



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

Agenda
Lansing Housing Commission
October 24, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of September 26, 2018

Action Items:

Resolution 1299 – Approval of Contract Between LHC and Integrity Heating and Air Conditioning

Informational Items.

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

Discussion Items

- a. 2019 Board Meeting Schedule
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 September 26, 2018

Commissioner Baltimore called the meeting to order promptly at 5:31 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 was absent.

STAFF:

Marcus Hardy
Tom Barry
Andrea Bailey
Dawn Allman

Kimberly Gillespie
Kim Shirey

Guests:

Amy Fountain
Daniel Black
Joy Gleason
Brian T. Jackson

Willy Williams
Ryan Smith
Joe Mainville

Commissioner Warren moved and Commissioner Sober 2nd a motion to approve the minutes of the August 15, 2018 commission meeting. **The Motion was approved by all members present.**

Commissioner Warren moved and Commissioner Sober 2nd a motion to approve Resolution 1297- the 2019 HCV Fair Market Rents to 110%. **The Motion was approved by all members present.**

Commissioner Warren moved and Commissioner Sober 2nd a motion to approve Resolution 1298- approve increases to the Maintenance Repair Services Contract. **The Motion was approved by all members present.**

- The original Maintenance Repair Services contract did not include all the buildings at LaRoy Froh (LRF) although the site had already been inspected. Only eight (8) out of the 16 buildings were included. Mr. Fleming requested that the contract be increased by \$40,000 to complete the work at LRF. In addition, Mr. Fleming requested that Hildebrandt (HP) be added to the contract and an additional \$30,000 be added to complete this site.





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Written Informational Reports were provided as follows:

A. Finance Report - August 2018 - Dawn Allman - Mrs. Allman provided a brief overview of the Finance Reports for August 2018. There were questions on the IRS levy and whether additional findings may be brought by the IRS for other years. Mrs. Allman believes that all prior years have been audited and there are no findings. In addition, controls have been put into place to ensure that these types of issues do not recur. Mr. Fleming also pointed out that COCC's cash balance significantly decreased over the last two (2) months due to a balloon payment to Davenport College for \$250,000 related to the purchase of the headquarters building and a payment to the City of Lansing for around \$60,000 for prior inspections.

B. Housing Choice Voucher (HCV) Report – August, 2018 - Kim Shirey noted that HCV submitted the "SEMAP" filing and based on this filing, LHC's classification changed to "high performer". She also noted that HCV emptied their waiting list and are currently processing 250 applicants. HCV is hoping to open the waiting list in October 2018. HCV also participated in an open meeting that brought together several agencies where attendees could ask questions about the services provided within the agencies.

C. Asset Management Report – August 2018

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Kim Gillespie MVP had an occupancy rate of 97% at the end of August. There were two (2) move outs and three (3) move ins.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Bailey HP had an occupancy rate of 97% at the end of August. There were six (6) move outs and four (4) move ins. They have an open waiting list for 2, 3, and 4-bedroom units.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Tom Barry LRF had an occupancy rate of 93% at the end of August. There were four (4) move outs and two (2) move ins. Tom will be working with Marcus Hardy to fill prior vacancies. Tom was asked why they had not been able to fill prior vacancies. Tom noted that many of the possible tenants could not be approved due to past debts which meant they could not put utilities in their name or owed prior amounts to LHC.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy SWP had an occupancy rate of 99% at the end of August. There were two (2) move outs and two (2) move ins. At the end of month, there were 83 open work orders.





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Commissioner Baltimore asked if starting October 2018 there could be an open work order list added to the board information.

Discussion Items:

Other Post-Employment Benefits (OPEB) – This is primarily related to health benefits for retirees. The LHC has this benefit but most other similar companies do not. As we start contract negotiations, we need to have discussions around whether we want to continue this benefit. There has been talk of the underfunding of benefits which is another factor in determining if we keep this benefit. It is a positive benefit for employee recruitment but there is a cost and a liability associated with it. Mr. Fleming and Mrs. Allman will talk with our accountants more about this item. The Board would like to receive a report from the accountants and from the organization on where we should go with this. We will get pro/cons, financial impacts by next month.

Action Item: Mr. Fleming and Mrs. Allman – will speak with LHC accountants more about whether LHC should remove the OPEB benefit. The Board would like to receive a report from the accountants and from the organization on where we should go with this. We will get pros/cons and financial impacts by next month.

RAD – This is a program through U.S. Housing and Urban Development (HUD). Our tenants can move to any facility with their voucher. Mr. Fleming toured two (2) facilities. He is moving forward in researching this project and has created a draft Request for Proposal (RFP). We are planning a consultant and developer together. Once we get to the point where the LHC will need to spend dollars, Mr. Fleming will get back to the Board. Mr. Fleming is excited about this project. LHC will need to get the tax credits to do this and the partner will help with that part of the process. Commissioner Baltimore noted that he has also toured some RAD developments.

Union Negotiations – Effective 10-1-2018 we are entering union negotiations. Mr. Fleming asked if we have a lawyer or partner that we have used in the past. Commissioner Baltimore stated that LHC should consult with Mr. Klug. Mr. Fleming noted we could also seek assistance from the City.

Executive Director's Comments:

The staff has been very responsive. HCV should be congratulated on the SEMAP certification. Welcome to Commissioner Hall.





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Meetings:

Rati, Walter, Executive Director ITEC

7-week technology program – Hildebrandt & Mt. Vernon

This is sponsored by the City of Lansing. This is a program for the youth to get STEM training. We also have a GED program at SWP. We need to use the community rooms we have for these types of programs.

City Council Visits

- Peter Sadafore – Patricia Spitzley

City of Lansing

Mr. Fleming talked to the City of Lansing about assistance with procurement, HR etc.

- Brian McGrain – Director, Economic Development & Planning
- Gregory Venker – Assistant City Attorney
- Joan Jackson-Johnson – Director, Community Services

Michigan Public Housing Authorities

- Kim Johnson – Executive Director (ED), Mt. Pleasant PHA
- Jennifer Hall, ED, Ann Arbor PHA
- Zak Foster, ED, Ypsilanti, PHA

LIPH Staff Meeting

City Inspections

SWP – City inspections added items to the list when performing their re-inspections. We are waiting on a few items such as the metal doors.

LRF - LHC is working in this area. It is a multiple step process to get the inspector approvals. Mr. Fleming is meeting with the contractors. He is trying to get buildings released by the City individually rather than waiting for all of them to be approved.

Commissioner Baltimore asked for where we are percentage wise against the inspection deadlines. Mr. Fleming stated the deadlines are currently 10/15/18 for SWP and LRF and 10-31-18 for MVP and HP. He noted that we are getting inspection results back three weeks after the actual inspection, but the clock starts ticking when the inspection happens. The City is ecstatic with the progress LHC is making





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- Bi-Annual Inspections – Mr. Fleming talked with the LIPH staff about the fact in most cases they haven't been in a unit since the tenant moved in. He has now implemented a process that requires the Managers to inspect each unit every six (6) months. In addition, LHC staff can only do work orders if they call it in. The staff needs to inspect the unit to catch maintenance items. Mr. Fleming noted that LHC can charge back tenants for damage caused by them. This new process protects the assets while reducing costs.
- Work Options – These are a priority and are not currently at an acceptable level. Work orders should not be more than 60 days old and only if a part is back ordered. We will have a list by next month.

Action Item: Work Order List – Commissioner Baltimore asked if next month there could be an open work order list added to the board information.

- Wait Lists

U.S. Department of Housing & Urban Development (HUD) Meeting –
Doug Gordon & Joe Davis

- DEC Items – LHC is down to nine (9) open items. The nine (9) items were from a January letter although LHC responded after that time with resolutions for the items. Mr. Fleming and Mrs. Allman have asked HUD to let LHC know if these items have all cleared. Mr. Fleming and Mrs. Allman hope this will be cleared by next month's meeting.
- Deadlines, Reports and Access – Mr. Fleming and Mrs. Allman are working to get their MIC numbers from HUD which allows them to start getting access to HUD systems.

