



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

Agenda
Lansing Housing Commission
August 28, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of June 26, 2013
4. Action Items.
 - a) Resolution No. 1181-Approval of Resident Write-Offs June 1, 2013- June 30, 2013
 - b) Resolution No. 1182-Approval of Resident Write-Offs July 1, 2013- July 31, 2013
 - c) Disposition of Administrative Offices 310 Seymour
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 – Patricia Baines-Lake
 - 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 Patricia Baines-Lake
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 June 26, 2013
Lansing Housing Commission & Public Hearing Meeting**

PRESENT AT ROLL CALL: Commissioners Baltimore, Frens, Beverly and Joyce
Commissioner Bakken accessed the meeting by phone.

GUESTS: None

STAFF: Patricia Baines-Lake accessed the meeting by phone.
Ramiro Salazar Lisa Parson
Kendra Schmidtman Janell Mcleod
Rhonda Pagel Cynitha Craig
Melissa Witt

Chairman Baltimore called the meeting to order promptly at 5:35 p. m. Commissioner Baltimore, called the roll.

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve the minutes of the May 22, 2013 Board Meeting. **The Motion was approved.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1179-Approval of Resident Write-Offs May 1, 2013 to May 31, 2013. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution No. 1180-Approval of the Budget 2013-2014. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Patricia Baines-Lake
Housing Choice Voucher Report		Kendra Schmidtman
Verbal 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

Patricia Baines-Lake

Executive Director's Comments: the Administrative offices will move to 419 Cherry Street (the old Davenport Library) August 12, 2013.

The President had no comments

Commissioner Frens requested that the disposition of current Administrative Offices - 310 Seymour be added as an Agenda item at the next Board meeting.

There being no other business, President Baltimore adjourned the meeting at 6:15 p. m.





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August 28, 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 June 2013-Resolution No. 1181

RECOMMENDATION:

Staff recommends adoption of Resolution No.1181 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of June 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$5,536.33 (the full amount of resident balances on accounts closed as of June 30, 2013. The previous three month's write-off balances were:

- May 2013 - \$7,267.60
- April 2013 - \$3,206.33
- March 2013 - \$6,586.73

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 June 30, 2013 total \$5,536.33. 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.

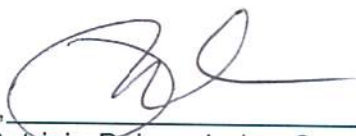
FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$5,536.33 for outstanding rent and other charges due from residents who moved out of an LHC property as of June 30, 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





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

Resolution No. 1181

Adopted by the Lansing Housing Commission

August 28, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$5,536.33 of resident account receivables as of June 30, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1181
Date Adopted: 08/28/2013





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August 28, 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 July 2013-Resolution No. 1182

RECOMMENDATION:

Staff recommends adoption of Resolution No.1182 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of July 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$9,904.75 (the full amount of resident balances on accounts closed as of July 31, 2013. The previous three month's write-off balances were:

- June 2013 - \$5,536.33
- May 2013 - \$7,267.60
- April 2013 - \$3,206.33

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 July 31, 2013 total \$9,904.75. 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 \$9,904.75 for outstanding rent and other charges due from residents who moved out of an LHC property as of July 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





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

Resolution No. 1182

Adopted by the Lansing Housing Commission

August 28, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$9,904.75 of resident account receivables as of July 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerks Use Only

