,440	12,960
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,233,054	2,998,948	234,106	3,035,150	8,996,844	5,997,896
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,496,909</u>	<u>\$ 3,273,388</u>	<u>\$ 224,073</u>	<u>\$ 3,248,424</u>	<u>\$ 9,783,997</u>	<u>\$ 6,510,609</u>
Net Income (Loss)	<u>\$ (302,368)</u>	<u>\$ 904</u>	<u>\$ (303,824)</u>	<u>\$ 314,091</u>	<u>\$ 38,879</u>	<u>\$ 37,975</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 123,272	\$ 141,764	\$ (18,492)	\$ 137,551	\$ 425,292	\$ 283,528
Tenant Revenue - Other	10,733	7,500	3,233	8,935	22,640	15,140
Total Tenant Revenue	<u>\$ 134,005</u>	<u>\$ 149,264</u>	<u>\$ (15,259)</u>	<u>\$ 146,485</u>	<u>\$ 447,932</u>	<u>\$ 298,668</u>
HUD PHA Operating Grants	391,534	358,215	33,319	377,794	1,074,644	716,429
CFP Operational Income	11,350	40,000	(28,650)	122,895	40,000	-
Fraud Recovery and Other	572	6,563	(5,991)	1,497	11,252	4,689
Total Operating Revenue	<u>\$ 537,461</u>	<u>\$ 554,042</u>	<u>\$ (16,580)</u>	<u>\$ 648,672</u>	<u>\$ 1,573,828</u>	<u>\$ 1,019,786</u>
Administrative Salaries	\$ 28,208	\$ 28,566	\$ (358)	\$ 24,750	\$ 82,524	\$ 53,958
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	42,040	41,499	541	78,489	123,922	82,423
Bookkeeping Fees	6,414	6,330	84	6,443	18,990	12,660
Employee Benefits Contributions - Admin	14,381	12,134	2,247	7,851	36,159	24,025
Office Expenses	12,285	14,406	(2,121)	16,717	32,935	18,529
Legal	7,043	7,882	(839)	4,967	24,639	16,757
Travel	227	-	227	15	-	-
Other	(1,515)	1,200	(2,715)	1,234	2,400	1,200
Tenant Services - Other	3,290	9,920	(6,630)	2,185	29,760	19,840
Water	28,897	32,851	(3,954)	31,298	111,164	78,313
Electricity	13,534	9,620	3,914	18,780	28,860	19,240
Gas	3,788	880	2,908	2,909	33,393	32,513
Other Utilities Expense	-	-	-	-	9,100	9,100
Ordinary Maintenance and Operations - Labor	37,089	50,740	(13,651)	32,215	146,580	95,840
Ordinary Maintenance and Operations - Material	18,565	16,688	1,877	42,097	56,684	39,976
Ordinary Maintenance and Operations - Contrac	162,754	95,186	67,568	64,496	281,708	186,522
Employee Benefits Contributions - Ordinary	19,156	19,160	(4)	12,767	57,048	37,888
Protective Services - Other Contract Costs	1,536	1,228	308	1,229	3,684	2,456
Property Insurance	13,616	10,518	3,098	9,671	31,555	21,037
Liability Insurance	3,895	3,774	121	3,531	11,322	7,548
Workers Compensation	466	1,092	(626)	1,061	3,275	2,184
All Other Insurance	1,076	664	412	665	1,992	1,328
Other General Expenses	19,587	9,272	10,315	25,428	32,016	22,744
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,152	9,481	(2,329)	8,306	24,108	14,626
Bad debt - Tenant Rents	5,566	3,600	1,966	6,076	10,800	7,200
Interest Expense	10,592	10,578	14	14,006	31,029	20,451
Total Operating Expenses	<u>\$ 459,641</u>	<u>\$ 397,270</u>	<u>\$ 62,371</u>	<u>\$ 417,188</u>	<u>\$ 1,229,628</u>	<u>\$ 832,358</u>
Net Income (Loss)	<u>\$ 77,821</u>	<u>\$ 156,772</u>	<u>\$ (78,951)</u>	<u>\$ 231,483</u>	<u>\$ 344,200</u>	<u>\$ 187,428</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 125,068	\$ 141,844	\$ (16,776)	\$ 131,417	\$ 425,532	\$ 283,688
Tenant Revenue - Other	10,976	5,935	5,041	6,906	18,720	12,785
Total Tenant Revenue	<u>\$ 136,044</u>	<u>\$ 147,779</u>	<u>\$ (11,735)</u>	<u>\$ 138,322</u>	<u>\$ 444,252</u>	<u>\$ 296,473</u>
HUD PHA Operating Grants	348,026	336,408	11,618	343,211	1,009,224	672,816
CFP Operational Income	11,350	40,000	(28,650)	127,995	40,000	-
Fraud Recovery and Other	1,115	6,563	(5,448)	2,994	11,252	4,689
Total Operating Revenue	<u>\$ 496,536</u>	<u>\$ 530,750</u>	<u>\$ (34,214)</u>	<u>\$ 612,521</u>	<u>\$ 1,504,728</u>	<u>\$ 973,978</u>
Administrative Salaries	\$ 14,212	\$ 31,874	\$ (17,662)	\$ 27,212	\$ 92,080	\$ 60,206
Auditing Fees	-	-	-	-	4,900	4,900
Management Fees	40,320	40,123	197	74,976	119,811	79,689
Bookkeeping Fees	6,151	6,120	31	6,083	18,360	12,240
Employee Benefits Contributions - Admin	5,708	9,940	(4,231)	7,828	29,548	19,608
