



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

Agenda
Lansing Housing Commission
September 26, 2018

Call to Order

1. Roll Call.
2. Approval of Minutes of August 15, 2018

Action Items:

Resolution 1297- Approval of Fair Market Rents 2019

Resolution 1298 – Expand and Amend Maintenance Repair Services Contract
Between LHC and 1st Contracting

Informational Items.

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

Discussion Items

- a. Other Post-Employment Benefits (OPEB)
- b. RAD



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- c. Union Negotiations
- 3. Executive Director's Comments.**
- 4. President's Comments.**
- 5. Public Comment – limit 3 minutes per person.**
- 6. Other Business.**
- 7. Adjournment.**



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Minutes of the August 15, 2018

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

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

STAFF:

Marshall Brice
Marcel Jackson
Andrea Bailey
Dawn Allman

Kimberly Gillespie
Tom Barry
Kim Shirey

Guests:

Sarah Lehr
Daniel Black

Commissioner Robinson moved and Commissioner Deschaine 2nd a motion to approve the minutes of the July 25, 2018 commission meeting with the following changes. The meeting was not called to order by Commissioner Baltimore, Commissioner Sober was present and Commissioner Joyce was absent. **The Motion was approved by all members present.**

Commissioner Deschaine moved and Commissioner Robinson 2nd a motion to approve the Housing Choice Voucher (HCV) SEMAP Certification Submission. **The Motion was approved by all members present.**

Written Informational Reports were provided as follows:

- A. Finance Report - Dawn Allman, Mrs. Allman provided a brief overview of the Finance Reports for July 2018.
- B. Housing Choice Voucher Report – Kim Shirey reported that there was a low response rate to the last 150 applications pulled which are due August 17, 2018. The rest of the waitlist will be processed by the end of August, and the HCV list should reopen for a new selection mid-September. Ms. Shirey reported that LHC



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will be participating in the Connect 4 Kids Program at the Lansing Center on August 20, 2018 from 9:00-2:00 p.m., if any Commissioners would like to attend.

C. Asset Management Report – Each site reported their current occupancy rate, with discussion on the importance of increasing the occupancy at LaRoy Froh (LRF).

Sustainability Agreement Update: Mr. Armstrong reported that there has been no change on the open findings, however, there is a meeting coming up with the Department of Housing and Urban Development (HUD) next week, and pressure will be placed on representatives to close these remaining items.

Executive Director's Comments:

City Inspection Fees:

It was reported that inspections have been completed at LRF and South Washington Park (SWP). An extension was requested on some of the items listed on the inspection reports. LHC is working to secure a contractor to work solely on the inspection items. It was also identified that each building, at each property, could have a different deadline for repairs to be completed based on the actual inspection date. The Board asked the Director to contact City of Lansing (Brian) to see if there was any way to make all the deadlines the same.

Mr. Armstrong indicated that the Maintenance Request for Proposal (RFP) Contractor Bids are due 8-16-18 at noon and if the bids are under the threshold of \$100,000 board approval is not needed. Commissioner Baltimore stated that if a Special Board meeting is needed, the Commissioners will make it happen due to the high priority of these inspections.

President's Comments: None.

Commissioner Comments:

Commissioner Robinson had a list of questions/issues following his recent visit to SWP with Commissioner Baltimore and Commissioner Sober:

Doors: There is great concern over back-dock door and the two (2) side doors. These doors may not be closing behind people or are being propped open. This issue needs to be addressed as soon as possible.



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Trash Shoot: There is a concern regarding the cleanliness of the trash shoot room on each floor especially the first floor. The Director was asked to determine a cleaning schedule for the walls and floor of the trash shoot areas once the bins are removed for disposal.

Smoke Policy: Commissioner Robinson stated that as he moved about the building he could smell smoke on almost every floor. He wanted to know how the Smoking Policy was being enforced? He asked to see the files of those cases LHC has processed through the courts and have not won to determine what can be done better to enforce the no smoking policy.

Repeat Offenders: Tenants expressed to the Commissioners during their visits that it appears to be the same residents and their guests who are always in violation. The Director was asked to provide the policy on repeat offenders and how it was being handled.

Laundry Room Hours: The tenants at SWP expressed a need to have the laundry room open until 10:00 p.m. and asked the Director if this was feasible. Mr. Armstrong indicated that he didn't see why not, but he would have a conversation with the after-hours key holders at SWP to extend the hours until 10:00 p.m.

Lock Out Policy: It was brought to the Commissioner's attention that there may be some inconsistencies in the lock out policy, when the change gets paid and to whom. The Board asked for consistency and clarification.

Public Comment –

Daniel Black: Thanked the LHC and various staff members for participating in the basketball tournaments with Coach Ron Fisher. He asked how much LHC contributed to this event and spoke about the Press Conference on Tuesday, August 14, with Mayor Andy Schor. Mr. Black also wondered why the Board meetings are being held at the sites if there is no tenant turnout.

Other Business – none



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Commissioner Baltimore requested a closed session to discuss a personnel issue.

Adjournment: The meeting was adjourned at 6:46 p.m.

Tony Baltimore
Tony Baltimore, Chair

Date 9/26/18

KS
Kim Shirey, Acting Secretary

Date 9/26/18



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September 26, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to use a higher Payment Standard than the HUD Published 2019
Fair Market Rent - Resolution No. 1297.**

RECOMMENDATION:

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Interim Executive Director or his designee, to approve the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents as established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

BACKGROUND:

24 CFR 982.503(A) states, Payment standard schedule. (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by the number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance in setting its payment standards within the basic range, or other amount approved by HUD. The PHA's voucher program payment schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR and which are not less than 90

percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).

PHA's must obtain Board approval for the agency's payment standards as recommended during the 2015 HUD Office of Inspector General Audit.

The 2019 HUD approved Fair Market rents are as follows:

Final FY 2019 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$660	\$730	\$908	\$1201	\$1345

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$726	\$803	\$998	\$1321	\$1479

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of HCV payment standards it can result in an audit finding with HUD.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval was a required corrective action in the 2015 Office of Inspector General Audit.

Respectfully Submitted,

Doug Fleming, Secretary to the Board
Lansing Housing Commission



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Resolution No. 1297

Adopted by the Lansing Housing Commission

September 26, 2018

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Interim Executive Director, is authorized to approve the 2019 Payment Standards for the Housing Choice Voucher Program as stated.



