



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

AGENDA
LANSING HOUSING COMMISSION
APRIL 25, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of March 28, 2012.
4. Action Items
 - a. Resolution #1142 - Approval of Credit Card Policy Revision
 - b. Resolution #1143 - Approval of La Roy Froh Modernization
 - c. Resolution #1144 – Approval of ESCO Contract
 - d. Resolution #1145 – Approval of Remy Lease Purchase Agreement
5. Informational Items.
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Kendra Schmidtman
 - c. Asset Management Report – Forrest Babcock
 - i. Capital Fund Report- Forrest Babcock
 - ii. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
 - iii. Hildebrandt AMP 103 Rhonda Pagel
 - iv. LaRoyFroh AMP 111 Janell McLeod
 - v. South Washington AMP 112 Lisa Parsons
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment.





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**MINUTES OF THE MARCH 28, 2012
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: Commissioners Baltimore, Bakken and Frens.
Commissioner Beverly arrived at 5:36 p.m.

GUESTS: Elisa Granito Derick Guesoe
 Vickie Johnson Alexia Redmond
 Edward King Sandra Williams-Bailey
 Sarah Moore Brenda King

STAFF: Patricia Baines-Lake Forrest Babcock
 Ramiro Salazar Kendra Schmidtman
 Lisa Parsons Janell McLeod
 Rhonda Pagel

The meeting was called to order by Chairman Tony Baltimore promptly at 5:32 p.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

Chair Tony Baltimore convened the Public Hearing on the Lansing Housing
Commission 2013 Annual Plan promptly at 5:32 p.m.

Jeff Cunningham of Reznick provided an overview of LHC's Annual Certified Audit and responded to questions from the Commissioners. The report contained no findings, no management letters and reflected no material weaknesses. In summary it was a clean audit.

Ms. Baines-Lake provided an overview of the Annual Plan Process. Mr. Forrest Babcock, Director of Asset Management presented an overview of the intended Capital Expenditures during the 2013-2014 fiscal year. President Baltimore requested comments and questions from the RAB Board and other attendees. There were no comments regarding the use of Capital Funds. However, several participants expressed concerns about security. Residents of Mt. Vernon requested the addition of yellow stripes in the parking lot to reduce speeding cars. Everyone concluded there needed to be a neighborhood watch group formed and a more active resident body. Other sites wanted security cameras installed. We hope to secure a Resident Commissioner from the RAB Members. Residents also discussed an interest in a spring cleanup fix up initiative.

After requesting 3 times if there were additional comments regarding the Annual Plan and seeing no interest President Baltimore closed the Public Hearing.

The Agenda was approved as presented.

Commissioner Bakken moved and Commissioner Frens 2nd a motion to approve the minutes of the February 22, 2012 Board Meeting. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to approve Resolution 1140 – Approval of 2012 Annual Certified Audit. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to approve Resolution 1141 – Approval of 2012-2013 Annual Plan. **The Motion was approved unanimously.**

President Baltimore requested a motion to go into closed session to discuss the settlement of a lawsuit. Commissioner Frens Moved and Commissioner Beverly second a motion to go into closed session at 6:35 p.m. The Commission returned from closed session at 6:53. Commissioner Beverly moved and Commissioner Bakken 2nd a motion for the Executive to negotiate the settlement of a lawsuit between LHC and American Asphalt based on the terms discussed in closed session.

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management Report		Forrest Babcock
Mt. Vernon & Scattered Sites	AMP 102-104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Janell McLeod
South Washington	AMP 112	Lisa Parsons
Housing Choice Voucher Report		Kendra Schmidtman
Capital Fund Report		Forrest Babcock

Executive Director Baines-Lake discussed the training provided to staff during the month.

President Baltimore commented about the Board's appreciation for the completion of an unqualified Annual Certified Audit.

Commissioner Bakken made a motion to create a Finance Committee and Commissioner Beverly 2nd the motion. **The Motion was approved unanimously.**

There were no Public Comments

The meeting was adjourned at 8:02 p.m.



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April 25, 2012

**Lansing Housing Commission
Lansing, Michigan
HONORABLE MEMBERS IN SESSION:**

SUBJECT:
**APPROVAL OF LANSING HOUSING COMMISSION'S REVISED CREDIT CARD
POLICY - RESOLUTION NO. 1142**

RECOMMENDATION:
Staff recommends adoption of Resolution No. 1142 which adopts the Lansing Housing Commission's ("LHC") Revised Credit Card Policy.

CONTACT PERSON:
Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:
This Resolution revises LHC's Credit Card Policy to ensure checks and balances and to reflect staffing changes.

