



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

Agenda  
Lansing Housing Commission  
November 28, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of October 24, 2018

Action Items:

Resolution No. 1300 – Approval to Enter Agreement with MERS and  
MERCER to Other Post-Employment Benefits (OPEB)

Informational Items.

- |   |             |
|---|-------------|
| a. Finance Report October 2018                | Dawn Allman |
| b. Housing Choice Voucher Report October 2018 |             |
| c. Asset Management Report October 2018       |             |
| • Mt. Vernon (MVP) & Scattered Sites          | AMP 102     |
| • Hildebrandt (HP), Forrest, Hoyt             | AMP 103     |
| • LaRoy Froh (LRF) & Scattered Sites          | AMP 111     |
| • South Washington (SWP) & Scattered Sites    | AMP 112     |

Discussion Items

- a. Rental Assistance Demonstration Program (RAD) RFP
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 October 24, 2018

Commissioner Baltimore called the meeting to order promptly at 5:30 p.m. Mr. Fleming, called the roll.

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Hall, Sober and Warren and were present at roll call. Commissioner Robinson attended by phone.

**STAFF:**

Marcus Hardy  
Marcel Jackson  
Marshall Brice  
Dawn Allman

Kimberly Gillespie  
Kim Shirey  
Karen Chase  
Doug Fleming

**Guests:**

Patricia Spitzley

Commissioner Warren moved and Commissioner Robinson 2<sup>nd</sup> a motion to approve the minutes of the September 24, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Warren moved and Commissioner Sober 2<sup>nd</sup> a motion to approve Resolution 1299- Approval of Contract Between LHC and Integrity Heating and Air Conditioning. **The Motion was approved by all members present.**

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

A. Finance Report - September 2018 - Dawn Allman - Mrs. Allman provided a brief overview of the Finance Reports for September 2018. Commissioner Baltimore asked if we can get an updated organization account? Commissioner Baltimore asked if former employee emails we being monitored and responded to? Douglas Fleming noted that currently only the Executive Director is being monitored. We will talk with Providence about monitoring other former employee accounts and setting up automated replies.

B. Housing Choice Voucher (HCV) Report – September 2018 - Kim Shirey, The HCV list is currently open and will close tomorrow. So far, they have received 2702 applications.

C. Asset Management Report – September 2018





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**Mt. Vernon (MVP) & Scattered Sites, AMP 102** – Kim Gillespie MVP had an occupancy rate of 96% at the end of September. There were four (4) move outs, zero (0) and one (1) transfer. There were 40 open work orders.

**Hildebrandt (HP) & Scattered Sites, AMP 103** – Marcel Jackson HP had an occupancy rate of 97% at the end of September. There were three (3) move outs and two (2) move ins and zero (0) transfers. There were 184 open work orders.

**LaRoy Froh (LRF) & Scattered Sites, AMP 111** – Marshall Brice LRF had an occupancy rate of 93% at the end of September. There were four (4) move outs and zero (0) move ins and zero (0) transfers. There were 213 open work orders. The police are moving into the building to be a presence within the community.

**So. Washington (SWP) & Scattered Sites, AMP 112** – Marcus Hardy SWP had an occupancy rate of 98% at the end of September. There were seven (7) move outs, six (6) move ins and zero (0) transfers. There were 31 open work orders.

#### **Discussion Items:**

##### **2019 Board Meeting Schedule**

1/23/19, 2/27/19, 3/27/19 (annual plan meeting & public hearing), 4/24/19, 5/23/19, 6/26/19, 7/24/19, 8/28/19, 9/25/19, 10/23/19, 11/20/19 and 12/18/19

Mr. Fleming would like to move the 1/23/19 meeting to 1/30/19 because he has a previous commitment. LHC sometimes skip July and August but there are no conflicts currently because of those dates. The January change of date was accepted.

#### **Action Items:**

- Board members would like an updated organization chart
- We need to get access to emails coming into former employee's email boxes. We should also work with Providence to set-up a system to send auto responses informing the sender that the mailbox is no longer active and give them a new contact for emails.







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### **Executive Director's Comments:**

#### **Meetings:**

City of Lansing Housing Conference – education on voucher use for private apartment owners, attended by Doug and Kim Shirey.

City of Lansing Visits – met with several of their staff.

City of Lansing – Brian McGrain – Director, Economic Development & Planning

Mayor's Office Press conference planning

Michigan Public Housing Authorities – Kim Johnson Executive Director, Mt. Pleasant PHA

LIPH Staff – Marshall Brice, Asset Manager LaRoy Froh

Jackie Bates Assistant Manager, Mt. Vernon

LIPH is reviewing several maintenance resumes.

First Contracting – Site meetings, issues and budget

Energy Program – Guillermo Diaz – clear results, single family programs, all of our scattered sites will get free inspections and will be getting some free furnaces based on the recommendations from the inspections.

### **Major Activities**

- Site visits to LHC properties
- ITEC Bus kickoff - Hildebrandt
- RAD RFP draft review - it is in its final review. We will probably need an additional meeting with the Board to educate them on the RAD process.
- Staff Meeting LIPH
- Press conference with Mayor – This was an update on the current progress of the inspections: So. Washington is pretty much done, LaRoy is almost done with the exceptions of a few kitchens, Mt. Vernon is being worked and Hildebrandt is halfway through their inspections. We are significantly better than 9-1-18 and have made many improvements. We are not where we want to be yet, but we are making progress.





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- Commissioner Warren asked where we are with the locks for SWP? We are looking at different options because the inspectors indicated that drilling into the doors to add the locks would jeopardize the integrity of the fire doors. They would no longer be considered fire doors. Mr. Fleming said the City did some tree trimming around the lights to increase the visibility. That along with the security camera's increases the level of safety in the area.

**President's Comments:** none

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

**Other Business** – none

**Adjournment:** The meeting was adjourned at 7:15 p.m.

Tony Baltimore Date 11/28/18  
Tony Baltimore, Chair

Dawn Allman Date 11/28/18  
Dawn Allman, Acting Secretary





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**November 28, 2018**

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

**HONORABLE MEMBERS IN SESSION**

**SUBJECT:**

**Approval of the Lansing Housing Commission's Request to Enter Into an Agreement With the Municipal Employees Retirement System ("MERS") and Mercer to Provide Other Post-Employment Benefits (OPEB) and Exchange Services – Resolution No. 1300.**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No. 1300 which authorizes the Executive Director to implement an OPEB Plan for all Retiree and Full Time Employees through the Municipal Employees Retirement System and the Mercer Exchange.

**CONTACT PERSON:**

Douglas E. Fleming  
Executive Director  
(517) 372.7996

**SUMMARY:**

This Resolution changes OPEB benefits for all retirees, current full-time employees and future employees.

**BACKGROUND:**

The Lansing Housing Commission currently offers retiree other post-retirement benefits (OPEB) to all full-time employees. The employee/retiree benefit options are currently determined by LHC. In order to allow greater choice of benefit options and reduce the volatility of future benefit payments, it was determined that a change in benefits would be appropriate. This change will increase employee plan choices and premium flexibility while creating a more stable future budget plan for LHC.





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**FINANCIAL CONSIDERATION:**

The long-term financial considerations associated with this change in OPEB benefits is significant. This change will allow LHC to better estimate future retirement health benefit costs and allow the commission to meet the funding requirements of PA 202.