Resolution No: 1182
Date Adopted: 08/28/2013



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

Account Name		2014 Budgeted	July '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (FY)	% Variance	2013 Budgeted	July'12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 423,336	\$ 36,780	\$ 36,780	9%	8%	1%	\$ 455,476	\$ 36,827	\$ 36,827	8%
Bookkeeping Fees	343002	\$ 68,369	\$ 5,940	\$ 5,940	9%	8%	1%	\$ 73,559	\$ 5,948	\$ 5,948	8%
OG Management Fee	343005	\$ 11,400			0%	8%	-8%	\$ 11,400	\$ 950	\$ 950	8%
AMP Management Fee								\$ 100,080	\$ 8,340	\$ 8,340	8%
Management Fee - HCV	343003	\$ 166,474	\$ 13,373	\$ 13,373	8%	8%	0%	\$ 179,124	\$ 14,801	\$ 14,801	8%
Other Income	369000	\$ 63,500	\$ 4,000	\$ 4,000	6%	4%	2%	\$ 50,000	\$ 2,120	\$ 2,120	4%
TOTAL REVENUE		\$ 733,079	\$ 60,093	\$ 60,093	8%	8%	0%	\$ 869,639	\$ 68,986	\$ 68,985	8%
Administrative Salaries	411000	\$ 177,580	\$ 14,365	\$ 14,365	8%	-11%	20%	\$ 273,218	\$ 21,136	\$ (31,356)	-11%
Employee Benefits & FICA	454XXX	\$ 85,801	\$ 23,306	\$ 23,306	27%	-3%	30%	\$ 97,095	\$ 1,568	\$ (2,448)	-3%
Legal	413000							\$ 3,000		\$ 460	
Travel	415000	\$ 7,500			0%	0%	0%	\$ 7,000	\$ -		0%
Auditing Fees	417100	\$ 17,500			0%	0%	0%	\$ 15,000	\$ 4,000	\$ 4,000	0%
Professional Services Contracts	419001							\$ -			
Admin Services Contracts	419002							\$ -	\$ 3,600	\$ 3,600	
General Office	4190xx	\$ 5,000						\$ 100,000	\$ 231	\$ 231	
Professional Services Contracts	419001	\$ 104,000	\$ 4,144	\$ 4,144				\$ -			
Publications	419006	\$ 400			0%	0%	0%	\$ 400	\$ -		0%
Membership Dues & Fees	419008	\$ 10,500	\$ 165	\$ 165	2%	0%	2%	\$ 5,000	\$ -		0%
Postage	419010	\$ 7,000	\$ (2,002)	\$ (2,002)	-29%	-54%	25%	\$ 7,000	\$ (3,777)	\$ (3,777)	-54%
Office Supplies	419014	\$ 9,700	\$ 232	\$ 232	2%	7%	-5%	\$ 5,000	\$ 346	\$ 346	7%
Conference	419016	\$ 2,000			0%	0%	0%	\$ 1,500	\$ -		0%
Bank Fees	419020					0%		\$ -			0%
Computer Maintenance	419022	\$ 27,000			0%	12%	-12%	\$ 20,000	\$ 2,461	\$ 2,461	12%
Outside Printing	419030	\$ 500			0%	0%	0%	\$ 500	\$ -		0%
Software	419032	\$ 5,100			0%	0%	0%	\$ 1,000	\$ -		0%
Automotive	419044				0%	0%	0%	\$ 1,000	\$ 75	\$ 75	0%
Classified Advertising	419040				0%	0%	0%	\$ 1,000			0%
Total Administrative		\$ 459,581	\$ 40,211	\$ 40,211	9%	-5%	14%	\$ 537,713	\$ 29,639	\$ (26,408)	-5%
Healthy Start reimbursable migrant	422000	\$ -	\$ 2,264	\$ 2,264		0%	0%	n/a			
Total Healthy Start		\$ -	\$ 2,264	\$ 2,264							
Water	431000	\$ 2,306	\$ 214	\$ 214	9%	2%	7%	\$ 1,910	\$ 217	\$ 44	2%
Electricity	432000	\$ 19,879	\$ 1,636	\$ 1,636	8%	0%	8%	\$ 23,715	\$ 2,011	\$ 85	0%
Steam & Gas	433000 4350	\$ 11,766	\$ 865	\$ 865	7%	0%	7%	\$ 20,610	\$ 106	\$ 101	0%
Phone/Internet/Communications	419004	\$ 13,300	\$ 782	\$ 782	6%	8%	-2%	\$ 10,300	\$ 785	\$ 785	8%
Total Utilities		\$ 47,251	\$ 3,497	\$ 3,497	7%	2%	6%	\$ 56,535	\$ 3,119	\$ 1,015	2%
Maintenance Materials	442000	\$ 2,000			0%	4%	-4%	\$ 2,000	\$ 72	\$ 72	4%
Maintenance Contracts	4430xx	\$ 40,000	\$ 1,204	\$ 1,204	3%	9%	-6%	\$ 40,000	\$ 3,652	\$ 3,652	9%
Total Maintenance		\$ 42,000	\$ 1,204	\$ 1,204	3%	9%	-6%	\$ 42,000	\$ 3,724	\$ 3,724	9%
Protective Services	448000	\$ 4,250	\$ 179	\$ 179	4%	21%	-17%	\$ 4,250	\$ 900	\$ 900	21%
Insurance	451xxx	\$ 31,000	\$ 1,302	\$ 1,302	4%	4%	0%	\$ 40,000	\$ 1,572	\$ 1,572	4%
SFTB Expenses					0%	0%	0%		\$ 3,771	\$ 3,771	0%
OIG Repayment for SFTB		\$ 19,278			0%	0%	0%	\$ 25,704	\$ 6,426	\$ 6,426	0%
Davenport pymts & Real Estate E	419042	\$ 60,000	\$ 5,000	\$ 5,000	8%	0%	8%	\$ 60,000	\$ 2,592	\$ 2,592	0%
Additional Capital		\$ 63,718	\$ 8,701	\$ 8,701	14%	90%	-77%	\$ 83,436	\$ 17,243	\$ 75,393	90%
TOTAL EXPENSES		\$ 727,079	\$ 60,094	\$ 60,094	8%	8%	0%	\$ 849,638	\$ 68,986	\$ 68,985	8%
NET INCOME (LOSS)		\$ 6,000	\$ (0)	\$ (0)				\$ 20,001	\$ (0)	\$ 0	