BACKGROUND:
When LHC adopted the original Credit Card Policy in 2010 there were two Finance Managers. This ensured the employee charged with accounts payable responsibilities did not handle/approve credit card expenditures. In addition, the Executive Office employed a full time Administrative Assistant who entered into credit card purchases. LHC now has one Finance Manager and the Administrative Assistant retired. Therefore, we must adjust our policy to meet our business needs with the staffing changes.

Most of the Credit Card purchases made in the past 12 months were to pay for training and associated travel costs, i.e. hotel, air, etc. All staffing levels were involved in training activities. However, the majority of the credit card training expenses were provided to the Public Housing Staff. In addition, emergencies which could require the use of a credit card, i.e. relocating a family in the middle of the night involve Public Housing. As such, this policy recommends authorizing The Director of Asset Management and the Executive Director to make credit card expenditures on behalf of the Lansing Housing Commission.

FINANCIAL CONSIDERATION:

The limit on the existing credit card is \$25,000, it does not permit any cash withdrawals. The Credit Card expenditures will not increase the amount of money spent by LHC for business purposes. However, it does affect the methodology.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to establish Policies which govern the operations of the LHC. A periodic review and amendment of policies is consistent with governance responsibilities. Adopting this Policy after a deliberative review fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted,



Patricia Baines-Lake, Secretary to the Board
Lansing Housing Commission



RESOLUTION NO. 1142

ADOPTED BY LANSING HOUSING COMMISSION

April 25, 2012

APPROVAL OF POLICY 2012-03
CREDIT CARD POLICY

BE RESOLVED BY THE LANSING HOUSING COMMISSION:

Policy No. 2012-3, Credit Card Policy as attached to this resolution is adopted by the Lansing Housing Commission effective April 25, 2012. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to issue and administer the policy.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY



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**Lansing Housing Commission
2010-03
Credit Card Policy**

PURPOSE

The Lansing Housing Commission Corporate Credit Card shall be used primarily to pay for training and conferences, manage travel arrangements and for emergency purchases. However, it may also be used to make purchases when it is impractical to use the standard purchasing process. The LHC credit card shall not be used to circumvent policies and procedures governing proper expenditures of LHC funds.

USAGE

The credit card shall be used, exclusively for official Lansing Housing Commission business. The credit card shall not be used for personal business under any circumstances. No one is authorized to make cash withdrawals and the credit card will not have a PIN number. Unauthorized use of the LHC credit card will require repayment and result in discipline up to and including dismissal.

Travel

Employees who travel on behalf of LHC may utilize the Corporate Credit Card to reserve a hotel room, to pay for transportation, and to pay conference reservation expenses when payment by a corporate check is unacceptable, infeasible or impractical.

Emergency

In the case of an Exigent Health and Safety emergency (as defined by HUD guidelines) or an Emergency, as authorized by the Executive Director or designee, the LHC Corporate Credit Card can be utilized to abate/remedy the emergency.

Impractical to use the Standard Purchasing Process

The Executive Director or designee must concur with the designation (in Advance of such expenditure) when the Corporate Credit Card will be used to make a purchase which is deemed to be "impractical to use the standard purchasing process." Once the product or service has been secured, all receipts must be returned to the Finance office to be attached to the card's billing statement for payment. The Finance Division will pay the credit card bill via check or an electronic funds transaction at least 3 days before the account closing date.

OVERSIGHT AUTHORIZED USERS

The Executive Director shall be responsible for issuance, monitoring, and general oversight of the Corporate Credit Card. She/he shall keep a master list of credit card numbers and bank telephone number(s). The following positions are Authorized Users of LHC Corporate Credit Cards:

Director of Asset Management
Executive Director

The Corporate Credit Card will be in the custody of the assigned staff when in use. Both cards will be stored in the LHC safe when not in use and during non-business hours. Each Authorized User is responsible for reporting a lost or stolen card to the Finance Manager and to LHC's banking institution immediately upon discovering the card missing.



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April 25, 2012

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

APPROVAL TO EXECUTE A CONTRACT BETWEEN OMEGA CONSTRUCTION COMPANY AND THE LANSING HOUSING COMMISSION FOR THE RENOVATION OF THE LARoy FROH COMMUNITY BUILDING - RESOLUTION NO. 1143

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1143, which authorizes the Executive Director or her designee to execute a Contract with Omega Construction Company to renovate the LaRoy Froh Community building.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a renovation contract with Omega Construction Company. The contact amount will be \$343,458.00.

BACKGROUND:

The community building at LaRoy Froh needs updating and a major floor plan reconfiguration to make the building accessible and to enhance the community room, learning center, maintenance area and public offices.

