



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

**Agenda  
Lansing Housing Commission  
June 26, 2013**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of May 22, 2013
4. Action Items.
  - a) Resolution No. 1179-Approval of Resident Write-Offs May 1, 2013 to May 31, 2013
  - b) Resolution No. 1180-Approval Budget 2013-2014
5. Informational Items.
  - a. Financial Reports - Ramiro Salazar
    - i. COCC
    - ii. Low Income Public Housing
    - iii. Housing Choice Voucher
  - b. Housing Choice Voucher Report – Kendra Schmidtman
  - c. Asset Management Report - Patricia Baines-Lake
    - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Melissa Witte
    - ii. Hildebrandt AMP 103 Rhonda Pagel
    - iii. LaRoyFroh AMP 111 Lisa Parsons
    - iv. South Washington AMP 112 Janell McLeod
  - d. Modernization Report Patricia Baines-Lake
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 May 22, 2013  
Lansing Housing Commission & Public Hearing Meeting**

**PRESENT AT ROLL CALL:** Commissioners Baltimore, Frens, Bakken, Beverly

**GUESTS:** Bobby Joyce

**STAFF:** Patricia Baines-Lake                      Ramiro Salazar  
                 Kendra Schmidtman                      Janell Mcleod  
                 Rhonda Pagel  
                 Melissa Witt

Chairman Baltimore called the meeting to order promptly at 5:40 p. m. Ms. Baines-Lake, Commission Secretary, called the roll.

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve the minutes of the March 27, 2013 Board Meeting. **The Motion was approved.**

Commissioner Bakken moved and Commissioner Frens 2<sup>nd</sup> a motion to approve Resolution No. 1177-Approval of Resident Write-Offs April 1, 2013 to April 30, 2013. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve Resolution No. 1178-Approval to submit the 2011-2012 Annual Certified Audit. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

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

Modernization Report                                              Patricia Baines-Lake

Executive Director's The HCV Program inspections are now completed by a Contractor as a result of staffing reductions pursuant to sequestration budget cuts. Additional

sequestrations budget cuts will be reflected in the 2013-2014 budget to be submitted to the Board for approval next month.

The President had no comments

Public comment: There were no public comments.

Commissioner **Bakken** moved and Commissioner **Beverly** 2<sup>nd</sup> a motion to move into a closed session to discuss pending litigation at 6:40 p.m.

There being no other business, President Baltimore adjourned the meeting at 7:10 p. m.



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**June 26, 2013**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Lansing Housing Commission's Account Receivable Write-Off's for May 2013-Resolution No. 1179**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1179 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of May 2013.

**CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

**SUMMARY:**

This Resolution authorizes the finance division to write off \$7,267.60 (the full amount of resident balances on accounts closed as of May31, 2013). The previous three month's write-off balances were:

- April 2013 - \$3,206.33
- March 2013 - \$6,586.73
- February 2013 - \$3,565.25

Nearly 50% of the write off total amount owed belongs to two residents: one, a former resident who caused significant unit damage, resulting in several work order and maintenance charges, and another resident who experienced a significant increase in rent due to unreported income.

**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 May 31, 2013 total \$7,267.60. This figure was computed by taking the

Aged Receivables for all residents less the Aged Receivables for Active residents. As required by our policy this report is updated and presented to you monthly for your approval.

The vast majority of this balance is comprised of the balances of two cases.

**FINANCIAL CONSIDERATION:**

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$7,267.60 for outstanding rent and other charges due from residents who moved out of an LHC property as of May 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,



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





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**Resolution No. 1180**

**Adopted By the Lansing Housing Commission**

**June 26, 2013**

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

The Lansing Housing Commission 2013-2014 annual budgets for Low Income Public Housing, Housing Choice Voucher and 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 rules, regulations and guidelines.

  
\_\_\_\_\_  
Tony Baltimore, CHAIR

Moved: Beverly

Seconded: Frens

Ayes: 5 Nays: 0

Absent: 0

Attest:   
\_\_\_\_\_  
Secretary:

For Clerk Use Only

Resolution No: 1180  
Date Adopted: 06/26/2013



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

**Resolution No. 1179**

Adopted by the Lansing Housing Commission

June 26, 2013

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

The Lansing Housing Commission is authorized to immediately write off \$7,267.60 of resident account receivables as of May 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Moved: *Frens* Seconded: *Bevalby*

*Joy Ballou*  
Chair

Yeas 5

Nays 0

Abstentions \_\_\_\_\_

Attest *R-S*  
Secretary

For Clerks Use Only

Resolution No: 1179  
Date Adopted: 06/26/2013



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June 26, 2013

**Lansing Housing Commission  
Lansing, Michigan 48933**

**HONORABLE MEMBER IN SESSION: SUBJECT:  
Approval of Lansing Housing Commission's Operating Budget for the 2013-2014 Fiscal  
Year – Resolution No. 1180**

**RECOMMENDATION:**

Staff recommends approval of Resolution No. 1180, which approves Lansing Housing Commission's 2013-2014 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 2013-2014 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 LHC has made substantial staffing changes to address the funding issues caused by sequestration. In order to address budget overages for the FY 2013-2014, the following steps were taken:

- COCC staff was reduced by one position (Asset Management Director).
- HCV program staff was reduced by 2 Housing Coordinators
- HCV program increased its VASH vouchers by 25.
- HCV unit inspections will be completed by contractors



- All Sites have a Manager and an Assistant Manager
- Vacated Maintenance Position are not filled
- We are shopping Health Insurance to reduce costs

**FINANCIAL CONSIDERATIONS:**

These budget projections are based on last year's actual operating expenses including occupancy at 92. We intend to address any shortfalls caused by additional sequestration budget cuts by improving occupancy to 97% over the next 12 months.

