



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

Agenda
Lansing Housing Commission
January 22, 2014

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of November 20, 2013
4. Action Items.
 - a) Resolution No. 1192-Approval-Temporary Displacement
 - b) Resolution No. 1193-Approval Resident Write-Offs November 1, 2013 to November 30, 2013
 - c) Resolution No. 1194- Approval Resident Write-Offs December 1, 2013 to December 30, 2013
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





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**Minutes of the November 20, 2013
Lansing Housing Commission & Public Hearing Meeting**

PRESENT AT ROLL CALL: Commissioners Baltimore, Beverly, Frens and Joyce

GUESTS: None

STAFF:	Patricia Baines-Lake	Ramiro Salazar	Lisa Parson
	Janell Mcleod	Kris Whipple	
	Rhonda Pagel	Melissa Witt	
	Debra Baker	Kendra Schmidtman	

Finance Committee Member Bakken attended via a conference call. Chairman Baltimore called the meeting to order promptly at 5:38 p. m. Director Baines-Lake called the roll.

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve the minutes of the October 23, 2013 Board Meeting. **The Motion was approved by all members present.**

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution No. 1187-Approval of Resident Write-Offs October 1, 2013 to October 31, 2013. **The Motion was approved unanimously.**

Commissioner Joyce moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1188-Approval Contract Fee Accountant. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1189-Approval Energy Savings Loan. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1190-Approval Audit Contract. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1191-Approval to Apply for De Minimis Demo Disposition of unit 521-South Washington Apartments.. **The Motion was approved unanimously.**

Commissioner Joyce moved and Commissioner Frens 2nd a motion to table Resolution No. 1192-Approval Temporary Displacement Reimbursement Policy. **The Motion was tabled unanimously.**

Written Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Patricia Baines-Lake
Housing Choice Voucher Report		Debra Baker
Modernization Report		Patricia Baines-Lake
Verbal Asset Management Report was presented as follows:		
Mt. Vernon & Scattered Sites AMP 102-104		Lisa Parson
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod

The President had no comments

There being no other business, Chairman Baltimore adjourned the meeting at 7:02 p. m.





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January 22, 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 November 2013-Resolution No. 1193

RECOMMENDATION:

Staff recommends adoption of Resolution No.1193 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of November 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$4,171.80** (the full amount of resident balances on accounts closed as of **November 30, 2013**. The previous three month's write-off balances were:

- **October 2013 - \$6,375.50**
- **September 2013 - \$7,683.75**
- **August 2013 - \$8,222.00**

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 **November 30, 2013 total \$4,171.80**. 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 **\$4,171.80** for outstanding rent and other charges due from residents who moved out of an LHC property as of **November 30, 2013**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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





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

Resolution No. 1193

Adopted by the Lansing Housing Commission

January 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$4,171.50** of resident account receivables as of November 30, 2013. 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: 1193
Date Adopted: 01/22/2014



Resolution 1193 - November 2013 A/R Write-offs
BREAKDOWN

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
Mt. Vernon	\$ 385.00	\$ 360.00	\$ 360.00	\$ 25.00			
Mt. Vernon	\$ 194.00	\$ 218.00	\$ 169.00	\$ 25.00			
Hildebrandt	\$ 469.00	\$ 158.00	\$ 232.00		\$ 39.00		\$ 198.00
LaRoy Froh	\$ 110.00	\$ 23.00	\$ 100.00		\$ 10.00		
LaRoy Froh	\$ 181.80	\$ 706.00	\$ 181.80				
SWP	\$ 88.00	\$ 50.00	\$ 44.00				\$ 44.00
SWP	\$ 536.00	\$ 50.00	\$ 160.00	\$ 100.00	\$ 145.00		\$ 131.00
SWP	\$ 892.00	\$ 50.00	\$ 310.00	\$ 100.00	\$ 145.00		\$ 337.00
SWP	\$ 776.00	\$ 339.00	\$ 370.00				\$ 406.00
SWP	\$ 540.00	\$ 233.00	\$ 455.00		\$ 60.00		\$ 25.00
	\$ 4,171.80		\$ 2,381.80	\$ 250.00	\$ 399.00	\$ -	\$ 1,141.00
	Percent of Total Owed		57%	6%	10%	0%	27%



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January 22, 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 December 2013-Resolution No. 1194

RECOMMENDATION:

Staff recommends adoption of Resolution No.1194 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of December 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$1,040.00** (the full amount of resident balances on accounts closed as of **December 31, 2013**. The previous three month's write-off balances were:

- **November 2013 - \$4,171.80**
- **October 2013 - \$6,375.50**
- **September 2013 - \$7,683.75**

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 **December 31, 2013 total \$1,040.00**. 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 **\$1,040.00** for outstanding rent and other charges due from residents who moved out of an LHC property as of **December 31, 2013**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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





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Resolution No. 1194

Adopted by the Lansing Housing Commission

January 22, 2014

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$1,040.00** of resident account receivables as of December 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas _____