The Specifications and drawings were prepared by Hobbs & Black who published the RFP in the State Journal on February 24th and 25th. Bid documents were made available to the Lansing and Grand Rapids Builders Exchange and the Construction Association of Michigan. A Pre-Bid meeting was held at 2400 Reo Road on March 15, 2012 with ten firms attending. The specifications and Plans were discussed followed by a building tour.

The bid opening took place on April 16, 2012. Six firms returned proper bid packages. The bid tabulation is attached.

Hobbs & Black reviewed the bids and recommend awarding the contract to Omega Construction Company based on the bid package and the low bid of \$344,458 inclusive of alternate #2.

FINANCIAL CONSIDERATIONS:

Contractor Name: Omega Construction Company
Bid Amount: \$344,458.00
Term: To be determined based on completion date of 9/15/2012
Funding: 2010/2011 CFP

POLICY CONSIDERATIONS:

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

Respectfully submitted: 
Patricia B. Baines Lake, Secretary



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RESOLUTION NO. 1143

ADOPTED BY THE LANSING HOUSING COMMISSION

April 25, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to execute a community building renovation contract with Omega Construction Company, to complete the renovation of the LaRoy Froh community building based on the lump sum bid and unit prices contained in a contract to be dated no later than May 10, 2012.

The resultant contact amount will be \$343,458.00.

Funding Source: 2010 and 2011 CFP funds.



TONY BALTIMORE, CHAIR

AYES: ____

NAYS: ____

ABSTENTIONS: ____

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO: 1143
DATE ADOPTED: _____



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April 25, 2012

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

APPROVAL TO EXECUTE A CONTRACT BETWEEN HONEYWELL, INC. AND THE LANSING HOUSING COMMISSION FOR AN INVESTMENT GRADE ENERGY AUDIT LEADING TO AN ENERGY SERVICES CONTRACT.

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1144, which authorizes the Executive Director or her designee to execute a Contract with Honeywell Inc. to perform an investment grade energy audit leading to an energy services contract.

CONTACT PERSON:

Patricia B. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a contract with Honeywell for an Investment Grade Energy Audit ("IGEA") which may lead to an Energy Services Contract ("ESC"). LHC will pay \$48,865.00 out of operating cash for an investment grade audit if we do not proceed with an Energy Savings Contract ("ESC") with Honeywell. However, this fee will be 100% funded through energy savings if LHC contracts with Honeywell to proceed with an energy service contract.

BACKGROUND:

The Lansing Housing Commission spends approximately \$1,490,000.00 a year on utilities. These costs continue to increase while HUD funding is being reduced. HUD has and continues to encourage Housing Commissions to reduce their energy costs and they have incentivized our participation.

Honey Well, Inc. (an energy services company) will conduct an investment energy audit to determine, usage, rate schedules, and the hardware needed to reduce LHC's overall energy cost. HUD benefits of this plan are: operating fund incentives, add on incentives, frozen utility base. The energy cost savings generated through this program can benefit LHC by making more funds available for new equipment, allowing capital fund

redistribution. In addition, it will result in a smaller energy foot print for the Lansing Housing Commission.

In December 2011 LHC drafted an RFP and submitted it to HUD and received approval in January 2012. In February 2012 the RFP was published in the Lansing State Journal, The Lansing City Pulse, The NAHRO newsletter and it posted to the electronic RFP web site managed by NAHRO. Those advertisements resulted in eleven packets being delivered to interested firms. Three firms responded by the dead line of March 16, 2012.

Presentations were held on March 30, 2012 with all three firms, Honeywell, Johnson Controls and Amersco. The review panel was dead locked with two firms. The Executive Director and the Director of Asset Management reviewed the packages to determine what firm to recommend to the Board. After a thorough review of the proposals from the two companies Honey Well, Inc. was selected based on the strength of their local training partner and staffing assignments.

FINANCIAL CONSIDERATIONS:

Contractor Name: Honeywell Inc.

Cost: LHC will pay \$48,865.00 out of operating cash for an investment grade audit if we do not proceed with an Energy Savings Contract ("ESC") with Honeywell. However, this fee will be 100% funded through energy savings if LHC contracts with Honeywell to proceed with an energy service contract.

Contract term: IGEA 120 days ESP 15-20 years

Funding: 100% funded from the savings from the ESC

POLICY CONSIDERATIONS:

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

Respectfully submitted: _____


Patricia B. Baines Lake, Secretary



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RESOLUTION NO. 1144

ADOPTED BY THE LANSING HOUSING COMMISSION

APRIL 25, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to execute a contract, for an Investment Grade Energy Audit ("IGEA"), of the Lansing Housing Commission energy usage, by Honeywell Inc. This IGEA will provide the foundation for the Lansing Housing Commission and Honeywell to develop a comprehensive plan to reduce the energy cost to the Lansing Housing Commission.

