



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

Agenda
Lansing Housing Commission
January 30, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of November 28, 2012
4. Action Items
 - a) Resolution No. 1163-Approval of Resident Write-Offs November 1, 2012 to November 30, 2012
 - b) Resolution No. 1164-Approval of Resident Write-Offs December 1, 2012 to December 31, 2012
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Kendra Schmidtman
 - c. Asset Management Report - Rod Slaughter
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Modernization Report - Rod Slaughter
6. Executive Director's Comments
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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

**Minutes of the November 28, 2012
Lansing Housing Commission Meeting**

PRESENT AT ROLL CALL: Commissioners Frens, Bakken and Baltimore

GUESTS: None

STAFF:	Patricia Baines-Lake	Ramiro Salazar
	Roderick Slaughter	Kendra Schmidtman
	Rhonda Pagel	Edward Forrest
	Janell Mcleod	Melissa Witt
	Erica Velasquez	

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

The Agenda was approved as presented.

Commissioner Bakken moved and Commissioner Frens end a motion to approve the minutes of the October 24, 2012 Board Meeting. **The Motion was approved.**

Commissioner **Frens** moved and Commissioner **Bakken 2nd** a motion to approve Resolution 1160 – Approval to Resident Accounts Write-off thru October 1, 2012 to October 31, 2012. **The Motion was approved unanimously.**

Commissioner **Frens** moved and Commissioner **Bakken 2nd** a motion to approve Resolution 1161 – Authorization to enter into an Energy Savings Agreement (“ESA”) and implement an Energy Performance Contract (“EPC”) subject to approval by the U. S. Department of Housing and Urban Development.

Commissioner **Frens** moved and Commissioner **Beverly 2nd** a motion to approve Resolution 1162 – Authorization to submit an amendment to the Demolition/Disposition application for Oliver Towers to the U. S. Department of Housing and Urban Development Special Application Office.

Enter into an Energy Savings Agreement (“ESA”) and implement an Energy Performance Contract (“EPC”) subject to approval by the U. S. Department of Housing and Urban Development.



Informational Reports were provided as follows:

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

Modernization Report	Roderick Slaughter
----------------------	--------------------

Executive Director's Comments
Strategic Plan-Community Health
LHC ByLaws

The President had no comments

No Public comment

There being no other business, President Baltimore adjourned the meeting at 6:16 p.m.





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

January 30, 2013

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Accounts Receivable Write-offs for November 2012 – Resolution No. 1163

RECOMMENDATION:

Staff recommends adoption of Resolution No.1163 which authorizes the finance division to write off accounts receivable on closed-out tenant accounts as of the end of November 2012.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$5,326.71 (the full amount of resident balances on accounts closed as of November 30, 2012).

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 as November 30, 2012 total \$5,326.71. 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 \$5,326.71 for outstanding rent and other charges due from residents who moved out of an LHC property as of November 30, 2012. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.



POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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



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

Resolution No. 1163

Adopted By The Lansing Housing Commission
January 30, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission authorizes the Lansing Housing Commission to immediately write off \$ 5,326.71 of resident account receivables as of November 30, 2012. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer the resolution.


Chair

Yeas 3

Nays 0

Abstentions _____

Attest

Secretary: _____

For Clerks Use Only

Resolution No: 1163
Date Adopted: 01/30/2013





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

January 30, 2013

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Accounts receivable Write-Offs for December 2012 - Resolution No. 1164

RECOMMENDATION:

Staff recommends adoption of Resolution No.1164 which authorizes the finance division to write off accounts receivable on closed-out tenant accounts as of the end of December 2012.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$4,694.42 (the full amount of resident balances on accounts closed as of December 31, 2012).

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 as December 31, 2012 total \$4,694.42. 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 \$4,694.42 for outstanding rent and other charges due from residents who moved out of an LHC property as of December 31, 2012. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.



POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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



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

Resolution No. 1164

Adopted By The Lansing Housing Commission

January 30, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission authorizes the Lansing Housing Commission to immediately write off \$ 4,694.42 of resident account receivables as of December 31, 2012. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer the resolution.

