



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

**Agenda
Lansing Housing Commission
April 24, 2013**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of March 27, 2013
4. Action Items
 - a) Resolution No. 1171-Approval of Contract for South Washington Park Community Room Renovation
 - b) Resolution No. 1172-Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and DLZ Michigan
 - c) Resolution No. 1173- Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and Hobbs + Black Architects
 - d) Resolution No. 1174- Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and M. C. Smith Associates and Architectural Group
 - e) Resolution No. 1175-Approval to Enter into a New Annual Contribution Contract and Declaration of Trusts
 - f) Resolution No. 1176-Approval of Resident Write-Offs March 1, 2013 to March 31, 2013
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 – Rod Slaughter
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Melissa Witte
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Rod Slaughter

6. Executive Director's Comments
e. Furnace Evaluation

Patricia Baines-Lake

7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment



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**Minutes of the March 27, 2013
Lansing Housing Commission & Public Hearing Meeting**

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, Bakken
Commissioner Beverly advised of late arrival at 5:55 p.m.

GUESTS: Joe Woods Jr.
Bobby J. Joyce
Darlean Adams

STAFF:	Patricia Baines-Lake	Ramiro Salazar
	Roderick Slaughter	Kendra Schmidtman
	Rhonda Pagel	Janell Mcleod
	Melissa Witt	Andrea Wade
	Lisa Parsons	Kim Shirey

Chairman Baltimore called the meeting to order promptly at 5:34 p. m. Ms. Baines-Lake, Commission Secretary, called the roll.

The Public Hearing ended at 6:15 p.m.

The Agenda was approved as presented.

Commissioner **Beverly** moved and Commissioner Frens 2nd a motion to approve the minutes of the February 27, 2013 Board Meeting. **The Motion was approved.**

Commissioner **Beverly** moved and Commissioner Frens 2nd a motion to approve Resolution 1167 – Approval to Resident Accounts Write-off thru February 1, 2013 to February 28, 2013. **The Motion was approved unanimously.**

Commissioner **Beverly** moved and Commissioner Frens 2nd a motion to approve Resolution 1168 – LHC Bylaws. **The Motion was approved unanimously.**

Commissioner **Frens** moved and Commissioner **Beverly** 2nd a motion to approve Resolution 1169 – MERS- Approval of Defined Benefits Retirement Program Multiplier. **The Motion was approved unanimously.**

Commissioner **Bakken** moved and Commissioner Frens 2nd a motion to elect Tony Baltimore as President and Greg Frens as Vice President of the Board. **The Motion was approved unanimously.**



Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution 1170 – Approval of 2013-2014 Annual Plan. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Roderick Slaughter
Housing Choice Voucher Report		Kendra Schmidtman
Asset Management Report		
Mt. Vernon & Scattered Sites	AMP 102-104	Lisa Parson
Hildebrandt	AMP 103	Rhonda Page
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod

Modernization Report	Roderick Slaughter
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Executive Director's no comments

The President had no comments

No Public comment

There being no other business, President Baltimore adjourned the meeting at 7:30 p. m.





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April 24, 2013

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Execute a Contract between Laux Construction, LLC and Lansing Housing Commission to Renovate the Community Room at South Washington Park - Resolution No. 1171

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1171, which authorizes the Executive Director or her designee to execute a Contract with Laux Construction, LLC to renovate the Community Room at South Washington Park.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a lump sum contract for \$160,350.00 with Laux Construction, LLC to renovate the community room at South Washington Park.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for renovation of the Community Room at South Washington Park on March 15, 2013 based on drawings and specification prepared by DLZ Architectural Firm. LHC and DLZ conducted a walk thru at South Washington Park on March 21, 2013. Five contractors participated in the walkthrough. Two contract addendums were issued. The sealed bids were due on April 12, 2013. Three contractors, LHC staff and one DLZ representative participated in the bid opening.

DLZ conducted post-bid interviews with the two (2) bidders, who properly submitted their bids, to confirm their bidding information. The apparent low bidder was Laux Construction, LLC with a Total Lump Sum Base Bid of \$147,750.00 with no irregularities. The second low bidder was Metro Development Corporation with a Total Lump Sum Base Bid of \$183,000.00 with no irregularities. Inclusive of deductions for Options A, B and additions for option C Laux remained the low bidder.

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting April 24, 2013

Transmittal Approval to Execute a Contract Between Laux Construction and LHC to Renovate South Washington Community Room
Department of Housing and Urban Development-Resolution No. 1171

RECOMMENDATION

Based on a review of the submitted bids and contractor qualifications DLZ recommends award of the project to Laux Construction, LLC for a Lump Sum amount of \$160,350.00. The Lump Sum amount includes the Base Bid plus Alternate C. The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: Laux Construction LLC.

Bid Amount: \$160,350.00

Term: 90 Days

Funding: 2011- 2012 CFP Funds

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1171

ADOPTED BY THE LANSING HOUSING COMMISSION

April 24, 2013

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, between the Lansing Housing Commission and Laux Construction, to complete renovation of the Community Room at South Washington Park, pursuant to the drawings completed by DLZ of Michigan.

The contact amount is \$160,350.00.

Funding Source: 2012 CFP funds.

Yeas

3

Nays

0

Abstentions

0


Chair

Attest

Secretary

For Clerks Use Only

Resolution No: 1171
Date Adopted: 04/24/2013





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April 24, 2013

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Enter into a 5-Year Contract between DLZ Michigan and Lansing Housing Commission for Architectural Services-Resolution No. 1172

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1172, which authorizes the Executive Director or her designee to execute a Contract with DLZ Michigan to provide Architectural Services based on Task Orders

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a 5 year contract with an initial term of 3 years and two one year renewals, in an amount not to exceed \$150,000, with DLZ Michigan for Architectural Services.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFQ for architectural and construction management services for \$400,000.00 on February 6, 2013. Qualified contractors are needed to provide design and construction management services for the capital projects scheduled by LHC over the next 5 years. The purpose of this RFQ was to identify firms who were capable of providing these services and to subsequently determine which firms would be awarded contracts. Five Architectural firms submitted responses; C2AE, DLZ Michigan, Fleis & Vanderbrink, Hobbs + Black, and M.C. Smith Associates and Architectural Group, Inc.

