



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

Agenda
Lansing Housing Commission
April 23, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of March 25, 2014
4. Action Items.
 - a) Resolution No.1202-Approval Resident Write-Offs March 1, 2014 to March 31,2014
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report – Rhonda Pagel
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
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 25, 2014
Lansing Housing Commission Meeting & Public Hearing**

PRESENT AT ROLL CALL: Commissioners Baltimore, Beverly, Frens and Joyce

GUESTS: Lisa Alicea, Katrina Urista, Dr. Joan Jackson Johnson, Barbara Love, Andrew Foreman, Susan Cancro, Cassandra Guinn, Erica Clark and Pedro Maldonado,

STAFF:	Patricia Baines-Lake	Dona Davenport	Kim Shirey
	Melissa Witte	Erica Velasquez	Cynitha Craig
	Ramiro Salazar	Kendra Schmidtman	
	Kris Whipple	Janell McLeod	

Chairman Baltimore called the meeting and public hearing to order promptly at 5:38 p.m. The Public Hearing & Annual Plan Meeting began at 5:38 p.m. At 6:00 p.m. an anticipated call was received from Yeager & Boyd, LHC's Audit Firm. The Public Hearing was postponed and commencing at 6:01 p.m. Mr. Boyd explained the contents of the 2013 Annual Certified Audit and answered several questions from Board members. The telephone call ended at 6:13 p.m.

The Public Hearing and Annual Plan meeting reconvened at 6:13 p.m. Each department discussed the proposed changes during the 2014-15 operating year including: Changes to the Housing Choice Voucher ("HCV") Administrative Plan, Admissions and Continued Occupancy Plan ("ACOP") and Capital Fund usage. Members of the public commented on each of the items presented. Specifically, members of the public with one exception supported LHC's Administrative Plan and ACOP changes to provide a preference for certain chronically homeless household's. In addition, speakers requested the addition of an additional preference for chronically homeless individuals who were classified as such through the HARA program.

The Public Hearing adjourned at 7:11 p.m. The Board Meeting convened at 7:20 p.m. Director Baines-Lake called the roll. By Consent, the Board directed the Executive Director to incorporate an additional preference for chronically homeless as requested by Public Hearing Attendees.

Commissioner Beverly moved and Commissioner Joyce 2nd a motion to approve the minutes of the February 26, 2014 Board Meeting. **The Motion was approved by all members present.**



Commissioner Beverly moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1198-Approval Resident Write-Offs February 1, 2014 to February 28, 2014. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1199-Approval of 204-2015 Annual Plan. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1200-Approval of Annual Certified Audit. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1201-Approval to Advertise the Sale of Oliver Towers. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Patricia Baines-Lake
Housing Choice Voucher Report		Debra Baker
Modernization Report		Dona Davenport
Mt. Vernon & Scattered Sites AMP 102-104		Kendra Schmidtman
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod

Executive Director Comments: None

There being no other business, Chairman Baltimore adjourned the meeting at 8:15 p. m.





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April 23, 2014

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for March 2014 - Resolution No. 1202

RECOMMENDATION:

Staff recommends adoption of Resolution No.1202 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of March 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$14,965.87** (the full amount of resident balances on accounts closed as of **March 31, 2014**). The previous three month's write-off balances were:

- **February 2014 – 9,532.18**
- **January 2014 - \$2,149.00**
- **December 2013 - \$1,040.00**

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, 2014 total \$14,965.87**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. This month's write offs exceed our average largely because approximately 50% of the charges are related to trash removal and maintenance costs. The maintenance costs will also be reflected in higher unit turn costs for the affected units.



A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). 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 **\$14,965.87** for outstanding rent and other charges due from residents who moved out of an LHC property as of **March 31, 2014**. 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





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Resolution No. 1202

Adopted by the Lansing Housing Commission

April 23, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$14,965.87** of resident account receivables as of March 31, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas 5