Chair

Yeas 3

Nays 0

Abstentions _____

Attest

Secretary: _____

For Clerk Use Only

Resolution No: 1164
Date Adopted: 01/30/2013



**Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
December 2012**

Account Name		2013 Budgeted	November '12 Actual	December '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	December '11 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 455,476	\$ 36,177	\$ 35,898	\$ 217,618	48%	51%	-3%	\$ 436,831	\$ 36,920	\$ 222,680	51%
Bookkeeping Fees	343002	\$ 73,559	\$ 5,843	\$ 5,798	\$ 35,145	48%	49%	-1%	\$ 73,494	\$ 5,963	\$ 35,963	49%
OG Management Fee	343005	\$ 11,400	\$ -	\$ -	\$ 2,850	25%	33%	-8%	\$ 14,136	\$ -	\$ 4,673	33%
AMP Management Fee		\$ 100,080	\$ -	\$ -	\$ 25,020	25%	0%	25%	\$ 97,961	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124	\$ 14,491	\$ -	\$ 73,217	41%	47%	-6%	\$ 171,488	\$ 14,480	\$ 81,035	47%
Other Income	369000	\$ 50,000	\$ 6,431	\$ 3,963	\$ 78,930	158%	209%	-51%	\$ 35,000	\$ 2,000	\$ 73,143	209%
TOTAL REVENUE		\$ 869,639	\$ 62,941	\$ 45,658	\$ 432,780	50%	50%	0%	\$ 831,910	\$ 59,363	\$ 417,494	50%
Administrative Salaries	411000	\$ 273,218	\$ 48,835	\$ 22,586	\$ 95,904	35%	62%	-27%	\$ 335,456	\$ 60,679	\$ 206,719	62%
Employee Benefits & FICA	454XXX	\$ 97,095	\$ 9,243	\$ 12,525	\$ 44,521	46%	34%	12%	\$ 154,721	\$ 5,698	\$ 52,321	34%
Legal	413000	\$ 3,000	\$ 465	\$ -	\$ 2,007	67%	5%	62%	\$ 35,000	\$ -	\$ 1,854	5%
Sundry		\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
Professional Services Contracts	419001	\$ -	\$ -	\$ 2,800	\$ 2,800				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
Publications	419006	\$ 400	\$ -	\$ -	\$ 224	56%	0%	56%	\$ 1,000	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 5,000	\$ 10	\$ 185	\$ 195	4%	32%	-28%	\$ 2,500	\$ -	\$ 800	32%
Postage	419010	\$ 7,000	\$ (207)	\$ 1,452	\$ (2,223)	-32%	53%	-85%	\$ 1,500	\$ 669	\$ 800	53%
General Office Expenses		\$ 100,000	\$ 0	\$ -	\$ 33,918	34%	0%	34%	\$ -	\$ -	\$ -	0%
Office Supplies	419014	\$ 5,000	\$ 610	\$ 2,027	\$ 4,388	88%	33%	54%	\$ 10,000	\$ 1,668	\$ 3,335	33%
Conference	419016	\$ 1,500	\$ 3,154	\$ -	\$ 3,154	210%	0%	210%	\$ -	\$ -	\$ 899	0%