All of the firms were well qualified and responsive. The proposed costs for services for all bidders were within industry standards. LHC awarded contracts to five difference vendors when we issued the previous RFQ for Architectural Firms. Managing five contracts proved challenging. Therefore, we are recommending awarding contracts to only three of the five Architectural Firms. They are DLZ Michigan, Hobbs + Black, and

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Lansing Housing Commission Board Meeting April 24, 2013

Transmittal to Approve Enter into a 5-Year Contract between DLZ Michigan and LHC for Architectural Services
Department of Housing and Urban Development-Resolution No. 1172

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Associates and Architectural Group. Some of the major new projects to be completed by these Architects are new kitchens and baths in all multi- family developments and the Mt. Vernon Community room renovation.

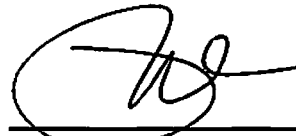
FINANCIAL CONSIDERATIONS:

Contractor Name: DLZ Michigan
Bid Amount: \$150,000.00
Term: N/A
Funding: 2012- 2013 CFP Funds

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary



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

Resolution No. 1172

ADOPTED BY THE LANSING HOUSING COMMISSION

April 24, 2013

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 5-year Architectural contract, with an initial term of 3 years and two (2) one year renewals, between the Lansing Housing Commission and DLZ Michigan, to perform Architectural and Construction Management services based on Task Orders Issued by LHC.

The contact amount is \$150,000.00.

Funding Source: 2012 – 2013 CFP funds.

Yeas

3

Nays

0

Abstentions

0

Jonny Babin
Chair

Attest

Secretary

For Clerks Use Only

Resolution No: 1172
Date Adopted: 04/24/2013





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

April 24, 2013

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Enter into a 5-Year Contract between Hobbs + Black Architects and Lansing Housing Commission for Architectural Services-Resolution No. 1173

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1173, which authorizes the Executive Director or her designee to execute a Contract with Hobbs + Black Architects to provide Architectural Services based on Task Orders.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a 5 year contract with an initial term of 3 years and two one year renewals, in an amount not to exceed \$150,000, with Hobbs + Black Architects for Architectural Services.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFQ for architectural and construction management services for \$400,000.00 on February 6, 2013. Qualified contractors are needed to provide design and construction management services for the capital projects scheduled by LHC over the next 5 years. The purpose of this RFQ was to identify firms who were capable of providing these services and to subsequently determine which firms would be awarded contracts. Five Architectural firms submitted responses: C2AE, DLZ Michigan, Fleis & Vanderbrink, Hobbs + Black Architects, and M.C. Smith Associates and Architectural Group, Inc.

All of the firms were well qualified and responsive. The proposed costs for services for all bidders were within industry standards. LHC awarded contracts to five difference vendors when we issued the previous RFQ for Architectural Firms. Managing five contracts proved challenging. Therefore, we are recommending awarding contracts to only three of the five Architectural Firms. They are DLZ Michigan, Hobbs + Black

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Lansing Housing Commission Board Meeting April 24, 2013

Transmittal to Approve Enter into a 5-Year Contract between Hobbs + Black Associates and LHC for Architectural Services
Department of Housing and Urban Development-Resolution No. 1173

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M.C. Smith Associates and Architectural Group. Some of the major new projects to be completed by these Architects are new kitchens and baths in all multi- family developments and the Mt. Vernon Community room renovation.

FINANCIAL CONSIDERATIONS:

Contractor Name: Hobbs + Black Architects

Bid Amount: \$150,000.00

Term: N/A

Funding: 2012- 2013 CFP Funds

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary





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Resolution No. 1173

ADOPTED BY THE LANSING HOUSING COMMISSION

April 24, 2013

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 5 year Architectural contract, with an initial term of 3 years and 2 one year renewals, between the Lansing Housing Commission and Hobbs + Black Architects, to perform Architectural and Construction Management services based on Task Orders Issued by LHC.

The contact amount is \$150,000.00.

Funding Source: 2012 – 2013 CFP funds

Yeas

3

Nays

0

Abstentions

0

Jonny Beston
Chair

Attest

Secretary

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Resolution No: 1173
Date Adopted: 04/24/2013

TDD/TTY #: 1-800-545-1833 Ext. 919



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Lansing Housing Commission Board Meeting April 24, 2013

Authorization to Execute a 5-Year Architectural Contract with an initial term of 3-Years and Two 1-Year Renewals
Between LHC and Hobbs + Black Architects Resolution No. 1173

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April 24, 2013

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Enter into a 5-Year Contract between M. C. Smith Associates and Architectural Group, Inc. and Lansing Housing Commission for Architectural Services- Resolution No. 1174

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1174, which authorizes the Executive Director or her designee to execute a Contract with M.C. Smith Associates and Architectural Group, Inc. to provide Architectural Services based on Task Orders.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a 5 year contract with an initial term of 3 years and two one year renewals, in an amount not to exceed \$100,000, with M.C. Smith Associates and Architectural Group, Inc. for Architectural Services.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFQ for architectural and construction management services for \$400,000.00 on February 6, 2013. Qualified contractors are needed to provide design and construction management services for the capital projects scheduled by LHC over the next 5 years. The purpose of this RFQ was to identify firms who were capable of providing these services and to subsequently determine which firms would be awarded contracts. Five Architectural firms submitted responses: C2AE, DLZ Michigan, Fleis & Vanderbrink, Hobbs + Black Architects, and M.C. Smith Associates and Architectural Group, Inc.