LHC will pay \$48,865.00 out of operating cash for an investment grade audit if we do not proceed with an Energy Savings Contract ("ESC") with Honeywell. However, this fee will be 100% funded through energy savings if LHC contracts with Honeywell to proceed with an energy service contract.

FUNDING SOURCE:

LHC Operating Cash or
ESC Savings.


TONY BALTIMORE, CHAIR

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO: 1144 _____
DATE ADOPTED: _____





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April 25, 2012

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

APPROVAL TO SUBMIT A REQUEST TO THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO DISPOSE OF 3337 REMY DRIVE AND TO ENTER INTO A LEASE/SALE AGREEMENT WITH PROPERTY PROS, INC., SUBJECT TO REQUIRED GOVERNMENTAL APPROVALS.

RECOMMENDATION:

Staff recommends adoption of Resolution 1145 which authorizes the Executive Director or her designee to submit a Disposition Application, for 3337 Remy Drive, to the U. S. Department of Housing and Urban Development and to enter into a lease purchase agreement with Property Pros, Inc.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

SUMMARY:

Approval of this resolution authorizes LHC to request the U. S. Department of Housing and Urban Development ("HUD") authorization to dispose of 3337 Remy Drive via a sale for fair market value. It also authorizes LHC to enter into an immediate lease and a sale agreement contingent upon receipt of required governmental approvals.

BACKGROUND:

The U. S. Department of Housing and Urban Development directed all large Public Housing Authorities to transition to site based management in 2007. LHC transitioned to site based management in the budget year 2009. Yet we continued to staff the warehouse, have products delivered there, and employ a maintenance supervisor. Holding onto this operating methodology hindered a full transition to Site Based Management. In addition, all of these costs of this hybrid operating system were born by the Central Office Cost Center.

In September of 2009 LHC began the final steps necessary to fully implement site based management principles. The warehouse staff person was moved to 310 Seymour. In November the "Stock Clerk" position was abolished. Between November 2009 and March 2010 the tools and material which were stored in Remy were

distributed to the individual sites. Rather than warehousing supplies and materials at Remy Drive we transitioned to just in time product delivery.

The transition from a Centralized Maintenance concept to site based management and just in time delivery eliminated the need for a Central Warehouse structure. 3337 Remy Drive has been utilized for more than 2 years because. In the fall of 2010 LHC enlisted CBRE Martin, a local realtor to assist with the disposition and pricing of the property. During that time the prices obtainable in the real estate market plummeted.

However, the offer from Property Pros, Inc. is a lease/purchase full price offer of \$249,000 with a two year lease at \$1800 per month (\$250.00 late fee), including a option/purchase down payment of \$5,000 (due September 30, 2012), \$2500.00 (due March 30, 2013, \$2,500 (due July 31, 2012). If Property Pros, Inc. does not exercise the option to purchase at the end of the 24 month lease period they will forfeit the \$10,000 described above. At the end of the 24 month lease period (April 1, 2014) \$37,350.00 is due to exercise the option to purchase.

The purchase option shall be a land contract at 7% interest with a balloon payment, in full due, at the end of 5 years payments and payments calculated based on a 20 year was amortization schedule.

FINANCIAL CONSIDERATIONS

Approval to sell Oliver Towers and secure a replacement Central Administrative Office, as proposed, entails moving costs, FMV of \$1,050,000 or greater, moving expenses and transfer/installation of communications lines equipment and some furnishing costs and office build out costs. The exact Financial Consideration is difficult to determine until each of the components is priced out.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, 24 CFR Section 970 requires governing body approval of LHC's request to HUD.

Respectfully submitted:



Patricia A. Baines-Lake, Secretary to the Board
Lansing Housing Commission



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

RESOLUTION NO. 1145

ADOPTED BY THE LANSING HOUSING COMMISSION

April 25, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized to request the U. S. Department of Housing and Urban Development to request authorization to dispose of 3337 Remy Drive via a sale for fair market value. It also authorizes her to enter into an immediate lease and a sale agreement contingent upon receipt of required governmental approvals.

