



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

Agenda
Lansing Housing Commission
September 25, 2019

Call to Order

1. Roll Call
2. Approval of Minutes of August 28, 2019

Action Items:

Approve the following LHC Policies presented last month for review:

- LHC Accounts Payable Internal Accounting Control Policy
- LHC Capitalization Policy
- LHC Customer Service Policy
- LHC Ethics Policy
- LHC Manual Journal Entry Policy
- LHC Political Activity Policy
- LHC Travel Policy

Resolution 1315 – New Payment Standards

Resolution 1316 – New Utility Allowances

Informational Items:

- a. Policy for your review and approval at our next meeting:
LHC By-Laws
- b. Finance Report August 2019 Steven Raiche
- c. Housing Choice Voucher August 2019
- d. Asset Management Report August 2019
 - Mt. Vernon (MVP) & Scattered Sites AMP 102





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- Hildebrandt (HP), Forrest, Hoyt AMP 103
- LaRoy Froh (LRF) & Scattered Sites AMP 111
- South Washington (SWP) & Scattered Sites AMP 112

Discussion Items:

- a. Project Based Vouchers RFP
- b. RAD Presentation – Sam Spadafore

Other Items:

4. Executive Director's Comments.
5. President's Comments
6. Public Comment – limit 3 minutes per person.
7. Adjournment.





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Minutes of the August 28, 2019

Commissioner Robinson called the meeting to order at 5:30 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Ryan Robinson, Emma Henry, Don Sober, Loria Hall and Rhett Huyck – Absent.

STAFF:

Marcel Jackson	Sam Spadafore - Contractor
Marshall Brice	Kim Shirey
Douglas Fleming	Andrea Bailey
Steven Raiche – Contractor	

Guests:

See List

Commissioner Henry moved and Commissioner Sober seconded a motion to approve the minutes of the July 28, 2019 commission meeting. **The Motion was approved by all members present.**

Action Items:

Approve the following LHC Policies presented last month for review:

- LHC Computer and Electronic Equipment Policy
- LHC Conflict of Interest Policy
- LHC Davis-Bacon and Related Acts Compliance Policy
- LHC Discriminatory Harassment Policy
- LHC Electronic Communication Social Media Policy
- LHC Family and Medical Leave Policy
- LHC Gift and Gratuities Policy

Commissioner Henry motioned to approve all policies; Commissioner Hall seconded the motion. **Motion was approved by all members present.**

Resolution 1314 – Approval to submit SEMAP Certification with a score of 145 to HUD

- Resolution is for submission of the HCV SEMP – score must be submitted to HUD tomorrow. HCV is proposing to submit a score of 145, this will make HCV high performer. This snapshot is provided for the board





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monthly. This score is around the same as last year. It is based on the FSS numbers that fluctuates depending on HCV FSS program graduates.

Commissioner Sober motioned to approve, Commissioner Henry supported the motion.
Motion was approved by all members present.

Informational Item:

Review and approve the following LHC Policies:

- LHC Accounts Payable Internal Accounting Control Policy
- LHC Capitalization Policy
- LHC Customer Service Policy
- LHC Ethics Policy
- LHC Manual Journal Entry Policy
- LHC Political Activity Policy
- LHC Travel Policy

Commissioners acknowledge receipt of policies. NOTE: Commissioners can review and amend these policies at any time. Commissioners agree to review policies over the next couple of weeks and will be prepared to include next month as an action item.

Written Informational Reports were provided as follows:

Finance Report – July 2019 – Steven Raiche

Mr. Raiche provided a brief overview of the July 2019 Finance Reports. Steven also discussed the sheet of financial ratios.

- This is the first report of the new year. LHC is favorable on the tenant side which means we are over 96% in occupancy across the board for the month number 1 (July), we are well within our budget. The numbers on this report are all positive.
- We are positive in fraud recovery, LHC is doing a fine job at getting the payments for delinquent residents and filing when necessary.
- Months of operating reserves has increased, LHC goal is to maintain 4 months of operating expenses.





