



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

AGENDA
LANSING HOUSING COMMISSION
January 24, 2012

1. Call to Order.
 2. Roll Call.
 3. Approval of Minutes of October 26, 2011
 4. Action Items
 - a. Resolution 1136 Electronic Communication/Social Media Policy –Ed Forrest
 - b. Resolution 1137 - MERS 457 Deferred Compensation - Patricia Baines-Lake
 - c. Resolution 1138 Tenant account Write offs– Ramiro Salazar
 - d. Resolution 1139 Conflict of Interest Policy Update
 5. Closed Session Potential Litigation - Asphalt
 6. Informational Items:
 - a. Financial Reports - Ramiro Salazar
 - b. Asset Management Report – Forrest Babcock
 - i. Capital Fund Report- Forrest Babcock
 - ii. Mt. Vernon & Scattered Sites AMP 102-104 Lisa Parsons
 - iii. Hildebrandt AMP 103 Rhonda Pagel
 - iv. LaRoyFroh AMP 111 Janelll McCloud
 - v. South Washington AMP 112 Dave Abood
 - c. Housing Choice Voucher Report – Debra Baker
 7. Executive Director's Quarterly Report (Fourth Quarter)
 8. President's Comments
 9. Public Comment – limit 3 minutes per person
 10. Other Business.
- Adjournment.





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

**MINUTES OF THE OCTOBER 26, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: All Commissioners Present

Guest: Gretchen Cochran, Lisa Webb Sharpe, Chris Strugar-Fitch

STAFF:	Patricia Baines-Lake	David Abood
	Kendra Schmidtman	Forrest Babcock
	Rhonda Pagel	Ramiro Salazar
	Dona Davenport	Lisa Parsons

President Baltimore called the meeting to order at 6:00 pm.

All Commissioners were present at roll call.

The Minutes of August 24, 2011 regular Board Meeting were presented for approval. Commissioner Nelson moved to approve the minutes and Commissioner Frens seconded the motion.

Approved: Unanimously

The Minutes of Special Meeting of September 7, 2011 were presented for approval. Commissioner Nelson moved to approve the minutes and Commissioner Frens seconded the motion.

Approved: Unanimously

Resolution #1135 –Approval to write off uncollected rental accounts. The figure of \$3,754.40 reflects balances that are older than 90 days, covering April 1, 2011 through June 30, 2011. Commissioner Nelson moved to approve Resolution #1130, with Commissioner Robbins seconding the motion.

Approved: Unanimously

Election of Vice-president-President Baltimore asked for nominations for Vice-president. Commissioner Frens nominated Gina Nelson. President Baltimore asked for a motion to elect Gina Nelson Vice-president. Commissioner Frens moved to approve the motion. Commissioner Beverly seconded the motion.

Approved Unanimously



Ramiro Salazar, Finance Manager presented the Low Income Public Housing Central Office Cost Center and Housing Choice Voucher financial reports.

Director of Asset Mgmt., Forrest Babcock presented the Asset Management Overview and LaRoy Froh's August and September activities – PIC reporting continues to meet HUD's expectations

Mr. Babcock also reported on the Capital Fund Programs. Director Lake advised the board of the decision to utilize Anderson window for the LaRoy Froh project. She also reported we signed a contract with Laux Construction as the General Contractor for the Hildebrandt office and garage renovations.

Asset Manager's, Parsons, Pagel and Abood presented their individual reports on Mt. Vernon, Hildebrandt and South Washington respectively. Occupancy is still strong in all developments.

Vice-president Nelson spoke briefly to the online application system at DHS and recommended that we tell our clients not to use it at this time.

Kendra Schmidtman presented the Housing Choice Voucher Report to the Board noting the waiting list is completely depleted. Director Lake spoke about opening the HCV Waitlist – and what it will involve.

The Conflict of Interest Policy was presented to the Board – with suggested changes. Director Lake spoke about the reason for consideration of the changes. The Board was asked to review the policy for consideration at the next meeting.

Director Lake also presented Public Act 18 to the Board for their review. This is the Act that governs Housing Commissions.

President Baltimore welcomed new Commissioner Bryan Beverly to the Housing Commission.

The Board was presented with Lansing Community College's correspondence and offer in regards to the Oliver Tower lot and the City parking lot. Director Lake reminded the Board that we had amended our original disposition approval to include a land swap – but since the property swap was not moving forward– the original disposition approval remains in effect. Director Lake also reminded everyone that they are separate parcels.

Public Comment: Lisa Webb Sharpe spoke to the offer from LCC. When asked if the offer from LHC was valid if Oliver Tower, not including the City lot she responded: "certainly we are interested in obtaining the Oliver Tower site but I cannot speak specifically about LCC's interest in one lot and not the other at this time. However,



please do not construe this response as a lack of interest in the Oliver Tower site alone."

Gretchen Cochran spoke as an interested neighbor to Lansing Housing Commission. She complemented the staff on their enthusiasm and dedication to their jobs.

There being no further business, President Baltimore adjourned the meeting.

The meeting adjourned at 7:13 pm.



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

**Lansing Housing Commission
Policy No. 2012-1
Electronic Communication/Social Media Policy**

PURPOSE

The purpose of Lansing Housing Commission's Electronic Communication and Social Media Policy is to maximize the benefits of electronic communications to LHC, and its employees and customers, protect LHC and its employees from liability and/or performance challenges, highlight the problems associated with inappropriate use of social media and describe the consequences of policy violations.

I. Company Property

As a productivity enhancement tool, LHC provides and encourages the business use of electronic communications (notably the Internet, voice mail, electronic mail, and fax). Electronic communications systems, owned by LHC, and all messages generated on or handled by these electronic communications systems, including back-up copies, are considered to be the property of LHC. Any attempt to violate, circumvent and/or ignore these policies could result in corrective action, up to and including termination. (Note: Computer and Electronic Equipment Policy #2009-11)

II. Authorized Usage

LHC's electronic communications systems must be used solely to facilitate the business of the company. Users are forbidden from using LHC electronic communication systems for private business activities, personal, or amusement/entertainment purposes. Employees are reminded that the use of company resources, including electronic communications, should never create either the appearance or the reality of inappropriate use. Inappropriate use may result in loss of access privileges and disciplinary action, up to and including termination. (Note: Section J Computer and Electronic Equipment Policy #2009-11)

III. Proper Usage

Employees are strictly prohibited from using LHC computers, e-mail systems, and Internet access (except at lunch or break) for personal reasons or for any improper purpose (at any time). Some specific examples of prohibited uses include, but are not limited to:

- A. Transmitting, retrieving, downloading, or storing messages or images which are offensive, derogatory, off-color, sexual in content, or otherwise inappropriate in a business environment.
- B. Making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party.
- C. Transmitting, retrieving, downloading, or storing messages or images relating to race, religion, color, sex, national origin, citizenship status, age, handicap, disability, sexual orientation, or any other status protected under federal, state and local laws.
- D. Communicating confidential information to individuals inside or outside LHC or to other organizations, without specific authorization from management to do so
- E. Sending or receiving confidential or copyrighted materials without prior authorization.
- F. Soliciting personal business opportunities, or personal advertising.
- G. Gambling, monitoring sports scores, or playing electronic games.

IV. User Identification

Where electronic communication systems provide the ability to identify the activities of different users, these facilities shall be implemented. For example, electronic mail systems shall employ personal user-IDs and associated passwords to isolate the communications of different users. Fax machines that do not have separate mailboxes for different recipients may not support user separation.

V. User Accountability

Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else besides the authorized user. To do so exposes the authorized user to responsibility for actions taken by others with the password. Violation of this could result in corrective action towards the authorized user and the person receiving the password, up to and including termination. If users need to share computer resident data, they should utilize message forwarding facilities, public directories on local area network servers, and other authorized information-sharing mechanisms. To prevent unauthorized parties from obtaining access to electronic communications, users must choose passwords, which are difficult to guess (for example, not a dictionary word, not a personal detail, and not a reflection of work activities).