Nays _____

Abstentions _____

Attest


Secretary

For Clerks Use Only

Resolution No: 1194

Date Adopted: 01/22/2014



Resolution 1194 - December 2013 A/R Write-offs
BREAKDOWN

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
Mt. Vernon	\$ 272.00		\$ 272.00				
SWP	\$ 768.00		\$ 648.00	\$ 50.00	\$ 45.00		\$ 25.00
	\$ 1,040.00		\$ 920.00	\$ 50.00	\$ 45.00	\$ -	\$ 25.00
Percent of Total Owed			88%	5%	4%	0%	2%

Landing Housing Commission
Central Office Cost Center
Income and Expense Report
December 2013

Account Name	LMC	FDS	2014 Budgeted	November '13 Actual	December '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	Variance	2013 Budgeted	November '12 Actual	December '12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	70710	\$ 423,336	\$ 35,759	\$ 35,952	\$ 216,132	51%	48%	3%	\$ 455,476	\$ 36,177	\$ 35,898	\$ 217,618	48%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,775	\$ 5,790	\$ 34,905	51%	48%	3%	\$ 73,559	\$ 5,843	\$ 5,798	\$ 35,145	48%
OG Management Fee	343005	70710	\$ 11,400	\$ -	\$ -	\$ -	0%	17%	-17%	\$ 11,400	\$ -	\$ -	\$ 1,900	17%
AMP Management Fee	343003	70710	\$ 166,474	\$ 13,255	\$ 14,603	\$ 80,112	48%	49%	-1%	\$ 100,080	\$ -	\$ -	\$ 16,680	17%
Management Fee - HCV	369000	71500	\$ 63,500	\$ 2,000	\$ 13,333	\$ 13,333	23%	158%	-134%	\$ 179,124	\$ 14,491	\$ 14,491	\$ 87,709	49%
Other Income-Healthy Start migrant	369000	71500	\$ 733,079	\$ 56,789	\$ 72,489	\$ 359,393	49%	50%	-1%	\$ 50,000	\$ 6,431	\$ 3,963	\$ 78,930	156%
TOTAL REVENUE										\$ 869,639	\$ 62,941	\$ 60,149	\$ 437,981	50%
Administrative Salaries	411000	91100	\$ 177,580	\$ 20,654	\$ 13,769	\$ 90,495	51%	36%	15%	\$ 273,218	\$ 20,795	\$ 25,386	\$ 98,704	36%
Employee Benefits & FICA	454XXX	91500	\$ 85,801	\$ 3,609	\$ 10,818	\$ 45,271	53%	148%	-93%	\$ 97,095	\$ 110,934	\$ 7,783	\$ 141,470	146%
Legal	413000	91700	\$ 7,500	\$ -	\$ 54	\$ 365	11%	0%	11%	\$ 3,000	\$ 465	\$ -	\$ 2,007	0%
Travel	415000	91800	\$ 17,500	\$ -	\$ -	\$ 1,436	8%	0%	8%	\$ 7,000	\$ 2,230	\$ -	\$ 4,554	0%
Auditing Fees	417100	91200	\$ 104,000	\$ 7,920	\$ 10,527	\$ 51,991	50%	0%	0%	\$ 15,000	\$ -	\$ -	\$ 4,000	0%
Professional Services Contracts	419001	91600	\$ 5,000	\$ 33	\$ -	\$ -	64%	56%	8%	\$ 100,000	\$ -	\$ -	\$ 224	56%
Admin Services Contracts	419002	91600	\$ 4,000	\$ -	\$ -	\$ -	4%	4%	1%	\$ 400	\$ -	\$ -	\$ 195	4%
General Office	4190xx	91600	\$ 10,500	\$ 154	\$ 1,790	\$ 4,627	66%	32%	98%	\$ 5,000	\$ (207)	\$ 1,452	\$ (2,223)	-32%
Publications	419006	91600	\$ 7,000	\$ 333	\$ 211	\$ 7,245	75%	88%	-13%	\$ 5,000	\$ (85)	\$ 2,027	\$ 4,388	88%
Membership Dues & Fees	419010	91600	\$ 2,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,500	\$ 1,004	\$ -	\$ 1,154	0%
Postage	419014	91600	\$ 27,000	\$ -	\$ 250	\$ 12,711	47%	66%	-19%	\$ 20,000	\$ 1,322	\$ 3,371	\$ 13,264	66%
Office Supplies	419016	91600	\$ 500	\$ 82	\$ 5,400	\$ 5,751	113%	139%	-26%	\$ 500	\$ -	\$ -	\$ 1,391	139%
Conference	419022	91600	\$ 5,100	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,000	\$ -	\$ -	\$ 396	0%
Bank Fees	419030	91600	\$ 27,000	\$ -	\$ 4,127	\$ 12,711	47%	66%	-19%	\$ 20,000	\$ 1,322	\$ 3,371	\$ 13,264	66%
Computer Maintenance	419032	91600	\$ 5,100	\$ 82	\$ 5,400	\$ 5,751	113%	139%	-26%	\$ 500	\$ -	\$ -	\$ 1,391	139%
Outside Printing	419044	91600	\$ 5,100	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,000	\$ -	\$ -	\$ 396	0%
Software	419044	91600	\$ 5,100	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,000	\$ -	\$ -	\$ 396	0%
Automotive	419044	91600	\$ 5,100	\$ -	\$ -	\$ -	0%	0%	0%	\$ 1,000	\$ -	\$ -	\$ 396	0%
Classified Advertising	419040	91600	\$ 459,581	\$ 24,865	\$ 36,366	\$ 221,679	48%	50%	-2%	\$ 537,713	\$ 145,750	\$ 40,287	\$ 269,523	50%
Total Administrative										n/a				
Healthy Start reimbursable migrant	422000	92400	\$ -	\$ -	\$ -	\$ 4,112	0%	0%	0%					
Total Healthy Start														
Water	431000	93100	\$ 2,306	\$ 495	\$ 67	\$ 1,586	60%	68%	1%	\$ 1,910	\$ 205	\$ 205	\$ 1,295	68%
Electricity	432000	93200	\$ 19,879	\$ 218	\$ 3,259	\$ 12,292	62%	45%	17%	\$ 23,715	\$ 390	\$ 1,634	\$ 10,577	45%
Steam & Gas	433000	93300	\$ 11,766	\$ 118	\$ 452	\$ 1,540	13%	28%	-15%	\$ 20,610	\$ 1,226	\$ 3,825	\$ 5,767	28%
Phone/Internet/Communications	419004	91600	\$ 13,300	\$ 48	\$ 477	\$ 8,167	61%	235%	-174%	\$ 10,300	\$ 678	\$ 484	\$ 24,257	236%
Total Utilities			\$ 47,251	\$ 879	\$ 4,256	\$ 23,585	50%	74%	-24%	\$ 56,535	\$ 2,499	\$ 6,149	\$ 41,897	74%
Maintenance Materials	442000	94200	\$ 2,000	\$ 84	\$ -	\$ 2,259	113%	27%	65%	\$ 2,000	\$ (129)	\$ 432	\$ 549	27%
Maintenance Contracts incl recycling	4430xx	94300	\$ 40,000	\$ 762	\$ 332	\$ 17,224	43%	92%	-49%	\$ 40,000	\$ 145	\$ 6,522	\$ 36,669	92%
Total Maintenance			\$ 42,000	\$ 846	\$ 332	\$ 19,483	46%	89%	-42%	\$ 42,000	\$ 16	\$ 6,954	\$ 37,219	89%
Protective Services	448000	95200	\$ 4,250	\$ 3,532	\$ 179	\$ 4,428	104%	60%	44%	\$ 4,250	\$ (0)	\$ 607	\$ 2,554	60%
Insurance	451xxx	96120	\$ 31,000	\$ 1,860	\$ 1,544	\$ 10,729	35%	18%	16%	\$ 40,000	\$ 1,983	\$ 1,547	\$ 7,265	18%
SFTB Expenses			\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 1,399	\$ 5,170	0%
OIG Repayment for SFTB	96200		\$ 19,278	\$ -	\$ -	\$ -	0%	0%	0%	\$ 25,704	\$ -	\$ -	\$ 6,426	0%
Davenport pymts & Real Estate I	419042	91600	\$ 60,000	\$ -	\$ 15,000	\$ 35,000	58%	0%	58%	\$ 60,000	\$ 5,000	\$ -	\$ 22,592	0%
Additional Capital			\$ 69,718	\$ 24,807	\$ 14,813	\$ 40,377	56%	0%	56%	\$ 103,437				0%
TOTAL EXPENSES			\$ 733,079	\$ 56,789	\$ 72,489	\$ 359,393	49%	45%	4%	\$ 869,639	\$ 155,248	\$ 56,942	\$ 392,645	45%
NET INCOME (LOSS)			\$ -	\$ 0	\$ (0)	\$ (0)				\$ (0)	\$ (92,307)	\$ 3,207	\$ 45,336	