**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

Lansing Housing Commission  
Central Office Cost Center  
Income and Expense Report  
May 2013

| Account Name                    | 2013<br>Budgeted      | April '13<br>Actual | May '13<br>Actual | Year to Date<br>Actual | % of Budget<br>Expended (CY) | % of Budget<br>Expended (PY) | %<br>Variance | FY 2012<br>Budget | May '12<br>Actual | Year to date<br>Actual | % of Budget<br>Expended |
|---------------------------------|-----------------------|---------------------|-------------------|------------------------|------------------------------|------------------------------|---------------|-------------------|-------------------|------------------------|-------------------------|
| Property Management Fees        | 343001 \$ 455,476     | \$ 36,455           | \$ 36,734         | \$ 399,802             | 88%                          | 93%                          | -5%           | \$ 436,831        | \$ 37,198         | \$ 406,907             | 93%                     |
| Bookkeeping Fees                | 343002 \$ 73,559      | \$ 5,888            | \$ 5,933          | \$ 64,568              | 88%                          | 89%                          | -2%           | \$ 73,494         | \$ 6,007          | \$ 65,715              | 89%                     |
| OG Management Fee               | 343005 \$ 11,400      | \$ 950              | \$ -              | \$ 9,500               | 83%                          | 33%                          | 50%           | \$ 14,136         | \$ -              | \$ 4,673               | 33%                     |
| AMP Management Fee              | \$ 100,080            | \$ 8,340            | \$ -              | \$ 83,400              | 83%                          | 0%                           | 83%           | \$ 97,961         | \$ -              | \$ -                   | 0%                      |
| Management Fee - HCV            | 343003 \$ 179,124     | \$ 12,825           | \$ 13,298         | \$ 155,372             | 87%                          | 85%                          | 2%            | \$ 171,488        | \$ 11,416         | \$ 145,770             | 85%                     |
| Other Income                    | 369000 \$ 50,000      | \$ 3,535            | \$ 30,444         | \$ 119,504             | 239%                         | 242%                         | -3%           | \$ 35,000         | \$ 1,947          | \$ 84,836              | 242%                    |
| <b>TOTAL REVENUE</b>            | <b>\$ 869,639</b>     | <b>\$ 67,993</b>    | <b>\$ 86,409</b>  | <b>\$ 832,145</b>      | <b>96%</b>                   | <b>85%</b>                   | <b>11%</b>    | <b>\$ 831,910</b> | <b>\$ 56,568</b>  | <b>\$ 707,901</b>      | <b>85%</b>              |
| Administrative Salaries         | 411000 \$ 273,218     | \$ 20,433           | \$ 27,203         | \$ 184,042             | 67%                          | 95%                          | -27%          | \$ 335,456        | \$ 21,013         | \$ 318,124             | 95%                     |
| Employee Benefits & FICA        | 454XXX \$ 97,095      | \$ 7,237            | \$ 8,367          | \$ 179,117             | 184%                         | 49%                          | 135%          | \$ 154,721        | \$ 4,046          | \$ 76,448              | 49%                     |
| Legal                           | 413000 \$ 3,000       | \$ 958              | \$ 1,019          | \$ 4,015               | 134%                         | 17%                          | 117%          | \$ 35,000         | \$ 3,794          | \$ 5,884               | 17%                     |
| Travel                          | 415000 \$ 7,000       | \$ -                | \$ 453            | \$ 5,177               | 74%                          | 0%                           | 74%           | \$ -              | \$ -              | \$ -                   | 0%                      |
| Auditing Fees                   | 417100 \$ 15,000      | \$ -                | \$ (1,200)        | \$ 13,749              | 92%                          | 0%                           | 92%           | \$ -              | \$ -              | \$ -                   | 0%                      |
| Publications                    | 419006 \$ 400         | \$ -                | \$ -              | \$ 224                 | 56%                          | 30%                          | 27%           | \$ 1,000          | \$ -              | \$ 295                 | 30%                     |
| Membership Dues & Fees          | 419008 \$ 5,000       | \$ -                | \$ 2,480          | \$ 9,620               | 192%                         | 137%                         | 56%           | \$ 2,500          | \$ -              | \$ 3,414               | 137%                    |
| Postage                         | 419010 \$ 7,000       | \$ (1,442)          | \$ 729            | \$ (1,228)             | -18%                         | 585%                         | -602%         | \$ 1,500          | \$ 2,648          | \$ 8,774               | 585%                    |
| General Office Expenses         | \$ 100,000            | \$ -                | \$ -              | \$ 21,876              | 22%                          | 0%                           | 22%           | \$ -              | \$ -              | \$ -                   | 0%                      |
| Office Supplies                 | 419014 \$ 5,000       | \$ 3,420            | \$ 435            | \$ 10,389              | 208%                         | 48%                          | 160%          | \$ 10,000         | \$ 379            | \$ 4,804               | 48%                     |
| Conference                      | 419016 \$ 1,500       | \$ (2,000)          | \$ 3,420          | \$ 4,574               | 305%                         | 0%                           | 305%          | \$ -              | \$ 804            | \$ 2,108               | 0%                      |
| Bank Fees                       | 419020 \$ -           | \$ -                | \$ -              | \$ -                   | 0%                           | 0%                           | 0%            | \$ 4,000          | \$ -              | \$ -                   | 0%                      |
| Computer Maintenance            | 419022 \$ 20,000      | \$ 1,848            | \$ -              | \$ 21,296              | 106%                         | 235%                         | -128%         | \$ 7,000          | \$ -              | \$ 16,434              | 235%                    |
| Outside Printing                | 419030 \$ 500         | \$ -                | \$ -              | \$ 400                 | 80%                          | 23%                          | 57%           | \$ 2,000          | \$ -              | \$ 460                 | 23%                     |
| Software                        | 419032 \$ 1,000       | \$ -                | \$ 925            | \$ 5,199               | 520%                         | 16%                          | 504%          | \$ 5,000          | \$ 171            | \$ 799                 | 16%                     |
| Automotive                      | 419044 \$ 1,000       | \$ -                | \$ 12             | \$ 408                 | 41%                          | 0%                           | 0%            | \$ -              | \$ -              | \$ -                   | 0%                      |
| Classified Advertising          | 419040 \$ 1,000       | \$ 980              | \$ -              | \$ 1,180               | 118%                         | 36%                          | 82%           | \$ 7,000          | \$ -              | \$ 2,519               | 36%                     |
| <b>Total Administrative</b>     | <b>\$ 537,714</b>     | <b>\$ 31,433</b>    | <b>\$ 43,842</b>  | <b>\$ 460,038</b>      | <b>86%</b>                   | <b>78%</b>                   | <b>8%</b>     | <b>\$ 565,177</b> | <b>\$ 32,855</b>  | <b>\$ 440,063</b>      | <b>78%</b>              |
| Water                           | 431000 \$ 1,910       | \$ 205              | \$ -              | \$ 1,915               | 100%                         | 64%                          | 36%           | \$ 3,000          | \$ 411            | \$ 1,923               | 64%                     |
| Electricity                     | 432000 \$ 23,715      | \$ 1,653            | \$ 1,233          | \$ 15,963              | 67%                          | 96%                          | -29%          | \$ 22,000         | \$ 2,368          | \$ 21,187              | 96%                     |
| Steam & Gas                     | 433000 4390 \$ 20,610 | \$ 2,339            | \$ 697            | \$ 19,363              | 94%                          | 76%                          | 18%           | \$ 24,000         | \$ 1,802          | \$ 18,158              | 76%                     |
| Phone/Internet/Communications   | 419004 \$ 10,300      | \$ 19,170           | \$ 977            | \$ 28,896              | 281%                         | 74%                          | 207%          | \$ 13,000         | \$ 1,410          | \$ 9,584               | 74%                     |
| <b>Total Utilities</b>          | <b>\$ 56,535</b>      | <b>\$ 23,367</b>    | <b>\$ 2,907</b>   | <b>\$ 66,138</b>       | <b>117%</b>                  | <b>82%</b>                   | <b>35%</b>    | <b>\$ 62,000</b>  | <b>\$ 5,991</b>   | <b>\$ 50,852</b>       | <b>82%</b>              |
| Maintenance Materials           | 442000 \$ 2,000       | \$ -                | \$ 3,290          | \$ 3,691               | 185%                         | 153%                         | 31%           | \$ 1,000          | \$ 47             | \$ 1,533               | 153%                    |
| Maintenance Contracts           | 4430xx \$ 40,000      | \$ 5,064            | \$ 21,158         | \$ 43,749              | 109%                         | 110%                         | 0%            | \$ 32,000         | \$ 3,752          | \$ 35,152              | 110%                    |
| <b>Total Maintenance</b>        | <b>\$ 42,000</b>      | <b>\$ 5,064</b>     | <b>\$ 24,448</b>  | <b>\$ 47,440</b>       | <b>113%</b>                  | <b>111%</b>                  | <b>2%</b>     | <b>\$ 33,000</b>  | <b>\$ 3,799</b>   | <b>\$ 36,685</b>       | <b>111%</b>             |
| Protective Services             | 448000 \$ 4,250       | \$ 282              | \$ 381            | \$ 3,396               | 80%                          | 81%                          | -1%           | \$ 4,000          | \$ -              | \$ 3,239               | 81%                     |
| Insurance                       | 451xxx \$ 40,000      | \$ 689              | \$ 366            | \$ 10,312              | 26%                          | 198%                         | -172%         | \$ 17,000         | \$ -              | \$ 33,652              | 198%                    |
| SFTB Expenses                   | \$ -                  | \$ -                | \$ -              | \$ 200                 | 0%                           | 0%                           | 0%            | \$ -              | \$ -              | \$ -                   | 0%                      |
| OIG Repayment for SFTB          | \$ 25,704             | \$ -                | \$ -              | \$ 19,278              | 75%                          | 0%                           | 75%           | \$ -              | \$ -              | \$ 19,278              | 0%                      |
| Loan payments & Real Estate Exp | \$ 60,000             | \$ 0                | \$ 5,000          | \$ 48,991              | 82%                          | 0%                           | 82%           | \$ -              | \$ -              | \$ -                   | 0%                      |
| Additional Capital              | \$ 83,436             | \$ 7,157            | \$ 9,465          | \$ 176,553             | 212%                         | 82%                          | 129%          | \$ 150,733        | \$ 13,923         | \$ 124,132             | 82%                     |
| <b>TOTAL EXPENSES</b>           | <b>\$ 849,639</b>     | <b>\$ 67,993</b>    | <b>\$ 86,409</b>  | <b>\$ 832,145</b>      | <b>98%</b>                   | <b>85%</b>                   | <b>13%</b>    | <b>\$ 831,910</b> | <b>\$ 56,568</b>  | <b>\$ 707,901</b>      | <b>85%</b>              |
| <b>NET INCOME (LOSS)</b>        | <b>\$ 20,000</b>      | <b>\$ 0</b>         | <b>\$ 0</b>       | <b>\$ 0</b>            |                              |                              |               | <b>\$ -</b>       | <b>\$ 0</b>       | <b>\$ -</b>            |                         |