VI. User Identity

Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communications system is forbidden. The user name, electronic mail address, organizational affiliation, and related information included with electronic messages or postings must reflect the actual originator of the messages or postings.

VII. No Expectation of Privacy

Employees should expect that all information created, transmitted, downloaded, received or stored in LHC computers may be accessed by LHC at any time, without prior notice. Employees should not assume that they have an expectation of privacy or confidentiality in such messages or information (whether or not such messages or information is password protected), or that deleted messages are necessarily removed from the system.

VIII. Regular Message Monitoring

Contents of electronic communications may be monitored and the usage electronic communications systems will be monitored to support operational, maintenance, auditing, security, and investigative activities. LHC reserves the right to disclose any electronic messages to law enforcement officials without prior notice to any employees who may have sent or received such messages. Users should structure their electronic communications in recognition of the fact that LHC will, from time to time, examine the content of electronic communications. Employees are reminded that all messages are LHC records. Therefore, LHC reserves the right to access and disclose all messages sent over its electronic messaging systems. LHC's IT vendor and Supervisors may review the electronic communications of the employees they supervise to determine whether there have been any breaches of security, violations of LHC policy or unauthorized actions on the part of the employee.

IX. Contents of Messages

Workers must not use profanity, obscenities, or derogatory remarks in electronic messages discussing employees, customers, competitors, or others. Such remarks—even when made in jest—may create legal problems such as trade libel, defamation of character, or harassment/discrimination claims.

Special caution is warranted because backup and archival copies of electronic mail may actually be more permanent and more readily accessed than traditional paper communications. Therefore, transmission of obscene or harassing messages to any other individual is strictly prohibited.

X. Message Forwarding

Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding messages. LHC's sensitive information must not be forwarded to any party without the prior approval of a supervisor. Blanket forwarding of messages to parties outside LHC is prohibited unless prior permission of the supervisor has been obtained.

XI. Handling Information About Security

Users must promptly report all information security alerts, warnings, suspected vulnerabilities, and the like to their supervisor. Users are prohibited from utilizing LHC systems to forward such information to other users, whether the other users are internal or external to LHC.

XII. Public Representations

No media advertisement, Internet home page, electronic bulletin board posting, electronic mail message, voice mail message, or any other public representation about LHC may be issued unless it has first been approved by Executive Director, and/or legal counsel prior to usage.

XIII. Harassing or Offensive Materials

LHC computer and communications systems are not intended to be used for, and must not be used for the exercise of the workers' right to free speech. Sexually explicit words and images, ethnic slurs, racial epithets, religious or political statements or anything else that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, religious beliefs, or political beliefs may not be displayed or transmitted. Unwanted telephone calls, electronic mail, and internal mail are strictly prohibited and is cause for disciplinary action including termination. Users are encouraged to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. If the originator does not promptly stop sending offensive messages, Users must report the communications to their supervisor and Human Resources.

LHC retains the right to remove from its information systems any material it views as offensive or potentially illegal.

XIV. Communication Using Social Media

Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage staff to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of LHC in any fashion.

2. Do not disclose confidential or proprietary information regarding the company, your co-workers or customers. Use of copyrighted or trademarked company information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with your manager.
3. Do not disclose information that could subject the company to legal liability. Data about certain financial transactions, confidential information as described by the U. S. Department of Housing and Urban Development, information about medical and health records, and other disclosures may be restricted by state or federal laws. If LHC is subjected to government investigation or financial liability based on your disclosures, the company may seek to hold you personally responsible.
4. Do not use LHC logos, trademarks, or other symbols in social media. You may not use the company name to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
5. Be respectful of the privacy and dignity of your co-workers and LHC clients. Do not use or post photos of co-workers without their express consent and do not post the same for clients under any circumstances.
6. Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the company name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate LHC policy, you may be subject to discipline up to and including immediate termination.
7. Ensure that engaging in social media does not interfere with your work commitments.

Violations of this Policy may result in discipline up to and including dismissal.



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

March 24, 2012

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

SUBJECT:

**APPROVAL OF LANSING HOUSING COMMISSION'S ELECTRONIC
COMMUNICATION POLICY - RESOLUTION NO. 1136**

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1136 which adopts the Lansing Housing Commission's ("LHC") Electronic Communication Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution creates a new Electronic Communication Policy which is designed to address an emerging nationwide problem which has spawned lawsuits.

BACKGROUND:

More and more U. S. Companies are being sued because of electronic communications of employees both during and after work hours. These lawsuits involve co-worker to co-worker interactions, customer to employee interactions, and information which goes viral. LHC has daily interactions with the public during which the public has an expectation of privacy. With the expansion of electronic communication devices we have determined it is necessary to set forth rules and guidelines which cover this issue, provide direction to employees and establish an expectation for internal and external customers.

FINANCIAL CONSIDERATION:

There are no financial considerations associated with this policy. The intent is to protect LHC against a financial liability because of actions/inactions by employees.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to establish Policies *which* govern the operations of the LHC. Adopting the Electronic Communications Policy



fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted, 

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





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

RESOLUTION NO. 1136

ADOPTED BY THE LANSING HOUSING COMMISSION

March 24, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission Electronic Communication and Social Media Policy # 2012-1 is adopted and effective immediately. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer the Policy.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1136
DATE ADOPTED: 03/24/2011





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

January 24, 2012

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

SUBJECT:

**APPROVAL FOR LANSING HOUSING COMMISSION TO ENTER INTO AN
AGREEMENT WITH THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM
("MERS") TO PROVIDE 457 DEFERRED COMPENSATION SERVICES -
RESOLUTION NO. 1137**

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1137 which authorizes the Executive Director to implement a 457 Deferred Compensation Plan for all Full Time Employees through the Municipal Employees Retirement System.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution creates an additional 457 Deferred Compensation Option for full time LHC employees.

BACKGROUND:

The Lansing Housing Commission currently offers two 457 Deferred Compensation Plan options to all full time employees. Neither plan has heavy participation. However, each of the current providers along with MERS made a presentation to employees at our October all staff meeting. After the presentation several Employees expressed an interest in the MERS 457 deferred compensation option. Staff evaluated the pros and cons of expanding the number of plans offered to employees and determined the administrative requirements attached to this additional plan are minimal. Therefore, based on the staff response and the interest we are making this recommendation.

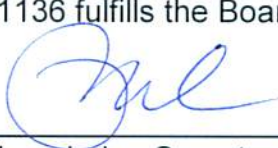
NOTE: MERS is the agency which provides our defined retirement benefit. Many employees cited that as a reason for requesting that we consider adding MERS as a deferred compensation plan option.

FINANCIAL CONSIDERATION:

There no financial considerations associated with this additional deferred compensation plan option.

POLICY CONSIDERATIONS:

One of the major responsibilities of the Board is to provide governance over the operations of the LHC. Adopting Resolution 1136 fulfills the Board's fiduciary responsibility to provide governance to LHC.

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. 1137

ADOPTED BY THE LANSING HOUSING COMMISSION

January 24, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission authorizes Patricia A. Baines-Lake, in her capacity as Executive Director, or her designee to sign and transmit any and all information required by the Municipal Employees Retirement System to implement their 457 Deferred Compensation Program.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1137
DATE ADOPTED: 01/24/2011





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

January 24, 2012

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL OF LANSING HOUSING COMMISSION'S ACCOUNTS RECEIVABLE
WRITE-OFF'S FOR THE THIRD QUARTER OF 2011 - RESOLUTION NO. 1138**

RECOMMENDATION:

Staff recommends adoption of Resolution No.1138 which authorizes the finance division to write off accounts receivable in excess of 90 days for the period July 1, 2011 through September 30, 2011.

CONTACT PERSON:

Ramiro Salazar
Finance Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$913.95 (the full amount of resident balances that are older than ninety [90] days) covering July 1, 2011 – September 30, 2011.