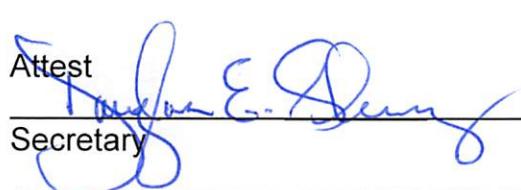
Tony Baltimore, Chair

Yea 4

Nay 0

Abstentions 1

Attest



Secretary

For Clerks Use Only

Resolution No: 1297
Date Adopted: 9/26/2018



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Resolution No. 1298

Adopted by the Lansing Housing Commission

September 26, 2018

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, in his capacity as Executive Director or his designee, is authorized to amend and expand the Scope of Service outlined in the Contract between the Lansing Housing Commission and 1st Contracting, to complete Maintenance Repair Services on the following Public Housing sites.

- LaRoy Froh (increase 7 to 16 buildings) \$40,000.00
- Hildebrandt (adding contract) \$30,000.00

The contact amount is not to exceed \$70,000.00.



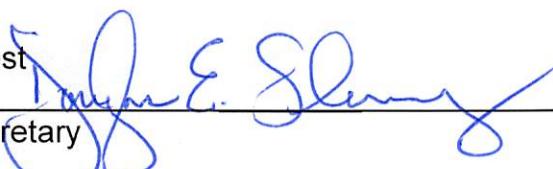
Tony Baltimore, Chair

Yea 4

Nay

Abstentions 0

Attest



Secretary

For Clerks Use Only

Resolution No: 1298
Date Adopted: 9/26/2018

Lansing Housing Commission
Summary Results for AUGUST FY2019

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV
REVENUE:							
Total Revenue Variance - Fav (Unfav)	8,814	4,792	5,333	4,264	23,202	7,603	19,328
Tenant Revenue Variance	2,736	(1,767)	(2,321)	(571)	(1,923)	-	-
HUD Revenue Variance	2,885	3,573	3,213	2,039	11,711	7,798	18,912
Capital Fund Income	2,213	2,213	2,213	2,213	8,853	-	-
Other Income	980	772	2,228	583	4,562	(195)	416
Other	-	-	-	-	-	-	0
Budgeted Revenue	107,373	129,417	116,812	84,751	438,352	64,295	887,403
% Variance fav (unfav)	8%	4%	5%	5%	5%	12%	2%
EXPENSES:							
Total Expense Variance Unfav (Fav)	35,848	12,402	31,037	12,715	92,002	16,811	119,836
<i>Contributing Factors:</i>							
MERS Contribution Special							
Adjusted Expense Variance	35,848	12,402	31,037	12,715	92,002	16,811	119,836
<i>-Over spend (Under spend)</i>							
Salary Expenses	2,454	(1,604)	2,060	(514)	2,397	4,240	12,746
Employee Benefit Expenses	(1,856)	(2,989)	(1,848)	(2,849)	(9,542)	74	(2,751)
Utilities	(780)	719	(3,548)	3,642	33	1,242	149
Write-offs	1,723	(828)	4,096	(189)	4,802	-	-
Legal	(2,269)	(808)	604	(257)	(2,729)	(42)	-
Professional Services	2,385	1,558	2,785	2,377	9,104	(362)	318
Administrative Services	-	-	2,171	4,120	6,292	-	-
Insurance	(520)	(934)	4,853	1,026	4,425	2,249	28
Sundry/Postage/Office Supplies	612	218	(240)	372	962	6,728	3,127
Management Fee						-	6,663
HAP Expense						-	99,998
Inspections	-	(200)	(600)	-	(800)	-	(2,035)
Maintenance Costs	33,860	18,333	15,522	4,609	72,325	(36)	(14)
Maintenance Contract - Unit Turns	(1,432)	(2,220)	7,793	(2,125)	2,017	-	-
Other	1,670	1,157	(2,612)	2,503	2,718	2,717	1,607
Budgeted Expense	99,135	120,288	112,923	90,814	423,159	55,855	896,069
% Variance fav (unfav)	-36%	-10%	-27%	-14%	-22%	-30%	-13%
Curr Mo. Actual Net Income (Loss)	\$ (18,796)	\$ 1,519	\$ (21,816)	\$ (14,514)	\$ (53,607)	\$ (768)	\$ (109,173)
YTD Actual Net Income (Loss) Net of CWIP	\$ (2,611)	\$ 36,839	\$ 7,581	\$ (20,532)	\$ 21,278	\$ 18,034	\$ (349,870)
Prior YR YTD Net Income (Loss)	\$ 8,882	\$ (750)	\$ (14,854)	\$ (57,300)	\$ (64,022)	\$ 16,142	\$ (323,087)
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
Cash Balance - June	\$ 574,158	\$ 453,118	\$ 825,798	\$ 434,641	\$ 2,287,715	\$ 896,086	\$ 795,627

