



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

Agenda

Lansing Housing Commission

November 20, 2023

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of October 25, 2023
2. Public Comment – limit 3 minutes per person
3. Action Items:
4. Informational Items:
 - a. Finance Report October 2023 Steven Raiche
 - b. Housing Choice Voucher October 2023 Jennifer Burnette
 - c. Asset Management Report October 2023
Scattered Sites Christy Kavanaugh
5. Discussion Items:
6. Other Items
7. Deputy Director Comments
8. Executive Director's Comments
9. President's Comments
10. Adjournment.



Minutes of October 25, 2023

Commissioner Henry called the meeting to order at 5:31 p.m. Mr. Fleming called the roll.

PRESENT AT ROLL CALL: Commissioners Emma Henry, Loria Hall, Ashlee Barker, Heather Taylor absent and Don Sober absent.

STAFF:

Christy Kavanaugh Jennifer Burnette
Douglas Fleming
Steven Raiche

Guests: None

Commissioner Hall motioned and Commissioner Barker seconded a motion to approve the minutes of the August 30, 2023, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

Action Items:

- Resolution 1360 – Approval to use HUD approved Success Rate Payment Standards

We have requested approval from HUD to increase the amount above and beyond the typical amounts that we are eligible for. We got the approval today.

Commissioner Hall motioned and Commissioner Barker Seconded to approve Resolution 1360 to use HUD approved Success Rate Payment Standards. **The Motion was approved by all members present.**

Informational Items:

Finance Report September 2023

Steven Raiche

- Nothing significant to report. Wrapping up our audit with Plante Morane fiscal year end 6-30-23. Still have a few outstanding items. Hope to have a report by the November finance meeting.



Housing Choice Voucher September 2023

Jennifer Burnette provided a brief overview of the September 2023 HCV Reports

- In the month of September, we had a Family Self Sufficiency graduate. She graduated from and received an escrow check of over \$20,000. We have a couple more that will be coming up soon.
- In the month of September, we issued 22 regular HCV vouchers, 8 VASH vouchers.
- We have 46 applicants out searching for regular HCV, and 12 that out searching for VASH. We have 46 regular HCV applicants that are pending documentation or final approval. 6 units are pending inspection or pending lease up.
- We did empty our waiting list this week so we will be opening our waiting list November 17 to November 22 which we will put out a blast to all the agencies for that.
- We are going open the waiting list in conjunction with the community connect event that the City is holding at Cata Transportation. Capital Area Housing is sharing a table with us at the event. We are going to pass out flyers that explain the information needed to apply. We are going to give them information that they can come down here to get and staff will help them apply. It will also explain how to keep their information up to date and when they can check the status of their application.

Asset Management Report September 2023

Public Housing (PH) Scattered Sites – Christy Kavanaugh

- **Public Housing Scattered Sites** had an occupancy rate of 96% at the end of September. There were one (1) move-in, zero (0) move-outs, and two (2) transfers.
- Our collection rate was 86%
- We want the vacant units to be filled by December. We do have one unit 1904 Hoyt will not be ready for a while due to storm damage.
- There was a total of 29 open work orders.

Discussion Items:

Other Items: None

Deputy Director Comments:

- SEMAP letter came through indicating we are a high performer this year.
- Jennifer and Lisa and their team are working hard to obtain the high performer status.
- We did a Trunk or Treat event today with the HCV team. We went to Wavery Place (Mt Vernon) it was supposed to be a trunk or treat and ended up being a community room event because of the rainy weather. It was a pretty good turnout.
- Santas workshop is coming soon.

Executive Directors Comments:

- Section 18 – we had our first resident meeting two weeks ago. Another meeting is coming. We did get our first resident sale and are close on the second one. These are the last 40 houses that SK Lansing is going to purchase. Anything that is not bought by a resident will be sold to SK.
- We went out to HUD for Tenant Protection Vouchers. We got approval but had a problem is that HUD underfunded the vouchers by 1.1 million dollars. They had made a miscalculation based on the wrong bedroom size.

Development Activities

- We did submit phase two for the Riverview project across the street. This is a multi-phase project. We are working with the Architects to make sure the buildings look the same.
- We are working with PK Housing on a joint arrangement for East Lansing for a part of Green Space. We will be a partner as part of the deal.
- Forest Renovations are complete. We did this out of Capital Funds. We put about \$25,000 per unit and redid the parking lot.
- We are evaluating Oliver Gardens for a 4% submission. There is some debt we have to work out with MSHDA and ourselves. We need MSHDA and the City approval to buy down some of the debt.
- We are in talks to purchase Capital Commons 2. They have not had a lot of success in running this. We are moving forward on this tax credit deal.
- We are really close to LaRoy Froh being finished. It should be done around December 15, 2023. That is the last of the RAD projects.

Other Activities:

- Mikey23 Project – The Mikey23 foundation is to help mainly African American males and women to learn trade skills for renovating houses. We had a house that was severely damaged by the storm. We are going to take 5018 Starr and they are going to renovate the house. LHC will pay for the materials, and they will do the labor. Then we will sell the house and share the proceeds with the foundation.
- We are getting a projector for Capital City Apartments. They want to have a move night down there.
- We are expanding our GED program to Hildebrandt. It operates in Capital City right now.
- We are looking at a fall fair at the community center and gym at LaRoy Froh. This fair is to help people to get resources for their needs.
- Signed a new head start contract.
- Staff went to the MINAHRO this year. It was a good conference and learned a lot. The agenda needs to go more towards the HCV rather than public housing.
- LaQuecia Gibson does our MSHDA for us. She is in the Chamber Leadership program. They learn how the city and the Chamber works. She is really enjoying it so far.
- I went to the NAHRO meeting in New Orleans. It was sold out for the first time in a long time. I was appointed to two committees. The legislative committee and community redevelopment committee. The second one I am really excited about. We received an award for Capital City.
- Edge puts together the resident newsletter.
- We went to an employee team building event at a corn maze at Country Mill. Had a really good time.
- After we adjourn, we will go have a tour of the other side of the building that was renovated.


President's Comments:

- If there was a government shutdown what would that look like. We will be funded through January.

Other Business:

- Loria Hall talked about New Orleans. It was very interesting and very good. She was proud to be there to represent LHC.

Adjournment: The meeting was adjourned at 6:23 p.m.