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Absent: _____


Tony Baltimore, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 1145
DATE ADOPTED 04/25/2012

Lansing Housing Commission					
March Monthly Report					
7/1/11 - 06/30/12					
9					
				5005	
				Central Office Cost Center	
Account Name		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	343001	436,831	327,623	332,557	4,934
Bookkeeping Fees	343002	73,494	55,121	53,708	(1,413)
OG Management Fee	343005	14,136	10,602	4,673	(5,930)
AMP Management Fee		97,961	73,471		(73,471)
Management Fee - HCV	343003	171,488	128,616	121,016	(7,600)
Interest on General Fund Inv.	361000	3,000	2,250		(2,250)
Other Income	369000	35,000	26,250	79,389	53,139
TOTAL REVENUE		831,910	623,933	591,341	(32,591)
Administrative Salaries	411000	335,456	251,592	268,384	16,792
Employee Benefits	454XXX	154,721	116,041	68,555	(47,486)
Legal	413000	35,000	26,250	1,854	(24,396)
Publications	419006	1,000	750	295	(455)
Membership Dues & Fees	419008	2,500	1,875	3,414	1,539
Postage	419010	1,500	1,125	4,419	3,294
Office Supplies	419014	10,000	7,500	4,315	(3,185)
Conference	419016		0	899	899
Bank Fees	419020	4,000	3,000	0	(3,000)
Computer Maintenance	419022	7,000	5,250	15,330	10,080
Outside Printing	419030	2,000	1,500	425	(1,075)
Software	419032	5,000	3,750	459	(3,291)
Office Furniture & Equip. Not Cap.	419038	7,000	5,250		(5,250)
Classified Advertising	419040		0	494	494
Total Administrative		565,177	423,883	368,843	(55,040)
Water	431000	3,000	2,250	1,302	(948)
Electricity	432000	22,000	16,500	16,754	254
Steam & Gas	433000 43900	24,000	18,000	14,584	(3,416)
Phone/Internet/Communications	419004	13,000	9,750	7,278	(2,472)
Total Utilities		62,000	46,500	39,917	(6,583)
Automotive Maintenance			0		0
Maintenance Materials	442000	1,000	750	1,486	736
Maintenance Contracts	4430xx	32,000	24,000	14,015	(9,985)
Total Maintenance		33,000	24,750	15,501	(9,249)
Protective Services	448000	4,000	3,000	2,921	(79)
Insurance	451xxx	17,000	12,750	30,030	17,280
OIG Repayment for SFTB	419000			19,278	
Additional Capital		150,733	113,050	114,852	1,802
TOTAL EXPENSES		831,910	623,933	591,341	(51,869)
NET INCOME (LOSS)		0	0	0	19,278
		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