Office Expenses	12,416	11,931	485	14,171	37,091	25,160
Legal	7,521	10,448	(2,927)	5,029	31,344	20,896
Travel	-	332	(332)	421	996	664
Other	11,694	2,756	8,938	579	8,268	5,512
Tenant Services - Other	5,489	9,520	(4,031)	1,100	28,560	19,040
Water	22,469	22,165	304	20,201	66,495	44,330
Electricity	13,402	14,148	(746)	15,161	42,444	28,296
Gas	5,863	9,200	(3,337)	1,893	51,300	42,100
Other Utilities Expense	93	238	(145)	659	13,713	13,475
Ordinary Maintenance and Operations - Labor	36,604	50,097	(13,493)	33,622	140,002	89,905
Ordinary Maintenance and Operations - Material	32,279	48,052	(15,773)	68,786	143,656	95,604
Ordinary Maintenance and Operations - Contract	170,869	82,966	87,903	92,410	260,418	177,452
Employee Benefits Contributions - Ordinary	25,563	28,681	(3,118)	18,900	85,256	56,575
Protective Services - Other Contract Costs	1,475	-	1,475	1,707	-	-
Property Insurance	15,913	14,902	1,011	13,509	44,706	29,804
Liability Insurance	4,899	4,713	186	4,439	14,140	9,427
Workers Compensation	661	1,092	(430)	1,061	3,275	2,184
All Other Insurance	1,358	-	1,358	803	-	-
Other General Expenses	19,636	7,376	12,260	29,031	26,228	18,852
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	7,809	8,233	(1,424)	9,238	25,329	16,096
Bad debt - Tenant Rents	5,243	4,000	1,243	9,493	12,000	8,000
Interest Expense	6,256	6,247	9	8,273	18,327	12,080
Total Operating Expenses	<u>\$ 473,903</u>	<u>\$ 426,153</u>	<u>\$ 47,750</u>	<u>\$ 466,585</u>	<u>\$ 1,318,248</u>	<u>\$ 892,095</u>
Net Income (Loss)	<u>\$ 22,633</u>	<u>\$ 104,597</u>	<u>\$ (81,964)</u>	<u>\$ 145,936</u>	<u>\$ 186,480</u>	<u>\$ 81,883</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 109,600	\$ 124,796	\$ (15,196)	\$ 144,407	\$ 374,388	\$ 249,592
Tenant Revenue - Other	10,951	5,596	5,354	7,396	16,113	10,517
Total Tenant Revenue	\$ 120,551	\$ 130,392	\$ (9,842)	\$ 151,803	\$ 390,501	\$ 260,109
HUD PHA Operating Grants	286,728	270,824	15,904	285,782	812,472	541,648
CFP Operational Income	11,350	40,000	(28,650)	112,197	40,000	-
Fraud Recovery and Other	2,207	6,563	(4,356)	3,235	11,252	4,689
Total Operating Revenue	\$ 420,837	\$ 447,779	\$ (26,943)	\$ 553,017	\$ 1,254,225	\$ 806,446
Administrative Salaries	\$ 29,558	\$ 27,659	\$ 1,899	\$ 23,367	\$ 79,905	\$ 52,245
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	38,451	38,156	295	72,080	113,938	75,782
Bookkeeping Fees	5,866	5,820	46	5,919	17,460	11,640
Employee Benefits Contributions - Admin	10,493	11,978	(1,485)	9,006	35,699	23,721
Office Expenses	12,530	20,081	(7,551)	14,894	52,229	32,148
Legal	6,457	6,832	(375)	4,272	20,496	13,664
Travel	195	-	195	-	-	-
Other	861	4,500	(3,639)	10,752	4,500	-
Tenant Services - Other	3,750	9,520	(5,770)	2,544	26,960	17,440
Water	30,681	29,300	1,381	23,559	85,936	56,636
Electricity	14,592	11,600	2,992	7,916	39,400	27,800
Gas	6,285	6,100	185	4,296	47,200	41,100
Other Utilities Expense	67	-	67	29	6,000	6,000
Ordinary Maintenance and Operations - Labor	23,655	51,394	(27,739)	28,662	148,470	97,077
Ordinary Maintenance and Operations - Materials	16,628	13,177	3,451	37,532	39,529	26,352
Ordinary Maintenance and Operations - Contract	94,493	89,940	4,553	63,329	246,800	156,860
Employee Benefits Contributions - Ordinary	16,866	24,784	(7,918)	14,836	73,914	49,131
Protective Services - Other Contract Costs	968	800	168	804	2,400	1,600
Property Insurance	13,297	11,833	1,464	10,853	35,498	23,665
Liability Insurance	4,707	4,478	229	4,261	13,435	8,957
Workers Compensation	428	1,458	(1,030)	2,906	4,375	2,917
All Other Insurance	1,176	-	1,176	679	-	-
Other General Expenses	19,269	7,816	11,453	18,141	23,448	15,632
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	5,502	7,531	(2,029)	10,848	19,439	11,908
Bad debt - Tenant Rents	3,024	2,488	536	1,842	7,464	4,976
Interest Expense	6,355	6,347	8	8,404	18,616	12,269
Total Operating Expenses	\$ 365,952	\$ 393,592	\$ (27,639)	\$ 381,731	\$ 1,167,112	\$ 773,520
Net Income (Loss)	\$ 54,884	\$ 54,188	\$ 697	\$ 171,286	\$ 87,113	\$ 32,925