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

| Account Name                         |        | 2013<br>Budget | April '13<br>Actual | May '13<br>Actual | Year to Date<br>Actual | % of Budget<br>Expended (CY) | % of Budget<br>Expended (PY) | %<br>Variance | FY 2012<br>Budget | May '12<br>Actual | Year to date<br>Actual | % of Budget<br>Expended |
|--------------------------------------|--------|----------------|---------------------|-------------------|------------------------|------------------------------|------------------------------|---------------|-------------------|-------------------|------------------------|-------------------------|
| Net Tenant Rent (after vacancy loss) | 311000 | \$ 1,630,786   | \$ 113,631          | \$ 115,190        | \$ 1,246,039           | 76%                          | 97%                          | -20%          | \$ 1,507,075      | \$ 87,221         | \$ 1,459,652           | 97%                     |
|                                      | 330010 | \$ 5,444       | \$ 26               | \$ -              | \$ 2,571               | 47%                          | 0%                           | 47%           | \$ -              | \$ 878            | \$ 989                 | 0%                      |
| Net Operating Subsidy                | 340000 | \$ 3,061,304   | \$ 222,761          | \$ 262,572        | \$ 2,963,855           | 97%                          | 119%                         | -22%          | \$ 2,646,446      | \$ 259,637        | \$ 3,157,365           | 119%                    |
| Investment Income                    | 361000 | \$ 32,000      | \$ -                | \$ -              | \$ -                   | 0%                           | 0%                           | 0%            | \$ -              | \$ -              | \$ -                   | 0%                      |
| Other Income                         | 369000 | \$ 77,200      | \$ 23,453           | \$ (4,176)        | \$ 64,761              | 84%                          | 5069%                        | -4985%        | \$ 7,500          | \$ 3,053          | \$ 380,170             | 5069%                   |
| Other Tenant Charges: Late Charges   | 369001 | \$ 32,300      | \$ 3,568            | \$ 4,550          | \$ 44,762              | 139%                         | 74%                          | 65%           | \$ 44,400         | \$ 1,614          | \$ 32,669              | 74%                     |
| Maint. Charge                        | 369002 | \$ 56,100      | \$ 706              | \$ 5,369          | \$ 25,485              | 45%                          | 162%                         | -117%         | \$ 35,100         | \$ 2,726          | \$ 56,935              | 162%                    |
| Court Costs                          | 369003 | \$ 32,500      | \$ 2,607            | \$ 3,147          | \$ 38,999              | 120%                         | 83%                          | 37%           | \$ 37,500         | \$ 1,695          | \$ 30,976              | 83%                     |
| Inter-Amp Transfer (In)              |        | \$ -           | \$ -                | \$ -              | \$ -                   |                              | 0%                           | 0%            | \$ 50,686         | \$ -              | \$ -                   | 0%                      |
| <b>TOTAL REVENUE</b>                 |        | \$ 4,927,634   | \$ 366,752          | \$ 386,652        | \$ 4,386,472           | 89%                          | 118%                         | -29%          | \$ 4,328,707      | \$ 356,823        | \$ 5,118,756           | 118%                    |
| Administrative Salaries              | 411000 | \$ 445,390     | \$ 35,400           | \$ 36,574         | \$ 336,795             | 76%                          | 106%                         | -31%          | \$ 397,159        | \$ 22,926         | \$ 422,117             | 106%                    |
| Legal                                | 413000 | \$ 47,100      | \$ 5,625            | \$ 276            | \$ 47,576              | 101%                         | 259%                         | -158%         | \$ 20,170         | \$ 7,499          | \$ 52,248              | 259%                    |
| Travel                               | 415000 | \$ 2,850       | \$ 286              | \$ 263            | \$ 2,446               | 86%                          | 10%                          | 76%           | \$ 21,966         | \$ 246            | \$ 2,249               | 10%                     |
| Auditing Fees                        | 417100 | \$ 12,860      | \$ -                | \$ -              | \$ 11,930              | 93%                          | 0%                           | 93%           | \$ 22,843         | \$ -              | \$ -                   | 0%                      |
| Professional Services Contracts      | 419001 | \$ -           | \$ 6,235            | \$ (8,963)        | \$ -                   | 0%                           | 0%                           | 0%            | \$ -              | \$ -              | \$ -                   | 0%                      |
| Telephone                            | 419004 | \$ 29,200      | \$ 1,879            | \$ 167            | \$ 25,989              | 89%                          | 84%                          | 5%            | \$ 33,600         | \$ 1,564          | \$ 28,067              | 84%                     |
| Publications                         | 419006 | \$ 720         | \$ -                | \$ -              | \$ 395                 | 55%                          | 0%                           | 55%           | \$ -              | \$ 112            | \$ 168                 | 0%                      |
| Membership Dues & Fees               | 419008 | \$ 2,670       | \$ -                | \$ 70             | \$ 1,298               | 49%                          | 110%                         | -61%          | \$ 2,000          | \$ 409            | \$ 2,196               | 110%                    |
| Postage                              | 419010 | \$ 11,770      | \$ 1,269            | \$ 1,334          | \$ 11,812              | 100%                         | 75%                          | 25%           | \$ 12,108         | \$ 572            | \$ 9,096               | 75%                     |
| Collection Fees & Court Costs        | 419012 | \$ 6,850       | \$ 386              | \$ 2,243          | \$ 7,862               | 115%                         | 27%                          | 88%           | \$ 48,608         | \$ 390            | \$ 13,247              | 27%                     |
| Office Supplies                      | 419014 | \$ 15,800      | \$ 1,660            | \$ 3,933          | \$ 30,529              | 193%                         | 76%                          | 117%          | \$ 17,930         | \$ 590            | \$ 13,692              | 76%                     |
| Bank Fees                            | 419020 | \$ 16,500      | \$ 1,484            | \$ 1,921          | \$ 18,543              | 112%                         | 158%                         | -46%          | \$ 11,941         | \$ 1,430          | \$ 18,870              | 158%                    |
| Computer Maintenance                 | 419022 | \$ 26,400      | \$ 1,324            | \$ 2,334          | \$ 26,984              | 102%                         | 135%                         | -33%          | \$ 16,136         | \$ 1              | \$ 21,741              | 135%                    |