Emma Henry Board Chair

Date 11/21/23



Doug Fleming, Acting Secretary

Date 11-21-2023

Lansing Housing Commission
Summary Results for October FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	48,780	11,047	(18,908)	263,801	12,508	(10,260)
Tenant Revenue Variance	14,933	-	-	-	(44)	-
HUD Revenue Variance	35,518	(3,079)	(17,641)	265,225	-	-
Capital Fund Income	(5,973)	-	-	-	-	-
Other Income	4,301	14,126	(1,267)	(1,424)	12,552	(10,260)
Other	-	-	-	-	-	-
Budgeted Revenue	116,570	48,613	143,484	1,021,980	40,044	52,552
% Variance fav (unfav)	42%	23%	-13%	26%	31%	-20%
EXPENSES:						
Total Expense Variance Unfav (Fav)	52,104	11,186	40,937	398,294	-	26,343
Salary Expenses	872	(9,860)	(5,387)	-	-	11,367
Employee Benefit Expenses	631	(130)	3,368	-	-	6,185
Utilities	(107)	298	3,200	-	-	9,243
Write-offs	-	-	-	-	-	-
Legal	(300)	(1,295)	-	-	-	-
Professional Services	1,825	6,790	21,289	-	(800)	(3,621)
Admin Services	4,049	10,250	8,262	-	(7,750)	991
Insurance	2,374	(238)	(283)	-	(499)	-
Sundry/Postage/Office Supplies	(263)	4,404	206	-	-	-
Management Fee	2,143	-	(3,528)	-	-	-
HAP Expense	-	-	-	398,294	-	-
Inspections	(500)	-	(1,000)	-	-	-
Pilot	1,504	-	-	-	-	-
Maintenance Costs	44,252	(174)	85	-	(50)	-
Maintenance Contract - Unit Turns	(7,625)	-	-	-	-	-
Other	3,249	1,141	14,725	-	9,099	2,177
Budgeted Expense	63,985	44,256	132,071	1,020,000	-	-
% Variance fav (unfav)	-81%	-25%	-31%	-39%	#DIV/0!	#DIV/0!
Gain(Loss) on Sale of Assets	87,564	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 49,260	\$ 4,217	\$ (48,432)	\$ (132,513)	\$ 36,539	\$ (36,603)
YTD Actual Net Income (Loss) Net of CWIP	\$ 302,496	\$ 27,696	\$ (1,519)	\$ (575,071)	\$ 534,257	\$ (133,777)
Prior YR YTD Net Income (Loss)	\$ 81,819	\$ (42,117)	\$ (4,784)	\$ (52,855)	\$ (118,975)	\$ -
Cash Balance - October 2023	\$ 4,563,267	\$ 1,470,368	\$ 729,595	\$ 33,755	\$ 1,952,389	
Cash Balance - June 2023	\$ 4,812,080	\$ 1,059,438	\$ 881,797	\$ 69,454	\$ 1,702,596	
Cash Balance - June 2022	\$ 3,753,514	\$ 1,818,776	\$ 1,086,641	\$ 552,118	\$ 739,046	
Cash Balance - June 2021	\$ 1,916,110	\$ 1,350,385	\$ 1,119,729	\$ 465,867	\$ 393,609	

Lansing Housing Commission
Summary Results YTD for October FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	137,278	102,521	68,539	827,793	(64,092)	(39,573)
Tenant Revenue Variance	42,639	-	-	-	(176)	-
HUD Revenue Variance	104,803	46,852	73,951	833,314	-	-
Capital Fund Income	(25,473)	-	-	-	-	-
Other Income	15,309	55,669	(5,412)	(5,521)	(63,916)	(39,573)
Other	-	-	-	-	-	-
Budgeted Revenue	512,516	122,543	573,936	4,087,920	720,840	41,040
% Variance fav (unfav)	27%	84%	12%	20%	-9%	-96%
EXPENSES:						
Total Expense Variance Unfav (Fav)	4,611	58,310	54,147	1,410,784	(331,826)	93,416
Salary Expenses	(2,541)	(4,306)	(54,713)	-	-	43,237
Employee Benefit Expenses	(5,475)	20,357	1,116	-	-	19,305
Utilities	(13,516)	2,068	-	-	760	-
Write-offs	(1,899)	-	-	-	-	-
Legal	(1,019)	(1,001)	-	-	(2,500)	2,492
Professional Services	(15,563)	11,165	58,698	-	12,534	(5,991)
Admin Services	14,279	8,000	11,800	-	(25,500)	(4,944)
Insurance	(1,756)	287	(566)	-	(1,771)	(1,216)
Sundry/Postage/Office Supplies	431	18,746	17,534	-	1,223	1,086
Management Fee	3,329	-	14,791	-	-	-
HAP Expense	-	-	-	1,410,784	-	-
Pilot	5,426	-	-	-	-	-
Inspections	(535)	-	(4,000)	-	-	-
Maintenance Costs	64,075	921	562	-	-	-
Maintenance Contract - Unit Turns	(43,005)	-	-	-	-	-
Other	2,381	2,073	8,926	-	(316,571)	39,449
Budgeted Expense	342,687	139,057	589,847	4,080,000	-	41,827
% Variance fav (unfav)	-1%	-42%	-9%	-35%	#DIV/0!	-223%
Gain(Loss) on Sale of Assets	88,428	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 302,496	\$ 27,696	\$ (1,519)	\$ (575,071)	\$ 534,257	\$ (133,777)
YTD Budgeted Net Income (Loss)	\$ 169,829	\$ (16,514)	\$ (15,911)	\$ 7,920	\$ 619,400	\$ (787)
Prior YR YTD Net Income (Loss)	\$ 81,819	\$ (42,117)	\$ (4,784)	\$ (52,855)	\$ (118,975)	\$ -

October Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,921		09/23	\$ 704.45
HCV 8002 Expenses	\$ 1,417,444.08		08/23	\$ 687.51
Average Cost Per Voucher	<u>\$ 737.87</u>		07/23	\$ 720.35

	LIPH Ratios		Prior Months	
	Oct 2023 Total	PY Oct Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	92	270	09/23	95.0%
Number of Possible Units	101	307	08/23	95.0%
Year-to-Date Occupancy Rate	<u>91.1%</u>	<u>87.9%</u>	07/23	95.0%
Average Revenue Per Occupied Unit			09/23	\$ 1,890.65
Total LIPH Revenue	\$ 165,349.87	\$ 273,024.61	08/23	\$ 1,257.89
Average Revenue Per Occupied Unit	<u>\$ 1,797.28</u>	<u>\$ 458.09</u>	07/23	\$ 1,906.76
Average Tenant Revenue Per Occupied Unit			09/23	\$ 252.99
Total Tenant Revenue	\$ 17,645.00	\$ 20,126.50	08/23	\$ 254.51
Average Tenant Revenue Per Occupied Unit	<u>\$ 191.79</u>	<u>\$ 74.54</u>	07/23	\$ 227.69
Average Cost Per Occupied Unit			09/23	\$ 802.81
YTD Average Monthly Expenses	\$ 86,824.67	\$ 249,811.28	08/23	\$ 460.16
Average Cost Per Occupied Unit	<u>\$ 943.75</u>	<u>\$ 419.15</u>	07/23	\$ 756.77

Company Ratios				
Operating Reserves	LIPH	COCC	HCV Admin	
Bank Account Balance	\$ 4,563,267.12	\$ 1,470,368.06	\$ 729,594.65	
YTD Expenses	\$ 347,298.66	\$ 197,367.61	\$ 643,994.84	
Number of Months	4	4	4	
Average Monthly Expenses	\$ 86,824.67	\$ 49,341.90	\$ 160,998.71	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>52.56</u>	<u>29.80</u>	<u>4.53</u>	
Prior Months				
06/23	17.63	10.75	5.56	
06/22	10.96	21.09	10.44	
06/21	4.58	18.52	13.62	
06/20	5.62	14.23	11.20	

