



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

AGENDA
LANSING HOUSING COMMISSION
 June 27, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of May 23, 2012.
4. Action Items
 - a. Resolution #1150 - Approval of Resident Account Write offs thru June 30 2012
 - b. Resolution #1151 – Approval of 2012-13 Annual Budget
 - c. Resolution #1152 – Authorization to enter into an Agreement to Purchase Central Office Property
 - d. Resolution #1153 – Appointment of Acting Board of Director's Secretary
5. Website Presentation
6. Informational Items.
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Kendra Schmidtman
 - c. Asset Management Report – Forrest Babcock
 - i. Modernization Report - Forrest Babcock
 - ii. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
 - iii. Hildebrandt AMP 103 Rhonda Pagel
 - iv. LaRoyFroh AMP 111 Janell McLeod
 - v. South Washington AMP 112 Lisa Parsons
 - d. Report on Sale of 3337 Remy
7. Executive Director's Comments.
8. President's Comments.
9. Public Comment – limit 3 minutes per person.
10. Other Business.

Adjournment.





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MINUTES OF THE MAY 23, 2012 LANSING HOUSING COMMISSION MEETING

PRESENT AT ROLL CALL: Commissioners Baltimore, Bakken, and Beverly.

GUESTS: None

STAFF: Patricia Baines-Lake Forrest Babcock
Ramiro Salazar Kendra Schmidtman
Lisa Parsons Rhonda Pagel
Janell Mcleod

The meeting was called to order by Chairman Tony Baltimore promptly at 5:30 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Beverly moved and Commissioner Bakken 2nd a motion to approve the minutes of the March 23, 2012 Board Meeting. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Bakken 2nd a motion to approve Resolution 1146 – Approval of LHC's Defined Benefit Modifications. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Bakken 2nd a motion to approve Resolution 1147 – Approval of Personnel Policy Revisions #2012-04. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to approve Resolution 1148 – Approval of Write off Policy Revision #2012-05. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Bakken 2nd a motion to approve Resolution 1149- Approval of Resident Account Write Offs thru April 30, 2012. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports
Asset Management Report

Ramiro Salazar
Forrest Babcock

Capital Fund Report		Forrest Babcock
Mt. Vernon & Scattered Sites	AMP 102-104	Lisa Parsons
Hildebrandt	AMP 103	Rhonda Pagel
LaRoy Froh	AMP 111	Janell McLeod
South Washington	AMP 112	Lisa Parsons
Housing Choice Voucher Report		Kendra Schmidtman

The Executive Director had no comments

President Baltimore thanked staff for the quality of work they perform and expressed the board's pleasure with the overall condition of LHC managed properties. Other board members unanimously agreed with his comments. They expressed a renewed appreciation of the work performed by all staff to ensure residents are provided safe, decent, sanitary housing.

There were no Public Comments.

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to adjourn the meeting at 6:45 p.m. **The motion passed unanimously.**

There being no more business, President Baltimore adjourned the meeting at 6:45





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June 27, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

**APPROVAL OF LANSING HOUSING COMMISSION'S ACCOUNTS RECEIVABLE
WRITE-OFF'S FOR THROUGH JUNE 30, 2012 - RESOLUTION NO. 1150**

RECOMMENDATION:

Staff recommends adoption of Resolution No.1150 which authorizes the finance division to write off accounts receivable related to all vacated units for the period of May 1, 2012 through June 30, 2012.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off resident receivables not to exceed \$4,998.19 (the full amount of balances related to vacated units covering May 1, 2012 – June 30, 2012).

BACKGROUND:

Per its Write-off Policy, LHC considers receivables related to inactive residents uncollectable and immediately eligible for write-off. 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 between May 1, 2012 and June 30, 2012 total \$4,998.19. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active Residents. In accordance with the Policy adopted last month resident write offs will be updated and presented monthly for your approval.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$4,998.19 for outstanding rent and other charges due from residents who vacated an LHC property between May 1, 2012 and June 30, 2012. All accounts receivable in excess of \$300.00 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 is 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. 1150

ADOPTED BY THE LANSING HOUSING COMMISSION

June 27, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to write off Public Housing resident receivable balances related to vacant units through June 30, 2012 in an amount not to exceed \$4,998.19.




CHAIR

Yeas 3

Nays 0

Abstentions _____

ATTEST 

SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1150
DATE ADOPTED: 06/27/2012



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June 27, 2012

Lansing Housing Commission
Lansing, Michigan 48933

HONORABLE MEMBER IN SESSION:

SUBJECT:

APPROVAL OF LANSING HOUSING COMMISSION'S OPERATING BUDGET FOR THE 2011-2012 FISCAL YEAR - RESOLUTION NO. 1151

RECOMMENDATION:

Staff recommends approval of Resolution No. 1151, which approves Lansing Housing Commission's 2012-2013 Fiscal Year Operating Budget for all Programs, Low Income Public Housing AMPS, Housing Choice Voucher and Central Office Cost Center.

CONTACT PERSON:

Patricia Baines Lake
Executive Director
517 372.7996

SUMMARY:

The program budgets provide parameters for making sound financial decisions affecting each LHC program for the 2012-2013 fiscal year.

BACKGROUND

The Code of Federal Regulations under Title 24 Part 990 (The Public Housing Operating Fund Program) requires Board approval of all operating budgets before the fiscal year commences. The resulting Board resolution must then be filed at the local field office as HUD-form 52574. The attached budgets for the Low Income Public Housing Program ("LIPH"), Housing Choice Voucher Program ("HCV") and Central Office Cost Center ("COCC") are compliant with this HUD requirement.

The most recent LHC audit (Fiscal Year 2010-2011) indicates that the agency programs have not operated as effectively as desired. In order to address budget overages for the FY 2012-2013, the following steps were taken:

- COCC staff was reduced by two positions.
- HCV program leased up an additional 120+ units.
- HCV program also increased its VASH vouchers by 60.
- HCV unit inspections continue to be completed by existing staff.
- One HCV Assistant resigned, and another was promoted to an Assistant Asset Manager Position.- those positions will not be filled.

- A reorganization of the HCV division is planned in order to bring operating costs in line with the income and budget.
- Effective July 1, 2012, non-CBU employees will now pay 5% of their gross pay towards retirement benefits provided through MERS.

FINANCIAL CONSIDERATIONS:

These budget projections are based on last year's actual operating expenses, and the HCV reorganization costs less adjustments made to reflect a breakeven operation in all program areas.

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of the budgets falls within the Board governance responsibilities.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission



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RESOLUTION NO. 1151

**ADOPTED BY THE LANSING HOUSING COMMISSION
June 27, 2012**

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission 2012-2013 annual budgets for Low Income Public Housing AMPS, Housing Choice Voucher and the Central Office Cost Center are approved as presented. Patricia Baines-Lake, in her capacity as the Executive Director or her designee is authorized to administer the budget in accordance with HUD guidelines.