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 110,263	\$ 115,996	\$ (5,733)	\$ 124,246	\$ 347,988	\$ 231,992
Tenant Revenue - Other	9,830	6,000	3,830	9,748	18,000	12,000
Total Tenant Revenue	<u>\$ 120,093</u>	<u>\$ 121,996</u>	<u>\$ (1,903)</u>	<u>\$ 133,994</u>	<u>\$ 365,988</u>	<u>\$ 243,992</u>
HUD PHA Operating Grants	187,089	215,923	(28,834)	242,722	847,768	431,845
CFF Operational Income	11,350	100,000	(88,650)	110,220	100,000	-
Fraud Recovery and Other	2,263	1,643	620	3,508	6,492	4,849
Total Operating Revenue	<u>\$ 320,795</u>	<u>\$ 439,562</u>	<u>\$ (118,767)</u>	<u>\$ 490,443</u>	<u>\$ 1,120,248</u>	<u>\$ 680,986</u>
Administrative Salaries	\$ 28,338	\$ 29,613	\$ (1,275)	\$ 39,183	\$ 85,549	\$ 55,936
Auditing Fees	-	-	-	-	4,000	4,000
Management Fees	37,516	37,369	147	68,275	111,589	74,220
Bookkeeping Fees	5,724	5,700	24	5,438	17,100	11,400
Employee Benefits Contributions - Admin	14,236	14,902	(665)	19,063	44,453	29,551
Office Expenses	10,304	15,122	(4,818)	19,548	45,741	30,619
Legal	11,220	10,100	1,120	9,864	30,300	20,200
Travel	-	-	-	692	-	-
Other	3,891	-	3,891	7,243	-	-
Tenant Services - Other	4,400	5,600	(1,200)	3,107	16,800	11,200
Water	62,997	30,600	32,397	31,048	91,800	61,200
Electricity	36,533	23,600	12,933	28,060	70,800	47,200
Gas	3,468	9,000	(5,532)	5,909	51,000	42,000
Other Utilities Expense	106	204	(98)	50	1,652	1,448
Ordinary Maintenance and Operations - Labor	55,030	60,876	(5,846)	55,898	175,864	114,988
Ordinary Maintenance and Operations - Material	18,429	21,860	(3,431)	28,302	63,420	41,560
Ordinary Maintenance and Operations - Contrac	31,136	29,080	2,056	66,543	86,890	57,810
Employee Benefits Contributions - Ordinary	25,500	24,729	771	21,431	73,670	48,941
Protective Services - Other Contract Costs	700	560	140	560	1,680	1,120
Property Insurance	4,411	6,135	(1,724)	6,028	18,404	12,269
Liability Insurance	5,159	4,952	207	4,673	14,857	9,904
Workers Compensation	630	2,188	(1,558)	2,123	6,563	4,375
All Other Insurance	794	400	395	527	1,199	799
Other General Expenses	19,408	9,236	10,172	18,321	27,708	18,472
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	309	4,880	(4,571)	5,985	12,239	7,359
Bad debt - Tenant Rents	4,177	4,000	177	15,882	12,000	8,000
Interest Expense	1,429	1,428	1	1,889	4,188	2,760
Total Operating Expenses	<u>\$ 385,845</u>	<u>\$ 352,133</u>	<u>\$ 33,712</u>	<u>\$ 465,643</u>	<u>\$ 1,069,465</u>	<u>\$ 717,332</u>
Net Income (Loss)	<u>\$ (65,050)</u>	<u>\$ 87,429</u>	<u>\$ (152,479)</u>	<u>\$ 24,800</u>	<u>\$ 50,783</u>	<u>\$ (36,646)</u>