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 63,208	\$ 59,122	\$ 4,086	\$ 51,731	\$ 354,732	\$ 295,610
Tenant Revenue - Other	7,946	5,320	2,626	5,108	31,920	26,600
Total Tenant Revenue	\$ 71,153	\$ 64,442	\$ 6,711	\$ 56,839	\$ 386,652	\$ 322,210
HUD PHA Operating Grants	157,006	150,278	6,729	140,397	901,665	751,388
CFP Operational Income	2,213	-	2,213	3,473	35,000	35,000
Fraud Recovery and Other	164	26	138	1,365	6,408	6,382
Total Operating Revenue	\$ 230,536	\$ 214,746	\$ 15,791	\$ 202,074	\$ 1,329,725	\$ 1,114,979
Administrative Salaries	\$ 17,187	\$ 13,137	\$ 4,051	\$ 16,421	\$ 85,390	\$ 72,253
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	20,102	19,078	1,024	19,127	114,468	95,390
Bookkeeping Fees	2,956	2,910	46	2,918	17,460	14,550
Employee Benefits Contributions - Admin	6,263	4,597	1,666	7,109	28,085	23,488
Office Expenses	5,006	9,321	(4,315)	6,736	53,658	44,337
Legal	4,753	4,550	203	3,507	21,140	16,590
Travel	459	130	329	126	780	650
Other	446	3,350	(2,904)	1,758	18,000	14,650
Tenant Services - Other	2,100	-	2,100	3,550	-	-
Water	15,773	16,408	(634)	15,582	91,281	74,873
Electricity	7,270	7,091	179	7,211	35,455	28,364
Gas	5,177	6,000	(823)	3,200	39,500	33,500
Other Utilities Expense	9	100	(91)	31	6,050	5,950
Ordinary Maintenance and Operations - Labor	17,937	23,086	(5,149)	12,703	150,056	126,971
Ordinary Maintenance and Operations - Materiel	12,061	11,800	261	12,248	67,500	55,700
Ordinary Maintenance and Operations - Contract	79,231	41,140	38,091	47,048	260,165	219,025
Employee Benefits Contributions - Ordinary	9,173	13,895	(4,723)	10,888	84,254	70,359
Protective Services - Other Contract Costs	387	400	(13)	387	2,400	2,000
Property Insurance	6,686	7,552	(866)	5,744	45,312	37,760
Liability Insurance	2,481	2,534	(53)	2,174	15,204	12,670
Workers Compensation	151	496	(345)	279	2,976	2,480
All Other Insurance	445	372	73	372	2,232	1,860
Other General Expenses	5,328	-	5,328	6,876	-	-
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,911	2,846	65	2,416	18,154	15,307
Bad debt - Tenant Rents	5,877	1,160	4,717	1,582	6,960	5,800
Interest Expense	2,977	2,977	-	3,199	17,293	14,315
Total Operating Expenses	\$ 233,147	\$ 194,930	\$ 38,217	\$ 193,192	\$ 1,188,772	\$ 993,842
Net Income (Loss)	\$ (2,611)	\$ 19,815	\$ (22,426)	\$ 8,882	\$ 140,953	\$ 121,137

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 67,286	\$ 69,004	\$ (1,718)	\$ 62,382	\$ 414,024	\$ 345,020
Tenant Revenue - Other	3,388	3,435	(47)	7,365	20,015	16,580
Total Tenant Revenue	\$ 70,674	\$ 72,439	\$ (1,765)	\$ 69,747	\$ 434,039	\$ 361,600
HUD PHA Operating Grants	194,471	186,137	8,334	191,742	1,116,824	930,686
CFP Operational Income	2,213	-	2,213	3,473	35,000	35,000
Fraud Recovery and Other	31	22	9	111	6,384	6,362
Total Operating Revenue	\$ 267,389	\$ 258,598	\$ 8,791	\$ 265,073	\$ 1,592,246	\$ 1,333,648
Administrative Salaries	\$ 16,159	\$ 12,927	\$ 3,232	\$ 15,607	\$ 84,026	\$ 71,099
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	21,887	20,946	941	21,094	125,679	104,732
Bookkeeping Fees	3,218	3,195	23	3,218	19,170	15,975
Employee Benefits Contributions - Admin	5,184	6,949	(1,764)	9,251	42,186	35,237
Office Expenses	7,906	6,817	1,089	7,315	34,314	27,497
Legal	3,492	2,500	992	4,377	20,160	17,660
Travel	47	160	(113)	162	960	800
Other	222	400	(178)	11	2,220	1,820
Tenant Services - Other	2,800	3,800	(1,000)	3,390	21,100	17,300
Water	18,840	16,700	2,140	16,148	98,700	82,000
Electricity	5,158	4,750	408	4,999	30,200	25,450
Gas	2,616	1,800	816	1,720	55,500	53,700
Other Utilities Expense	-	30	(30)	-	6,590	6,560
Ordinary Maintenance and Operations - Labor	9,702	22,112	(12,410)	19,276	143,228	121,116
Ordinary Maintenance and Operations - Material	10,905	10,400	505	12,244	64,200	53,800
Ordinary Maintenance and Operations - Contrac	93,491	72,835	20,656	107,690	405,535	332,700
Employee Benefits Contributions - Ordinary	5,591	10,906	(5,315)	11,223	66,246	55,340
Protective Services - Other Contract Costs	614	600	14	614	3,600	3,000
Property Insurance	5,943	7,900	(1,957)	5,106	47,400	39,500
Liability Insurance	2,089	2,064	25	1,832	12,384	10,320
Workers Compensation	164	328	(164)	303	1,968	1,640
All Other Insurance	396	332	64	332	1,992	1,660
Other General Expenses	5,659	4,096	1,563	7,671	22,255	18,159
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	4,296	4,395	(100)	3,626	21,882	17,487
Bad debt - Tenant Rents	(793)	1,800	(2,593)	3,282	10,800	9,000
Interest Expense	4,962	4,962	-	5,331	28,821	23,859
Total Operating Expenses	\$ 230,549	\$ 223,705	\$ 6,844	\$ 265,823	\$ 1,376,116	\$ 1,152,411
Net Income (Loss)	\$ 36,839	\$ 34,893	\$ 1,946	\$ (750)	\$ 216,130	\$ 181,237