BACKGROUND:

It is an industry practice to write off tenant receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio between July 1, 2011 and September 30, 2011 total \$913.95. This figure was computed by taking the Aged Receivables for all tenants less the Aged Receivables for Active Tenants. As required by our policy this report is updated and presented to you quarterly for your approval.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$913.95 for outstanding rent and other charges due from residents who moved out of an LHC property between July 2011 and September 2011. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered and LHC receives the balance. 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. 1138

ADOPTED BY THE LANSING HOUSING COMMISSION

January 24, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to immediately write off \$913.95 of resident account receivables covering July 1, 2011 – September 30, 2011.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1138
DATE ADOPTED: 01/24/2012





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

March 24, 2012

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

SUBJECT:

APPROVAL OF LANSING HOUSING COMMISSION'S REVISED CONFLICT OF INTEREST POLICY - RESOLUTION NO. 1139

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1139 which adopts the Lansing Housing Commission's ("LHC") Revised Conflict of Interest Policy.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution revises LHC's Conflict of Interest Policy to address how we will resolve conflict caused by employees or Officers being/becoming HCV landlords.

BACKGROUND:

When LHC adopted the original Conflict of Interest policy in 2009 at least one employee was an existing HCV LHC landlord. In order to address this issue LHC ported the employees HCV (client) to another administering agency with jurisdiction in Ingham County. The policy did not envision how LHC would handle this issue if it arose again. We also did not realize how the policy might adversely affect employees or current and future Commissioners.

Based on how marketing for rental properties takes place at any given time both an employee or a Commissioner could inadvertently have an LHC HCV holder attempt to lease their unit. In addition, disallowing an employee or a Commissioner to lease to a LHC Voucher holder limits their ability to market their unit.

This policy revision seeks to allow employees and Commissioners to freely market their units while also ensuring non conflict of interest is created because of their positions. Additionally, rather than handling this issue on a case by case basis we are seeking to include a methodology for resolving the conflict in the body of the policy.



FINANCIAL CONSIDERATION:

When LHC ports a voucher the receiving agency can absorb the port and pay the subsidy from their HCV budget or bill the porting agency. Depending upon the payment standard there could be a reduction in the funds LHC has available to subsidize other voucher holders. The one unit which was ported when the policy was initially adopted was absorbed by MSHDA which cost us staff time and effort to process an additional voucher. Another unit was recently ported and not absorbed as of this date. If MSHDA does not absorb this Voucher it could reduce the funds LHC has to subsidize HCV recipients approximately \$720 per year plus the staff time associated with reissuing a voucher. The \$720 is the difference between LHC's payment standard and the receiving agency's payment standard.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to establish Policies which govern the operations of the LHC. Adopting the Electronic Communications Policy fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted, _____



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





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

RESOLUTION NO. 1139

ADOPTED BY THE LANSING HOUSING COMMISSION

March 24, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission authorizes Patricia A. Baines-Lake, in her capacity as Executive Director, or her designee to implement Policy # 2012-2 Conflict of Interest – update with immediate effect.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1139
DATE ADOPTED: 03/24/2011





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

January 24, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

ASSET MANAGEMENT MONTHLY REPORT December, 2011 REPORTING MONTH

CONTACT PERSON:

Forrest Babcock
Director of Asset Management

OVERVIEW:

Lansing Housing Commission communities continue to maintain occupancy. Our overall occupancy is at 96.95% for the month. The communities achieved an accuracy score of 100% on submissions to PIC with 91% of the recertification's completed. Less than three percent of our resident base was served notices due to lease violations. In this month we closed 82% of the routine work orders along with 100% of the emergency work orders. Accounts receivables increased.

OCCUPANCY:

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

- Hildebrandt 99.4%,
- South Washington Park 97.1%,
- Mt Vernon 96.5%
- LaRoy Froh 94.8%

We have established the site based waiting lists; we expect to open the lists for specific unit sizes in the next three months. This month saw another pull from HCV and the holiday season.

LEASE ENFORCEMENTS:

Thirty eight households required either a written warning or lease violation letters in this month. Twenty required legal notice in the form of seven or thirty day notices for lease violations.



WORKORDERS:

Emergency work orders were closed at 100% for the month. Daily work orders had an 82% closure rate. Carry over work orders decreased by 5% this month.

ACCOUNTS RECEIVABLES:

Accounts receivables commission wide increased with receivable rates ranging from 5.9% to 22.5% our achievements for the month are:

- Hildebrandt 7.12%,
- Mt Vernon 13.24%,
- South Washington Park 8.7% and
- LaRoy Froh at 22.5%

Our rates have grown due to the Christmas moratorium on court actions and a change in management at LaRoy Froh.

MODERNIZATION REPORT

The December Modernization report is attached for your review.

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

January 24, 2012

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

HONORABLE MEMBERS IN SESSION

SUBJECT:

**MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT
DECEMBER 2011 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. No files were drawn down in December. 100% of all waitlist files are being audited. 7 files were audited in December. No errors were reported.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on 2 units per month. LHC performed QC reviews of 11 unit rents in December. The QC review indicated 100% of the rents approved by LHC in December met HUD's rent reasonableness standard.
3. HUD requires a QC review of 2 files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC performed QC reviews on 3 files, or 1/2% of all current, non-waitlist participant files in December. 100% of the adjusted income was correct.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of 2 units per month. The LHC performed 5 QC inspections in December. One new violation was found. Landlords are allowed 30 days to make repairs before payment is abated.



5. HUD requires 98% of any 24 hour HQS deficiencies to be completed within 24 hours. The LHC cited 5 24-hour HQS deficiencies in the month of December. 5 inspections or 100% were completed within 24 hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:





**LANSING HOUSING COMMISSION
2012-2
CONFLICT OF INTEREST POLICY**

1. No LHC employee, Commissioner, officer or their Relative shall:

a. enter into any contract, subcontract or arrangement relating to any LHC project or activity involving the expenditure of public funds, in which any employee, officer or member of LHC or their Relative during his or her tenure, or for one (1) year thereafter, has any direct or indirect financial or other interest.

b. solicit or accept employment with any LHC Contractor, Subcontractor or Supplier or with any potential LHC Contractor, Subcontractor, or Supplier during the employee, officer or member's tenure with LHC or for one (1) year thereafter.

c. engage in a business or other employment related to the housing industry without the prior, written approval of LHC.

If a LHC employee is approved to engage in a business or other employment related to the housing industry, the employee shall not process any Housing Assistance Payment contracts for or refer LHC customers to any properties with which the employee may be associated through the business or the employment.

If an LHC officer is engaged in a business or employment related to the housing industry, the officer shall not vote or participate in discussions on any policy and/or proposal where he/she might benefit financially.

2. No LHC employee, officer or member or their Relative shall be (i) a present or former LHC Commissioner, (ii) a present or former LHC employee who assists (assisted) in the formulation of policy or who influences (influenced) decisions on projects or contracts within the last twelve (12) months, or (iii) a Prohibited Person.

3. No LHC employee, officer or member or their Relative or a company in which the LHC employee, officer or member or their Relative has a direct or indirect financial or other interest shall have a direct or indirect financial or other interest in any housing assistance contract, i.e., Housing Choice Voucher ("HCV") HAP contract or otherwise, with LHC during the employee, officer or member's tenure or for one (1) year thereafter.

No LHC officer, employee or commissioner may lease a unit to a HCV participant unless that voucher is ported to another agency.

If a HCV is ported to another agency as discussed above, the action must be reported at the next subsequent LHC board meeting.

4. For purposes of this policy, the following definitions apply:

Relative

Means parents, siblings, children, grandparents, grandchildren, uncles, aunts, first cousins, nieces, nephews, spouses, in-laws, i.e., father, mother, son, daughter, brother, sister-in-law, step-parents, step-children, step-siblings, half-siblings.

LHC Contractors, Subcontractors or Suppliers

Means any business or person who submitted, or participated in, a bid in response to a LHC procurement of goods or services or otherwise has participated directly or indirectly in supplying goods and services to LHC.

Prohibited Person

Means any public official, member of the Lansing City Council or a Michigan legislator who exercises functions or responsibilities with respect to LHC.

