



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

Agenda
Lansing Housing Commission
February 26, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of January 22, 2014
4. Action Items.
 - a) Resolution No. 1195-Approval Resident Write-Offs January 1, 2014 to January 31, 2014
 - b) Resolution No. 1196-Approval- Contract L J Trumble Builders, LLC
 - c) Resolution No. 1197-Approval-Contract Green P & A
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Deb Baker
 - c. Asset Management Report – Patricia Baines-Lake
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Kendra Schmidtman
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Dona Davenport
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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

February 26, 2014

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for January 2014 - Resolution No. 1195

RECOMMENDATION:

Staff recommends adoption of Resolution No.1195 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of January 2014.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$2,149.00** (the full amount of resident balances on accounts closed as of **January 31, 2014**). The previous three month's write-off balances were:

- **December 2013 - \$1,040.00**
- **November 2013 - \$4,171.80**
- **October 2013 - \$6,375.50**

BACKGROUND:

It is an industry practice to write off resident receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio as of **January 31, 2014 total \$2,149.00**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). As required by our policy this report is updated and presented to you monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is **\$2,149.00** for outstanding rent and other charges due from residents who moved out of an LHC property as of **January 31, 2014**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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



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

Resolution No. 1195

Adopted by the Lansing Housing Commission

February 26, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$2,149.00** of resident account receivables as of January 31, 2014. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 3

Nays 0

Abstentions —

Attest

Secretary

For Clerks Use Only

Resolution No: 1195
Date Adopted: 02/26/2014



Resolution 1195 - January 2014 A/R Write-offs
BREAKDOWN

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
Hildebrandt	\$ 389.00	\$ (120.00)					\$ 389.00
LaRoy Froh	\$ 16.00	\$ 183.00	\$ 16.00				
South Washington Park	\$ 743.00	\$ 679.00	\$ 648.00	\$ 50.00	\$ 45.00		
South Washington Park	\$ 623.00	\$ 50.00	\$ 155.00	\$ 100.00	\$ 50.00		\$ 318.00
South Washington Park	\$ 378.00	\$ 203.00	\$ 258.00	\$ 75.00	\$ 45.00		
	\$ 2,149.00		\$ 1,077.00	\$ 225.00	\$ 140.00	\$ -	\$ 707.00
Percent of Total Owed			50%	10%	7%	0%	33%



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

February 26, 2014

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the Contract executed between LJ Trumble Builders, LLC and Lansing Housing Commission (as delegated by the Commission) to renovate the Community Building at Mt. Vernon - Resolution #1196

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1196, which ratifies the delegated action taken by the Executive Director to execute a Contract with LJ Trumble, LLC to renovate the renovate Community Building at Mt. Vernon.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

Authorization of this resolution constitutes the Commission's formal approval of a lump sum contract, in the amount of \$439,760.00, with LJ Trumble Builders, LLC to renovate the Community Building at Mt. Vernon.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for renovation of the Community Building at Mt. Vernon on December 16, 2013 based on drawings and specification prepared by Hobbs and Black Architects. LHC and Hobbs and Black conducted a walk thru at Mt. Vernon on January 9, 2014. Five contractors participated in the walkthrough. One contract addendums were issued. The sealed bids were due on January 23, 2014. Four contractors, LHC staff and one Hobbs and Black representative participated in the bid opening.

Hobbs and Black conducted post-bid interviews with the one (1) bidder to ensure the bid understandings. The apparent low bidder was LJ Trumble Builders, LLC with a Total Lump Sum Base Bid of \$439,760.00 with no irregularities. Inclusive of Alternates one (1) and two (2) for Community Building Replacement of Roof, Gutters and Downspouts. With Alternates one (1) and two (2), LJ Trumble Builders, LLC remained the low bidder.



RECOMMENDATION

Hobbs and Black recommended award of the project to LJ Trumble Builders, LLC based on the review of the submitted bids and contractor qualifications for a Lump Sum amount of \$439,760.00.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: LJ Trumble Builders, LLC.

Bid Amount: \$439,760.00


Term: 90 Days

Funding: 2012- 2013 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted: _____


Patricia Baines-Lake, Secretary



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

Resolution No. 1196

ADOPTED BY THE LANSING HOUSING COMMISSION

February 26, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, entered into a contract between the Lansing Housing Commission and LJ Trumble Builders, LLC to complete renovation of the Community Building at Mt. Vernon, pursuant to the drawings completed by Hobbs and Black the Commission's delegation of authority to execute a contract.

The contract amount is \$439,760.00.

Funding Source: 2012 -2013 CFP funds.