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

Account Name		2014 Budget	July'13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	July '12 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,322,983	\$ 115,577	\$ 115,577	9%	7%	1%	\$ 1,570,275	\$ 114,411	\$ 114,411	7%
Excess Utilities	312000	\$ 5,774	\$ -	\$ -					\$ -	\$ -	
Fraud Recovery	330010	\$ -	\$ -	\$ -	0%	0%	0%	\$ 20	\$ 350	\$ 350	0%
Net Operating Subsidy	340000	\$ 3,011,460	\$ 242,741	\$ 242,741	8%	11%	-3%	\$ 2,718,604	\$ 293,735	\$ 293,735	11%
Other Income	369000	\$ 49,700	\$ 705	\$ 705	1%	0%	1%	\$ 21,800	\$ 9	\$ 9	0%
Other Tenant Charges: Late Charges	369001	\$ 42,800	\$ 5,390	\$ 5,390	13%	13%	0%	\$ 37,900	\$ 4,769	\$ 4,769	13%
Maint. Chrg	369002	\$ 41,100	\$ 6,400	\$ 6,400	16%	1%	14%	\$ 33,100	\$ 470	\$ 470	1%
Court Costs	369003	\$ 32,500	\$ 1,416	\$ 1,416	4%	10%	-5%	\$ 35,900	\$ 3,451	\$ 3,451	10%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
Capital Fund Operations 1406		\$ 257,992	\$ -	\$ -		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE		\$ 4,764,309	\$ 372,228	\$ 372,228	8%	9%	-2%	\$ 4,447,025	\$ 417,194	\$ 417,194	9%
Administrative Salaries	411000	\$ 375,744	\$ 33,460	\$ 33,460	9%	8%	0%	\$ 403,884	\$ 34,111	\$ 34,111	8%
Legal	413000	\$ 52,600	\$ 105	\$ 105	0%	27%	-27%	\$ 28,670	\$ 7,773	\$ 7,773	27%
Travel	415000	\$ 2,850	\$ 139	\$ 139	5%	1%	4%	\$ 17,166	\$ 124	\$ 124	1%
Auditing Fees	417100	\$ 13,560	\$ -	\$ -	0%	0%	0%	\$ 20,738	\$ -	\$ -	0%
Professional Services Contracts	419001	\$ 33,000	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 30,000	\$ 1,239	\$ 1,239	4%	10%	-5%	\$ 31,600	\$ 3,033	\$ 3,033	10%
Publications	419006	\$ 900	\$ -	\$ -	0%	0%	0%	\$ 120	\$ 167	\$ 167	0%
Membership Dues & Fees	419008	\$ 2,350	\$ -	\$ -	0%	1%	-1%	\$ 2,120	\$ 20	\$ 20	1%
Postage	419010	\$ 11,370	\$ 2,630	\$ 2,630	23%	6%	17%	\$ 12,208	\$ 776	\$ 776	6%
Collection Fees & Court Costs	419012	\$ 10,850	\$ 2,663	\$ 2,663	25%	1%	24%	\$ 49,908	\$ 333	\$ 333	1%