All of the firms were well qualified and responsive. The proposed costs for services for all bidders were within industry standards. LHC awarded contracts to five difference vendors when we issued the previous RFQ for Architectural Firms. Managing five

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Lansing Housing Commission Board Meeting April 24, 2013

Transmittal to Approve Enter into a 5-Year Contract between M. C. Smith Associates and Architectural Group and LHC for Architectural Services

Department of Housing and Urban Development-Resolution No. 1174

Page 1 of 2

proved challenging. Therefore, we are recommending awarding contracts to only three of the five Architectural Firms. They are DLZ Michigan, Hobbs + Black Architects, and M.C. Smith Associates and Architectural Group. Some of the major new projects to be completed by these Architects are new kitchens and baths in all multi- family developments and the Mt. Vernon Community room renovation.

FINANCIAL CONSIDERATIONS:

Contractor Name: M.C. Smith Associates and Architectural Group, Inc.

Bid Amount: \$100,000.00

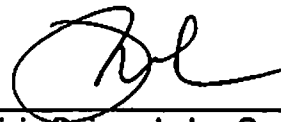
Term: N/A

Funding: 2012- 2013 CFP Funds

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary





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Resolution No. 1174

Adopted by the Lansing Housing Commission

April 24,, 2013

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 5 year Architectural contract, with an initial term of 3 years and 2 one year renewals, between the Lansing Housing Commission and M. C. Smith Associates and Architectural Group, Inc., to perform Architectural and Construction Management services based on Task Orders Issued by LHC.

The contact amount is \$100,000.00.

Funding Source: 2012 – 2013 CFP funds

Yeas

2

Nays

0

Abstentions

0

Jonny Battenti
Chair

Attest

Secretary

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Resolution No: 1174
Date Adopted: 04/24/2013

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Lansing Housing Commission Board Meeting April 24, 2013
Authorization to Execute a 5-Year Architectural Contract with an Initial Term of 3-Years and two one (1) Year Renewals
Between LHC and M. C. Smith Associates and Architectural Group-Resolution No. 1174



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April 24, 2013

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Enter into a new Annual Contribution Contract and amend the Declarations of Trusts for all Lansing Housing Commission Housing Units-Resolution No. 1175

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1175, which authorizes the Executive Director or her designee to enter into a new Annual Contributions Contract with the U. S. Department of Housing & Urban Development ("HUD") and amend the Declarations of Trust for all 835 Units in LHC's Portfolio if the Commission is separated from the City of Lansing.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Staff requests your approval to execute a new Annual Contributions Contract ("ACC") solely between HUD and Lansing Housing Commission ("LHC") and to Amend to all Declarations of Trust to reflect LHC and HUD if the Commission is separated from the City of Lansing.

BACKGROUND:

The Lansing Housing Commission ("LHC") may completely separate from the City of Lansing pursuant to Public Act 18 of 1966 as amended. All LHC properties are currently titled: "City of Lansing by and through its Housing Commission." Removal of the City's name from the title/deed and Declarations of Trust for LHC properties releases the City from any liability post separation and clarifies property ownership completely. The board's authorization is required to execute a new ACC and to execute amended Declarations of Trust ("DOT") reflecting only LHC, if the City agrees to a complete separation of the Housing Commission.

TDD/TTY #: 1-800-545-1833 Ext. 919



Equal Housing Opportunity



Lansing Housing Commission Board Meeting April 24, 2013
Transmittal Approval to Enter into a New Annual Contributions Contract and Declarations of Trust for all
Lansing Housing Commission Units-Resolution No. 1175
Department of Housing and Urban Development-Resolution No. 1175

Approval of this resolution positions LHC to expeditiously file a new ACC and amended (DOTs"), if the City of Lansing acts favorable upon the request to separates LHC.

FINANCIAL CONSIDERATIONS:

Upon separation the Lansing Housing Commission will bear sole liability for its operations.

POLICY CONSIDERATIONS:

There is no existing policy. This action is consistent with the authority provided in Public 18 of 1966 as amended.

Respectfully submitted



Patricia Baines-Lake, Secretary





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

Resolution No. 1175

Adopted by the Lansing Housing Commission

April 24, 2013

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 new Annual Contributions Contract and amend the Declarations of Trusts to reflect Lansing Housing Commission ("LHC") as owner, for all LHC properties, if the City of Lansing separates the Lansing Housing Commission.

Yeas 3
Nays 0
Abstentions 0

Joy Battista
Chair

Attest

Secretary

For Clerks Use Only

Resolution No: 1175
Date Adopted: 04/24/2013





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April 24, 2013

**Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for March 2013-Resolution No. 1176

RECOMMENDATION:

Staff recommends adoption of Resolution No.1176 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of March 2013.

CONTACT PERSON:

**Ramiro Salazar
Financial Manager
(517) 853.3066**

SUMMARY:

This Resolution authorizes the finance division to write off \$6,586.73 (the full amount of resident balances on accounts closed as of March 31, 2013. The previous three month's write-off balances were:

- February 2013 - \$3,565.25
- January 2013 - \$15,359.95
- December 2012 - \$4,694.42

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of March 31, 2013 total \$6,586.73. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. As required by our policy this report is updated and presented to you monthly for your approval.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$6,583.73 for outstanding rent and other charges due from residents who moved out of an LHC property as of March 31, 2013. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

This action is consistent with LHC's write off policy.