Chair

Yeas 3

Nays 0

Abstentions —

Attest

Secretary

For Clerks Use Only

Resolution No: 1196
Date Adopted: 02/26/2014



**Lansing Housing Commission
Mt. Vernon Community Center Renovation
HUD Project No. MI-058-AMP-102
Bids Received January 23, 2014 @ 2:00 p.m.**

[illegible]



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

February 26, 2014

**Lansing Housing Commission
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the Contract executed between Ameresco and Lansing Housing Commission (as delegated by the Commission) to conduct a GNPA of all LHC properties as required by the U. S. Department of Housing & Urban Development - Resolution #1197

RECOMMENDATIONS:

Staff recommends adoption of Resolution 1197, which ratifies the delegated action, taken by the Executive Director, to execute a Contract with Ameresco to conduct a GNPA of LHC's portfolio.

CONTACT PERSON:

Dona Davenport
Modernization Coordinator
517.487.9847

SUMMARY:

Authorization of this resolution constitutes the Commission's formal approval of a lump sum contract, in the amount of \$53,000.00, with Ameresco to conduct a GNPA of LHC's portfolio.

BACKGROUND:

The Lansing Housing Commission ("LHC") issued an RFP for complete a GNPA of its portfolio in compliance with HUD specifications on December 4, 2013. The sealed bids were due on January 14, 2014. We were pleased with the response. Eleven proposals were received. A team of LHC staff analyzed, scored and ranked the 11 proposal received.

Dona Davenport conducted post-bid interviews with the one (1) bidder to clarify questions and ensure the product to be received was consistent with LHC's expectations. After analyzing the services to be provided for the cost, the apparent low bidder was Nelrod with a Base Bid of \$22,669, the 2nd low bidder was EMG, the third low bidder was Ameresco, and the fourth low bidder was Onsite Insight. After consideration of price and deliverables the apparent low bidder was Ameresco with no irregularities.



RECOMMENDATION

Staff recommended award of the project to Ameresco based on the review of the submitted bids, deliverables and cost with a Lump Sum amount of \$53,000.00.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: Ameresco

Bid Amount: \$53,000.00

Term: 180 Days

Funding: 2012 & 2013 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1197

ADOPTED BY THE LANSING HOUSING COMMISSION

February 26, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee is authorized to enter into a contract between the Lansing Housing Commission and Ameresco to complete a Green GNPA of all LHC properties pursuant to guidelines established by the U. S. Department of Housing and Urban Development.

The contact amount is \$53,000.00.

Funding Source: 2012 & 2013 CFP funds.


Chair

Yeas 3

Nays 0

Abstentions —

Attest

Secretary

For Clerks Use Only

Resolution No: 1197
Date Adopted: 02/26/2014



Lansing Housing Commission Green Physical Needs Assessment Bid Tabulation

Company	Services Proposed	Software	Special	Follow-up	Price
Nelrod	GPNA Only No energy audit	Optional additional cost		Optional additional cost	\$22,699.00
EMG	GPNA Energy Audit	Asset Calc	Beta Testers	Does not address	46,130.00
Ameresco	GPNA Energy Audit	Asset Planner		Works through Full 5 years of HUD requirements	53,000.00
OnSight-Insight	Does not address Energy audit	Fannie Mae Property Evaluator		Additional Cost for Travel Does not address	\$65,250.00