Office Supplies	419014	\$ 21,600	\$ 8,458	\$ 8,458	39%	9%	30%	\$ 16,930	\$ 1,516	\$ 1,516	9%
Bank Fees	419020	\$ 20,400	\$ 1,798	\$ 1,798	9%	2%	7%	\$ 12,941	\$ 277	\$ 277	2%
Computer Maintenance	419022	\$ 27,900	\$ 111	\$ 111	0%	22%	-21%	\$ 18,536	\$ 4,053	\$ 4,053	22%
Outside Printing	419030	\$ 2,370	\$ 775	\$ 775	33%	3%	29%	\$ 845	\$ 28	\$ 28	3%
Software	419032	\$ 22,600	\$ -	\$ -	0%	0%	0%	\$ 5,300	\$ -	\$ -	0%
Automotive Maintenance	419044	\$ 23,700	\$ 524	\$ 524	2%	0%	2%	\$ 3,600	\$ 1,265	\$ 1,265	0%
Inspections	419050	\$ 35,180	\$ 987	\$ 987	3%	0%	3%	\$ 4,000	\$ 705	\$ 705	0%
Management Fees	419101	\$ 423,336	\$ 36,780	\$ 36,780	9%	8%	0%	\$ 438,752	\$ 36,827	\$ 36,827	8%
Bookkeeping Fees	419102	\$ 68,369	\$ 5,940	\$ 5,940	9%	8%	1%	\$ 73,234	\$ 5,948	\$ 5,948	8%
Recreation/Other Services	422000	\$ 33,650	\$ 1,696	\$ 1,696	5%	4%	2%	\$ 34,000	\$ 1,200	\$ 1,200	4%
Water	431000	\$ 478,805	\$ 37,651	\$ 37,651	8%	8%	0%	\$ 409,249	\$ 32,010	\$ 32,010	8%
Electricity	432000	\$ 163,928	\$ 17,245	\$ 17,245	11%	10%	0%	\$ 150,530	\$ 15,352	\$ 15,352	10%
Gas	433000	\$ 372,015	\$ 5,355	\$ 5,355	1%	1%	0%	\$ 457,281	\$ 6,283	\$ 6,283	1%
Recycling	435000	\$ 32,200	\$ 1,334	\$ 1,334	4%	0%	4%	\$ 44,334	\$ 96	\$ 96	0%
Maintenance Labor	441000	\$ 511,530	\$ 34,106	\$ 34,106	7%	5%	1%	\$ 662,021	\$ 35,839	\$ 35,839	5%
Maintenance Materials	442000	\$ 321,000	\$ 21,802	\$ 21,802	7%	4%	2%	\$ 193,444	\$ 8,515	\$ 8,515	4%
Garbage & Trash	443001	\$ 51,400	\$ 11,160	\$ 11,160	22%	9%	13%	\$ 55,800	\$ 4,830	\$ 4,830	9%
Heating & Cooling	443002	\$ 28,500	\$ 3,180	\$ 3,180	11%	0%	11%	\$ 4,300	\$ 2,464	\$ 2,464	0%
Snow Removal	443003	\$ 10,250	\$ -	\$ -	0%	0%	0%	\$ 10,500	\$ -	\$ -	0%
Elevator Maintenance	443004	\$ 21,540	\$ -	\$ -	0%	0%	0%	\$ 10,500	\$ -	\$ -	0%
Landscape & Grounds	443005	\$ 45,500	\$ 1,690	\$ 1,690	4%	18%	-14%	\$ 21,200	\$ 3,798	\$ 3,798	18%
Unit Turnaround	443006	\$ 135,000	\$ 4,684	\$ 4,684	3%	13%	-9%	\$ 115,500	\$ 14,915	\$ 14,915	13%
Electrical	443007	\$ 7,600	\$ 2,030	\$ 2,030	27%	0%	27%	\$ 9,700	\$ -	\$ -	0%