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Housing Choice Voucher (HCV) Report – July 2019

Kim Shirey provided a brief overview of the June 2019 HCV Reports.

- This month's HCV finished SEMAP scoring as discussed earlier.
- A few buildings have been tagged in Lansing for noncompliance with COL rental certifications, LHC has 10 voucher holders there and 9 are with the veteran's program. Kim is working with the VA to get a handle on the anxiety it is causing the residents. The city has reached out to the management several times with no response, the VA is working on getting places to house the veterans. They have until 9-27-19.
- The next property has 12 voucher holders. This location has until 9-13-19 to comply. They were encouraged by the city to put their rent in escrow. Brian McGrain from the COL says it is not their intent to empty the properties but cooperation from the management is necessary.
 - HCV requested money from the reserve fund for the shortage of funds in HAP expenses. HCV was rewarded this but the future (Sept/Oct) months HAP expenses were decreased.

Asset Management Report – July 2019

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 94% at the end of July. There was three (3) move-in, four (4) move-outs and zero (0) transfers. There were 33 open work orders.

The current occupancy rate is 94%. There are 11 vacancies, four (4) market ready. There are 33 open work orders. Average work order is 31 days old.

Positive Note: Security cameras installed

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 99% at the end of July. There were six (6) move-ins, four (4) move-outs and one (1) transfers. There were 60 open work orders.

The current occupancy rate is 99%. There are 60 open work orders. Average work order is 35 days old.





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Positive Note: HP participated in Connect 4 Kids and provided a donation to help with back to school supplies and clothing.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marshall Brice, LRF had an occupancy rate of 97% at the end of July. There was one (1) move-in, five (5) move-outs and zero (0) transfers. There were 30 open work orders.

The current occupancy rate is 97%. There were 30 open work orders.

Positive Note: Community day was August 16, 2019 with help from HCV

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 97% at the end of July. There were zero (0) move-ins, six (6) move-out and zero (0) transfers. There were 88 open work orders.

The current occupancy rate is 97%. There were six (6) vacant units, 3 units are pre-leased and 88 work orders that are open. Average work order time is 64 days.

Positive Note: GED classes will begin after Labor Day

Discussion Items:

- Project Based Vouchers RFP
 - LHC has the ability to provide project-base vouchers. Three developers are requesting HCV vouchers for their properties. A requirement to do this requires an RFP, LHC will put this RFP out next week. The total project-base vouchers for this RFP is 54. LHC will limit the number of vouchers to 12 vouchers per property to expand affordable housing in the Lansing area.

Commissioner Sober motioned to approve; Commissioner Henry supported the motion.
Motion was approved by all members present.

- RAD Presentation – Sam Spadafore
 - Beginning 8-28-19, Sam will provide board presentations over the time period of the RAD process





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- This slide show presentation provided an overview of LHC's repositioning strategic plan.
- LHC plans to leverage 2 HUD repositioning initiatives to support investment requirements for a better future for low-income residents
- Rental Assistance Demonstration and Section 8 Demolition and Disposition
- LHC has a total of 214 scattered sites including in the Section 8 Demolition and Disposition initiative
- RAD Phase 1 (MVP and SWP) applications to HUD are due in the next couple of months. (10-1-19 for SWP and 11-15-19 for MVP)
- LHC will renew the PILOT's by 9-30-19
- An announcement from HUD for the approval will be in January 2020
- This PowerPoint will be provided to the Board

Other Items: None

Executive Director's Comments:

Activities

- Security Cameras – In at all sites, next Wednesday a training for all staff on how to use cameras. There is also an embedded code in the video that the court system accepts. Doug met the new police chief and he communicated with Kasha Osborne, the LPD will return with a recommended setting information on what the LPD needs to assist LPD in criminal cases.
- Kitchen/Bath – Units walked today at LRF and HP, will be completed in 6-8 weeks.
- Elevator – Preliminary work began, construction to start soon.