Respectfully Submitted,



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





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

Resolution No. 1176

Adopted by the Lansing Housing Commission

April 24, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$6,586.73 of resident account receivables as of March 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas

3

Nays

0

Abstentions

0


Chair

Attest

Secretary

For Clerks Use Only

Resolution No: 1176
Date Adopted: 04/24/2013



Lansing Housing Commission
 Central Office Cost Center
 Income and Expense Report
 March 2013

Account Name	2013	February 13	March 13	Year to Date	% of Budget	Expend (CY)	Expend (FY)	Variance	FY 2012	March 12	Year to Date	% of Budget
Property Management Fees	\$343001	\$455,478	\$5,594	\$5,594	1%	\$26,548	\$26,548	\$0	\$498,891	\$5,594	\$322,557	76%
Bonding Fees	\$343002	\$73,559	\$5,910	\$5,910	8%	\$2,748	\$2,748	\$0	\$73,559	\$5,910	\$3,708	73%
CO Mapping Fee	\$343003	\$11,400	\$0	\$0	0%	\$0	\$0	\$0	\$11,400	\$0	\$4,673	33%
MAP Management Fee	\$343004	\$100,000	\$0	\$0	0%	\$0	\$0	\$0	\$100,000	\$0	\$0	0%
Management Fee - HCV	\$343005	\$79,124	\$13,847	\$13,847	18%	\$3,780	\$3,780	\$0	\$79,124	\$13,847	\$12,016	71%
Other Income	\$343006	\$50,000	\$3,852	\$3,852	8%	\$5,837	\$5,837	\$182	\$35,000	\$2,085	\$79,388	227%
TOTAL REVENUE	\$	\$68,839	\$60,203	\$60,203	73%	\$60,203	\$60,203	\$0	\$631,810	\$58,733	\$581,343	71%
Administrative Salaries	\$411003	\$273,218	\$18,881	\$18,881	7%	\$26,327	\$26,327	\$0	\$335,456	\$24,222	\$289,304	80%
Employee Benefits & PCA	\$450001	\$7,485	\$7,485	\$7,485	100%	\$163,513	\$163,513	\$156,028	\$154,721	\$7,136	\$88,555	44%
Legal	\$412000	\$3,000	\$0	\$0	0%	\$405	\$405	\$0	\$35,000	\$0	\$1,854	5%
Travel	\$415003	\$7,000	\$2	\$2	0%	\$475	\$475	\$0	\$7,000	\$2	\$0	0%
Auditing Fees	\$417100	\$15,000	\$0	\$0	0%	\$1,200	\$1,200	\$0	\$15,000	\$0	\$0	0%
Publications	\$418205	\$400	\$0	\$0	0%	\$24	\$24	\$0	\$1,000	\$25	\$0	0%
Membership Dues & Fees	\$418308	\$5,000	\$45	\$45	1%	\$7,140	\$7,140	\$2,140	\$2,500	\$1,595	\$3,414	137%
Postage	\$418310	\$7,000	\$2,128	\$2,128	30%	\$1,614	\$1,614	\$0	\$1,500	\$1,477	\$4,410	285%
General Office Expenses	\$418309	\$100,000	\$0	\$0	0%	\$21,876	\$21,876	\$0	\$0	\$0	\$0	0%
Office Supplies	\$418314	\$5,000	\$1,154	\$1,154	23%	\$6,534	\$6,534	\$1,534	\$10,000	\$159	\$4,315	43%
Conferences	\$418316	\$1,500	\$0	\$0	0%	\$3,154	\$3,154	\$1,654	\$0	\$0	\$0	0%
Bank Fees	\$418322	\$20,000	\$3,821	\$3,821	19%	\$19,446	\$19,446	\$0	\$4,000	\$0	\$0	0%
Computer Maintenance	\$418323	\$500	\$199	\$199	40%	\$400	\$400	\$0	\$7,000	\$2,564	\$10,330	218%
Outside Printing	\$418330	\$500	\$199	\$199	40%	\$400	\$400	\$0	\$2,000	\$0	\$425	21%
Software	\$418332	\$1,000	\$1,953	\$1,953	195%	\$4,274	\$4,274	\$2,274	\$5,000	\$60	\$459	9%
Automotive	\$418344	\$1,000	\$0	\$0	0%	\$395	\$395	\$0	\$0	\$0	\$0	0%
Cassandor Advertising	\$418345	\$1,000	\$0	\$0	0%	\$200	\$200	\$0	\$7,000	\$0	\$494	7%
Total Administrative	\$	\$537,714	\$33,856	\$33,856	71%	\$382,142	\$382,142	\$0	\$563,177	\$37,720	\$368,843	65%
Water	\$431000	\$1,910	\$0	\$0	0%	\$1,711	\$1,711	\$0	\$3,000	\$636	\$1,302	43%
Electricity	\$432000	\$23,715	\$1,543	\$1,543	7%	\$13,077	\$13,077	\$0	\$22,000	\$368	\$16,754	76%
Steam & Gas	\$433000	\$20,610	\$2,402	\$2,402	12%	\$16,327	\$16,327	\$0	\$24,000	\$3,468	\$14,594	61%
Phone/Internet/Communications	\$434000	\$10,300	\$551	\$551	5%	\$9,749	\$9,749	\$0	\$13,000	\$77	\$7,378	56%
Total Utilities	\$	\$56,535	\$2,226	\$2,226	4%	\$39,833	\$39,833	\$0	\$62,000	\$3,931	\$35,918	54%
Maintenance Materials	\$442000	\$2,000	\$0	\$0	0%	\$401	\$401	\$0	\$1,000	\$718	\$1,488	148%
Maintenance Contracts	\$443000	\$49,000	\$1,542	\$1,542	3%	\$17,527	\$17,527	\$0	\$32,000	\$168	\$14,015	44%
Total Maintenance	\$	\$51,000	\$1,542	\$1,542	3%	\$17,928	\$17,928	\$0	\$33,000	\$688	\$15,501	47%
Protective Services	\$448000	\$4,250	\$22	\$22	0%	\$2,734	\$2,734	\$0	\$4,000	\$608	\$2,821	73%
Insurance	\$451000	\$40,000	\$2,483	\$2,483	6%	\$9,257	\$9,257	\$0	\$17,000	\$1,032	\$30,030	177%
SFTB Expenses	\$418000	\$25,704	\$0	\$0	0%	\$200	\$200	\$0	\$0	\$0	\$0	0%
CFO Repayment for SFTB	\$	\$25,704	\$0	\$0	0%	\$19,278	\$19,278	\$0	\$0	\$0	\$19,278	0%
Loan Payments & Real Estate Exp	\$	\$60,000	\$5,000	\$5,000	8%	\$31,891	\$31,891	\$0	\$0	\$0	\$19,278	0%
Additional Capital	\$	\$5,435	\$21,176	\$21,176	385%	\$10,443	\$10,443	\$0	\$150,733	\$14,556	\$114,852	76%
TOTAL EXPENSES	\$	\$68,839	\$60,203	\$60,203	73%	\$60,203	\$60,203	\$0	\$631,810	\$58,733	\$581,343	71%
NET INCOME (LOSS)	\$	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	0%