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 20,543	\$ -	\$ 20,543	\$ 15,212	\$ -	\$ -
Tenant Revenue - Other	240	-	240	886	-	-
Total Tenant Revenue	<u>\$ 20,783</u>	<u>\$ -</u>	<u>\$ 20,783</u>	<u>\$ 16,098</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	60,918	-	60,918	208,869	-	-
CFP Operational Income	8,032	-	8,032	2,287	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	9,551	-	9,551	1,554	-	-
Total Operating Revenue	<u>\$ 99,284</u>	<u>\$ -</u>	<u>\$ 99,284</u>	<u>\$ 228,808</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	8,825	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	2,820	-	2,820	12,248	-	-
Bookkeeping Fees	376	-	376	1,695	-	-
Employee Benefits Contributions - Admin	-	-	-	10,982	-	-
Office Expenses	18,873	-	18,873	6,745	-	-
Legal	73	-	73	20	-	-
Travel	648	-	648	445	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	100	-	-
Water	-	-	-	577	-	-
Electricity	-	-	-	510	-	-
Gas	87	-	87	423	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	9,814	-	-
Ordinary Maintenance and Operations - Material	22,633	-	22,633	111,966	-	-
Ordinary Maintenance and Operations - Contracts	6,980	-	6,980	113,158	-	-
Employee Benefits Contributions - Ordinary	3,925	-	3,925	30,553	-	-
Protective Services - Other Contract Costs	-	-	-	1,197	-	-
Property Insurance	1,407	-	1,407	7,654	-	-
Liability Insurance	415	-	415	3,226	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	3,540	-	-
Other General Expenses	10,802	-	10,802	14,409	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,867	-	1,867	1,319	-	-
Bad debt - Tenant Rents	(1,785)	-	(1,785)	408	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 69,264</u>	<u>\$ -</u>	<u>\$ 69,264</u>	<u>\$ 339,813</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 30,020</u>	<u>\$ -</u>	<u>\$ 30,020</u>	<u>\$ (111,005)</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 38,979	\$ 45,584	\$ (6,605)	\$ 53,441	\$ 67,280	\$ 21,696
Tenant Revenue - Other	655	-	655	972	-	-
Total Tenant Revenue	<u>\$ 39,634</u>	<u>\$ 45,584</u>	<u>\$ (5,950)</u>	<u>\$ 54,413</u>	<u>\$ 67,280</u>	<u>\$ 21,696</u>
HUD PHA Operating Grants	188,782	393,832	(205,050)	293,897	707,592	313,760
CFP Operational Income	8,032	57,600	(49,568)	2,287	160,800	103,200
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	7,003	935,500	(928,497)	1,820	2,998,000	2,062,500
Total Operating Revenue	<u>\$ 243,451</u>	<u>\$ 1,432,516</u>	<u>\$ (1,189,066)</u>	<u>\$ 352,417</u>	<u>\$ 3,933,672</u>	<u>\$ 2,501,156</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 17,081	\$ -	\$ -
Auditing Fees	-	-	-	-	26,400	26,400
Management Fees	13,871	18,042	(4,171)	24,711	42,398	24,356
Bookkeeping Fees	1,845	2,400	(555)	3,421	5,640	3,240
Employee Benefits Contributions - Admin	399	16	383	4,309	48	32
Office Expenses	5,359	14,709	(9,350)	7,570	35,850	21,141
Legal	70	1,200	(1,130)	423	3,600	2,400
Travel	1,083	200	883	89	400	200
Other	(19)	1,000	(1,019)	4,804	2,500	1,500
Tenant Services - Other	1,089	700	389	-	2,100	1,400
Water	16,339	16,840	(501)	7,687	38,160	21,320
Electricity	3,350	3,925	(575)	2,471	7,725	3,800
Gas	3,678	17,006	(13,328)	4,554	37,806	20,800
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	12,859	15,400	(2,541)	18,995	49,720	34,320
Ordinary Maintenance and Operations - Materia	13,037	45,070	(32,033)	4,293	106,880	61,810
Ordinary Maintenance and Operations - Contrac	96,590	103,336	(6,746)	109,289	261,812	158,476
Employee Benefits Contributions - Ordinary	11,647	28,906	(17,259)	24,111	86,988	58,081
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	5,744	10,961	(5,218)	10,733	27,052	16,091
Liability Insurance	1,849	2,645	(797)	3,215	6,236	3,590
Workers Compensation	-	-	-	-	-	-
All Other Insurance	449	400	49	3,996	1,200	800
Other General Expenses	12,796	59,150	(46,354)	6,183	165,268	106,118
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,561	781	780	3,859	(1,641)	(2,422)
Bad debt - Tenant Rents	-	-	-	512	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 203,595</u>	<u>\$ 342,687</u>	<u>\$ (139,093)</u>	<u>\$ 262,306</u>	<u>\$ 912,924</u>	<u>\$ 570,236</u>
Net Income (Loss)	<u>\$ 39,856</u>	<u>\$ 1,089,829</u>	<u>\$ (1,049,973)</u>	<u>\$ 90,111</u>	<u>\$ 3,020,749</u>	<u>\$ 1,930,920</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 27,931	\$ -	\$ 27,931	\$ 28,762	\$ -	\$ -
Tenant Revenue - Other	400	-	400	989	-	-
Total Tenant Revenue	<u>\$ 28,331</u>	<u>\$ -</u>	<u>\$ 28,331</u>	<u>\$ 29,751</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	230,270	-	230,270	425,857	-	-
CFP Operational Income	8,032	-	8,032	2,287	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	8,996	-	8,996	2,083	-	-
Total Operating Revenue	<u>\$ 275,629</u>	<u>\$ -</u>	<u>\$ 275,629</u>	<u>\$ 459,977</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 13,949	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	3,776	-	3,776	19,238	-	-
Bookkeeping Fees	504	-	504	2,663	-	-
Employee Benefits Contributions - Admin	-	-	-	1,439	-	-
Office Expenses	616	-	616	5,828	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	(76)	-	(76)	(1,303)	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	3,239	-	-
Electricity	181	-	181	2,366	-	-
Gas	271	-	271	1,427	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	18,194	-	-
Ordinary Maintenance and Operations - Materia	12,566	-	12,566	21,609	-	-
Ordinary Maintenance and Operations - Contrac	20,601	-	20,601	131,066	-	-
Employee Benefits Contributions - Ordinary	6,747	-	6,747	28,078	-	-
Protective Services - Other Contract Costs	-	-	-	740	-	-
Property Insurance	1,533	-	1,533	7,732	-	-
Liability Insurance	474	-	474	1,576	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	4,351	-	-
Other General Expenses	9,994	-	9,994	11,460	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	2,737	-	2,737	2,338	-	-
Bad debt - Tenant Rents	(9)	-	(9)	942	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 60,216</u>	<u>\$ -</u>	<u>\$ 60,216</u>	<u>\$ 340,767</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 215,413</u>	<u>\$ -</u>	<u>\$ 215,413</u>	<u>\$ 119,211</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 770	\$ -	\$ 770	\$ 1,505	\$ -	\$ -
Tenant Revenue - Other	150	-	150	25	-	-
Total Tenant Revenue	<u>\$ 920</u>	<u>\$ -</u>	<u>\$ 920</u>	<u>\$ 1,530</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	18,665	-	18,665	34,512	-	-
CFP Operational Income	8,032	-	8,032	2,287	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	(82,886)	-	(82,886)	1,533	-	-
Total Operating Revenue	<u>\$ (55,269)</u>	<u>\$ -</u>	<u>\$ (55,269)</u>	<u>\$ 39,862</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 1,566	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	904	-	904	2,006	-	-
Bookkeeping Fees	120	-	120	279	-	-
Employee Benefits Contributions - Admin	5	-	5	3,135	-	-
Office Expenses	894	-	894	2,873	-	-
Legal	38	-	38	415	-	-
Travel	-	-	-	9	-	-
Other	-	-	-	1	-	-
Tenant Services - Other	-	-	-	633	-	-
Water	124	-	124	717	-	-
Electricity	124	-	124	348	-	-
Gas	-	-	-	307	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	1,741	-	-
Ordinary Maintenance and Operations - Materia	575	-	575	6,851	-	-
Ordinary Maintenance and Operations - Contrac	748	-	748	19,727	-	-
Employee Benefits Contributions - Ordinary	724	-	724	5,043	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	1,494	-	-
Liability Insurance	11	-	11	358	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	4,217	-	-
Other General Expenses	9,994	-	9,994	4,757	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	42	-	42	29	-	-
Bad debt - Tenant Rents	(105)	-	(105)	(145)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 14,224</u>	<u>\$ -</u>	<u>\$ 14,224</u>	<u>\$ 56,359</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (69,492)</u>	<u>\$ -</u>	<u>\$ (69,492)</u>	<u>\$ (16,497)</u>	<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending October 31, 2023**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 88,223	\$ 45,584	\$ 42,639	\$ 98,920	\$ 67,280	\$ 21,696
Tenant Revenue - Other	1,445	-	1,445	2,872	-	-
Total Tenant Revenue	<u>\$ 89,668</u>	<u>\$ 45,584</u>	<u>\$ 44,084</u>	<u>\$ 101,792</u>	<u>\$ 67,280</u>	<u>\$ 21,696</u>
HUD PHA Operating Grants	498,635	393,832	104,803	963,135	707,592	313,760
CFP Operational Income	32,128	57,600	(25,473)	9,148	160,800	103,200
Fraud Recovery and Other	(57,336)	935,500	(992,836)	6,990	2,998,000	2,062,500
Total Operating Revenue	<u>\$ 563,095</u>	<u>\$ 1,432,516</u>	<u>\$ (869,422)</u>	<u>\$ 1,081,064</u>	<u>\$ 3,933,672</u>	<u>\$ 2,501,156</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 41,421	\$ -	\$ -
Auditing Fees	-	-	-	-	26,400	26,400
Management Fees	21,371	18,042	3,329	58,203	42,398	24,356
Bookkeeping Fees	2,845	2,400	445	8,058	5,640	3,240
Employee Benefits Contributions - Administrative	404	16	388	19,865	48	32
Office Expenses	25,741	14,709	11,032	23,016	35,850	21,141
Legal Expense	181	1,200	(1,019)	858	3,600	2,400
Travel	1,731	200	1,531	617	400	200
Other	(95)	1,000	(1,095)	3,502	2,500	1,500
Tenant Services - Other	1,089	700	389	733	2,100	1,400
Water	16,563	16,840	(277)	12,220	38,160	21,320
Electricity	3,655	3,925	(270)	5,695	7,725	3,800
Gas	4,037	17,006	(12,969)	6,711	37,806	20,800
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	12,859	15,400	(2,541)	48,744	49,720	34,320
Ordinary Maintenance and Operations - Material	48,811	45,070	3,741	144,719	106,880	61,810
Ordinary Maintenance and Operations - Contract	124,919	103,336	21,583	373,240	261,812	158,476
Employee Benefits Contributions - Ordinary	23,043	28,906	(5,863)	87,785	86,988	58,081
Protective Services - Other Contract Costs	-	-	-	1,937	-	-
Property Insurance	8,683	10,961	(2,278)	27,613	27,052	16,091
Liability Insurance	2,749	2,645	104	8,375	6,236	3,590
Workers Compensation	-	-	-	-	-	-
All Other Insurance	818	400	418	16,104	1,200	800
Other General Expenses	43,587	59,150	(15,563)	36,809	165,268	106,118
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	6,207	781	5,426	7,545	(1,641)	(2,422)
Bad debt - Tenant Rents	(1,899)	-	(1,899)	1,717	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 347,299</u>	<u>\$ 342,687</u>	<u>\$ 4,611</u>	<u>\$ 935,487</u>	<u>\$ 912,924</u>	<u>\$ 570,236</u>
Net Income (Loss)	<u>\$ 215,796</u>	<u>\$ 1,089,829</u>	<u>\$ (874,033)</u>	<u>\$ 145,577</u>	<u>\$ 3,020,749</u>	<u>\$ 1,930,920</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 135,509	\$ 294,191	\$ (158,682)	\$ 135,079	\$ 519,202	\$ 225,011
Bookkeeping Fees Income	2,845	2,400	445	8,058	5,640	3,240
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	86,710	37,388	49,322	55,845	88,164	50,776
Total Operating Revenue	\$ 225,064	\$ 333,979	\$ (108,915)	\$ 198,982	\$ 613,006	\$ 279,027
Administrative Salaries	\$ 49,352	\$ 71,639	\$ (22,287)	\$ 48,725	\$ 235,586	\$ 163,946
Auditing Fees	-	-	-	-	7,000	7,000
Employee Benefits Contributions - Admin	13,787	15,452	(1,665)	12,243	47,936	32,485
Office Expenses	36,618	66,836	(30,218)	37,630	218,021	151,185
Legal	4,999	8,000	(3,001)	13,716	24,000	16,000
Travel	8,962	1,200	7,762	418	3,600	2,400
Other	8,674	-	8,674	6,335	528	528
Tenant Services - Other	1,015	-	1,015	4,040	-	-
Water	757	688	69	671	2,064	1,376
Electricity	4,664	3,600	1,064	3,789	10,800	7,200
Gas	168	185	(17)	181	3,615	3,430
Other Utilities Expense	55	300	(245)	210	900	600
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	196	-	196	-	-	-
Ordinary Maintenance and Operations - Contracts	8,816	10,394	(1,578)	12,702	34,962	24,568
Employee Benefits Contributions - Ordinary	2,487	-	2,487	(5,233)	-	-
Protective Services - Other Contract Costs	150	2,000	(1,850)	400	6,000	4,000
Property Insurance	1,580	1,663	(83)	2,678	5,148	3,485
Liability Insurance	709	1,050	(341)	1,475	3,250	2,200
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	245	-	-
Other General Expenses	54,378	2,723	51,656	100,874	7,292	4,569
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 197,368	\$ 185,730	\$ 11,637	\$ 241,099	\$ 610,702	\$ 424,972
Net Income (Loss)	\$ 27,696	\$ 148,249	\$ (120,552)	\$ (42,117)	\$ 2,304	\$ (145,944)