Staff Changes

- Maintenance Tech – Demetreon Young hired at LRF
- Assistant Manager – Kenna T. no longer working with LHC





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- MVP Maintenance – injured and cannot lift more than 3lbs. He has been helping downtown and helping at other sites.

RAD Activities

- Disposal of Scattered Sites

RAD application Submission

- Resident Meetings
 - Application submitted 7-16-19
 - Resident Questions returned and a list of these questions have been delivered to all residents at all AMPS.
 - RFP Architect due

City of Lansing meeting with the Mayor and Brian McGrain next week – hoping to have a signed PILOT by the end of next week.

Other Activities

- Site visits to LHC properties
- Inventory Management review
- COL summer program
- Lisa Parsons issue
- Paychex/ADP Consulting – Sam is working on this
- RFP Pest Management
- Scattered Site Inspections

President's Comments: None

Public Comment: limit 3 minutes per person – None





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Other Business: None

Adjournment: The meeting was adjourned at 6:45 p.m.

Date 9-25-19

Ryan Robinson, Chair

Date 9-25-19

Doug Fleming, Acting Secretary





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September 25, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval to use a higher payment standard than the HUD Published 2020
Fair Market Rent - Resolution No. 1315.**

RECOMMENDATION:

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Interim Executive Director or his designee, to approve the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents as established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

BACKGROUND:

24 CFR 982.503(A) states, Payment standard schedule. (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by the number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance in setting its payment standards within the basic range, or other amount approved by HUD. The PHA's voucher program payment schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR and which are not less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).



PHA's must obtain Board approval for the agency's payment standards as recommended during the 2015 HUD Office of Inspector General Audit.

The 2020 HUD approved Fair Market rents are as follows:

Final FY 2020 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	Two-Bedroom	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$682	\$722	\$893	\$1168	\$1280

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	Two-Bedroom	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$750	\$794	\$982	\$1284	\$1408


FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of HCV payment standards it can result in an audit finding with HUD.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval was a required corrective action in the 2015 Office of Inspector General Audit.

Respectfully Submitted,


Doug Fleming, Secretary to the Board
Lansing Housing Commission





Housing Choice Voucher Program 419 Cherry St Lansing, MI 48933 (517) 487-65500 Fax (517) 487-6977


Resolution No. 1315

Adopted by the Lansing Housing Commission

September 25, 2019

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the payment stands for the Housing Choice Voucher Program as stated.


Chair

Yeas 5

Nays _____

Abstentions _____

Attest:


Secretary

For Clerk Use Only

Resolution No. 1315
Date Adopted 09/25/2019





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September 25, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowances per the July 2019 Nelrod Utility Study. - Resolution No. 1316.

RECOMMENDATION:

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director or his designee, approve the recommended change to the LHC utility allowance for use in all Housing Choice Voucher rental calculations.

CONTACT PERSON:

Kim Shirey
Housing Choice Voucher Supervisor

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2019/2020 Nelrod utility study for all Housing Choice Voucher Calculations.

BACKGROUND

Per **24CFR982.517** a PHA-established utility allowance schedule is used in determining family share and PHA subsidy. The PHA must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole, and current utility rates.



The utility allowance must include the utilities and services that are necessary in the locality to provide housing that complies with housing quality standards. Costs for telephone, cable/satellite television, and internet services are not included in the utility allowance schedule.

In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection; other electric; cost of tenant-supplied refrigerator; cost of tenant-supplied range; and other specified housing services.

See attached 2020 Utility Sheets to become effective November 1, 2019.

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of the updated utility allowances it will become an audit finding, and a SEMAP submission reduction.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Douglas Fleming, Secretary to the Board
Lansing Housing Commission





Housing Choice Voucher Program 419 Cherry St Lansing, MI 48933 (517) 487-65500 Fax (517) 487-6977

Resolution No. 1316

Adopted by the Lansing Housing Commission

September 25, 2019

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

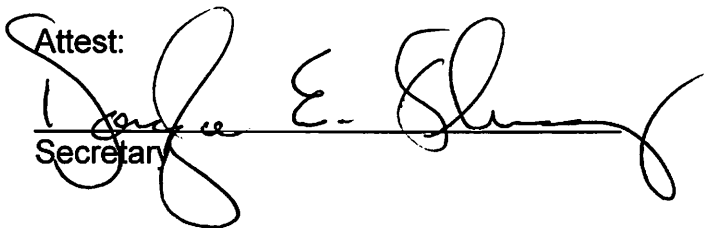
Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the 2020 Utility Allowances for the Housing Choice Voucher Program as stated.