First Contracting

- Site Meetings, Issues and Budget

Plante Moran – Lisa Vargo

- Audit – The auditors were in for three (3) days. They believe all is going well. They are coming back on Monday. Commissioner Baltimore has spoken to Lisa and her team as part of the board communication requirement.

Matthew Brauer – Rutledge, Manion, Rabaut, Terry and Thomas

- FOIA – Mr. Fleming has fulfilled all FOIA requests.





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- Fire Investigation update – Mr. Fleming is pressing to get the investigation completed. We have three (3) units offline because this unit cannot be cleared. One (1) is offline due to the fire and the units on either side are offline due to the smoke smell from the fire.

Matt Cook – Energy Optimization Manager

- Franklin Energy, BWL Energy Savings Upgrades – Mr. Fleming is finalizing energy savings with them on programs where LHC can get items installed for free. They are also discussing other programs which Mr. Fleming has used before. The programs start in January and run until the money runs out. The programs for next year are normally announced around 11/15. Franklin and BWL are both working on this project but BWL could not make the meeting that Mr. Fleming had.

Major Activities

- Site visits to LHC properties – Mr. Fleming visited all buildings at least once.
- City of Lansing – Food Bank – Monthly Volunteer – Mr. Fleming volunteered for the food bank this month.
- “Box” Training for COCC staff – The COCC department is trying to set-up the system for the move to a new server system with additional security. This will allow LHC to change to a new server
- Benefit Renewal Meeting – all staff were invited to a benefit renewal meeting. Our new benefits period starts 10-1-18. There were some benefit changes based on Blue Care Network (BCN) requirements and a small change in the amount of the premium. All employees have completed their enrollment process.
- RAD Conference Call – Mr. Fleming is working on the RFP for this project.
- Union Grievance Meeting – There was a meeting with one of the team and the union. This item is complete.
- FOIA Completion –Lansing State Journal (LSJ)
- His Healing Hands Church – Scheduling – His Healing Hands Church wanted to have access to our building on certain days for three (3) of the buildings excluding SWP. This has been agreed upon and completed.
- Mr. Fleming has made an offer to a possible new Manager at LRF. He is waiting on a reply.
- Inventory of assets – LHC does not have a good inventory of assets. Mr. Fleming is looking for a Lansing Community College (LCC) intern to build this list which would include detailed information, warranties, etc. He is also looking at kitchen and bath renovations as part of this asset list.





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- Commissioner Sober – Are we looking to hire any new maintenance staff? We are looking at it, but we are not there yet. LHC may need to use contractors. Commissioner Sober believes our maintenance staff should be held to a higher standard. Mr. Fleming said this is part of the union negotiations.

President's Comments:

Smoke policy – LHC has not had any cases in the courts. We must have written notice before entering the apartment, so we cannot determine if the person is actually smoking. In the past we have asked the police to talk to the tenant. Tenants are given a verbal violation for the first occurrence and written for the second. Per Mr. Fleming, this is very hard to prove because we must prove that they are smoking. Violations are a privacy matter and we cannot state that a violation notice has been completed. This makes it look like the LHC staff are not doing their job. We must wait until there is a certain amount of evidence before we can go to court.

SWP laundry room hours - The hours have been changed and a volunteer is opening and closing the laundry room each day.

Lock out policy – The policy is \$50 and 14 days to make a payment. Maintenance does not collect any payments and it must be in the form of a check or money order. We are working to get deadbolts for SWP. It will take a while because we have to go through cement to install them. This will eliminate the lock out issue since they must have a key to lock the doors.

Commissioner Baltimore has asked two (2) firms for bids to search for a new Executive Director. The Board members will ultimately vote on the new Executive Director. Commissioner Baltimore expects to have information by next month's meeting.

Commissioner Loria Hall was introduced. She has over 10 years' experience in property management and affordable housing. Ms. Hall may have information for others to learn from her.

Public Comment –

Amy Fountain – There is a wait-list problem. There are four (4) seniors who have been on the Oliver Garden wait-list for 4 to 6 years. Amy caters for the Pastor of His Healing Hands. They meet during open community for the Pastor of His Healing Hands. Amy asked if LHC can get Smoking Cessation classes within the building as well as AA. Amy talks to the residents all the time and they are afraid of retribution from management.





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Amy stated there is a parking issue where certain cars were being tagged for not having the proper tags. She stated that Marcus's assistant is very unprofessional, and sits on the desk, etc. Amy gave Commissioner Baltimore the list of tenant's issues. Commissioner Baltimore responded to the smoking and parking issues which is already dealt with. He noted that tenants should not fear retaliation. The Board has the meetings at the sites to encourage attendance. Amy asked if anything is being done about the shootings at LRF.

Willy Williams – Willy stated that there is a privacy issue. He received a letter on June 1 on LHC letterhead that stated LHC partnered with "McKnight" to perform inspections. The letter had many grammatical issues, the letter states that the inspectors will show their id (non-cap), McRight (misspelling) will be taking photos of the room. The photos would be placed in encrypted storage and only available to housing staff. The letter stated they would also capture photo deficiencies which are available for viewing through the website. Per Mr. Williams, this is a privacy issue of people taking picture of their rooms. A better way might be to have the tenant take the picture. Mr. Baltimore received a copy of the letter. Per Kim Shirey, this is an HCV letter. They will use their hand to cover the screen when taking the pictures but are required to take a picture to prove they inspected every room of the house.

Ryan Smith – Mr. Smith is the VP of the Cherry Hill Association, but he noted he is at the meeting on his own accord. He has a concern about the maintenance people. The number one goal is to fix the issues. What are we doing to ensure this does not happen in the future? We may need to pay more to get appropriate maintenance staff. There is a perception that there are issues. There needs to be a proper evaluation of what went wrong so that we can determine how to keep it from happening again. The City also needs to take responsibility and the residents need to participate as well. Ryan asked the Board to please go out to the facilities and talk to the residents. Commissioner Baltimore says he spends time at the facilities and the Board has evolved to more than a governance Board.

Joy Gleason – Joy noted that she is a concerned citizen and part of the TRHT Economy Team. Is there anything the City can do to charge less for inspections? LHC used to have a facility with mental health services in the building. Is it possible to look at this in the future or for new housing? She had a question about the waiting list. How long does it take and how long to fill it up? Do you have to get on each facility's list? That is burdensome. How does the process work? Per Doug Fleming, these are HUD rules and must be applied at each location. We had a few people in the office who missed their





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deadlines and we felt for them, however, we could lose our PHA designation if we do not follow the guidelines.


Kim Shirey explained the process. HCV can only have a list as long as what they can house in one year. HCV has a random lottery. HCV can house 300-400 people in year. We can put out a blast when we are going to open our waiting list (libraries, city hall, certain doctors) and these resources are willing to help with the application process. For LIPH, it is by site. You must apply for only one (1) bedroom type for the site. A bedroom must have at least one (1) person or Two (2) people (2 bedrooms for (2-4 people). Applying for more than one (1) bedroom type will get you disqualified. The list is normally open for about two (2) weeks.

Mr. Black – Who replaced who on the Board? Commissioner Hall replaced Commissioner Deschaine. Commissioner Robinson is away for work. He is hoping that Mr. Fleming is being considered for the permanent Executive Directors position. Can the HCV voucher be used at LHC facilities? Per Kim Shirey they cannot.

Other Business – none

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

 Date 10-24-18
Tony Baltimore, Chair

 Date 10/24/18
Dawn Allman, Acting Secretary





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October 24, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to execute a Contract between Integrity Heating and Air Conditioning LLC and Lansing Housing Commission (LHC) to resolve issues identified during City of Lansing Inspections at Mt. Vernon Park Townhouses- Resolution No.1299

RECOMMENDATION:

Staff recommends approval of Resolution No.1299, which authorizes Douglas E. Fleming acting in his capacity as Executive Director of LHC to enter into a contract with Integrity Heating and Air Conditioning LLC to replace/repair the furnace (s) at Mt. Vernon Park.

CONTACT PERSON:

Douglas E. Fleming
Executive Director
(517) 372-7996

SUMMARY:

Authorization of this Resolution constitutes the Commission's formal approval of a lump sum contract, in the amount of \$141,820.00 with Integrity Heating and Air Conditioning LLC to replace/repair furnace (s).