**POLICY CONSIDERATIONS:**

One of the major responsibilities of the Board is to provide governance over the operations of the LHC. Adopting Resolution 1300 fulfills the Board's fiduciary responsibility to provide governance to LHC.

Respectfully Submitted,

  
\_\_\_\_\_  
Douglas E. Fleming, Secretary to the Board  
Lansing Housing Commission







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### Resolution No. 1300

Adopted by the Lansing Housing Commission  
November 28, 2018

#### BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas E. Fleming, in his capacity as Executive Director, or his designee is authorized to endorse all documents required to change the Other Post-Employment Benefits (OPEB) for Lansing Housing Commission employees, as approved by the Commission in Resolution #1300, November 28, 2018. The changes include:

- Moving current retirees to a set monthly OPEB payment with access to a retiree-specific exchange.
- Transitioning current employees to a defined contribution OPEB plan requiring a per month contribution by the Commission and every employee to a MERS trust fund which can be used towards their future health care costs. In addition, the Commission will provide a catch-up payment to all employees based on their previous years of service. LHC contributions to the trust will be vested to the employee at the completion of their 8<sup>th</sup> year of service.
- Terminating OPEB benefits for all new employees hired after 01/01/19.

  
Chair

Yeas 5 Nays 0  
Abstentions 0 Attest 0

  
Secretary

For Clerks Use Only

Resolution No: 1300  
Date Adopted: 11/28/2018



## **Proposed Changes to Other Post-Retirement Benefits (OPEB)**

**To Be Implemented Based on the Employee's/Retiree's Status as of January 1, 2019, with Current and Future Employees Plans Transitioning as of January 1, 2019, and Current Retirees Plans Transitioning as of May 1, 2019**

### **OPEB Benefits are Broken Into Four Categories**

- **Retirees Over the Age of 65**
  - Expected 8 retirees and spouses as of 01/01/19
  - Health, dental and vision benefits will be administered through Mercer with each retiree given \$100 per month (\$200 per month if spouse is eligible for coverage) to purchase an Individual Medicare plan of their choosing. These plans would include Medicare Supplement, Medicare Part D Prescription Drug, and Medicare Advantage plans, along with dental and vision plans.
  - The retirees would be able to purchase plans on the exchange that would better meet their individual needs and at a lower cost than the LHC plan.
  - Individual Medicare policies have historically trended much lower than similar group plans due to large risk pools that support the Medicare products. This will decrease the amount needed to fund increased costs for these plans.
  - LHC costs for benefits will be \$9,600 per year with an expected annual savings of approximately \$6,340
- **Retirees Under the Age of 65**
  - Expected 10 retirees and spouses as of 01/01/19
  - Health, dental and vision benefits will be administered through Mercer with each retiree given \$750 per month (\$1,200 per month if spouse is eligible for coverage) to purchase a plan of their choosing along with dental and vision
  - Some participants may qualify for a government subsidy to purchase health care coverage. This would allow the retiree to purchase coverage at a reduced cost and eliminate the stipend amount provided by LHC as retirees cannot take both the LHC and government subsidies.
  - Benefit counselors would work with retirees to determine what is most cost advantageous for the participants.
  - The retiree should be able to purchase similar plans compared to the current LHC plan.
  - Active employee's current insurance can be re-rated without the retirees with an expected result of lower current health insurance rates.
  - LHC costs for benefits will be \$79,200 per year with an expected additional annual cost of approximately \$10,466.
- **Current Employees**
  - Expected 23 employees as of 01/01/19
  - The average age of LHC retirees since 2010 is 55.5 years

- LHC will contribute \$50 per month per employee while a payroll deduction will be required of each employee of \$10 per month. Both amounts will be deposited into the MERS Health Care Savings Program.
  - The employee will be vested into the health retirement account after 8 years of service. Prior to vesting, employees leaving employment will be allowed to keep and use their personal contributions plus investment gains to their health account immediately for medical expenses while the company portion of their account will be returned to LHC for use in satisfying other OPEB liabilities. After vesting, the entire health account is available for the employee's use for medical expenses upon retirement or termination of employment.
  - LHC costs for benefits will be \$13,800 per year which is in addition to current health insurance costs.
  - In addition, a catch-up company contribution of \$50 per month for all months of service from the employee's hire/rehire date will be placed in the trust accounts for prior service. LHC costs for this catch up payment will be approximately \$89,700 for Year 1 to fund all vested employees and \$15,300 for Year 2 to fund all remaining employees.
- Future Employees Hired After January 1, 2019
    - No OPEB benefits will be offered

**Additional notes:**

- All plans will be reevaluated periodically to determine if adjustments are necessary based on changes to the cost of living.
- The original actuarial liability as of 06/30/18 was \$1,871,478.
  - It is expected that the liability will need to be funded over the next 20 years meaning that the funded amount for year 1 is \$93,574.
  - Based on the current liability and adjusting the liability by the amounts being covered by the changes to the above plans, the expected additional contribution to fund prior balances of the actuarial fund for year 1 is approximately \$97,700.
- The adjusted actuarial liability given the new plan assumptions is \$726,798.
  - It is expected that the liability will need to be funded over the next 20 years meaning that the funded amount for year 1 is \$36,340.
  - Based on the current liability and adjusting the liability by the amounts being covered by the changes to the above plans, the expected additional contribution to fund prior balances of the actuarial fund for year 1 is approximately \$40,466.

## 2019 Cost Summary

<b>Contribution Types</b>	<b>Amount for 2019</b>
Retirees Over 65	6,340.00
Retirees Under 65	(10,466.00)
Revised Retirees Actuarial Contribution	40,466.00
<b>Funding to Retirees Group Trust</b>	<b>36,340.00</b>
Active Employees Yearly Company Contribution	13,800.00
Active Employees Year 1 Catch Up Contribution	89,700.00
<b>Funding to Retirees Individual Trusts</b>	<b>103,500.00</b>
<b>Total Cost for 2019 OPEB Funding</b>	<b>139,840.00</b>