Bank Fees		\$ -	\$ -	\$ -	\$ -		0%		\$ 4,000	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 20,000	\$ 1,322	\$ 3,371	\$ 13,264	66%	167%	-101%	\$ 7,000	\$ 2,315	\$ 11,714	167%
Outside Printing	419030	\$ 500	\$ -	\$ -	\$ 616	123%	0%	123%	\$ 2,000	\$ -	\$ -	0%
Software	419032	\$ 1,000	\$ 281	\$ 85	\$ 1,391	139%	8%	131%	\$ 5,000	\$ 152	\$ 393	8%
Automotive	419044	\$ 1,000	\$ -	\$ (0)	\$ 396	40%	0%		\$ -	\$ -	\$ -	
Classified Advertising	419040	\$ 1,000	\$ -	\$ -	\$ -	0%	2%	-2%	\$ 7,000	\$ -	\$ 135	2%
Total Administrative		\$ 515,714	\$ 72,267	\$ 45,029	\$ 209,108	41%	49%	-9%	\$ 565,177	\$ 71,181	\$ 278,970	49%
Water	431000	\$ 1,910	\$ 305	\$ (406)	\$ 1,295	68%	22%	46%	\$ 3,000	\$ 338	\$ 666	22%
Electricity	432000	\$ 23,715	\$ 305	\$ (1,674)	\$ 10,577	45%	54%	-9%	\$ 22,000	\$ 1,906	\$ 11,856	54%
Steam & Gas	433000 4390	\$ 20,610	\$ 876	\$ 3,825	\$ 5,767	28%	23%	5%	\$ 24,000	\$ 3,519	\$ 5,434	23%
Phone/Internet/Communications	419004	\$ 10,300	\$ 721	\$ 484	\$ 24,257	236%	43%	192%	\$ 13,000	\$ 855	\$ 5,641	43%
Total Utilities		\$ 56,535	\$ 2,207	\$ 2,230	\$ 41,897	74%	38%	36%	\$ 62,000	\$ 6,618	\$ 23,597	38%
Maintenance Materials	442000	\$ 2,000	\$ 254	\$ (147)	\$ 353	18%	36%	-19%	\$ 1,000	\$ -	\$ 363	36%
Maintenance Contracts	4430xx	\$ 40,000	\$ 5,600	\$ 5,777	\$ 37,408	94%	29%	65%	\$ 32,000	\$ 391	\$ 9,146	29%
Total Maintenance		\$ 42,000	\$ 5,854	\$ 5,629	\$ 37,761	90%	29%	61%	\$ 33,000	\$ 391	\$ 9,509	29%
Protective Services	448000	\$ 4,250	\$ -	\$ 586	\$ 2,532	60%	50%	10%	\$ 4,000	\$ 304	\$ 1,984	50%
Insurance	451xxx	\$ 40,000	\$ (13,206)	\$ 1,433	\$ 7,265	18%	83%	-65%	\$ 17,000	\$ 2,131	\$ 14,159	83%
SFTB Expenses		\$ 20,000	\$ -	\$ -	\$ 200	1%	0%	1%	\$ -	\$ -	\$ -	0%
OIG Repayment for SFTB	419000	\$ 25,704	\$ -	\$ (4,629)	\$ 12,852	50%	0%	50%	\$ -	\$ -	\$ -	0%
Loan payments & Real Estate Exp		\$ 60,000	\$ 5,000	\$ (1,009)	\$ 23,991	40%	0%	40%	\$ -	\$ -	\$ -	0%
Additional Capital		\$ 106,436	\$ (9,182)	\$ (3,610)	\$ 97,174	91%	59%	32%	\$ 150,733	\$ (21,262)	\$ 89,274	59%
TOTAL EXPENSES		\$ 870,639	\$ 62,941	\$ 45,658	\$ 432,780	50%	50%	0%	\$ 831,910	\$ 59,363	\$ 417,493	50%
NET INCOME (LOSS)		\$ (1,000)	\$ 0	\$ 0	\$ 0				\$ -	\$ -	\$ -	