Nays —

Abstentions 0

Attest

Secretary


Chair

For Clerks Use Only

Resolution No: 1202

Date Adopted: 04/26/2014



Attachment A
Resolution 1202 - March 2014 A/R Write-Offs
BREAKDOWN

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	NSF Fee	Security Deposit	Maintenance
LaRoy Froh	\$ 954.00		\$ 784.00	\$ 125.00	\$ 45.00			
South Washington	\$ 636.00		\$ 334.00	\$ 41.00				\$ 261.00
LaRoy Froh	\$ 882.00							\$ 882.00
Mt. Vernon	\$ 18.00		\$ 18.00					
LaRoy Froh	\$ 152.24							\$ 152.24
South Washington	\$ 1,035.00		\$ 95.00					\$ 940.00
South Washington	\$ 709.00		\$ 512.00	\$ 50.00	\$ 147.00			
South Washington	\$ 80.00		\$ 38.00					\$ 42.00
Hildebrandt	\$ 1,736.00		\$ 1,395.00		\$ 62.00			\$ 279.00
Mt. Vernon	\$ 880.00		\$ 711.00	\$ 22.00	\$ 147.00			
South Washington	\$ 1,764.00		\$ 1,231.00	\$ 150.00	\$ 290.00			\$ 93.00
LaRoy Froh	\$ 1,070.75		\$ 29.00	\$ 75.00	\$ 45.00			\$ 921.75
South Washington	\$ 888.00		\$ 546.00	\$ 50.00	\$ 145.00			\$ 147.00
South Washington	\$ 505.00		\$ 186.00	\$ 10.00	\$ 147.00			\$ 162.00
South Washington	\$ 724.00		\$ 662.00		\$ 62.00			
LaRoy Froh	\$ 2,499.88		\$ 680.00	\$ 56.00	\$ 339.00			\$ 1,424.88
LaRoy Froh	\$ 432.00		\$ 308.00		\$ 124.00			
	\$ 14,965.87		\$ 7,529.00	\$ 579.00	\$ 1,553.00	\$ -	\$ -	\$ 5,304.87
		Percent of Total Owed	50%	4%	10%	0%	0%	35%

Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
March 2014

Account Name	LHC	2014 Budgeted	February '14 Actual	March '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	March '13 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 423,336	\$ 36,177	\$ 36,177	\$ 324,708	77%	72%	5%	\$ 455,476	\$ 36,548	\$ 326,613	72%
Bookkeeping Fees	343002	\$ 68,389	\$ 5,843	\$ 5,843	\$ 52,440	77%	72%	5%	\$ 73,559	\$ 5,903	\$ 52,748	72%
OG Management Fee	343005	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee		\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	\$ 166,474	\$ 13,089	\$ 14,227	\$ 120,516	72%	72%	0%	\$ 179,124	\$ 13,847	\$ 129,249	72%
Other Income-Healthy Start migrant	369000	\$ -	\$ -	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	\$ 63,500	\$ 3,316	\$ 86,741	\$ 104,969	165%	197%	-32%	\$ 50,000	\$ 6,480	\$ 98,507	197%
TOTAL REVENUE		\$ 733,079	\$ 58,424	\$ 142,987	\$ 615,967	84%	72%	12%	\$ 869,639	\$ 62,778	\$ 625,696	72%
Administrative Salaries	411000	\$ 177,580	\$ (20,159)	\$ 13,769	\$ 98,275	55%	64%	-8%	\$ 273,218	\$ 60,821	\$ 173,825	64%
Employee Benefits & FICA	454XXX	\$ 85,801	\$ 10,605	\$ 490	\$ 59,282	69%	168%	-99%	\$ 97,095	\$ 14,584	\$ 163,548	168%
Legal	413000	\$ -	\$ -	\$ 1,387	\$ 1,882				\$ 3,000	\$ 405	\$ 2,448	
Travel	415000	\$ 7,500	\$ -	\$ -	\$ 814	11%	0%	11%	\$ 7,000	\$ 41	\$ 4,724	0%
Auditing Fees	417100	\$ 17,500	\$ -	\$ -	\$ 1,436	8%	0%	8%	\$ 15,000	\$ -	\$ 14,949	0%
Professional Services Contracts	419001	\$ 104,000	\$ 5,679	\$ 3,221	\$ 69,248				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419006	\$ 400	\$ -	\$ -	\$ 352	88%	56%	32%	\$ 400	\$ -	\$ 224	56%
Membership Dues & Fees	419008	\$ 10,500	\$ 185	\$ -	\$ 1,055	10%	143%	-133%	\$ 5,000	\$ -	\$ 7,140	143%
Postage	419010	\$ 7,000	\$ (226)	\$ 1,398	\$ 4,609	66%	-7%	73%	\$ 7,000	\$ 1,614	\$ (514)	-7%
Office Supplies	419014	\$ 9,700	\$ 1,769	\$ 365	\$ 9,446	97%	148%	-50%	\$ 5,000	\$ 1,141	\$ 7,385	148%
Conference	419016	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ -	\$ 1,154	0%
Bank Fees	419020	\$ -	\$ -	\$ -	\$ 250		0%		\$ -	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 27,000	\$ 685	\$ 1,135	\$ 14,531	54%	97%	-43%	\$ 20,000	\$ 2,632	\$ 19,448	97%
Outside Printing	419030	\$ 500	\$ -	\$ -	\$ -	0%	80%	-80%	\$ 500	\$ -	\$ 400	80%
Software	419032	\$ 5,100	\$ 81	\$ -	\$ 6,030	118%	167%	-49%	\$ 1,000	\$ 35	\$ 1,669	167%
Automotive	419044	\$ -	\$ -	\$ -	\$ -	0%	0%		\$ 1,000	\$ -	\$ 396	0%
Classified Advertising	419040	\$ -	\$ -	\$ 1,133	\$ 1,133	0%	20%	-20%	\$ 1,000	\$ -	\$ 200	20%
Total Administrative		\$ 459,581	\$ (1,381)	\$ 22,897	\$ 268,342	58%	74%	-15%	\$ 537,713	\$ 81,273	\$ 396,995	74%
Healthy Start reimbursable migrant	422000	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start		\$ -	\$ -	\$ -	\$ 4,112							
Water	431000	\$ 2,306	\$ 73	\$ 186	\$ 1,889	82%	90%	-8%	\$ 1,910	\$ 208	\$ 1,711	90%
Electricity	432000	\$ 19,879	\$ 829	\$ 1,387	\$ 14,995	75%	55%	20%	\$ 23,715	\$ 816	\$ 13,077	55%
Steam & Gas	433000 439000	\$ 11,766	\$ 152	\$ 854	\$ 2,661	23%	79%	-57%	\$ 20,610	\$ 6,348	\$ 16,327	79%
Phone/Internet/Communications	419004	\$ 13,300	\$ 747	\$ 1,088	\$ 10,924	82%	258%	-176%	\$ 10,300	\$ 1,005	\$ 26,604	258%
Total Utilities		\$ 47,251	\$ 1,802	\$ 3,515	\$ 30,469	64%	102%	-38%	\$ 56,535	\$ 8,168	\$ 57,718	102%
Maintenance Materials	442000	\$ 2,000	\$ 95	\$ 954	\$ 3,308	165%	2204%	-2039%	\$ 2,000	\$ 43,322	\$ 44,087	2204%
Maintenance Contracts incl recycling	4430xx	\$ 40,000	\$ 4,366	\$ 1,392	\$ 25,517	64%	98%	-34%	\$ 40,000	\$ 1,372	\$ 39,051	98%
Total Maintenance		\$ 42,000	\$ 4,461	\$ 2,346	\$ 28,824	69%	198%	-120%	\$ 42,000	\$ 44,694	\$ 83,138	198%
Protective Services	448000	\$ 4,250	\$ (0)	\$ 95	\$ 4,523	106%	64%	43%	\$ 4,250	\$ (22)	\$ 2,712	64%
Insurance	451xxx	\$ 31,000	\$ 2,151	\$ 1,835	\$ 16,575	53%	23%	30%	\$ 40,000	\$ 1,328	\$ 9,257	23%
SFTB Expenses		\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
OIG Repayment for SFTB		\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate I	419042	\$ 60,000	\$ 5,000	\$ 5,000	\$ 45,000	75%	0%	75%	\$ 60,000	\$ -	\$ 37,592	0%
Additional Capital		\$ 69,718	\$ 46,392	\$ 107,299	\$ 218,122	313%	26%	287%	\$ 103,437	\$ (72,663)	\$ 26,688	26%
TOTAL EXPENSES		\$ 733,079	\$ 58,425	\$ 142,987	\$ 615,967	84%	72%	12%	\$ 869,639	\$ 62,778	\$ 625,696	72%
NET INCOME (LOSS)		\$ -	\$ (0)	\$ 0	\$ (0)				\$ (0)	\$ 0	\$ 0	