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

Account Name		2014 Budget	July'13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	July '12 Actual	Year to date Actual	% of Budget Expended
Plumbing	443008	\$ 36,300	\$ 168	\$ 168	0%	0%	0%	\$ 16,600	\$ -	\$ -	0%
Exterminating	443009	\$ 70,120	\$ 3,202	\$ 3,202	5%	11%	-6%	\$ 41,964	\$ 4,491	\$ 4,491	11%
Janitorial	443010	\$ -	\$ 2,320	\$ 2,320	0%	0%	0%	\$ 10,900	\$ -	\$ -	0%
Routine Maintenance	443011	\$ 9,500	\$ 32	\$ 32	0%	0%	0%	\$ 16,500	\$ -	\$ -	0%
Misc.	443012	\$ 81,700	\$ 3,598	\$ 3,598	4%	3%	1%	\$ 22,915	\$ 776	\$ 776	3%
Protective Services - Contracts	448000	\$ 16,250	\$ 752	\$ 752	0%	2%	-2%	\$ 12,732	\$ 285	\$ 285	2%
Property	451001	\$ 119,550	\$ 7,664	\$ 7,664	6%	6%	1%	\$ 110,132	\$ 6,152	\$ 6,152	6%
General Liability	451002	\$ 56,900	\$ 5,918	\$ 5,918	10%	7%	4%	\$ 50,689	\$ 3,434	\$ 3,434	7%
Workers Comp.	451003	\$ 26,325	\$ 2,728	\$ 2,728	10%	8%	2%	\$ 22,860	\$ 1,839	\$ 1,839	8%
Other	451004	\$ 22,900	\$ 532	\$ 532	2%	3%	0%	\$ 17,450	\$ 444	\$ 444	3%
Payments in Lieu of Taxes	452000	\$ 87,300	\$ -	\$ -	0%	0%	0%	\$ 69,540	\$ -	\$ -	0%
OPEB Expense	444400	\$ 49,000	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Employee Benefits - Administrative	454000	\$ 206,097	\$ 24,487	\$ 24,487	12%	1%	11%	\$ 228,464	\$ 1,459	\$ 1,459	1%
Employee Benefits - Maintenance	454100	\$ 309,881	\$ 34,250	\$ 34,250	11%	1%	10%	\$ 140,222	\$ 836	\$ 836	1%
Employer FICA - Administrative	454200	\$ 28,745	\$ 8,496	\$ 8,496	30%	6%	23%	\$ 30,779	\$ 1,912	\$ 1,912	6%
Employer FICA - Maintenance	454300	\$ 39,132	\$ 3,146	\$ 3,146	8%	5%	3%	\$ 50,618	\$ 2,392	\$ 2,392	5%
Extraordinary Maint. - Contracts	461003	\$ -	\$ 525	\$ 525	0%	0%	0%	\$ 23,523	\$ -	\$ -	0%
Reserve Account		\$ 213,013	\$ 36,868	\$ 36,868	17%	0%	17%	\$ 135,624	\$ 112,401		0%
TOTAL EXPENSES		\$ 4,764,309	\$ 372,228	\$ 372,228	8%	8%	0%	\$ 4,328,707	\$ 337,750	\$ 337,750	8%
TOTAL INCOME		\$ -	\$ (0)	\$ (0)				\$ -	\$ -	\$ -	