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending October 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 5,484,001	\$ 4,576,736	\$ 907,265	\$ 4,524,632	\$ 13,740,012	\$ 9,163,276
Other Revenue	71,338	-	71,338	63,586	-	-
Fraud Recovery and Other	2,850	77,920	(75,070)	4,001	234,260	156,340
Total Operating Revenue	<u>\$ 5,558,188</u>	<u>\$ 4,654,656</u>	<u>\$ 903,532</u>	<u>\$ 4,592,219</u>	<u>\$ 13,974,272</u>	<u>\$ 9,319,616</u>
Administrative Salaries	\$ 229,726	\$ 284,112	\$ (54,386)	\$ 170,051	\$ 820,768	\$ 536,656
Auditing Fees	-	-	-	-	36,300	36,300
Management Fees	114,138	99,347	14,791	76,876	300,002	200,655
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	76,233	74,029	2,204	52,798	219,561	145,532
Office Expenses	112,665	87,551	25,114	87,073	216,128	128,577
Legal Expense	-	-	-	-	-	-
Travel	1,464	2,140	(676)	3,273	6,420	4,280
Other	29,721	4,000	25,721	80	12,000	8,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	154	480	(326)	685	1,440	960
Ordinary Maintenance and Operations - Materie	1,628	-	1,628	-	-	-
Ordinary Maintenance and Operations - Contra-	13,102	4,800	8,302	63,245	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	10,023	10,588	(566)	12,888	32,773	22,185
Workers Compensation	-	-	-	-	-	-
All Other Insurance	165	-	165	-	-	-
Other General Expenses	51,777	22,800	28,977	22,899	69,400	46,600
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	5,493,984	4,080,000	1,413,984	4,168,835	12,240,000	8,160,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 6,134,779</u>	<u>\$ 4,669,847</u>	<u>\$ 1,464,931</u>	<u>\$ 4,658,704</u>	<u>\$ 13,971,693</u>	<u>\$ 9,301,845</u>
Net Income (Loss)	<u>\$ (576,590)</u>	<u>\$ (15,191)</u>	<u>\$ (561,399)</u>	<u>\$ (66,484)</u>	<u>\$ 2,579</u>	<u>\$ 17,771</u>

**Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for October 2023**

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	(30,218.49)	1,372,987.46
1010-0000-112200 Accounts Receivable	(1,113.00)	5,057.00
1010-0000-112201 Allowance for Doubtful Accounts	-	(115.20)
1010-0000-112220 A/R Repayment Agreement	-	-
1010-0000-112500 Accounts Receivable HUD	-	-
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	-
1010-0000-114500 Accrued Interest Receivable	-	-
1010-5005-115700 Intercompany	47,273.37	(332,604.97)
1010-0000-116201 Investments Savings	-	-
1010-0000-121100 Prepaid Insurance	(881.19)	8,811.84
1010-0000-140000 Land	-	1,993.38
1010-0000-144000 Construction in Progress	-	3,150.00
1010-3000-144000 Construction in Progress	-	-
1010-0000-146000 Dwelling Structures	-	366,550.32
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	63,453.27
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(378,899.99)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	96,911.50
1010-0000-150301 Deferred Outflows-OPEB	-	3,557.93
TOTAL ASSETS	15,060.69	1,210,967.44
LIABILITIES		
1010-0000-200000 OPEB Liability	-	(35,123.00)
1010-0000-200300 Pension Liability	-	224,943.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	1,689.60	8,563.53
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	114.90
1010-0000-211999 Tenant Refunds	391.00	1,176.00
1010-0000-212000 Accrued Payroll	-	1,067.55
1010-0000-213400 Utility Accrual	-	87.00
1010-0000-213500 Accrued Comp Absences - Curr	-	568.22
1010-0000-213700 Payment in Lieu of Taxes	313.50	9,232.83
1010-0000-214000 Accrued Comp Absences - non curr	-	3,219.91
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	(94,150.00)
1010-0000-210001 Deferred Inflows - OPEB	-	12,661.57
1010-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	2,394.10	132,361.51
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	12,666.59	(4,174,490.99)
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	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
TOTAL EQUITY	12,666.59	1,078,605.93
TOTAL LIABILITES & EQUITY	15,060.69	1,210,967.44

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for October 2023

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	(221,620.08)	933,595.91
1020-0000-112200 Accounts Receivable	2,505.34	29,467.01
1020-0000-112201 Allowance for Doubtful Accounts	-	(1,325.20)
1020-0000-112220 A/R Repayment Agreement	-	-
1020-0000-112500 Accounts Receivable HUD	-	-
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	-
1020-5005-115700 Intercompany	227,200.03	2,784.40
1020-0000-116201 Investments Savings	-	-
1020-0000-121100 Prepaid Insurance	(3,098.62)	31,218.73
1020-0000-140000 Land	-	177,562.11
1020-0000-144000 Construction in Progress	8,500.00	441,656.62
1020-3000-144000 Construction in Progress	-	1,259,517.18
1020-0000-146000 Dwelling Structures	-	1,284,671.13
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	96,576.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(1,286,007.03)
1020-1020-148100 Accumulated Depreciation-Build	-	(67,234.34)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,642.66)
1020-0000-150300 Deferred Outflow - MERS	-	113,252.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,360.56
TOTAL ASSETS	13,486.67	3,156,173.92
LIABILITIES		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	24,881.07	37,832.01
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	10,056.00
1020-0000-211999 Tenant Refunds	(1,135.66)	2,008.34
1020-0000-211998 Deferred Income	-	-
1020-0000-212000 Accrued Payroll	-	-
1020-0000-213400 Utility Accrual	-	8,327.00
1020-0000-213500 Accrued Comp Absences - Curr	-	2,666.26
1020-0000-213700 Payment in Lieu of Taxes	291.04	12,779.69
1020-0000-214000 Accrued Comp Absences - non curr	-	15,108.80
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(290,285.00)
1020-0000-210001 Deferred Inflows - OPEB	-	22,639.09
1020-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	24,036.45	186,758.19
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(5,535,006.10)
1020-0000-282000 Income and Expense Clearing	(10,549.78)	1,841,429.63
1020-1020-282000 Income and Expense Clearing	-	(171,961.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	3,070,120.45
TOTAL EQUITY	(10,549.78)	2,969,415.73
TOTAL LIABILITIES & EQUITY	13,486.67	3,156,173.92

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for October 2023**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	29,280.84	1,416,101.75
1080-0000-112200 Accounts Receivable	789.00	20,260.00
1080-0000-112201 Allowance for Doubtful Accounts	-	(1,169.00)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	163,436.00
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	-
1080-5005-115700 Intercompany	14,951.84	38,650.67
1080-0000-116201 Investments Savings	-	-
1080-0000-121100 Prepaid Insurance	(954.79)	9,547.90
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	10,450.00
1080-3000-144000 Construction in Progress	-	62,835.62
1080-0000-146000 Dwelling Structures	-	400,425.06
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	53,362.62
1080-0000-148100 Accumulated Depreciation-Build	-	(414,183.38)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	115,494.50
1080-0000-150301 Deferred Outflows-OPEB	-	3,557.93
TOTAL ASSETS	<u>44,066.89</u>	<u>1,882,432.67</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	(24,644.00)
1080-0000-200300 Pension Liability	-	435,064.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	(1,035.33)	8,028.17
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	3,663.00
1080-0000-211999 Tenant Refunds	597.00	2,222.00
1080-0000-211998 Deferred Income	-	-
1080-0000-212000 Accrued Payroll	-	-
1080-0000-213400 Utility Accrual	-	835.00
1080-0000-213500 Accrued Comp Absences - Curr	-	786.77
1080-0000-213700 Payment in Lieu of Taxes	607.90	7,879.13
1080-0000-214000 Accrued Comp Absences - non curr	-	4,458.34
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	(284,876.00)
1080-0000-210001 Deferred Inflows - OPEB	-	12,661.57
TOTAL LIABILITIES	<u>169.57</u>	<u>166,077.98</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	(5,201,057.04)
1080-0000-282000 Income and Expense Clearing	43,897.32	1,100,613.01
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,881,825.97
TOTAL EQUITY	<u>43,897.32</u>	<u>1,716,354.69</u>
TOTAL LIABILITES & EQUITY	<u>44,066.89</u>	<u>1,882,432.67</u>

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for October 2023**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	4,540.90	840,582.00
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	-	705.78
1090-0000-112201 Allowance for Doubtful Accounts	-	(390.60)
1090-0108-112201 Allowance for Doubtful Accounts	-	-
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	-
1090-5005-115700 Intercompany	(459.67)	2,491.11
1090-0000-116201 Investments Savings	-	-
1090-0000-121100 Prepaid Insurance	-	-
1090-0000-140000 Land	-	-
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	32,429.00
1090-0000-146000 Dwelling Structures	(19,915.21)	56,072.05
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	72,259.90
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	19,915.21	(69,962.50)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	80,852.50
1090-0000-150301 Deferred Outflows-OPEB	-	5,921.33
TOTAL ASSETS	4,081.23	1,021,488.57
LIABILITIES		
1090-0000-200000 OPEB Liability	-	(39,894.00)
1090-0000-200300 Pension Liability	-	43,258.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	846.37	1,230.20
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	528.00
1090-0000-211999 Tenant Refunds	-	6.00
1090-0000-212000 Accrued Payroll	-	-
1090-0000-213400 Utility Accrual	-	741.00
1090-0000-213500 Accrued Comp Absences - Curr	-	174.83
1090-0000-213700 Payment in Lieu of Taxes	(11.20)	(1,873.19)
1090-0000-214000 Accrued Comp Absences - non curr	-	990.74
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	79,160.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-210001 Deferred Inflows - OPEB	-	21,116.73
TOTAL LIABILITIES	835.17	105,438.31
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	3,246.06	(6,240,523.32)
1090-1090-282000 Income and Expense Clearing	-	(19,923.00)
1090-2010-282000 Income and Expense Clearing	-	(75.00)
1090-3000-282000 Income and Expense Clearing	-	4,040,687.14
TOTAL EQUITY	3,246.06	916,050.26
TOTAL LIABILITES & EQUITY	4,081.23	1,021,488.57