Account Name	FDS	2014 Budget	February '14 Actual	March '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	Variance	FY 2013 Budget	March '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,322,983	\$ 117,013	\$ 118,910	\$ 1,034,906	78%	7%	71%	\$ 1,570,275	\$ 109,464	\$ 109,667	7%
Excess Utilities	312000	\$ 5,774	\$ -	\$ -	\$ 5,517	0%	0%	0%	\$ 20	\$ 376	\$ 1,905	0%
Fraud Recovery	330010	\$ -	\$ -	\$ -	\$ 373	0%	0%	-17%	\$ 2,718,604	\$ 251,930	\$ 2,478,522	91%
Net Operating Subsidy	340000	\$ 3,011,460	\$ 248,215	\$ 288,206	\$ 2,239,170	74%	91%	-159%	\$ 21,800	\$ 4,230	\$ 42,389	194%
Other Income	369000	\$ 49,700	\$ (1,004)	\$ 18,728	\$ 17,557	35%	94%	-8%	\$ 37,900	\$ 3,301	\$ 36,644	97%
Other Tenant Charges: Late Charges	369001	\$ 42,800	\$ 12,102	\$ (4,999)	\$ 37,969	89%	59%	13%	\$ 33,100	\$ 6,513	\$ 19,409	59%
Other Tenant Charges: Maintenance	369002	\$ 41,100	\$ 2,889	\$ 4,071	\$ 29,353	71%	93%	8%	\$ 35,900	\$ 3,708	\$ 33,245	93%
Court Costs	369003	\$ 32,500	\$ 10,742	\$ (5,066)	\$ 32,792	101%	0%	0%	\$ 29,426	\$ -	\$ -	0%
Inter-Amp Transfer (In)		\$ 257,992	\$ -	\$ -	\$ 333	71%	61%	10%	\$ 4,447,025	\$ 379,522	\$ 2,721,782	61%
Capital Fund Operations 1406		\$ 4,764,309	\$ 390,187	\$ 421,185	\$ 3,397,636	72%	67%	5%	\$ 403,884	\$ 39,220	\$ 268,912	67%
TOTAL REVENUE												
Administrative Salaries	411000	\$ 375,744	\$ 29,153	\$ 28,923	\$ 268,874	69%	145%	-76%	\$ 28,670	\$ 6,820	\$ 41,675	145%
Legal	413000	\$ 52,600	\$ 8,793	\$ 129	\$ 36,378	103%	11%	92%	\$ 17,166	\$ 170	\$ 11,930	58%
Travel	415000	\$ 2,850	\$ -	\$ -	\$ 5,604	41%	0%	0%	\$ 20,738	\$ -	\$ -	0%
Auditing Fees	417000	\$ 13,560	\$ -	\$ -	\$ 25,497	63%	76%	-12%	\$ 31,600	\$ 2,779	\$ 23,860	76%
Professional Services Contracts	419001	\$ 33,000	\$ 1,573	\$ 1,852	\$ 19,045	383%	0%	383%	\$ 120	\$ -	\$ 395	0%
Telephone	419004	\$ 30,000	\$ 1,590	\$ 1,678	\$ 3,444	53%	75%	-5%	\$ 2,120	\$ 325	\$ 9,209	75%
Publications	419006	\$ 900	\$ -	\$ -	\$ 1,253	101%	11%	118%	\$ 49,908	\$ 500	\$ 5,333	11%
Membership Dues & Fees	419008	\$ 2,350	\$ 1,086	\$ -	\$ 11,537	87%	152%	-78%	\$ 16,330	\$ 1,182	\$ 25,701	152%
Postage	419010	\$ 11,370	\$ 660	\$ 1,356	\$ 14,010	74%	112%	-19%	\$ 12,941	\$ 1,641	\$ 14,439	112%
Collection Fees & Court Costs	419012	\$ 20,850	\$ 379	\$ 2,148	\$ 15,940	93%	126%	-39%	\$ 18,536	\$ 3,138	\$ 23,382	126%
Office Supplies	419014	\$ 21,600	\$ 937	\$ 1,952	\$ 18,906	87%	115%	261%	\$ 5,300	\$ -	\$ 968	115%
Bank Fees	419020	\$ 20,400	\$ 1,774	\$ 6,600	\$ 24,343	376%	109%	-101%	\$ 3,600	\$ 2,342	\$ 15,913	0%
