



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

AGENDA
LANSING HOUSING COMMISSION
MARCH 28, 2012

1. Call to Order.
 2. Roll Call.
 3. Approval of Minutes of February 22, 2012.
 4. Lansing Housing Commission Annual Plan Public Hearing
 5. Action Items
 - a. Resolution #1140 - Approval of 2012 Annual Certified Audit
 - b. Resolution #1141 - Approval of 2012-2013 Annual Plan
 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. Capital Fund 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
 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 FEBRUARY 22, 2012 LANSING HOUSING COMMISSION MEETING

PRESENT AT ROLL CALL: Commissioners Baltimore, Beverly and Frens.
Commissioner Bakken was absent due to a prior commitment.

GUESTS: None

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

The meeting was called to order by Chairman Tony Baltimore promptly at 6:03 p.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve the minutes of the January 25, 2012 Board Meeting. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management 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
Capital Fund Report		Forrest Babcock

President Baltimore offered the Board's support as staff adjusts to the operational changes of associated with Dave Abood's passing. He also acknowledged Dave's hard work and commitment to the Commission and the Residents at South Washington.

There were no Public Comments

The meeting was adjourned at 7:02 p.m.





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March 28, 2012

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL OF THE ANNUAL CERTIFIED AUDIT FOR FISCAL YEARS 2011
RESOLUTION NO. 1140**

RECOMMENDATION:

Staff recommends adoption of Resolution No.1140, which approves the Lansing Housing Commission 2011 annual certified audit and authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, or her designee, to enter the audit into the U. S. Department of Housing and Urban Development's Financial Data System.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372-7996

SUMMARY:

This Resolution approves the 2011 Annual Certified Audit and authorizes submittal to HUD.

BACKGROUND:

LHC entered unaudited financial data into HUD's Financial Data System (FDS) as required. As a check and balance to those entries Board approval of the annual certified audit is required before LHC can enter this information into HUD's Financial Data System. The purpose of the Board's review is to determine if the audit identifies any material areas of financial weakness, unacceptable levels of checks and balances management/operational concerns and/or program/policy compliance that should be addressed.

FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

The Board is charged with the fiduciary responsibility of monitoring the Commission's financial operations and approving HUD Required Submissions for the LHC. Approval of this audit after careful consideration of its contents fulfills a major part of the Board's financial oversight responsibility.

Respectfully Submitted, 

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



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RESOLUTION NO. 1140

ADOPTED BY THE LANSING HOUSING COMMISSION
March 28, 2012

APPROVAL OF THE 2011 ANNUAL CERTIFIED AUDIT

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is authorized to submit the Lansing Housing Commission's 2011 Annual Certified Audit into the U. S. Department of Housing and Urban Development's ("HUD's") Financial Data System. In addition, the Commission approves the 2011 Annual Certified Audit as presented by the Reznick Group, Inc.



CHAIR

Yeas 4
Nays 0
Abstentions 0

ATTEST

SECRETARY: 

FOR CLERK USE ONLY

RESOLUTION NO: 1140
DATE ADOPTED: 03/28/2012





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March 28, 2012

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL OF THE ANNUAL PLAN FOR FISCAL YEAR 2012-2013
RESOLUTION NO. 1141**

RECOMMENDATION:

Staff recommends adoption of Resolution No.1141, which approves the Lansing Housing Commission 2012-2013 Annual Plan and authorizes Patricia Baines-Lake, acting in her capacity as Executive Director, or her designee, to submit the plan to the U. S. Department of Housing and Urban Development's.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372-7996

SUMMARY:

This Resolution approves the 2012-2013 Annual Plan and submittal of the Plan to HUD.

BACKGROUND:

LHC commenced the Annual Plan process in January of 2012. This included publishing a public notice in the Lansing State Journal, appointing a Resident Advisory Board, holding 2 informational sessions, posting materials with the City of Lansing Clerk's office, the main library and all LHC sites leading up to tonight's public hearing.

Tonight LHC has invited the public to hear and comment on how LHC proposes to spend \$1,225,248.00 of capital funds provided by the U. S. Department of Housing and Urban Development and proposed changes to how LHC administers the Low Income Public Housing Program and Housing Choice Voucher Programs. The purpose of the Board's review is to obtain public input into the proposed policy changes gain clarification on the operational impact of proposed policy changes and to render policy directions which will affect LHC's ongoing operations. These proposed policy changes affect both internal operations and customers.

FINANCIAL CONSIDERATION:

The approval of this resolution establishes the framework for the expenditure of \$1,225,248.00 of Capital Funds.

POLICY CONSIDERATIONS:

The Board is charged with the fiduciary responsibility of monitoring the Commission's financial and business operations. Review and of the Annual Plan establishes the overarching guidelines which will be followed when expending a major source of revenue and it establishes the policies governing participation in the Low Income Public Housing and Housing Choice Voucher Programs.

Respectfully Submitted, _____


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



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RESOLUTION NO. 1141

ADOPTED BY THE LANSING HOUSING COMMISSION
March 28, 2012

APPROVAL OF THE 2012-13 ANNUAL PLAN

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake acting in her capacity as Executive Director, or her designee, is authorized to submit the Lansing Housing Commission's 2011 Annual Plan to the U. S. Department of Housing and Urban Development. In addition, the Commission approves the 2012 Annual Plan as presented.