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

Account Name	G/L Acct #	Current Year							Prior Year			
		FY 2014 Budget	accrued to prior year	July '13 Actual	Year to date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	July '12 Actual	Year to date Actual	% of Budget Expended
Fraud Recovery Funds Retained	330010	15,000				0%	3%	-3%	19,000	485	485	3%
HCV Income - Admin Fees	341500	832,368		66,864	66,864	8%	8%	0%	950,141	76,884	76,884	8%
Other Revenue	369000	500				0%	5%	-5%	500	26	26	5%
TOTAL REVENUE		847,868		66,864	66,864	8%	8%	0%	969,641	77,395	77,395	8%
Administrative Salaries	411000	234,054		33,798	33,798	14%	9%	6%	370,285	32,870	32,870	9%
Legal	413000	2,000		1,073	1,073	54%	0%	54%	800	0	0	0%
Staff Training	414000	6,000				0%	14%	-14%	6,000	826	826	14%
Travel	415000	1,000				0%	0%	0%	1,000	0	0	0%
Auditing Fees	417100	5,000				0%	0%	0%	5,000	0	0	0%
Telephone	419004	6,000				0%	8%	-8%	10,000	849	849	8%
Publications	419006	2,500		279	279	11%	66%	-55%	500	329	329	66%
Membership Dues & Fees	419008	4,500				0%	22%	-22%	2,000	433	433	22%
Postage	419010	14,000		1,000	1,000	7%	14%	-6%	14,000	1,892	1,892	14%
Police Reports/Cred Chks	419012	14,000		7	7	0%	0%	0%	4,000	7	7	0%
Office Supplies	419014	17,000		378	378	2%	15%	-13%	9,000	1,382	1,382	15%
Conference	419016	1,000				0%	0%	0%	1,000	0	0	0%
Computer Maintenance	419022	15,000				0%	14%	-14%	15,000	2,154	2,154	14%
Outside Printing	419030	3,500		1,393	1,393	40%	6%	34%	3,500	202	202	6%
Software	419032	34,000				0%	0%	0%	10,000	0	0	0%
Office Furniture	419038					0%	0%	0%	0	2,737	2,737	0%
Classified Advertising	419040	850				0%	0%	0%	1,700	0	0	0%
Office Rent	419042	24,000		4,000	4,000	17%	8%	8%	24,000	2,000	2,000	8%
Automotive Maintenance	419044	4,500		434	434	10%	12%	-3%	3,000	366	366	12%
Inspections	419050	47,317		3,905	3,905	8%						
COCC - HCV Program Expense	419103	166,474		2,822	2,822	2%	8%	-6%	190,028	14,801	14,801	8%
Utilities - Water	431000	3,592		349	349	10%	10%	-1%	3,000	313	313	10%
Utilities - Electricity	432000	31,434		2,670	2,670	8%	9%	-1%	29,000	2,642	2,642	9%
Utilities - Steam	439000 433000	19,198		1,411	1,411	7%	1%	6%	15,000	165	165	1%
Maintenance Contracts	443xxx	18,500		34	34	0%	5%	-5%	21,000	988	988	5%
Insurance	451xxx	18,000		835	835	5%	8%	-3%	18,000	1,431	1,431	8%
Employee Benefits	454xxx	131,082		11,535	11,535	9%	2%	7%	210,891	3,560	3,560	2%
Housing Assistance Payment	471900											
Shelter Plus Care												
Reserve Account		23,368		941	941	4%	0%	4%	1,936	7,449	7,449	0%
TOTAL EXPENSES		847,868	0	66,864	66,864	8%	8%		969,641	77,395	77,395	8%
NET INCOME (LOSS)		0		(0)	(0)				(0)	0	0	



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

August 15, 2013

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report July 2013 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 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 July. 100% of all waitlist files are being audited. Zero (0) files were audited in July.
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 eight (8) QC reviews of unit rents in July. The QC review indicated 100% of the rents approved by LHC in July 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 Zero (0) QC file reviews on non-waitlist participant files in July. Zero (0) errors were reported and corrected within 30 days.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in July.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited Two (2) 24-hour HQS deficiencies in the month of July. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.



The Lansing Housing Commission Housing Choice Voucher Program Housing Assistance payments exceed the funding provided by HUD as a result of sequestration funding reductions. As such, LHC changed the administrative plan to provide assistance based on two heartbeats per bedroom without regard for gender or age, we stopped issuing vouchers as households dropped off in April (note our utilization has decreased) and we reduced our funding level to 95% of HUD's Fair Market Rents (FMR) for this area. The change in the FMR's has caused difficulty in finding suitable quality rental units and increased the time it takes to find a rental unit.

In addition to the steps described above, LHC participates in a monthly Triage call, with local and regional HUD experts, to discuss our progress in addressing the HAP shortfall and we qualify for and requested additional assistance from HUD. Finally, because of the occupancy standard changes which were made and recent changes in HUD's FMRs, it appears LHC can increase the voucher funding level to 110% of the area FMR's. This change will enable participants to find better quality rental units faster.