Tony Baltimore, CHAIR


Moved: BEVERLY

Seconded: FRENS

Yeas: 3 Nays: 0

Absent: BAK

ATTEST:



SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1151

DATE ADOPTED: 06/27/2012



PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 12/31/2012)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Lansing Housing Commission

PHA Code: MI058

PHA Fiscal Year Beginning: July 1, 2012

Board Resolution Number: 1151

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE


- Operating Budget approved by Board resolution on: 06/26/2012
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Tony Baltimore	Signature: 	Date: 6-26-2012
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310 Seymour Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

June 26, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO PURCHASE 405 CHERRY STREET, LANSING, MICHIGAN, TO REPLACE LANSING HOUSING COMMISSION'S CENTRAL OFFICE SPACE CURRENTLY LOCATED AT 310 SEYMOUR – RESOLUTION 1152

RECOMMENDATION:

Staff recommends adoption of Resolution 1152 which authorizes the Executive Director or her designee to purchase property located at 405 Cherry Street, Lansing, Mi. from Davenport University.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

SUMMARY:

Board approval of this request will permit LHC to purchase property located at 405 Cherry Street from Davenport University. Davenport University will provide a mortgage loan for this purchase.

BACKGROUND:

The U. S. Department of Housing and Urban Development (“HUD”) directed all large Public Housing Authorities to transition to site based management in 2007. LHC transitioned to site based management in the 2009 budget year. Consistent with the change to site based management, the Central Office Administrative offices provide space for the Housing Choice Voucher Program. Both offices are located at 310 Seymour which is in adequate.

More than a decade ago there was a serious fire in Oliver Tower, 310 Seymour, the High-rise residential building attached to LHC's Central Office space. Several years ago HUD authorized LHC to demolish/dispose of Oliver Towers because of its physical condition and obsolesce. LHC has not taken any action to finalize this transaction. There are serious deficiencies associated with the current office space. As such, the need to proceed with the disposition of Oliver Towers is essential and. we are now

presented with the opportunity to purchase office space which meets all of LHC's objectives. The proposed central office is:

- located downtown
- near/on a major bus route
- accessible and
- includes free parking

The \$950,000 purchase price is reasonable for class B office space, inclusive of parking, located in downtown Lansing. Modest rehab of the space is required in order to meet LHC's structural needs. C2AE Architects, Engineering and Planning firm performed a Building study which included a physical inspection and structural evaluation of the property, building and major systems. They determined there were no significant structural or physical problems with the building or systems.

The square footage is slightly larger than LHC requires. However, LHC can lease the excess space to offset the monthly operating costs. Occupancy is not immediate. LHC's projected occupancy will occur in August/September 2013, after Davenport University vacates the property.

The total purchase price of \$950,000 shall be paid by the Central Office. Upon closing, LHC will make a down payment of \$250,000.000. Davenport University will hold a \$700,000 mortgage for up to 10 years. The initial interest rate on this mortgage loan is 2.44% and it shall commence when the mortgagee tenders possession of the property to the mortgagor (projected as August 2013). This interest rate will be adjusted periodically based on Davenport's cost of borrowing plus 1% which is twenty five (25) basis points plus seventy-five percent (75%) of the sum of (x) the thirty (30) day LIBOR and (y) one hundred thirty five (135) basis points per annum, computed on the basis of a 360 day year for the actual number of days outstanding. The interest rate is not projected to increase significantly over the next several years. However, there is no interest rate guarantee. LHC will service the debt by making monthly payments of \$5,000.00 out of the Central Office Cost Center commencing July 28, 2012.

If the debt to Davenport University is not repaid in full at the end of six years LHC must pay Davenport University a second lump sum payment of \$250,000.00 June 28, 2018. This infusion of cash must be paid by the COCC if Oliver Towers has not sold. The remaining mortgage balance must be paid by June 28, 2022.

NOTE: The sale of Oliver, 310 Seymour is a key linchpin of the proposed financing for this transaction as LHC intends to utilize these funds to repay COCC for the outlay of cash required to purchase this property including:

- providing the initial down payment,
- servicing the ongoing debt,
- providing a 2nd infusion of cash

The mechanics of the transaction are described under Financial Considerations below. In addition, the loan documents are available for review upon request.

FINANCIAL CONSIDERATIONS

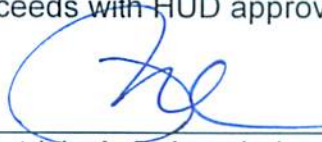
Purchase Price	\$950,000.00	
Down payment	250,000.00	COCC
Mortgaged Amount	\$700,000.00	
Mortgage Term	10 years	
Cash infusion	\$250,000.00	June 28, 2018
Monthly Payments	5,000.00	

NOTE: although the COCC will bear the costs of this transaction the proceeds from the sale of Oliver Tower will be used to reimburse the COCC's account and to pay any remaining indebtedness to Davenport University at the time of sale.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, approval of this transaction is exclusively within the Board's authority. Purchase of this property for Central Office operations is consistent with LHC's operating objectives. HUD approval is not required as the funds utilized to purchase this property are de-federalized. The sale of Oliver Towers and use of those proceeds to repay this loan and reimburse Central Office for the expenditures described is essential. The purchase of a Central Office is a permissible use of Oliver Tower proceeds with HUD approval

Respectfully submitted:



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



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RESOLUTION NO. 1152

ADOPTED BY THE LANSING HOUSING COMMISSION

June 26, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, is authorized and directed to take such actions as necessary to purchase property commonly known as 405 Cherry Street, Lansing, Mi., from Davenport University, for \$950,000.00 pursuant to the terms described in the attached transmittal. This property will be utilized to house the Administrative Offices of the Lansing Housing Commission.

Moved: BEVERLY.

Seconded: FRENS.

Yeas: 3 Nays: _____

Absent: BAK


Tony Baltimore, CHAIR

ATTEST:


SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 1152
DATE ADOPTED 06/26/2012



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

RESOLUTION NO. 1153

ADOPTED BY THE LANSING HOUSING COMMISSION

June 27, 2012

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Forrest Babcock was appointed to act as Secretary to the Lansing Housing Commission for the Board meeting on June 27, 2012, in the absence of the Executive Director, Board Secretary, Patricia Baines-Lake. Acting in this capacity, he is authorized to sign as the Secretary on any and all resolutions adopted by the Lansing Housing Commission Board of Directors on June 27, 2012.

Moved: BEVERLY

Seconded: FRENS

Yeas: 3 Nays: 0

Absent: BAK.