Lansing Housing Commission								
March YTD Finance Report								
7/1/11 - 06/30/12								
9								
Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	1,130,306	1,237,421	107,115	302,730	212,333	263,155	459,203
Net Operating Subsidy	2,646,446	1,984,835	2,383,670	398,835	552,991	485,000	614,729	730,950
Other Tenant Charges	117,000	87,750	110,039	22,289	21,013	34,372	20,956	33,698
Other Income	7,500	5,625	115,108	109,483	6,526	6,958	82,916	18,708
Inter-Amp Transfer (In)	50,686	38,015	0	(38,015)	0	0	0	0
TOTAL REVENUE	4,328,707	3,246,530	3,846,238	599,708	883,260	738,663	981,756	1,242,559
Administrative								
Administrative Salaries	397,159	297,869	364,361	66,492	91,739	86,192	78,871	107,559
Employee Benefits - Administrative	219,038	164,279	106,767	(57,511)	23,568	18,335	32,030	32,834
Employer FICA - Administrative	30,624	22,968	35,198	12,230	6,782	15,132	5,291	7,992
Auditing Fees	22,843	17,132	0	(17,132)	0	0	0	0
Management Fees	436,831	327,623	320,064	(7,559)	68,917	68,220	83,360	99,567
Bookkeeping Fees	73,494	55,121	66,200	11,079	11,130	11,018	13,463	30,590
Amp Fee	97,961	73,471	0	(73,471)			0	0
Inter-Amp Transfer (Out)	50,686	38,015	0	(38,015)			0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	13,448	12,228	(1,219)	3,819	1,803	2,470	4,137
Legal	20,170	15,128	38,056	22,928	10,349	1,310	10,346	16,051
Collection Fees & Court Costs	48,608	36,456	11,060	(25,396)	2,069	2,938	1,219	4,835
Travel	11,750	8,813	1,585	(7,228)	489	401	95	599
Staff Training	10,216	7,662	0	(7,662)		0	0	0
Membership Dues & Fees	2,000	1,500	1,382	(118)	461	0	461	461
Postage	12,108	9,081	8,298	(783)	1,703	2,569	2,040	1,986
Bank Fees	11,941	8,956	15,109	6,153	3,134	3,044	3,859	5,073
Computer Maintenance	16,136	12,102	20,415	8,313	4,781	4,936	5,884	4,814
Outside Printing	845	634	416	(218)	104	104	104	104
Software	5,000	3,750	5,070	1,320	1,207	1,198	1,275	1,390
Other Administrative Costs	0	0	2,615	2,615	0	0	0	2,615
Total Administrative	1,485,340	1,114,005	1,008,824	(105,181)	230,251	217,199	240,768	320,606
Recreation/Other Services	41,500	31,125	31,829	704	4,983	1,731	1,683	23,432
Utilities								
Water	372,969	279,727	323,197	43,470	86,681	62,482	69,299	104,735
Electricity	141,030	105,773	122,523	16,751	15,006	4,992	27,038	75,487
Gas	474,281	355,711	254,227	(101,484)	73,996	44,604	56,398	79,228
Telephone	33,600	25,200	20,875	(4,325)	4,480	6,434	4,340	5,621
Total Utilities	1,021,880	766,410	720,822	(45,588)	180,164	118,512	157,075	265,070
Maintenance								
Labor	652,291	489,218	500,400	11,182	135,675	116,714	140,972	107,039
Employee Benefits - Maintenance	186,811	140,108	210,005	69,896	68,300	52,521	58,659	30,525
Employee FICA - Maintenance	50,596	37,947	28,637	(9,310)	10,321	0	10,518	7,798
Maintenance Materials	202,184	151,638	214,209	62,571	39,651	55,942	55,595	63,020
Garbage & Trash	54,580	40,935	46,461	5,526	13,226	8,572	10,524	14,139
Snow Removal	12,040	9,030	6,913	(2,117)	1,900	1,045	2,290	1,678
Elevator	10,500	7,875	9,533	1,658				9,533
Landscape & Grounds	21,165	15,874	33,835	17,961	3,442	11,549	7,598	11,245
Unit Turnaround	110,600	82,950	91,785	8,835	20,985	17,545	25,851	27,404
Electrical	9,700	7,275	1,174	(6,101)	274	611	289	0
Plumbing	17,800	13,350	10,528	(2,822)	2,338	4,887	2,706	597
Exterminating	43,600	32,700	37,924	5,224	778	3,786	387	32,973
Janitorial	15,400	11,550	235	(11,315)	0	0	220	15
Routine Maintenance	14,500	10,875	38,088	27,213	7,598	6,696	7,556	16,238
Misc.	18,215	13,661	133,218	119,556	7,929	4,159	84,495	36,634
Extraordinary Maint. - Contracts	26,523	19,892	13,176	(6,716)	1,590	5,975	2,077	3,534
Recycling	3,831	2,873	20,706	17,833	2,748	4,739	10,064	3,155
Total Maintenance	1,450,336	1,087,752	1,396,825	309,073	316,755	294,742	419,802	365,527
Protective Services Contract Costs	12,650	9,488	18,036	8,549	1,228	3,008	1,086	12,714
Insurance								
Property	110,140	82,605	81,251	(1,354)	19,400	26,343	22,770	12,739
General Liability	49,859	37,394	40,216	2,822	8,951	9,315	9,673	12,278
Workers Comp.	21,720	16,290	19,873	3,583	5,315	4,853	4,853	4,853
Other	8,200	6,150	6,186	36	1,084	2,128	1,300	1,674
Insurance	10,250	7,688	0	(7,688)	0	0	0	0
Total Insurance	200,169	150,127	147,527	(2,599)	34,749	42,639	38,596	31,544
Additional Capital	60,492	35,287	0	(45,369)	0	0	0	0
Payments in Lieu of Taxes	56,340	42,255	0	(42,255)	0	0	0	0
TOTAL EXPENSES	4,268,215	3,236,448	3,323,864	77,334	768,130	677,832	859,009	1,018,893
NET INCOME (LOSS)	60,492	10,082	522,374	522,374	115,130	60,831	122,746	223,666
	FYE 2012	YTD	YTD	YTD	AMP	AMP	AMP	AMP
	Budget	Budget	Actual	Variance	1010	1020	1080	1090

Lansing Housing Commission
Housing Choice Vouchers Program
Monthly Operations Report / Period End -March 31, 2012