Chair

Yeas 5

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1316

Date Adopted September 25, 2019



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval
No. 2577-0169
exp. 7/31/2022

Date (mm/dd/yyyy):

Locality:

Ingham County Housing Commission, MI

Unit Type: **High-Rise/Apartment**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$16.00	\$19.00	\$23.00	\$26.00	\$29.00	\$33.00	\$35.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$30.00	\$35.00	\$47.00	\$60.00	\$73.00	\$85.00	\$92.00
d. Electric Heat Pump (avg)	\$26.00	\$31.00	\$37.00	\$41.00	\$46.00	\$50.00	\$54.00
e. Oil / Other							

Cooking

a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$6.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$11.00	\$15.00	\$18.00	\$21.00	\$23.00

Other Electric & Cooling

Other Electric (Lights & Appliances) (avg)	\$25.00	\$29.00	\$41.00	\$52.00	\$63.00	\$75.00	\$81.00
Air Conditioning (avg)	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	\$14.00

Water Heating

a. Natural Gas	\$4.00	\$5.00	\$8.00	\$9.00	\$12.00	\$14.00	\$16.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$17.00	\$20.00	\$26.00	\$32.00	\$37.00	\$43.00	\$46.00
d. Oil / Other							

Water, Sewer, Trash Collection

Water (Board of Water & Light)	\$30.00	\$31.00	\$37.00	\$43.00	\$50.00	\$56.00	\$60.00
Sewer (City of Lansing)	\$44.00	\$46.00	\$59.00	\$73.00	\$87.00	\$100.00	\$109.00
Trash Collection (CART)	\$16.00	\$16.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$12.71 (avg)	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Natural Gas Charge \$14.99	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval
No. 2577-0169
exp. 7/31/2022

Date (mm/dd/yyyy):

Locality:

Ingham County Housing Commission, MI

Unit Type: **Row House/Townhouse/Semi-Detached/Duplex**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$21.00	\$24.00	\$29.00	\$33.00	\$36.00	\$41.00	\$44.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$43.00	\$50.00	\$66.00	\$81.00	\$97.00	\$113.00	\$122.00
d. Electric Heat Pump (avg)	\$32.00	\$37.00	\$45.00	\$50.00	\$55.00	\$61.00	\$66.00
e. Oil / Other							

Cooking

a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$6.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$11.00	\$15.00	\$18.00	\$21.00	\$23.00

Other Electric & Cooling

Other Electric (Lights & Appliances) (avg)	\$31.00	\$37.00	\$51.00	\$65.00	\$80.00	\$94.00	\$105.00
Air Conditioning (avg)	\$4.00	\$5.00	\$8.00	\$12.00	\$16.00	\$19.00	\$20.00

Water Heating

a. Natural Gas	\$6.00	\$6.00	\$9.00	\$12.00	\$15.00	\$17.00	\$19.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$22.00	\$25.00	\$33.00	\$40.00	\$47.00	\$54.00	\$58.00
d. Oil / Other							

Water, Sewer, Trash Collection

Water (Board of Water & Light)	\$30.00	\$31.00	\$37.00	\$43.00	\$50.00	\$56.00	\$60.00
Sewer (City of Lansing)	\$44.00	\$46.00	\$59.00	\$73.00	\$87.00	\$100.00	\$109.00
Trash Collection (CART)	\$16.00	\$16.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$12.71 (avg)	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Natural Gas Charge \$14.99	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval
No. 2577-0169
exp. 7/31/2022

Date (mm/dd/yyyy):