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
December 2012

Account Name		2013 Budget	November '12 Actual	December '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	December '11 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 111,584	\$ 123,693	\$ 687,600	42%	49%	-7%	\$ 1,507,075	\$ 123,858	\$ 742,163	49%
	330010	\$ 5,444	\$ (1,147)	\$ 165	\$ 1,897	35%	0%	35%	\$ -	\$ -	\$ -	0%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 277,764	\$ 277,764	\$ 1,667,990	54%	68%	-13%	\$ 2,646,446	\$ 458,926	\$ 1,788,035	68%
Investment Income	361000	\$ 32,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200	\$ 1,683	\$ 642	\$ 11,922	15%	1019%	-1004%	\$ 7,500	\$ 1,013	\$ 76,423	1019%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 4,400	\$ 3,400	\$ 24,144	75%	43%	31%	\$ 44,400	\$ 3,400	\$ 19,280	43%
Maint. Charge	369002	\$ 56,100	\$ 1,710	\$ 2,430	\$ 7,906	14%	72%	-58%	\$ 35,100	\$ 2,430	\$ 25,349	72%
Court Costs	369003	\$ 32,500	\$ 5,014	\$ 2,343	\$ 23,147	71%	50%	21%	\$ 37,500	\$ 2,812	\$ 18,830	50%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -		0%	0%	\$ 50,686	\$ -	\$ -	0%
TOTAL REVENUE		\$ 4,927,634	\$ 401,008	\$ 410,436	\$ 2,424,605	49%	62%	-12%	\$ 4,328,707	\$ 592,439	\$ 2,670,080	62%
Administrative Salaries	411000	\$ 445,390	\$ 52,883	\$ 21,667	\$ 175,375	39%	73%	-33%	\$ 397,159	\$ 92,532	\$ 288,811	73%
Legal	413000	\$ 47,100	\$ 10,455	\$ 3,049	\$ 29,429	62%	149%	-87%	\$ 20,170	\$ 321	\$ 30,126	149%
Travel	415000	\$ 2,850	\$ 240	\$ 249	\$ 1,132	40%	5%	35%	\$ 21,966	\$ 159	\$ 1,066	5%
Auditing Fees	417100	\$ 12,860	\$ -	\$ -	\$ 11,930	93%	0%	93%	\$ 22,843	\$ -	\$ -	0%
	419001	\$ 500	\$ 1,251	\$ (2,829)	\$ 1,842	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200	\$ 1,854	\$ 1,285	\$ 16,128	55%	50%	6%	\$ 33,600	\$ 2,176	\$ 16,632	50%
Publications	419006	\$ 720	\$ -	\$ -	\$ 395	55%	0%	55%	\$ -	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 2,670	\$ -	\$ 1,078	\$ 1,098	41%	22%	19%	\$ 2,000	\$ 268	\$ 436	22%
Postage	419010	\$ 11,770	\$ 1,163	\$ 415	\$ 7,366	63%	46%	17%	\$ 12,108	\$ 1,183	\$ 5,538	46%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 2,491	\$ 916	\$ 4,094	60%	19%	41%	\$ 48,608	\$ 1,978	\$ 9,325	19%
Office Supplies	419014	\$ 15,800	\$ 10,809	\$ (3,229)	\$ 18,652	118%	54%	64%	\$ 17,930	\$ 1,058	\$ 9,668	54%
Bank Fees	419020	\$ 16,500	\$ 1,663	\$ 1,619	\$ 9,000	55%	90%	-36%	\$ 11,941	\$ 1,743	\$ 10,803	90%
Computer Maintenance	419022	\$ 26,400	\$ 4,639	\$ 248	\$ 15,806	60%	76%	-16%	\$ 16,136	\$ 988	\$ 12,299	76%