Computer Maintenance	419022	\$ 27,900	\$ 2,608	\$ -	\$ 8,911	41%	0%	49%	\$ 4,000	\$ 65	\$ 3,465	0%
Outside Printing	419030	\$ 2,370	\$ -	\$ -	\$ 1,717	48%	75%	-12%	\$ 438,752	\$ 36,548	\$ 326,938	75%
Software	419032	\$ 22,600	\$ 163	\$ -	\$ 9,682	63%	72%	86%	\$ 73,234	\$ 5,903	\$ 52,748	72%
Automotive Maintenance	419044	\$ 23,700	\$ 800	\$ 1,585	\$ 17,270	77%	48%	29%	\$ 34,000	\$ 2,312	\$ 16,332	48%
Inspections	419050	\$ 35,180	\$ 5,335	\$ 8,646	\$ 285,442	53%	64%	-11%	\$ 409,249	\$ 38,510	\$ 263,129	64%
Management Fees	419101	\$ 423,336	\$ 36,177	\$ 36,177	\$ 285,442	131%	75%	56%	\$ 150,530	\$ 11,718	\$ 113,087	75%
Bookkeeping Fees	419102	\$ 68,369	\$ 5,843	\$ 5,843	\$ 108,046	48%	39%	9%	\$ 457,281	\$ 51,399	\$ 177,067	39%
Recreation/Other Services	422000	\$ 33,650	\$ 807	\$ 2,918	\$ 25,898	206%	0%	206%	\$ 44,334	\$ 37	\$ 16,665	0%
Water	431000	\$ 478,805	\$ 31,729	\$ 30,252	\$ 253,837	51%	47%	5%	\$ 682,021	\$ 51,419	\$ 309,374	47%
Electricity	432000	\$ 163,928	\$ 13,796	\$ 15,771	\$ 214,750	95%	66%	29%	\$ 193,444	\$ 18,475	\$ 127,193	66%
Gas	433000	\$ 372,015	\$ 31,197	\$ 68,937	\$ 177,717	161%	58%	103%	\$ 55,800	\$ 4,677	\$ 32,502	58%
Recycling	435000	\$ 32,200	\$ 17,173	\$ 16,490	\$ 66,324	110%	0%	110%	\$ 4,300	\$ 725	\$ 12,091	0%
Maintenance Labor	441000	\$ 511,530	\$ 31,138	\$ 29,652	\$ 262,496	51%	58%	184%	\$ 10,500	\$ 2,997	\$ 5,854	56%
Maintenance Materials	442000	\$ 321,000	\$ 39,058	\$ 39,483	\$ 303,889	95%	159%	-106%	\$ 21,200	\$ 1,162	\$ 29,492	139%
Garbage & Trash	443001	\$ 51,400	\$ 10,716	\$ 12,474	\$ 82,663	161%	73%	89%	\$ 115,500	\$ 9,998	\$ 84,704	73%
Heating & Cooling	443002	\$ 28,500	\$ 5,230	\$ 14,587	\$ 31,354	240%	4%	-83%	\$ 9,700	\$ -	\$ 364	4%
Snow Removal	443003	\$ 10,250	\$ 4,292	\$ 2,325	\$ 24,584	54%	138%	89%	\$ 15,500	\$ 4,495	\$ 21,048	127%
Elevator Maintenance	443004	\$ 21,540	\$ 1,569	\$ 690	\$ 11,595	71%	127%	39%	\$ 16,600	\$ 1,674	\$ 37,409	89%
Landscaping & Grounds	443005	\$ 45,500	\$ 4,375	\$ 34,620	\$ 219,342	138%	102%	-102%	\$ 10,900	\$ 5,007	\$ 11,084	102%
Unit Turnaround	443006	\$ 135,000	\$ 14,455	\$ 9,268	\$ 10,469	44%	0%	0%	\$ 18,500	\$ 635	\$ 22,855	139%
Electrical	443007	\$ 7,600	\$ 5,247	\$ 10,704	\$ 16,073	128%	25%	26%	\$ 22,915	\$ 2,097	\$ 17,268	75%
Plumbing	443008	\$ 36,300	\$ 1,677	\$ 3,202	\$ 89,717	0%	75%					
Exterminating	443009	\$ 70,120	\$ 1,830	\$ 2,414	\$ 5,883	225%						
Janitorial	443010	\$ 9,500	\$ 11,535	\$ 158	\$ 21,335	101%						
Routine Maintenance	443011	\$ 81,700	\$ 2,574	\$ 3,854	\$ 82,917							
Misc.	443012	\$ -	\$ -	\$ -	\$ -							