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for October 2023**

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(0.04)	62,408.60
5005-0000-111111 Chase Checking	1,096,257.71	1,470,368.06
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	10,422.50	12,422.50
5005-1010-115700 Intercompany	(47,273.37)	332,604.97
5005-1020-115700 Intercompany	(227,200.03)	(2,784.40)
5005-1080-115700 Intercompany	(14,951.84)	(38,650.67)
5005-1090-115700 Intercompany	459.67	(2,491.11)
5005-4001-115700 Intercompany	(691,179.77)	(630,458.90)
5005-4002-115700 Intercompany	33,393.40	141,302.99
5005-8001-115700 Intercompany	35,933.35	42,915.50
5005-8002-115700 Intercompany	(68,872.60)	584,405.17
5005-8005-115700 Intercompany	22,698.78	22,028.76
5005-8010-115700 Intercompany	(118,101.03)	284,164.46
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	(12,595.00)	(14,972.27)
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(472.22)	6,320.07
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	7,250.00	142,543.74
5005-0000-146000 Dwelling Structures	-	813,605.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(947,688.29)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	(91,836.00)
5005-0000-150301 Deferred Outflows-OPEB	-	-
TOTAL ASSETS	25,769.51	3,002,368.73
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	21,640.43	28,361.10
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(88.30)	(220.75)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	-
5005-0000-212000 Accrued Payroll	-	3,333.87
5005-0000-213400 Utility Accrual	-	2,252.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,991.51
5005-0000-214000 Accrued Comp Absences - non curr	-	11,285.22
5005-0000-224000 Tenant Prepaid Rent	-	-
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	(269,673.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	21,552.13	148,123.95
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	4,217.38	2,526,836.37
5005-1010-282000 Income and Expense Clearing	-	(8,851.35)
5005-1020-282000 Income and Expense Clearing	-	(346.39)
5005-1080-282000 Income and Expense Clearing	-	(11,978.91)
5005-1090-282000 Income and Expense Clearing	-	(7,539.23)
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	4,217.38	2,854,244.78
TOTAL LIABILITIES & EQUITY	25,769.51	3,002,368.73

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for October 2023**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	11,040.45	729,594.65
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(213,715.40)	33,754.54
8002-0000-112200 Accounts Receivable	-	42,597.75
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(35,933.35)	(42,915.50)
8002-5005-115700 Intercompany	68,872.60	(584,405.17)
8001-0000-121100 Prepaid Insurance	(2,572.25)	25,721.47
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	13,216.10	77,318.51
8001-0000-148100 Accumulated Depreciation-Build	-	(41,784.38)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	(167,104.00)
8001-0000-150301 Deferred Outflows-OPEB	-	5,605.25
TOTAL ASSETS	(159,091.85)	78,383.12
LIABILITIES		
8001-0000-200000 OPEB Liability	-	(30,046.00)
8001-0000-200300 Pension Liability	-	185,396.00
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	30,983.13	46,623.62
8002-0000-211100 Accounts Payable	(9,129.40)	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	18,425.63
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	10,069.99
8001-0000-214000 Accrued Comp Absences - non curr	-	57,063.34
8001-0000-210000 Deferred Inflow - MERS	-	(52,645.00)
8001-0000-210001 Deferred Inflows - OPEB	-	19,954.04
8001-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	21,853.73	254,841.62
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(45,232.18)	644,979.78
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	(135,713.40)	86,703,272.79
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
TOTAL EQUITY	(180,945.58)	(176,458.50)
TOTAL LIABILITES & EQUITY	(159,091.85)	78,383.12

November 20, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 2023 Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

Family Self Sufficiency (FSS):

LHC staff is continuing to outreach for additional participation in the FSS program.

HCV Orientations:

LHC issued nineteen (19) vouchers in the month of October.

Four (4) VASH orientations virtually were held for the month of October 2023, and four (4) vouchers were issued with the assistance of community partners. There are currently an additional eleven (11) vouchers issued and out searching or pending inspection and five (5) applications in process.

Waiting List:

Forty (40) households are out searching for units in the regular HCV Program, sixty-two (62) applicants are pending documentation or final approval, nine (9) units are approved pending inspection and/or pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 2,018 vouchers housed in all its programs. 51 participants are with the Shelter Plus Care Program (S+C), 62 are housed under the Permanent Supportive Housing Program (PSH), 26 are housed under the Emergency Housing Voucher Program (EHV), 132 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 29 at Waverly Place, 29 are housed at Hildebrandt Park, 24 at LaRoy Froh, 8 are housed at Woodward Way, 36 are housed under the Holy Cross

Permanent Supportive Housing (HCPH), 179 housed under Section 18, and 1,442 are housed under the Housing Choice Voucher Program.

Voucher Utilization

September Voucher Program Total Units	2013
September Traditional HCV Utilization	1747
September % Utilized Units	87%

October Voucher Program Total Units	2018
October Traditional HCV Utilization	1869
October % Utilized Units	93%

Voucher Disbursement

HUD September HAP Disbursement	\$1,171,701
LHC September HAP/UAP Disbursement	\$1,209,028
% Voucher Funding Utilization	103%

HUD October HAP Disbursement	\$1,171,701
LHC October HAP/UAP Disbursement	\$1,241,638
% Voucher Funding Utilization	106%
HUD Held Reserves as of April 2023	\$3,032,940

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 a written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed rent reasonable for the fiscal year 2023. 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 8 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 July 2024.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2023. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 32. 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.

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 all deficiencies were 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% of the success rate 50th percentile. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of October 31, 2023, the reporting rate is 98%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

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 99%. 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 93%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 10 slots/households or (27%) 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, 54% of the FSS participants enrolled in the program have progress reports/escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is as of 10/31/2023.



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

November 20, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 2023 Asset Management Monthly Report

CONTACT PERSON:

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

OVERVIEW:

Lansing Housing Commission ("LHC") had an overall occupancy rating of 95% at the end of October. LHC Unit Months Leased (UML) was 95 in October. There was zero (0) household moved in, one (1) resident moved out, and zero (0) units transferred.

There are a total of 33 open work orders at the end of October.

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
PH Scattered Sites	100	95	95%	0	1	0	0
Totals	100	95	95%	0	1	0	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collecton Rate
PH Scattered Sites	\$ 22,201.00	\$ 18,599.00	\$ 3,602.00	84%
Totals	\$ 22,201.00	\$ 18,599.00	\$ 3,602.00	84%

PH Scattered Sites Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 30 days
2139 Forest	2	2-9-23	264	11-27-23		
636 Hayford	3	5-6-23	187	11-28-23		
1904 Hoyt	3	8-25-23	67	TBD		Storm Damage
5716 Haag	3	9-1-23	60	11-30-23		
2119 Forest	2	10-5-23	47	12-5-23		Moved



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

Amended and Restated Bylaws Lansing Housing Commission

ARTICLE I - THE COMMISSION

Section 1. Name of Commission The name of the Commission is, "The Lansing Housing Commission."

Section 2. Office of Commission The principal office of the Commission is 419 Cherry St. in the City of Lansing, Michigan, and may be located at some other place in the City of Lansing as may be periodically determined by the Board of Commissioners ("Board").

SECTION 3 – PURPOSE OF BY-LAWS The Commission By-Laws have been established to govern the Board of Commissioners of Lansing Housing Commission. The By-Laws are to be in compliance with the Consolidated Annual Contributions Contract between the Lansing Housing Commission, the Department of Housing and Urban Development (HUD) and Public Act 18 of the State of Michigan. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent consistent with this By-Law, automatically supersede this By-Law.

ARTICLE II - BOARD OF COMMISSIONERS

Section 1. Number; Method of Appointment; Term The Board shall consist of five commissioners, who shall be appointed by the Mayor of the City of Lansing ("Mayor"). One commissioner shall be a resident of the Commission's public housing or subsidized housing ("resident Commissioner").

The first Board shall have one commissioner appointed to each of the following terms: one year, two years, three years, four years, and five years.

Subsequently, successors shall be appointed to five-year terms to fill each vacancy created by an expiring term. Each commissioner shall hold office until ~~his~~ **their** term expires and ~~his~~ **their** successor is appointed and qualified, until ~~he~~ **they** resigns, or until ~~he-is~~ **they are** removed from office.