Low Income Housing Commission
Low Income Public Housing
Income and Expense Report
March 2013

Account Name	2013 Budget	January '13 Actual	February '13 Actual	March '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (FY)	Variance	FY 2012 Budget	February '12 Actual	March '12 Actual	Year to date Actual	% of Budget Expended	
Net Tenant Rent (after vacancy loss)	\$11,000	\$1,530,788	\$109,611	\$110,537	\$109,484	\$1,017,218	64%	-10%	\$1,507,075	\$102,119	\$102,162	\$1,209,469	80%	
Net Operating Subsidy	\$30,000	\$5,444	\$-	\$848	\$2,545	\$-	0%	43%	\$-	\$-	\$-	\$-	0%	
Investment Income	\$261,000	\$32,600	\$-	\$-	\$-	\$2,478,522	61%	67%	\$2,448,446	\$-	\$226,322	\$2,304,668	87%	
Other Income	\$26,000	\$77,200	\$1,073	\$28,252	\$4,235	\$5,184	59%	1412%	\$7,000	\$2,057	\$2,359	\$105,991	1413%	
Other Tenant Charges: Late Charges	\$68,001	\$32,300	\$4,275	\$4,825	\$3,300	\$25,644	113%	62%	\$44,400	\$3,226	\$419	\$7,705	62%	
Misc. Charge	\$60,000	\$26,100	\$1,871	\$3,000	\$6,513	\$19,400	32%	151%	\$25,100	\$12,081	\$907	\$52,827	151%	
Court Costs	\$8,001	\$3,200	\$2,235	\$3,135	\$3,708	\$30,243	100%	71%	\$37,500	\$4,027	\$570	\$28,691	71%	
Year-Over Transfer (Net)	\$-	\$-	\$-	\$-	\$-	\$-	0%	0%	\$20,400	\$-	\$-	\$-	0%	
TOTAL REVENUE	\$4,927,634	\$399,474	\$429,180	\$378,780	\$3,633,067	74%	86%	-12%	\$4,328,701	\$203,516	\$332,570	\$3,727,171	86%	
Administrative Salaries	\$11,000	\$445,320	\$27,278	\$26,245	\$35,420	\$254,820	59%	80%	\$327,138	\$2,194	\$21,765	\$258,058	80%	
Legal	\$17,000	\$47,100	\$2,488	\$2,537	\$6,820	\$41,675	86%	181%	\$20,170	\$387	\$4,323	\$4,590	181%	
Travel	\$16,000	\$2,850	\$96	\$29	\$170	\$1,897	67%	7%	\$21,042	\$2,513	\$103	\$1,884	7%	
Auditing Fees	\$17,000	\$12,850	\$-	\$-	\$-	\$11,020	83%	0%	\$22,842	\$-	\$-	\$-	0%	
Telephone	\$18,001	\$500	\$1,808	\$2,417	\$275	\$2,720	0%	0%	\$-	\$-	\$-	\$-	0%	
Publications	\$18,004	\$29,200	\$3,150	\$1,803	\$2,882	\$23,843	82%	62%	\$20,600	\$1,771	\$1,810	\$20,875	62%	
Memberships Dues & Fees	\$18,008	\$780	\$-	\$-	\$-	\$385	59%	0%	\$564	\$-	\$-	\$-	0%	
Postage	\$18,010	\$2,670	\$-	\$-	\$130	\$1,228	46%	72%	\$2,900	\$-	\$494	\$1,440	72%	
Collection Fees & Court Costs	\$18,012	\$11,770	\$285	\$783	\$253	\$9,098	78%	56%	\$12,153	\$1,651	\$479	\$5,041	66%	
Office Supplies	\$18,014	\$9,850	\$218	\$51	\$400	\$5,233	78%	22%	\$9,408	\$745	\$88	\$11,054	23%	
Bank Fees	\$18,020	\$15,500	\$4,508	\$1,017	\$800	\$24,637	186%	67%	\$17,930	\$13,715	\$12,835	\$11,850	67%	
Computer Maintenance	\$18,022	\$18,500	\$1,978	\$1,639	\$2,341	\$15,132	82%	121%	\$11,841	\$1,839	\$1,750	\$14,478	121%	
Outside Printing	\$18,022	\$26,400	\$3,370	\$32	\$1,118	\$23,326	86%	122%	\$16,136	\$2,011	\$2,414	\$19,608	122%	
Scholarships	\$18,026	\$600	\$-	\$61	\$-	\$68	106%	49%	\$45	\$-	\$10	\$416	49%	
Software	\$18,022	\$11,185	\$783	\$2,381	\$1,150	\$6,170	55%	100%	\$5,000	\$118	\$60	\$5,011	100%	
Automotive Maintenance	\$18,044	\$1,500	\$1,120	\$1,121	\$1,121	\$9,337	44%	0%	\$44%	\$-	\$-	\$-	0%	