| Outside Printing                     | 419030 | \$ 900         | \$ 1,113            | \$ 802            | \$ 2,883               | 320%                         | 49%                          | 271%          | \$ 845            | \$ (0)            | \$ 416                 | 49%                     |
| Software                             | 419032 | \$ 11,185      | \$ (538)            | \$ 164            | \$ 5,796               | 52%                          | 114%                         | -63%          | \$ 5,000          | \$ 205            | \$ 5,725               | 114%                    |
| Automotive Maintenance               | 419044 | \$ 21,900      | \$ 1,103            | \$ 1,814          | \$ 18,913              | 86%                          | 0%                           | 86%           | \$ -              | \$ 4,842          | \$ 20,397              | 0%                      |
| Inspections                          | 419050 | \$ 22,230      | \$ 16,220           | \$ 6,715          | \$ 26,400              | 119%                         | 0%                           | 119%          | \$ -              | \$ 3,581          | \$ 20,760              | 0%                      |
| Management Fees                      | 419101 | \$ 430,841     | \$ 36,455           | \$ 36,734         | \$ 400,127             | 93%                          | 90%                          | 3%            | \$ 436,831        | \$ 29,304         | \$ 394,415             | 90%                     |
| Bookkeeping Fees                     | 419102 | \$ 71,368      | \$ 5,888            | \$ 5,933          | \$ 64,568              | 90%                          | 106%                         | -16%          | \$ 73,494         | \$ 4,732          | \$ 78,208              | 106%                    |
| Recreation/Other Services            | 422000 | \$ 33,550      | \$ 6,407            | \$ 2,953          | \$ 27,215              | 81%                          | 82%                          | -1%           | \$ 41,500         | \$ 3,625          | \$ 34,044              | 82%                     |
| Water                                | 431000 | \$ 417,380     | \$ 28,811           | \$ 18,003         | \$ 263,673             | 63%                          | 85%                          | -22%          | \$ 372,969        | \$ 16,905         | \$ 316,305             | 85%                     |
| Electricity                          | 432000 | \$ 166,800     | \$ 15,931           | \$ 14,622         | \$ 174,760             | 105%                         | 99%                          | 6%            | \$ 141,030        | \$ 9,016          | \$ 139,168             | 99%                     |
| Gas                                  | 433000 | \$ 409,000     | \$ 37,171           | \$ 24,089         | \$ 305,755             | 75%                          | 54%                          | 21%           | \$ 474,281        | \$ 10,408         | \$ 256,420             | 54%                     |
| Recycling                            | 435000 | \$ 58,407      | \$ 18,099           | \$ 17,575         | \$ 122,511             | 210%                         | 0%                           | 210%          | \$ 3,331          | \$ 28             | \$ 15,995              | 0%                      |
| Maintenance Labor                    | 441000 | \$ 602,078     | \$ 42,931           | \$ 48,590         | \$ 411,527             | 68%                          | 70%                          | -2%           | \$ 652,291        | \$ 22,902         | \$ 458,999             | 70%                     |
| Maintenance Materials                | 442000 | \$ 247,000     | \$ 56,882           | \$ 1,977          | \$ 306,357             | 124%                         | 89%                          | 35%           | \$ 202,184        | \$ 9,734          | \$ 179,117             | 89%                     |
| Garbage & Trash                      | 443001 | \$ 55,920      | \$ 2,236            | \$ 5,543          | \$ 81,760              | 146%                         | 84%                          | 62%           | \$ 54,580         | \$ 4,666          | \$ 45,865              | 84%                     |
| Heating & Cooling                    | 443002 | \$ 13,100      | \$ 1,683            | \$ 2,995          | \$ 28,579              | 218%                         | 0%                           | 218%          | \$ -              | \$ 4,474          | \$ 14,904              | 0%                      |
| Snow Removal                         | 443003 | \$ 15,650      | \$ 181              | \$ 825            | \$ 11,609              | 74%                          | 49%                          | 25%           | \$ 12,040         | \$ -              | \$ 5,868               | 49%                     |
| Elevator Maintenance                 | 443004 | \$ 14,000      | \$ -                | \$ 365            | \$ 2,943               | 21%                          | 121%                         | -100%         | \$ 10,500         | \$ 3,145          | \$ 12,678              | 121%                    |
| Landscape & Grounds                  | 443005 | \$ 40,500      | \$ 214              | \$ 4,275          | \$ 45,690              | 113%                         | 138%                         | -25%          | \$ 21,165         | \$ 2,230          | \$ 29,176              | 138%                    |
| Unit Turnaround                      | 443006 | \$ 142,150     | \$ 3,322            | \$ 3,248          | \$ 68,395              | 48%                          | 82%                          | -33%          | \$ 110,600        | \$ 6,152          | \$ 90,204              | 82%                     |
| Electrical                           | 443007 | \$ 4,800       | \$ 950              | \$ 3,563          | \$ 54,847              | 1143%                        | 27%                          | 1116%         | \$ 9,700          | \$ 95             | \$ 2,630               | 27%                     |
| Plumbing                             | 443008 | \$ 14,900      | \$ 520              | \$ 3,205          | \$ 25,750              | 173%                         | 35%                          | 138%          | \$ 17,800         | \$ 50             | \$ 6,176               | 35%                     |
| Exterminating                        | 443009 | \$ 48,864      | \$ 3,457            | \$ 2,065          | \$ 69,694              | 143%                         | 88%                          | 54%           | \$ 43,600         | \$ 1,515          | \$ 38,523              | 88%                     |
| Janitorial                           | 443010 | \$ 1,200       | \$ 5,813            | \$ 424            | \$ 11,401              | 950%                         | 17%                          | 934%          | \$ 15,400         | \$ 2,311          | \$ 2,545               | 17%                     |
| Routine Maintenance                  | 443011 | \$ 21,200      | \$ 2,957            | \$ 1,467          | \$ 24,606              | 116%                         | 223%                         | -107%         | \$ 14,500         | \$ 9,687          | \$ 32,297              | 223%                    |
| Misc.                                | 443012 | \$ 53,200      | \$ 4,060            | \$ 1,801          | \$ 34,795              | 65%                          | 885%                         | -820%         | \$ 18,215         | \$ 22,191         | \$ 161,262             | 885%                    |