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(3,517.73)	36,531.94
5005-0000-111111 Chase Checking	74,074.64	683,256.76
5005-1010-115700 Intercompany	3,309.18	10,178.06
5005-1020-115700 Intercompany	(14,141.19)	2,229.97
5005-1080-115700 Intercompany	(19,047.79)	(3,726.78)
5005-1090-115700 Intercompany	(9,945.80)	(871.90)
5005-4001-115700 Intercompany	-	879,197.00
5005-8001-115700 Intercompany	(3,593.87)	(1,084.11)
5005-8002-115700 Intercompany	(15,436.49)	11,071.89
5005-8005-115700 Intercompany	3,507.24	(10,313.64)
5005-8010-115700 Intercompany	(357.81)	3,703.89
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(3,289.97)	15,510.30
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	-	221,081.00
5005-0000-150300 Deferred Outflow - MERS	-	126,073.00
TOTAL ASSETS	11,560.41	2,445,847.57
LIABILITIES		
5005-0000-200000 OPEB Liability	-	190,152.00
5005-0000-200300 Pension Liability	-	91,608.00
5005-0000-210000 Construction Costs Payable	-	16,745.00
5005-0000-211100 Accounts Payable	2,175.43	2,175.43
5005-0000-211343 Accounts Payable Misc	816.66	3,818.75
5005-0000-211704 Health Insurance W/H	-	12,756.12
5005-0000-212000 Accrued Payroll	-	975.36
5005-0000-213400 Utility Accrual	-	4,298.98
5005-0000-213500 Accrued Comp Absences - Curr	-	24,360.88
5005-0000-214000 Accrued Comp Absences - non curr	(85.00)	1,450.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,074.54)	409,512.91
5005-0000-260701 Note Payable - Curr - Davenport	-	49,140.51
TOTAL LIABILITIES	(1,167.45)	806,993.94
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	12,727.86	1,287,920.34
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	12,727.86	1,638,853.63
TOTAL LIABILITIES & EQUITY	11,560.41	2,445,847.57