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 58,401	\$ 61,498	\$ (3,097)	\$ 64,672	\$ 368,988	\$ 307,490
Tenant Revenue - Other	6,974	4,740	2,234	5,519	28,440	23,700
Total Tenant Revenue	\$ 65,375	\$ 66,238	\$ (863)	\$ 70,191	\$ 397,428	\$ 331,190
HUD PHA Operating Grants	174,840	167,347	7,493	170,420	1,004,082	836,735
CFP Operational Income	2,213	-	2,213	3,473	35,000	35,000
Fraud Recovery and Other	630	38	592	252	6,480	6,442
Total Operating Revenue	\$ 243,058	\$ 233,623	\$ 9,435	\$ 244,336	\$ 1,442,990	\$ 1,209,367
Administrative Salaries	\$ 16,828	\$ 14,440	\$ 2,387	\$ 7,896	\$ 93,863	\$ 79,422
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	20,051	19,963	88	20,209	119,778	99,815
Bookkeeping Fees	2,948	3,045	(97)	3,083	18,270	15,225
Employee Benefits Contributions - Admin	4,456	5,417	(961)	4,977	33,055	27,638
Office Expenses	8,635	8,142	493	7,262	39,483	31,341
Legal	4,388	4,000	388	4,450	24,000	20,000
Travel	98	126	(28)	-	756	630
Other	3,831	1,200	2,631	2,594	7,200	6,000
Tenant Services - Other	1,400	4,360	(2,960)	4,957	26,160	21,800
Water	12,045	11,400	645	11,518	68,400	57,000
Electricity	7,828	6,516	1,312	6,243	39,096	32,580
Gas	2,080	7,700	(5,620)	3,098	59,300	51,600
Other Utilities Expense	65	110	(45)	62	12,660	12,550
Ordinary Maintenance and Operations - Labor	20,558	26,486	(5,928)	20,742	172,159	145,673
Ordinary Maintenance and Operations - Material	23,098	16,276	6,822	14,686	98,856	82,580
Ordinary Maintenance and Operations - Contrac	61,762	52,330	9,432	99,761	319,820	267,490
Employee Benefits Contributions - Ordinary	10,920	13,972	(3,052)	16,007	84,848	70,875
Protective Services - Other Contract Costs	590	600	(10)	590	3,600	3,000
Property Insurance	8,420	8,678	(258)	7,234	52,068	43,390
Liability Insurance	2,611	2,612	(1)	2,288	15,672	13,060
Workers Compensation	159	316	(157)	458	1,896	1,580
All Other Insurance	5,496	470	5,026	470	2,820	2,350
Other General Expenses	6,264	3,816	2,448	9,206	24,749	20,933
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	3,159	3,468	(309)	3,952	19,499	16,031
Bad debt - Tenant Rents	4,855	1,200	3,655	4,297	7,200	6,000
Interest Expense	2,931	2,931	0	3,149	17,024	14,093
Total Operating Expenses	\$ 235,476	\$ 219,575	\$ 15,901	\$ 259,190	\$ 1,367,232	\$ 1,147,657
Net Income (Loss)	\$ 7,581	\$ 14,048	\$ (6,466)	\$ (14,854)	\$ 75,758	\$ 61,710

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 59,909	\$ 59,124	\$ 785	\$ 54,473	\$ 354,744	\$ 295,620
Tenant Revenue - Other	4,277	4,116	161	7,750	24,696	20,580
Total Tenant Revenue	\$ 64,186	\$ 63,240	\$ 946	\$ 62,223	\$ 379,440	\$ 316,200
HUD PHA Operating Grants	110,924	106,171	4,753	91,495	637,025	530,855
CFP Operational Income	2,213	-	2,213	3,472	175,000	175,000
Fraud Recovery and Other	1,791	92	1,699	1,271	6,804	6,712
Total Operating Revenue	\$ 179,114	\$ 169,503	\$ 9,611	\$ 158,461	\$ 1,198,269	\$ 1,028,766
Administrative Salaries	\$ 9,202	\$ 13,678	\$ (4,476)	\$ 16,665	\$ 88,909	\$ 75,231
Auditing Fees	-	-	-	-	5,000	5,000
Management Fees	19,694	18,980	714	18,635	113,878	94,898
Bookkeeping Fees	2,895	2,895	-	2,843	17,370	14,475
Employee Benefits Contributions - Admin	5,333	7,250	(1,917)	8,813	44,023	36,773
Office Expenses	6,454	5,222	1,232	6,902	32,259	27,037
Legal	3,855	5,442	(1,587)	7,867	32,652	27,210
Travel	31	-	31	37	-	-
Other	8,341	-	8,341	4,609	-	-
Tenant Services - Other	2,800	2,800	-	4,200	16,800	14,000
Water	35,888	31,230	4,658	31,045	187,380	156,150
Electricity	19,884	17,296	2,588	18,207	103,776	86,480
Gas	3,406	1,700	1,706	1,779	46,750	45,050
Other Utilities Expense	56	106	(50)	53	1,455	1,349
Ordinary Maintenance and Operations - Labor	25,074	27,580	(2,506)	33,474	179,268	151,688
Ordinary Maintenance and Operations - Material	13,740	8,982	4,758	9,077	52,292	43,310
Ordinary Maintenance and Operations - Contrac	18,108	13,646	4,462	16,421	93,776	80,130
Employee Benefits Contributions - Ordinary	11,007	14,733	(3,726)	16,530	89,455	74,721
Protective Services - Other Contract Costs	280	280	-	280	1,680	1,400
Property Insurance	3,467	1,434	2,033	2,978	8,604	7,170
Liability Insurance	2,742	2,756	(14)	2,404	16,536	13,780
Workers Compensation	148	300	(152)	483	1,800	1,500
All Other Insurance	231	194	37	194	1,164	970
Other General Expenses	5,501	3,166	2,335	8,852	18,996	15,830
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(12)	790	(802)	83	1,084	294
Bad debt - Tenant Rents	852	1,000	(148)	2,613	6,000	5,000
Interest Expense	669	669	(0)	719	3,888	3,218
Total Operating Expenses	\$ 199,646	\$ 182,129	\$ 17,517	\$ 215,762	\$ 1,164,793	\$ 982,663
Net Income (Loss)	\$ (20,532)	\$ (12,626)	\$ (7,906)	\$ (57,300)	\$ 33,476	\$ 46,103