**Lansing Housing Commission  
Housing Choice Voucher Program  
Income and Expense Report  
May 2013**

| Account Name                                    | G/L<br>Acct # | Current Year      |                     |                   |                        |                              |                              |               | Prior Year        |                   |                        |                         |
|-------------------------------------------------|---------------|-------------------|---------------------|-------------------|------------------------|------------------------------|------------------------------|---------------|-------------------|-------------------|------------------------|-------------------------|
|                                                 |               | FY 2013<br>Budget | April '13<br>Actual | May '13<br>Actual | Year to date<br>Actual | % of Budget<br>Expended (CY) | % of Budget<br>Expended (PY) | %<br>Variance | FY 2012<br>Budget | May '12<br>Actual | Year to date<br>Actual | % of Budget<br>Expended |
| Fraud Recovery Funds Retained                   | 330010        | 19,000            | 623                 | 261               | 6,661                  | 35%                          | 79%                          | -44%          | 25,000            | 953               | 19,650                 | 79%                     |
| HCV Income - Admin Fees                         | 341500        | 950,141           | 66,999              | 69,364            | 813,442                | 86%                          | 90%                          | -4%           | 921,540           | 119,683           | 825,653                | 90%                     |
| Other Revenue                                   | 369000        | 500               | 361                 | 0                 | 4,053                  | 811%                         | 10769%                       | -9958%        | 100               | 9                 | 10,769                 | 10769%                  |
| <b>TOTAL REVENUE</b>                            |               | <b>969,641</b>    | <b>67,983</b>       | <b>69,625</b>     | <b>824,156</b>         | <b>85%</b>                   | <b>90%</b>                   | <b>-5%</b>    | <b>946,640</b>    |                   | <b>856,072</b>         | <b>90%</b>              |
| Administrative Salaries                         | 411000        | 370,285           | 26,712              | 43,923            | 300,797                | 81%                          | 95%                          | -14%          | 361,443           | 30,122            | 344,455                | 95%                     |
| Legal                                           | 413000        | 800               | 0                   | 0                 | 5,558                  | 695%                         | 45%                          | 650%          | 1,000             | 0                 | 450                    | 45%                     |
| Staff Training                                  | 414000        | 6,000             | 0                   | 503               | 4,195                  | 70%                          | 65%                          | 5%            | 11,000            | 1,679             | 7,112                  | 65%                     |
| Travel                                          | 415000        | 1,000             | 41                  | 68                | 295                    | 29%                          | 82%                          | -53%          | 2,000             | 0                 | 1,648                  | 82%                     |
| Auditing Fees                                   | 417100        | 5,000             | 0                   | 0                 | 4,000                  | 80%                          | 0%                           | 80%           | 5,000             | 0                 | 0                      | 0%                      |
| Telephone                                       | 419004        | 10,000            | 41                  | 41                | 3,835                  | 38%                          | 112%                         | -74%          | 9,000             | 825               | 10,086                 | 112%                    |
| Publications                                    | 419006        | 500               | 0                   | 0                 | 832                    | 166%                         | 28%                          | 139%          | 1,000             | (1,041)           | 279                    | 28%                     |
| Membership Dues & Fees                          | 419008        | 2,000             | 0                   | 0                 | 2,873                  | 144%                         | 88%                          | 56%           | 1,500             | 0                 | 1,320                  | 88%                     |
| Postage                                         | 419010        | 14,000            | 1,000               | 1,000             | 12,797                 | 91%                          | 86%                          | 6%            | 14,000            | 725               | 11,993                 | 86%                     |
| Police Reports/Cred Chks                        | 419012        | 4,000             | 0                   | 1,744             | 12,493                 | 312%                         | 55%                          | 257%          | 4,300             | 7                 | 2,360                  | 55%                     |
| Office Supplies                                 | 419014        | 9,000             | 15                  | 1,817             | 12,947                 | 144%                         | 75%                          | 69%           | 10,000            | 291               | 7,476                  | 75%                     |
| Conference                                      | 419016        | 1,000             | 50                  | 0                 | 50                     | 5%                           | 0%                           | 5%            | 2,000             | 0                 | 0                      | 0%                      |
| Computer Maintenance                            | 419022        | 15,000            | 12,619              | 1,131             | 25,597                 | 171%                         | 77%                          | 93%           | 20,000            | 0                 | 15,494                 | 77%                     |
| Outside Printing                                | 419030        | 3,500             | 218                 | 1,172             | 3,640                  | 104%                         | 119%                         | -15%          | 2,500             | 270               | 2,970                  | 119%                    |
| Software                                        | 419032        | 10,000            | 310                 | 1,000             | 8,821                  | 88%                          | 137%                         | -49%          | 10,000            | 1,354             | 13,724                 | 137%                    |
| Office Furniture                                | 419038        | 0                 | 0                   | 0                 | 3,087                  | 0%                           | 0%                           | 0%            | 3,000             | 0                 | 0                      | 0%                      |
| Classified Advertising                          | 419040        | 1,700             | 0                   | 0                 | 0                      | 0%                           | 42%                          | -42%          | 3,000             | 0                 | 1,271                  | 42%                     |
| Office Rent                                     | 419042        | 24,000            | 2,000               | 2,000             | 22,000                 | 92%                          | 92%                          | 0%            | 24,000            | 2,000             | 22,000                 | 92%                     |
| Automotive Maintenance                          | 419044        | 3,000             | 156                 | 116               | 2,637                  | 88%                          | 99%                          | -11%          | 2,000             | 63                | 1,979                  | 99%                     |
| COCC - HCV Program Expense                      | 419103        | 190,028           | 12,825              | 13,298            | 155,372                | 82%                          | 85%                          | -3%           | 171,463           | 24,754            | 145,770                | 85%                     |
| Utilities - Water                               | 431000        | 3,000             | 334                 | 0                 | 3,087                  | 103%                         | 89%                          | 14%           | 3,200             | 630               | 2,849                  | 89%                     |
| Utilities - Electricity                         | 432000        | 29,000            | 2,698               | 2,012             | 25,780                 | 89%                          | 88%                          | 1%            | 31,000            | 3,181             | 27,267                 | 88%                     |
| Utilities - Steam                               | 439000 433000 | 15,000            | 1,988               | 7                 | 17,136                 | 114%                         | 64%                          | 50%           | 23,550            | 2,936             | 15,144                 | 64%                     |
| Maintenance Contracts                           | 443xxx        | 21,000            | 337                 | 1,961             | 15,847                 | 75%                          | 542%                         | -467%         | 3,000             | 744               | 16,266                 | 542%                    |
| Insurance                                       | 451xxx        | 18,000            | 1,591               | 835               | 15,619                 | 87%                          | 91%                          | -4%           | 17,500            | 835               | 15,968                 | 91%                     |
| Employee Benefits                               | 454xxx        | 210,891           | 15,965              | 19,614            | 165,411                | 78%                          | 76%                          | 3%            | 210,184           | 12,870            | 158,868                | 76%                     |
| Housing Assistance Payment<br>Shelter Plus Care | 471900        |                   |                     | 26,405            | 26,405                 |                              |                              |               |                   |                   |                        |                         |
| Reserve Account                                 |               | 1,936             | (10,915)            | (49,022)          | (26,954)               | -1392%                       | 0%                           | -1392%        |                   |                   | 29,323                 | 0%                      |
| <b>TOTAL EXPENSES</b>                           |               | <b>969,640</b>    | <b>67,983</b>       | <b>69,625</b>     | <b>824,155</b>         | <b>85%</b>                   | <b>90%</b>                   |               | <b>946,640</b>    |                   | <b>856,072</b>         | <b>90%</b>              |
| <b>NET INCOME (LOSS)</b>                        |               | <b>0</b>          | <b>0</b>            | <b>0</b>          | <b>0</b>               |                              |                              |               | <b>0</b>          |                   | <b>(0)</b>             |                         |