5. LHC expressly reserves the right to waive the prohibitions of this policy where the Commission reasonably determines the interest in or benefit to be derived by the LHC employee, officer or member is de minimus or is vastly outweighed by the benefit to be derived by LHC. However, no waiver shall be granted if it would violate any applicable federal, state or local regulation or law, or the terms and conditions of the Annual Contributions Contract entered into between the LHC and HUD, as amended ("ACC") from time to time.
6. The standard of conduct here imposed upon the LHC, its employees, officers and members in implementing this policy shall not be merely to avoid the conduct prohibited herein (subject to the Commission's right of waiver) or under any applicable law, regulation or the ACC, but to avoid even the appearance of improper conduct.
7. All LHC officers and employees shall annually complete a Conflict of Interest Disclosure Form to enable LHC to monitor compliance with this policy.
8. This policy adopted by Resolution No. 1077, on November 16, 2009 and revised on January 24, 2012 and by this reference, any applicable federal, state or local regulation or law shall constitute LHC's Conflict of Interest Policy.

Lansing Housing Commission
December Monthly Report
7/1/11 - 06/30/12

6

5005

Central Office Cost Center

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	436,831	218,416	222,680	4,264
Bookkeeping Fees	73,494	36,747	35,963	(785)
OG Management Fee	14,136	7,068	4,673	(2,396)
AMP Management Fee	97,961	48,981	0	(48,981)
Management Fee - Section 8	171,488	85,744	81,035	(4,709)
Interest on General Fund Inv.	3,000	1,500	0	(1,500)
Other Income	35,000	17,500	73,143	55,643
TOTAL REVENUE	831,910	415,955	417,493	1,538
Administrative Salaries	335,456	167,728	206,719	38,991
Employee Benefits	154,721	77,361	52,321	(25,040)
Legal	35,000	17,500	1,854	(15,646)
Publications	1,000	500		(500)
Membership Dues & Fees	2,500	1,250	800	(450)
Postage	1,500	750	800	50
Office Supplies	10,000	5,000	3,335	(1,665)
Conference		0	899	899
Bank Fees	4,000	2,000		(2,000)
Computer Maintenance	7,000	3,500	11,714	8,214
Outside Printing	2,000	1,000		(1,000)
Software	5,000	2,500	393	(2,107)
Office Furniture & Equip. Not Cap.	7,000	3,500		(3,500)
Classified Advertising		0	135	135
Total Administrative	565,177	282,589	278,970	(3,618)
Water	3,000	1,500	666	(834)
Electricity	22,000	11,000	11,856	856
Steam & Gas	24,000	12,000	5,434	(6,566)
Phone/Internet/Communications	13,000	6,500	5,641	(859)
Total Utilities	62,000	31,000	23,596	(7,404)
Automotive Maintenance		0		0
Maintenance Materials	1,000	500	363	(137)
Maintenance Contracts	32,000	16,000	9,146	(6,854)
Total Maintenance	33,000	16,500	9,510	(6,990)
Protective Services	4,000	2,000	1,984	(16)
Insurance	17,000	8,500	14,159	5,659
Additional Capital	150,733	75,367	89,274	13,908
TOTAL EXPENSES	831,910	415,955	417,493	1,538
NET INCOME (LOSS)	0	0	(0)	(0)
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

Lansing Housing Commission
November Monthly Report
7/1/11 - 06/30/12

5

5005

Central Office Cost Center

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	436,831	182,013	185,760	3,747
Bookkeeping Fees	73,494	30,623	30,000	(623)
OG Management Fee	14,136	5,890	4,673	(1,218)
AMP Management Fee	97,961	40,817	0	(40,817)
Management Fee - Section 8	171,488	71,453	66,555	(4,899)
Interest on General Fund Inv.	3,000	1,250	0	(1,250)
Other Income	35,000	14,583	71,143	56,560
TOTAL REVENUE	831,910	346,629	358,130	11,501
Administrative Salaries	335,456	139,773	146,040	6,267
Employee Benefits	154,721	64,467	46,623	(17,844)
Legal	35,000	14,583	1,854	(12,730)
Publications	1,000	417		(417)
Membership Dues & Fees	2,500	1,042	800	(242)
Postage	1,500	625	131	(494)
Office Supplies	10,000	4,167	1,667	(2,500)
Conference		0	899	899
Bank Fees	4,000	1,667		(1,667)
Computer Maintenance	7,000	2,917	9,399	6,483
Outside Printing	2,000	833		(833)
Software	5,000	2,083	241	(1,842)
Office Furniture & Equip. Not Cap.	7,000	2,917		(2,917)
Classified Advertising		0		0
Total Administrative	565,177	235,490	207,654	(27,837)
Water	3,000	1,250	328	(922)
Electricity	22,000	9,167	9,950	783
Steam & Gas	24,000	10,000	1,915	(8,085)
Phone/Internet/Communications	13,000	5,417	4,786	(631)
Total Utilities	62,000	25,833	16,979	(8,854)
Automotive Maintenance		0		0
Maintenance Materials	1,000	417	363	(53)
Maintenance Contracts	32,000	13,333	8,755	(4,578)
Total Maintenance	33,000	13,750	9,119	(4,631)
Protective Services	4,000	1,667	1,680	13
Insurance	17,000	7,083	12,028	4,944
Additional Capital	150,733	62,805	110,671	47,866
TOTAL EXPENSES	831,910	346,629	358,131	11,501
NET INCOME (LOSS)	0	0	(0)	(0)
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

Lansing Housing Commission
October YTD Finance Report
7/1/11 - 06/30/12

4

5005

Central Office Cost Center

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	436,831	145,610	148,887	3,276
Bookkeeping Fees	73,494	24,498	24,045	(453)
OG Management Fee	14,136	4,712	4,673	(40)
AMP Management Fee	97,961	32,654	0	(32,654)
Management Fee - Section 8	171,488	57,163	51,023	(6,139)
Interest on General Fund Inv.	3,000	1,000	0	(1,000)
Other Income	35,000	11,667	67,966	56,299
TOTAL REVENUE	831,910	277,303	296,593	19,290
Administrative Salaries	335,456	111,819	117,284	5,466
Employee Benefits	154,721	51,574	37,893	(13,680)
Legal	35,000	11,667	289	(11,378)
Publications	1,000	333		(333)
Membership Dues & Fees	2,500	833	800	(33)
Postage	1,500	500	131	(369)
Office Supplies	10,000	3,333	1,667	(1,667)
Conference		0	899	899
Bank Fees	4,000	1,333		(1,333)
Computer Maintenance	7,000	2,333	6,284	3,950
Outside Printing	2,000	667		(667)
Software	5,000	1,667	241	(1,426)
Office Furniture & Equip. Not Cap.	7,000	2,333		(2,333)
Classified Advertising		0		0
Total Administrative	565,177	188,392	165,488	(22,904)
Water	3,000	1,000	160	(840)
Electricity	22,000	7,333	8,719	1,386
Steam & Gas	24,000	8,000	939	(7,061)
Phone/Internet/Communications	13,000	4,333	3,560	(774)
Total Utilities	62,000	20,667	13,377	(7,289)
Automotive Maintenance		0		0
Maintenance Materials	1,000	333	52	(281)
Maintenance Contracts	32,000	10,667	4,508	(6,159)
Total Maintenance	33,000	11,000	4,560	(6,440)
Protective Services	4,000	1,333	897	(437)
Insurance	17,000	5,667	9,896	4,230
Additional Capital	150,733	50,244	102,374	52,130
TOTAL EXPENSES	831,910	277,303	296,592	19,289
NET INCOME (LOSS)	0	0	0	0
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