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 248,803	\$ 248,748	\$ 55	\$ 233,258	\$ 1,492,488	\$ 1,243,740
Tenant Revenue - Other	22,585	17,611	4,974	25,742	105,071	87,460
Total Tenant Revenue	\$ 271,388	\$ 266,359	\$ 5,029	\$ 259,000	\$ 1,597,559	\$ 1,331,200
HUD PHA Operating Grants	637,241	609,933	27,308	594,054	3,659,598	3,049,664
CFP Operational Income	8,853	-	8,853	13,890	280,000	280,000
Fraud Recovery and Other	2,615	178	2,437	2,999	26,074	25,896
Total Operating Revenue	\$ 920,096	\$ 876,470	\$ 43,627	\$ 869,943	\$ 5,563,229	\$ 4,686,760
Administrative Salaries	\$ 59,376	\$ 54,183	\$ 5,193	\$ 56,588	\$ 352,187	\$ 298,005
Auditing Fees	-	-	-	-	20,000	20,000
Management Fees	81,734	78,967	2,767	79,065	473,802	394,835
Bookkeeping Fees	12,017	12,045	(28)	12,062	72,270	60,225
Employee Benefits Contributions - Administrative	21,236	24,213	(2,976)	30,150	147,349	123,136
Office Expenses	28,001	29,502	(1,501)	28,216	159,714	130,212
Legal Expense	16,488	16,492	(4)	20,202	97,952	81,460
Travel	635	416	219	325	2,496	2,080
Other	12,840	4,950	7,890	8,971	27,420	22,470
Tenant Services - Other	9,100	10,960	(1,860)	16,097	64,060	53,100
Water	82,546	75,738	6,808	74,293	445,761	370,023
Electricity	40,141	35,653	4,488	36,661	208,527	172,874
Gas	13,278	17,200	(3,922)	9,797	201,050	183,850
Other Utilities Expense	129	346	(217)	146	26,755	26,409
Ordinary Maintenance and Operations - Labor	73,271	99,264	(25,992)	86,195	644,711	545,448
Ordinary Maintenance and Operations - Material	59,804	47,458	12,346	48,255	282,848	235,390
Ordinary Maintenance and Operations - Contract	252,592	179,951	72,641	270,921	1,079,296	899,345
Employee Benefits Contributions - Ordinary	36,692	53,507	(16,816)	54,648	324,802	271,295
Protective Services - Other Contract Costs	1,872	1,880	(8)	1,872	11,280	9,400
Property Insurance	24,516	25,564	(1,048)	21,062	153,384	127,820
Liability Insurance	9,923	9,966	(43)	8,698	59,796	49,830
Workers Compensation	622	1,440	(818)	1,523	8,640	7,200
All Other Insurance	6,568	1,368	5,200	1,368	8,208	6,840
Other General Expenses	22,752	11,078	11,674	32,604	66,000	54,922
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	10,354	11,500	(1,146)	10,077	60,619	49,119
Bad debt - Tenant Rents	10,791	5,160	5,631	11,775	30,960	25,800
Interest Expense	11,541	11,540	0	12,398	67,026	55,485
Total Operating Expenses	\$ 898,819	\$ 820,340	\$ 78,479	\$ 933,966	\$ 5,096,913	\$ 4,276,573
Net Income (Loss)	\$ 21,278	\$ 56,130	\$ (34,852)	\$ (64,023)	\$ 466,316	\$ 410,187

**Lansing Housing Commission
Budget vs. Actual
C OCC
For the Period Ending August 31, 2018**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 118,157	\$ 109,155	\$ 9,002	\$ 107,681	\$ 794,928	\$ 685,773
Bookkeeping Fees Income	12,017	12,045	(28)	12,062	72,270	60,225
Fraud Recovery and Other	7,000	7,390	(390)	9,001	58,470	51,080
Total Operating Revenue	\$ 137,174	\$ 128,590	\$ 8,584	\$ 128,744	\$ 925,668	\$ 797,078
Administrative Salaries	\$ 59,119	\$ 62,752	\$ (3,633)	\$ 62,880	\$ 407,889	\$ 345,137
Auditing Fees	-	-	-	-	5,900	5,900
Employee Benefits Contributions - Admin	14,690	18,536	(3,846)	17,492	113,617	95,081
Office Expenses	9,542	8,445	1,097	11,556	45,809	37,364
Legal	-	84	(84)	345	2,304	2,220
Travel	1,944	1,465	479	292	7,325	5,860
Other	10,339	1,220	9,119	1,405	28,245	27,025
Tenant Services - Other	-	-	-	-	-	-
Water	5,115	266	4,849	241	1,596	1,330
Electricity	3,026	1,750	1,276	2,225	10,500	8,750
Gas	(4,656)	378	(5,034)	50	2,268	1,890
Other Utilities Expense	39	48	(9)	47	288	240
Ordinary Maintenance and Operations - Material	-	-	-	-	450	450
Ordinary Maintenance and Operations - Contract	1,131	3,007	(1,876)	339	9,267	6,260
Protective Services - Other Contract Costs	-	-	-	-	315	315
Property Insurance	248	208	40	212	1,248	1,040
Liability Insurance	226	-	226	-	-	-
Workers Compensation	94	186	(92)	178	1,116	930
All Other Insurance	10,703	4,760	5,943	6,870	28,560	23,800
Other General Expenses	6,376	6,800	(424)	5,644	43,200	36,400
Compensated Absences	-	-	-	-	-	-
Interest Expense	1,205	1,205	-	2,825	4,223	3,018
Total Operating Expenses	\$ 119,140	\$ 111,110	\$ 8,030	\$ 112,602	\$ 714,120	\$ 603,010
Net Income (Loss)	\$ 18,034	\$ 17,480	\$ 554	\$ 16,142	\$ 211,548	\$ 194,068

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,589,355	\$ 1,773,780	\$ (184,425)	\$ 1,443,134	\$ 10,642,680	\$ 8,868,900
Other Revenue	36	-	36	73	-	-
Fraud Recovery and Other	3,008	1,026	1,982	4,744	6,156	5,130
Total Operating Revenue	\$ 1,592,399	\$ 1,774,806	\$ (182,407)	\$ 1,447,951	\$ 10,648,836	\$ 8,874,030
Administrative Salaries	\$ 62,614	\$ 47,141	\$ 15,474	\$ 54,651	\$ 309,064	\$ 261,923
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	36,423	30,188	6,235	28,616	181,126	150,938
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	17,816	19,300	(1,484)	28,830	117,805	98,505
Office Expenses	38,344	31,726	6,618	36,165	99,036	67,310
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	12,000	(12,000)	11	72,000	60,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	15	-	-
Other Utilities Expense	149	-	149	190	-	-
Ordinary Maintenance and Operations - Materials	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contracts	5,870	696	5,174	3,776	4,176	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	3,134	3,100	34	2,746	18,600	15,500
Workers Compensation	1,197	2,372	(1,175)	2,310	14,232	11,860
All Other Insurance	-	-	-	-	-	-
Other General Expenses	4,512	3,734	778	4,664	22,316	18,582
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	1,772,211	1,622,842	149,369	1,609,066	9,737,052	8,114,210
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 1,942,269	\$ 1,773,098	\$ 169,171	\$ 1,771,038	\$ 10,600,407	\$ 8,827,309
Net Income (Loss)	\$ (349,870)	\$ 1,708	\$ (351,578)	\$ (323,087)	\$ 48,429	\$ 46,721