Section 2. Vacancies; Removal If a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization **if applicable**. The notice shall ~~be provided to each resident~~ **be published on the LHC website, distributed in the LHC community newsletter, and posted in the common areas of all LHC and subsidiaries properties**. Any vacancy on the Board shall be filled by the Mayor for the remainder of the unexpired term. A commissioner may be removed before the expiration of her/his term by the Lansing City Council upon recommendation by the Mayor prior to the expiration of his term.

ARTICLE III - BOARD OFFICERS AND COMMITTEES: COMMISSION EMPLOYEES

Section 1. Officers The officers of the Board shall consist of a President, a Vice President, and any other officers designated by the Board. The officers shall perform the duties and functions prescribed by these Bylaws and any other duties or functions as may be established by resolution of the Board.

Section 2. President the President shall preside at all Board meetings and perform all other duties incident to the office of President.

Section 3. Vice President The Vice President shall perform the duties of the President in the absence or incapacity of the President. If the office of President becomes vacant, the Vice President shall serve as President until the Board elects a new President.

Section 4. Election The President, Vice President, and any other officers shall be elected by the Board from among the commissioners. The officers shall be elected to one year terms at the Board's annual meeting. Officers shall hold office until their terms expire and their successors are elected and qualified.

Section 5. Vacancies If any office becomes vacant, the Board shall elect a successor from among the commissioners at the next regular meeting. The successor shall serve for the remainder of the unexpired term.

Section 6. Committees The Board may establish, by resolution, any special or permanent committees for the purpose of assisting the Board in the discharge of its duties. The resolution establishing the committee shall state the purpose of the committee and the duties and responsibilities of its members.

Section 7. Fiduciary Obligations Commissioners shall have a fiduciary obligation to act in the best interest of the Commission. Commissioners shall abstain from voting on or influencing any business in which they have a conflict of interest. Each commissioner shall execute a Conflict of Interest Disclosure, as required by law. Commissioners shall notify the Board in writing when there is an item of Commission business in which the commissioner has a conflict of interest.

Section 8. Employees The employees of the Commission shall consist of an Executive Director/**CEO** and such other employees as may be necessary. The Commission may, from time to time, employ engineers, architects, and consultants.

Section 9. Executive Director/CEO The Board shall appoint an Executive Director/**CEO** by resolution, who shall serve at the pleasure of the Board. Commissioners are ineligible to serve as Executive Director. **The compensation and benefits of the Executive Director/CEO shall be determined by the commission.** To the extent required by law or by the Board, the Executive Director/**CEO** shall give a bond for the faithful performance of his duties.

The Executive Director/**CEO** shall have general supervision over the administration of the Commission's affairs, in accordance with the operational, fiscal, personnel, and other policies adopted by the Board and all other laws. The Executive Director/**CEO** shall also serve as secretary of the Commission. **The Executive Director/CEO shall** carry out all policies adopted by the Board and perform such other duties as the Board may direct.

At each Board meeting, the Executive Director/**CEO** or the Executive Director's/**CEO** designee shall submit recommendations and information concerning the affairs of the Commission, take minutes, record all votes, and keep a record of the Board proceedings in a journal maintained for such purpose.

The Executive Director/**CEO** shall also keep all records of the Commission, keep or cause to be kept regular books of accounts showing receipts and expenditures, and, upon request of the Board, render an accounting of the transactions of the Commission and its financial condition.

ARTICLE IV - MEETINGS

Section 1. Annual Meeting the Annual Board meeting shall be the first regular meeting **in-February following the fiscal year end of the commission**, at the regular meeting place or such other place as the Board may establish by resolution.

Section 2. Regular Meetings Regular Board meetings shall be held on the fourth Wednesday of each month or at such time as may be fixed by the Board.

Section 3. Special Meetings Special meetings may be called by the Board President or at the written request of two commissioners. At special meetings, no business shall be considered other than that specified in the notice.

Section 4. Notice of Meetings The Executive Director shall give public notice of all Board meetings, in compliance with the Open Meetings Act, being MCL 15.261 *et seq.* Within ten days of the first Board meeting each ~~calendar~~ **fiscal** year, a schedule of the regular Board meetings, stating the dates, times, and places of such meetings, shall be posted at the principal office of the Commission ~~and its website. and at Lansing City Hall.~~ Any changes in the schedule of regular meetings shall be posted within three days of the meeting at which the change was made. Public notice of a rescheduled regular meeting or a special meeting, stating the date, time, and place of the meeting, shall be posted at least eighteen hours before the meeting. The notice for a special meeting or a rescheduled regular meeting shall also be personally delivered to each commissioner or sent by facsimile, electronic mail or overnight mail to the business or home address designated by each commissioner, not less than 24 hours prior to the time of such meeting.

Section 5. Quorum Three commissioners shall constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or required by law, all actions of the Board shall be taken by majority vote. All resolutions shall be in writing and shall be made a part of the Commission's records.

~~**Section 6. Attendance by Conference Telephone** A Commissioner may participate in a meeting using a landline-based telephone or use video-based conferencing or other audio-based conferencing where all persons participating in the meeting may communicate with the other participants. This type of participation constitutes presence in person at the meeting. All participants will be advised of the kind of communication equipment being used. The names of the participants in the conference will be disclosed to all participants at the time of the meeting.~~

Section 7.6. Public Meeting: Order of Business The business performed by the Board shall be conducted at a public meeting held in compliance with the Open Meetings Act. At regular Board meetings, the Board may conduct business on any matters properly before it, and the order of business shall be as follows:

1. Call to Order - Roll Call
2. Approval of Agenda
3. Approval of Minutes of Previous Meeting
4. General Public Comments
5. Action Items
6. Information Reports
7. Staff Comments
8. Commissioner Comments
9. Adjournment

Section 7. Attendance Members of the Commission are expected to attend the meetings of the Commission. Members of the commission shall be allowed three (3) excused absences per annum. Commissioners shall notify either the President or the Executive Director/CEO if unable to attend a regularly scheduled meeting. If a Commissioner exceeds three (3) excused absences from regularly scheduled meetings, the Commission may recommend to the Mayor that the Commissioner be relieved of their duties and a new Commissioner appointed by the Mayor.

Section 8. Voting; Manner of Voting Each commissioner shall have the right to vote on all matters before the Board, absent a conflict of interest. Voting shall be by live voice. Any commissioner may demand a vote by roll call.

Section 9. Signing of Minutes. The minutes of all Board meetings shall be signed by the Board President and the Executive Director-Secretary/CEO or designee.

ARTICLE V- PUBLIC PARTICIPATION

Section 1. Policy Members of the public shall be afforded the opportunity to speak on any agenda item of substantive nature after they are first recognized by the Board President. Prior to speaking, each member of the public shall state his or her name in a clear and audible tone of voice. All remarks shall be addressed to the Board as a whole.

Section 2. Time Limit Individuals will have three minutes to address the Board. ~~Designated spokespersons for groups or organizations will have five minutes to address the Board.~~ Additional time may be requested by any speaker and will be granted only with the permission of the President, subject to the consent of the Board.

ARTICLE VI - EXECUTION OF CHECKS AND DOCUMENTS: ANNUAL REPORTS

Section 1. Signing of Checks All checks, drafts, and orders for the payment of money shall be signed on behalf of the Commission by the Executive Director/CEO and the Finance Department.

Section 2. Execution of Contracts The Executive Director/CEO or the Executive Director's/CEO designee shall have the authority to execute contracts, leases, and other documents which have been approved by the Board. Residential Unit leases may be executed by Asset Managers. All agreements regarding real property other than agreements with residents or facility managers, contracts for the purchase of necessary materials, or contracts related to the Commission's powers and duties under Section 12 of the Housing Facilities Act, being MCL 125.662, must be executed after requisite approvals are granted. Contracts with residents or facility managers shall be executed in the name of the Commission.