BACKGROUND:

During the City of Lansing's Inspections at Mt. Vernon Park certain Code Violations were identified. The Lansing Housing Commission (LHC) has been working to ensure that all of the violations identified have been resolved. This Transmittal and Resolution are part of the City of Lansing Resolution Project.



FINANCIAL CONSIDERATION:

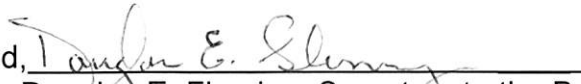
Contractor Name: Integrity Heating and Air Conditioning LLC

Amount: 141,820.00

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully Submitted,


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





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Resolution No. 1299

Adopted by the Lansing Housing Commission

October 24, 2018

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to enter into a contract between the Lansing Housing Commission and Integrity Heating and Air Conditioning LLC, to complete City Inspections at Mt. Vernon Park.

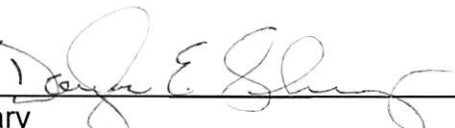
The contact amount is not to exceed \$141,820.00 to be expended over the next year.


Tony Baltimore, Chair

Yeas 5

Nays 0

Abstentions _____

Attest 
Secretary

For Clerks Use Only

Resolution No: 1299
Date Adopted: 10/24/2018



Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

CONTRACT

***where the basis of payment is a
STIPULATED SUM***

***THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTION
WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS
COMPLETION OR MODIFICATION.***

AGREEMENT

made as of the August 13 in the year of Two Thousand and Eighteen.

BETWEEN the Owner:
(Name and Address)

Lansing Housing Commission
419 Cherry St.
Lansing, MI 48933

and the Contractor:

Integrity Heating & Air Conditioning LLC
1853 S. Royston Rd.
Eaton Rapids, MI 48827

The Project is:

Mt. Vernon Park
3338 N. Waverly
Lansing, MI 48906

The Owner and the Contractor agree as set forth below.

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings (if any), Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.

ARTICLE 2

THE WORK OF THIS CONTRACT

The Contractor shall execute the entire Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be responsibility of others, or as follows:

ARTICLE 3

DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The work to be performed under this contract shall be commenced within ten (10) days of the Contractor's receipt of the formal written Notice to Proceed, and the work shall be pursued on an uninterrupted basis through Substantial Completion which shall occur **immediately for each Scope of Work assigned.**

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

ARTICLE 4
CONTRACT SUM

4.1 The Owner shall pay the Contractor in current funds for the Contractor's performance of the Contract; the Contract Sum **Not to Exceed** one forty-one thousand, eight hundred twenty dollars and 00/100 Dollars (\$141,820.00), subject to additions and deductions as provided in the Contract Documents.

4.1 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner as follows:

NO ALTERNATIVES

4.2 The Unit Prices, if any, are as follows:

56 Units x \$2, 500.00 \$140,000.00

56 inspections @\$32.50 each \$ 2,080.00

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

ARTICLE 5

FINAL PAYMENT

Final Payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when (1) the Contract has been fully performed by the Contractor except for the Contractor's responsibility to correct nonconforming Work as provided in Clause 27, I, of the General Conditions and to satisfy other requirements, if any, which necessarily survive final payment; and (2) a final Invoice has been issued by the Owner; such final payment shall be made by the Owner not more than 30 days after issuance of the Owner's final Certificate for Payment.

Prevailing Wage: General Decision: MI180014 08-13-2018 MI14 Modification No. 7

ARTICLE 6

MISCELLANEOUS PROVISIONS

6.1 Where reference is made in this agreement to a provision of the General Conditions or another Contract Document, the reference refers to the provision as amended or supplemented by other provisions of the Contract Documents.

6.2 No member, officer or employee of the Lansing Housing Commission, during his/her tenure, or one year thereafter shall have any interest, direct or indirect in this CONTRACT or the proceeds thereof.

6.3 Other provisions: Not applicable.

ARTICLE 7

TERMINATION OR SUSPENSION

7.1 The Contract may be terminated by the Owner or the Contractor as provided in Clause 34 of the General Conditions.

7.2 The Work may be suspended by the Owner as provided in Clause 30 of the General Conditions

ARTICLE 8
ENUMERATION OF THE CONTRACT DOCUMENTS

8.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

8.1.1 The Agreement is this executed Contract Agreement between Owner and Contractor.

ARTICLE 9
LIQUIDATED DAMAGES

9.1 The Contractor is responsible for completing the project within the time established in the Construction Contract as stipulated in Article 3 unless time extensions are authorized by the Owner and documented via executed Change Order. If the Work is not completed by the Contract date, the Contractor shall be liable for liquidated damages resulting from unexcused delays.

9.2 Liquidated damages shall be assessed at a rate not to exceed One Hundred and 00/100 Dollars (\$100.00) per day for each calendar the contract exceeds that set forth in Article 3 of this Agreement. These liquidated damages are payable to the Owner on demand and the Owner may, at its option, be paid from any retainage owned to the Contractor on the Job, whether held in escrow or not, or retain the amount of such damages from any additional payments which the Contractor is otherwise entitled to receive under this agreement.

9.3 Liquidated damages shall reflect monetary losses by the Owner as a result of the failure by the Contractor to complete the work by the contract date. The Owner will review the total amount of liquidated damages being assessed and will advise the Contractor as to whether the amount of damages established by the Owner are reasonable.

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

9.4 Contractor agrees that the maximum liquidated damages amount established herein is reasonable. Contractor further agrees that it will pay assessed liquidated damages to the Owner upon request together with Owner's costs of collection, including but not limited to its attorney's fees and expenses.

This Agreement is entered into as the day and year first written above and is executed in at least two original copies of which one is to be delivered to the Contractor and one to Owner for use in the administration of the Contract.

OWNER

CONTRACTOR

LANSING HOUSING COMMISSION

**INTEGRITY HEATING & AIR
CONDITIONING LLC**

(Signature)

Date

(Signature)

Date

(Douglas E. Fleming, Executive Director

(Print Name & Title)

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

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Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

SCOPE OF WORK

City of Lansing Code Violation:

- Pull Permits
- Furnace Inspection
- Furnace Cleaning
- Duct Cleaning
- Filter Replaced
- Venting
- Electrical
- Gas piping
- Filter rack
- Start-up & test
- Replace Heat Exchange if applicable
- Replace Furnace

135.38 Section 3 clause.

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

Lansing Housing Commission
Mt. Vernon Park
Furnace (s)

City Inspections
Integrity Heating & Air Conditioning LLC
MI180014

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

REVENUE:

Total Revenue Variance - Fav (Unfav)	57,715	65,895	62,838	59,729	246,177	85,598	273,479
Tenant Revenue Variance	(1,910)	(1,178)	(1,408)	260	(4,236)	-	-
HUD Revenue Variance	2,611	3,234	2,908	1,845	10,599	75,470	273,334
Capital Fund Income	55,733	60,031	60,031	55,733	231,527	-	-
Other Income	1,280	3,808	1,307	1,891	8,287	10,129	145
Other	0	(0)	0	0	0	-	(0)

Budgeted Revenue	107,373	129,087	116,812	84,751	438,022	204,295	887,403
% Variance fav (unfav)	54%	51%	54%	70%	56%	42%	31%

EXPENSES:

Total Expense Variance Unfav (Fav)	83,102	78,642	57,242	63,569	282,555	(14,850)	41,980
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Contributing Factors:

MERS Contribution Special					-		
Adjusted Expense Variance	83,102	78,642	57,242	63,569	282,555	(14,850)	41,980
<i>-Over spend (Under spend)</i>							
Salary Expenses	(760)	(15,349)	(14,735)	(18,226)	(49,070)	(29,713)	(13,513)
Employee Benefit Expenses	(2,429)	(4,429)	(2,817)	(4,840)	(14,515)	(2,845)	(4,998)
Utilities	(2,438)	55	(2,749)	7,705	2,574	(1,176)	-
Write-offs	1,719	(21)	352	(694)	1,357	-	-
Legal	1,075	(1,900)	(2,000)	(2,721)	(5,546)	(492)	-
Professional Services	2,383	3,159	2,596	5,240	13,377	3,502	995
Administrative Services	-	-	2,016	8,666	10,682	-	-
Insurance	1,347	1,420	1,691	748	5,205	14,980	(1,542)
Sundry/Postage/Office Supplies	(994)	(11)	(1,222)	(431)	(2,658)	(691)	(2,483)
Management Fee	51,981	56,313	55,785	51,877	215,957		(428)
HAP Expense					-		65,611
Inspections	-	(200)	(600)	-	(800)	-	(1,113)
Maintenance Costs	19,553	17,392	15,323	15,415	67,683	(346)	7
Maintenance Contract - Unit Turns	13,856	23,168	3,885	(685)	40,224	-	-
Other	(2,190)	(955)	(283)	1,513	(1,914)	1,932	(556)

Budgeted Expense	111,089	114,236	122,321	102,658	450,305	77,604	895,720
% Variance fav (unfav)	-75%	-69%	-47%	-62%	-63%	19%	-5%

Curr Mo. Actual Net Income (Loss)	\$ (29,104)	\$ 2,103	\$ 86	\$ (21,746)	\$ (48,660)	\$ 227,139	\$ 223,182
YTD Actual Net Income (Loss) Net of CWIP	\$ (17,482)	\$ 52,513	\$ 22,578	\$ (23,716)	\$ 33,893	\$ 249,133	\$ (119,818)
Prior YR YTD Net Income (Loss)	\$ 48,520	\$ 63,879	\$ 13,563	\$ (46,819)	\$ 79,143	\$ 36,491	\$ (301,496)

Cash Balance - September	\$ 462,659	\$ 398,534	\$ 746,513	\$ 347,131	\$ 1,954,837	\$ 1,013,399	\$ 837,787
Cash Balance - August	\$ 601,059	\$ 511,228	\$ 874,468	\$ 439,736	\$ 2,426,491	\$ 572,199	\$ 601,798
Cash Balance - July	\$ 594,418	\$ 490,288	\$ 868,942	\$ 430,312	\$ 2,383,960	\$ 690,996	\$ 664,782