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
March 2014

Account Name	FDS	2014 Budget	February '14 Actual	March '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	Variance %	FY 2013 Budget	March '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	\$ 16,250	\$ 538	\$ 1,345	\$ 15,797	0%	192%	-192%	\$ 12,732	\$ 2,658	\$ 24,406	192%
Property	451001	\$ 119,550	\$ 7,664	\$ 7,664	\$ 63,267	53%	55%	-2%	\$ 110,132	\$ 14,763	\$ 60,260	55%
General Liability	451002	\$ 56,900	\$ 4,503	\$ 4,503	\$ 52,705	93%	62%	31%	\$ 50,689	\$ 5,567	\$ 31,313	62%
Workers Comp.	451003	\$ 26,325	\$ 5,299	\$ 3,401	\$ 25,385	96%	72%	25%	\$ 22,860	\$ 2,404	\$ 16,430	72%
Other	451004	\$ 22,900	\$ 1,746	\$ 1,114	\$ 12,864	56%	80%	-24%	\$ 17,450	\$ 687	\$ 14,041	80%
Payments in Lieu of Taxes	452000	\$ 87,300	\$ -	\$ -	\$ -	0%	96%	-96%	\$ 69,540	\$ -	\$ 66,456	96%
OPEB Expense	444000	\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	\$ 206,097	\$ 21,060	\$ 172	\$ 98,788	48%	36%	11%	\$ 228,464	\$ 11,333	\$ 83,278	36%
Employee Benefits - Maintenance	454100	\$ 309,881	\$ 55,120	\$ (3,166)	\$ 240,844	78%	142%	-64%	\$ 140,222	\$ 34,388	\$ 198,995	142%
Employer FICA - Administrative	454200	\$ 28,745	\$ 16,275	\$ 979	\$ 100,752	351%	45%	306%	\$ 30,779	\$ 2,493	\$ 13,718	45%
Employer FICA - Maintenance	454300	\$ 39,132	\$ 2,917	\$ 2,729	\$ 23,972	61%	41%	20%	\$ 50,618	\$ 3,657	\$ 20,778	41%
Extraordinary Maint. - Contracts	461003	\$ -	\$ -	\$ -	\$ 525	0%	0%	0%	\$ 23,523	\$ -	\$ -	0%
Reserve Account		\$ 213,013	\$ (39,505)	\$ (17,588)	\$ (28,995)	-14%	0%	-14%	\$ 133,424	\$ (7,328)	\$ 401,771	0%
TOTAL EXPENSES		\$ 4,764,309	\$ 390,188	\$ 421,186	\$ 3,397,636	71%	67%	5%	\$ 4,328,707	\$ 379,798	\$ 2,891,132	67%
TOTAL INCOME		\$ -	\$ (1)	\$ (0)	\$ (0)				\$ -	\$ 1	\$ 0	