Respectfully submitted, _____

Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	May 2013	June 2013	July 2013
TOTAL NEW LEASES	9	1	1
Total Move-outs	10	16	25
Net	-1	-15	-24
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)	18	16	17
TOTAL RECERTIFICATIONS DUE BY MONTH	154	149	146
Annual Recertifications Completed	143	138	143
Annual Delinquent Reexaminations	0	0	0
Interims Completed	86	109	63
TOTAL INSPECTIONS DUE BY MONTH	89	120	124
Annual HQS Inspections Completed	102	119	122
Annual HQS Delinquent Inspections (PIC)	1	1	0
New RFTA Inspections	21	12	16
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	37	37
Total # of HCV Accts. Rec.	12	10	7
Monthly Total Amount Owed	\$4,150.12	\$3,385.06	\$3,053.27
Monthly Total Amount Collected	\$393.50	\$283.25	\$707.94
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1566	1580	1556
% UTILIZED UNITS	92.12%	92.94%	91.53%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	50	51	51
VASH Voucher Utilization	79	79	81
Monthly Total Voucher Unit Utilization	1695	1710	1688
Total HCV Budget for 2011	\$10,153,272.00	\$10,153,272.00	\$10,153,272.00
Total HCV Budget Used YTD	\$4,358,944.90	\$5,212,808.90	\$6,074,076.90
HCV Budget Allocation YTD	\$4,276,441.00	\$5,056,081.00	\$5,835,721.00
<i>Expenditure Surplus (Overage) *</i>	<i>(\$82,503.90)</i>	<i>(\$156,727.90)</i>	<i>(\$238,355.90)</i>
Remaining Voucher Budget	\$5,794,327.10	\$4,940,463.10	\$4,079,195.10
Shelter Plus Care Budget	\$254,700.00	\$254,700.00	\$254,700.00
Shelter Plus Care Budget Used YTD	\$100,426.00	\$118,509.00	\$140,652.00
Shelter Plus Care Budget Allocation YTD	\$100,426.00	\$118,509.00	\$140,652.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$154,274.00	\$136,191.00	\$114,048.00
VASH Budget	\$420,000.00	\$420,000.00	\$420,000.00
VASH Budget Used YTD	\$178,306.00	\$214,300.00	\$248,094.00
VASH Budget Allocation YTD	\$195,000.00	\$235,000.00	\$275,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$16,694.00</i>	<i>\$20,700.00</i>	<i>\$26,906.00</i>
Remaining Voucher Budget	\$241,694.00	\$205,700.00	\$171,906.00



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

August 28, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
July 2013 Asset Management Monthly Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95.5% at the end of July. 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 July we had a total of 84 emergency work orders. 100% were closed or abated within 24 hours. We had 187 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.

	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	163	158	208	257	791
Percent Occupied	98%	94%	98%	92%	95.5%
Move -Ins	0	0	0	5	5
Move-Outs	2	6	0	10	18
Transfers	1	0	2	0	3

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



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting August 28, 2013

Monthly Asset Management Report July 28, 2013

Page 1 of 2

Emergency Work Orders	18	34	21	27	84
Routine Work Orders	44	21	97	83	245

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

Collection Status:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 28,005.00	\$ 1,350.00	\$ 26,655.00	95.00%
Hildebrandt	168	\$ 20,370.00	\$ 1,167.00	\$ 19,203.00	94.00%
LaRoy Froh	213	\$ 26,882.00	\$ 5,945.00	\$ 20,937.00	78.00%
South Washington	279	\$ 39,622.00	\$ 3,872.50	\$ 35,749.50	90.00%
Totals	833	\$ 114,879.00	\$ 12,334.50	\$ 102,544.50	89.00%





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August 28, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

June 2013 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

LHC Commissioners approved Laux Construction LLC, as the contractor the South Washington Park Community Room renovation. The contract start was delayed because asbestos (which was unforeseen) had to be removed construction commence in September 2013. The contract shall be completed 90 days from the start date.

VIDCom completed installation of the new electronic surveillance system at South Washington Park in July.

FUTURE MODERNIZATION ACTIVITIES

Hobbs + Black Associates continue the design work for the Mt. Vernon Community Room. Preliminary design concepts have been discussed. Design will be completed within 2 months.

MC Smith Associates & Architectural Group finalized the design and specifications to reconstruct the fire unit at 3856 Wilson (Mt. Vernon). The contractor has been selected all insurance negotiations are complete and the work will commence shortly.

DLZ is finalizing specifications for exterior door replacements at South Washington.

Selected Architectural Firms are working on kitchen and bath designs for LaRoy Froh, Mt. Vernon and Hildebrandt. More information will be forthcoming as this work progresses.





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**LHC Board
Sign-In Sheet
Date of Meeting: August 28, 2013**

Name	Organization	Phone #	E-mail
Patricia Banks-Lee	LHC	372-7996	patbl@lansh.org
Bobby Joyce	LHC	256-5562	Bobby.Joyce@gmail.com
BEN BAKKEN	AMERICAN EAGLE SUPERSTORE	505-5151	bene bigfireworks.com
Melissa Witte	LansingHousing	321-6054	melissaw@lansh.org
Janell McLeod	LHC	393-8464	Janellm@lansh.org
Lisa Persons	LHC	393-4290	Lisp@lansh.org
Rhonda Pagel	LHC	372-7145	rhondap@lansh.org
Kris Whipple	LHC	393-4290	KnsW@lansh.org
RAMIRO SALAZAR	LHC	853-3066	ramiros@lansh.org