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

Account Name	LHC	2014 Budgeted	December '13 Actual	January '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	January '13 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 423,336	\$ 35,852	\$ 36,223	\$ 252,355	60%	56%	4%	\$ 455,476	\$ 35,852	\$ 253,470	56%
Bookkeeping Fees	343002	\$ 68,369	\$ 5,790	\$ 5,850	\$ 40,755	60%	56%	4%	\$ 73,559	\$ 5,790	\$ 40,935	56%
OG Management Fee	343005	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee		\$ -	\$ -	\$ -	\$ -				\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	\$ 166,474	\$ 14,603	\$ 13,089	\$ 93,201	56%	57%	-1%	\$ 179,124	\$ 13,847	\$ 101,555	57%
Other Income-Healthy Start minigrant	369000	\$ -	\$ 13,333	\$ -	\$ 13,333				\$ -	\$ -	\$ -	
Other Income	369000	\$ 63,500	\$ 2,911	\$ -	\$ 14,911	23%	176%	-153%	\$ 50,000	\$ 9,245	\$ 88,175	176%
TOTAL REVENUE		\$ 733,079	\$ 72,489	\$ 55,162	\$ 414,555	57%	58%	-1%	\$ 869,639	\$ 64,734	\$ 502,714	58%
Administrative Salaries	411000	\$ 177,580	\$ 13,769	\$ 14,169	\$ 104,665	59%	46%	13%	\$ 273,218	\$ 26,014	\$ 124,718	46%
Employee Benefits & FICA	454XXX	\$ 85,801	\$ 10,818	\$ 2,915	\$ 48,187	56%	153%	-97%	\$ 97,095	\$ 7,494	\$ 148,964	153%
Legal	413000	\$ -	\$ -	\$ 131	\$ 495				\$ 3,000	\$ 36	\$ 2,043	
Travel	415000	\$ 7,500	\$ 54	\$ -	\$ 814	11%	0%	11%	\$ 7,000	\$ -	\$ 4,554	0%
Auditing Fees	417100	\$ 17,500	\$ -	\$ -	\$ 1,436	8%	0%	8%	\$ 15,000	\$ 9,749	\$ 13,749	0%
Professional Services Contracts	419001	\$ 104,000	\$ 10,527	\$ 8,357	\$ 60,348				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	
General Office	4190xx	\$ 5,000	\$ -	\$ -	\$ -				\$ 100,000	\$ -	\$ -	
Publications	419006	\$ 400	\$ -	\$ 95	\$ 352	88%	56%	32%	\$ 400	\$ -	\$ 224	56%
Membership Dues & Fees	419008	\$ 10,500	\$ -	\$ 405	\$ 870	8%	143%	-134%	\$ 5,000	\$ 6,935	\$ 7,130	143%
Postage	419010	\$ 7,000	\$ 1,790	\$ (1,190)	\$ 3,438	49%	-61%	110%	\$ 7,000	\$ (2,034)	\$ (4,257)	-61%
Office Supplies	419014	\$ 9,700	\$ 211	\$ 68	\$ 7,313	75%	121%	-46%	\$ 5,000	\$ 1,658	\$ 6,045	121%
Conference	419016	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ -	\$ 1,154	0%
Bank Fees	419020	\$ -	\$ 250	\$ -	\$ 250		0%	0%	\$ -	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 27,000	\$ 4,127	\$ -	\$ 12,711	47%	84%	-37%	\$ 20,000	\$ 3,552	\$ 16,816	84%
Outside Printing	419030	\$ 500	\$ -	\$ -	\$ -	0%	40%	-40%	\$ 500	\$ 201	\$ 201	40%
Software	419032	\$ 5,100	\$ 5,400	\$ 197	\$ 5,949	117%	161%	-44%	\$ 1,000	\$ 219	\$ 1,609	161%
Automotive	419044	\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,000	\$ -	\$ 396	0%
Classified Advertising	419040	\$ -	\$ -	\$ -	\$ -	0%	20%	-20%	\$ 1,000	\$ 200	\$ 200	20%
Total Administrative		\$ 459,581	\$ 36,366	\$ 25,147	\$ 246,826	54%	60%	-6%	\$ 537,713	\$ 54,024	\$ 323,547	60%
Healthy Start reimbursable minigrant	422000	\$ -	\$ -	\$ -	\$ 4,112		0%	0%	n/a			
Total Healthy Start		\$ -	\$ -	\$ -	\$ 4,112							
Water	431000	\$ 2,306	\$ 67	\$ 234	\$ 1,820	79%	70%	0%	\$ 1,910	\$ 208	\$ 1,503	79%
Electricity	432000	\$ 19,879	\$ 3,259	\$ 2,605	\$ 14,898	75%	52%	23%	\$ 23,715	\$ 1,684	\$ 12,261	52%
Steam & Gas	433000 439000	\$ 11,766	\$ 452	\$ 119	\$ 1,659	14%	48%	-34%	\$ 20,610	\$ 4,212	\$ 9,979	48%
Phone/Internet/Communications	419004	\$ 13,300	\$ 477	\$ 922	\$ 9,089	68%	242%	-174%	\$ 10,300	\$ 717	\$ 24,975	242%
Total Utilities		\$ 47,251	\$ 4,256	\$ 3,881	\$ 27,466	58%	86%	-28%	\$ 56,535	\$ 6,821	\$ 48,718	86%
Maintenance Materials	442000	\$ 2,000	\$ -	\$ -	\$ 2,259	113%	38%	75%	\$ 2,000	\$ 216	\$ 765	38%
Maintenance Contracts incl recycling	4430xx	\$ 40,000	\$ 332	\$ 2,534	\$ 19,758	49%	94%	-45%	\$ 40,000	\$ 1,010	\$ 37,680	94%
Total Maintenance		\$ 42,000	\$ 332	\$ 2,534	\$ 22,017	52%	92%	-39%	\$ 42,000	\$ 1,226	\$ 38,445	92%
Protective Services	448000	\$ 4,250	\$ 179	\$ -	\$ 4,428	104%	64%	40%	\$ 4,250	\$ 180	\$ 2,734	64%
Insurance	451xxx	\$ 31,000	\$ 1,544	\$ 1,860	\$ 12,589	41%	20%	21%	\$ 40,000	\$ 664	\$ 7,929	20%
SFTB Expenses		\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 5,170	0%
OG Repayment for SFTB		\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate I	419042	\$ 60,000	\$ 15,000	\$ -	\$ 35,000	58%	0%	58%	\$ 60,000	\$ -	\$ 27,592	0%
Additional Capital		\$ 69,718	\$ 14,813	\$ 21,740	\$ 62,116	89%	41%	48%	\$ 103,437	\$ 1,819	\$ 42,155	41%
TOTAL EXPENSES		\$ 733,079	\$ 72,489	\$ 55,162	\$ 414,554	57%	58%	-1%	\$ 869,639	\$ 64,734	\$ 502,715	58%
NET INCOME (LOSS)		\$ -	\$ (0)	\$ (0)	\$ 0				\$ (0)	\$ 0	\$ (0)	