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 90,859	\$ 59,122	\$ 31,737	\$ 81,060	\$ 354,732	\$ 295,610
Tenant Revenue - Other	10,095	5,320	4,775	7,979	31,920	26,600
Total Tenant Revenue	<u>\$ 100,954</u>	<u>\$ 64,442</u>	<u>\$ 36,512</u>	<u>\$ 89,039</u>	<u>\$ 386,652</u>	<u>\$ 322,210</u>
HUD PHA Operating Grants	234,756	150,278	84,479	214,336	901,665	751,388
CFP Operational Income	57,946	-	57,946	7,448	35,000	35,000
Fraud Recovery and Other	1,968	26	1,942	1,417	6,408	6,382
		-				
Total Operating Revenue	<u>\$ 395,624</u>	<u>\$ 214,746</u>	<u>\$ 180,878</u>	<u>\$ 312,240</u>	<u>\$ 1,329,725</u>	<u>\$ 1,114,979</u>
Administrative Salaries	\$ 24,062	\$ 13,137	\$ 10,925	\$ 22,990	\$ 85,390	\$ 72,253
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	81,622	19,078	62,544	28,617	114,468	95,390
Bookkeeping Fees	4,419	2,910	1,509	4,366	17,460	14,550
Employee Benefits Contributions - Admin	7,176	4,597	2,579	6,827	28,085	23,488
Office Expenses	6,320	9,321	(3,001)	9,059	53,658	44,337
Legal	7,348	4,550	2,798	5,538	21,140	16,590
Travel	560	130	430	134	780	650
Other	484	3,350	(2,866)	661	18,000	14,650
Tenant Services - Other	4,228	-	4,228	2,750	-	-
Water	21,118	16,408	4,710	22,828	91,281	74,873
Electricity	10,071	7,091	2,980	11,080	35,455	28,364
Gas	4,192	6,000	(1,808)	4,568	39,500	33,500
Other Utilities Expense	(24)	100	(124)	31	6,050	5,950
Ordinary Maintenance and Operations - Labor	37,469	23,086	14,383	17,002	150,056	126,971
Ordinary Maintenance and Operations - Materials	19,141	11,800	7,341	15,269	67,500	55,700
Ordinary Maintenance and Operations - Contract	127,243	41,140	86,103	65,296	260,165	219,025
Employee Benefits Contributions - Ordinary	12,859	13,895	(1,037)	11,065	84,254	70,359
Protective Services - Other Contract Costs	581	400	181	581	2,400	2,000
Property Insurance	11,352	7,552	3,800	9,520	45,312	37,760
Liability Insurance	4,053	2,534	1,519	3,441	15,204	12,670
Workers Compensation	301	496	(195)	279	2,976	2,480
All Other Insurance	880	372	508	989	2,232	1,860
Other General Expenses	10,292	-	10,292	10,368	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	4,730	2,846	1,884	4,100	18,154	15,307
Bad debt - Tenant Rents	8,176	1,160	7,016	1,582	6,960	5,800
Interest Expense	4,453	2,977	1,475	4,781	17,293	14,315
Total Operating Expenses	<u>\$ 413,106</u>	<u>\$ 194,930</u>	<u>\$ 218,176</u>	<u>\$ 263,720</u>	<u>\$ 1,188,772</u>	<u>\$ 993,842</u>
Net Income (Loss)	<u>\$ (17,482)</u>	<u>\$ 19,815</u>	<u>\$ (37,297)</u>	<u>\$ 48,520</u>	<u>\$ 140,953</u>	<u>\$ 121,137</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 100,610	\$ 69,004	\$ 31,606	\$ 93,306	\$ 414,024	\$ 345,020
Tenant Revenue - Other	6,843	3,435	3,408	9,123	20,015	16,580
Total Tenant Revenue	<u>\$ 107,453</u>	<u>\$ 72,439</u>	<u>\$ 35,014</u>	<u>\$ 102,429</u>	<u>\$ 434,039</u>	<u>\$ 361,600</u>
HUD PHA Operating Grants	290,774	186,137	104,637	292,721	1,116,824	930,686
CFP Operational Income	62,244	-	62,244	7,448	35,000	35,000
Fraud Recovery and Other	1,899	22	1,877	119	6,384	6,362
Total Operating Revenue	<u>\$ 462,370</u>	<u>\$ 258,598</u>	<u>\$ 203,772</u>	<u>\$ 402,717</u>	<u>\$ 1,592,246</u>	<u>\$ 1,333,648</u>
Administrative Salaries	\$ 22,622	\$ 12,927	\$ 9,695	\$ 21,908	\$ 84,026	\$ 71,099
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	88,674	20,946	67,727	31,567	125,679	104,732
Bookkeeping Fees	4,823	3,195	1,628	4,816	19,170	15,975
Employee Benefits Contributions - Admin	6,960	6,949	11	9,296	42,186	35,237
Office Expenses	9,292	6,817	2,475	8,899	34,314	27,497
Legal	3,492	2,500	992	6,104	20,160	17,660
Travel	96	160	(64)	117	960	800
Other	260	400	(140)	(1,515)	2,220	1,820
Tenant Services - Other	3,917	3,800	117	2,590	21,100	17,300
Water	25,743	16,700	9,043	24,057	98,700	82,000
Electricity	7,151	4,750	2,401	7,507	30,200	25,450
Gas	2,690	1,800	890	2,552	55,500	53,700
Other Utilities Expense	-	30	(30)	-	6,590	6,560
Ordinary Maintenance and Operations - Labor	13,669	22,112	(8,443)	28,192	143,228	121,116
Ordinary Maintenance and Operations - Material	12,630	10,400	2,230	15,977	64,200	53,800
Ordinary Maintenance and Operations - Contrac	159,983	72,835	87,148	122,446	405,535	332,700
Employee Benefits Contributions - Ordinary	6,762	10,906	(4,145)	11,707	66,246	55,340
Protective Services - Other Contract Costs	922	600	322	922	3,600	3,000
Property Insurance	10,822	7,900	2,922	9,055	47,400	39,500
Liability Insurance	3,362	2,064	1,298	2,864	12,384	10,320
Workers Compensation	328	328	0	303	1,968	1,640
All Other Insurance	812	332	480	910	1,992	1,660
Other General Expenses	10,700	4,096	6,604	11,724	22,255	18,159
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,642	4,395	2,246	5,591	21,882	17,487
Bad debt - Tenant Rents	86	1,800	(1,714)	3,282	10,800	9,000
Interest Expense	7,421	4,962	2,458	7,969	28,821	23,859
Total Operating Expenses	<u>\$ 409,857</u>	<u>\$ 223,705</u>	<u>\$ 186,152</u>	<u>\$ 338,838</u>	<u>\$ 1,376,116</u>	<u>\$ 1,152,411</u>
Net Income (Loss)	<u>\$ 52,513</u>	<u>\$ 34,893</u>	<u>\$ 17,620</u>	<u>\$ 63,879</u>	<u>\$ 216,130</u>	<u>\$ 181,237</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 87,742	\$ 61,498	\$ 26,244	\$ 94,742	\$ 368,988	\$ 307,490
Tenant Revenue - Other	7,797	4,740	3,057	7,921	28,440	23,700
Total Tenant Revenue	<u>\$ 95,539</u>	<u>\$ 66,238</u>	<u>\$ 29,301</u>	<u>\$ 102,663</u>	<u>\$ 397,428</u>	<u>\$ 331,190</u>
HUD PHA Operating Grants	261,422	167,347	94,074	260,169	1,004,082	836,735
CFP Operational Income	62,244	-	62,244	7,448	35,000	35,000
Fraud Recovery and Other	3,503	38	3,465	297	6,480	6,442
Total Operating Revenue	<u>\$ 422,707</u>	<u>\$ 233,623</u>	<u>\$ 189,084</u>	<u>\$ 370,577</u>	<u>\$ 1,442,990</u>	<u>\$ 1,209,367</u>
Administrative Salaries	\$ 25,105	\$ 14,440	\$ 10,665	\$ 11,054	\$ 93,863	\$ 79,422
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	85,818	19,963	65,855	30,289	119,778	99,815
Bookkeeping Fees	4,403	3,045	1,358	4,621	18,270	15,225
Employee Benefits Contributions - Admin	6,436	5,417	1,019	4,846	33,055	27,638
Office Expenses	10,649	8,142	2,507	8,712	39,483	31,341
Legal	4,388	4,000	388	6,961	24,000	20,000
Travel	21	126	(105)	-	756	630
Other	4,277	1,200	3,077	4,893	7,200	6,000
Tenant Services - Other	2,520	4,360	(1,840)	5,232	26,160	21,800
Water	15,523	11,400	4,123	16,600	68,400	57,000
Electricity	10,669	6,516	4,153	10,019	39,096	32,580
Gas	2,588	7,700	(5,112)	4,277	59,300	51,600
Other Utilities Expense	65	110	(45)	62	12,660	12,550
Ordinary Maintenance and Operations - Labor	28,241	26,486	1,755	28,280	172,159	145,673
Ordinary Maintenance and Operations - Material	26,145	16,276	9,869	29,771	98,856	82,580
Ordinary Maintenance and Operations - Contrac	106,485	52,330	54,155	130,630	319,820	267,490
Employee Benefits Contributions - Ordinary	14,181	13,972	209	16,278	84,848	70,875
Protective Services - Other Contract Costs	885	600	285	885	3,600	3,000
Property Insurance	13,781	8,678	5,103	11,573	52,068	43,390
Liability Insurance	4,333	2,612	1,721	3,594	15,672	13,060
Workers Compensation	318	316	2	294	1,896	1,580
All Other Insurance	5,983	470	5,513	1,124	2,820	2,350
Other General Expenses	11,810	3,816	7,994	12,060	24,749	20,933
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	5,315	3,468	1,847	5,955	19,499	16,031
Bad debt - Tenant Rents	5,807	1,200	4,607	4,297	7,200	6,000
Interest Expense	4,383	2,931	1,452	4,707	17,024	14,093
Total Operating Expenses	<u>\$ 400,129</u>	<u>\$ 219,575</u>	<u>\$ 180,554</u>	<u>\$ 357,015</u>	<u>\$ 1,367,232</u>	<u>\$ 1,147,657</u>
Net Income (Loss)	<u>\$ 22,578</u>	<u>\$ 14,048</u>	<u>\$ 8,530</u>	<u>\$ 13,563</u>	<u>\$ 75,758</u>	<u>\$ 61,710</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 89,731	\$ 59,124	\$ 30,607	\$ 81,805	\$ 354,744	\$ 295,620
Tenant Revenue - Other	6,152	4,116	2,036	9,390	24,696	20,580
Total Tenant Revenue	<u>\$ 95,883</u>	<u>\$ 63,240</u>	<u>\$ 32,643</u>	<u>\$ 91,195</u>	<u>\$ 379,440</u>	<u>\$ 316,200</u>
HUD PHA Operating Grants	165,855	106,171	59,684	139,678	637,025	530,855
CFP Operational Income	57,946	-	57,946	7,448	175,000	175,000
Fraud Recovery and Other	3,911	92	3,819	1,783	6,804	6,712
Total Operating Revenue	<u>\$ 323,594</u>	<u>\$ 169,503</u>	<u>\$ 154,092</u>	<u>\$ 240,104</u>	<u>\$ 1,198,269</u>	<u>\$ 1,028,766</u>
Administrative Salaries	\$ 12,696	\$ 13,678	\$ (983)	\$ 21,672	\$ 88,909	\$ 75,231
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	81,061	18,980	62,081	28,026	113,878	94,898
Bookkeeping Fees	4,335	2,895	1,440	4,276	17,370	14,475
Employee Benefits Contributions - Admin	6,728	7,250	(522)	8,838	44,023	36,773
Office Expenses	8,115	5,222	2,893	6,972	32,259	27,037
Legal	3,855	5,442	(1,587)	10,041	32,652	27,210
Travel	31	-	31	-	-	-
Other	15,938	-	15,938	3,634	-	-
Tenant Services - Other	3,785	2,800	985	3,000	16,800	14,000
Water	51,305	31,230	20,075	46,086	187,380	156,150
Electricity	28,770	17,296	11,474	27,281	103,776	86,480
Gas	2,999	1,700	1,299	2,627	46,750	45,050
Other Utilities Expense	56	106	(50)	106	1,455	1,349
Ordinary Maintenance and Operations - Labor	34,297	27,580	6,717	44,343	179,268	151,688
Ordinary Maintenance and Operations - Material	29,905	8,982	20,923	15,864	52,292	43,310
Ordinary Maintenance and Operations - Contrac	26,165	13,646	12,519	21,511	93,776	80,130
Employee Benefits Contributions - Ordinary	13,492	14,733	(1,242)	16,809	89,455	74,721
Protective Services - Other Contract Costs	420	280	140	420	1,680	1,400
Property Insurance	4,352	1,434	2,918	3,694	8,604	7,170
Liability Insurance	4,389	2,756	1,633	3,782	16,536	13,780
Workers Compensation	295	300	(5)	483	1,800	1,500
All Other Insurance	642	194	448	698	1,164	970
Other General Expenses	11,421	3,166	8,255	12,753	18,996	15,830
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	600	790	(190)	320	1,084	294
Bad debt - Tenant Rents	658	1,000	(342)	2,613	6,000	5,000
Interest Expense	1,001	669	332	1,075	3,888	3,218
Total Operating Expenses	<u>\$ 347,310</u>	<u>\$ 182,129</u>	<u>\$ 165,181</u>	<u>\$ 286,923</u>	<u>\$ 1,164,793</u>	<u>\$ 982,663</u>
Net Income (Loss)	<u>\$ (23,716)</u>	<u>\$ (12,626)</u>	<u>\$ (11,089)</u>	<u>\$ (46,819)</u>	<u>\$ 33,476</u>	<u>\$ 46,103</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 368,941	\$ 248,748	\$ 120,193	\$ 350,913	\$ 1,492,488	\$ 1,243,740
Tenant Revenue - Other	30,887	17,611	13,276	34,413	105,071	87,460
Total Tenant Revenue	<u>\$ 399,828</u>	<u>\$ 266,359</u>	<u>\$ 133,469</u>	<u>\$ 385,326</u>	<u>\$ 1,597,559</u>	<u>\$ 1,331,200</u>
HUD PHA Operating Grants	952,806	609,933	342,873	906,904	3,659,596	3,049,664
CFP Operational Income	240,380	-	240,380	29,793	280,000	280,000
Fraud Recovery and Other	11,282	178	11,104	3,616	26,074	25,896
Total Operating Revenue	<u>\$ 1,604,296</u>	<u>\$ 876,470</u>	<u>\$ 727,826</u>	<u>\$ 1,325,639</u>	<u>\$ 5,563,229</u>	<u>\$ 4,686,760</u>
Administrative Salaries	\$ 84,485	\$ 54,183	\$ 30,303	\$ 77,623	\$ 352,187	\$ 298,005
Auditing Fees	-	-	-	-	20,000	20,000
Management Fees	337,175	78,967	258,207	118,499	473,802	394,835
Bookkeeping Fees	17,980	12,045	5,935	18,079	72,270	60,225
Employee Benefits Contributions - Administrative	27,300	24,213	3,087	29,807	147,349	123,136
Office Expenses	34,376	29,502	4,874	33,643	159,714	130,212
Legal Expense	19,082	16,492	2,590	28,644	97,952	81,460
Travel	708	416	292	251	2,496	2,080
Other	20,958	4,950	16,008	7,672	27,420	22,470
Tenant Services - Other	14,450	10,980	3,490	13,572	64,080	53,100
Water	113,690	75,738	37,952	109,570	445,761	370,023
Electricity	56,661	35,653	21,008	55,886	208,527	172,874
Gas	12,469	17,200	(4,731)	14,023	201,050	183,850
Other Utilities Expense	97	346	(249)	198	26,755	26,409
Ordinary Maintenance and Operations - Labor	113,676	99,264	14,412	117,817	644,711	545,448
Ordinary Maintenance and Operations - Material	87,821	47,458	40,363	76,881	282,848	235,390
Ordinary Maintenance and Operations - Contract	419,875	179,951	239,924	339,883	1,079,296	899,345
Employee Benefits Contributions - Ordinary	47,293	53,507	(6,214)	55,860	324,802	271,295
Protective Services - Other Contract Costs	2,807	1,880	927	2,807	11,280	9,400
Property Insurance	40,307	25,564	14,743	33,843	153,384	127,820
Liability Insurance	16,137	9,966	6,171	13,679	59,796	49,830
Workers Compensation	1,243	1,440	(197)	1,359	8,640	7,200
All Other Insurance	8,317	1,368	6,949	3,721	8,208	6,840
Other General Expenses	44,224	11,078	33,146	46,905	66,000	54,922
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	17,287	11,500	5,788	15,966	60,619	49,119
Bad debt - Tenant Rents	14,727	5,160	9,567	11,775	30,960	25,800
Interest Expense	17,258	11,540	5,718	18,532	67,026	55,485
Total Operating Expenses	<u>\$ 1,570,402</u>	<u>\$ 820,340</u>	<u>\$ 750,062</u>	<u>\$ 1,246,495</u>	<u>\$ 5,096,913</u>	<u>\$ 4,276,573</u>
Net Income (Loss)	<u>\$ 33,893</u>	<u>\$ 56,130</u>	<u>\$ (22,237)</u>	<u>\$ 79,143</u>	<u>\$ 466,316</u>	<u>\$ 410,187</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 388,264	\$ 109,155	\$ 279,109	\$ 161,423	\$ 794,928	\$ 685,773
Bookkeeping Fees Income	17,980	12,045	5,935	18,079	72,270	60,225
Fraud Recovery and Other	20,824	7,390	13,434	12,976	58,470	51,080
Total Operating Revenue	\$ 427,067	\$ 128,590	\$ 298,478	\$ 192,478	\$ 925,668	\$ 797,078
Administrative Salaries	\$ 76,471	\$ 62,752	\$ 13,719	\$ 87,592	\$ 407,889	\$ 345,137
Auditing Fees	-	-	-	-	5,900	5,900
Employee Benefits Contributions - Admin	19,647	18,536	1,111	19,761	113,617	95,081
Office Expenses	12,389	8,445	3,944	14,735	45,809	37,364
Legal	-	84	(84)	345	2,304	2,220
Travel	2,941	1,465	1,476	125	7,325	5,860
Other	17,033	1,220	15,813	8,857	28,245	27,025
Tenant Services - Other	-	-	-	-	-	-
Water	5,012	266	4,746	241	1,596	1,330
Electricity	2,324	1,750	574	2,225	10,500	8,750
Gas	(4,647)	378	(5,024)	76	2,268	1,890
Other Utilities Expense	39	48	(9)	24	288	240
Ordinary Maintenance and Operations - Materia	-	-	-	3	450	450
Ordinary Maintenance and Operations - Contrac	1,559	3,007	(1,448)	537	9,267	6,260
Protective Services - Other Contract Costs	313	-	313	313	315	315
Property Insurance	12,982	208	12,774	315	1,248	1,040
Liability Insurance	226	-	226	-	-	-
Workers Compensation	142	186	(44)	178	1,116	930
All Other Insurance	15,476	4,760	10,716	8,947	28,560	23,800
Other General Expenses	14,477	6,800	7,677	8,887	43,200	36,400
Compensated Absences	-	-	-	-	-	-
Interest Expense	1,549	1,205	344	2,825	4,223	3,018
Total Operating Expenses	\$ 177,935	\$ 111,110	\$ 66,825	\$ 155,987	\$ 714,120	\$ 603,010
Net Income (Loss)	\$ 249,133	\$ 17,480	\$ 231,653	\$ 36,491	\$ 211,548	\$ 194,068