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

Account Name		FDS	2014 Budget	November '13 Actual	December '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	November '12 Actual	December '12 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 112,667	\$ 117,852	\$ 678,623	51%	7%	44%	\$ 1,570,275	\$ (342,656)	\$ 123,693	\$ 109,667	7%
Excess Utilities	312000	70400	\$ 5,774			\$ 4,007								
Fraud Recovery	330010	71400	\$ -	\$ 63	\$ -	\$ 63	0%	0%	0%	\$ 20	\$ (4)	\$ -	\$ 1,509	0%
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 281,433	\$ 247,868	\$ 1,454,534	48%	61%	-13%	\$ 2,718,604	\$ 555,528	\$ 277,764	\$ 1,667,990	61%
Other Income	369000	71500	\$ 49,700	\$ (139)	\$ (73)	\$ (168)	0%	41%	-42%	\$ 21,800	\$ 1,995	\$ (483)	\$ 8,992	41%
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 5,502	\$ 4,295	\$ 26,466	62%	64%	-2%	\$ 37,900	\$ 7,800	\$ 4,450	\$ 24,144	64%
Maint. Char	369002	70400	\$ 41,100	\$ (50,341)	\$ 470	\$ 18,863	46%	39%	7%	\$ 33,100	\$ 9,090	\$ 7,380	\$ 12,856	39%
Court Costs	369003	70400	\$ 32,500	\$ 3,439	\$ 1,112	\$ 22,451	69%	51%	18%	\$ 35,900	\$ 2,406	\$ (2,608)	\$ 18,197	51%
Inter-Amp Transfer (In)			\$ -											
Capital Fund Operations 1406			\$ 257,992	\$ -	\$ -	\$ -		0%	0%	\$ 29,426	\$ -	\$ -	\$ -	0%
TOTAL REVENUE			\$ 4,764,309	\$ 352,226	\$ 371,829	\$ 2,204,839	46%	41%	5%	\$ 4,447,025	\$ 234,159	\$ 410,196	\$ 1,843,355	41%
Administrative Salaries	411000	91100	\$ 375,744	\$ 58,634	\$ 20,004	\$ 196,022	52%	43%	9%	\$ 403,884	\$ 88,654	\$ 32,007	\$ 175,602	43%
Legal	413000	91700	\$ 52,600	\$ 536	\$ 10,000	\$ 24,505	47%	103%	-56%	\$ 28,670	\$ 13,504	\$ 3,049	\$ 29,429	103%
Travel	415000	91800	\$ 2,850	\$ 453	\$ 245	\$ 2,103	74%	7%	67%	\$ 17,166	\$ 489	\$ 249	\$ 1,132	7%
Auditing Fees	417100	91200	\$ 13,560	\$ -	\$ -	\$ 5,604	41%	58%	-16%	\$ 20,738	\$ -	\$ -	\$ 11,930	58%
Professional Services Contracts	419001	91600	\$ 33,000	\$ 6,086	\$ 10,712	\$ 28,063	0%	0%	0%	\$ -	\$ -	\$ (81)	\$ -	0%
Telephone	419004	91600	\$ 30,000	\$ 3,822	\$ 2,887	\$ 13,160	44%	51%	-7%	\$ 31,600	\$ 3,138	\$ 1,284	\$ 16,127	51%
Publications	419006	91600	\$ 900	\$ 131	\$ -	\$ 131	15%	0%	15%	\$ 120	\$ -	\$ -	\$ 395	0%
Membership Dues & Fees	419008	91600	\$ 2,350	\$ -	\$ 165	\$ 360	15%	52%	-36%	\$ 2,120	\$ 1,078	\$ 1,078	\$ 1,098	52%
Postage	419010	91600	\$ 11,370	\$ 1,604	\$ 2,760	\$ 10,095	89%	60%	28%	\$ 12,208	\$ 1,578	\$ 415	\$ 7,366	60%
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 2,612	\$ 1,289	\$ 9,396	87%	8%	78%	\$ 49,908	\$ 3,379	\$ 916	\$ 4,194	8%
Office Supplies	419014	91600	\$ 21,600	\$ 1,384	\$ 1,342	\$ 11,141	52%	111%	-59%	\$ 16,930	\$ 5,490	\$ 4,690	\$ 18,717	111%
Bank Fees	419020	91600	\$ 20,400	\$ 2,759	\$ 2,338	\$ 14,263	70%	70%	0%	\$ 12,941	\$ 3,282	\$ 1,619	\$ 9,000	70%
Computer Maintenance	419022	91600	\$ 27,900	\$ 3,976	\$ 5,429	\$ 18,121	65%	86%	-21%	\$ 18,536	\$ 4,851	\$ 330	\$ 15,878	86%
Outside Printing	419030	91600	\$ 2,370	\$ -	\$ 942	\$ 2,075	88%	107%	-20%	\$ 845	\$ 28	\$ -	\$ 908	107%