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

Account Name		FDS	2014 Budget	December '13 Actual	January '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	January '13 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 117,852	\$ 120,360	\$ 798,983	60%	7%	53%	\$ 1,570,275	\$ 109,617	\$ 109,667	7%
Excess Utilities	312000	70400	\$ 5,774			\$ 4,262							
Fraud Recovery	330010	71400	\$ -	\$ -	\$ -	\$ 63	0%	0%	0%	\$ 20	\$ 10	\$ 1,519	0%
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 247,868	\$ 248,215	\$ 1,702,749	57%	72%	-15%	\$ 2,718,604	\$ 279,301	\$ 1,947,291	72%
Other Income	369000	71500	\$ 49,700	\$ (73)	\$ (0)	\$ (168)	0%	46%	-46%	\$ 21,800	\$ 995	\$ 9,987	46%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 4,295	\$ 4,400	\$ 30,866	72%	75%	-3%	\$ 37,900	\$ 4,275	\$ 28,419	75%
Maint. Char	369002	70400	\$ 41,100	\$ 470	\$ 3,530	\$ 22,393	54%	30%	25%	\$ 33,100	\$ (2,979)	\$ 9,877	30%
Court Costs	369003	70400	\$ 32,500	\$ 1,112	\$ 4,665	\$ 27,116	83%	73%	10%	\$ 35,900	\$ 8,186	\$ 26,382	73%
Inter-Amp Transfer (In)			\$ -										
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ 333		0%	0%	\$ 29,426	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 371,829	\$ 381,425	\$ 2,586,263	54%	48%	6%	\$ 4,447,025	\$ 399,404	\$ 2,133,142	48%
Administrative Salaries	411000	91100	\$ 375,744	\$ 20,004	\$ 38,016	\$ 234,038	62%	50%	12%	\$ 403,884	\$ 27,844	\$ 203,446	50%
Legal	413000	91700	\$ 52,600	\$ 10,000	\$ 2,951	\$ 27,456	52%	111%	-59%	\$ 28,670	\$ 2,488	\$ 31,917	111%
Travel	415000	91800	\$ 2,850	\$ 245	\$ 231	\$ 2,334	82%	10%	72%	\$ 17,166	\$ 506	\$ 1,638	10%
Auditing Fees	417100	91200	\$ 13,560	\$ -	\$ -	\$ 5,604	41%	58%	-16%	\$ 20,738	\$ -	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ 10,712	\$ (5,991)	\$ 22,072	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	91600	\$ 30,000	\$ 2,887	\$ 2,617	\$ 15,777	53%	61%	-8%	\$ 31,600	\$ 3,151	\$ 19,278	61%
Publications	419006	91600	\$ 900	\$ -	\$ -	\$ 2,711	301%	0%	301%	\$ 120	\$ -	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ 165	\$ -	\$ 393	17%	52%	-35%	\$ 2,120	\$ -	\$ 1,098	52%
Postage	419010	91600	\$ 11,370	\$ 2,760	\$ 1,436	\$ 9,398	83%	67%	16%	\$ 12,208	\$ 755	\$ 8,121	67%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 1,289	\$ 794	\$ 11,409	105%	9%	97%	\$ 49,908	\$ 118	\$ 4,312	9%
Office Supplies	419014	91600	\$ 21,600	\$ 1,342	\$ 2,204	\$ 12,249	57%	133%	-77%	\$ 16,930	\$ 3,852	\$ 22,569	133%
Bank Fees	419020	91600	\$ 20,400	\$ 2,338	\$ 2,623	\$ 15,449	76%	85%	-9%	\$ 12,941	\$ 1,959	\$ 10,959	85%
Computer Maintenance	419022	91600	\$ 27,900	\$ 5,429	\$ -	\$ 16,887	61%	109%	-48%	\$ 18,536	\$ 4,298	\$ 20,176	109%