**EXPENSES:**

<b>Total Expense Variance Unfav (Fav)</b>	<b>73,584</b>	<b>19,759</b>	<b>22,526</b>	<b>29,223</b>	<b>145,093</b>	<b>14,762</b>	<b>58,806</b>
<u>Contributing Factors:</u>							
MERS Contribution Special					-		
Adjusted Expense Variance	73,584	19,759	22,526	29,223	145,093	14,762	58,806
<i>-Over spend (Under spend)</i>							
Salary Expenses	(7,447)	(6,201)	(8,605)	(3,371)	(25,624)	6,200	(455)
Employee Benefit Expenses	(976)	(4,058)	3,989	(3,104)	(4,149)	(3,670)	(3,289)
Utilities	1,608	(5,998)	(6,202)	3,921	(6,671)	686	103
Write-offs	678	(925)	6,391	(573)	5,571	-	-
Legal	2,805	3,464	4,151	1,875	12,295	708	-
Professional Services	7,279	7,129	7,442	11,368	33,218	10,298	1,008
Administrative Services	-	-	2,748	-	2,748	-	-
Insurance	544	(55)	1,255	1,681	3,426	2,163	(266)
Sundry/Postage/Office Supplies	867	(1,374)	(1,044)	1,434	(117)	36	957
Management Fee	257	496	(288)	(102)	363		(428)
HAP Expense					-		58,037
Inspections	(910)	(420)	(600)	-	(1,930)	-	(1,132)
Maintenance Costs	52,800	33,521	16,002	11,099	113,422	(350)	2
Maintenance Contract - Unit Turns	11,466	(10,411)	(6,671)	5,250	(365)	-	-
Other	4,613	4,591	3,959	(256)	12,908	(1,309)	4,270
 Budgeted Expense	 89,616	 107,561	 110,635	 91,819	 399,632	 58,765	 874,097
% Variance fav (unfav)	-82%	-18%	-20%	-32%	-36%	-25%	-7%
 <u>Curr Mo. Actual Net Income (Loss)</u>	 \$ (44,140)	 \$ 19,554	 \$ (4,688)	 \$ (22,712)	 \$ (51,986)	 \$ (7,355)	 \$ 20,280
<u>YTD Actual Net Income (Loss) Net of CWIP</u>	<u>\$ (61,255)</u>	<u>\$ 73,126</u>	<u>\$ 17,864</u>	<u>\$ (47,771)</u>	<u>\$ (18,036)</u>	<u>\$ 247,527</u>	<u>\$ (100,811)</u>
<u>Prior YR YTD Net Income (Loss)</u>	<u>\$ 54,884</u>	<u>\$ 77,821</u>	<u>\$ 22,633</u>	<u>\$ (65,050)</u>	<u>\$ 90,288</u>	<u>\$ 49,219</u>	<u>\$ (302,368)</u>
 <u>Cash Balance - October</u>	 \$ 398,350	 \$ 417,846	 \$ 752,346	 \$ 331,316	 \$ 1,899,858	 \$ 1,010,183	 \$ 876,869
<u>Cash Balance - September</u>	<u>\$ 462,659</u>	<u>\$ 398,534</u>	<u>\$ 746,513</u>	<u>\$ 347,131</u>	<u>\$ 1,954,837</u>	<u>\$ 1,013,399</u>	<u>\$ 837,787</u>
<u>Cash Balance - August</u>	<u>\$ 601,059</u>	<u>\$ 511,228</u>	<u>\$ 874,468</u>	<u>\$ 439,736</u>	<u>\$ 2,426,491</u>	<u>\$ 572,199</u>	<u>\$ 601,798</u>