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	34,257.30
1010-0000-111111 Chase Checking	6,641.45	601,059.41
1010-0000-112200 Accounts Receivable	1,417.06	6,861.13
1010-0000-112201 Allowance for Doubtful Accounts	(141.71)	(605.17)
1010-0000-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	44.84
1010-5005-115700 Intercompany	(23,139.96)	(43,695.80)
1010-0000-116201 Investments Savings	-	128,981.45
1010-0000-121100 Prepaid Insurance	(4,806.05)	(0.03)
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	(20,029.21)	4,006,761.06
LIABILITIES		
1010-0000-200000 OPEB Liability	-	387,825.00
1010-0000-200300 Pension Liability	-	80,664.00
1010-0000-210000 Construction Costs Payable	-	29,708.00
1010-0000-211100 Accounts Payable	-	9,005.68
1010-0000-211400 Tenant Security Deposits	(293.00)	33,307.30
1010-0000-211999 Tenant Refunds	160.00	7,036.07
1010-0000-212000 Accrued Payroll	-	7,699.80
1010-0000-213400 Utility Accrual	-	18,730.35
1010-0000-213500 Accrued Comp Absences - Curr	-	1,572.77
1010-0000-213700 Payment in Lieu of Taxes	1,579.24	19,297.92
1010-0000-214000 Accrued Comp Absences - non curr	-	8,912.39
1010-0000-260600 Note Payable Non Curr - PNC	(2,679.12)	398,875.85
1010-0000-260601 Note Payable - Curr - PNC	-	33,900.97
TOTAL LIABILITIES	(1,232.88)	1,036,536.10
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	(18,796.33)	(1,851,379.39)
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	(18,796.33)	2,970,224.96
TOTAL LIABILITIES & EQUITY	(20,029.21)	4,006,761.06

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

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	32,313.19
1020-0000-111111 Chase Checking	19,919.95	511,227.97
1020-0000-112200 Accounts Receivable	(1,707.00)	2,217.63
1020-0000-112201 Allowance for Doubtful Accounts	170.70	(221.76)
1020-0000-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	44.84
1020-5005-115700 Intercompany	(15,585.71)	(42,744.25)
1020-0000-116201 Investments Savings	-	128,981.45
1020-0000-121100 Prepaid Insurance	(4,214.00)	-
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	(1,416.06)	5,066,471.01
LIABILITIES		
1020-0000-200000 OPEB Liability	-	203,010.00
1020-0000-200300 Pension Liability	-	67,551.00
1020-0000-210000 Construction Costs Payabe	-	24,878.00
1020-0000-211100 Accounts Payable	-	9,035.61
1020-0000-211400 Tenant Security Deposits	(476.00)	32,094.19
1020-0000-211999 Tenant Refunds	(48.00)	4,174.04
1020-0000-212000 Accrued Payroll	-	4,988.82
1020-0000-213400 Utility Accrual	-	14,207.55
1020-0000-213500 Accrued Comp Absences - Curr	-	1,365.77
1020-0000-213700 Payment in Lieu of Taxes	2,054.42	26,927.66
1020-0000-214000 Accrued Comp Absences - non curr	-	7,739.39
1020-0000-260600 Note Payable Non Curr - PNC	(4,465.21)	664,793.07
1020-0000-260601 Note Payable - Curr - PNC	-	56,501.61
TOTAL LIABILITIES	(2,934.79)	1,117,266.71
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	1,518.73	(1,297,577.09)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	1,612,289.73
TOTAL EQUITY	1,518.73	3,949,204.30
TOTAL LIABILITES & EQUITY	(1,416.06)	5,066,471.01

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

	Period	Amount	Balance
ASSETS			
1080-0000-111102 Cash-Security Deposits		-	35,095.06
1080-0000-111111 Chase Checking		5,525.97	874,467.59
1080-0000-112200 Accounts Receivable		(107.81)	18,445.95
1080-0000-112201 Allowance for Doubtful Accounts		10.79	(1,820.47)
1080-0000-112500 Accounts Receivable HUD		-	-
1080-0000-112954 Accounts Receivables-Misc		-	-
1080-0000-114500 Accrued Interest Receivable		-	44.84
1080-5005-115700 Intercompany		(22,894.22)	(40,140.02)
1080-0000-116201 Investments Savings		-	128,981.45
1080-0000-121100 Prepaid Insurance		(5,795.74)	-
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		(23,261.01)	4,852,136.80
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		-	8,615.21
1080-0000-211400 Tenant Security Deposits		(97.00)	35,305.06
1080-0000-211999 Tenant Refunds		(160.00)	4,181.65
1080-0000-212000 Accrued Payroll		-	7,627.57
1080-0000-213400 Utility Accrual		-	16,950.76
1080-0000-213500 Accrued Comp Absences - Curr		-	1,703.68
1080-0000-213700 Payment in Lieu of Taxes		1,359.88	24,320.03
1080-0000-214000 Accrued Comp Absences - non curr		-	9,654.14
1080-0000-224000 Tenant Prepaid Rent		89.52	89.52
1080-0000-260600 Note Payable Non Curr - PNC		(2,637.59)	392,691.72
1080-0000-260601 Note Payable - Curr - PNC		-	33,375.37
TOTAL LIABILITIES		(1,445.19)	980,910.71
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		(21,815.82)	(1,271,622.82)
1080-1080-282000 Income and Expense Clearing		-	(26,635.00)
1080-3000-282000 Income and Expense Clearing		-	1,042,643.66
TOTAL EQUITY		(21,815.82)	3,871,226.09
TOTAL LIABILITIES & EQUITY		(23,261.01)	4,852,136.80

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	31,578.50
1090-0000-111111 Chase Checking	9,424.67	439,736.32
1090-0000-112200 Accounts Receivable	329.81	4,474.00
1090-0000-112201 Allowance for Doubtful Accounts	(32.98)	(447.40)
1090-0000-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	44.82
1090-5005-115700 Intercompany	(20,574.03)	(39,914.67)
1090-0000-116201 Investments Savings	-	128,981.44
1090-0000-121100 Prepaid Insurance	(3,219.83)	(0.01)
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	(14,072.36)	3,259,261.48
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	-	6,268.81
1090-0000-211400 Tenant Security Deposits	953.00	33,311.50
1090-0000-211999 Tenant Refunds	98.00	11,755.53
1090-0000-212000 Accrued Payroll	-	6,601.58
1090-0000-213400 Utility Accrual	-	48,131.17
1090-0000-213500 Accrued Comp Absences - Curr	-	3,159.64
1090-0000-213700 Payment in Lieu of Taxes	(7.28)	(3,151.02)
1090-0000-214000 Accrued Comp Absences - non curr	-	17,904.60
1090-0000-260600 Note Payable Non Curr - PNC	(602.28)	89,669.77
1090-0000-260601 Note Payable - Curr - PNC	-	7,621.15
TOTAL LIABILITIES	441.44	533,371.73
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	(14,513.80)	(1,217,840.01)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	768,039.32
TOTAL EQUITY	(14,513.80)	2,725,889.75
TOTAL LIABILITES & EQUITY	(14,072.36)	3,259,261.48