Outside Printing	419030	91600	\$ 2,370	\$ 942	\$ 298	\$ 6,398	270%	107%	163%	\$ 845	\$ -	\$ 908	107%
Software	419032	91600	\$ 22,600	\$ -	\$ 395	\$ 1,594	7%	50%	-43%	\$ 5,300	\$ 808	\$ 2,639	50%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,498	\$ 1,764	\$ 7,519	32%	0%	32%	\$ 3,600	\$ 690	\$ 11,479	0%
Inspections	419050	91600	\$ 35,180	\$ 316	\$ 2,750	\$ 8,341	24%	0%	24%	\$ 4,000	\$ -	\$ 3,400	0%
Management Fees	419101	91300	\$ 423,336	\$ 35,852	\$ 36,223	\$ 202,522	48%	58%	-10%	\$ 438,752	\$ 35,852	\$ 253,795	58%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,790	\$ 5,850	\$ 83,978	123%	56%	67%	\$ 73,234	\$ 5,790	\$ 40,935	56%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 3,606	\$ 1,080	\$ 20,827	62%	36%	26%	\$ 34,000	\$ 1,058	\$ 12,319	36%
Water	431000	93100	\$ 478,805	\$ 31,132	\$ 28,016	\$ 215,286	45%	49%	-4%	\$ 409,249	\$ 27,073	\$ 199,735	49%
Electricity	432000	93200	\$ 163,928	\$ 20,965	\$ 19,108	\$ 171,632	105%	60%	45%	\$ 150,530	\$ 11,918	\$ 90,123	60%
Gas	433000	93300	\$ 372,015	\$ 35,726	\$ 35,465	\$ 96,106	26%	21%	5%	\$ 457,281	\$ 25,494	\$ 96,559	21%
Recycling	435000	93800	\$ 32,200	\$ 11,125	\$ 14,759	\$ 38,502	120%	0%	120%	\$ 44,334	\$ 3,874	\$ 16,484	0%
Maintenance Labor	441000	94100	\$ 511,530	\$ 30,050	\$ 34,553	\$ 231,629	45%	35%	11%	\$ 662,021	\$ 39,524	\$ 228,755	35%
Maintenance Materials	442000	94200	\$ 321,000	\$ 36,812	\$ 30,594	\$ 242,771	76%	48%	28%	\$ 193,444	\$ 21,979	\$ 92,765	48%
Garbage & Trash	443001	94300	\$ 51,400	\$ 18,863	\$ 16,047	\$ 64,774	126%	45%	81%	\$ 55,800	\$ 3,209	\$ 25,116	45%
Heating & Cooling	443002	94300	\$ 28,500	\$ 2,677	\$ 3,475	\$ 22,499	79%	0%	79%	\$ 4,300	\$ 1,285	\$ 10,986	0%
Snow Removal	443003	94300	\$ 10,250	\$ 685	\$ 4,551	\$ 6,215	61%	1%	59%	\$ 10,500	\$ -	\$ 120	1%
Elevator Maintenance	443004	94300	\$ 21,540	\$ -	\$ 1,012	\$ 7,315	34%	129%	-96%	\$ 10,500	\$ -	\$ 13,595	129%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 1,261	\$ 3,150	\$ 30,280	67%	134%	-67%	\$ 21,200	\$ -	\$ 28,330	134%
Unit Turnaround	443006	94300	\$ 135,000	\$ 52,338	\$ 12,703	\$ 157,657	117%	52%	65%	\$ 115,500	\$ 2,206	\$ 60,237	52%
Electrical	443007	94300	\$ 7,600	\$ 7,656	\$ 15,997	\$ 7,103	93%	4%	90%	\$ 9,700	\$ -	\$ 364	4%
Plumbing	443008	94300	\$ 36,300	\$ 2,015	\$ 2,201	\$ 6,591	18%	94%	-76%	\$ 16,600	\$ 10,723	\$ 15,600	94%
Exterminating	443009	94300	\$ 70,120	\$ 17,726	\$ 6,121	\$ 79,234	113%	76%	37%	\$ 41,964	\$ 3,456	\$ 32,089	76%
Janitorial	443010	94300	\$ -	\$ -	\$ 9,057	\$ 6,590	0%	41%	-41%	\$ 10,900	\$ 420	\$ 4,498	41%
Routine Maintenance	443011	94300	\$ 9,500	\$ 1,647	\$ 1,486	\$ 7,395	78%	124%	-46%	\$ 16,500	\$ 5,442	\$ 20,395	124%
Misc.	443012	94300	\$ 81,700	\$ 4,515	\$ 12,431	\$ 72,298	88%	56%	32%	\$ 22,915	\$ 1,590	\$ 12,834	56%