Section 3. Annual Reports The Commission shall make an annual written report of its activities to the Lansing City Council and such other reports as the City may require, in compliance with Section 260.03 of the Lansing Codified Ordinances. The Commission shall also have an annual audit made of its financial transactions, in compliance with Section 260.0(d) of the Lansing Codified Ordinances. The audit shall be made by an independent Certified Public Accountant and in accordance with HUD and the State of Michigan guidelines. The Executive Director shall also prepare such reports as the Board may require, including informational reports on the Commission's performance against benchmarks established by the United States Department of Housing and Urban Development ("HUD").

ARTICLE VII - AMENDMENTS

These Bylaws may be amended **only with the approval of three (3) members** by majority vote of the Board.

ARTICLE VIII - INDEMNIFICATION

Whenever any claim is made or any civil action is commenced against a commissioner or a Commission employee for damages caused by an act or acts of the commissioner or employee within the scope of his or her authority and while in the course of his or her duties as a commissioner or his or her employment with the Commission, the Commission may pay for, engage, or furnish the services of an attorney to advise the commissioner or employee as to the claim and to appear for and represent the commissioner or employee in the action. The selection of the attorney will be made by the Commission in the manner the Commission determines. The Commission may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the commissioner or employee covered under this Article is awarded against the commissioner or employee as the result of the civil action, the Commission may indemnify the commissioner or employee or may pay, settle, or compromise the judgment. Any agreement by the Commission under this Article is contingent upon the commissioner or employee giving prompt notice of the commencement of an action and cooperating in the preparation, defense, and settlement of the action. This Article does not cover acts of commissioners or employees that amount to fraud; dishonesty; willful, intentional, or deliberate violation of the law or breach of fiduciary duty; or a criminal act. This Article does not abrogate or diminish governmental immunity.

ARTICLE IX - COMMISSION CONFLICT OF INTEREST POLICY

The Commission has adopted a conflict of interest policy applicable to all commissioners, employees, and any persons and firms who do business with the Commission and incorporated herein. The conflict of interest policy mandates compliance with the City's Ethics Ordinance, being Chapter 290 of the Lansing Codified Ordinances; the state Incompatible Public

Offices Act, being MCL 15.181 *et seq.*; all other local, state, and federal law; the Annual Contributions Contract between the Commission and HUD; and any other contractual provisions applicable to the Commission.

ARTICLE X - RULES OF ORDER

Except as otherwise provided in these Bylaws, matters of parliamentary procedure at all Board meetings shall be determined in accordance with Robert's Rules of Order.

LANSING HOUSING COMMISSION

COMMISSION BY-LAWS

Adopted:
Resolution:



Lansing Housing Commission By-Law Table of Contents

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Amended and Restated Bylaws Lansing Housing Commission

ARTICLE I - THE COMMISSION

Section 1. Name of Commission The name of the Commission is, "The Lansing Housing Commission."

Section 2. Office of Commission The principal office of the Commission is 419 Cherry St. in the City of Lansing, Michigan, and may be located at some other place in the City of Lansing as may be periodically determined by the Board of Commissioners ("Board").

Section 3. Purpose of By-Laws The Commission By-Laws have been established to govern the Board of Commissioners of Lansing Housing Commission. The By-Laws are to be in compliance with the Consolidated Annual Contributions Contract between the Lansing Housing Commission, the Department of Housing and Urban Development (HUD) and Public Act 18 of the State of Michigan. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent consistent with this By-Law, automatically supersede this By-Law.

ARTICLE II - BOARD OF COMMISSIONERS

Section 1. Number; Method of Appointment; Term The Board shall consist of five commissioners, who shall be appointed by the Mayor of the City of Lansing ("Mayor"). One commissioner shall be a resident of the Commission's public housing or subsidized housing ("resident Commissioner").

The first Board shall have one commissioner appointed to each of the following terms: one year, two years, three years, four years, and five years.

Subsequently, successors shall be appointed to five-year terms to fill each vacancy created by an expiring term. Each commissioner shall hold office until their term expires and their successor is appointed and qualified, until they resign, or until they are removed from office.

Section 2. Vacancies: Removal If a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization if applicable. The notice shall be published on the LHC website, distributed in the LHC community newsletter, and posted in the common areas of all LHC



and subsidiaries properties. Any vacancy on the Board shall be filled by the Mayor for the remainder of the unexpired term. A commissioner may be removed before the expiration of her/his term by the Lansing City Council upon recommendation by the Mayor prior to the expiration of his term.

ARTICLE III - BOARD OFFICERS AND COMMITTEES; COMMISSION EMPLOYEES

Section 1. Officers The officers of the Board shall consist of a President, a Vice President, and any other officers designated by the Board. The officers shall perform the duties and functions prescribed by these Bylaws and any other duties or functions as may be established by resolution of the Board.

Section 2. President the President shall preside at all Board meetings and perform all other duties incident to the office of President.

Section 3. Vice President The Vice President shall perform the duties of the President in the absence or incapacity of the President. If the office of President becomes vacant, the Vice President shall serve as President until the Board elects a new President.

Section 4. Election The President, Vice President, and any other officers shall be elected by the Board from among the commissioners. The officers shall be elected to one year terms at the Board's annual meeting. Officers shall hold office until their terms expire and their successors are elected and qualified.

Section 5. Vacancies If any office becomes vacant, the Board shall elect a successor from among the commissioners at the next regular meeting. The successor shall serve for the remainder of the unexpired term.

Section 6. Committees The Board may establish, by resolution, any special or permanent committees for the purpose of assisting the Board in the discharge of its duties. The resolution establishing the committee shall state the purpose of the committee and the duties and responsibilities of its members.

Section 7. Fiduciary Obligations Commissioners shall have a fiduciary obligation to act in the best interest of the Commission. Commissioners shall abstain from voting on or influencing any business in which they have a conflict of interest. Each commissioner shall execute a Conflict of Interest Disclosure, as required by law. Commissioners shall notify the Board in writing when there is an item of Commission business in which the commissioner has a conflict of interest.

Section 8. Employees The employees of the Commission shall consist of an Executive Director/CEO and such other employees as may be necessary. The Commission may, from time to



COMMISSION

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

time, employ engineers, architects, and consultants.

Section 9. Executive Director/CEO The Board shall appoint an Executive Director/CEO by resolution, who shall serve at the pleasure of the Board. Commissioners are ineligible to serve as Executive Director. The compensation and benefits of the Executive Director/CEO shall be determined by the commission. To the extent required by law or by the Board, the Executive Director/CEO shall give a bond for the faithful performance of his duties.

The Executive Director/CEO shall have general supervision over the administration of the Commission's affairs, in accordance with the operational, fiscal, personnel, and other policies adopted by the Board and all other laws. The Executive Director/CEO shall also serve as secretary of the Commission. The Executive Director/CEO shall carry out all policies adopted by the Board and perform such other duties as the Board may direct.

At each Board meeting, the Executive Director/CEO or the Executive Director's/CEO designee shall submit recommendations and information concerning the affairs of the Commission, takes minutes, record all votes, and keep a record of the Board proceedings in a journal maintained for such purpose.

The Executive Director/CEO shall also keep all records of the Commission, keep or cause to be kept regular books of accounts showing receipts and expenditures, and, upon request of the Board, render an accounting of the transactions of the Commission and its financial condition.

ARTICLE IV - MEETINGS

Section 1. Annual Meeting the Annual Board meeting shall be the first regular meeting following the fiscal year end of the commission, at the regular meeting place or such other place as the Board may establish by resolution.

Section 2. Regular Meetings Regular Board meetings shall be held on the fourth Wednesday of each month or at such time as may be fixed by the Board.

Section 3. Special Meetings Special meetings may be called by the Board President or at the written request of two commissioners. At special meetings, no business shall be considered other than that specified in the notice.

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COMMISSION

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