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending September 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	\$ 2,749,579	\$ 1,773,780	\$ 975,799	\$ 2,320,103	\$ 10,642,680	\$ 8,868,900
Other Revenue	54	-	54	106	-	-
Fraud Recovery and Other	3,648	1,026	2,622	5,381	6,156	5,130
Total Operating Revenue	<u>\$ 2,753,281</u>	<u>\$ 1,774,806</u>	<u>\$ 978,475</u>	<u>\$ 2,325,590</u>	<u>\$ 10,648,836</u>	<u>\$ 8,874,030</u>
Administrative Salaries	\$ 85,782	\$ 47,141	\$ 38,641	\$ 73,935	\$ 309,084	\$ 261,923
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	51,089	30,188	20,901	42,924	181,126	150,938
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	18,603	19,300	(697)	21,543	117,805	98,505
Office Expenses	45,730	31,726	14,004	46,136	99,036	67,310
Legal Expense	-	-	-	-	-	-
Travel	250	-	250	-	-	-
Other	37	12,000	(11,963)	16	72,000	60,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	17	-	17	22	-	-
Other Utilities Expense	149	-	149	95	-	-
Ordinary Maintenance and Operations - Materis	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	9,820	696	9,124	5,754	4,176	-
Protective services - Other Contract Costs	209	-	209	209	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	3,134	3,100	34	4,293	18,600	15,500
Workers Compensation	2,391	2,372	19	2,310	14,232	11,860
All Other Insurance	-	-	-	-	-	-
Other General Expenses	6,648	3,734	2,914	5,587	22,316	18,582
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	2,649,242	1,622,842	1,026,400	2,424,262	9,737,052	8,114,210
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 2,873,099</u>	<u>\$ 1,773,098</u>	<u>\$ 1,100,001</u>	<u>\$ 2,627,086</u>	<u>\$ 10,600,407</u>	<u>\$ 8,827,309</u>
Net Income (Loss)	<u>\$ (119,818)</u>	<u>\$ 1,708</u>	<u>\$ (121,526)</u>	<u>\$ (301,496)</u>	<u>\$ 48,429</u>	<u>\$ 46,721</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	(138,400.55)	462,658.86
1010-0000-112200 Accounts Receivable	(115.90)	6,745.23
1010-0000-112201 Allowance for Doubtful Accounts	(69.35)	(674.52)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	39,492.69	(4,203.11)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	68,613.96	68,613.93
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	-	-
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,469,122.26)
1010-1010-148100 Accumulated Depreciation-Build	-	(125,946.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(6,928.00)
1010-0000-150300 Deferred Outflow - MERS	-	17,763.00
TOTAL ASSETS	<u>(30,479.15)</u>	<u>3,976,281.91</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payabe	-	29,708.00
1010-0000-211100 Accounts Payable	-	(1,171.38)
1010-0000-211400 Tenant Security Deposits	(409.00)	32,898.30
1010-0000-211999 Tenant Refunds	26.00	7,062.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	14,675.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	1,819.10	21,117.02
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,811.66)	396,064.19
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
TOTAL LIABILITIES	<u>(1,375.56)</u>	<u>1,020,928.48</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	815,922.65
1010-0000-282000 Income and Expense Clearing	(29,103.59)	(1,866,250.92)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,591,532.63
TOTAL EQUITY	<u>(29,103.59)</u>	<u>2,955,353.43</u>
TOTAL LIABILITES & EQUITY	<u>(30,479.15)</u>	<u>3,976,281.91</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for September 2018