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	13,756.76	334,611.65
8002-0000-111111 Chase Checking	(27,433.41)	770,935.89
8004-0000-111111 Chase Checking	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	3,593.87	1,084.11
8002-5005-115700 Intercompany	15,436.49	(11,071.89)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,547.25)	10,402.94
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>3,806.46</u>	<u>1,291,588.70</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	551,357.00
8001-0000-200300 Pension Liability	-	254,124.00
8001-0000-210000 Construction Costs Payable	-	24,655.00
8001-0000-211100 Accounts Payable	4,677.90	4,677.90
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>4,677.90</u>	<u>874,658.31</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	11,125.48	(13,670.70)
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	(11,996.92)	31,758,462.80
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>(871.44)</u>	<u>416,930.39</u>
TOTAL LIABILITES & EQUITY	<u>3,806.46</u>	<u>1,291,588.70</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for October 2017

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	23,624.00
1020-0000-111111 Chase Checking	11,842.40	388,760.09
1020-0000-112200 Accounts Receivable	(1,859.00)	9,451.94
1020-0000-112201 Allowance for Doubtful Accounts	(1,967.05)	(500.00)
1020-0000-112500 Accounts Receivable HUD	(1,073.13)	-
1020-0000-114500 Accrued Interest Receivable	-	31.04
1020-5005-115700 Intercompany	14,141.19	(2,229.97)
1020-0000-116201 Investments Savings	-	128,036.35
1020-0000-121100 Prepaid Insurance	(5,146.02)	56,165.64
1020-0000-140000 Land	-	389,091.00
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	15,938.39	5,523,645.55
LIABILITIES		
1020-0000-200000 OPEB Liability	-	201,724.00
1020-0000-200300 Pension Liability	-	280,324.00
1020-0000-210000 Construction Costs Payable	-	20,029.00
1020-0000-211100 Accounts Payable	4,548.37	4,548.37
1020-0000-211400 Tenant Security Deposits	203.00	32,164.19
1020-0000-211999 Tenant Refunds	-	8,138.18
1020-0000-212000 Accrued Payroll	-	7,122.76
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	2,627.17
1020-0000-213700 Payment in Lieu of Taxes	1,561.00	27,721.64
1020-0000-214000 Accrued Comp Absences - non curr	-	14,887.27
1020-0000-260600 Note Payable Non Curr - PNC	(4,315.84)	713,450.38
1020-0000-260601 Note Payable - Curr - PNC	-	51,833.85
TOTAL LIABILITIES	1,996.53	1,376,462.80
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	13,941.86	(1,041,264.56)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,553,258.81
TOTAL EQUITY	13,941.86	4,147,182.75
TOTAL LIABILITES & EQUITY	15,938.39	5,523,645.55

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	28,261.00
1080-0000-111111 Chase Checking	1,162.74	726,762.22
1080-0000-112200 Accounts Receivable	(2,793.75)	7,997.92
1080-0000-112201 Allowance for Doubtful Accounts	1,243.11	(500.00)
1080-0000-112500 Accounts Receivable HUD	(1,073.13)	-
1080-0000-114500 Accrued Interest Receivable	-	31.04
1080-5005-115700 Intercompany	19,047.79	3,726.78
1080-0000-116201 Investments Savings	-	128,036.35
1080-0000-121100 Prepaid Insurance	(5,879.60)	58,752.74
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	11,707.16	5,193,452.57
LIABILITIES		
1080-0000-200000 OPEB Liability	-	324,823.00
1080-0000-200300 Pension Liability	-	146,984.00
1080-0000-210000 Construction Costs Payable	-	25,896.00
1080-0000-211100 Accounts Payable	3,570.14	3,612.46
1080-0000-211400 Tenant Security Deposits	(204.00)	36,746.06
1080-0000-211999 Tenant Refunds	(34.00)	5,170.66
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	1,854.00	31,500.69
1080-0000-214000 Accrued Comp Absences - non curr	-	4,847.13
1080-0000-260600 Note Payable Non Curr - PNC	(2,549.35)	421,433.49
1080-0000-260601 Note Payable - Curr - PNC	-	30,618.13
TOTAL LIABILITIES	2,636.79	1,050,410.53
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	9,070.37	(1,292,929.20)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	983,612.74
TOTAL EQUITY	9,070.37	4,143,042.04
TOTAL LIABILITIES & EQUITY	11,707.16	5,193,452.57