Tony Baltimore, CHAIR

ATTEST:



SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 1153
DATE ADOPTED 06/27/2012

CERTIFIED RESOLUTIONS

The undersigned, **SCOTT HUIZENGA**, certifies that he is Corporate Counsel to **DAVENPORT UNIVERSITY**, a Michigan non-profit corporation (the "University"), and further certifies that the following is a true copy of the resolutions adopted by the University at a meeting of the Board of Trustees on June 13, 2012, and that such resolutions have not been amended or rescinded and each continues in full force and effect as of the date hereof:

WHEREAS, at its June 13, 2012 meeting, the Chairperson of the University Board of Trustees requested a motion to sell its property at 405 Cherry Street in the City of Lansing, Ingham County, Michigan (the "Property"), to the Lansing Housing Commission, for the sum of Nine Hundred Fifty Thousand Dollars (\$950,000.00) pursuant to the terms of a Letter of Intent dated May 17, 2012, and the Real Estate Purchase Agreement to be signed pursuant to the Letter of Intent;

RESOLVED, that the University proceed with the sale of the Property on the terms described above;

FURTHER RESOLVED, that Michael Volk, the Executive Vice President for Finance and CFO of the University, is hereby authorized and directed to take such actions as are necessary to give effect to the foregoing resolutions.

Dated this 25th day of June, 2012.



Scott Huizenga, Corporate Counsel

Lansing Housing Commission

May Monthly Report

7/1/11 - 06/30/12

11			5005		
			Central Office Cost Center		
Account Name		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	343001	436,831	400,428	406,907	6,479
Bookkeeping Fees	343002	73,494	67,370	65,715	(1,655)
OG Management Fee	343005	14,136	12,958	4,673	(8,286)
AMP Management Fee		97,961	89,798		(89,798)
Management Fee - HCV	343003	171,488	157,197	145,770	(11,427)
Interest on General Fund Inv.	361000	3,000	2,750		(2,750)
Other Income	369000	35,000	32,083	84,836	52,752
TOTAL REVENUE		831,910	762,584	707,900	(54,684)
Administrative Salaries	411000	335,456	307,501	318,124	10,623
Employee Benefits	454XXX	154,721	141,828	76,448	(65,380)
Legal	413000	35,000	32,083	5,884	(26,199)
Publications	419006	1,000	917	295	(622)
Membership Dues & Fees	419008	2,500	2,292	3,414	1,123
Postage	419010	1,500	1,375	8,774	7,399
Office Supplies	419014	10,000	9,167	4,804	(4,362)
Conference	419016		0	2,108	2,108
Bank Fees	419020	4,000	3,667	0	(3,667)
Computer Maintenance	419022	7,000	6,417	16,434	10,017
Outside Printing	419030	2,000	1,833	460	(1,374)
Software	419032	5,000	4,583	799	(3,785)
Office Furniture & Equip. Not Cap.	419038	7,000	6,417		(6,417)
Classified Advertising	419040		0	2,519	2,519
Total Administrative		565,177	518,079	440,064	(78,015)
Water	431000	3,000	2,750	1,923	(827)
Electricity	432000	22,000	20,167	21,187	1,021
Steam & Gas	433000 43900	24,000	22,000	18,158	(3,842)
Phone/Internet/Communications	419004	13,000	11,917	9,584	(2,333)
Total Utilities		62,000	56,833	50,852	(5,982)
Automotive Maintenance			0		0
Maintenance Materials	442000	1,000	917	1,533	616
Maintenance Contracts	4430xx	32,000	29,333	35,152	5,818
Total Maintenance		33,000	30,250	36,685	6,435
Protective Services	448000	4,000	3,667	3,239	(428)
Insurance	451xxx	17,000	15,583	33,652	18,068
OIG Repayment for SFTB	419000			19,278	
Additional Capital		150,733	138,172	124,132	(14,040)
TOTAL EXPENSES		831,910	762,584	707,901	(73,961)
NET INCOME (LOSS)		0	0	(0)	19,278
		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

1010

Mt. Vernon

Account Name		Previous 12 months	2013 Budget
Net Tenant Rent (after vacancy loss)	311000	\$ 405,021	\$ 408,000.00
	312000	\$ 20	\$ 20.00
Net Operating Subsidy	340000	\$ 722,306	\$ 685,884.00
Investment Income	361000	\$ 2,396	\$ 2,200.00
Other Income	369000	\$ 15,078	\$ 15,000.00
Other Tenant Charges: Late Charges	369001	\$ 8,600	\$ 5,000.00
Maint. Charge	369002	\$ 7,203	\$ 7,000.00
Court Costs	369003	\$ 9,336	\$ 8,000.00
Inter-Amp Transfer (In)			
TOTAL REVENUE		\$ 1,169,960	\$ 1,131,104
Administrative Salaries	411000	\$ 130,702	\$ 104,545.00
Legal	413000	\$ 12,675	\$ 12,500.00
Travel	415000	\$ 927	\$ 1,000.00
Auditing Fees	417100	\$ 2,477	\$ 2,660.00
Telephone	419004	\$ 6,296	\$ 6,000.00
Publications	419006	\$ 110	\$ 120.00
Membership Dues & Fees	419008	\$ 619	\$ 620.00
Postage	419010	\$ 2,256	\$ 2,300.00
Collection Fees & Court Costs	419012	\$ 3,022	\$ 3,000.00
Office Supplies	419014	\$ 4,940	\$ 5,200.00
Bank Fees	419020	\$ 3,343	\$ 3,400.00
Computer Maintenance	419022	\$ 6,436	\$ 6,600.00
Outside Printing	419030	\$ 104	\$ 200.00
Software	419032	\$ 1,558	\$ 1,800.00
Automotive Maintenance	419044	\$ 3,515	\$ 3,600.00
Inspections	419050	\$ 3,581	\$ 4,000.00
Management Fees	419101	\$ 92,741	\$ 92,741.00
Bookkeeping Fees	419102	\$ 14,978	\$ 15,000.00
Recreation/Other Services	422000	\$ 5,995	\$ 6,200.00
Water	431000	\$ 126,758	\$ 138,280.00
Electricity	432000	\$ 19,676	\$ 22,000.00
Gas	433000	\$ 97,305	\$ 101,000.00
Recycling	435000	\$ 5,138	\$ 42,003.00
Maintenance Labor	441000	\$ 206,643	\$ 148,695.00
Maintenance Materials	442000	\$ 50,028	\$ 50,000.00