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

Account Name	FDS	2014 Budget	December '13 Actual	January '14 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	Variance	FY 2013 Budget	January '13 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000 95200	\$ 16,250	\$ 752	\$ 752	\$ 14,124	0%	148%	-148%	\$ 12,732	\$ 3,282	\$ 18,814	148%
Property	451001 96110	\$ 119,550	\$ 7,664	\$ 7,664	\$ 49,522	41%	36%	3%	\$ 110,132	\$ 6,152	\$ 42,272	38%
General Liability	451002 96120	\$ 56,900	\$ 4,503	\$ 4,503	\$ 41,377	73%	46%	27%	\$ 50,689	\$ 3,434	\$ 23,331	46%
Workers Comp.	451003 96130	\$ 26,325	\$ 1,364	\$ 3,262	\$ 17,715	67%	56%	11%	\$ 22,860	\$ 1,826	\$ 12,778	56%
Other	451004 96140	\$ 22,900	\$ 532	\$ 687	\$ 9,766	43%	75%	-32%	\$ 17,450	\$ 515	\$ 13,011	75%
Payments in Lieu of Taxes	452000 96300	\$ 87,300	\$ -	\$ -	\$ -	0%	0%	0%	\$ 69,540	\$ -	\$ -	0%
OP&EB Expense	444400	\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000 91500	\$ 206,097	\$ 17,617	\$ 2,690	\$ 76,820	37%	28%	9%	\$ 228,464	\$ 10,349	\$ 63,914	28%
Employee Benefits - Maintenance	454100 94500	\$ 309,881	\$ 43,623	\$ 12,677	\$ 194,384	63%	103%	-40%	\$ 140,222	\$ 26,085	\$ 144,095	103%
Employer FICA - Administrative	454200 91500	\$ 28,745	\$ 14,780	\$ 6,707	\$ 80,095	279%	34%	245%	\$ 30,779	\$ 1,351	\$ 10,328	34%
Employer FICA - Maintenance	454300 94500	\$ 39,132	\$ 2,537	\$ 3,066	\$ 21,038	54%	30%	24%	\$ 50,618	\$ 2,718	\$ 15,112	30%
Extraordinary Maint. - Contracts	461003 97100	\$ -	\$ -	\$ -	\$ 525	0%	0%	0%	\$ 23,523	\$ -	\$ -	0%
Reserve Account		\$ 213,013	\$ (100,751)	\$ 9,172	\$ (89,935)	-42%	0%	-42%	\$ 135,824	\$ 38,687		0%
TOTAL EXPENSES		\$ 4,764,309	\$ 371,829	\$ 381,425	\$ 2,586,264	54%	52%	2%	\$ 4,328,707	\$ 317,534	\$ 2,248,977	52%
TOTAL INCOME		\$ -	\$ (0)	\$ (0)	\$ (0)				\$ -	\$ 0	\$ -	