Period	9				
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
Account Name	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330010	25,000	18,750	13,703	(5,047)
Section 8 Income - Admin Fees	341500	921,539	691,154	637,404	(53,750)
Other Revenue	369000	100	75	310	235
TOTAL REVENUE		946,639	709,979	651,417	(58,562)
Administrative Salaries	411000	361,443	271,082	285,396	14,314
Employee Benefits	454000	210,184	157,638	132,899	(24,739)
Legal	413000	1,000	750	450	(300)
Staff Training	414000	11,000	8,250	1,829	(6,421)
Travel	415000	2,000	1,500	30	(1,470)
Auditing Fees	417100	5,000	3,750		(3,750)
Telephone	419004	9,000	6,750	8,386	1,636
Publications	419006	1,000	750	279	(471)
Membership Dues & Fees	419008	1,500	1,125	1,320	195
Conference	419016	2,000	1,500		(1,500)
Postage	419010	14,000	10,500	10,186	(314)
Police Reports/Cred Chks	419012	4,300	3,225	2,346	(879)
Office Supplies	419014	10,000	7,500	6,634	(866)
Computer Maintenance	419022	20,000	15,000	14,500	(500)
Software	419032	10,000	7,500	12,101	4,601
Outside Printing	419030	2,500	1,875	2,483	608
Office Furniture & Equip. - Not Cap	419038	3,000	2,250		(2,250)
Classified Advertising	419040	3,000	2,250	1,271	(979)
Office Rent	419042	24,000	18,000	18,000	0
Automotive Maintenance	419044	2,000	1,500	1,650	150
COCC - HCV Program Expense	419103	171,463	128,597	121,016	(7,582)
Utilities - Water	431000	3,200	2,400	1,929	(471)
Utilities - Electricity	432000	31,000	23,250	21,440	(1,810)
Utilities - Steam	439000	23,550	17,663	10,348	(7,314)
Maintenance Contracts	4430xx	3,000	2,250	15,433	13,183
Insurance	4510xx	17,500	13,125	13,661	536
Reserve Account		0	0		0
TOTAL EXPENSES		946,639	709,979	683,586	(26,393)
NET INCOME (LOSS)		(0)	(0)	(32,169)	(32,169)



310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

April 25, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT
MARCH 2012 REPORTING MONTH

CONTACT PERSON:

Kendra Schmidtman
Housing Choice Voucher Coordinator

OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. 100 files were drawn down in March. 100% of all waitlist files are being audited. 5 files were audited in March. No errors were reported.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on 2 units per month. LHC performed QC reviews of 18 unit rents in March. The QC review indicated 100% of the rents approved by LHC in March met HUD's rent reasonableness standard.
3. HUD requires a QC review of 2 files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC did not perform any QC reviews on non-waitlist participant files in March.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of 2 units per month. The LHC performed 4 QC inspections in March. 100% of the units met HUD HQS requirements.
5. HUD requires 98% of all 24 hour HQS deficiencies to be completed within 24 hours. The LHC cited 3 24-hour HQS deficiencies in the month of March. 2



inspections or 67% were completed within 24 hours. One landlord was abated for not completing the repairs within 24 hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:



SECTION 8 DEPARTMENTAL REPORT

	Jan 2012	Feb 2012	Mar 2012
TOTAL NEW LEASES	11	15	9
Total Move-outs	4	9	2
Net	7	6	7
Number on Voucher Wait List	0	850	750
Number of Applicants Pulled from Wait List	0	150	100
Number of Applications Withdrawn/Denied	2	3	40
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	50
Total Resident Change of Units (transfers)	13	12	22
TOTAL RECERTIFICATIONS DUE BY MONTH	153	122	112
Annual Recertifications Completed	152	5	110
Annual Delinquent Reexaminations	0	0	0
Interims Completed	123	105	111
TOTAL INSPECTIONS DUE BY MONTH	131	158	147
Annual HQS Inspections Completed	132	145	143
Annual HQS Delinquent Inspections (PIC)	0	0	2
New RFTA Inspections	40	39	37
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	17	27	32
Total # of Section 8 Accts. Rec.	23	30	25
Monthly Total Amount Owed	\$12,468.06	\$12,741.31	\$13,646.56
Monthly Total Amount Collected	\$2,515.50	\$6,489.23	\$3,893.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1489	1495	1502
% UTILIZED UNITS	87.59%	87.94%	88.35%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	53	53	52
VASH Voucher Utilization	54	54	55
Monthly Total Voucher Unit Utilization	1596	1602	1609
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$753,567.71	\$1,518,072.00	\$2,282,576.29
HCV Budget Allocation YTD	\$811,666.67	\$1,623,333.34	\$2,435,000.01
<i>Expenditure Surplus (Overage) *</i>	<i>\$58,098.96</i>	<i>\$105,261.34</i>	<i>\$152,423.72</i>
Remaining Voucher Budget	\$8,928,333.33	\$8,221,928.00	\$7,457,423.71
Shelter Plus Care Budget	\$18,453.41	\$35,351.41	\$52,249.41
Shelter Plus Care Budget Used YTD	\$18,453.41	\$35,351.41	\$52,249.41
Shelter Plus Care Budget Allocation YTD	\$18,453.41	\$35,351.41	\$52,249.41
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$22,043.00	\$43,169.00	\$64,295.00
VASH Budget Allocation YTD	\$25,000.00	\$50,000.00	\$75,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$2,957.00</i>	<i>\$6,831.00</i>	<i>\$10,705.00</i>
Remaining Voucher Budget	\$277,957.00	\$256,831.00	\$235,705.00



310 Seymour Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

April 25, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

ASSET MANAGEMENT MONTHLY REPORT MARCH, 2012 REPORTING MONTH.