Software	419032	91600	\$ 22,600	\$ 163	\$ -	\$ 855	4%	35%	-31%	\$ 5,300	\$ 280	\$ 76	\$ 1,831	35%
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,014	\$ 1,498	\$ 8,371	35%	0%	35%	\$ 3,600	\$ (958)	\$ 1,152	\$ 10,789	0%
Inspections	419050	91600	\$ 35,180	\$ 150	\$ 316	\$ 4,378	12%	0%	12%	\$ 4,000	\$ 2,455	\$ 1,980	\$ 3,400	0%
Management Fees	419101	91300	\$ 423,336	\$ 35,759	\$ 35,852	\$ 216,132	51%	50%	1%	\$ 438,752	\$ 72,075	\$ 35,898	\$ 217,943	50%
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,775	\$ 5,790	\$ 34,905	51%	48%	3%	\$ 73,234	\$ 11,640	\$ 5,798	\$ 35,145	48%
Recreation/Other Services	422000	92400	\$ 33,650	\$ 1,593	\$ 3,606	\$ 15,076	45%	33%	12%	\$ 34,000	\$ 2,214	\$ 995	\$ 11,261	33%
Water	431000	93100	\$ 478,805	\$ 25,198	\$ 31,132	\$ 255,999	53%	42%	11%	\$ 409,249	\$ 58,976	\$ 28,288	\$ 172,661	42%
Electricity	432000	93200	\$ 163,928	\$ 29,626	\$ 20,965	\$ 87,977	54%	52%	2%	\$ 150,530	\$ 27,941	\$ 11,701	\$ 78,205	52%
Gas	433000	93300	\$ 372,015	\$ 26,136	\$ 35,726	\$ 79,573	21%	16%	6%	\$ 457,281	\$ 44,046	\$ 29,530	\$ 71,066	16%
Recycling	435000	93800	\$ 32,200	\$ 3,007	\$ 11,125	\$ 462	1%	0%	1%	\$ 44,334	\$ 10,713	\$ 10,637	\$ 12,610	0%
Maintenance Labor	441000	94100	\$ 511,530	\$ 49,435	\$ 30,050	\$ 268,889	53%	29%	24%	\$ 662,021	\$ 96,572	\$ 34,231	\$ 189,231	29%
Maintenance Materials	442000	94200	\$ 321,000	\$ 43,073	\$ 36,812	\$ 163,642	51%	37%	14%	\$ 193,444	\$ 17,386	\$ 10,368	\$ 70,786	37%
Garbage & Trash	443001	94300	\$ 51,400	\$ 13,752	\$ 18,863	\$ 35,678	69%	39%	30%	\$ 55,800	\$ 6,089	\$ 844	\$ 21,907	39%
Heating & Cooling	443002	94300	\$ 28,500	\$ 4,863	\$ 2,677	\$ 10,017	35%	0%	35%	\$ 4,300	\$ 3,294	\$ 1,524	\$ 9,701	0%
Snow Removal	443003	94300	\$ 10,250	\$ -	\$ 685	\$ -	0%	1%	-1%	\$ 10,500	\$ -	\$ -	\$ 120	1%
Elevator Maintenance	443004	94300	\$ 21,540	\$ -	\$ -	\$ 6,745	31%	129%	-98%	\$ 10,500	\$ 3,395	\$ 250	\$ 13,595	129%
Landscape & Grounds	443005	94300	\$ 45,500	\$ 5,119	\$ 1,261	\$ 31,703	70%	134%	-64%	\$ 21,200	\$ 10,998	\$ 6,351	\$ 28,330	134%
Unit Turnaround	443006	94300	\$ 135,000	\$ 14,769	\$ 52,338	\$ 131,009	97%	50%	47%	\$ 115,500	\$ 10,491	\$ 3,719	\$ 58,030	50%
Electrical	443007	94300	\$ 7,600	\$ 2,155	\$ 7,656	\$ 1,660	22%	4%	18%	\$ 9,700	\$ -	\$ -	\$ 364	4%
Plumbing	443008	94300	\$ 36,300	\$ 150	\$ 2,015	\$ 5,529	15%	29%	-14%	\$ 16,600	\$ 4,282	\$ 3,306	\$ 4,877	29%
Exterminating	443009	94300	\$ 70,120	\$ 5,956	\$ 17,726	\$ 67,276	96%	68%	28%	\$ 41,964	\$ 12,331	\$ 8,457	\$ 28,633	68%
Janitorial	443010	94300	\$ -	\$ -	\$ -	\$ 1,872	0%	37%	-37%	\$ 10,900	\$ 2,828	\$ 976	\$ 4,078	37%
Routine Maintenance	443011	94300	\$ 9,500	\$ 100	\$ 1,647	\$ 6,558	69%	91%	-22%	\$ 16,500	\$ 2,782	\$ 3,699	\$ 14,954	91%
Misc.	443012	94300	\$ 81,700	\$ 11,372	\$ 4,515	\$ 79,106	97%	49%	48%	\$ 22,915	\$ 1,257	\$ 910	\$ 11,244	49%
Protective Services - Contracts	448000	95200	\$ 16,250	\$ 752	\$ 752	\$ 14,306	0%	122%	-122%	\$ 12,732	\$ 5,764	\$ 3,387	\$ 15,531	122%
Property	451001	96110	\$ 119,550	\$ 7,664	\$ 7,664	\$ 55,891	47%	33%	14%	\$ 110,132	\$ 12,304	\$ 6,153	\$ 36,120	33%