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

	Period Amount	Balance
ASSETS		
5005-0000-111105 LHC-Payroll Account	(107,994.34)	45,979.54
5005-0000-111111 Chase Checking	(10,802.53)	526,219.59
5005-1010-115700 Intercompany	23,139.96	43,695.80
5005-1020-115700 Intercompany	15,585.71	42,744.25
5005-1080-115700 Intercompany	22,894.22	40,140.02
5005-1090-115700 Intercompany	20,574.03	39,914.67
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	30,521.44	20,037.95
5005-8002-115700 Intercompany	3,509.19	7,766.87
5005-8005-115700 Intercompany	(832.37)	(4,401.76)
5005-8010-115700 Intercompany	4,668.52	9,321.99
5005-8021-115700 Intercompany	-	1.00
5005-9101-115700 Intercompany	-	46,171.67
5005-0000-121100 Prepaid Insurance	(4,731.98)	19,796.90
5005-0000-121200 Prepaid - Other	480.00	52,969.00
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	-	249,059.00
5005-0000-150300 Deferred Outflow - MERS	-	12,436.00
TOTAL ASSETS	(2,988.15)	2,346,654.31
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	-	15,315.07
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211704 Health Insurance W/H	1,436.52	2,394.20
5005-0000-212000 Accrued Payroll	-	11,497.74
5005-0000-213400 Utility Accrual	-	1,814.99
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	990.00	2,490.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,646.77)	(128,810.12)
5005-0000-260701 Note Payable - Curr - Davenport	-	300,777.21
TOTAL LIABILITIES	(2,220.25)	494,308.75
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	(767.90)	1,501,118.27
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	(767.90)	1,852,345.56
TOTAL LIABILITES & EQUITY	(2,988.15)	2,346,654.31

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	7,879.34	471,978.80
8002-0000-111111 Chase Checking	(81,455.16)	9,471.81
8004-0000-111111 Chase Checking	-	-
8002-0000-112200 Accounts Receivable	-	-
8002-0000-112954 Accounts Receivables-Misc	-	10,643.00
8001-5005-115700 Intercompany	(30,521.44)	(20,037.95)
8002-5005-115700 Intercompany	(3,509.19)	(7,766.87)
8004-5005-115700 Intercompany	-	-
8001-0000-121100 Prepaid Insurance	(1,566.84)	-
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	(109,173.29)	482,599.79
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	-	6,830.65
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	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	3,468.99
8001-0000-214000 Accrued Comp Absences - non curr	-	19,657.60
TOTAL LIABILITIES	-	712,156.03
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(326,093.99)
8001-0000-282000 Income and Expense Clearing	(24,208.94)	87,358.73
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	(84,964.35)	38,636,738.28
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	(109,173.29)	(229,556.24)
TOTAL LIABILITIES & EQUITY	(109,173.29)	482,599.79



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September 26, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
August Housing Choice Voucher Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency:

FSS held one (1) orientation in August. 18 invites were sent out, only one (1) person attended. This individual will be enrolling October 1, 2018 bringing our count to 23. The FSS Coordinator continues to provide outreach for program participation at all orientations.

HCV Orientations:

LHC had one (1) orientation during the month of August 2018 and twenty-four (24) vouchers issued.

One (1) VASH orientation was held for the month of August, and five (5) Vouchers were issued.

Waiting List:

150 applications were mailed on August 3, 2018. LHC received 83 responses. All 83 responses are being processed for eligibility. The 2017 (2) HCV waiting list is now empty. It is anticipated a new waiting list will be reopened in October 2018

Department Initiatives:

In the HCV Program there are currently 1,811 vouchers housed in all its programs. Fifty-five participants are with the Shelter Plus Care Program (S+C), 73 are housed under the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH). 1,540 are housed under the regular Housing Choice Voucher Program.



TDD/TTY #: 1-800-545-1833 Ext. 919 "Equal Housing Opportunity"



Lansing Housing Commission Board Meeting September 26, 2018

Housing Choice Voucher Report August 2018

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Voucher Utilization

July Voucher Program Total Units	1,863
July Traditional HCV Utilization	1,699
July % Utilized Units	91%

August Voucher Program Total Units	1,863
August Traditional HCV Utilization	1,683
August % Utilized Units	90%

Voucher Disbursement

HUD July HAP Disbursement	\$610,223
LHC July HAP/UAP Disbursement	\$857,770
% Voucher Funding Utilization	141%

HUD August HAP Disbursement	\$825,994
LHC August HAP/UAP Disbursement	\$835,204
% Voucher Funding Utilization	101%
HUD Held Reserves as of July 2017	\$1,158,836

HCV did request a withdrawal from our HUD Held Reserve account on 09/04/2018. While our full request was not granted they did provide us with \$260,900 on September 12, 2018. BDO is working on a reconciliation in order for the entire request of 850,000 to be fulfilled.

SEMAP Indicators

Indicator 1- Selection from the Waiting List

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

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

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



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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

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

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 03/01/2018. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year. A new study has been completed and will go before the board for approval.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

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

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



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corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were (2) 24-hour deficiencies and (55) 30-day deficiencies. All corrected, abated, or terminated as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

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

New FMR's have just been published and will be brought to the Board for approval.
Payment Standards

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of July 31, 2018, the reporting rate is 95%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10



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Indicator 10- Correct Tenant Rent Calculation

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

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

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

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

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

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 102%. 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



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Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 38 mandatory slots, 19 slots/households or (50%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

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

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 06/30/2018



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September 26, 2018

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
August 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 August. 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 and preparation for the upcoming REAC inspections.

Mt. Vernon Park occupancy was 97% at the end of August. There were three (3) households moved in, two (2) resident moved out's, and two (2) unit transfer. The UML was 196 which equals 97%. At the end of August, Mt. Vernon has a total of 30 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 will also launch its yearly program o September 18, 2018. The program will be in operation Tuesday & Thursday 3:30 p.m.-5:30 p.m.