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

	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Prior YTD Actual</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
Tenant Rental Revenue	\$ 120,584	\$ 118,244	\$ 2,340	\$ 109,600	\$ 354,732	\$ 236,488
Tenant Revenue - Other	12,043	10,640	1,403	10,951	31,920	21,280
Total Tenant Revenue	<u>\$ 132,627</u>	<u>\$ 128,884</u>	<u>\$ 3,743</u>	<u>\$ 120,551</u>	<u>\$ 386,652</u>	<u>\$ 257,768</u>
HUD PHA Operating Grants	314,842	300,555	14,287	286,728	901,665	601,110
CFP Operational Income	65,183	-	65,183	11,350	35,000	35,000
Fraud Recovery and Other	2,033	1,615	418	2,207	6,408	4,793
Total Operating Revenue	<u>\$ 514,684</u>	<u>\$ 431,054</u>	<u>\$ 83,630</u>	<u>\$ 420,837</u>	<u>\$ 1,329,725</u>	<u>\$ 898,671</u>
Administrative Salaries	\$ 30,987	\$ 29,558	\$ 1,429	\$ 29,558	\$ 85,390	\$ 55,832
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	91,418	38,156	53,262	38,451	114,468	76,312
Bookkeeping Fees	5,859	5,820	39	5,866	17,460	11,640
Employee Benefits Contributions - Admin	10,156	9,445	710	10,493	28,085	18,640
Office Expenses	8,406	21,736	(13,330)	12,530	53,658	31,922
Legal	11,573	7,490	4,083	6,457	21,140	13,650
Travel	628	260	368	195	780	520
Other	436	6,300	(5,864)	661	18,000	11,700
Tenant Services - Other	10,644	-	10,644	3,750	-	-
Water	28,938	31,829	(2,891)	30,681	91,281	59,452
Electricity	13,735	12,663	1,073	14,592	35,455	22,793
Gas	7,223	11,500	(4,277)	6,285	39,500	28,000
Other Utilities Expense	9	200	(191)	67	6,050	5,850
Ordinary Maintenance and Operations - Labor	41,208	51,943	(10,735)	23,655	150,056	98,114
Ordinary Maintenance and Operations - Materials	29,132	24,900	4,232	16,628	67,500	42,600
Ordinary Maintenance and Operations - Contract	203,791	78,665	125,126	94,493	260,165	181,500
Employee Benefits Contributions - Ordinary	18,149	28,232	(10,083)	16,866	84,254	56,022
Protective Services - Other Contract Costs	814	800	14	968	2,400	1,600
Property Insurance	15,282	15,104	178	13,297	45,312	30,208
Liability Insurance	5,625	5,068	557	4,707	15,204	10,136
Workers Compensation	452	992	(540)	428	2,976	1,984
All Other Insurance	880	744	136	1,176	2,232	1,488
Other General Expenses	19,116	-	19,116	19,269	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,125	5,993	132	5,502	18,154	12,160
Bad debt - Tenant Rents	9,434	2,320	7,114	3,024	6,960	4,640
Interest Expense	5,918	5,918	-	6,355	17,293	11,375
Total Operating Expenses	<u>\$ 575,939</u>	<u>\$ 395,635</u>	<u>\$ 180,303</u>	<u>\$ 365,952</u>	<u>\$ 1,188,772</u>	<u>\$ 793,137</u>
Net Income (Loss)	<u>\$ (61,255)</u>	<u>\$ 35,419</u>	<u>\$ (96,673)</u>	<u>\$ 54,884</u>	<u>\$ 140,953</u>	<u>\$ 105,534</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 136,463	\$ 138,008	\$ (1,545)	\$ 123,272	\$ 414,024	\$ 276,016
Tenant Revenue - Other	11,254	6,520	4,734	10,733	20,015	13,495
Total Tenant Revenue	<u>\$ 147,717</u>	<u>\$ 144,528</u>	<u>\$ 3,189</u>	<u>\$ 134,005</u>	<u>\$ 434,039</u>	<u>\$ 289,511</u>
HUD PHA Operating Grants	390,082	372,275	17,807	391,534	1,116,824	744,549
CFP Operational Income	69,480	-	69,480	11,350	35,000	35,000
Fraud Recovery and Other	1,966	1,607	359	572	6,384	4,777
Total Operating Revenue	<u>\$ 609,245</u>	<u>\$ 518,410</u>	<u>\$ 90,835</u>	<u>\$ 537,461</u>	<u>\$ 1,592,246</u>	<u>\$ 1,073,837</u>
Administrative Salaries	\$ 29,121	\$ 29,086	\$ 35	\$ 28,208	\$ 84,026	\$ 54,940
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	99,643	41,893	57,750	42,040	125,679	83,786
Bookkeeping Fees	6,436	6,390	46	6,414	19,170	12,780
Employee Benefits Contributions - Admin	9,080	14,144	(5,064)	14,381	42,186	28,041
Office Expenses	12,834	13,765	(931)	12,285	34,314	20,549
Legal	8,355	5,800	2,555	7,043	20,160	14,360
Travel	182	320	(138)	227	960	640
Other	(2,344)	1,020	(3,364)	(1,515)	2,220	1,200
Tenant Services - Other	9,560	7,200	2,360	3,290	21,100	13,900
Water	33,412	33,600	(188)	28,897	98,700	65,100
Electricity	9,498	11,250	(1,752)	13,534	30,200	18,950
Gas	(124)	2,800	(2,924)	3,788	55,500	52,700
Other Utilities Expense	-	60	(60)	-	6,590	6,530
Ordinary Maintenance and Operations - Labor	18,489	49,252	(30,763)	37,089	143,228	93,976
Ordinary Maintenance and Operations - Material	24,166	20,950	3,216	18,565	64,200	43,250
Ordinary Maintenance and Operations - Contract	208,500	132,735	75,765	162,754	405,535	272,800
Employee Benefits Contributions - Ordinary	9,511	22,197	(12,686)	19,156	66,246	44,049
Protective Services - Other Contract Costs	1,364	1,200	164	1,536	3,600	2,400
Property Insurance	13,584	15,800	(2,216)	13,616	47,400	31,600
Liability Insurance	4,634	4,128	506	3,895	12,384	8,256
Workers Compensation	493	656	(163)	466	1,968	1,312
All Other Insurance	812	664	148	1,076	1,992	1,328
Other General Expenses	19,480	8,453	11,027	19,587	22,255	13,802
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	9,509	8,676	834	7,152	21,882	13,207
Bad debt - Tenant Rents	62	3,600	(3,538)	5,566	10,800	7,200
Interest Expense	9,863	9,863	-	10,592	28,821	18,958
Total Operating Expenses	<u>\$ 536,119</u>	<u>\$ 445,503</u>	<u>\$ 90,617</u>	<u>\$ 459,641</u>	<u>\$ 1,376,116</u>	<u>\$ 930,613</u>
Net Income (Loss)	<u>\$ 73,126</u>	<u>\$ 72,907</u>	<u>\$ 219</u>	<u>\$ 77,821</u>	<u>\$ 216,130</u>	<u>\$ 143,223</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 116,449	\$ 122,996	\$ (6,547)	\$ 125,068	\$ 368,988	\$ 245,992
Tenant Revenue - Other	10,973	9,480	1,493	10,976	28,440	18,960
Total Tenant Revenue	<u>\$ 127,422</u>	<u>\$ 132,476</u>	<u>\$ (5,054)</u>	<u>\$ 136,044</u>	<u>\$ 397,428</u>	<u>\$ 264,952</u>
HUD PHA Operating Grants	350,691	334,694	15,997	348,026	1,004,082	669,388
CFP Operational Income	69,480	-	69,480	11,350	35,000	35,000
Fraud Recovery and Other	3,612	1,639	1,973	1,115	6,480	4,841
Total Operating Revenue	<u>\$ 551,205</u>	<u>\$ 468,809</u>	<u>\$ 82,396</u>	<u>\$ 498,536</u>	<u>\$ 1,442,990</u>	<u>\$ 974,181</u>
Administrative Salaries	\$ 28,450	\$ 32,491	\$ (4,041)	\$ 14,212	\$ 93,863	\$ 61,372
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	95,512	39,926	55,586	40,320	119,778	79,852
Bookkeeping Fees	5,828	6,090	(262)	6,151	18,270	12,180
Employee Benefits Contributions - Admin	14,740	11,111	3,630	5,708	33,055	21,945
Office Expenses	12,520	13,344	(824)	12,416	39,483	26,139
Legal	10,538	8,000	2,538	7,521	24,000	16,000
Travel	21	252	(231)	-	756	504
Other	7,025	2,400	4,625	11,694	7,200	4,800
Tenant Services - Other	8,736	8,720	16	5,489	26,160	17,440
Water	21,226	22,800	(1,574)	22,469	68,400	45,600
Electricity	14,597	13,032	1,565	13,402	39,096	26,064
Gas	436	17,100	(16,664)	5,863	59,300	42,200
Other Utilities Expense	97	220	(123)	93	12,660	12,440
Ordinary Maintenance and Operations - Labor	36,753	59,594	(22,840)	36,604	172,159	112,566
Ordinary Maintenance and Operations - Material	42,210	32,852	9,358	32,279	98,856	66,004
Ordinary Maintenance and Operations - Contrac	135,629	106,320	29,309	170,869	319,820	213,500
Employee Benefits Contributions - Ordinary	19,560	28,451	(8,891)	25,563	84,848	56,396
Protective Services - Other Contract Costs	1,180	1,200	(20)	1,475	3,600	2,400
Property Insurance	19,244	17,356	1,888	15,913	52,068	34,712
Liability Insurance	6,055	5,224	831	4,899	15,672	10,448
Workers Compensation	477	632	(155)	661	1,896	1,264
All Other Insurance	5,983	940	5,043	1,358	2,820	1,880
Other General Expenses	21,161	9,485	11,676	19,636	24,749	15,264
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,739	6,766	(27)	7,809	19,499	12,733