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

Account Name		FDS	2014 Budget	November '13 Actual	December '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	November '12 Actual	December '12 Actual	Year to date Actual	% of Budget Expended
General Liability	451002	96120	\$ 56,900	\$ 4,503	\$ 4,503	\$ 28,439	50%	39%	11%	\$ 50,689	\$ 6,867	\$ 3,434	\$ 19,897	39%
Workers Comp.	451003	96130	\$ 26,325	\$ 3,262	\$ 1,364	\$ 12,651	48%	48%	0%	\$ 22,860	\$ 3,652	\$ 1,827	\$ 10,952	48%
Other	451004	96140	\$ 22,900	\$ 1,164	\$ 532	\$ 7,862	34%	72%	-37%	\$ 17,450	\$ 1,030	\$ 515	\$ 12,496	72%
Payments in Lieu of Taxes	452000	96300	\$ 87,300	\$ -	\$ -	\$ -	0%	0%	0%	\$ 69,540	\$ -	\$ -	\$ -	0%
OPEB Expense	444400		\$ 49,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ 23,049	0%
Employee Benefits - Administrative	454000	91500	\$ 206,097	\$ 4,017	\$ 17,617	\$ 100,473	49%	23%	25%	\$ 228,464	\$ 22,043	\$ 10,813	\$ 53,566	23%
Employee Benefits - Maintenance	454100	94500	\$ 309,881	\$ 13,082	\$ 43,623	\$ 218,331	70%	84%	-14%	\$ 140,222	\$ 51,139	\$ 25,277	\$ 118,010	84%
Employer FICA - Administrative	454200	91500	\$ 28,745	\$ 6,415	\$ 14,780	\$ 14,006	49%	29%	20%	\$ 30,779	\$ 4,622	\$ 1,523	\$ 8,976	29%
Employer FICA - Maintenance	454300	94500	\$ 39,132	\$ 4,281	\$ 2,537	\$ 19,667	50%	24%	26%	\$ 50,618	\$ 6,541	\$ 2,221	\$ 12,394	24%
Extraordinary Maint. - Contracts	461003	97100	\$ -	\$ -	\$ -	\$ 525	0%	0%	0%	\$ 23,523	\$ -	\$ 0	\$ -	0%
Reserve Account			\$ 213,013	\$ (56,410)	\$ (100,751)	\$ (115,761)	-54%	0%	-54%	\$ 135,624	\$ 61,175	\$ 47,269		0%
TOTAL EXPENSES			\$ 4,764,309	\$ 352,226	\$ 371,829	\$ 2,204,839	46%	45%	2%	\$ 4,328,707	\$ 820,282	\$ 326,056	\$ 1,931,444	45%
TOTAL INCOME			\$ -	\$ 1	\$ (0)	\$ 0				\$ -	\$ (6,264)	\$ (1)	\$ -	