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	15,825.00
1010-0000-111111 Chase Checking	16,868.61	522,276.94
1010-0000-112200 Accounts Receivable	(47.11)	7,726.31
1010-0000-112201 Allowance for Doubtful Accounts	(92.06)	(500.00)
1010-0000-112500 Accounts Receivable HUD	(1,073.13)	-
1010-0000-114500 Accrued Interest Receivable	-	31.04
1010-5005-115700 Intercompany	(3,309.18)	(10,178.06)
1010-0000-116201 Investments Savings	-	128,036.35
1010-0000-121100 Prepaid Insurance	(5,229.10)	55,117.08
1010-0000-140000 Land	-	245,012.00
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>7,118.03</u>	<u>4,496,000.75</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	385,367.00
1010-0000-200300 Pension Liability	-	298,810.00
1010-0000-210000 Construction Costs Payable	-	23,917.00
1010-0000-211100 Accounts Payable	3,320.88	3,320.88
1010-0000-211400 Tenant Security Deposits	(1,424.00)	29,685.30
1010-0000-211999 Tenant Refunds	45.00	7,509.59
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	1,402.00	26,149.00
1010-0000-214000 Accrued Comp Absences - non curr	-	10,838.78
1010-0000-260600 Note Payable Non Curr - PNC	(2,589.50)	428,070.24
1010-0000-260601 Note Payable - Curr - PNC	-	31,100.31
TOTAL LIABILITIES	<u>754.38</u>	<u>1,268,973.22</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	6,363.65	(1,162,708.76)
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>6,363.65</u>	<u>3,227,027.53</u>
TOTAL LIABILITIES & EQUITY	<u>7,118.03</u>	<u>4,496,000.75</u>

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for October 2017

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	20,054.08
1090-0000-111111 Chase Checking	(17,467.09)	329,807.18
1090-0000-112200 Accounts Receivable	(2,832.00)	4,496.09
1090-0000-112201 Allowance for Doubtful Accounts	(1,220.10)	(500.00)
1090-0000-112500 Accounts Receivable HUD	(1,073.11)	-
1090-0000-114500 Accrued Interest Receivable	-	31.04
1090-5005-115700 Intercompany	9,945.80	871.90
1090-0000-116201 Investments Savings	-	128,036.36
1090-0000-121100 Prepaid Insurance	(2,190.46)	15,126.01
1090-0000-140000 Land	-	231,584.00
1090-0000-144000 Construction in Progress	1,182.00	68,834.33
1090-3000-144000 Construction in Progress	-	9,408,534.31
1090-0000-146000 Dwelling Structures	-	118,722.00
1090-1090-146000 Dwelling Structures	-	131,148.45
1090-0000-146500 Dwelling Equipment - Ranges &	-	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>(13,654.96)</u>	<u>3,401,942.73</u>
LIABILITIES		
1090-0000-200000 OPEB Liability	-	200,673.00
1090-0000-200300 Pension Liability	-	291,203.00
1090-0000-210000 Construction Costs Payable	-	23,868.00
1090-0000-211100 Accounts Payable	4,948.69	4,948.69
1090-0000-211400 Tenant Security Deposits	525.00	29,836.50
1090-0000-211999 Tenant Refunds	(304.00)	11,047.18
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	(11.00)	(1,353.44)
1090-0000-214000 Accrued Comp Absences - non curr	-	22,020.80
1090-0000-260600 Note Payable Non Curr - PNC	(582.14)	96,232.85
1090-0000-260601 Note Payable - Curr - PNC	-	6,991.54
TOTAL LIABILITIES	<u>4,576.55</u>	<u>738,871.39</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	(18,231.51)	(1,004,765.48)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	472,159.32
TOTAL EQUITY	<u>(18,231.51)</u>	<u>2,663,071.34</u>
TOTAL LIABILITIES & EQUITY	<u>(13,654.96)</u>	<u>3,401,942.73</u>



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

November 21, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

The Lansing Housing Commission has 38 mandatory slots in the Family Self Sufficiency Program. (FSS) There are 20 participants. LHC is looking to gather success stories to either attend orientations or provide a written statement regarding their success in the FSS program. We hope that this will allow those interested look past the instant gratification and become participants in the program.

HCV Orientations:

LHC had two (2) orientation during the month of October 2017 and thirty-three (33) vouchers issued. Staff is working aggressively to lease up approximately 245 individuals over the next year to maximize all funding available. There are approximately 171 people out searching.

Zero (0) VASH orientation was also held for the month of October, however three (3) referrals were received late October and scheduled for an orientation early November.

Waiting List:

Zero (0) applications were pulled from the waiting list for the month of October 2017. The February 2017 waiting list is being completed for approvals and denials.