Hildebrandt Park occupancy was 97% at the end of August. There were four (4) households moved in, six (6) resident moved out, and zero (0) unit transfer's. The UML was 215 which equals 97%. At the end of August, Hildebrandt had a total of 215 open work orders.



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LaRoy Froh occupancy was 93% at the end of August. There were two (2) households moved in, four (4) residents moved out, zero (0) unit transfer's. The UML was 197 which equals 93%. At the end of August, LaRoy Froh had a total of 248 open work orders.

South Washington Park occupancy was 99% at the end of August. There were two (2) households moved in, two (2) resident moved out, and zero (0) unit transfer. The UML was 195 which equals 99%. At the end of August, South Washington had a total of 83 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	196	97%	2	2	3	0
Hildebrandt	220	215	98%	3	2	0	0
LaRoy Froh	213	197	93%	2	4	0	0
S. Washington	198	195	99%	2	2	0	0
Totals	833	797	96%	10	10	3	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 31,597	\$ 35,037	\$ 3,440	109%
Hildebrandt	\$ 35,904	\$ 39,055	\$ 3,151	108%
LaRoy Froh	\$ 30,519	\$ 31,014	\$ 495	102%
S. Washington	\$ 30,500	\$ 31,521	\$ 1,021	103%
Totals	\$ 128,520	\$ 136,628	\$ 8108	106%



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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
102-3812 Wilson	1	2-14-18	195	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. 9-13-18 Kim transferred the bldg. permit to her name. changed the permit to her name 9-11-18 City Inspector informed LHC that the Unit permit must be placed in Kim's name instead of Mr. Armstrong's. 8-27-18 Waiting on COL Inspector (Chad) to approve unit for rehab. Informed name on permit needs to be transferred to unit manager from Executive Director. 7-12-18 Permits needed from licensed plumbing and electrical inspectors
4223 Balmoral	2	8-3-18			\$2,190	8-14-18 Unit Cleaned 8-14-18 Waiting on Vendor Packet approval for new Contractor (Unit needs complete make-over-former tenant lived in unit 10 years) 8-14-18 cabinets ordered
102-3322 Waverly	2	8-17-18	23	TBD	pending	8-14-18 unit cleaned out,



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						8-7-18 Resident to transfer from different unit (has 7 days to transfer). Note: Unit needs complete make-over due to smoke.
102-3412 Waverly	3	8-17-18	35	9-21-18	\$2,100	8-17-18 Resident to transfer from different unit (has 7 days to transfer). Note: Unit requires significant work, cleaning, drywall repair, painting and carpentry work.
102-3238 Waverly	2	8-28-18	25	9-21-18	\$1,507	9-14-18 Unit rehab started.
102-3846 Wilson	1	8-30-18	23	9-21-18	\$400	9-21-18 Unit will be ready for occupancy on 9-21-18.



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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	60	8-30-18	pending	7-1-18 to 9-18-18 Unit still being treated for pest (infestation)
103-2161 Forest	2	7-27-18	33	8-30-18	\$2,690	8-20-18 Contractor started work on unit. 7-27-18 Contractor delay due to REAC prep.
103-3126 C Turner	5	7-12-18	49	8-30-18	\$4000	9-18-18 Resident moved into unit. 7-19-18 Unit treated for pest infestation
103-3126 Turner	3	8-22-2018	27	9-27-2018	\$1,285	9-24-18 Carpentry work to begin. 9-18-18 All other unit repairs completed.
103-1113 Dakin	3	8-3-2018	30	9-1-2018	\$2,760	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
111-2336 Reo	3	4-9-18	162	7-28-18	\$5,423.97	9-18-18 Pending applicant security deposit. 7-25-18 Unit ready for occupancy 6-25-18 Contract to begin work signed. Delayed start by the contractor.
111-1009 Belaire	3	3-29-18	173	10-12-18	\$4,800	9-17-18 Work started on unit. Delayed start by the contractor, pending full scope of work
111-2438 Reo	3	2-19-18	211	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	147	7-5-18	\$4,800.00	
111-2434 Reo	3	1-18-18	194	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	138	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
111-2615 Dunlap	5	4-29-18	142	7-6-18	\$3,840.00	Ready to move in 7-15-18 Unit turn completed
111-2356 Reo	1	5-3-18	138	7-6-18	\$1,800.00	Ready to move in Unit turn completed
111-6063 Southbrook	3	4-9-18	162	8-3-18	\$2,600.00	Ready to move in Unit turn completed (no date recorded).
111-2364 Reo	1	6-16-18	104	8-31-18	Pending	1 st Contracting started work on unit



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111-2422 Reo	3	6-12-18	98	8-31-18	Pending	r 1 st Contracting starting work on unit.
111-3415 W Jolly Rd	3	7-1-18	78	9-20-18	\$3,520	9-6-18 Work started work on unit.
111-2436 Reo	3	6-7-18	106	TBD	Pending	Fire Unit
111-321 Fenton	3	7-2-18	78	8-31-18	Pending	Pending estimate from contractor 7-2-18 Resident moved out
111-3409 W Jolly	3	7-27-18	53			Pending estimate from contractor 7-2-18 Resident moved out
111-1011 Belaire	3	8-31-18	13	TBD	Pending	Pending estimate from contractor 7-2-18 Resident moved out
111-4638 Christiansen	4	8-3-18	41	TBD	Pending	Pending estimate from contractor 7-2-18 Resident moved out



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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: September 26, 2018**

Name	Organization	Phone #	E-mail
Tom Barry	LIPH		TomB@lanshc.org
Kim Gillespie	LIPH		Kim@kunsthe.org
Andrea Bailey	LIPH		Andrea.b@lanshc.org
Marcus Hardy	LIPH		marush@lanshc.org
Kim Shirey	HCV		Kim@lanshc.org
Dawn Allman	COCE		DawnA@lanshc.org
Amy Fountain	SWP resident	517- 708-8170	amyfountain706 @gmail.com
Milly Williams	LHC Resident	—	—
Ryan Smith	CHNA		igotitsports@aol.com



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South Wash LHC Board
Sign-In Sheet

Date of Meeting: September 26, 2018

Name	Organization	Phone #	E-mail
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