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
December 2013

Account Name	G/L	FDS	Current Year							Prior Year				
			FY 2014	November '13	December '13	Year to date	% of Budget	% of Budget	%	FY 2013	November '12	December '12	Year to date	% of Budget
Account Name	Acct #	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget			Actual	Expended
Fraud Recovery Funds Retained	330010	71400	15,000	0	16	6,766	45%	26%	19%	19,000	1,074	445	4,899	26%
HCV Income - Admin Fees	341500	70600	832,368	75,888	69,002	417,678	50%	48%	2%	950,141	60,954	94,657	460,746	48%
Other Revenue	369000	71500	500				0%	621%	-621%	500	2	1,519	3,104	621%
TOTAL REVENUE			847,868	75,888	69,018	424,443	50%	48%	2%	969,641	62,030	96,620	468,750	48%
Administrative Salaries	411000	91100	234,054	31,977	14,068	135,735	58%	41%	17%	370,285	41,651	(1,824)	150,150	41%
Legal	413000	91700	2,000	124	124	3,972	100%	122%	76%	800	0	0	979.97	122%
Staff Training	414000	91600	6,000	0	0	99	2%	62%	-60%	6,000	0	0	3,692	62%
Travel	415000	91800	1,000	0	65	259	26%	19%	7%	1,000	0	0	186	19%
Auditing Fees	417100	91200	5,000	0	0	1,437	29%	80%	-51%	5,000	0	0	4,000	80%
Telephone	419004	91600	6,000	73	29	293	5%	36%	-31%	10,000	40	391	3,632	36%
Publications	419006	91600	2,500	0	0	279	11%	0%	11%	500	0	0	0	0%
Membership Dues & Fees	419008	91600	4,500	0	0	279	6%	144%	-137%	2,000	0	2,161	2,873	144%
Postage	419010	91600	14,000	559	1,075	5,516	39%	54%	-14%	14,000	996	1,189	7,533	54%
Police Reports/Cred Chks	419012	91600	14,000	1,210	6,184	7,799	56%	160%	-104%	4,000	6,381	7	6,402	160%
Office Supplies	419014	91600	17,000	0	90	3,452	20%	104%	-84%	9,000	731	786	9,384	104%
Conference	419016	91600	1,000	0	0	0	0%	0%	0%	1,000	0	0	0	0%
Computer Maintenance	419022	91600	15,000	994	1,382	5,273	35%	86%	-51%	15,000	6,317	0	12,850	86%
Outside Printing	419030	91600	3,500	0	0	2,332	67%	52%	15%	3,500	214	642	1,808	52%
Software	419032	91600	34,000	71	0	374	1%	56%	-55%	10,000	1,161	3,002	5,615	56%
Office Furniture	419038	91600		0	0	0	0%	0%	0%	0	0	0	0	0%
Classified Advertising	419040	91600	850	0	0	0	0%	0%	0%	1,700	0	0	0	0%
Office Rent	419042	91600	24,000	2,000	2,000	14,000	58%	50%	8%	24,000	2,000	2,000	12,000	50%
Automotive Maintenance	419044	91600	4,500	188	455	1,782	40%	67%	-28%	3,000	474	744	2,024	67%
Inspections	419050	91600	47,317	2,449	9,665	20,209	43%			0	0	0		
COCC - HCV Program Expense	419103	91300	166,474	13,255	14,603	80,112	48%	46%	2%	190,028	14,491	14,491	87,708	46%
Utilities - Water	431000	93100	3,592	808	110	2,588	72%	69%	3%	3,000	334	95	2,075	69%
Utilities - Electricity	432000	93200	31,434	356	5,317	20,056	64%	40%	23%	29,000	636	(347)	11,727	40%
Utilities - Steam/Gas	433000 433000	933000	19,198	192	738	2,513	13%	42%	-29%	15,000	1,206	3,997	6,249	42%
Maintenance Contracts	443000	94300	18,500	476	0	4,951	27%	32%	-5%	21,000	194	2,003	6,753	32%
Insurance	451000	96120	18,000	1,626	835	8,966	50%	49%	1%	18,000	1,477	1,477	8,762	49%
Employee Benefits	454000	91500	131,082	6,377	16,937	77,230	59%	39%	20%	210,891	17,050	14,097	81,401	39%
Housing Assistance Payment	471900	97300		(5,310)	0	(5,310)					0	0		
Shelter Plus Care				0										
Reserve Account			23,368	18,461	(4,659)	30,249	129%	0%	129%	1,936	(33,323)	51,710	40,948	0%
TOTAL EXPENSES			847,868	75,888	69,018	424,443	50%	48%		969,641	62,029	96,621	468,749	48%
NET INCOME (LOSS)			0	0	0	0				(0)	0	(0)	0	