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
January 2014**

Account Name	G/L	FDS	Current Year							Prior Year		
			FY 2014	December '13	January '14	Year to date	% of Budget	% of Budget	%	January '13	Year to date	% of Budget
	Acct #	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	71400	15,000	16	0	6,766	45%	27%	18%	172	5,071	27%
HCV Income - Admin Fees	341500	70600	832,368	69,002	65,444	483,122	58%	56%	2%	69,236	529,982	56%
Other Revenue	369000	71500	500				0%	621%	-621%	2	3,106	621%
TOTAL REVENUE			847,868	69,018	65,444	489,887	58%	56%	2%	69,409	538,159	56%
Administrative Salaries	411000	91100	234,054	14,068	18,861	154,597	66%	48%	18%	26,714	176,863	48%
Legal	413000	91700	2,000	124	0	3,972	199%	122%	76%	0	980	122%
Staff Training	414000	91600	6,000	0	0	99	2%	62%	-60%	0	3,692	62%
Travel	415000	91800	1,000	65	61	320	32%	19%	13%	0	186	19%
Auditing Fees	417100	91200	5,000	0	0	1,437	29%	80%	-51%	0	4,000	80%
Telephone	419004	91600	6,000	29	68	361	6%	39%	-33%	263	3,896	39%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	0	0	0%
Membership Dues & Fees	419008	91600	4,500	0	0	279	6%	144%	-137%	0	2,873	144%
Postage	419010	91600	14,000	1,075	1,035	6,550	47%	63%	-16%	1,279	8,811	63%
Police Reports/Cred Chks	419012	91600	14,000	6,184	841	8,640	62%	160%	-98%	0	6,402	160%
Office Supplies	419014	91600	17,000	90	907	4,360	26%	124%	-98%	1,776	11,160	124%
Conference	419016	91600	1,000	0	0	0	0%	0%	0%	0	0	0%
Computer Maintenance	419022	91600	15,000	1,382	0	5,273	35%	100%	-65%	2,124	14,974	100%
Outside Printing	419030	91600	3,500	0	0	2,332	67%	64%	2%	443	2,251	64%
Software	419032	91600	34,000	0	173	547	2%	58%	-56%	188	5,803	58%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	0	0%
Classified Advertising	419040	91600	850	0	0	0	0%	0%	0%	0	0	0%
Office Rent	419042	91600	24,000	2,000	0	14,000	58%	58%	0%	2,000	14,000	58%
Automotive Maintenance	419044	91600	4,500	455	130	1,912	42%	68%	-26%	22	2,046	68%
Inspections	419050	91600	47,317	9,665	3,196	23,404	49%			0		
COCC - HCV Program Expense	419103	91300	166,474	14,603	13,089	93,201	56%	53%	3%	13,847	101,555	53%
Utilities - Water	431000	93100	3,592	110	382	2,970	83%	80%	2%	339	2,414	80%
Utilities - Electricity	432000	93200	31,434	5,317	4,251	24,307	77%	50%	27%	2,748	14,476	50%
Utilities - Steam/Gas	439000 433000	933000	19,198	738	194	2,707	14%	70%	-56%	4,259	10,508	70%
Maintenance Contracts	443xxx	94300	18,500	0	103	5,054	27%	48%	-21%	3,408	10,161	48%
Insurance	451xxx	96120	18,000	835	1,626	10,592	59%	57%	2%	1,477	10,239	57%
Employee Benefits	454xxx	91500	131,082	16,937	3,958	81,188	62%	46%	16%	16,062	97,463	46%
Housing Assistance Payment	471900	97300		0	0	(5,310)				0		
Shelter Plus Care					0							
Reserve Account			23,368	(4,659)	16,569	46,818	200%	0%	200%	(7,540)	33,408	0%
TOTAL EXPENSES			847,868	69,018	65,444	489,887	58%	56%		69,409	538,158	56%
NET INCOME (LOSS)			0	0	(0)	0				(0)	0	



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

February 26, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report January 2014 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in January. 100% of all waitlist files pulled are audited. Zero (0) files were audited in January.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on two (2) units per month. The LHC performed nine (9) QC reviews of unit rents in January. The QC review indicated 100% of the rents approved by LHC in January met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed four (4) QC file reviews on non-waitlist participant files in January. Zero (0) errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in January. Ten (10) units are scheduled for QC inspections in February.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eight (8) 24-hour HQS deficiencies in the month of January. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Nov-13	Dec-13	Jan-14
TOTAL NEW LEASES	4	1	1
Total Move-outs	7	6	6
Net	-3	-5	-5
Number of Applicants on Voucher Wait List	620	620	620
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	0
Total Resident Change of Units (transfers)	29	9	9
TOTAL RECERTIFICATIONS DUE BY MONTH	111	158	140
Annual Recertifications Completed	101	150	130
Annual Delinquent Reexaminations	0	0	0
Interims Completed	101	98	58
TOTAL INSPECTIONS DUE BY MONTH	108	105	115
Annual HQS Inspections Completed	86	98	120
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	31	21	15
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	38	38
Total # of HCV Accts. Rec.	7	5	6
Monthly Total Amount Owed	\$ 4,343.97	\$ 3,491.47	\$ 3,717.00
Monthly Total Amount Collected	\$ 816.00	\$ 941.00	\$ 598.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1520	1509	1492
% UTILIZED UNITS	89.4%	88.8%	87.8%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	54	54	54
VASH Voucher Utilization	95	91	93
Monthly Total Voucher Unit Utilization	1657	1654	1639
Total HCV Budget for 2011	\$ 10,153,273.00	\$ 10,153,273.00	\$ 10,369,704.00
Total HCV Budget Used YTD	\$ 9,432,613.84	\$ 10,238,221.22	\$ 809,671.52
HCV Budget Allocation YTD	\$ 8,987,156.00	\$ 10,486,067.00	\$ 864,142.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$ (445,457.84)</i>	<i>\$ 247,845.78</i>	<i>\$ 54,470.48</i>
Remaining Voucher Budget	\$ 720,659.16	\$ (84,948.22)	\$ 9,560,032.48
Shelter Plus Care Budget	\$ 254,700.00	\$ 254,700.00	\$ 269,073.00
Shelter Plus Care Budget Used YTD	\$ 225,609.82	\$ 248,443.09	\$ 22,422.75
Shelter Plus Care Budget Allocation YTD	\$ 225,609.82	\$ 248,443.09	\$ 22,422.75
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$ 29,090.18	\$ 6,256.91	\$ 246,650.25
VASH Budget	\$ 500,000.00	\$ 500,000.00	\$ 600,000.00
VASH Budget Used YTD	\$ 431,197.00	\$ 473,147.00	\$ 43,058.00
VASH Budget Allocation YTD	\$ 460,000.00	\$ 500,000.00	\$ 50,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$ 28,803.00</i>	<i>\$ 26,853.00</i>	<i>\$ 6,942.00</i>
Remaining Voucher Budget	\$ 68,803.00	\$ 26,853.00	\$ 556,942.00