Bad debt - Tenant Rents	12,798	2,400	10,398	5,243	7,200	4,800
Interest Expense	5,826	5,826	0	6,256	17,024	11,198
Total Operating Expenses	<u>\$ 533,341</u>	<u>\$ 452,532</u>	<u>\$ 80,810</u>	<u>\$ 473,903</u>	<u>\$ 1,367,232</u>	<u>\$ 914,701</u>
Net Income (Loss)	<u>\$ 17,864</u>	<u>\$ 16,278</u>	<u>\$ 1,586</u>	<u>\$ 22,633</u>	<u>\$ 75,758</u>	<u>\$ 59,480</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 121,866	\$ 118,248	\$ 3,618	\$ 110,263	\$ 354,744	\$ 236,496
Tenant Revenue - Other	7,998	8,232	(235)	9,830	24,696	16,464
Total Tenant Revenue	<u>\$ 129,864</u>	<u>\$ 126,480</u>	<u>\$ 3,384</u>	<u>\$ 120,093</u>	<u>\$ 379,440</u>	<u>\$ 252,960</u>
HUD PHA Operating Grants	222,387	212,342	10,045	187,089	637,025	424,684
CFP Operational Income	65,183	-	65,183	11,350	175,000	175,000
Fraud Recovery and Other	4,492	1,747	2,745	2,263	6,804	5,057
Total Operating Revenue	<u>\$ 421,925</u>	<u>\$ 340,569</u>	<u>\$ 81,357</u>	<u>\$ 320,795</u>	<u>\$ 1,198,269</u>	<u>\$ 857,700</u>
Administrative Salaries	\$ 19,530	\$ 30,776	\$ (11,246)	\$ 28,338	\$ 88,909	\$ 58,133
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	90,449	37,959	52,490	37,516	113,878	75,918
Bookkeeping Fees	5,715	5,790	(75)	5,724	17,370	11,580
Employee Benefits Contributions - Admin	9,204	14,761	(5,558)	14,236	44,023	29,261
Office Expenses	11,041	10,491	550	10,304	32,259	21,768
Legal	8,452	10,884	(2,433)	11,220	32,652	21,768
Travel	(716)	-	(716)	-	-	-
Other	16,830	-	16,830	3,891	-	-
Tenant Services - Other	4,985	5,600	(615)	4,400	16,800	11,200
Water	69,755	62,460	7,295	62,997	187,380	124,920
Electricity	38,924	34,592	4,332	36,533	103,776	69,184
Gas	3,827	3,800	27	3,468	46,750	42,950
Other Utilities Expense	111	159	(48)	106	1,455	1,296
Ordinary Maintenance and Operations - Labor	44,721	62,054	(17,333)	55,030	179,268	117,214
Ordinary Maintenance and Operations - Material	36,165	17,564	18,601	18,429	52,292	34,728
Ordinary Maintenance and Operations - Contract	48,198	28,592	19,606	31,136	93,776	65,184
Employee Benefits Contributions - Ordinary	18,904	29,994	(11,090)	25,500	89,455	59,461
Protective Services - Other Contract Costs	1,392	560	832	700	1,680	1,120
Property Insurance	7,924	2,868	5,056	4,411	8,604	5,736
Liability Insurance	6,036	5,512	524	5,159	16,536	11,024
Workers Compensation	443	600	(157)	630	1,800	1,200
All Other Insurance	642	388	254	794	1,164	776
Other General Expenses	24,372	6,332	18,040	19,408	18,996	12,664
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	878	1,540	(662)	309	1,084	(456)
Bad debt - Tenant Rents	585	2,000	(1,415)	4,177	6,000	4,000
Interest Expense	1,330	1,330	(0)	1,429	3,888	2,557
Total Operating Expenses	<u>\$ 469,696</u>	<u>\$ 376,607</u>	<u>\$ 93,090</u>	<u>\$ 385,845</u>	<u>\$ 1,164,793</u>	<u>\$ 788,186</u>
Net Income (Loss)	<u>\$ (47,771)</u>	<u>\$ (36,038)</u>	<u>\$ (11,733)</u>	<u>\$ (65,050)</u>	<u>\$ 33,476</u>	<u>\$ 69,514</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 495,361	\$ 497,496	\$ (2,135)	\$ 468,203	\$ 1,492,488	\$ 994,992
Tenant Revenue - Other	42,267	34,872	7,395	42,489	105,071	70,199
Total Tenant Revenue	<u>\$ 537,629</u>	<u>\$ 532,368</u>	<u>\$ 5,261</u>	<u>\$ 510,693</u>	<u>\$ 1,597,559</u>	<u>\$ 1,065,191</u>
HUD PHA Operating Grants	1,278,001	1,219,865	58,136	1,213,377	3,659,596	2,439,731
CFP Operational Income	269,326	-	269,326	45,402	280,000	280,000
Fraud Recovery and Other	12,104	6,608	5,496	6,157	26,074	19,466
Total Operating Revenue	<u>\$ 2,097,059</u>	<u>\$ 1,758,841</u>	<u>\$ 338,218</u>	<u>\$ 1,775,628</u>	<u>\$ 5,563,229</u>	<u>\$ 3,804,388</u>
Administrative Salaries	\$ 108,088	\$ 121,911	\$ (13,823)	\$ 100,317	\$ 352,187	\$ 230,276
Auditing Fees	-	-	-	-	20,000	20,000
Management Fees	377,022	157,934	219,087	158,327	473,802	315,868
Bookkeeping Fees	23,838	24,090	(252)	24,155	72,270	48,180
Employee Benefits Contributions - Administrative	43,180	49,462	(6,282)	44,819	147,349	97,887
Office Expenses	44,800	59,336	(14,536)	47,534	159,714	100,378
Legal Expense	38,918	32,174	6,744	32,240	97,952	65,778
Travel	116	832	(716)	421	2,496	1,664
Other	21,946	9,720	12,226	14,730	27,420	17,700
Tenant Services - Other	33,925	21,520	12,405	16,929	64,060	42,540
Water	153,331	150,689	2,642	145,044	445,761	295,072
Electricity	76,753	71,537	5,217	78,062	208,527	136,991
Gas	11,361	35,200	(23,839)	19,404	201,050	165,850
Other Utilities Expense	217	639	(422)	265	26,755	26,116
Ordinary Maintenance and Operations - Labor	141,172	222,842	(81,671)	152,378	644,711	421,869
Ordinary Maintenance and Operations - Material	131,674	96,266	35,408	85,900	282,848	186,582
Ordinary Maintenance and Operations - Contract	596,118	346,312	249,806	459,252	1,079,298	732,984
Employee Benefits Contributions - Ordinary	66,124	108,875	(42,751)	87,084	324,802	215,927
Protective Services - Other Contract Costs	4,750	3,760	990	4,679	11,280	7,520
Property Insurance	56,035	51,128	4,907	47,236	153,384	102,256
Liability Insurance	22,350	19,932	2,418	18,660	59,796	39,864
Workers Compensation	1,865	2,880	(1,015)	2,185	8,640	5,760
All Other Insurance	8,317	2,736	5,581	4,404	8,208	5,472
Other General Expenses	84,129	24,270	59,859	77,900	66,000	41,730
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	23,252	22,975	277	20,772	60,619	37,644
Bad debt - Tenant Rents	22,878	10,320	12,558	18,010	30,960	20,640
Interest Expense	22,938	22,937	0	24,632	67,026	44,088
Total Operating Expenses	<u>\$ 2,115,095</u>	<u>\$ 1,670,276</u>	<u>\$ 444,819</u>	<u>\$ 1,685,341</u>	<u>\$ 5,096,913</u>	<u>\$ 3,426,636</u>
Net Income (Loss)	<u>\$ (18,036)</u>	<u>\$ 88,565</u>	<u>\$ (106,601)</u>	<u>\$ 90,288</u>	<u>\$ 466,316</u>	<u>\$ 377,752</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 442,777	\$ 358,309	\$ 84,467	\$ 215,559	\$ 794,928	\$ 436,618
Bookkeeping Fees Income	23,838	24,090	(252)	24,155	72,270	48,180
Fraud Recovery and Other	26,624	14,780	11,844	16,951	58,470	43,690
<b>Total Operating Revenue</b>	<b>\$ 493,238</b>	<b>\$ 397,179</b>	<b>\$ 96,059</b>	<b>\$ 256,665</b>	<b>\$ 925,668</b>	<b>\$ 528,488</b>
Administrative Salaries	\$ 114,047	\$ 141,192	\$ (27,146)	\$ 112,304	\$ 407,889	\$ 266,697
Auditing Fees	-	-	-	-	5,900	5,900
Employee Benefits Contributions - Admin	25,246	38,272	(13,027)	30,484	113,617	75,345
Office Expenses	18,363	17,692	671	18,882	45,809	28,117
Legal	750	618	132	345	2,304	1,686
Travel	4,755	4,395	360	543	7,325	2,930
Other	17,498	7,866	9,632	8,978	28,245	20,379
Tenant Services - Other	-	-	-	-	-	-
Water	5,264	532	4,732	941	1,596	1,064
Electricity	4,086	3,500	586	3,763	10,500	7,000
Gas	(4,924)	756	(5,679)	101	2,268	1,512
Other Utilities Expense	208	96	112	191	288	192
Ordinary Maintenance and Operations - Materia	124	450	(326)	3	450	-
Ordinary Maintenance and Operations - Contrac	2,029	4,803	(2,774)	1,283	9,267	4,464
Protective Services - Other Contract Costs	388	315	73	313	315	-
Property Insurance	566	416	150	1,105	1,248	832
Liability Insurance	226	-	226	-	-	-
Workers Compensation	236	372	(136)	271	1,116	744
All Other Insurance	26,789	9,520	17,269	10,779	28,560	19,040
Other General Expenses	28,175	14,800	13,375	13,410	43,200	28,400
Compensated Absences	-	-	-	-	-	-
Interest Expense	1,883	1,883	-	3,751	4,223	2,339
<b>Total Operating Expenses</b>	<b>\$ 245,711</b>	<b>\$ 247,479</b>	<b>\$ (1,768)</b>	<b>\$ 207,446</b>	<b>\$ 714,120</b>	<b>\$ 466,641</b>
<b>Net Income (Loss)</b>	<b>\$ 247,527</b>	<b>\$ 149,701</b>	<b>\$ 97,827</b>	<b>\$ 49,219</b>	<b>\$ 211,548</b>	<b>\$ 61,847</b>