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

1010
Mt. Vernon

Account Name		Previous 12 months	2013 Budget
Garbage & Trash	443001	\$ 16,031	\$ 17,520.00
Heating & Cooling	443002	\$ 4,680	\$ 4,300.00
Snow Removal	443003	\$ 1,900	\$ 2,200.00
Landscape & Grounds	443005	\$ 4,687	\$ 5,000.00
Unit Turnaround	443006	\$ 26,580	\$ 32,000.00
Electrical	443007	\$ 710	\$ 1,000.00
Plumbing	443008	\$ 8,267	\$ 5,800.00
Exterminating	443009	\$ 778	\$ 6,564.00
Janitorial	443010	\$ -	
Routine Maintenance	443011	\$ 2,794	\$ 3,200.00
Misc.	443012	\$ 11,253	\$ 9,200.00
Protective Services - Contracts	448000	\$ 1,696	\$ 1,932.00
Property	451001	\$ 26,020	\$ 26,472.00
General Liability	451002	\$ 11,934	\$ 11,930.00
Workers Comp.	451003	\$ 5,817	\$ 6,040.00
Other	451004	\$ 1,589	\$ 1,600.00
Payments in Lieu of Taxes	452000	\$ 19,152	\$ 20,000.00
Employee Benefits - Administrative	454000	\$ 30,965	\$ 49,562.00
Employee Benefits - Maintenance	454100	\$ 90,485	\$ 57,886.00
Employer FICA - Administrative	454200	\$ 9,693	\$ 7,640.00
Employer FICA - Maintenance	454300	\$ 15,630	\$ 10,662.00
Extraordinary Maint. - Contracts	461003	\$ 1,590	\$ 2,000.00
Reserve Account			\$ 75,132.00
TOTAL EXPENSES		\$ 1,094,071	\$ 1,131,104
TOTAL INCOME		\$ 75,889	\$ -
Amp Fee			
Inter-Amp Transfer (Out)			

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

1020
Hildebrandt

Account Name		Previous 12 months	2013 Budget
Net Tenant Rent (after vacancy loss)	311000	\$ 264,269	\$ 265,200.00
	330010	\$ 918	
Net Operating Subsidy	340000	\$ 654,261	\$ 655,000.00
Investment Income	361000	\$ 2,161	\$ 21,000.00
Other Income	369000	\$ 15,156	\$ 15,200.00
Other Tenant Charges: Late Charges	369001	\$ 9,375	\$ 9,300.00
Maint. Charge	369002	\$ 21,229	\$ 21,300.00
Court Costs	369003	\$ 8,459	\$ 8,500.00
Inter-Amp Transfer (In)			
TOTAL REVENUE		\$ 975,827	\$ 995,500
Administrative Salaries	411000	\$ 108,899	\$ 107,910.00
Legal	413000	\$ 4,550	\$ 4,000.00
Travel	415000	\$ 587	\$ 700.00
Auditing Fees	417100	\$ 2,405	\$ 2,500.00
Professional Services Contracts	419001	\$ 500	\$ 500.00
Telephone	419004	\$ 9,910	\$ 8,600.00
Publications	419006	\$ 110	\$ 200.00
Membership Dues & Fees	419008	\$ 613	\$ 650.00
Postage	419010	\$ 3,268	\$ 3,270.00
Collection Fees & Court Costs	419012	\$ 4,028	\$ 1,500.00
Office Supplies	419014	\$ 1,867	\$ 2,000.00
Bank Fees	419020	\$ 3,247	\$ 3,400.00
Computer Maintenance	419022	\$ 6,583	\$ 6,600.00
Outside Printing	419030	\$ 104	\$ 300.00
Software	419032	\$ 1,549	\$ 3,460.00
Automotive Maintenance	419044	\$ 5,445	\$ 6,000.00
Inspections	419050	\$ 4,975	\$ 5,000.00
Management Fees	419101	\$ 90,930	\$ 90,930.00
Bookkeeping Fees	419102	\$ 14,685	\$ 14,680.00
Recreation/Other Services	422000	\$ 1,949	\$ 4,850.00
Water	431000	\$ 89,852	\$ 77,100.00
Electricity	432000	\$ 6,791	\$ 6,800.00
Gas	433000	\$ 57,505	\$ 72,000.00
Recycling	435000	\$ 9,663	\$ 5,200.00
Maintenance Labor	441000	\$ 193,129	\$ 143,093.00

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

Account Name		1020 Hildebrandt	
		Previous 12 months	2013 Budget
Maintenance Materials	442000	\$ 64,902	\$ 62,000.00
Garbage & Trash	443001	\$ 10,317	\$ 10,500.00
Heating & Cooling	443002	\$ 3,174	\$ 2,000.00
Snow Removal	443003	\$ 1,045	\$ 3,900.00
Landscape & Grounds	443005	\$ 14,045	\$ 10,000.00
Unit Turnaround	443006	\$ 27,333	\$ 35,150.00
Electrical	443007	\$ 611	\$ 800.00
Plumbing	443008	\$ 5,414	\$ 3,000.00
Exterminating	443009	\$ 4,771	\$ 5,400.00
Janitorial	443010	\$ -	
Routine Maintenance	443011	\$ 4,892	\$ 5,000.00
Misc.	443012	\$ 6,942	\$ 7,000.00
Protective Services - Contracts	448000	\$ 3,552	\$ 3,600.00
Property	451001	\$ 35,124	\$ 35,200.00
General Liability	451002	\$ 12,369	\$ 12,400.00
Workers Comp.	451003	\$ 5,356	\$ 4,500.00
Other	451004	\$ 2,913	\$ 3,000.00
Payments in Lieu of Taxes	452000	\$ 18,580	\$ 18,500.00
Employee Benefits - Administrative	454000	\$ 24,372	\$ 34,460.00
Employee Benefits - Maintenance	454100	\$ 68,907	\$ 41,368.00
Employer FICA - Administrative	454200	\$ 10,079	\$ 8,025.00
Employer FICA - Maintenance	454300	\$ 12,445	\$ 10,295.00
Extraordinary Maint. - Contracts	461003	\$ 5,975	\$ 6,000.00
Reserve Account			\$ 102,159.00
TOTAL EXPENSES		\$ 966,259	\$ 995,500
TOTAL INCOME		\$ 9,569	\$ -
Amp Fee			
Inter-Amp Transfer (Out)			

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

1080

LaRoy Froh

Account Name		1080 LaRoy Froh	
		Previous 12 months	2013 Budget
Net Tenant Rent (after vacancy loss)	311000	\$ 350,159	\$ 357,360.00
	330010	\$ 30	\$ -
Net Operating Subsidy	340000	\$ 815,072	\$ 815,100.00
Investment Income	361000	\$ 2,812	\$ 2,800.00
Other Income	369000	\$ 330,255	\$ 12,000.00
Other Tenant Charges: Late Charges	369001	\$ 10,484	\$ 10,500.00
Maint. Charge	369002	\$ 7,869	\$ 7,800.00
Court Costs	369003	\$ 7,385	\$ 7,000.00
Inter-Amp Transfer (In)			
TOTAL REVENUE		\$ 1,524,067	\$ 1,212,560
Administrative Salaries	411000	\$ 111,426	\$ 101,335.00
Legal	413000	\$ 12,430	\$ 12,600.00
Travel	415000	\$ 156	\$ 400.00
Auditing Fees	417100	\$ 3,049	\$ 3,500.00
Professional Services Contracts	419001	\$ -	
Telephone	419004	\$ 6,184	\$ 6,200.00
Publications	419006	\$ 110	\$ 200.00
Membership Dues & Fees	419008	\$ 669	\$ 600.00
Postage	419010	\$ 2,888	\$ 3,000.00
Collection Fees & Court Costs	419012	\$ 1,391	\$ 1,350.00
Office Supplies	419014	\$ 2,911	\$ 3,000.00
Bank Fees	419020	\$ 4,116	\$ 4,200.00
Computer Maintenance	419022	\$ 7,718	\$ 7,800.00
Outside Printing	419030	\$ 104	\$ 200.00
Software	419032	\$ 1,626	\$ 2,675.00
Automotive Maintenance	419044	\$ 7,687	\$ 7,500.00
Inspections	419050	\$ 6,720	\$ 7,230.00
Management Fees	419101	\$ 111,967	\$ 95,970.00
Bookkeeping Fees	419102	\$ 18,083	\$ 18,000.00
Recreation/Other Services	422000	\$ 2,180	\$ 2,500.00
Water	431000	\$ 93,432	\$ 86,000.00
Electricity	432000	\$ 35,672	\$ 36,000.00
Gas	433000	\$ 74,244	\$ 101,000.00
Recycling	435000	\$ 16,291	\$ 8,264.00
Maintenance Labor	441000	\$ 204,552	\$ 159,000.00

Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013

1080

LaRoy Froh

Account Name		Previous 12 months	2013 Budget
Maintenance Materials	442000	\$ 67,620	\$ 65,000.00
Garbage & Trash	443001	\$ 12,594	\$ 13,900.00
Heating & Cooling	443002	\$ 5,045	\$ 1,300.00
Snow Removal	443003	\$ 2,290	\$ 4,550.00
Landscape & Grounds	443005	\$ 9,888	\$ 10,000.00
Unit Turnaround	443006	\$ 38,896	\$ 40,000.00
Electrical	443007	\$ 289	\$ 500.00
Plumbing	443008	\$ 3,431	\$ 3,300.00
Exterminating	443009	\$ 661	\$ 1,500.00
Janitorial	443010	\$ -	
Routine Maintenance	443011	\$ 2,248	\$ 5,000.00
Misc.	443012	\$ 95,509	\$ 21,000.00
Protective Services - Contracts	448000	\$ 1,453	\$ 2,200.00
Property	451001	\$ 21,830	\$ 30,350.00
General Liability	451002	\$ 12,898	\$ 13,000.00
Workers Comp.	451003	\$ 5,356	\$ 6,025.00
Other	451004	\$ 1,825	\$ 1,850.00
Payments in Lieu of Taxes	452000	\$ 20,847	\$ 21,000.00
Employee Benefits - Administrative	454000	\$ 42,585	\$ 47,000.00
Employee Benefits - Maintenance	454100	\$ 77,532	\$ 81,800.00
Employer FICA - Administrative	454200	\$ 7,719	\$ 7,500.00
Employer FICA - Maintenance	454300	\$ 15,273	\$ 11,400.00
Extraordinary Maint. - Contracts	461003	\$ 2,112	\$ 3,000.00
Reserve Account			\$ 152,861.00
TOTAL EXPENSES		\$ 1,173,510	\$ 1,212,560
TOTAL INCOME		\$ 350,557	\$ -
Amp Fee			
Inter-Amp Transfer (Out)			

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

		1090 South Washington	
Account Name		Previous 12 months	2013 Budget
Net Tenant Rent (after vacancy loss)	311000	\$ 600,226	\$ 600,226.00
	330010	\$ 5,536	\$ 5,424.00
Net Operating Subsidy	340000	\$ 905,321	\$ 905,320.00
Investment Income	361000	\$ 5,312	\$ 6,000.00
Other Income	369000	\$ 35,017	\$ 35,000.00
Other Tenant Charges: Late Charges	369001	\$ 7,425	\$ 7,500.00
Maint. Charge	369002	\$ 21,830	\$ 20,000.00
Court Costs	369003	\$ 9,079	\$ 9,000.00
Inter-Amp Transfer (In)			
TOTAL REVENUE		\$ 1,589,745	\$ 1,588,470
Administrative Salaries	411000	\$ 166,120	\$ 131,600.00
Legal	413000	\$ 27,333	\$ 18,000.00
Travel	415000	\$ 671	\$ 750.00
Auditing Fees	417100	\$ 4,009	\$ 4,200.00
Professional Services Contracts	419001	\$ -	
Telephone	419004	\$ 8,388	\$ 8,400.00
Publications	419006	\$ 110	\$ 200.00
Membership Dues & Fees	419008	\$ 752	\$ 800.00
Postage	419010	\$ 2,971	\$ 3,200.00
Collection Fees & Court Costs	419012	\$ 5,172	\$ 1,000.00
Office Supplies	419014	\$ 5,472	\$ 5,600.00
Bank Fees	419020	\$ 5,411	\$ 5,500.00
Computer Maintenance	419022	\$ 6,630	\$ 5,400.00
Outside Printing	419030	\$ 104	\$ 200.00
Software	419032	\$ 1,741	\$ 3,250.00
Automotive Maintenance	419044	\$ 4,337	\$ 4,800.00
Inspections	419050	\$ 5,879	\$ 6,000.00
Management Fees	419101	\$ 137,648	\$ 151,200.00
Bookkeeping Fees	419102	\$ 36,740	\$ 23,688.00
Recreation/Other Services	422000	\$ 36,838	\$ 20,000.00
Water	431000	\$ 138,431	\$ 116,000.00
Electricity	432000	\$ 99,450	\$ 102,000.00
Gas	433000	\$ 107,585	\$ 135,000.00
Recycling	435000	\$ 5,762	\$ 2,940.00
Maintenance Labor	441000	\$ 161,291	\$ 151,290.00
Maintenance Materials	442000	\$ 78,233	\$ 70,000.00
Garbage & Trash	443001	\$ 17,372	\$ 14,000.00

**Lansing Housing Commission
Operating Budget
7/1/12-6/30/2013**

1090

South Washington

Account Name		Previous 12 months	2013 Budget
Heating & Cooling	443002	\$ 5,545	\$ 5,500.00
Snow Removal	443003	\$ 1,678	\$ 5,000.00
Elevator Maintenance	443004	\$ 12,519	\$ 14,000.00
Landscape & Grounds	443005	\$ 17,103	\$ 15,500.00
Unit Turnaround	443006	\$ 33,537	\$ 35,000.00
Electrical	443007	\$ 1,862	\$ 2,500.00
Plumbing	443008	\$ 2,693	\$ 2,800.00
Exterminating	443009	\$ 40,958	\$ 35,400.00
Janitorial	443010	\$ 1,135	\$ 1,200.00
Routine Maintenance	443011	\$ 12,050	\$ 8,000.00
Misc.	443012	\$ 44,521	\$ 16,000.00
Protective Services - Contracts	448000	\$ -	
Property	451001	\$ 16,985	\$ 17,000.00
General Liability	451002	\$ 16,371	\$ 16,400.00
Workers Comp.	451003	\$ 5,356	\$ 5,600.00
Other	451004	\$ 2,300	\$ 2,400.00
Payments in Lieu of Taxes	452000	\$ 35,821	\$ 36,000.00
Employee Benefits - Administrative	454000	\$ 42,518	\$ 69,480.00
Employee Benefits - Maintenance	454100	\$ 41,578	\$ 69,650.00
Employer FICA - Administrative	454200	\$ 12,409	\$ 10,950.00
Employer FICA - Maintenance	454300	\$ 11,473	\$ 10,830.00
Extraordinary Maint. - Contracts	461003	\$ 3,534	\$ 4,000.00
Reserve Account			\$ 220,242.00
TOTAL EXPENSES		\$ 1,426,394	\$ 1,588,470
TOTAL INCOME		\$ 163,351	\$ -
Amp Fee			
Inter-Amp Transfer (Out)			