Outside Printing	419030	\$ 900	\$ 28	\$ -	\$ 908	101%	194%	-94%	\$ 845	\$ 1,227	\$ 1,643	194%
Software	419032	\$ 11,185	\$ 204	\$ 102	\$ 1,856	17%	70%	-53%	\$ 5,000	\$ (675)	\$ 3,502	70%
Automotive Maintenance	419044	\$ 21,900	\$ 1,120	\$ 1,120	\$ 9,637	44%	0%	44%	\$ -	\$ -	\$ -	0%
Inspections	419050	\$ 22,230	\$ 475	\$ 1,980	\$ 3,400	15%	0%	15%	\$ -	\$ -	\$ -	0%
Management Fees	419101	\$ 430,841	\$ 36,177	\$ 35,898	\$ 217,943	51%	51%	0%	\$ 436,831	\$ 36,920	\$ 222,680	51%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,843	\$ 5,798	\$ 35,145	49%	49%	0%	\$ 73,494	\$ 5,962	\$ 35,963	49%
Recreation/Other Services	422000	\$ 33,550	\$ 1,220	\$ 995	\$ 11,261	34%	64%	-31%	\$ 41,500	\$ 3,466	\$ 26,697	64%
Water	431000	\$ 417,380	\$ 36,064	\$ 26,916	\$ 210,795	51%	47%	3%	\$ 372,969	\$ 26,779	\$ 175,395	47%
Electricity	432000	\$ 166,800	\$ 16,498	\$ 9,503	\$ 81,393	49%	59%	-11%	\$ 141,030	\$ 14,327	\$ 83,652	59%
Gas	433000	\$ 409,000	\$ 25,491	\$ 25,642	\$ 85,555	21%	19%	2%	\$ 474,281	\$ 33,936	\$ 89,470	19%
Recycling	435000	\$ 58,407	\$ 48	\$ 3,098	\$ 12,610	22%	0%	22%	\$ 3,331	\$ (964)	\$ 1,888	0%
Maintenance Labor	441000	\$ 602,078	\$ 82,041	\$ 11,644	\$ 257,319	43%	39%	4%	\$ 652,291	\$ 40,383	\$ 254,447	39%
Maintenance Materials	442000	\$ 247,000	\$ 8,413	\$ 12,496	\$ 127,173	51%	58%	-7%	\$ 202,184	\$ 12,646	\$ 117,617	58%
Garbage & Trash	443001	\$ 55,920	\$ 6,358	\$ 1,458	\$ 26,687	48%	55%	-7%	\$ 54,580	\$ 4,960	\$ 30,060	55%
Heating & Cooling	443002	\$ 13,100	\$ 2,070	\$ 3,363	\$ 12,456	95%	0%	95%	\$ -	\$ -	\$ -	0%
Snow Removal	443003	\$ 15,650	\$ -	\$ -	\$ 120	1%	0%	1%	\$ 12,040	\$ -	\$ -	0%
Elevator Maintenance	443004	\$ 14,000	\$ 3,145	\$ 250	\$ 13,595	97%	62%	35%	\$ 10,500	\$ 324	\$ 6,548	62%
Landscape & Grounds	443005	\$ 40,500	\$ 3,302	\$ 4,040	\$ 34,236	85%	101%	-16%	\$ 21,165	\$ 3,821	\$ 21,285	101%
Unit Turnaround	443006	\$ 142,150	\$ 13,431	\$ 5,694	\$ 71,245	50%	48%	2%	\$ 110,600	\$ 9,982	\$ 53,435	48%
Electrical	443007	\$ 4,800	\$ -	\$ -	\$ 364	8%	19%	-11%	\$ 9,700	\$ 110	\$ 1,807	19%
Plumbing	443008	\$ 14,900	\$ 2,859	\$ 2,881	\$ 20,043	135%	66%	68%	\$ 17,800	\$ 864	\$ 11,824	66%
Exterminating	443009	\$ 48,864	\$ 2,200	\$ 200	\$ 34,739	71%	40%	32%	\$ 43,600	\$ 0	\$ 17,245	40%
Janitorial	443010	\$ 1,200	\$ 1,852	\$ 976	\$ 4,078	340%	1%	338%	\$ 15,400	\$ -	\$ 220	1%
Routine Maintenance	443011	\$ 21,200	\$ 1,004	\$ 882	\$ 9,624	45%	96%	-50%	\$ 14,500	\$ 813	\$ 13,900	96%
Misc.	443012	\$ 53,200	\$ 957	\$ 849	\$ 22,605	42%	45%	-3%	\$ 18,215	\$ 778	\$ 8,246	45%