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

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 3,701,903	\$ 3,547,560	\$ 154,343	\$ 3,187,807	\$ 10,642,680	\$ 7,095,120
Other Revenue	79	-	79	139	-	-
Fraud Recovery and Other	4,482	2,052	2,430	6,596	6,156	4,104
Total Operating Revenue	<u>\$ 3,706,464</u>	<u>\$ 3,549,612</u>	<u>\$ 156,852</u>	<u>\$ 3,194,541</u>	<u>\$ 10,648,836</u>	<u>\$ 7,099,224</u>
Administrative Salaries	\$ 108,897	\$ 107,391	\$ 1,506	\$ 93,391	\$ 309,084	\$ 201,673
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	65,755	60,375	5,380	57,232	181,126	120,750
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	24,963	39,603	(14,640)	34,183	117,805	78,203
Office Expenses	54,310	46,058	8,252	53,593	99,036	52,978
Legal Expense	-	-	-	-	-	-
Travel	257	-	257	-	-	-
Other	37	24,000	(23,963)	16	72,000	48,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	30	-	-
Other Utilities Expense	252	-	252	190	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	15,038	1,392	13,646	8,411	4,176	-
Protective services - Other Contract Costs	259	-	259	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	5,679	6,200	(521)	5,841	18,600	12,400
Workers Compensation	3,588	4,744	(1,156)	3,495	14,232	9,488
All Other Insurance	-	-	-	-	-	-
Other General Expenses	9,522	7,468	2,054	7,265	22,316	14,848
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,518,700	3,245,684	273,016	3,233,054	9,737,052	6,491,368
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,807,275</u>	<u>\$ 3,542,915</u>	<u>\$ 264,359</u>	<u>\$ 3,496,909</u>	<u>\$ 10,600,407</u>	<u>\$ 7,057,492</u>
Net Income (Loss)	<u>\$ (100,811)</u>	<u>\$ 6,697</u>	<u>\$ (107,507)</u>	<u>\$ (302,368)</u>	<u>\$ 48,429</u>	<u>\$ 41,732</u>



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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	(64,309.20)	398,349.66
1010-0000-112200 Accounts Receivable	408.27	7,153.50
1010-0000-112201 Allowance for Doubtful Accounts	(40.83)	(715.35)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	2,253.12	2,461.04
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(5,870.06)	58,700.55
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	22,662.50	22,662.50
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,469,122.26)
1010-1010-148100 Accumulated Depreciation-Build	-	(125,946.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(6,928.00)
1010-0000-150300 Deferred Outflow - MERS	-	17,763.00
<b>TOTAL ASSETS</b>	<b>(44,896.20)</b>	<b>3,931,753.42</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payable	-	29,708.00
1010-0000-211100 Accounts Payable	-	(1,171.38)
1010-0000-211400 Tenant Security Deposits	670.00	33,568.30
1010-0000-211999 Tenant Refunds	-	7,062.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	1,395.32	22,512.34
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,821.25)	393,242.94
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
<b>TOTAL LIABILITIES</b>	<b>(755.93)</b>	<b>1,020,172.55</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	815,922.65
1010-0000-282000 Income and Expense Clearing	(44,140.27)	(1,910,023.48)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,591,532.63
<b>TOTAL EQUITY</b>	<b>(44,140.27)</b>	<b>2,911,580.87</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(44,896.20)</b>	<b>3,931,753.42</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	19,311.43	417,845.87
1020-0000-112200 Accounts Receivable	1,413.65	9,857.25
1020-0000-112201 Allowance for Doubtful Accounts	(141.36)	(985.72)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	2,401.66	13,218.39
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(5,093.06)	50,930.60
1020-0000-140000 Land	-	389,091.00
1020-0000-144000 Construction in Progress	-	14,683.83
1020-3000-144000 Construction in Progress	-	281,928.92
1020-0000-146000 Dwelling Structures	-	14,382,826.73
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	49,867.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,359,683.58)
1020-1020-148100 Accumulated Depreciation-Build	-	(160,804.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(60,900.00)
1020-0000-150300 Deferred Outflow - MERS	-	14,875.00
<b>TOTAL ASSETS</b>	<u><u>17,892.32</u></u>	<u><u>5,086,857.81</u></u>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payabe	-	24,878.00
1020-0000-211100 Accounts Payable	-	(2,219.62)
1020-0000-211400 Tenant Security Deposits	105.00	33,883.19
1020-0000-211999 Tenant Refunds	68.00	4,231.04
1020-0000-212000 Accrued Payroll	-	4,988.82
1020-0000-213400 Utility Accrual	-	11,891.99
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,867.60	32,141.22
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,702.08)	655,404.88
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
<b>TOTAL LIABILITIES</b>	<u><u>(1,661.48)</u></u>	<u><u>1,101,367.29</u></u>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(85,251.34)
1020-0000-282000 Income and Expense Clearing	19,553.80	(1,261,290.87)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
<b>TOTAL EQUITY</b>	<u><u>19,553.80</u></u>	<u><u>3,985,490.52</u></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><u>17,892.32</u></u>	<u><u>5,086,857.81</u></u>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	6,533.37	752,346.18
1080-0000-112200 Accounts Receivable	(7,685.42)	15,168.08
1080-0000-112201 Allowance for Doubtful Accounts	696.04	(1,516.81)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	2,904.19	7,753.06
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	(7,134.07)	71,340.70
1080-0000-140000 Land	-	499,084.00
1080-3000-144000 Construction in Progress	-	435,014.83
1080-0000-146000 Dwelling Structures	-	12,256,857.57
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,798,636.04)
1080-1080-148100 Accumulated Depreciation-Build	-	(130,795.00)
1080-0000-150300 Deferred Outflow - MERS	-	19,232.00
<b>TOTAL ASSETS</b>	<b>(4,685.89)</b>	<b>4,846,274.96</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	326,894.00
1080-0000-200300 Pension Liability	-	87,337.00
1080-0000-210000 Construction Costs Payable	-	32,165.00
1080-0000-211100 Accounts Payable	-	(2,190.46)
1080-0000-211400 Tenant Security Deposits	1,343.00	36,089.06
1080-0000-211999 Tenant Refunds	(108.00)	3,963.65
1080-0000-212000 Accrued Payroll	-	7,627.57
1080-0000-213400 Utility Accrual	-	12,846.41
1080-0000-213500 Accrued Comp Absences - Curr	-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes	1,423.79	27,899.94
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	120.93	254.93
1080-0000-260600 Note Payable Non Curr - PNC	(2,777.51)	387,146.14
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
<b>TOTAL LIABILITIES</b>	<b>2.21</b>	<b>964,766.43</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	95,736.25
1080-0000-282000 Income and Expense Clearing	(4,688.10)	(1,261,340.38)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
<b>TOTAL EQUITY</b>	<b>(4,688.10)</b>	<b>3,881,508.53</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(4,685.89)</b>	<b>4,846,274.96</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(15,814.97)	331,315.88
1090-0000-112200 Accounts Receivable	591.00	4,090.25
1090-0000-112201 Allowance for Doubtful Accounts	(59.09)	(409.02)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(2,352.55)	(14,963.94)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,875.51)	38,755.10
1090-0000-140000 Land	-	231,584.00
1090-3000-144000 Construction in Progress	-	182,460.05
1090-0000-146000 Dwelling Structures	-	9,389,227.20
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,365,914.90)
1090-1090-148100 Accumulated Depreciation-Build	-	(29,817.00)
1090-0000-150300 Deferred Outflow - MERS	-	17,726.00
<b>TOTAL ASSETS</b>	<u><b>(21,511.12)</b></u>	<u><b>3,214,201.51</b></u>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	201,953.00
1090-0000-200300 Pension Liability	-	80,499.00
1090-0000-210000 Construction Costs Payabe	-	29,647.00
1090-0000-211100 Accounts Payable	-	(3,372.16)
1090-0000-211400 Tenant Security Deposits	1,170.00	34,031.50
1090-0000-211999 Tenant Refunds	387.00	12,153.53
1090-0000-212000 Accrued Payroll	-	6,601.58
1090-0000-213400 Utility Accrual	-	39,209.42
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	277.62	(2,261.42)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(634.22)	88,403.47
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
<b>TOTAL LIABILITIES</b>	<u><b>1,200.40</b></u>	<u><b>515,550.31</b></u>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	97,916.44
1090-0000-282000 Income and Expense Clearing	(22,711.52)	(1,245,078.56)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
<b>TOTAL EQUITY</b>	<u><b>(22,711.52)</b></u>	<u><b>2,698,651.20</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>(21,511.12)</b></u>	<u><b>3,214,201.51</b></u>