**Lansing Housing Commission
December YTD Finance Report
7/1/11 - 06/30/12**

6

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	753,538	742,162	(11,375)	181,185	130,925	150,906	279,147
Net Operating Subsidy	2,646,446	1,323,223	1,788,035	464,812	414,014	380,830	461,125	532,066
Other Tenant Charges	117,000	58,500	62,600	4,100	12,278	25,642	14,315	10,365
Other Income	7,500	3,750	76,423	72,673	285	0	68,559	7,579
Inter-Amp Transfer (In)	50,686	25,343	0	(25,343)	0	0	0	0
TOTAL REVENUE	4,328,707	2,164,354	2,669,220	504,867	607,762	537,397	694,905	829,156
Administrative								
Administrative Salaries	397,159	198,580	288,812	90,232	88,174	80,233	53,958	66,446
Employee Benefits - Administrative	219,038	109,519	75,064	(34,455)	16,527	13,277	20,700	24,559
Employer FICA - Administrative	30,624	15,312	18,341	3,029	4,904	5,072	3,450	4,916
Auditing Fees	22,843	11,422	0	(11,422)	0	0	0	0
Management Fees	436,831	218,416	222,680	4,264	45,976	45,465	56,192	75,047
Bookkeeping Fees	73,494	36,747	35,963	(785)	7,425	7,343	9,075	12,120
Amp Fee	97,961	48,981	0	(48,981)	0	0	0	0
Inter-Amp Transfer (Out)	50,686	25,343	0	(25,343)	0	0	0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	8,965	9,667	702	3,543	1,699	1,547	2,879
Legal	20,170	10,085	30,126	20,041	7,299	3,100	7,278	12,449
Collection Fees & Court Costs	48,608	24,304	9,325	(14,979)	1,753	2,249	1,101	4,222
Travel	11,750	5,875	1,067	(4,808)	432	267	0	367
Staff Training	10,216	5,108	0	(5,108)	0	0	0	0
Membership Dues & Fees	2,000	1,000	436	(565)	0	218	218	0
Postage	12,108	6,054	5,539	(515)	1,348	1,199	1,475	1,516
Bank Fees	11,941	5,971	10,803	4,833	2,164	2,101	2,737	3,801
Computer Maintenance	16,136	8,068	12,298	4,230	2,947	2,966	3,714	2,672
Outside Printing	845	423	1,539	1,116	0	104	104	1,331
Software	5,000	2,500	3,501	1,001	1,147	1,139	1,216	0
Other Administrative Costs	0	0	104	104	0	0	0	104
Total Administrative	1,485,340	742,670	725,263	(17,407)	183,640	166,430	162,765	212,428
Recreation/Other Services	41,500	20,750	26,697	5,947	4,383	1,731	1,323	19,260
Utilities								
Water	372,969	186,485	202,282	15,798	58,813	26,888	44,319	72,263
Electricity	141,030	70,515	87,725	17,210	11,080	4,074	16,242	56,330
Gas	474,281	237,141	102,961	(134,180)	25,101	13,490	16,551	47,818
Telephone	33,600	16,800	16,632	(168)	3,613	4,792	3,857	4,370
Total Utilities	1,021,880	510,940	409,600	(101,340)	98,608	49,244	80,969	180,780
Maintenance								
Labor	652,291	326,146	314,040	(12,105)	72,587	59,594	100,100	81,760
Employee Benefits - Maintenance	186,811	93,406	152,594	59,189	48,101	36,961	42,026	25,506
Employee FICA - Maintenance	50,596	25,298	26,354	1,056	7,272	5,397	7,497	6,187
Maintenance Materials	202,184	101,092	156,148	55,056	28,900	38,532	41,216	47,501
Garbage & Trash	54,580	27,290	36,615	9,325	10,354	6,554	8,243	11,463
Snow Removal	12,040	6,020	0	(6,020)	0	0	0	0
Elevator	10,500	5,250	6,548	1,298	0	0	0	6,548
Landscape & Grounds	21,165	10,583	30,185	19,602	3,442	8,899	7,158	10,685
Unit Turnaround	110,600	55,300	65,544	10,244	14,135	12,110	19,415	19,885
Electrical	9,700	4,850	1,807	(3,043)	0	0	289	1,518
Plumbing	17,800	8,900	12,803	3,903	2,248	979	6,401	3,175
Exterminating	43,600	21,800	20,906	(894)	778	3,661	387	16,080
Janitorial	15,400	7,700	220	(7,480)	0	0	220	0
Routine Maintenance	14,500	7,250	17,193	9,943	2,445	3,293	1,600	9,855
Misc.	18,215	9,108	10,675	1,568	1,715	2,429	3,834	2,697
Extraordinary Maint. - Contracts	26,523	13,262	109,726	96,464	6,672	2,916	82,320	17,818
Recycling	3,831	1,916	3,063	1,147	1,590	1,175	0	298
Total Maintenance	1,450,336	725,168	964,421	239,253	200,239	182,500	320,706	260,977
Protective Services Contract Costs	12,650	6,325	15,746	9,421	768	1,841	657	12,480
Insurance								
Property	110,140	55,070	54,014	(1,056)	12,779	17,562	15,180	8,492
General Liability	49,859	24,930	26,861	1,932	5,967	6,260	6,449	8,185
Workers Comp.	21,720	10,860	13,839	2,979	3,806	3,344	3,344	3,344
Other	8,200	4,100	4,031	(69)	723	1,368	823	1,116
Insurance	10,250	5,125	0	(5,125)	0	0	0	0
Total Insurance	200,169	100,085	98,744	(1,340)	23,275	28,535	25,796	21,138
Payments in Lieu of Taxes	56,340	28,170	0	(28,170)	0	0	0	0
TOTAL EXPENSES	4,268,215	2,134,108	2,240,471	106,363	510,912	430,281	592,215	707,063
NET INCOME (LOSS)	60,492	30,246	428,750	398,504	96,850	107,116	102,690	122,093
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090