Locality:

Ingham County Housing Commission, MI

Unit Type: **Detached House/Mobile Home**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$24.00	\$28.00	\$33.00	\$37.00	\$42.00	\$47.00	\$51.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$70.00	\$83.00	\$97.00	\$111.00	\$126.00	\$140.00	\$151.00
d. Electric Heat Pump (avg)	\$37.00	\$44.00	\$52.00	\$59.00	\$65.00	\$72.00	\$77.00
e. Oil / Other							

Cooking

a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$6.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$11.00	\$15.00	\$18.00	\$21.00	\$23.00

Other Electric & Cooling

Other Electric (Lights & Appliances) (avg)	\$36.00	\$43.00	\$59.00	\$76.00	\$93.00	\$111.00	\$120.00
Air Conditioning (avg)	\$3.00	\$4.00	\$9.00	\$13.00	\$18.00	\$23.00	\$25.00

Water Heating

a. Natural Gas	\$6.00	\$6.00	\$9.00	\$12.00	\$15.00	\$17.00	\$19.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$22.00	\$25.00	\$33.00	\$40.00	\$47.00	\$54.00	\$58.00
d. Oil / Other							

Water, Sewer, Trash Collection

Water (Board of Water & Light)	\$30.00	\$31.00	\$37.00	\$43.00	\$50.00	\$56.00	\$60.00
Sewer (City of Lansing)	\$44.00	\$46.00	\$59.00	\$73.00	\$87.00	\$100.00	\$109.00
Trash Collection (CART)	\$16.00	\$16.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$12.71 (avg)	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Natural Gas Charge \$14.99	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service

per month cost

Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$





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Amended and Restated Bylaws Lansing Housing Commission

ARTICLE I - THE COMMISSION

Section 1. Name of Commission The name of the Commission is, "The Lansing Housing Commission."

Section 2. Office of Commission The principal office of the Commission is 419 Cherry St. in the City of Lansing, Michigan, and may be located at some other place in the City of Lansing as may be periodically determined by the Board of Commissioners ("Board").

ARTICLE II - BOARD OF COMMISSIONERS

Section 1. Number; Method of Appointment; Term The Board shall consist of five commissioners, who shall be appointed by the Mayor of the City of Lansing ("Mayor"). One commissioner shall be a resident of the Commission's public housing or subsidized housing ("resident Commissioner").

The first Board shall have one commissioner appointed to each of the following terms: one year, two years, three years, four years, and five years. Subsequently, successors shall be appointed to five-year terms to fill each vacancy created by an expiring term. Each commissioner shall hold office until his term expires and his successor is appointed and qualified, until he resigns, or until he is removed from office.

Section 2. Vacancies; Removal If a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization. The notice shall be provided to each resident. Any vacancy on the Board shall be filled by the Mayor for the remainder of the unexpired term. A commissioner may be removed before the expiration of her/his term by the Lansing City Council upon recommendation by the Mayor prior to the expiration of his term.

ARTICLE III – BOARD OFFICERS AND COMMITTEES; COMMISSION EMPLOYEES

Section 1. Officers The officers of the Board shall consist of a President, a Vice President, and any other officers designated by the Board. The officers shall perform the duties and functions prescribed by these Bylaws and any other duties or functions as may be established by resolution of the Board.

Section 2. President the President shall preside at all Board meetings and perform all other duties incident to the office of President.

Section 3. Vice President The Vice President shall perform the duties of the President in the absence or incapacity of the President. If the office of President becomes vacant, the Vice President shall serve as President until the Board elects a new President.

Section 4. Election The President, Vice President, and any other officers shall be elected by the Board from among the commissioners. The officers shall be elected to one year terms at the Board's annual meeting. Officers shall hold office until their terms expire and their successors are elected and qualified.

Section 5. Vacancies If any office becomes vacant, the Board shall elect a successor from among the commissioners at the next regular meeting. The successor shall serve for the remainder of the unexpired term.