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January 22, 2014

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report December 2013 Reporting Month

CONTACT PERSON:

Debra Baker
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. Zero (0) files were drawn down in December. 100% of all waitlist files are being audited. Zero (0) 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. The LHC performed nine (9) 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 five (5) QC file reviews on non-waitlist participant files in December. Zero (0) errors were reported and corrected within 30 days.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Five (5) QC inspections were completed in December. Five (5) units met HQS requirements.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eleven (7) 24-hour HQS deficiencies in the month of



December. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.

The Sequester funding cuts for the 2013 Federal Budget reduced LHC's HAP funding throughout the year to the point that HUD's Shortfall Triage team forecasted that LHC would incur a negative Net Restricted Asset balance by the end of 2013. At the beginning of Calendar Year 2013, LHC's HCV Net Restricted Asset Balance was \$400,814. With a potential short-fall ahead, the HCV department took several steps to combat this problem:

- Reduced voucher size – required 2 heart-beats per bedroom.
- Reduced number of staff verification processes.
- Reduced number of Interim rent changes - \$1,000 or higher income changes only
- Ceased processing new voucher applications, and rescinded offers to applications not yet housed.
- Applied for available set-aside funding.

Despite taking these actions, the NRA balance fell negative by October 2013. However, in December 2013, LHC received additional set-aside funding, which helped bring the NRA balance back to \$498,931 by the end of December 2013. We hope to issue new vouchers soon.

Respectfully submitted,


Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Oct-13	Nov-13	Dec-13
TOTAL NEW LEASES	4	4	1
Total Move-outs	10	7	6
Net	-6	-3	-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)	10	29	9
TOTAL RECERTIFICATIONS DUE BY MONTH	149	111	158
Annual Recertifications Completed	143	101	150
Annual Delinquent Reexaminations	0	0	0
Interims Completed	113	101	98
TOTAL INSPECTIONS DUE BY MONTH	98	108	105
Annual HQS Inspections Completed	140	86	98
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	24	31	21
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	37	38
Total # of HCV Accts. Rec.	7	7	5
Monthly Total Amount Owed	\$ 3,101.97	\$ 4,343.97	\$ 3,491.47
Monthly Total Amount Collected	\$ 931.00	\$ 816.00	\$ 941.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1523	1520	1509
% UTILIZED UNITS	89.6%	89.4%	88.8%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	53	54	54
VASH Voucher Utilization	92	95	91
Monthly Total Voucher Unit Utilization	1660	1657	1654
Total HCV Budget for 2011	\$ 10,153,272.00	\$ 10,153,273.00	\$ 10,153,273.00
Total HCV Budget Used YTD	\$ 8,605,843.80	\$ 9,432,613.84	\$ 10,238,221.22
HCV Budget Allocation YTD	\$ 8,211,849.00	\$ 8,987,156.00	\$ 10,486,067.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$ (393,994.80)</i>	<i>\$ (445,457.84)</i>	<i>\$ 247,845.78</i>
Remaining Voucher Budget	\$ 1,547,428.20	\$ 720,659.16	\$ (84,948.22)
Shelter Plus Care Budget	\$ 254,700.00	\$ 254,700.00	\$ 254,700.00
Shelter Plus Care Budget Used YTD	\$ 203,554.98	\$ 225,609.82	\$ 248,443.09
Shelter Plus Care Budget Allocation YTD	\$ 203,554.98	\$ 225,609.82	\$ 248,443.09
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$ 51,145.02	\$ 29,090.18	\$ 6,256.91
VASH Budget	\$ 460,000.00	\$ 500,000.00	\$ 500,000.00
VASH Budget Used YTD	\$ 389,837.00	\$ 431,197.00	\$ 473,147.00
VASH Budget Allocation YTD	\$ 420,000.00	\$ 460,000.00	\$ 500,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$ 30,163.00</i>	<i>\$ 28,803.00</i>	<i>\$ 26,853.00</i>
Remaining Voucher Budget	\$ 70,163.00	\$ 68,803.00	\$ 26,853.00



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January 22, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2013 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 December. We continue to strive to increase our occupancy level to 98% however we are denying occupancy to a high percentage of applicants because of poor credit histories and evicting many households because of non-payment. More education is needed to ensure existing residents pay their rent on time to avoid eviction, late fees and court costs. Poor credit history is the largest reason for denying tenancy to new applicants. In some cases, the poor credit history may be attributable to extenuating life circumstances which are beyond the control of the applicant.