Lansing Housing Commission
November YTD Finance Report
7/1/11 - 06/30/12

5

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	627,948	618,304	(9,644)	150,658	108,979	124,663	234,005
Net Operating Subsidy	2,646,446	1,102,686	1,329,110	226,424	306,929	293,226	349,952	379,002
Other Tenant Charges	117,000	48,750	54,817	6,067	9,931	23,083	12,893	8,910
Other Income	7,500	3,125	75,410	72,285	225	160	68,642	6,383
Inter-Amp Transfer (In)	50,686	21,119	0	(21,119)	0	0	0	0
TOTAL REVENUE	4,328,707	1,803,628	2,077,641	274,013	467,744	425,447	556,149	628,300
Administrative								
Administrative Salaries	397,159	165,483	196,280	30,797	52,845	49,326	42,033	52,075
Employee Benefits - Administrative	219,038	91,266	65,973	(25,293)	14,113	11,534	19,279	21,046
Employer FICA - Administrative	30,624	12,760	14,502	1,742	3,874	4,228	2,583	3,817
Auditing Fees	22,843	9,518	0	(9,518)	0	0	0	0
Management Fees	436,831	182,013	185,760	3,747	38,406	37,802	46,997	62,555
Bookkeeping Fees	73,494	30,623	30,000	(623)	6,203	6,105	7,590	10,103
Amp Fee	97,961	40,817	0	(40,817)	0	0	0	0
Inter-Amp Transfer (Out)	50,686	21,119	0	(21,119)	0	0	0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	7,471	8,609	1,138	3,024	1,603	1,368	2,615
Legal	20,170	8,404	29,805	21,401	6,049	6,655	6,028	11,073
Collection Fees & Court Costs	48,608	20,253	7,347	(12,906)	1,152	1,633	1,060	3,502
Travel	11,750	4,896	907	(3,989)	332	208	0	367
Staff Training	10,216	4,257	0	(4,257)	0	0	0	0
Membership Dues & Fees	2,000	833	112	(721)	0	56	56	0
Postage	12,108	5,045	4,355	(690)	1,071	1,173	1,177	934
Bank Fees	11,941	4,975	9,060	4,084	1,802	1,750	2,292	3,216
Computer Maintenance	16,136	6,723	11,312	4,588	2,657	2,675	3,598	2,381
Outside Printing	845	352	208	(144)	0	104	104	0
Software	5,000	2,083	4,176	2,093	983	975	1,052	1,167
Other Administrative Costs	0	0	104	104	0	0	0	104
Total Administrative	1,485,340	618,892	568,509	(50,383)	132,511	125,826	135,218	174,954
Recreation/Other Services	41,500	17,292	23,230	5,939	4,137	1,731	1,203	16,160
Utilities								
Water	372,969	155,404	189,342	33,938	50,719	40,726	36,959	60,938
Electricity	141,030	58,763	73,174	14,411	9,320	3,848	13,630	46,376
Gas	474,281	197,617	59,223	(138,394)	17,660	3,690	15,951	21,923
Telephone	33,600	14,000	14,457	457	3,172	3,979	3,421	3,884
Total Utilities	1,021,880	425,783	336,196	(89,587)	80,871	52,243	69,962	133,120
Maintenance								
Labor	652,291	271,788	273,657	1,869	72,587	59,594	77,680	63,797
Employee Benefits - Maintenance	186,811	77,838	134,530	56,692	41,254	31,798	39,233	22,245
Employee FICA - Maintenance	50,596	21,082	19,776	(1,306)	5,306	4,125	5,664	4,681
Maintenance Materials	202,184	84,243	139,670	55,427	23,537	34,698	37,503	43,932
Garbage & Trash	54,580	22,742	30,782	8,041	9,046	5,682	7,225	8,830
Snow Removal	12,040	5,017	0	(5,017)	0	0	0	0
Elevator	10,500	4,375	6,224	1,849	0	0	0	6,224
Landscape & Grounds	21,165	8,819	25,748	16,929	2,615	8,283	6,194	8,656
Unit Turnaround	110,600	46,083	54,693	8,609	12,455	11,240	15,460	15,538
Electrical	9,700	4,042	2,308	(1,734)	0	611	289	1,408
Plumbing	17,800	7,417	13,278	5,861	2,248	2,318	5,537	3,175
Exterminating	43,600	18,167	20,906	2,739	778	3,661	387	16,080
Janitorial	15,400	6,417	220	(6,197)	0	0	220	0
Routine Maintenance	14,500	6,042	14,136	8,095	2,251	1,047	1,354	9,484
Misc.	18,215	7,590	9,267	1,677	1,608	1,798	3,423	2,438
Extraordinary Maint. - Contracts	26,523	11,051	104,583	93,531	5,531	2,704	81,746	14,601
Recycling	3,831	1,596	2,853	1,257	650	0	2,203	0
Total Maintenance	1,450,336	604,307	852,630	248,323	179,866	167,559	284,118	221,088
Protective Services Contract Costs	12,650	5,271	14,694	9,423	614	1,074	526	12,480
Insurance								
Property	110,140	45,892	44,934	(957)	10,572	14,635	12,650	7,077
General Liability	49,859	20,775	22,409	1,635	4,973	5,242	5,374	6,821
Workers Comp.	21,720	9,050	11,827	2,777	3,303	2,841	2,841	2,841
Other	8,200	3,417	3,334	(83)	602	1,115	686	930
Insurance	10,250	4,271	0	(4,271)	0	0	0	0
Total Insurance	200,169	83,404	82,505	(899)	19,450	23,834	21,551	17,670
Payments in Lieu of Taxes	56,340	23,475	0	(23,475)	0	0	0	0
TOTAL EXPENSES	4,268,215	1,778,423	1,877,764	99,341	417,450	372,266	512,577	575,471
NET INCOME (LOSS)	60,492	25,205	199,877	174,672	50,294	53,181	43,573	52,829
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090

Lansing Housing Commission
October YTD Finance Report
7/1/11 - 05/30/12

4

Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	502,358	495,931	(6,428)	120,549	86,368	99,648	189,366
Net Operating Subsidy	2,646,446	882,149	870,185	(11,964)	199,845	205,622	238,779	225,938
Other Tenant Charges	117,000	39,000	45,956	6,956	7,907	21,724	8,821	7,504
Other Income	7,500	2,500	6,220	3,720	273	0	(217)	6,163
Inter-Amp Transfer (In)	50,686	16,895	0	(16,895)	0	0	0	0
TOTAL REVENUE	4,328,707	1,442,902	1,418,291	(24,611)	328,574	313,714	347,031	428,972
Administrative								
Administrative Salaries	397,159	132,386	163,235	30,849	44,388	40,976	34,868	43,004
Employee Benefits - Administrative	219,038	73,013	50,343	(22,670)	10,624	8,583	14,927	16,208
Employer FICA - Administrative	30,624	10,208	12,334	2,126	3,286	3,281	2,583	3,183
Auditing Fees	22,843	7,614	0	(7,614)	0	0	0	0
Management Fees	436,831	145,610	148,887	3,276	30,836	30,140	37,756	50,155
Bookkeeping Fees	73,494	24,498	24,045	(453)	4,980	4,868	6,098	8,100
Amp Fee	97,961	32,654	0	(32,654)			0	0
Inter-Amp Transfer (Out)	50,686	16,895	0	(16,895)			0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	5,977	5,175	(802)	1,522	1,097	613	1,944
Legal	20,170	6,723	23,963	17,240	4,755	5,479	4,871	8,858
Collection Fees & Court Costs	48,608	16,203	3,690	(12,513)	491	593	249	2,357
Travel	11,750	3,917	704	(3,212)	332	150	0	222
Staff Training	10,216	3,405	0	(3,405)		0	0	0
Membership Dues & Fees	2,000	667	112	(555)		56	56	0
Postage	12,108	4,036	2,911	(1,125)	1,045	586	558	722
Bank Fees	11,941	3,980	7,687	3,706	1,517	1,473	1,941	2,755
Computer Maintenance	16,136	5,379	8,547	3,168	2,004	1,954	2,890	1,699
Outside Printing	845	282	0	(282)		0	0	0
Software	5,000	1,667	4,176	2,510	983	975	1,052	1,167
Other Administrative Costs	0	0	0	0	0	0	0	0
Total Administrative	1,485,340	495,113	455,809	(39,304)	106,762	100,211	108,460	140,376
Recreation/Other Services	41,500	13,833	16,999	3,166	3,808	1,104	767	11,320
Utilities								
Water	372,969	124,323	142,193	17,870	41,753	35,199	23,445	41,796
Electricity	141,030	47,010	53,303	6,293	8,279	3,447	9,788	31,788
Gas	474,281	158,094	37,929	(120,164)	12,203	2,169	10,273	13,284
Telephone	33,600	11,200	10,615	(585)	2,323	2,818	2,589	2,885
Total Utilities	1,021,880	340,627	244,040	(96,587)	64,557	43,635	46,095	89,753
Maintenance								
Labor	652,291	217,430	224,152	6,722	60,589	47,526	62,932	53,105
Employee Benefits - Maintenance	186,811	62,270	105,256	42,986	32,469	24,604	31,090	17,092
Employee FICA - Maintenance	50,596	16,865	16,347	(518)	4,486	3,271	4,658	3,933
Maintenance Materials	202,184	67,395	92,038	24,644	13,623	23,816	21,077	33,523
Garbage & Trash	54,580	18,193	20,378	2,184	5,640	3,598	5,165	5,975
Snow Removal	12,040	4,013	0	(4,013)	0	0	0	0
Elevator	10,500	3,500	2,986	(514)				2,986
Landscape & Grounds	21,165	7,055	19,624	12,569	2,235	6,655	4,174	6,561
Unit Turnaround	110,600	36,867	37,380	513	7,365	9,125	13,042	7,848
Electrical	9,700	3,233	760	(2,473)	0	500	125	135
Plumbing	17,800	5,933	9,177	3,244	1,380	1,450	5,007	1,340
Exterminating	43,600	14,533	19,046	4,513	778	2,701	387	15,180
Janitorial	15,400	5,133	220	(4,913)	0	0	220	0
Routine Maintenance	14,500	4,833	12,019	7,186	1,206	662	1,040	9,111
Misc.	18,215	6,072	6,277	205	1,223	1,316	1,907	1,830
Extraordinary Maint. - Contracts	26,523	8,841	28,697	19,856	4,559	1,689	11,453	10,996
Recycling	3,831	1,277	2,825	1,548	650	0	2,175	0
Total Maintenance	1,450,336	483,445	597,182	113,737	136,204	126,913	164,451	169,614
Protective Services Contract Costs	12,650	4,217	13,837	9,620	461	502	394	12,480
Insurance								
Property	110,140	36,713	35,855	(858)	8,366	11,708	10,120	5,662
General Liability	49,859	16,620	17,958	1,338	3,978	4,224	4,299	5,457
Workers Comp.	21,720	7,240	9,816	2,576	2,800	2,339	2,339	2,339
Other	8,200	2,733	2,637	(96)	482	862	549	744
Insurance	10,250	3,417	0	(3,417)	0	0	0	0
Total Insurance	200,169	66,723	66,266	(457)	15,626	19,132	17,306	14,201
Payments in Lieu of Taxes	56,340	18,780	0	(18,780)	0	0	0	0
TOTAL EXPENSES	4,268,215	1,422,738	1,394,132	(28,606)	327,417	291,497	337,474	437,744
NET INCOME (LOSS)	60,492	20,164	24,159	3,995	1,157	22,218	9,557	(8,773)
	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090