Department Initiatives:

In the HCV Program there are currently 1,805 vouchers housed for all of its programs. Fifty-five participants are with the Shelter Plus Care Program (S+C), 80 are housed under the Permanent Supportive Housing Program (PSH), and 146 are housed under the HUD Veterans Affairs Supportive Housing (VASH). This leaves 1,524 housed under the regular Housing Choice Voucher Program.





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Voucher Utilization

September Voucher Program Total Units	1863
September Traditional HCV Utilization	1646
September % Utilized Units	88%

September Voucher Program Total Units	1863
September Traditional HCV Utilization	1670
September % Utilized Units	90%

Voucher Disbursement

HUD September HAP Disbursement	\$796,164
LHC September HAP/UAP Disbursement	\$875,797
% Voucher Funding Utilization	109%

HUD October HAP Disbursement	\$796,164
LHC October HAP/UAP Disbursement	\$809,041
% Voucher Funding Utilization	102%
HUD Held Reserves as of July 2017	\$1,158,836

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

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. During the month of July, a quality control was conducted on nine (9) units and approved. This indicator is not scored by PIC, but based on an internal review. LHC is on track to receive all the points for this indicator which is a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

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

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 05/01/2017. This indicator is not scored through PIC, but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. New Utilities allowance schedule will be presented at the March 2018 Board Meeting once the utility study is completed.

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 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





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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 (8) 24-hour deficiencies and (44) 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 2017 FMR's were approved by the Board to take effect 11/01/2017.

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 October 31, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.





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Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 101%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.





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Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

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

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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	8

*Please note all PIC data is of 10/31/2017.





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November 21, 2017

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 2017 Asset Management Monthly Report

CONTACT PERSON:

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

OVERVIEW:

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

Mt. Vernon Park occupancy was 97% at the end of October. There were there (3) households moved in, nine (9) resident moved out's, and one (1) unit transfer. The UML was 195 which equals 97%.

Hildebrandt Park occupancy was 97% at the end of October There were four (4) households moved in, four (4) residents moved out, and one (1) unit transfer's. The UML was 213 which equals 97%.

LaRoy Froh occupancy was 97% at the end of October. There were two (2) households moved in, six (6) residents moved out, and two (2) unit transfer's. The UML was 204 which equals 96%.





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South Washington Park occupancy was 98% at the end of October. There were five (5) households moved in, five (5) residents moved out, and zero (0) unit transfer. The UML was 194 which equals 98%.

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	195	97%	3	8	1	0
Hildebrandt	220	213	97%	4	4	1	0
LaRoy Froh	213	204	96%	2	6	2	0
S. Washington	198	194	98%	5	5	0	0
Totals	833	806	97%	14	24	4	0

Rent Collection:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 29,231.00	\$ 30,756.42	\$ (1,525.42)	105%
Hildebrandt	\$ 30,969.00	\$ 36,793.00	\$ (5,824.00)	119%
LaRoy Froh	\$ 30,724.00	\$ 37,456.75	\$ (6,732.75)	122%
S. Washington	\$ 26,196.00	\$ 31,630.00	\$ (5,434.00)	121%
Totals	\$ 117,120.00	\$ 136,636.17	\$ (19,516.17)	117%





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Move Out Analysis:

Move out Reason	Mt. Vernon	Hildebrandt Park	LaRoy Froh	S. Washington
Moved Out (Left Area)	7	0	2	4
Lease Violation (No Court action)		2		0
Evicted – Nonpayment Judgment	1	1	4	1
Evicted – Nonpayment Writ Ordered but not executed				
Physical Eviction				
Criminal Activity				
Drug Activity		1		
Rent too high				
Transfer	1	1	2	0
Totals	9	5	8	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	Comments or reason for length of status
1338	Bids in process	TBD	N/A	Bid received proposal to ED being sent 11-13-17
3346	Make ready	Projected lease up date 11/10/17		Vacant 9/29- This was an in-house transfer so the tenant was allotted 7 days to relocate although this unit was considered vacant 9/29. The unit had to undergo extensive rehab as the former resident was in the unit for 6 years. Contractors, like with every site, are minimal, not to mention maintenance staff.
3324	Make ready	Projected lease up date 11/17/17	Y	Vacant 10/5-Rehabbing on this unit will not start until 11/6 as we are finishing 3346 and had to pull the other contractor to do drywall repair on both 3506 and 3228 where plumbing issues were experienced. Although getting a late start the duration of the rehab process should be short as there is not much damage in this unit. Contractors, like with every site, are minimal,