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
December 2012

Account Name		2013 Budget	November '12 Actual	December '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	December '11 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	\$ 7,732	\$ 2,379	\$ 4,498	\$ 20,397	0%	110%	-110%	\$ 12,650	\$ 286	\$ 13,905	110%
Property	451001	\$ 109,022	\$ (72,340)	\$ 6,549	\$ 53,512	49%	33%	16%	\$ 110,140	\$ 6,152	\$ 36,451	33%
General Liability	451002	\$ 53,730	\$ (29,137)	\$ 3,377	\$ 26,277	49%	41%	8%	\$ 49,859	\$ 3,434	\$ 20,601	41%
Workers Comp.	451003	\$ 22,165	\$ 1,826	\$ 1,826	\$ 14,422	65%	48%	17%	\$ 21,720	\$ 1,510	\$ 10,495	48%
Other	451004	\$ 8,850	\$ 477	\$ 446	\$ 13,623	154%	14%	140%	\$ 18,450	\$ 444	\$ 2,662	14%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	\$ -	\$ -	0%	0%	0%	\$ 56,340	\$ -	\$ -	0%
OPEB Expense	444400	\$ -			\$ 23,049	0%	0%	0%	\$ -	\$ -	\$ -	0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 6,270	\$ 5,737	\$ 53,049	28%	28%	-2%	\$ 219,038	\$ 7,348	\$ 61,786	28%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 15,607	\$ 13,751	\$ 127,732	51%	62%	-11%	\$ 186,811	\$ 12,905	\$ 115,633	62%
Employer FICA - Administrative	454200	\$ 34,115	\$ 4,084	\$ 895	\$ 11,668	34%	43%	-9%	\$ 30,624	\$ 2,997	\$ 13,270	43%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 5,869	\$ 494	\$ 17,330	40%	41%	-1%	\$ 50,596	\$ 5,305	\$ 20,956	41%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ -	\$ -	\$ 470	3%	403%	-400%	\$ 26,523	\$ 4,932	\$ 106,810	403%
Reserve Account		\$ 550,394	\$ 55,606	\$ 100,868	\$ 458,516	83%	0%	83%	\$ 80,837	\$ 175,961	\$ 322,492	0%
TOTAL EXPENSES		\$ 4,927,634	\$ 339,910	\$ 304,110	\$ 2,424,605	49%	51%	-2%	\$ 4,199,905	\$ 480,490	\$ 2,132,683	51%
TOTAL INCOME		\$ -	\$ (0)	\$ 0	\$ 0				\$ 128,802	\$ 0	\$ 0	

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
December 2012**

Account Name	G/L Acct #	Current Year						Prior Year			
		FY 2013 Budget	December '12 Actual	Year to date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	December '11 Actual	Year to date Actual	% of Budget Expended
Fraud Recovery Funds Retained	330010	19,000	445	4,899	26%	28%	-2%	25,000	1,066	6,931	28%
HCV Income - Admin Fees	341500	950,141	63,032	443,496	47%	47%	0%	921,540	75,276	431,751	47%
Other Revenue	369000	500	1,519	3,104	621%	260%	361%	100	9	260	260%
TOTAL REVENUE		969,641	64,995	451,500	8%	46%	-38%	946,640	76,351	438,942	46%
Administrative Salaries	411000	370,285	51,769	150,150	41%	55%	-14%	361,443	42,466	197,996	55%
Legal	413000	800	0	980	122%	0%	122%	1,000	0	0	0%
Staff Training	414000	6,000	0	3,692	62%	0%	62%	11,000	0	0	0%
Travel	415000	1,000	0	186	19%	2%	17%	2,000	(0)	30	2%
Auditing Fees	417100	5,000	0	4,000	80%	0%	80%	5,000	0	0	0%
Telephone	419004	10,000	390	3,632	36%	70%	-33%	9,000	832	6,274	70%
Publications	419006	500	0	0	0%	28%	-28%	1,000	0	279	28%
Membership Dues & Fees	419008	2,000	2,161	2,873	144%	19%	125%	1,500	0	279	19%
Postage	419010	14,000	1,189	7,533	54%	47%	7%	14,000	973	6,613	47%
Police Reports/Cred Chks	419012	4,000	7	6,402	160%	53%	107%	4,300	487	2,282	53%
Office Supplies	419014	9,000	786	9,384	104%	47%	57%	10,000	951	4,728	47%
Conference	419016	1,000	0	0	0%	0%	0%	2,000	0	0	0%
Computer Maintenance	419022	15,000	(0)	12,850	86%	40%	45%	20,000	898	8,058	40%
Outside Printing	419030	3,500	642	1,808	52%	99%	-48%	2,500	1,195	2,483	99%
Software	419032	10,000	3,002	5,615	56%	4%	52%	10,000	168	390	4%
Office Furniture	419038	0	0	0	0%	0%	0%	3,000	0	0	0%
Classified Advertising	419040	1,700	0	0	0%	29%	-29%	3,000	861	861	29%
Office Rent	419042	24,000	2,000	12,000	50%	50%	0%	24,000	2,000	12,000	50%
Automotive Maintenance	419044	3,000	744	2,024	67%	63%	5%	2,000	136	1,256	63%
COCC - HCV Program Expense	419103	190,028	14,491	87,708	46%	47%	-1%	171,463	14,480	81,035	47%
Utilities - Water	431000	3,000	334	2,075	69%	43%	26%	3,200	550	1,374	43%
Utilities - Electricity	432000	29,000	2,676	11,770	41%	52%	-12%	31,000	3,111	16,153	52%
Utilities - Steam	439000	15,000	3,995	6,206	41%	24%	17%	23,550	3,846	5,678	24%
Maintenance Contracts	443000	21,000	2,003	6,753	32%	393%	-361%	3,000	750	11,798	393%
Insurance	451000	18,000	1,477	8,762	49%	53%	-4%	17,500	1,472	9,245	53%
Employee Benefits	454000	210,891	11,921	73,828	35%	45%	-10%	210,184	16,546	93,775	45%
s helter plus care paymts+			0							71,106	
Reserve Account		1,936	(34,592)	31,272	1615%	0%	1615%		(15,371)	(94,751)	0%
TOTAL EXPENSES		969,640	64,995	451,499	8%	46%		946,640	76,351	438,942	46%
NET INCOME (LOSS)		0	0	0				0	0	0	