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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
5005-0000-111105 LHC-Payroll Account	(731.75)	42,620.76
5005-0000-111111 Chase Checking	(2,483.93)	967,562.41
5005-1010-115700 Intercompany	(2,253.12)	(2,461.04)
5005-1020-115700 Intercompany	(2,401.66)	(13,218.39)
5005-1080-115700 Intercompany	(2,904.19)	(7,753.06)
5005-1090-115700 Intercompany	2,352.55	14,963.94
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	469.15	(856.86)
5005-8002-115700 Intercompany	(7.17)	248.75
5005-8005-115700 Intercompany	(39.13)	(4,469.69)
5005-8010-115700 Intercompany	152.26	5,121.98
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	(782.93)	45,388.74
5005-0000-121100 Prepaid Insurance	(4,646.19)	58,077.94
5005-0000-121200 Prepaid - Other	720.00	1,440.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	737,970.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(976,947.26)
5005-0000-150102 Investment in OG	-	251,104.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
<b>TOTAL ASSETS</b>	<b>(12,556.11)</b>	<b>2,565,008.30</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	191,365.00
5005-0000-200300 Pension Liability	-	56,475.00
5005-0000-210000 Construction Costs Payable	-	20,799.00
5005-0000-211100 Accounts Payable	-	12,195.07
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	954.66	4,256.54
5005-0000-212000 Accrued Payroll	-	11,497.74
5005-0000-213400 Utility Accrual	-	975.36
5005-0000-213500 Accrued Comp Absences - Curr	-	3,028.60
5005-0000-214000 Accrued Comp Absences - non curr	-	17,162.06
5005-0000-224000 Tenant Prepaid Rent	(1,490.00)	2,770.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,665.38)	(138,131.57)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
<b>TOTAL LIABILITIES</b>	<b>(5,200.72)</b>	<b>483,170.01</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	(7,355.39)	1,730,611.00
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<b>(7,355.39)</b>	<b>2,081,838.29</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(12,556.11)</b>	<b>2,565,008.30</b>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	12,049.80	460,488.03
8002-0000-111111 Chase Checking	9,964.86	222,216.42
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	(204.00)
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(469.15)	856.86
8002-5005-115700 Intercompany	7.17	(248.75)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,272.62)	12,726.20
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	18,311.00
<b>TOTAL ASSETS</b>	<b>20,280.06</b>	<b>724,788.76</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	554,873.00
8001-0000-200300 Pension Liability	-	83,152.00
8001-0000-210000 Construction Costs Payabe	-	30,625.00
8001-0000-211100 Accounts Payable	-	(56.29)
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-0000-212000 Accrued Payroll	-	13,548.79
8001-0000-213400 Utility Accrual	-	16.89
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>705,285.98</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	10,308.03	116,359.02
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	9,972.03	38,856,797.01
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	-
8004-8004-282000 Income and Expense Clearing	-	-
<b>TOTAL EQUITY</b>	<b>20,280.06</b>	<b>19,502.78</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>20,280.06</b>	<b>724,788.76</b>



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November 28, 2018

## **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 FSS Coordinator grant is now available for application. The FSS Coordinator will be preparing this grant application for submission during the month of November.

### **HCV Orientations:**

LHC had three (3) orientation during the month of October 2018 and sixty-six (66) vouchers issued.

One (1) VASH orientation was held for the month of October, and six (6) Vouchers were issued.

### **Waiting List:**

The 2017 waiting list has been exhausted. The HCV opened a new waiting list from October 18-October 25, 2018. 2,298 applied for this waiting list, the list was then sorted, and 650 applicants were randomly selected for the list. All other non-selected applications must reapply when the list reopens.

### **Department Initiatives:**

In the HCV Program there are currently 1,789 vouchers housed in all its programs. Fifty-eight participants are with the Shelter Plus Care Program (S+C), 81 are housed under the Permanent Supportive Housing Program (PSH), and 140 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,510 are housed under the regular Housing Choice Voucher Program.





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### Voucher Utilization

September Voucher Program Total Units	1,863
September Traditional HCV Utilization	1,686
September % Utilized Units	90%

October Voucher Program Total Units	1,863
October Traditional HCV Utilization	1,650
October % Utilized Units	89%

### Voucher Disbursement

HUD September HAP Disbursement	\$825,994
LHC September HAP/UAP Disbursement	\$832,177
% Voucher Funding Utilization	101%

HUD October HAP Disbursement	\$825,994
LHC October HAP/UAP Disbursement	\$830,748
% Voucher Funding Utilization	101%
HUD Held Reserves as of September 2018	\$897,936

HCV did request a withdrawal from our HUD Held Reserve account on 10/04/2018. While our full request was not granted, they did provide us with \$53,000 on October 10, 2018

### 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







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### Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 18 rent reasonables for the fiscal year 2019. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.

#### Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

### Indicator 3- Determination of Adjusted Income

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

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. 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. A new study has been completed and will go before the board for approval.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.





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#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (1) 24-hour deficiencies and (35) 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.

New FMRS were approved by the Board at the September 2018 meeting.