CONTACT PERSON:

Forrest Babcock
Director of Asset Management

OVERVIEW:

Lansing Housing Commission communities continue to maintain occupancy. Our overall occupancy is at 96.8% for the month. The communities achieved an accuracy score of 99.1% on submissions to PIC with 99.9% of the recertification's completed. Less than three percent of our resident base was served notices due to lease violations. In this month we closed 93% of the routine work orders along with 100% of the emergency work orders. Accounts receivables decreased to 7.3%

HUD has now conducted its baseline REAC inspections with the following results:

LaRoy Froh 76, Hildebrandt 77- Next inspection within 12 months
Mt Vernon Scattered Sites 84, South Washington 87- Next inspection within 24 months.
Mt Vernon 90 - Next inspection within 36 months.

OCCUPANCY:

In accordance with the new PHAS scoring system the method of determining vacancy has been changed, we now will use unit months occupied. This method looks at units vacant at the end of the month divided by the total units available for occupancy. Our achievement the month of March is as follows:

- Hildebrandt 98%,
- LaRoy Froh 98%
- South Washington Park 97%
- Mt Vernon 96%

We have established the site based waiting lists; we expect to open the lists for specific unit sizes in the next two months. We are leasing and turning units and pushing for the June goal.

LEASE ENFORCEMENTS:

Thirty nine households received lease warnings, twenty six received lease violations and twenty received notices to quit/ lease terminations.

WORKORDERS:

Emergency work orders were closed at 100% for the month. Daily work orders had a 92% closure rate (Mt Vernon and LaRoy Froh failed to close all of the daily work orders). Carry over work orders decreased by 4.98% this month. South Washington and Hildebrandt posted reductions of twenty eight and seventeen percent.

ACCOUNTS RECEIVABLES:

Accounts receivables commission wide decreased with receivable rates ranging from 3.3% to 8% our achievements for the month are:

- Mt Vernon 3.3%
- South Washington 5.7%,
- LaRoy Froh 7.7%
- Hildebrandt 8.0%

The largest decrease was at LaRoy Froh with a drop of 4% from last month.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board,
Lansing Housing Commission



310 Seymour Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

April 26, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

MODERNIZATION MONTHLY REPORT FEBRUARY 2012 REPORTING MONTH

CONTACT PERSON:

Forrest Babcock
Director of Asset Management

OVERVIEW:

This report provides an overview of the modernization activities for LHC properties.

Hildebrandt Community Center

Hobbs and Black architects provided design, drawings and bidding assistance. Laux Construction is the contractor. Paint, finishes, flooring, and accessories are complete. The furniture is ordered and we expect to reopen in second half of April. Building is now in final stages. The first punch of the interior is done, fixtures and furniture are shipped. The open items include telephones, network connections, exterior paving and window blinds.

Funding Source:	CFP 2010
Architect Fees:	\$50,000 *(Hildebrandt & LaRoy Froh)
Contract Amount:	\$499,000
Change Orders to date:	

LaRoy Froh Window Replacement

Fleis – Vandenbrick architects provided design, drawings and bid assistance. First Contracting is the contractor. Job completed punch out schedule pending.

Funding Source:	CFP 2010
Architect Fees:	\$19,500
Contract Amount:	\$219,750
Change Orders to date:	

LaRoy Froh Fire

MC Smith Architects will provide construction management. Bids were returned by March 20, 2012. Plans approved going to contract. Insurance proceeds were received.

Funding Source: Insurance Claim less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Plans and Specs are out for bid Bids were return on the 16th of April. Architect has, vetted bids. Board action is expected on 4-25-2012

Funding Source:	CFP 2011
Architect Fees:	Included in Hildebrandt Above*
Contract Amount:	In Progress

Esco RFP

RFP's were sent to seventeen firms. Three firms Honeywell, Johnson Controls and Ameresco made presentations. Honeywell was selected, Board action on the Investment Grade Audit (IGA) will be requested in 4-25-2012