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				not to mention maintenance staff.
4219	Make ready	Projected lease up date 11/17/17	Y	Vacant 10/9-Rehabbing on this unit will begin 11/8/17. This will need a little more extensive work as the previous resident was evicted and did not properly maintain the unit during her tenor. Contractors, like with every site, are minimal, not to mention maintenance staff.
3854	Make ready		T	Vacant 10/19- Contractors, like with every site, are minimal, not to mention maintenance staff.
3344	Lease ready	Imminent (pending DHHS verification of benefits	Y	Vacant 10/25-This unit is ready for move-in. We also have a service point applicant approved and desiring to move-in. However, after numerous requested, we are still waiting on DHHS to provide verification of the applicant's benefits. COL has already committed to payment of SD and first months prorated rent.
3320	Make ready	Projected lease up date 11/20/17	N	Vacant 10/30- We are currently ordering parts for this unit and project rehab will start late next week as contractors are





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				on rotation for tasks so that we can move quicker and work on units simultaneously. Contractors, like with every site, are minimal, not to mention maintenance staff.
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Hildebrandt Park Vacant Unit Status:

Unit	Make ready or Lease ready	Projected or actual Lease up date	Security deposit received	Comments or reason for length of status
1908 Hoyt	Make Ready	11/7/2017	Processing applicants	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 9/15/2017
3120-E Turner	Make Ready	10/31/2017	Yes	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/10/2017
3204-B Turner	Make Ready	11/3/2017	No	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 8/18/2017
2131 Forest Rd	Make Ready	11/24/2017	Processing applicants	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/18/2017
2119 Forest	Make Ready	11/10/2017	Processing applicants	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 9/15/2017
3200-A Turner	Make Ready	11/17/2017	Processing applicants	No contractors, to speed up the process we contracted painting and





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				flooring separately, limited carpenters 10/3/2017
2127 Forest	Make Ready	11/27/2017	Processing applicants	No contractors, to speed up the process we contracted painting and flooring separately, limited carpenters 10/13/2017

LaRoy Froh Vacant Unit Status:

Unit	Make ready status	Projected or actual lease up date	Security deposit received	Comments/reason for length
2418	Lease ready	11-15-17	Unit transfer	Vacant 7-28-17. Biohazard team had to come back to treat crawl space and air ducts to clean out odor after rehabbing
2510	Make ready	12-5-17	Processing applications for approval	Vacant 10-3-17
944	Make ready	11-30-17	1 st offer sent	Vacant 10-27-17
2368	Make ready	11-30-17	UT	Vacant 10-3-17
4638	Lease ready	11-30-17	1 st offer sent again	Vacant 9-1-17
2518	Make ready	11-30-17	1 st offer sent	Vacant 10-6-17
6115	Make ready	11-30-17	1 st offer sent	Vacant 10-3-17
2334	Make ready	10-30-17	Yes	Vacant 9-18-17
5022	Make ready	10-30-17	UT	Vacant 8-18-17





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South Washington Park Vacant Unit Status:

Unit	Make ready/Lease ready	Projected or actual lease up date	Security deposit received	Comments/reason for length
10226	Make Ready	11-17-17	N	10-26-17
10533	Make Ready	11-9-17	N	10-31-17
10218	Make Ready	11-3-17	N	10-9-17
10330	Make Ready	11-6-17	N	10-24-17





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**LHC Board
Sign-In Sheet
Date of Meeting: November 21, 2017**

Name	Organization	Phone #	E-mail
Tom Barry	LIPH	372-7145	TomB@LANSHC.ORG
Marshall Brice	LIPH	321-6051	marshallb@lanshc.org
Kim Shirey	HCV	487-0242	Kims@lanshc.org
LISA PARSONS	LIPH	487-9841	lisa@lanshc.org
Marcus Hardy	LIPH	393-8464	marcush@lanshc.org
Edward Forrest	COCE	853-3068	EdwardF@lanshc.org
Jamarr W	LHC Board	517-303003	R85041@AOL.COM
Daniel Black	res.	517-507-5552	