Lansing Housing Commission
Operating Budget - Housing Choice Voucher Program
7/1/2012 - 06/30/2013

		8001		
		Housing Choice Vouchers Program (Admin)		
Account Name	G/L Acct #	FY 2012 Actual (3/31)	FYE2012 Projected YE	FY 2013 Budget
Fraud Recovery Funds Retained	330010	13,703	18,271	19,000
HCV Income - Admin Fees	341500	637,404	849,872	950,141
Other Revenue	369000	310	413	500
TOTAL REVENUE		651,417	849,872	969,641
Administrative Salaries	411000	285,396	380,528	370,285
Employee Benefits	454000	132,899	177,199	210,891
Legal	413000	450	600	800
Staff Training	414000	1,829	2,439	6,000
Travel	415000	30	40	1,000
Auditing Fees	417100	0	0	5,000
Telephone	419004	8,386	11,181	10,000
Publications	419006	279	372	500
Membership Dues & Fees	419008	1,320	1,760	2,000
Conference	419016	0	0	1,000
Postage	419010	10,186	13,581	14,000
Police Reports/Cred Chks	419012	2,346	3,128	4,000
Office Supplies	419014	6,634	8,845	9,000
Computer Maintenance	419022	14,500	19,333	15,000
Software	419032	12,101	16,135	10,000
Outside Printing	419030	2,483	3,311	3,500
Classified Advertising	419040	1,271	1,695	1,700
Office Rent	419042	18,000	24,000	24,000
Automotive Maintenance	419044	1,650	2,200	3,000
COCC - HCV Program Expense	419103	121,016	161,355	190,028
Utilities - Water	431000	1,929	2,572	3,000
Utilities - Electricity	432000	21,440	28,587	29,000
Utilities - Steam	439000	10,348	13,797	15,000
Maintenance Contracts	443000	15,433	20,577	21,000
Insurance	451000	13,661	18,215	18,000
Reserve Account			0	1,936
TOTAL EXPENSES		683,587	911,449	969,640
NET INCOME (LOSS)		(32,170)	(61,577)	0

Lansing Housing Commission
Operating Budget - Central Office Cost Center
7/1/12 - 06/30/13

		5005 Central Office Cost Center		
		YTD	YTD	2013
Account Name		Actual	Budget	Budgeted
Property Management Fees	343001	369,709	443,651	455,476
Bookkeeping Fees	343002	59,708	71,649	73,559
OG Management Fee	343005	4,673	5,607	11,400
AMP Management Fee			100,080	100,080
Management Fee - HCV	343003	121,016	145,219	179,124
Other Income	369000	82,889	99,467	50,000
TOTAL REVENUE		637,993	865,672	869,639
Administrative Salaries	411000	297,111	356,533	273,218
Employee Benefits & FICA	454XXX	72,402	86,883	97,095
Legal	413000	2,090	2,508	3,000
Publications	419006	295	354	400
Membership Dues & Fees	419008	3,414	4,097	5,000
Postage	419010	6,126	7,352	7,000
Office Supplies	419014	4,425	5,310	5,000
Conference	419016	1,304	1,565	1,500
Computer Maintenance	419022	16,434	19,721	20,000
Outside Printing	419030	460	552	500
Software	419032	628	753	1,000
Classified Advertising	419040	494	593	1,000
Total Administrative		405,185	486,221	414,714
Water	431000	1,512	1,815	1,910
Electricity	432000	18,819	22,583	23,715
Steam & Gas	433000 4390	16,356	19,627	20,610
Phone/Internet/Communications	419004	8,174	9,809	10,300
Total Utilities		44,862	53,834	56,535
Maintenance Materials	442000	1,486	1,783	2,000
Maintenance Contracts	4430xx	31,400	37,680	40,000
Total Maintenance		32,886	39,463	42,000
Protective Services	448000	3,239	3,887	4,250
Insurance	451xxx	31,061	37,274	40,000
OIG Repayment for SFTB	419000	19,278	19,278	19,278
Loan payment				60,000
Additional Capital		101,483	244,994	232,862
TOTAL EXPENSES		637,993	865,673	869,639
NET INCOME (LOSS)		0	(0)	(0)
		YTD	YTD	
		Actual	Budget	



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

June 27, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT MAY 2012
REPORTING MONTH

CONTACT PERSON:

Kendra Schmidtman
Housing Choice Voucher Coordinator

OVERVIEW:

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

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. No files were drawn down in May. 100% of all waitlist files are being audited. 13 files were audited in May. No errors were reported.
2. HUD requires that at least 98% of the rents approved by LHC meet established rent reasonable standards. HUD requires LHC to conduct rent reasonable tests on 2 units per month. LHC performed QC reviews of 9 unit rents in May. The QC review indicated 100% of the rents approved by LHC in May met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of 2 files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC performed QC reviews on 2 files, or ½% of all current, non-waitlist participant files in May. 100% of the adjusted income was correct.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of 2 units per month. The LHC did not perform any QC inspections in May, however 40 QC inspections have been completed year-to-date which exceeds HUD's completion standard.
5. HUD requires 98% of all 24 hour HQS deficiencies to be completed within 24 hours. The LHC cited 3 24-hour HQS deficiencies in the month of May. 100%

were completed within 24 hours. Overall for the year the LHC exceeds HUDS 98% completion standard.