Lansing Housing Commission
Housing Choice Vouchers Program
Monthly Operations Report / Period End - December 31, 2011

	Period	6			
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
Account Name	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330010	25,000	12,500	6,931	(5,569)
Section 8 Income - Admin Fees	341500	921,539	460,770	431,751	(29,018)
Other Revenue	369000	100	50	260	210
TOTAL REVENUE		946,639	473,320	438,942	(34,377)
Administrative Salaries	411000	361,443	180,721	197,996	17,275
Employee Benefits	454000	210,184	105,092	93,775	(11,317)
Legal	413000	1,000	500	0	(500)
Staff Training	414000	11,000	5,500	0	(5,500)
Travel	415000	2,000	1,000	30	(970)
Auditing Fees	417100	5,000	2,500	0	(2,500)
Telephone	419004	9,000	4,500	6,274	1,774
Publications	419006	1,000	500	279	(221)
Membership Dues & Fees	419008	1,500	750	279	(471)
Conference	419016	2,000	1,000	0	(1,000)
Postage	419010	14,000	7,000	6,613	(387)
Police Reports/Cred Chks	419012	4,300	2,150	2,282	132
Office Supplies	419014	10,000	5,000	4,728	(272)
Computer Maintenance	419022	20,000	10,000	8,058	(1,942)
Software	419032	10,000	5,000	390	(4,610)
Outside Printing	419030	2,500	1,250	2,483	1,233
Office Furniture & Equip. - Not Cap	419038	3,000	1,500	0	(1,500)
Classified Advertising	419040	3,000	1,500	861	(639)
Office Rent	419042	24,000	12,000	12,000	0
Automotive Maintenance	419044	2,000	1,000	1,256	256
COCC - HCV Program Expense	419103	171,463	85,731	81,035	(4,696)
Utilities - Water	431000	3,200	1,600	1,374	(226)
Utilities - Electricity	432000	31,000	15,500	16,153	653
Utilities - Steam	439000	23,550	11,775	5,678	(6,097)
Maintenance Contracts	443000	3,000	1,500	11,798	10,298
Insurance	451000	17,500	8,750	9,245	495
Reserve Account		0	0	0	0
TOTAL EXPENSES		946,639	473,320	462,586	(10,734)
NET INCOME (LOSS)		(0)	(0)	(23,643)	(23,643)

Lansing Housing Commission
Housing Choice Vouchers Program
Monthly Operations Report / Period End - November 30, 2011

Account Name	Period	5			
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330010	25,000	10,417	5,865	(4,552)
Section 8 Income - Admin Fees	341500	921,539	383,975	356,475	(27,499)
Other Revenue	369000	100	42	251	209
TOTAL REVENUE		946,639	394,433	362,591	(31,842)
Administrative Salaries	411000	361,443	150,601	155,530	4,929
Employee Benefits	454000	210,184	87,577	77,229	(10,348)
Legal	413000	1,000	417	0	(417)
Staff Training	414000	11,000	4,583	0	(4,583)
Travel	415000	2,000	833	30	(803)
Auditing Fees	417100	5,000	2,083	0	(2,083)
Telephone	419004	9,000	3,750	5,442	1,692
Publications	419006	1,000	417	279	(138)
Membership Dues & Fees	419008	1,500	625	279	(346)
Conference	419016	2,000	833	0	(833)
Postage	419010	14,000	5,833	5,640	(193)
Police Reports/Cred Chks	419012	4,300	1,792	1,795	4
Office Supplies	419014	10,000	4,167	3,777	(389)
Computer Maintenance	419022	20,000	8,333	7,160	(1,173)
Software	419032	10,000	4,167	222	(3,945)
Outside Printing	419030	2,500	1,042	1,288	246
Office Furniture & Equip. - Not Cap	419038	3,000	1,250	0	(1,250)
Classified Advertising	419040	3,000	1,250	0	(1,250)
Office Rent	419042	24,000	10,000	10,000	0
Automotive Maintenance	419044	2,000	833	1,120	286
COCC - HCV Program Expense	419103	171,463	71,443	66,555	(4,888)
Utilities - Water	431000	3,200	1,333	824	(510)
Utilities - Electricity	432000	31,000	12,917	13,042	126
Utilities - Steam	439000	23,550	9,813	1,832	(7,980)
Maintenance Contracts	443000	3,000	1,250	11,048	9,798
Insurance	451000	17,500	7,292	7,773	482
Reserve Account		0	0	0	0
TOTAL EXPENSES		946,639	394,433	370,866	(23,567)
NET INCOME (LOSS)		(0)	(0)	(8,275)	(8,275)

Lansing Housing Commission
Housing Choice Vouchers Program
Monthly Operations Report / Period End - October 31, 2011

	Period	4				
		G/L	FYE 2012	FYE 2012	FYE 2012	YTD
Account Name		Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained		330010	25,000	8,333	4,536	(3,797)
Section 8 Income - Admin Fees		341500	921,539	307,180	275,942	(31,237)
Other Revenue		369000	100	33	132	98
TOTAL REVENUE			946,639	315,546	280,610	(34,936)
Administrative Salaries		411000	361,443	120,481	126,024	5,544
Employee Benefits		454000	210,184	70,061	59,594	(10,467)
Legal		413000	1,000	333	0	(333)
Staff Training		414000	11,000	3,667	0	(3,667)
Travel		415000	2,000	667	30	(636)
Auditing Fees		417100	5,000	1,667	0	(1,667)
Telephone		419004	9,000	3,000	3,971	971
Publications		419006	1,000	333	279	(54)
Membership Dues & Fees		419008	1,500	500	279	(221)
Conference		419016	2,000	667	0	(667)
Postage		419010	14,000	4,667	4,634	(33)
Police Reports/Cred Chks		419012	4,300	1,433	1,187	(246)
Office Supplies		419014	10,000	3,333	3,453	119
Computer Maintenance		419022	20,000	6,667	4,935	(1,732)
Software		419032	10,000	3,333	222	(3,111)
Outside Printing		419030	2,500	833	357	(477)
Office Furniture & Equip. - Not Cap		419038	3,000	1,000	0	(1,000)
Classified Advertising		419040	3,000	1,000	0	(1,000)
Office Rent		419042	24,000	8,000	8,000	0
Automotive Maintenance		419044	2,000	667	846	179
COCC - HCV Program Expense		419103	171,463	57,154	51,023	(6,131)
Utilities - Water		431000	3,200	1,067	549	(518)
Utilities - Electricity		432000	31,000	10,333	11,035	701
Utilities - Steam		439000	23,550	7,850	1,289	(6,561)
Maintenance Contracts		443000	3,000	1,000	7,234	6,234
Insurance		451000	17,500	5,833	6,302	468
Reserve Account			0	0	0	0
TOTAL EXPENSES			946,639	315,546	291,241	(24,305)
NET INCOME (LOSS)			(0)	(0)	(10,631)	(10,631)