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

January 30, 2013

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report November 2012 Reporting Month

CONTACT PERSON:

Kendra Schmidtman
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 wait-list files per year. 98% of the wait-list files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in November. 50 files were drawn down at the end of October. 100% of all wait-list files are being audited. Eight (8) files were audited in November.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. LHC performed 12 QC reviews of unit rents in November. The QC review indicated 100% of the rents approved by LHC in November 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 15 QC file reviews on non-wait-list participant files in November. Two (2) files contained errors; both were corrected within 30 days.
4. HUD requires that the LHC perform QC inspections on 24 units per year, or average of two (2) units per month. The LHC performed three (3) QC inspections



in November. Two (2) units passed, one (1) unit failed yet passed before the abatement period began.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited three (3) 24-hour HQS deficiencies in the month of November. These were all corrected within 24-hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:





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

January 30, 2013

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report December 2012 Reporting Month

CONTACT PERSON:

Kendra Schmidtman
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 wait-list files per year. 98% of the wait-list files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in December. 100% of all waitlist files are being audited. Two (2) files were audited in December.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. LHC performed 12 QC reviews of 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 an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed seven (7) QC file reviews on non-waitlist participant files in December. No errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. The LHC performed eight (8) QC inspections in December. Five (5) units passed, Two (2) units failed and passed within 30



days. One unit HAP will be abated if deficiencies are not corrected by February 1st.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited three (3) 24-hour HQS deficiencies in the month of December. All were corrected within 24 hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments





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

January 22, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

November & December 2012 Asset Management Monthly Report

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

Lansing Housing Commission ("LHC") communities have an overall occupancy rate of 92.3%. Our goal is to maintain an overall occupancy rate of 98% going forward in 2013. We have averaged a total of 60 vacant units over the last three (3) months. Our Maintenance staff has renovated more than 40 units leaving us with more than 50 units that are renovated and ready to be occupied in January. The Managers will be making contact with more than 100 applicants in order to fill the vacant units in January and February of 2013.

All AMPS achieved an overall score of 100% on PIC submissions to HUD in November and December. In November and December we had a total of 237 emergency work orders that were closed or abated in 1.05 days (4 work orders longer than 24 hours), and 217 routine work orders that were closed within an average of four (4) days per work order. 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.