Respectfully submitted, 

Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:

SECTION 8 DEPARTMENTAL REPORT

	Mar 2012	Apr 2012	May 2012
TOTAL NEW LEASES	9	4	32
Total Move-outs	2	6	7
Net	7	-2	25
Number on Voucher Wait List	750	750	750
Number of Applicants Pulled from Wait List	250	250	250
Number of Applications Withdrawn/Denied	40	6	0
Number of Informal Meetings	0	3	2
Number of Applicants Briefed	50	24	36
Total Resident Change of Units (transfers)	22	16	18
TOTAL RECERTIFICATIONS DUE BY MONTH	112	152	117
Annual Recertifications Completed	110	147	112
Annual Delinquent Reexaminations	0	0	0
Interims Completed	111	97	78
TOTAL INSPECTIONS DUE BY MONTH	147	117	98
Annual HQS Inspections Completed	143	108	82
Annual HQS Delinquent Inspections (PIC)	2	0	0
New RFTA Inspections	37	47	35
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	32	32	32
Total # of HCV Accts. Rec.	25	26	28
Monthly Total Amount Owed	\$13,646.56	\$15,708.62	\$12,615.12
Monthly Total Amount Collected	\$3,893.00	\$2,658.10	\$1,737.60
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1502	1498	1520
% UTILIZED UNITS	88.35%	88.12%	89.41%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	52	52	52
VASH Voucher Utilization	55	57	60
Monthly Total Voucher Unit Utilization	1609	1607	1632
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$2,282,576.29	\$3,005,684.69	\$3,776,540.29
HCV Budget Allocation YTD	\$2,435,000.01	\$3,246,666.68	\$4,058,333.35
Expenditure Surplus (Overage) *	\$152,423.72	\$240,981.99	\$281,793.06
Remaining Voucher Budget	\$7,457,423.71	\$6,734,315.31	\$5,963,459.71
Shelter Plus Care Budget	\$52,249.41	\$68,986.41	\$87,141.21
Shelter Plus Care Budget Used YTD	\$52,249.41	\$68,986.41	\$87,141.21
Shelter Plus Care Budget Allocation YTD	\$52,249.41	\$68,986.41	\$87,141.21
Expenditure Surplus (Overage)	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$64,295.00	\$85,299.00	\$108,658.72
VASH Budget Allocation YTD	\$75,000.00	\$100,000.00	\$125,000.00
Expenditure Surplus (Overage)	\$10,705.00	\$14,701.00	\$16,341.28
Remaining Voucher Budget	\$235,705.00	\$214,701.00	\$191,341.28

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

11

1090

South Washington

Account Name	FYE 2012	1090		YTD	Variance
	Budget	YTD Budget	YTD Actual		
Net Tenant Rent (after vacancy loss)	574,566	526,686	546,610	19,925	
Net Operating Subsidy	660,033	605,030	833,448	228,417	
Inter-Amp Transfer (In)	29,426	26,974		(26,974)	
Other Tenant Charges: Late Charges	8,500	7,792	6,900	(892)	
Maint. Charges	2,500	2,292	23,377	21,085	
Court Costs	10,500	9,625	8,066	(1,559)	
Other Income	6,800	6,233	20,490	14,256	
TOTAL REVENUE	1,292,325	1,184,631	1,438,891	254,260	
Administrative					
Administrative Salaries	98,217	90,032	117,778	27,746	
Employee Benefits - Administrative	80,638	73,918	37,760	(36,158)	
Employer FICA - Administrative	7,375	6,760	8,748	1,988	
Auditing Fees	7,600	6,967	0	(6,967)	
Management Fees	146,000	133,833	124,459	(9,374)	
Bookkeeping Fees	24,600	22,550	34,610	12,060	
Temp Fee	32,810	30,076		(30,076)	
Inter-Amp Transfer (Out)		0		0	
Classified Advertising		0		0	
Office Supplies	4,400	4,033	4,985	952	
Legal	4,500	4,125	22,303	18,178	
Collection Fees & Court Costs	13,600	12,467	4,849	(7,618)	
Travel	3,800	3,483	599	(2,884)	
Staff Training	1,500	1,375		(1,375)	
Membership Dues & Fees	500	458	461	2	
Postage	4,000	3,667	2,218	(1,448)	
Conference	0	0	0	0	
Bank Fees	3,800	3,483	6,335	2,852	
Computer Maintenance	3,500	3,208	5,146	1,937	
Outside Printing	125	115	104	(11)	
Software	1,000	917	1,554	637	
Other Administrative Costs		0	2,615	2,615	
Total Administrative	437,965	401,468	374,523	(26,945)	
Recreation/Other Services	10,800	9,900	24,907	15,007	
Utilities					
Water	113,600	104,133	126,691	22,558	
Electricity	94,000	86,167	89,299	3,132	
Gas	143,000	131,083	100,033	(31,050)	
Telephone	7,600	6,967	7,238	271	
Total Utilities	358,200	328,350	323,261	(5,089)	
Maintenance					
Labor	166,280	152,423	128,841	(23,582)	
Employee Benefits - Maintenance	63,081	57,824	35,831	(21,993)	
Employer FICA - Maintenance	13,096	12,005	8,940	(3,065)	
Maintenance Materials	50,700	46,475	73,123	26,648	
Garbage & Trash	14,500	13,292	15,094	1,803	
Snow Removal	2,800	2,567	1,678	(889)	
Elevator	10,500	9,625		(9,625)	
Landscape & Grounds	6,200	5,683	14,045	8,362	
Joint Turnaround	21,500	19,708	28,887	9,178	
Electrical	4,600	4,217	1,862	(2,355)	
Lubricating	6,500	5,958	597	(5,362)	
Exterminating	22,000	20,167	34,758	14,591	
Sanitorial	7,400	6,783	15	(6,768)	
Routine Maintenance	9,000	8,250	26,116	17,866	
Asc.	8,500	7,792	58,706	50,914	
Extraordinary Maint. - Contracts	8,803	8,069	3,534	(4,535)	
Recycling	500	458	3,155	2,697	
Total Maintenance	415,960	381,297	435,181	53,885	
Protective Services - Contracts	7,200	6,600	24,920	18,320	
Insurance					
Property	17,000	15,583	15,569	(14)	
General Liability	15,300	14,025	15,006	981	
Workers Comp.	4,500	4,125	5,356	1,231	
Other	2,300	2,108	2,047	(62)	
Insurance		0		0	
Total Insurance	39,100	35,842	37,978	2,136	
Additional Capital	0	0	218,121	218,121	
Payments in Lieu of Taxes	23,100	21,175	0	(21,175)	
TOTAL EXPENSES	1,292,325	1,184,631	1,438,891	254,260	
NET INCOME (LOSS)	0	0	(0)	(0)	
	FYE 2012	YTD	YTD	YTD	
	Budget	Budget	Actual	Variance	



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

June 27th, 2012

HONORABLE MEMBERS IN SESSION

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

SUBJECT:

ASSET MANAGEMENT MONTHLY REPORT MAY, 2012 REPORTING MONTH

CONTACT PERSON:

Forrest Babcock
Director of Asset Management

OVERVIEW:

Lansing Housing Commission communities continue to maintain occupancy. Our overall occupancy is at 97.2% for the month. The communities achieved an accuracy score of 99.2% on submissions to PIC with 87% of the recertification's completed. Two percent of our resident base was served notices due to lease violations. In this month we closed 97.2% of the routine work orders along with 100% of the emergency work orders. Accounts receivables increased due to a change in computing to 18.8%

OCCUPANCY:

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

- Mt Vernon 96% ,
- Hildebrandt 98%
- South Washington Park 96%
- LaRoy Froh 98%

We have established the site based waiting lists; we expect to open the lists for specific unit sizes in the next two months.