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

| Account Name                       |        | 2013<br>Budget | April '13<br>Actual | May '13<br>Actual | Year to Date<br>Actual | % of Budget<br>Expended (CY) | % of Budget<br>Expended (PY) | %<br>Variance | FY 2012<br>Budget | May '12<br>Actual | Year to date<br>Actual | % of Budget<br>Expended |
|------------------------------------|--------|----------------|---------------------|-------------------|------------------------|------------------------------|------------------------------|---------------|-------------------|-------------------|------------------------|-------------------------|
| Protective Services - Contracts    | 448000 | \$ 7,732       | \$ 936              | \$ 1,699          | \$ 11,079              | 0%                           | 219%                         | -219%         | \$ 12,650         | \$ 7,445          | \$ 27,665              | 219%                    |
| Property                           | 451001 | \$ 109,022     | \$ 7,664            | \$ 7,757          | \$ 83,933              | 77%                          | 57%                          | 20%           | \$ 110,140        | \$ 1,592          | \$ 62,250              | 57%                     |
| General Liability                  | 451002 | \$ 53,730      | \$ 10,093           | \$ 5,391          | \$ 55,496              | 103%                         | 73%                          | 31%           | \$ 49,859         | \$ 1,790          | \$ 36,222              | 73%                     |
| Workers Comp.                      | 451003 | \$ 22,165      | \$ 4,444            | \$ 1,364          | \$ 33,283              | 150%                         | 74%                          | 76%           | \$ 21,720         | \$ (461)          | \$ 16,068              | 74%                     |
| Other                              | 451004 | \$ 8,850       | \$ 1,071            | \$ 373            | \$ 21,811              | 246%                         | 26%                          | 220%          | \$ 18,450         | \$ 107            | \$ 4,824               | 26%                     |
| Payments in Lieu of Taxes          | 452000 | \$ 95,500      | \$ -                | \$ -              | \$ 55,280              | 58%                          | 0%                           | 58%           | \$ 56,340         | \$ -              | \$ -                   | 0%                      |
| OPEB Expense                       | 444400 | \$ -           | \$ -                | \$ -              | \$ 23,049              | 0%                           | 0%                           | 0%            | \$ -              | \$ -              | \$ -                   | 0%                      |
| Employee Benefits - Administrative | 454000 | \$ 200,502     | \$ 8,264            | \$ 8,083          | \$ 82,106              | 41%                          | 50%                          | -9%           | \$ 219,038        | \$ 10,384         | \$ 108,649             | 50%                     |
| Employee Benefits - Maintenance    | 454100 | \$ 250,704     | \$ 35,134           | \$ 30,290         | \$ 312,921             | 125%                         | 98%                          | 27%           | \$ 186,811        | \$ 7,046          | \$ 183,565             | 98%                     |
| Employer FICA - Administrative     | 454200 | \$ 34,115      | \$ 7,345            | \$ 4,299          | \$ 64,936              | 190%                         | 77%                          | 114%          | \$ 30,624         | \$ 1,089          | \$ 23,506              | 77%                     |
| Employer FICA - Maintenance        | 454300 | \$ 43,187      | \$ 3,737            | \$ 4,376          | \$ 36,642              | 85%                          | 67%                          | 18%           | \$ 50,596         | \$ 1,612          | \$ 33,738              | 67%                     |
| Extraordinary Maint. - Contracts   | 461003 | \$ 15,000      | \$ 330              | \$ 400            | \$ 1,200               | 8%                           | 31%                          | -23%          | \$ 26,523         | \$ 1,060          | \$ 8,261               | 31%                     |
| Reserve Account                    |        | \$ 550,394     | \$ (68,250)         | \$ 61,267         | \$ 248,440             | 45%                          | 0%                           | 45%           | \$ 80,837         | \$ 24,592         |                        | 0%                      |
| <b>TOTAL EXPENSES</b>              |        | \$ 4,927,634   | \$ 366,752          | \$ 386,651        | \$ 4,386,472           | 89%                          | 95%                          | -6%           | \$ 4,328,707      | \$ 246,026        | \$ 4,106,085           | 95%                     |
| <b>TOTAL INCOME</b>                |        | \$ -           | \$ 0                | \$ -              | \$ (0)                 |                              |                              |               | \$ -              | \$ 0              | \$ -                   |                         |