PIC Scoring	Internal Scoring
N/A	5







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### 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 September 30, 2018, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent 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







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

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

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 10/31/2018





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November 28, 2018

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### **SUBJECT:**

**October 2018 Asset Management Monthly Report**

### **CONTACT PERSON:**

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

### **OVERVIEW:**

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 97% (not including the modernization units) at the end of October. LHC Unit Months Leased (UML) was 807 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal. Much of the activity this month surrounded the completion of work related to the City of Lansing unit inspections.

**Mt. Vernon Park** occupancy was 99 at the end of October. There were seven (7) households moved in, zero (0) residents moved out, and one (1) unit transfer. The UML was 200 which equals 99%. At the end of October, Mt. Vernon had a total of eight (8) open work orders.

**Hildebrandt Park** occupancy was 99% at the end of October. There were three (3) households moved in, one (1) resident moved out, and zero (0) unit transfers. The UML was 215 which equals 97%. At the end of October, Hildebrandt had a total of 184 open work orders.





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**LaRoy Froh occupancy** was 94% at the end of October. There were seven (7) households moved in, six (6) residents moved out, zero (0) unit transfers. The UML was 197 which equals 94%. At the end of October, LaRoy Froh had a total of 217 open work orders.

**South Washington Park occupancy** was 98% at the end of October. There were three (3) households moved in, two (2) resident moved out, and one (1) unit transfer. The UML was 193 which equals 98%. At the end of October, South Washington had a total of 90 open work orders.

#### OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Mt Vernon	202	200	99%	7	0	1	0
Hildebrandt	220	217	99%	3	1	0	0
LaRoy Froh	213	197	93%	7	6	1	3
S. Washington	197	193	98%	3	2	1	0
<b>Totals</b>	<b>832</b>	<b>807</b>	<b>97%</b>	<b>20</b>	<b>9</b>	<b>3</b>	<b>3</b>

#### RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 30,480	\$ 33,995	\$ 3,515	110%
Hildebrandt	\$ 36,126	\$ 41,958	\$ 5,833	116%
LaRoy Froh	\$ 30,906	\$ 36,889	\$ -5,983	126%
S. Washington	\$ 30,230	\$ 34,712	\$ 4,482	115%
<b>Totals</b>	<b>\$ 127,742</b>	<b>\$ 147,554</b>	<b>\$7,847</b>	<b>116%</b>







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#### Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
102-3812 Wilson	1	2-14-18	214	11-8-18	\$2,392	11-9/13 B&D electric boxes & living room drywall installed 10-17/19 installation inspection, waiting on results, unit approved to move forward, and windows ordered.
3400 Waverly	4	9-14-18	61	10-8-18	\$2,760	11-5-18 Rose exterminated, 11-3-18 Preclean initiated

#### Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3116 B Turner	4	7-1-18	90	NA	pending	11-19-18 tile floors will be completed, then carpet will be laid.
103-3126 Turner	3	8-22-2018	64	9-27-2018	\$4,100	10-31-18 Applicants pulled, none approved 10-8-18 Pulled new applicants from waitlist, Orientation next week.
103-1031 Shepard	3	10-8-2018	23	10-30-18	\$1,480	10-22-18 applicants pulled, none approved by Oct 31, 2018.





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**LaRoy Froh Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2438 Reo	3	2-19-18	254	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2434 Reo	3	1-18-18	316	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-2420 Reo	1			11-16-18		11-2-18 Unit has been painted, pending floors 11-6 and cleaning. 11-9-18 unit will be cleaned, potential waitlist applicant from SWP will move into unit.
111-2354 Reo	1			11-16-18		11-2-18 Unit has been painted, pending floors 11-6 and cleaning. 11-9-18 11-9-18 unit will be cleaned, ready for occupancy, potential transfer unit.
111-321 Fenton	3	7-2-18	92	8-31-18	\$3,200	11-8-18 Maintenance steps discussed, winter fix in place and call to potential applicant made.
111-3409 W Jolly	3	7-27-18	80	10-17-18	\$3,840	11-6/7-18 Unit has been painted, scheduled for floors to be sanded and polyed. 11/8 floors complete walking with contractor to get quote for pricing.





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111-1001 Belaire	3	8-31-18	32	TBD	Pending	11-8-18 Started painting 11-5-18 Supplies are in to start work on unit. Contractor hired.t
111- 4638 Christiansen	4	8-3-18	60	TBD	Pending	11-7-18 Walked unit determined scope of work.
111-5419 Waverly	2	9-14-18	18	10-19-18	\$4800	11/7-walked unit and it is 98% complete. Looking through files to find an applicant 11-7-18
111-5603 Picardy	3	8-22-18	41	TBD	TBD	11/7-walked unit 11/8 had unit cleaned out, contractor started painting
111-1007 Belaire	3	9-10-18	22	TBD	TBD	11-7-18 Original contractor declined work, in talks with another contractor 11-2-18 Contractor viewed unit will start work on 11-5- 18.
111-6217 Grovenburg	3	9-12-18	20	TBD	TBD	11/7 floors complete need items installed and then cleaned 11-6-18 floors to be sanded /polyed 10-31-18 unit painted
111-5840 Pheasant	2	9-12-18	19	TBD	TBD	11/8- wrote up scope, paint in unit and working on contractor to paint the unit, will be looking through files for applicant





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**South Washington Park Vacant Unit Status:**

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S. Washington 200	1	6-27-18	34	7-12-18	In house turn	Had to hold unit for transfer request for accessible unit
112-3200 S. Washington 410	1	7-1-18	30	8-5-18	In house turn	Resident died; family needed time to vacate the belongings
112-3200 S. Washington 226	2	7-23-18	8	8-6-18	In house turn	







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## **November 2018 Executive Director's Report**

### **Meetings**

#### **MERS/ Mercer Employment Benefits**

- OPEB Benefits

#### **City Council Meeting**

- Status update of LHC

#### **City Inspections**

- Brian McGrain – Director, Economic Development & Planning
- First Contracting – Issues and Budgets

#### **Conferences**

- PHADA – Executive Director and Commissioners' Conference Jan 6-9<sup>th</sup>
- Novogradac RAD conference Jan 9-11<sup>th</sup>

#### **Dickie May – Finance Contract**

- 2 Week visit for training

#### **Non-Profit Meeting**

- Housing Choice Vouchers

#### **Union Negotiations**

- Three meetings – Next Meeting December 4<sup>th</sup>

#### **HUD Meeting**

- DEC items review

### **Major Activities**

- Site visits to LHC properties
- Video Surveillance -Webinar and quotes
- Coordination of Scatter site energy inspections
- Staff Meeting LIPH (2)
- Capital Communications – Telephone system
- Issue RFP for RAD process





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**LHC Board  
Sign-In Sheet  
Date of Meeting: November 28, 2018**

Name	Organization	Phone #	E-mail
Kim Shirey	HCV Supervisor	4870242	Kims@lanshc.org
Marcus Hardy	LIPH	517-343-8464	marcus.h@lanshc.org
ANDREA Bailey	LIPH	372-7145	ANDREAb@lanshc.org
Jackie Bates	LIPH	321-6054	jackieb@lanshc.org
Kim Gillespie	LIPH	321-6054	KimG@lanshc.org
Marshall Brice	LIPH	<del>321-6</del> 393-4290	marshallb@lanshc.org
Dawn Allman	COCC	853-3066	dawn@lanshc.org