Inspections	\$18,050	\$22,230	\$-	\$-	\$65	\$3,465	16%	0%	\$16%	\$-	\$-	\$-	0%	
Management Fees	\$18,101	\$430,841	\$35,832	\$36,546	\$36,546	\$26,928	79%	71%	\$430,831	\$24,010	\$7,724	\$310,822	71%	
Bedkeeping Fees	\$18,102	\$71,365	\$3,780	\$5,010	\$3,003	\$2,748	74%	88%	\$72,484	\$18,388	\$4,478	\$4,700	88%	
Recreation/Other Services	\$22,000	\$39,550	\$1,123	\$1,701	\$3,770	\$17,855	52%	76%	\$41,400	\$120	\$1,772	\$17,709	76%	
Water	\$23,000	\$117,280	\$25,523	\$31,487	\$30,221	\$320,865	77%	67%	\$127,868	\$27,035	\$20,243	\$250,897	67%	
Electricity	\$23,000	\$166,620	\$9,842	\$9,591	\$9,082	\$117,985	71%	79%	\$141,030	\$11,637	\$7,818	\$111,816	79%	
Gas	\$23,000	\$29,000	\$8,117	\$6,486	\$9,100	\$23,501	56%	44%	\$47,961	\$2,150	\$4,368	\$28,660	44%	
Anybody	\$23,000	\$8,407	\$9,348	\$104	\$37	\$2,004	28%	0%	\$3,331	\$2,857	\$0	\$15,811	0%	
Maintenance Labor	\$44,000	\$602,078	\$9,480	\$40,364	\$35,882	\$414,778	63%	57%	\$652,291	\$36,478	\$20,442	\$368,941	57%	
Maintenance Materials	\$44,000	\$247,000	\$1,471	\$17,777	\$11,778	\$200,510	81%	77%	\$202,184	\$22,085	\$3,244	\$194,677	77%	
Garbage & Trash	\$44,001	\$55,800	\$3,064	\$4,436	\$3,749	\$29,990	77%	66%	\$4%	\$34,500	\$3,993	\$2,583	\$38,671	66%
Heating & Cooling	\$44,002	\$13,160	\$1,663	\$1,159	\$1,997	\$18,664	126%	0%	\$126%	\$-	\$-	\$-	0%	
Snow Removal	\$44,002	\$15,850	\$1,250	\$3,009	\$3,125	\$6,894	43%	42%	\$12,649	\$4,060	\$80	\$5,190	43%	
Elevator Maintenance	\$44,004	\$14,800	\$-	\$3,145	\$-	\$18,740	122%	91%	\$25%	\$10,500	\$2,835	\$0	\$9,665	91%
Landscape & Grounds	\$44,005	\$40,600	\$-	\$-	\$1,316	\$6,593	80%	105%	\$11,185	\$520	\$80	\$2,265	105%	
Unit Turnaround	\$44,006	\$142,150	\$3,835	\$13,110	\$7,497	\$61,018	71%	63%	\$110,600	\$6,500	\$6,590	\$6,514	63%	
Electrical	\$44,007	\$4,800	\$119	\$115	\$-	\$64	6%	0%	\$9,700	\$344	\$1,663	\$64	6%	
Plumbing	\$44,008	\$14,800	\$10,773	\$1,894	\$4,485	\$7,491	23%	25%	\$17,800	\$2,455	\$80	\$4,531	25%	
Entertainment	\$44,009	\$48,884	\$125	\$7,700	\$1,490	\$27,415	107%	78%	\$43,600	\$-	\$1,382	\$4,138	78%	
Janitorial	\$44,010	\$1,200	\$470	\$1,180	\$6,007	\$11,433	95%	2%	\$9,914	\$15	\$60	\$25	2%	
Roofing Maintenance	\$44,011	\$1,200	\$470	\$1,180	\$6,007	\$11,433	95%	215%	\$14,500	\$8,559	\$25	\$1,137	215%	
Misc.	\$44,012	\$33,200	\$1,678	\$3,124	\$1,259	\$1,148	99%	70%	\$650%	\$18,213	\$29,873	\$163	\$29,673	70%
Protective Services - Contracts	\$44,000	\$7,732	\$3,483	\$3,220	\$3,548	\$28,908	6%	114%	\$12,230	\$3,109	\$611	\$14,750	116%	
Property	\$51,001	\$109,822	\$6,549	\$6,549	\$6,549	\$80,750	74%	48%	\$77%	\$119,140	\$7,897	\$3,632	\$57,379	48%
General Liability	\$51,002	\$3,730	\$3,777	\$3,777	\$3,777	\$9,633	74%	60%	\$4%	\$9,859	\$3,434	\$2,359	\$9,828	60%
Workers Comp.	\$51,003	\$2,185	\$1,826	\$1,826	\$1,826	\$21,635	84%	67%	\$31%	\$1,720	\$1,502	\$1,000	\$14,518	67%
Other	\$51,004	\$8,850	\$11	\$11	\$11	\$15,750	178%	16%	\$18,450	\$491	\$200	\$2,820	16%	