In order to increase and maintain occupancy we explored things which LHC could change. Ultimately, in conjunction with the City of Lansing Human Relations Department, Department of Human Services, Volunteers of America, Community Mental Health and the Financial Empowerment Center LHC convened three "eviction prevention initiatives to keep residents in place. Households who participated in this initiative received rent payment assistance, made commitments to keep their rent current and participated in one-on-one money management training. This activity resulted in approximately 50 households avoiding eviction.

LHC staff also brainstormed ideas to identify examples of life circumstances that appear to be beyond the control of the applicant and concluded applicants whose credit has been negatively affected by such circumstances should be admitted provided certain benchmarks are met. These benchmarks are designed to mitigate LHC's concern regarding poor credit histories and to highlight the requirements for tenancy. Benchmarks include an agreement to pay rent in full on the 1st of each month, attending training on payment priorities and when appropriate agreeing to third party vendor



payments. We then discussed the need for training and information with the Financial Empowerment staff (who participated in the monthly eviction prevention meetings).

Based on the discussion described above and a partnership with the Financial Empowerment Center LHC is amending the admissions criteria, in January, to admit households who have less than stellar credit because of: domestic violence, divorce, job loss, unemployment benefit losses, medical problems, etc. provided they attend at least 3 sessions with the Financial Empowerment Center and/or those who agree to utilize a third party payee.

In December we had a total of 123 emergency work orders. 100% were closed or abated within 24 hours. We had 175 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	La Roy Froh Park- 111	South Washington Park-112	Total LHC Units
Total Units Available for rent	169	168	213	278	832
Total Units Occupied	156	162	209	257	784
Percent Occupied	90%	96%	98%	92%	94%
Move -Ins	2	3	2	5	12
Move-Outs	2	3	0	9	14
Transfers	0	1	0	1	3
Emergency Work Orders	17	34	28	44	123
Routine Work Orders	39	39	220	24	322

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



Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 28,783.00	\$ 7,294.00	\$ 21,489.00	75.00%
Hildebrandt	168	\$ 19,978.00	\$ 3,164.00	\$ 16,814.00	84.00%
La Roy Froh	213	\$ 25,924.00	\$ 6,131.42	\$ 19,792.58	76.00%
South Washington	278	\$ 38,502.00	\$ 4,881.33	\$ 33,620.67	87.00%
Totals	832	\$ 113,187.00	\$ 21,470.75	\$ 91,716.25	80.54%





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January 22, 2014

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

December 2013 Modernization Report

CONTACT PERSON:

Dona Davenport
Modernization

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

South Washington Park

Laux Construction LLC, completed South Washington Park Community Room renovation in mid-December. Lansing Housing Commission and DLZ Architects completed the final punch list on December 20. Asset Manager, Janell McLeod is in the planning phase of a Grand Opening Reception for residents of S. Washington Park.

Mt. Vernon

S & S Construction has almost completed the renovation of the fire unit at 3856 Wilson. Completion is scheduled for mid-January. MC Smith Associates & Architectural Group has completed all preliminary designs for the renovation of kitchens and baths at Mt. Vernon.

Hobbs and Black has completed the drawings and specifications for the Community Room renovations. The project went out for bid December 16, 2013 and bid proposals are due January 23, 2014. Hobbs and Black conducted a pre-bid meeting at Mt. Vernon on January 9, 2014. We had good attendance at this meeting.

Hildebrandt

Hobbs + Black Associates provided preliminary drawings of Hildebrandt kitchens and baths for comment. Hobbs and Black along with LHC staff did a walk thru November 21, 2013. Designs are being completed. The project will go out to bid in February.



HONEYWELL ESCO PROJECT

Final documents were completed and plans for a Kick Off meeting are in the works.

FUTURE MODERNIZATION ACTIVITIES

LHC installed plug in Carbon Monoxide detectors in Mt Vernon, La Roy Froh and Hildebrandt Townhouse units. We are working on specifications for hard wired smoke detectors and carbon monoxide detectors.

DLZ Architects have been given a Task Order to begin preparing plans to renovate 50 Kitchens and Baths at LaRoy Froh Townhouses.

NON-MODERNIZATION ACTIVITIES

M. C. Smith Architects have been given a Task Order to redesign and prepare documents for the renovation of 1513 Comfort Street, Lansing, MI 48913. This unit burned in September 2013.

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.
November 20, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933





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**LHC Board
Sign-In Sheet
Date of Meeting: January 22, 2014**

Name	Organization	Phone #	E-mail
Patricia Barnes - Lake	LHC	372-7996	patbl@lanshc.org
Bobby Joyce	LHC	703-3483	Bobby.Joyce@ymail.com
Andrea Wade	LHC	517-372-7145	andrea.w@lanshc.org
Ramiro Sazam	LHC	853-3066 896	ramirose@lanshc.org
Mrs Whipple	LHC	343-4290	Kriswe.lanshc.org
Deb Baker	LHC	827-0739	debrab@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
Kendra Schmidtman	LHC	321-6054	kendras@lanshc.org
Janell McLeod	LHC	393-8464	Janellm@lanshc.org