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
March 2014

Account Name	G/L	FDS	FY 2014	Current Year						Prior Year			
	Acct #	Acct #	Budget	February '14	March '14	Year to date	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	March '13 Actual	Year to date Actual	% of Budget Expended
Fraud Recovery Funds Retained	330010	71400	15,000	586	2,232	9,583	64%	30%	33%	19,000	503	5,777	30%
HCV Income - Admin Fees	341500	70600	832,368	65,444	71,135	619,701	74%	71%	3%	950,141	72,111	677,079	71%
Other Revenue	369000	71500	500	3,686	1,704	5,391	1078%	738%	340%	500	586	3,692	738%
TOTAL REVENUE			847,868	69,716	75,071	634,675	75%	71%	4%	969,641	73,201	686,547	71%
Administrative Salaries	411000	91100	234,054	24,720	18,461	174,621	75%	62%	12%	370,285	26,986	230,163	62%
Legal	413000	91700	2,000	0	0	3,972	199%	695%	-496%	800	2,592	5,558	695%
Staff Training	414000	91600	6,000	0	1,785	1,884	31%	62%	-30%	6,000	0	3,692	62%
Travel	415000	91800	1,000	18	133	471	47%	19%	28%	1,000	0	186	19%
Auditing Fees	417100	91200	5,000	0	0	1,437	29%	80%	-51%	5,000	0	4,000	80%
Telephone	419004	91600	6,000	0	34	395	7%	40%	-33%	10,000	40	3,976	40%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	500	0	0	0%
Membership Dues & Fees	419008	91600	4,500	2,163	224	2,666	59%	144%	-84%	2,000	0	2,873	144%
Postage	419010	91600	14,000	687	870	8,107	58%	77%	-19%	14,000	1,060	10,797	77%
Police Reports/Cred Chks	419012	91600	14,000	102	7	8,748	62%	201%	-138%	4,000	585	8,033	201%
Office Supplies	419014	91600	17,000	654	613	5,627	33%	158%	-125%	9,000	1,866	14,252	158%
Conference	419016	91600	1,000	0	0	0	0%	0%	0%	1,000	0	0	0%
Computer Maintenance	419022	91600	15,000	691	1,141	7,105	47%	152%	-105%	15,000	2,645	22,801	152%
Outside Printing	419030	91600	3,500	0	437	2,769	79%	64%	15%	3,500	0	2,251	64%
Software	419032	91600	34,000	71	0	618	2%	193%	-191%	10,000	4,600	19,321	193%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	0	350	0%
Classified Advertising	419040	91600	850	0	0	0	0%	0%	0%	1,700	0	0	0%
Office Rent	419042	91600	24,000	2,000	2,000	18,000	75%	75%	0%	24,000	2,000	18,000	75%
Automotive Maintenance	419044	91600	4,500	63	22	1,997	44%	79%	-34%	3,000	284	2,365	79%
Inspections	419050	91600	47,317	(1,344)	2,742	24,802	52%				0		
COCC - HCV Program Expense	419103	91300	166,474	13,089	14,227	120,516	72%	68%	4%	190,028	13,847	129,249	68%
Utilities - Water	431000	93100	3,592	119	304	3,130	87%	92%	-5%	3,000	339	2,753	92%
Utilities - Electricity	432000	93200	31,434	1,352	2,263	24,607	78%	73%	6%	29,000	2,518	21,071	73%
Utilities - Steam/Gas	439000 433000	933000	19,198	249	1,394	4,342	23%	101%	-79%	15,000	4,694	15,211	101%
Maintenance Contracts	443xxx	94300	18,500	2,485	0	7,539	41%	65%	-24%	21,000	1,086	13,549	65%
Insurance	451xxx	96120	18,000	1,951	1,563	14,106	78%	73%	5%	18,000	1,477	13,193	73%
Employee Benefits	454xxx	91500	131,082	18,337	(1,072)	96,681	74%	62%	12%	210,891	15,952	129,833	62%
Housing Assistance Payment	471900	97300		0	0	(5,310)					0		
Shelter Plus Care				0									
Reserve Account			23,368	2,309	27,924	105,565	452%	0%	452%	1,936	(9,370)	13,072	0%
TOTAL EXPENSES			847,868	69,716	75,072	634,674	75%	71%		969,641	73,201	686,548	71%
NET INCOME (LOSS)			0	0	(0)	0				(0)	(0)	(0)	



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April 23, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report March 2014 Reporting Month

CONTACT PERSON:

Debra Baker
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 high lights 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. Zero (0) 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. The LHC performed nine (9) 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 four (4) QC file reviews on non-waitlist participant files in March. Zero (0) 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. Ten (10) QC inspections were completed in March. Ten (10) units met HQS requirements.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited ten (10) 24-hour HQS deficiencies in the month of March. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.



Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Jan-14	Feb-14	Mar-14
TOTAL NEW LEASES	1	0	4
Total Move-outs	6	6	10
Net	-5	-6	-6
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	0	0
Total Resident Change of Units (transfers)	9	4	14
TOTAL RECERTIFICATIONS DUE BY MONTH	140	122	117
Annual Recertifications Completed	130	119	106
Annual Delinquent Reexaminations	0	0	0
Interims Completed	58	99	82
TOTAL INSPECTIONS DUE BY MONTH	115	98	129
Annual HQS Inspections Completed	120	104	101
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	15	19	25
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	6	5	5
Monthly Total Amount Owed	\$ 3,717.00	\$ 2,839.00	\$ 2,416.00
Monthly Total Amount Collected	\$ 598.00	\$ 2,079.50	\$ 424.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1492	1487	1483
% UTILIZED UNITS	87.8%	87.5%	87.2%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	54	54	56
VASH Voucher Utilization	93	92	90
Monthly Total Voucher Unit Utilization	1639	1633	1627
Total HCV Budget for 2011	\$ 10,369,704.00	\$ 10,369,704.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 809,671.52	\$ 1,637,293.41	\$ 2,422,177.50
HCV Budget Allocation YTD	\$ 864,142.00	\$ 1,728,284.00	\$ 2,592,426.00
<i>Expenditure Surplus (Overage) *</i>	\$ 54,470.48	\$ 90,990.59	\$ 170,248.50
Remaining Voucher Budget	\$ 9,560,032.48	\$ 8,732,410.59	\$ 7,947,526.50
Shelter Plus Care Budget	\$ 269,073.00	\$ 269,073.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 22,422.75	\$ 45,774.08	\$ 68,765.17
Shelter Plus Care Budget Allocation YTD	\$ 22,422.75	\$ 45,774.08	\$ 68,765.17
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$ 246,650.25	\$ 223,298.92	\$ 200,307.83
VASH Budget	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00
VASH Budget Used YTD	\$ 43,058.00	\$ 83,236.00	\$ 123,414.00
VASH Budget Allocation YTD	\$ 50,000.00	\$ 100,000.00	\$ 150,000.00
<i>Expenditure Surplus (Overage)</i>	\$ 6,942.00	\$ 16,764.00	\$ 26,586.00
Remaining Voucher Budget	\$ 556,942.00	\$ 516,764.00	\$ 476,586.00