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

June 26, 2013

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

## **HONORABLE MEMBERS IN SESSION**

### **SUBJECT:**

Monthly Housing Choice Voucher Informational Report May 2013 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. Zero (0) files were drawn down in May. 100% of all waitlist files are being audited. Two (2) files were audited in May.
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 eighteen (18) QC reviews of 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 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 May. Two 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. No QC inspections were completed in May. However, we are on target to ensure 24 QC inspections are conducted this fiscal year.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eleven (11) 24-hour HQS deficiencies in the month of May. 100% of all 24-hour HQS deficiencies were corrected within 24-hours. We



anticipate more HQS deficiencies because of the reduction LHC made in our Rent standards to address the budget effects of the Sequester funding reductions.

Respectfully submitted,   
\_\_\_\_\_  
Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments

HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

|                                            | March 2013           | April 2013           | May 2013             |
|--------------------------------------------|----------------------|----------------------|----------------------|
| <b>TOTAL NEW LEASES</b>                    | 5                    | 5                    | 9                    |
| Total Move-outs                            | 8                    | 8                    | 10                   |
| Net                                        | -3                   | -3                   | -1                   |
| 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) | 24                   | 18                   | 18                   |
| <b>TOTAL RECERTIFICATIONS DUE BY MONTH</b> | 124                  | 146                  | 154                  |
| Annual Recertifications Completed          | 124                  | 139                  | 143                  |
| Annual Delinquent Reexaminations           | 0                    | 0                    | 0                    |
| Interims Completed                         | 96                   | 89                   | 86                   |
| <b>TOTAL INSPECTIONS DUE BY MONTH</b>      | 130                  | 143                  | 89                   |
| Annual HQS Inspections Completed           | 97                   | 138                  | 102                  |
| Annual HQS Delinquent Inspections (PIC)    | 1                    | 0                    | 1                    |
| New RFTA Inspections                       | 36                   | 24                   | 21                   |
| <b>FSS FAMILIES MANDATORY</b>              | 40                   | 40                   | 40                   |
| Total FSS Families                         | 38                   | 38                   | 37                   |
| Total # of HCV Accts. Rec.                 | 15                   |                      | 12                   |
| Monthly Total Amount Owed                  | \$6,944.12           | \$5,483.81           | \$4,150.12           |
| Monthly Total Amount Collected             | \$782.00             | \$682.44             | \$393.50             |
| Voucher Program Total Units                | 1700                 | 1700                 | 1700                 |
| Traditional HCV Utilization                | 1566                 | 1562                 | 1566                 |
| <b>% UTILIZED UNITS</b>                    | <b>92.12%</b>        | <b>91.88%</b>        | <b>92.12%</b>        |
| <b>Special Program Vouchers</b>            |                      |                      |                      |
| Shelter Plus Care Voucher Utilization      | 50                   | 51                   | 50                   |
| VASH Voucher Utilization                   | 83                   | 83                   | 79                   |
| Monthly Total Voucher Unit Utilization     | 1699                 | 1696                 | 1695                 |
| Total HCV Budget for 2011                  | \$10,153,272.00      | \$10,153,272.00      | \$10,153,272.00      |
| Total HCV Budget Used YTD                  | \$2,577,793.07       | \$3,446,079.11       | \$4,358,944.90       |
| HCV Budget Allocation YTD                  | \$2,538,318.00       | \$3,430,335.00       | \$4,276,441.00       |
| <i>Expenditure Surplus (Overage) *</i>     | <i>(\$39,475.07)</i> | <i>(\$15,744.11)</i> | <i>(\$82,503.90)</i> |
| Remaining Voucher Budget                   | \$7,575,478.93       | \$6,707,192.89       | \$5,794,327.10       |
| Shelter Plus Care Budget                   | \$254,700.00         | \$254,700.00         | \$254,700.00         |
| Shelter Plus Care Budget Used YTD          | \$61,694.00          | \$81,646.00          | \$100,426.00         |
| Shelter Plus Care Budget Allocation YTD    | \$61,694.00          | \$81,646.00          | \$100,426.00         |
| <i>Expenditure Surplus (Overage)</i>       | <i>\$0.00</i>        | <i>\$0.00</i>        | <i>\$0.00</i>        |
| Remaining Voucher Budget                   | \$193,006.00         | \$173,054.00         | \$154,274.00         |
| VASH Budget                                | \$420,000.00         | \$420,000.00         | \$420,000.00         |
| VASH Budget Used YTD                       | \$108,624.00         | \$146,709.00         | \$178,306.00         |
| VASH Budget Allocation YTD                 | \$115,000.00         | \$155,000.00         | \$195,000.00         |
| <i>Expenditure Surplus (Overage)</i>       | <i>\$6,376.00</i>    | <i>\$8,291.00</i>    | <i>\$16,694.00</i>   |
| Remaining Voucher Budget                   | \$311,376.00         | \$273,291.00         | \$241,694.00         |





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

June 26, 2013

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
 310 Seymour Avenue  
 Lansing Michigan 48933

**SUBJECT:**  
**May 2013 Asset Management Monthly Report**

**CONTACT PERSON:**  
 Patricia Baines-Lake  
 Executive Director

**OVERVIEW:**  
 Lansing Housing Commission (“LHC”) communities had an overall occupancy rating of 95.5% at the end of May. We continue to strive to increase our occupancy level to 98%. Staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units.