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	(112,693.53)	398,534.44
1020-0000-112200 Accounts Receivable	6,225.97	8,443.60
1020-0000-112201 Allowance for Doubtful Accounts	(622.60)	(844.36)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	40,850.92	(1,893.33)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	67,675.14	67,675.14
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
TOTAL ASSETS	1,435.90	5,067,906.91
LIABILITIES		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payable	-	24,878.00
1020-0000-211100 Accounts Payable	-	(2,219.62)
1020-0000-211400 Tenant Security Deposits	1,684.00	33,778.19
1020-0000-211999 Tenant Refunds	(11.00)	4,163.04
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	2,345.96	29,273.62
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,686.11)	660,106.96
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
TOTAL LIABILITIES	(667.15)	1,103,028.77
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(85,251.34)
1020-0000-282000 Income and Expense Clearing	2,103.05	(1,281,903.25)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
TOTAL EQUITY	2,103.05	3,964,878.14
TOTAL LIABILITIES & EQUITY	1,435.90	5,067,906.91

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	35,095.06
1080-0000-111111 Chase Checking	(127,954.78)	746,512.81
1080-0000-112200 Accounts Receivable	3,682.55	22,128.50
1080-0000-112201 Allowance for Doubtful Accounts	(392.38)	(2,212.85)
1080-0000-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	44.84
1080-5005-115700 Intercompany	45,605.07	5,465.05
1080-0000-116201 Investments Savings	-	128,981.45
1080-0000-121100 Prepaid Insurance	77,909.53	77,909.53
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
TOTAL ASSETS	<u>(1,150.01)</u>	<u>4,850,986.79</u>
LIABILITIES		
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	(559.00)	34,746.06
1080-0000-211999 Tenant Refunds	(110.00)	4,071.65
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	2,156.12	26,476.15
1080-0000-214000 Accrued Comp Absences - non curr	-	9,654.14
1080-0000-224000 Tenant Prepaid Rent	44.48	134.00
1080-0000-260600 Note Payable Non Curr - PNC	(2,768.07)	389,923.65
1080-0000-260601 Note Payable - Curr - PNC	-	33,375.37
TOTAL LIABILITIES	<u>(1,236.47)</u>	<u>964,764.22</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	95,736.25
1080-0000-282000 Income and Expense Clearing	86.46	(1,256,626.34)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,042,643.66
TOTAL EQUITY	<u>86.46</u>	<u>3,886,222.57</u>
TOTAL LIABILITIES & EQUITY	<u>(1,150.01)</u>	<u>4,850,986.79</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	(92,605.47)	347,130.85
1090-0000-112200 Accounts Receivable	(974.75)	3,499.25
1090-0000-112201 Allowance for Doubtful Accounts	97.47	(349.93)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	43,421.58	3,506.91
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	27,855.84	27,855.83
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
TOTAL ASSETS	<u><u>(22,205.33)</u></u>	<u><u>3,237,056.15</u></u>
LIABILITIES		
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	(450.00)	32,861.50
1090-0000-211999 Tenant Refunds	11.00	11,766.53
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	611.98	(2,539.04)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(632.08)	89,037.69
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
TOTAL LIABILITIES	<u><u>(459.10)</u></u>	<u><u>514,349.91</u></u>
EQUITY		
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	(21,746.23)	(1,221,023.52)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
TOTAL EQUITY	<u><u>(21,746.23)</u></u>	<u><u>2,722,706.24</u></u>
TOTAL LIABILITES & EQUITY	<u><u>(22,205.33)</u></u>	<u><u>3,237,056.15</u></u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111105 LHC-Payroll Account	(2,627.03)	43,352.51
5005-0000-111111 Chase Checking	443,826.75	970,046.34
5005-1010-115700 Intercompany	(39,492.69)	4,203.11
5005-1020-115700 Intercompany	(40,850.92)	1,893.33
5005-1080-115700 Intercompany	(45,605.07)	(5,465.05)
5005-1090-115700 Intercompany	(43,421.58)	(3,506.91)
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	(21,363.96)	(1,326.01)
5005-8002-115700 Intercompany	(7,510.95)	255.92
5005-8005-115700 Intercompany	(28.80)	(4,430.56)
5005-8010-115700 Intercompany	(4,352.27)	4,969.72
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(15,698.24)	4,098.66
5005-0000-121200 Prepaid - Other	240.00	53,209.00
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	2,045.00	251,104.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
TOTAL ASSETS	<u>225,160.24</u>	<u>2,571,814.55</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	191,365.00
5005-0000-200300 Pension Liability	-	56,475.00
5005-0000-210000 Construction Costs Payabe	-	20,799.00
5005-0000-211100 Accounts Payable	-	12,195.07
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	907.68	3,301.88
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	1,770.00	4,260.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,656.07)	(133,466.19)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
TOTAL LIABILITIES	<u>(1,978.39)</u>	<u>488,370.73</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	322,679.00
5005-0000-282000 Income and Expense Clearing	227,138.63	1,732,216.53
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>227,138.63</u>	<u>2,083,443.82</u>
TOTAL LIABILITES & EQUITY	<u>225,160.24</u>	<u>2,571,814.55</u>

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(23,540.57)	448,438.23
8002-0000-111111 Chase Checking	202,779.75	212,251.56
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	(204.00)	(204.00)
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	21,363.96	1,326.01
8002-5005-115700 Intercompany	7,510.95	(255.92)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	15,271.44	15,271.44
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	18,311.00
TOTAL ASSETS	223,181.53	705,781.32
LIABILITIES		
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
TOTAL LIABILITIES	-	705,285.98
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	13,094.83	107,323.61
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	210,086.70	38,846,824.98
8002-8002-282000 Income and Expense Clearing	-	(39,233,747.34)
8004-0000-282000 Income and Expense Clearing	-	293,299.67
8004-8004-282000 Income and Expense Clearing	-	(293,299.67)
TOTAL EQUITY	223,181.53	495.34
TOTAL LIABILITES & EQUITY	223,181.53	705,781.32



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October 2018 Executive Director's Report

Meetings

City of Lansing Housing Conference

- Education on voucher use for private apartment owners

City Council Visits

- Kathy Dunbar

City of Lansing

- Brian McGrain – Director, Economic Development & Planning
- Mayor Office for press conference planning
- Mark Lawrence – Citizen Advocate

Michigan Public Housing Authorities

- Kim Johnson – Executive Director (ED), Mt. Pleasant PHA

LIPH Staff

- Marshall Brice – Asset Manager LaRoy Froh
- Jackie Bates – Assistant Asset Manager Mt. Vernon

First Contracting

- Site Meetings, Issues and Budget

Guillermo Diaz – Clear Results

- Single family energy programs

Major Activities

- Site visits to LHC properties
- ITEC Bus kickoff - Hildebrandt
- RAD RFP draft review
- Staff Meeting LIPH
- Press conference with Mayor
- Meeting with security and concrete Vendors
- Labor Negotiations - Keller-Thoma (Greg Schultz)
- Work Order Project





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October 24, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

September 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 96% (not including the modernization units) at the end of September. LHC Unit Months Leased (UML) was 797 (with units in MOD) or 96% occupancy rate. LHC maintained a 96% 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 96.5% at the end of September. There were three (3) households moved in, four (4) residents moved out, and one (1) unit transfer. The UML was 192 which equals 95%. At the end of September, Mt. Vernon had a total of 40 open work orders. Mt. Vernon Park currently has the Computer Learning Center (CLC) in full operation Monday-Friday, 4:00 p.m. to 8:00 p.m. The Family Support Partnership (FSP) program is in full operation Tuesday & Thursday 3:30 p.m.– 5:30 p.m., and ITEC is in full operation Tuesday from 4:30 p.m. – 6:45 p.m. ITEC not only provides STEM learning for youth but also provides an opportunity for one resident to earn a paycheck while interacting with site youth.