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April 23, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St
Lansing Michigan 48933

SUBJECT:
March 2014 Asset Management Monthly Report

CONTACT PERSON:
Rhonda Pagel
Asset Manager, Hildebrandt Park

OVERVIEW:
Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% 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 and we have contractors hired to make units ready.

In March we had a total of 82 emergency work orders 100% were closed or abated within 24-hours. We had 149 routine work orders that were closed during the month (303 new ones for March). 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.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	162	163	204	255	784
Percent Occupied	94%	97%	96%	92%	95%
Move -Ins	3	4	3	17	27
Move-Outs	0	4	3	10	17
Transfers	0	1	3	1	5

Emergency Work Orders	20	27	31	4	82
Routine Work Orders	78	54	120	51	303

Note: Mt. Vernon Park has 5 units offline (4 -Fire), Termites - 1

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 28,898.00	\$ 2,878.00	\$ 26,020.00	90%
Hildebrandt	168	\$ 20,830.00	\$ 1,358.00	\$ 19,472.00	93%
LaRoy Froh	213	\$ 28,047.00	\$ 2,952.00	\$ 25,095.00	89%
South Washington	278	\$ 36,854.00	\$ 8,384.00	\$ 28,470.00	87%
Totals	832	\$114,629.00	\$15,572.00	\$99,057.00	86%





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April 23, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

March 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

This report provides an overview of the March modernization activities for LHC properties. LHC is working towards creating a pool of residents (Section 3) that can be utilized when work becomes available through the Capital Fund or unit turnaround. Increasing the usage of Section 3 companies and households is consistent with HUD's objectives.

South Washington Park

Asset Manager, Janell McLeod held a Section 3 Orientation Meeting on March 20, 2014. Allyson Bolt from Advent House did a presentation highlighting Resume writing, email use and other job skills.

Mt. Vernon

Contractors have been busy at the Mt. Vernon Community Room. Roofing work is completed. A new center beam is installed and wood framing is completed. The new door area has been cut out. Mt. Vernon's Section 3 Orientation is scheduled for April and will be held at the Hildebrandt Park Community Room.

Hildebrandt

Asset Manager, Rhonda Pagel held her Section 3 Orientation on Wednesday, March 12, 2014. (This was the day of the last major snowfall). Rhonda had a very good turn out even though the weather did not cooperate. We have had several resumes turned in from residents who are interested in work.

LaRoy Froh

LaRoy Froh held their Section 3 Orientation on Thursday, March 20, 2014. Allyson Bolt also conducted the Job Skills Orientation for the residents in attendance.



HONEYWELL ESCO PROJECT

The ESCO projects will soon be completed. All of the components are ahead of schedule. Water Management has installed new toilet stools in 90% of the public housing units. The Lighting contractors are working in S. Washington Park scattered sites. Only Forest Road, Hoyt Ave and Hildebrandt Park scattered sites need to be completed to finish their project. Extra insulation will be blown in at Hildebrandt Park attics. Additional insulation will be installed in the rim joists of Mt. Vernon Park's basements. Weather stripping will be installed the three multifamily development.

FUTURE MODERNIZATION ACTIVITIES

An RFP was issued for new doors at South Washington Park and bids are being received for additional security cameras. As a result new doors and additional security cameras will be installed the near future.

NON-MODERNIZATION ACTIVITIES

The Architect will punch out the fire unit at 3856 Wilson for completeness on April 16, 2014.

An RFP was issued for the Fire Restoration at 1513 Comfort. Bids will be opened on April 30, 2014. A prebid and walk through is scheduled at 1513 Comfort Street on April 16, 2014.