In May we had a total of 119 emergency work orders. 100% were closed or abated within 24-hours. We had 157 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.

|                                       | <b>Mt Vernon<br/>Park-102</b> | <b>Hildebrandt-<br/>103</b> | <b>LaRoy Froh<br/>Park-111</b> | <b>South<br/>Washington<br/>Park-112</b> | <b>Total LHC<br/>Units</b> |
|---------------------------------------|-------------------------------|-----------------------------|--------------------------------|------------------------------------------|----------------------------|
| <b>Total Units Available for rent</b> | 173                           | 168                         | 213                            | 278                                      | 832                        |
| <b>Total Units Occupied</b>           | 164                           | 161                         | 206                            | 267                                      | 798                        |
| <b>Percent Occupied</b>               | 95%                           | 96%                         | 97%                            | 96%                                      | 96%                        |
| <b>Move -Ins</b>                      | 1                             | 7                           | 3                              | 2                                        | 13                         |
| <b>Move-Outs</b>                      | 0                             | 1                           | 2                              | 1                                        | 4                          |
| <b>Transfers</b>                      | 1                             | 0                           | 0                              | 1                                        | 2                          |
|                                       |                               |                             |                                |                                          |                            |
|                                       |                               |                             |                                |                                          |                            |

|                              |           |           |           |           |            |
|------------------------------|-----------|-----------|-----------|-----------|------------|
| <b>Emergency Work Orders</b> | 14        | 43        | 37        | 25        | 119        |
| <b>Routine Work Orders</b>   | 56 closed | 39 closed | 52 closed | 59 closed | 157 closed |

**Note:** Mt. Vernon Park has four (4) units offline (3 -Fire), Termites - 1 South Washington Park has two (2) units with extensive work for mold and water damage.

**Lease Enforcement:**

| Site                    | Total Number of Units | Rent Charged         | Outstanding         | Total Collected      | Collection Rate |
|-------------------------|-----------------------|----------------------|---------------------|----------------------|-----------------|
| <b>Mt. Vernon</b>       | <b>173</b>            | <b>\$ 26,962.00</b>  | <b>\$ 4,440.00</b>  | <b>\$ 22,522.00</b>  | <b>83.53%</b>   |
| <b>Hildebrandt</b>      | <b>168</b>            | <b>\$ 23,104.00</b>  | <b>\$ 3,926.00</b>  | <b>\$ 19,178.00</b>  | <b>84.00%</b>   |
| <b>LaRoy Froh</b>       | <b>213</b>            | <b>\$ 27,040.00</b>  | <b>\$ 3,319.00</b>  | <b>\$ 23,721.00</b>  | <b>87.73%</b>   |
| <b>South Washington</b> | <b>278</b>            | <b>\$ 39,928.00</b>  | <b>\$ 4,688.83</b>  | <b>\$ 35,239.17</b>  | <b>88.26%</b>   |
| <b>Totals</b>           | <b>832</b>            | <b>\$ 117,034.00</b> | <b>\$ 16,373.83</b> | <b>\$ 100,660.17</b> | <b>85.88%</b>   |

**Rent Collections:**

Rent Collections are lower than desired and LHC files more cases in court because of late rent payments than desired. In an effort to improve rent collections and reduce evictions LHC will begin contacting households, with rent delinquencies, in person by going door to door, by telephone and/or e-mail on the 7<sup>th</sup> day of the month. During this contact staff will encourage residents to pay their rent and advise them of the consequences attached to late payments and non-payment. We will monitor the results of the contacts through December to determine if this action improves collections. Our goal is to increase collections to 90% and to reduce court filings by 10%.

LHC is seeking to reduce the dollar amount of resident write-offs in order to improve our PHAS score. As such, every person who is more than 30 days delinquent in rent will receive a personal visit by LHC's Site Management staff before July 15, 2013. The manager will again, advise the resident why it is important to pay their rent, explain the costs associated with eviction, and encourage them to pay their delinquency in full. We will monitor the success of this effort through December.

If these actions prove successful they will become a part of our standard operating procedure. If they are not successful other efforts will be implemented.



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

June 26, 2013

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

**SUBJECT:**  
**May 2013 Modernization Report**

**CONTACT PERSON:**  
Patricia Baines-Lake  
Executive Director

**CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:**  
This report provides an overview of the May modernization activities for LHC properties.

LHC Commissioners approved Laux Construction LLC, as the contractor the South Washington Park Community Room renovation. The contractor will commence work in June 2013. The contract shall be completed 90 days from the start date after allowing time to acquire materials.

ViDCom will commence work under its \$64,900 contract to install a new electronic surveillance system at South Washington Park in June. There is a 90 day completion timeline

## **FUTURE MODERNIZATION ACTIVITIES**

Hobbs + Black Associates commenced the design work for the Mt. Vernon Community Room. Final Drawings will be completed within 2 months.

MC Smith Associates & Architectural Group has completed the design and specifications to reconstruct the fire unit at 3856 Wilson (Mt. Vernon). This project is out for bid.

DLZ is developing specifications for exterior door replacements at South Washington.

# CERTIFICATE OF APPRECIATION

*is presented by*

*U.S. Department of Housing & Urban Development*


to acknowledge the

## LANSING HOUSING COMMISSION

*for participating in the*

*Department's 2013 Father's Day Initiative*

*by providing activities to support the bonding of fathers and their children while connecting fathers to economic development resources.*



*Willie C. H. Garrett*

*Detroit Field Office Director of Public Housing*

*June 16, 2013*





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

**LHC Board  
Sign-In Sheet  
Date of Meeting: June 26, 2013**

| Name            | Organization | Phone #      | E-mail                |
|-----------------|--------------|--------------|-----------------------|
| Andrea Wade     | LHC          | 517-372-7145 | Andrew@lanshc.org     |
| Rhonda Pagel    | LHC          | 372-7145     | rhondap@lanshc.org    |
| Kendra Sammons  | LHC          | 485-2433     | kendras@lanshc.org    |
| Melissa Witte   | LHC          | 517-321-6054 | melissaw@lanshc.org   |
| Erica Velazquez | LHC          | 3938464      | ericav@lanshc.org     |
| Lisa Persing    | LHC          | 334290       | Lisa@lanshc.org       |
| Bobby Joyce     | LHC          | 517-203-3423 | Bobby.Joyce@gmail.com |
| Gregory Ficus   | LHC          | ON FILE      |                       |
| Janell McLeod   | LHC          | 393 8464     | Janellm@lanshc.org    |
| Ramiro Salazar  | LHC          | 853-3066     | ramiro@lanshc.org     |

Cynthia Craig LHC Cynthia@lanshc.org  
 Patricia A. Bell LHC 372-7996  
 by Teleph