Lansing Housing Commission
 Low Income Public Housing
 Income and Expense Report
 March 2013

Account Name	2013 Budget	January '13 Actual	February '13 Actual	March '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (FY)	% Variance	FY 2012 Budget	February '12 Actual	March '12 Actual	Year to Date Actual	% of Budget Expended
Payments in Lieu of Taxes													
452000 \$ 65,600 \$			\$ 61,966 \$		\$ 63,220 \$	87%	87%	\$ 3,634 \$	\$ 56,340 \$				0%
OPERIS Expense													
444000 \$ - \$					\$ 23,049 \$	0%	0%	\$ - \$					0%
454000 \$ 200,500 \$		\$ 16,215 \$	\$ 8,916 \$	\$ 12,075 \$	\$ 101,783 \$	51%	39%	\$ 188,715 \$	\$ 219,038 \$	\$ 11,311 \$	\$ 4,002 \$	\$ 84,699 \$	39%
Employee Benefits - Maintenance		\$ 40,800 \$	\$ 22,226 \$	\$ 24,605 \$	\$ 252,600 \$	101%	81%	\$ 188,715 \$	\$ 188,811 \$	\$ 14,720 \$	\$ 9,061 \$	\$ 182,051 \$	81%
454200 \$ 24,115 \$		\$ 1,375 \$	\$ 1,407 \$	\$ 2,240 \$	\$ 17,501 \$	51%	64%	\$ 22,740 \$	\$ 30,824 \$	\$ 3,282 \$	\$ 1,003 \$	\$ 19,455 \$	64%
Employee FICA - Administrative					\$ 2,841 \$	60%	54%	\$ 2,841 \$	\$ 50,596 \$	\$ 2,469 \$	\$ 1,469 \$	\$ 27,548 \$	54%
454300 \$ 43,167 \$		\$ 2,714 \$			\$ 28,489 \$	60%	12%	\$ - \$					
Extraordinary Maint. - Contracts					\$ 470 \$	3%	20%	\$ - \$	\$ 26,523 \$	\$ (3,556) \$		\$ 5,359 \$	20%
461000 \$ 15,000 \$													
Reserve Account		\$ (29,174) \$		\$ (13,615) \$	\$ 399,430 \$	73%	73%	\$ (50,014) \$	\$ 80,837 \$	\$ (178,481) \$	\$ 98,497 \$	\$ 426,182 \$	0%
TOTAL EXPENSES		\$ 293,665 \$	\$ 296,073 \$	\$ 280,480 \$	\$ 3,633,087 \$	74%	71%	\$ 3,633,087 \$	\$ 4,189,908 \$	\$ 157,627 \$	\$ 253,297 \$	\$ 2,090,829 \$	71%
TOTAL INCOME		\$ - \$	\$ - \$	\$ - \$	\$ - \$			\$ - \$	\$ 128,802 \$	\$ - \$	\$ 0 \$	\$ (0) \$	

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
March 2013**

Account Name	GL	Current Year							Prior Year			
		FY 2013	February '13	March '13	Year to date	% of Budget	% of Budget	%	FY 2012	March '12	Year to date	% of Budget
Account #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variances		Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	19,000	282	503	5,777	30%	55%	-24%	23,000	0	13,703	59%
HCV Income - Admin Fees	341500	950,141	74,966	72,111	677,079	71%	69%	2%	921,540	68,551	637,404	69%
Other Revenue	368000	500	(0)	586	3,692	738%	310%	426%	100	0	310	310%
TOTAL REVENUE		969,641	75,188	73,201	686,547	71%	69%	2%	946,640	68,551	651,417	69%
Administrative Salaries	411000	370,285	26,314	26,988	230,163	62%	79%	-17%	361,443	29,887	285,398	79%
Legal	413000	600	1,966	2,592	5,558	695%	45%	650%	1,000	225	450	45%
Staff Training	414000	6,000	0	0	3,692	62%	17%	45%	11,000	1,829	1,829	17%
Travel	415000	1,000	0	0	186	19%	2%	17%	2,000	0	30	2%
Auditing Fees	417100	5,000	0	0	4,000	80%	0%	80%	5,000	0	0	0%
Telephone	419004	10,000	40	135	3,976	40%	63%	-53%	9,000	0	8,386	93%
Publications	419006	503	224	0	832	166%	132%	34%	1,000	1,041	1,320	132%
Membership Dues & Fees	419008	2,000	0	0	2,873	144%	34%	109%	1,500	0	513	34%
Postage	419010	14,000	925	1,050	10,797	77%	73%	4%	14,000	1,250	10,186	73%
Police Reports/Cred Chks	419012	4,000	3,755	592	10,749	269%	55%	214%	4,300	7	2,346	55%
Office Supplies	419014	8,000	(636)	2,768	11,516	128%	66%	82%	10,000	388	6,634	66%
Conference	419016	1,000	0	0	0	0%	0%	0%	2,000	0	0	0%
Computer Maintenance	419022	15,000	102	2,094	11,846	79%	73%	6%	20,000	2,258	14,500	73%
Outside Printing	419030	3,500	(1)	0	2,251	64%	99%	-35%	2,500	0	2,483	99%
Software	419032	10,000	11,290	5,145	27,580	276%	121%	155%	18,000	166	12,101	121%
Office Furniture	419038	0	350	0	3,087	0%	0%	0%	3,000	0	0	0%
Classified Advertising	419040	1,700	0	0	0	0%	42%	-42%	3,000	410	1,271	42%
Office Rent	419042	24,000	2,000	2,000	18,000	75%	75%	0%	24,000	2,000	18,000	75%
Automotive Maintenance	419044	3,000	35	119	2,385	79%	63%	-4%	2,000	169	1,650	83%
COCC - HCV Program Expense	419103	190,028	13,647	13,847	129,249	68%	71%	-3%	171,463	13,711	121,016	71%
Utilities - Water	431000	3,000	(0)	339	2,753	92%	60%	31%	3,200	280	1,929	60%
Utilities - Electricity	432000	29,000	4,078	2,318	21,071	73%	69%	3%	31,500	601	21,440	69%
Utilities - Gas	433000	15,000	0	4,685	15,141	101%	44%	57%	23,550	2,245	10,348	44%
Maintenance Contracts	443000	21,000	2,302	1,086	13,549	65%	514%	-450%	3,000	44	15,433	514%
Insurance	451000	18,000	1,477	1,477	13,193	73%	78%	-6%	17,500	1,472	13,661	78%
Employee Benefits	454000	210,891	15,418	15,932	129,833	62%	63%	-2%	210,184	13,859	132,899	63%
s helper plus care payments				0						0		
Reserve Account		1,938	(8,318)	(10,193)	12,310	635%	0%	636%		(3,290)	(32,404)	0%
TOTAL EXPENSES		969,640	75,188	73,201	686,548	71%	69%		946,640	68,551	651,417	69%
NET INCOME (LOSS)		0	(0)	(0)	(0)				0	0	0	