The Asset Managers, Assistant Managers, and I met to discuss their new asset management responsibilities and the adjustments in the way LHC properties are managed going forward. We discussed their expanded involvement in creating and managing their annual budgets, performing their own procurement (Contract Management), and monitoring their monthly MASS (Management Assessment Sub System) scores. We also came to an agreement on the method and type of reports they will submit to the Asset Management Director (Rod Slaughter) going forward. These reports will all be related to their HUD annual performance measurements and their AMP'S performance.



LaRoy Froh and Hildebrandt had their HUD REAC annual inspections. Hildebrandt had a score of 88, and LaRoy Froh had a score of 85. Both sites had deductions of 5 – 6 points for some concrete issues that prevented them from receiving a score in the 90's. The scores Hildebrandt and LaRoy Froh received means they have two year exclusions until their next annual inspection. If they would have received a score over 90 they would have received three year exclusions until the next inspection. We will address the concrete issues with our Capital Fund dollars as we identify the areas that need repairs.

OCCUPANCY:

The PHAS unit months occupied scoring system methodology indicates occupancy is as follows on December 31, 2012:

- 8 vacancies @ Hildebrandt Park 95.2% - total of 168 units
- 19 vacancies @ LaRoy Froh Park 91.1% - total of 213 units
- 30 vacancies @ South Washington Park 89.2% - total of 279 units
- 7 vacancies @ Mt Vernon Park 96.0% - total of 173 units

LEASE ENFORCEMENTS:

This section will be updated for the next board meeting.





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

January 23, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report for November & December 2012

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

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

LaRoy Froh Fire

Restoration work on the fire units is complete.

Funding Source: Insurance Proceeds less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm for this project. Omega construction is the contractor. Work commenced on May 23, 2012. The permit to occupy the building was issued on January 10, 2013. All of the work has been completed with the exception of a punch list that was assigned to the contractor by management.

Funding Source:	CFP 2011
Architect Fees:	Included in Hildebrandt Above*
Contract Amount:	\$343,458.00 + \$53,777.98 (Change Orders) =
Revised Contract Amount.	\$397,235.98

ESCO

LHC and Honeywell agreed on the scope of work for the project which is guaranteed to save LHC \$2.8 million over a 16 year period. We are resolving issues related to the Declaration of Trusts which must be addressed prior to final approval by HUD.

FUTURE MODERNIZATION ACTIVITIES

DLZ is developing plans and specifications for refurbishing the South Washington Park community room. MC Smith and Fleis and Vanderbrink are providing proposals for



developing plans and specifications for the modernization of kitchens and baths at all multifamily sites.

LHC is also assessing the condition of the hardwood flooring in all developments.





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

**LHC Board
Sign-In Sheet
Date of Meeting: 01/30/13**

Name	Organization	Phone #	E-mail
Pat ASZ	LHC		
Janell McLeod	LHC	393 8464	Janellm@LANSHC.org
Cynthia Craig	LHC		CynthiaC@lanshc.org
RAMIRO SALAZAR	LHC		RAMIRO@LANSHC.ORG
Nandras Schneider	LHC		Nandras@lanshc.org
Lisa Rogers	LHC		LisaR@lanshc.org
Melissa Witte	LHC		melissaw@lanshc.org
Greg Frans	LHC		fransge@yahoo.com
BEN BAKKEN	LHC		ben@bigfireworks.com
Bryan Beverly	LHC		bryan.beverly@yahoo.com
Erica Velasquez	LHC		ericav@lanshc.org



You are cordially

Invited to the

LaRoy Froh Open House

Our renovations are complete.

Come join us in celebrating the re-opening of our beautiful community building, and the many programs the community has to offer for the

LaRoy Froh Community

Refreshments will be served

When: Wednesday March 6, 2013

***Where: LaRoy Froh Community
Building 2400 Reo Rd.
Lansing MI 48911***

Time: 4:00 pm—7:00 pm