Section 6. Committees The Board may establish, by resolution, any special or permanent committees for the purpose of assisting the Board in the discharge of its duties. The resolution establishing the committee shall state the purpose of the committee and the duties and responsibilities of its members.

Section 7. Fiduciary Obligations Commissioners shall have a fiduciary obligation to act in the best interest of the Commission. Commissioners shall abstain from voting on or influencing any business in which they have a conflict of interest. Each commissioner shall execute a Conflict of Interest Disclosure, as required by law. Commissioners shall notify the Board in writing when there is an item of Commission business in which the commissioner has a conflict of interest.

Section 8. Employees The employees of the Commission shall consist of an Executive Director and such other employees as may be necessary. The Commission may, from time to time, employ engineers, architects, and consultants.

Section 9. Executive Director The Board shall appoint an Executive Director by resolution, who shall serve at the pleasure of the Board. Commissioners are ineligible to serve as Executive Director. To the extent required by law or by the Board, the Executive Director shall give a bond for the faithful performance of his duties.

The Executive Director shall have general supervision over the administration of the
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Resolution 349
Effective Date 09/07/1976
Revised 2/28/2018

Commission's affairs, in accordance with the operational, fiscal, personnel, and other policies adopted by the Board and all other laws. The Executive Director shall also serve as secretary of the Commission, carry out all policies adopted by the Board, and perform such other duties as the Board may direct.

At each Board meeting, the Executive Director or the Executive Director's designee shall submit recommendations and information concerning the affairs of the Commission, takes minutes, record all votes, and keep a record of the Board proceedings in a journal maintained for such purpose.

The Executive Director shall also keep all records of the Commission, keep or cause to be kept regular books of accounts showing receipts and expenditures, and, upon request of the Board, render an accounting of the transactions of the Commission and its financial condition.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting the Annual Board meeting shall be the first regular meeting in February, at the regular meeting place or such other place as the Board may establish by resolution.

Section 2. Regular Meetings Regular Board meetings shall be held on the fourth Wednesday of each month at such time as may be fixed by the Board.

Section 3. Special Meetings Special meetings may be called by the Board President or at the written request of two commissioners. At special meetings, no business shall be considered other than that specified in the notice.

Section 4. Notice of Meetings The Executive Director shall give public notice of all Board meetings, in compliance with the Open Meetings Act, being MCL 15.261 *et seq.* Within ten days of the first Board meeting each calendar year, a schedule of the regular Board meetings, stating the dates, times, and places of such meetings, shall be posted at the principal office of the Commission and at Lansing City Hall. Any changes in the schedule of regular meetings shall be posted within three days of the meeting at which the change was made. Public notice of a rescheduled regular meeting or a special meeting, stating the date, time, and place of the meeting, shall be posted at least eighteen hours before the meeting. The notice for a special meeting or a rescheduled regular meeting shall also be personally delivered to each commissioner or sent by facsimile, electronic mail or overnight mail to the business or home address designated by each commissioner, not less than 24 hours prior to the time of such meeting.

Section 5. Quorum Three commissioners shall constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or required by law, all actions of the Board shall be taken by majority vote. All resolutions shall be in writing and shall be made a part of the Commission's records.

Section 6. Attendance by Conference Telephone A Commissioner may participate in a meeting using a landline-based telephone or use video based conferencing or other audio-based conferencing where all persons participating in the meeting may communicate with the other participants. This type of participation constitutes presence in person at the meeting. All participants will be advised of the kind of communication equipment being used. The names of the participants in the conference will be disclosed to all participants at the time of the meeting.

Section 7. Public Meeting; Order of Business The business performed by the Board shall be conducted at a public meeting held in compliance with the Open Meetings Act. At regular Board meetings, the Board may conduct business on any matters properly before it, and the order of business shall be as follows:

1. Call to Order - Roll Call
2. Approval of Agenda
3. Approval of Minutes of Previous Meeting
4. Action Items
5. Information Reports
6. Commissioner Comments
7. Staff Comments
8. General Public Comments
9. Adjournment

Section 8. Voting; Manner of Voting Each commissioner shall have the right to vote on all matters before the Board, absent a conflict of interest. Voting shall be by live voice. Any commissioner may demand a vote by roll call.