SECTION 8 DEPARTMENTAL REPORT

	Oct 2011	Nov. 2011	Dec. 2011
TOTAL NEW LEASES	19	9	14
Total Move-outs	14	7	5
Net	5	2	9
Number on Voucher Wait List	0	0	0
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	4	26	6
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	10	29	12
Total Resident Change of Units (transfers)	20	19	16
TOTAL RECERTIFICATIONS DUE BY MONTH	125	132	111
Annual Recertifications Completed	120	132	111
Annual Delinquent Reexaminations	0	0	0
Interims Completed	109	113	104
TOTAL INSPECTIONS DUE BY MONTH	97	84	110
Annual HQS Inspections Completed	105	106	96
Annual HQS Delinquent Inspections (PIC)	1	0	0
New RFTA Inspections	57	30	48
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	18	18	18
Total # of Section 8 Accts. Rec.	22	26	29
Monthly Total Amount Owed	\$15,020.83	\$19,273.58	\$17,979.45
Monthly Total Amount Collected	\$833.50	\$1,420.50	\$2,503.44
Voucher Program Total Units	1700	1700	1700
HCV Utilization	1512	1512	1523
Shelter Plus Care Voucher Utilization	52	52	51
VASH Voucher Utilization	53	55	53
Monthly Total Voucher Unit Utilization	1564	1564	1574
% UTILIZED UNITS	92.00%	92.00%	92.59%
Total HCV Budget for 2011	\$9,152,940.00	\$9,152,940.00	\$9,152,940.00
Total HCV Budget Used YTD	\$7,353,171.21	\$8,140,705.75	\$8,934,308.61
HCV Budget Allocation YTD	\$7,462,862.00	\$8,169,607.00	\$8,876,352.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$109,690.79</i>	<i>\$28,901.25</i>	<i>(\$57,956.61)</i>
Remaining Voucher Budget	\$1,690,078.00	\$983,333.00	\$276,588.00
Shelter Plus Care Budget	\$184,908.75	\$202,398.75	\$219,716.75
Shelter Plus Care Budget Used YTD	\$184,908.75	\$202,398.75	\$219,716.75
Shelter Plus Care Budget Allocation YTD	\$186,543.75	\$204,033.75	\$221,351.75
<i>Expenditure Surplus (Overage)</i>	<i>\$1,635.00</i>	<i>\$1,635.00</i>	<i>\$1,635.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$164,294.00	\$176,932.00	\$189,570.00
VASH Budget Used YTD	\$164,758.65	\$188,322.15	\$212,168.15
VASH Budget Allocation YTD	\$127,816.00	\$140,454.00	\$153,092.00
<i>Expenditure Surplus (Overage)</i>	<i>(\$36,942.65)</i>	<i>(\$47,868.15)</i>	<i>(\$59,076.15)</i>
Remaining Voucher Budget	<i>(\$464.65)</i>	<i>(\$11,390.15)</i>	<i>(\$22,598.15)</i>



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

MODERNIZATION REPORT - December 2011

South Washington Park Parking lot project completed -remove and replace parking lots, stripe and seal.
Funding -CFP 2009 / \$64,072 / CLOSED

Asphalt Commission wide Removal and replacement of lots, crack filling, seal coating and striping job completed
Funding -CFP 2009 / \$78,566 / CLOSED

Concrete Replacement Commission wide Remove and replace sidewalks, patios, driveways, and porches contract completed.
CFP 2009 / \$150,000.00 / CLOSED

Roof Replacement Mt Vernon, Hildebrandt, and LaRoy Froh one bedrooms. Remove and replace shingled roof, extend roof lines, install venting and gutters and downspouts.
Funding -CFP 2009 / 2010 / \$218,755 / COMPLETED

Hildebrandt Community Center Remove and replace the community building and maintenance building at Hildebrandt. Demolition complete, concrete, framing, roof and sheeting complete.
Funding -CFP 2010 / \$549,000/ Construction Progress

LaRoy Froh Window Replacement Remove and replace all windows at LaRoy Froh multi family, repair siding and interior finishes. Work started, one half of community done.
Funding -CFP 2010 / \$239,250

LaRoy Froh Fire loss Fire occurred due to un attended candle, three units sustained major damage all units sustained water damage, total of six units involved. No injuries, three resident families relocated, two units were vacant. The source of the fire resident was not offered another unit. MC Smith will be doing the construction management of the building rebuild.
Funding -Insurance less \$10,000 deductible





January 24, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

SUBJECT:

**EXECUTIVE OFFICE QUARTERLY REPORT ON LHC ACTIVITIES, October 1 2011-
December 31, 2011.**

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
372-7996

OVERVIEW

This report provides a detailed outline of LHC accomplishments from October 1, 2011 –
December 31, 2011.

ACCOMPLISHMENTS

Organizational Improvements/Changes

Executive Director conducted monthly all staff meetings which included outside training
as follows

- 457 Overview Municipal Employees Retirement System,
- IMCA 457 Overview –Open Enrollment
- Aetna 457 Overview – Open Enrollment
- Healthy Living (Chiropractor)
- Paychex Training on Business Communication

Executive Director conducted Divisional Housing Choice Voucher, Finance and
Executive staff meetings

Individual Managers commenced monthly staff meetings

Website design commenced

LHC staff/board attended training as follows:

All staff attended Customer Service Training- Lynn Innovative Solutions

All Managers and Assistants attended HUD's Electronic Mandatory EIV Training



All Staff attended Paychex Refresher Training on Sexual Harassment and Work Place Violence

All Managers attended Paychex Training on Work Place Diversity

Managers also attended Paychex Employment Discrimination Training

Robert Brown went to Microsoft Outlook training

Robbin Stewart and Vickie Limberg completed NAHRO's Public Housing Occupancy Eligibility, and Income & Rent Calculation course

Staff attended the NAHRO Conference

Jimmie Robbins, Patricia Baines-Lake, Dona Davenport and Ramiro Salazar attend NAHRO's 2 part Board Member Training

All Managers attended Paychex Social Media Training

Site Improvements/HCV Improvements

In October all of the staff at Hildebrandt moved offices to get the "old" office building ready for demolition in a timely manner and participated in getting the "new" offices in the CLC building ready for the public, including phone line repair, computers, and the alarm system.

Roofs are started at La Roy Froh

Asphalt Paving is being completed at Mt Vernon, S. Washington and Laroy Froh.

We established methodology for Opening the HCV Waitlist and secured Community partner to assist with the electronic process.

A Concrete pad was poured for the South Washington Park designated smoking area and shelter to be installed later

The South Washington Park laundry room was improved with new clothes washers and dryers. The cost per load increased to \$1.25 from \$1.00.

New Policies & Procedures Implemented

None

Compliance

LHC achieved HUD objectives for PIC reporting rates

LHC is Utilizing Capital Funds consistent with HUD expectations

LHC is current with HUD reporting requirements.

LHC maintained an overall occupancy rate in excess of 97%

National Equity Fund Asset Manager conducted a file review of Oliver Gardens in October and stated "the condition of the tenant files was exceptional

Housing Compliance Specialists, LLC, conducted the annual Oliver Gardens File audit for MSHDA and found them to be in compliance with program requirements. No response required.

CONCLUSION:

The Lansing Housing Commission continues to strive to improve its operations.



We continue to work towards the following goals:

- increasing Housing Choice Voucher Program utilization to approximately 1600 participants
- identifying funds to pay for a new office which is less costly to operate and maintain than 310 Seymour (the potential Sale of Oliver did not work out)
- maintaining 97% plus occupancy
- reducing backlogged work orders –
- selling Remy - utilizing CBRE Ellis
- identifying opportunities to earn non federal income

LaRoy Froh had a fire which rendered one complete building uninhabitable. However, no one was hurt and all eligible households were relocated in record time thanks to the South Washington Team.

Respectfully Submitted,



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