LEASE ENFORCEMENTS:

Forty six households received lease warnings, forty four received lease violations and twenty three received notices to quit/ lease terminations.

WORKORDERS:

Emergency work orders were closed at 100% for the month. Daily work orders had a 97.2% closure rate. Carry over work orders increased slightly.

ACCOUNTS RECEIVABLES:

Accounts receivables commission wide increased due to a change in the method of computing the recivables. The dollar amount remained consistant with the exception of LaRoy Froh who saw an increase.

- Mt Vernon 9.50%
- South Washington 12.50 %,
- Hildebrandt 23.2%
- LaRoy Froh 34.9%

MODERNIZATION REPORT

The May Modernization report is attached for your review.

Respectfully submitted,



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





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June 27, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:
MODERNIZATION MONTHLY REPORT MAY 2012 REPORTING MONTH

CONTACT PERSON:
Forrest Babcock
Director of Asset Management

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

Hildebrandt Community Center
Hobbs and Black architects provided design, drawings and bidding assistance. Laux Construction is the contractor. Building is now in final stages. The C/O was granted, we are up and running, the building came in on time and close to budget. The Total cost was:

Funding Source: CFP 2010
Architect Fees: \$50,000 *(Hildebrandt & LaRoy Froh)
Contract Amount: \$499,000
Change Orders to date: \$33,149.00-6.82%

LaRoy Froh Window Replacement
Fleis – Vandenbrink architects provided design, drawings and bid assistance. First Contracting is the contractor. The job is complete.

Funding Source: CFP 2010
Architect Fees: \$19,500
Contract Amount: \$219,750
Change Orders to date: \$ -0-

LaRoy Froh Fire
MC Smith Architects is providing construction management. Bids were returned by March 20, 2012. Insurance proceeds were received. The building is in rehab, Roof trusses are in place with decking and shingling started.

Funding Source: Insurance Claim less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Bids were returned on April 16, 2012. The Architect vetted the bids. The Contract signed last month. Work started on May 23, 2012. Walls are down, progress is on schedule.

Funding Source: CFP 2011
Architect Fees: Included in Hildebrandt Above*
Contract Amount: \$343,458.00

Esco RFP

Honeywell was selected. The Investment Grade Audit (IGA) is scheduled to begin in June. The IGA first TEAM visit was held on 5/22/12.

Site	AMP Code	Total Number of Units	Gross Occupancy	Vacant						Move Ins	Move Outs	Annual Recerts		PIC Score	
				1 BR	2 BR	3 BR	4 BR	5 BR	6 BR			Total Due This Month	Completed		
MI Vernon	MI058102	173	96.00%	0	2	1	0	0	0	N/A	1	0	8	7	99.10%
Hildebrandt	MI058103	168	98.00%	1	2	1	0	0	0	N/A	2	1	13	13	99.20%
LaRoy Froh	MI058111	213	98.00%	0	0	4	0	0	0	N/A	2	0	8	6	99.10%
S Washington Park	MI058000112	278	96.00%	8	0	1	2	1	1	N/A	4	8	17	14	99.40%
SUBTOTAL		832	97.2%	9	4	7	2	2	1	0	9	9	46	40	99.20%
Totals		832	97.24%	9	4	7	2	2	1	0	9	9	46	40	99.20%

Site	Lease Enforcements				Non-Emerg'cy Work Orders				Emergency Work Orders			Rent Chgd	Other Chgs	Total Chgs	Collected
	L Warning	Lease Violations	30 day term	7day	Beg. Ba	Rec'd	C'd	End. Ba	Rec'd	Complete d in 24 hours	Percentage completed in 24 hours				
Mt Vernon	10	6	3	2	11	66	57	20	20	20	100.00%	\$ 29,954.00	\$ 1,136.00	\$ 31,090.00	
Hildebrandt	0	21	3	1	83	77	95	65	20	20	100.00%	\$ 18,536.00	\$ 1,542.00	\$ 20,078.00	
LaRoy Froh	11	2	5	0	84	70	37	117	10	10	100.00%	\$ 27,881.00	\$ 2,737.00	\$ 30,618.00	
S Washington Park	25	15	5	4	51	72	88	35	28	28	100.00%	\$ 43,375.00	\$ 1,149.00	\$ 44,524.00	
SUBTOTAL	46	44	16	7	229	286	277	237	78	78	100.00%	\$ 119,746.00	\$ 6,664.00	\$ 126,310.00	\$ -
Totals	46	44	16	7	229	286	277	237	78	78	100.00%	\$119,746.00	\$6,664.00	\$ 126,310.00	\$ -

Site	Rent Collection		
	Outstanding	Avg days collected	A/R %
Mt Vernon	\$ 2,747.00	0.00	9.50%
Hildebrandt	\$ 4,674.00	0.00	23.20%
LaRoy Froh	\$ 10,685.00	0.00	34.90%
S Washington Park	\$ 5,590.00	0.00	12.50%
SUBTOTAL	0.00	0.00	0.00%
Totals	\$ 23,698.00	0.00	19.00%



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June 27, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:
3337 REMY SALE UPDATE

CONTACT PERSON:
Patricia A. Baines-Lake
Executive Director

OVERVIEW:

This report is a status report on the lease/sale option of 3337 Remy. LHC executed a Lease and option to purchase with Property Pros inclusive of the land, improvements, and appurtenances. The lease commences July 1, 2012 and expires June 30 2014. Based Rent during the lease period is \$43,200 payable as follows

- YEAR ANNUAL BASE RENT MONTHLY BASE RENT
- Year 1 07/01/12 – 06/30/13 \$21,600.00 \$1,800.00
- Year 2 07/01/13 – 06/30/14 \$21,600.00 \$1,800.00
- SECURITY DEPOSIT \$1800.00
- CBRE MARTIN LEASE COMMISSION = 6%

LHC granted Property Pros an option to purchase 3337 Remy on a land contract, at the end of the 24-month lease term, pursuant to the following terms:

- Purchase price to be \$228,500.
- Property Pros shall pay LHC an initial down payment of \$5,000.00 on or before October 31, 2012, which amount shall be applied to the down payment
- Property Pros shall pay a second down payment of \$2,500.00 on or before April 30, 2013,
- Property Pros shall pay a third down payment of \$2,500.00 on or before July 31, 2013,
- All of the down payments which \$10,000.00 shall be applied to the down payment at closing.
- If sale does not occur, said total amount deposited of \$10,000.00 shall be nonrefundable and retained by Landlord.

- If Property Pros elects to exercise its option to purchase the total down payment shall be 15% or \$34,275 due after the 24th month of the lease or June 30, 2014 less the \$10,000.00 already paid.
- LHC shall hold a Land contract as follows
 - 7% interest, amortized over twenty (20) years with a balloon payment for the balance payable after five (5) years to the (June 30, 2019)

CBRE Martin will receive a 7% sales commission

A copy of the actual lease/sales option agreement, which spells out insurance requirements and other pertinent details, is available for your review.