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

February 26, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

January 2014 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94% at the end of January. We continue to strive to increase our occupancy level to 98%. In the month of January more households moved out than in. We will strive to continue to improve occupancy in February. Admission of households who have less than stellar credit because of: divorce, job loss, unemployment benefit losses, medical problems did not begin in January. The details to be addressed in the 3 sessions with the Financial Empowerment Center need to be resolved prior to implementation.

In January we had a total of 146 emergency work orders. 100% were closed or abated within 24 hours. We had 256 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	162	162	205	251	780
Percent Occupied	94%	97%	96%	92%	94%
Move -Ins	5	5	1	8	19
Move-Outs	0	5	1	3	9



Transfers	0	2	0	0	2
Emergency Work Orders	10	49	33	54	146
Routine Work Orders	98	46	240	24	408

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

Rent Collection:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 29156	\$ 6842.00	\$ 22314.00	77%
Hildebrandt	168	\$ 23514.00	\$ 3588.00	\$ 19926.00	85%
LaRoy Froh	213	\$ 27502.00	\$ 4107.66	\$ 23394.34	85%
South Washington	278	\$ 40413.00	\$5156.00	\$ 35257.00	87%
Totals	832	\$ 120585.00	\$ 19693.66	\$ 100891.34	84%





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

February 26, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

January 2014 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

South Washington Park

The renovation of South Washington Park's Community Room is Complete. Asset Manager, Janell McLeod is planning a party for February.

Mt. Vernon

MC Smith Associates & Architectural Group has completed all preliminary designs for the renovation of kitchens and baths at Mt. Vernon.

Bids were opened for the Community Room renovations on January 23, 2014. We had three contractors bid for the job. Hobbs and Black has reviewed the bids and has recommended the low bidder, Trumble Builders, LLC. LHC concurs with this recommendation.

Hildebrandt

Hobbs + Black Associates are finishing up the drawings of Hildebrandt kitchens and baths so we can go out for bid soon.

HONEYWELL ESCO PROJECT

The kick Off Meeting was held on January 15, 2014. LHC staff, Honeywell staff and subcontractors met and a general description of all activities was discussed. LHC approved the products and subcontractors are ordering supplies. The start date is early February.



FUTURE MODERNIZATION ACTIVITIES

LHC is installing hardwired combination Smoke and Carbon Monoxide detectors which will replace exiting hardwired Smoke detectors. Staff is completing the installation since the wiring already exists.

FIRE UNIT STATUS

M. C. Smith Architect, Kathleen Waters and LHC staff conducted a site visit to 3856 Wilson. The unit has not been completed in a timely manner according to Contract documents. LHC has sent a Notice to Cure to S & S Contracting demanding they complete the restoration. The completion was scheduled for December 23, 2013 and the Contractor has been informed he will be assessed liquidated damages from that date.

M. C. Smith Architects and LHC staff visited 1513 Comfort on February 7, 2014. MC Smith will start work on the redesign and bidding process.

Also, a request to take this unit offline for the duration of renovation has been submitted to the HUD Detroit Field Office. We are waiting for a response.





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

**LHC Board
Sign-In Sheet
Date of Meeting: February 26, 2014**

Name	Organization	Phone #	E-mail
Patricia Bailey	LHC	872-7996	Patbl@lanshc.org
Bobby Joyce	LHC	703-3483	Bobby.Joyce@gmail.com
Ramiro Salazar	LHC	853-3066	ramiros@lanshc.org
Kris Whipple	LHC	393-4240	Krisw@lanshc.org
Lisa Persing	LHC	353-4330	LisaP@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Andrea Wade	LHC	372-7145	andrea_w@lanshc.org
Gregory Frens	LHC	906 280-7590	frensge@yahoo.com
Trina Harold	Public (visitor)	(989) 909-1233	trinaH@lanshc.org
Erica Velasquez	LHC	393-8464	ericav@lanshc.org