Section 9. Signing of Minutes, The minutes of all Board meetings shall be signed by the Board President and the Executive Director-Secretary or designee.

ARTICLE V - PUBLIC PARTICIPATION

Section 1. Policy Members of the public shall be afforded the opportunity to speak on any agenda item of substantive nature after they are first recognized by the Board President. Prior to speaking, each member of the public shall state his or her name in a clear and audible tone of voice. All remarks shall be addressed to the Board as a whole.

Section 2. Time Limit Individuals will have three minutes to address the Board. Designated spokespersons for groups or organizations will have five minutes to address the Board. Additional time may be requested by any speaker and will be granted only with the permission of the President, subject to the consent of the Board.

ARTICLE VI - EXECUTION OF CHECKS AND DOCUMENTS; ANNUAL REPORTS

Section 1. Signing of Checks All checks, drafts, and orders for the payment of

money shall be signed on behalf of the Commission by the Executive Director and the Finance Department.

Section 2. Execution of Contracts The Executive Director or the Executive Director's designee shall have the authority to execute contracts, leases, and other documents which have been approved by the Board. Residential Unit leases may be executed by Asset Managers. All agreements regarding real property other than agreements with residents or facility managers, contracts for the purchase of necessary materials, or contracts related to the Commission's powers and duties under Section 12 of the Housing Facilities Act, being MCL 125.662, must be executed after requisite approvals are granted. Contracts with residents or facility managers shall be executed in the name of the Commission.

Section 3. Annual Reports The Commission shall make an annual written report of its activities to the Lansing City Council and such other reports as the City may require, in compliance with Section 260.03 of the Lansing Codified Ordinances. The Commission shall also have an annual audit made of its financial transactions, in compliance with Section 260.07(d) of the Lansing Codified Ordinances. The Executive Director shall also prepare such reports as the Board may require, including informational reports on the Commission's performance against benchmarks established by the United States Department of Housing and Urban Development ("HUD").

ARTICLE VII - AMENDMENTS

These Bylaws may be amended by majority vote of the Board.

ARTICLE VIII - INDEMNIFICATION

Whenever any claim is made or any civil action is commenced against a commissioner or a Commission employee for damages caused by an act or acts of the commissioner or employee within the scope of his or her authority and while in the course of his or her duties as a commissioner or his or her employment with the Commission, the Commission may pay for, engage, or furnish the services of an attorney to advise the commissioner or employee as to the claim and to appear for and represent the commissioner or employee in the action. The selection of the attorney will be made by the Commission in the manner the Commission determines. The Commission may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the commissioner or employee covered under this Article is awarded against the commissioner or employee as the result of the civil action, the Commission may indemnify the commissioner or employee or may pay, settle, or compromise the judgment. Any agreement by the Commission under this Article is contingent upon the commissioner or employee giving prompt notice of the commencement of an action and cooperating in the preparation, defense, and settlement of the action. This Article does not cover acts of commissioners or employees that amount to fraud; dishonesty; willful, intentional, or deliberate violation of the law or breach of fiduciary duty; or a criminal act.

This Article does not abrogate or diminish governmental immunity.

ARTICLE IX - COMMISSION CONFLICT OF INTEREST POLICY

The Commission has adopted a conflict of interest policy applicable to all commissioners, employees, and any persons and firms who do business with the Commission and incorporated herein. The conflict of interest policy mandates compliance with the City's Ethics Ordinance, being Chapter 290 of the Lansing Codified Ordinances; the state Incompatible Public Offices Act, being MCL 15.181 *et seq.*; all other local, state, and federal law; the Annual Contributions Contract between the Commission and HUD; and any other contractual provisions applicable to the Commission.

ARTICLE X - RULES OF ORDER

Except as otherwise provided in these Bylaws, matters of parliamentary procedure at all Board meetings shall be determined in accordance with Robert's Rules of Order.