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April 24, 2013

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report March 2013 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. Zero (0) files were drawn down in March. 100% of all waitlist files are being audited. Six (6) files were audited in March.
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 two (2) units per month. LHC performed ten (10) QC reviews of 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 an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed seven (7) QC file reviews on non-waitlist participant files in March. No errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. The LHC performed eight (8) QC inspections in March. Four (4) units passed, four (4) units failed and will be abated if the deficiencies are not corrected before May 1.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited four (4) 24-hour HQS deficiencies in the month of March. Three (3) were corrected within 24-hours, one (1) was not, and the HAP was abated.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	January 2013	February 2013	March 2013
TOTAL NEW LEASES	11	7	5
Total Move-outs	6	16	8
Net	5	-9	-3
Number of Applicants on Voucher Wait List	620	620	620
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	5	0
Total Resident Change of Units (transfers)	17	24	24
TOTAL RECERTIFICATIONS DUE BY MONTH	139	114	124
Annual Recertifications Completed	135	104	124
Annual Delinquent Reexaminations	0	0	0
Interims Completed	101	101	96
TOTAL INSPECTIONS DUE BY MONTH	136	134	130
Annual HQS Inspections Completed	150	129	97
Annual HQS Delinquent Inspections (PIC)	0	1	1
New RFTA Inspections	37	36	36
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	15	16	15
Monthly Total Amount Owed	\$5,020.37	\$6,888.12	\$6,944.12
Monthly Total Amount Collected	\$385.00	\$654.75	\$782.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1579	1567	1616
% UTILIZED UNITS	92.88%	92.18%	95.06%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	52	
VASH Voucher Utilization	81	83	83
Monthly Total Voucher Unit Utilization	1711	1702	1699
Total HCV Budget for 2011	\$10,153,272.00	\$10,153,272.00	\$10,153,272.00
Total HCV Budget Used YTD	\$845,287.00	\$1,722,804.04	\$2,577,793.07
HCV Budget Allocation YTD	\$846,106.00	\$1,692,212.00	\$2,538,318.00
<i>Expenditure Surplus (Overage) *</i>	\$819.00	(\$30,592.04)	(\$39,475.07)
Remaining Voucher Budget	\$9,307,985.00	\$8,430,467.96	\$7,575,478.93
Shelter Plus Care Budget	\$254,700.00	\$254,700.00	\$254,700.00
Shelter Plus Care Budget Used YTD	\$21,225.00	\$41,492.00	\$61,694.00
Shelter Plus Care Budget Allocation YTD	\$21,225.00	\$41,492.00	\$61,694.00
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$233,475.00	\$213,208.00	\$213,208.00
VASH Budget	\$420,000.00	\$420,000.00	\$420,000.00
VASH Budget Used YTD	\$33,878.00	\$71,251.00	\$108,624.00
VASH Budget Allocation YTD	\$35,000.00	\$70,000.00	\$105,000.00
<i>Expenditure Surplus (Overage)</i>	\$1,122.00	(\$1,251.00)	(\$3,624.00)
Remaining Voucher Budget	\$386,122.00	\$348,749.00	\$311,376.00



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

April 24, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:
March 2013 Asset Management Monthly Report

CONTACT PERSON:
Rod Slaughter
Director of Asset Management

OVERVIEW:
Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95.4% at the end of March. We continue to strive to increase our occupancy level to 98%. The staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units.

In March we had a total of 156 emergency work orders 100% were closed or abated within 24-hours. We had 199 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days. During the month of March approximately 25% of the routine work orders were old annual inspection work orders that needed to be completed and closed out; the maintenance staff did a very good job of closing out the old work orders. Working together with Management they have a system to keep them on task going forward.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	169	168	213	279	829
Total Units Occupied	161	162	207	261	791
Percent Occupied	95.3%	96.4%	97.2%	93.5%	95.4%



Move -Ins	1	2	5	7	15
Move-Outs	2	3	2	6	13
Transfers	0	0	1	0	1
Emergency Work Orders	36	28	58	34	156
Routine Work Orders	47	21	61	70	199

Note: Mt. Vernon Park has 4 units offline (3 -Fire), Termites - 1

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 28,125.00	\$ 4,921.00	\$ 23,204.00	82.50%
Hildebrandt	168	\$ 22,989.00	\$ 2,426.00	\$ 20,563.00	90.00%
LaRoy Froh	213	\$ 23,676.00	\$ 2,195.00	\$ 21,481.00	90.73%
South Washington	279	\$ 39,397.00	\$ 3,633.10	\$ 35,763.90	90.78%
Totals	833	\$ 114,187.00	\$ 13,175.10	\$ 101,011.90	88.50%



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April 24, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report for March 2013

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

LHC contracted with DLZ Engineering & Architectural Group to design and oversee construction management of the South Washington Park Community Room renovation. DLZ designed a modernized user friendly community room for our residents. This project should be completed by August 2013. The bid proposal for this project was released on March 18, 2013. The pre-bid walkthrough at South Washington was March 21, 2013. The sealed proposals were opened on April 12, 2013 at 2:00. Laux Construction LLC was the low bidder.

FUTURE MODERNIZATION ACTIVITIES

LHC has contracted MC Smith Associate & Architectural Group to provide design and Construction Management for the fire unit at 3856 Wilson (Mt. Vernon). LHC has agreed on two renderings for the new design of one bedroom units at Mt. Vernon. This project is going out for bid before May 15, 2013.

In February's Board Meeting the Board of Commissioners approved LHC to move forward with a contract with ViDCom to install a new electronic surveillance system at South Washington Park in the amount of \$64,900 with a 3 year parts and labor warranty. This work will be starting soon with an anticipated completion in May.

LHC issued a Request for Qualifications for up to \$400,000.00 in Architectural Services. Five Architectural firms submitted responses. They were C2AE, Fleis & Vanderbrink, DLZ Michigan, Hobbs & Black, and M.C. Smith Architectural & Engineering. Staff recommends awarding 5 year contracts with an initial term of 3 years and two one year



renewal options to DLZ Michigan in the amount of \$150,000, Hobbs and Black in the amount \$150,000, and MC Smith in the amount \$100,000.00. These contracts will be funded by 2012 and 2013 Capital Funds. LHC will issue Task Orders inclusive of scope and cost for specific projects to be completed under these contracts.