Hildebrandt Park occupancy was 97% at the end of September. There were three (3) households moved in, two (2) resident moved out, and zero (0) unit transfers. The





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UML was 215 which equals 97%. At the end of September, Hildebrandt had a total of 184 open work orders.

LaRoy Froh occupancy was 93% at the end of September. There were zero (0) households moved in, four (4) residents moved out, zero (0) unit transfers. The UML was 197 which equals 93%. At the end of September, LaRoy Froh had a total of 213 open work orders.

South Washington Park occupancy was 98% at the end of September. There were six (6) households moved in, seven (7) resident moved out, and zero (0) unit transfer. The UML was 194 which equals 98%. At the end of September, South Washington had a total of 31 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	192	97%	3	4	1	0
Hildebrandt	220	215	97%	3	2	0	0
LaRoy Froh	213	197	93%	2	7	0	0
S. Washington	198	194	98%	6	7	0	0
Totals	833	798	96%	14	20	1	0





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RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 30,145	\$ 29,910	\$ 235	98%
Hildebrandt	\$ 33,654	\$ 34,974	\$ 1,320	108%
LaRoy Froh	\$ 30,348	\$ 32,089	\$ 1,741	105%
S. Washington	\$ 29,671	\$ 31,875	\$ 2,204	107%
Totals	\$ 123,818	\$ 128,848	\$5,500	104%

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	9-18-18 COL Bldg. Inspector (Chad) will inspect bldg. 9-19-18 for approval to continue rehab or provide additional instructions. 9-17-18 Contacted COL Bldg. Inspector (Chad) left message. 9-17-18 the new bldg. permit was received. 9-11-18 City Inspector informed LHC that the Unit permit must be placed in Kim's name instead of Mr. Armstrong's. 7-12-18 Permits needed from licensed plumbing and electrical inspectors.
4223 Balmoral	2	8-3-18	61	10-8-18	\$2,760	10-8-18 Unit will be ready for leasing. 9-4-18 Contractor started rehab.





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102-3322 Waverly	2	8-17-18	43	10-4-18	pending	10-4-18 Unit ready for leasing. 8-18-18 Stickers and excess smoke debris removed.
102-3238 Waverly	2	8-28-18	32	10-8-18	\$1,947	10-8-18 Unit will be ready for leasing. 9-14-18 Unit rehab started.
102-4351 Balmoral	3	9-4-18	26	10-8-18	\$1,275	9-21-18 Unit will be ready for leasing.
102-3400 Waverly	4	9-4-18	26	11-2-18	\$2,468	Pest Management Treatment
102-1503 Robertson	4	9-14-18	20	10-26-18	pending	9-24-18 Resident turned in keys (needed additional time to transfer)
102-3208 Waverly	1	9-20-18	10	10-19-18	pending	10-1-18 Parts ordered
102-3268 Waverly	2	9-21-18	2	10-8-18	pending	10-8-18 Unit ready for leasing





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Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-3116 B Turner	4	7-1-18	90	NA	pending	9-28-18 After reviewing scope, per ED this will be a kitchen & bath remodel, work is on hold until capital funds are released. 7-1-18 to 9-18-18 Unit still being treated for pest (infestation)
103-3126 Turner	3	8-22-2018	64	9-27-2018	\$4,100	10-8-18 Pulled new applicant from waitlist, Orientation next week. 9-24-18 Carpentry work to begin. 9-18-18 All other unit repairs completed.
103-1113 Dakin	3	8-3-2018	60	9-1-2018	\$2,760	10-5-18 Resident moved in. 9-10-18 Applicant turned unit down, due to size. 9-4-18 Unit turn completed





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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
111-1009 Belaire	3	3-29-18	187	10-12-18	\$4,800	10-1-18 Unit turn completed 9-17-18 Work started on unit. Delayed start by the contractor, pending full scope of work
111-2438 Reo	3	2-19-18	225	TBD	Pending	6-18 Fire @2436 Reo minor damage to the unit damaged 2-19-18 Resident moved out.
111-2448 Reo	3	4-24-18	161	7-5-18	\$4,800.00	Unit turn completed
111-2434 Reo	3	1-18-18	257	7-14-18	Pending	6-18 Fire @2436 Reo minor damaged to the unit damaged. 1-18-18 Resident moved out.
111-6270 Cooper	3	5-3-18	152	7-13-18	\$4,800.00 + costs of window parts	9-18-18 Ready to move in 9-18-18 Needs windows repaired 9-4-18 Unit turn completed
111-6063 Southbrook	3	4-9-18	176	8-3-18	\$2,600.00	Ready to move in Unit turn completed.
111-2364 Reo	1	6-16-18	118	8-31-18	\$3,125	9-28-18 Unit turn completed
111-2422 Reo	3	6-12-18	112	8-31-18	\$5,500	Waiting for COL to release unit after inspection 1 st Contracting starting work on unit.
111-3415 W Jolly Rd	3	7-1-18	92	9-20-18	\$3,520	9-28-18 Unit turn completed 9-6-18 Work started work on unit.
111-2436 Reo	3	6-7-18	257	TBD	Pending	Fire Unit-offline
111-321 Fenton	3	7-2-18	92	8-31-18	\$3,200	10-1-18 Unit turn completed





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111-3409 W Jolly	3	7-27-18	80	10-17-18	\$3,840	Pending estimate from contractor 7-2-18 Resident moved out
111-1001 Belaire	3	8-31-18	32	TBD	Pending	8-31-18 Resident moved out
111- 4638 Christiansen	4	8-3-18	60	TBD	Pending	Pending estimate from contractor 8-3--18 Resident moved out
111-5419 Waverly	2	9-14-18	18	10-19-18	\$4800	9-27-18 S&S started work
111-2204 Reo	2	7-30-18	64	TBD	TBD	10-1-18 Waiting on Supplies Contracting with 1 st Contracting
111-5603 Picardy	3	8-22-18	41	TBD	TBD	Have scope, need contract
111-2450 Reo	4	9-7-18	25	TBD	TBD	10-1-18 Contracting with 1 st Contracting
111-1007 Belaire	3	9-10-18	22	TBD	TBD	Need scope
111-902 Miller	3	9-12-18	20	10-15-18	\$4800	10-1-18 S&S started work
111-6217 Grovenburg	3	9-12-18	20	TBD	TBD	Have scope need contract
111-5840 Pheasant	2	9-12-18	19	TBD	TBD	Need scope





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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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**LHC Board
Sign-In Sheet
Date of Meeting: October 24, 2018**

Name	Organization	Phone #	E-mail
Marcel Jackson	LIPH		marcelj@lanshc.org
Karen Chase	COC	517-853-3065	Karenc@lanshc.org
Marshall Brice	LIPH		marshallb@lanshc.org
Marcus Hardy	LIPH	517-862-0855	marcus h@lanshc.org
Kim Shirley	HCV	487-0242	Kims@lanshc.org
Kim Gillespie	LIPH		Kimg@lanshc.org
Doug Fleming	COC		dflemm1
Patricia Spitzley	Lansing City Council		Patricia.Spitzley@lansingmi.gov