CHAIR

Yeas 4
Nays 0
Abstentions 0

ATTEST

SECRETARY: 

FOR CLERK USE ONLY

RESOLUTION NO: 1141
DATE ADOPTED: 03/28/2012



Lansing Housing Commission					
February Monthly Report					
7/1/11 - 06/30/12					
8				5005	
		Central Office Cost Center			
Account Name		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance
Property Management Fees	343001	436,831	291,221	295,591	4,370
Bookkeeping Fees	343002	73,494	48,996	47,738	(1,259)
OG Management Fee	343005	14,136	9,424	4,673	(4,752)
AMP Management Fee		97,961	65,307		(65,307)
Management Fee - HCV	343003	171,488	114,325	107,305	(7,020)
Interest on General Fund Inv.	361000	3,000	2,000		(2,000)
Other Income	369000	35,000	23,333	77,303	53,970
TOTAL REVENUE		831,910	554,607	532,609	(21,998)
Administrative Salaries	411000	335,456	223,637	244,362	20,725
Employee Benefits	454000 45420	154,721	103,147	61,417	(41,730)
Legal	413000	35,000	23,333	1,854	(21,480)
Publications	419006	1,000	667		(667)
Membership Dues & Fees	419008	2,500	1,667	1,415	(252)
Postage	419010	1,500	1,000	2,942	1,942
Office Supplies	419014	10,000	6,667	4,156	(2,511)
Conference	419016		0	899	899
Bank Fees	419020	4,000	2,667		(2,667)
Computer Maintenance	419022	7,000	4,667	12,766	8,100
Outside Printing	419030	2,000	1,333	425	(908)
Software	419032	5,000	3,333	393	(2,940)
Office Furniture & Equip. Not Cap.	419038	7,000	4,667		(4,667)
Classified Advertising	419040		0	494	494
Total Administrative		565,177	376,785	331,124	(45,661)
Water	431000	3,000	2,000	1,131	(869)
Electricity	432000	22,000	14,667	16,386	1,719
Steam & Gas	433000 43900	24,000	16,000	11,098	(4,902)
Phone/Internet/Communications	419004	13,000	8,667	7,201	(1,466)
Total Utilities		62,000	41,333	35,815	(5,519)
Automotive Maintenance			0		0
Maintenance Materials	442000	1,000	667	768	101
Maintenance Contracts	4430xx	32,000	21,333	13,847	(7,487)
Total Maintenance		33,000	22,000	14,615	(7,385)
Protective Services	448000	4,000	2,667	2,313	(354)
Insurance	451xxx	17,000	11,333	28,998	17,665
OIG Repayment for SFTB	419000			19,278	
Additional Capital		150,733	100,489		(100,489)
TOTAL EXPENSES		831,910	554,607	432,142	(141,743)
NET INCOME (LOSS)		0	0	100,467	119,745
		FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance

Lansing Housing Commission February YTD Finance Report 7/1/11 - 06/30/12								
8								
Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	YTD Variance	AMP 1010	AMP 1020	AMP 1080	AMP 1090
Net Tenant Rent (after vacancy loss)	1,507,075	1,004,717	1,107,327	102,610	266,254	192,437	235,223	413,413
Net Operating Subsidy	2,646,446	1,764,297	2,078,145	313,848	488,762	425,455	535,527	628,401
Other Tenant Charges	117,000	78,000	105,496	27,496	19,251	32,525	20,461	33,259
Other Income	7,500	5,000	103,632	98,632	6,002	6,651	73,799	17,180
Inter-Amp Transfer (In)	50,686	33,791	0	(33,791)	0	0	0	0
TOTAL REVENUE	4,328,707	2,885,805	3,394,600	508,795	780,269	657,068	865,010	1,092,253
Administrative								
Administrative Salaries	397,159	264,773	334,323	69,550	83,176	78,010	70,598	102,539
Employee Benefits - Administrative	219,038	146,025	97,061	(48,964)	21,008	16,365	28,297	31,392
Employer FICA - Administrative	30,624	20,416	24,736	4,320	6,150	6,284	4,681	7,621
Auditing Fees	22,843	15,229	0	(15,229)	0	0	0	0
Management Fees	436,831	291,221	283,098	(8,122)	61,161	60,651	74,118	87,168
Bookkeeping Fees	73,494	48,996	60,230	11,234	9,878	9,795	11,970	28,587
Amp Fee	97,961	65,307	0	(65,307)			0	0
Inter-Amp Transfer (Out)	50,686	33,791	0	(33,791)			0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	11,953	24,879	12,925	16,728	1,803	2,200	4,148
Legal	20,170	13,447	32,265	18,818	9,099	60	8,880	14,226
Collection Fees & Court Costs	48,608	32,405	10,127	(22,278)	1,934	2,538	1,182	4,474
Travel	11,750	7,833	1,481	(6,352)	489	356	95	541
Staff Training	10,216	6,811	0	(6,811)		0	0	0
Membership Dues & Fees	2,000	1,333	1,036	(297)	259	259	259	259
Postage	12,108	8,072	7,561	(511)	1,666	2,551	1,783	1,562
Bank Fees	11,941	7,961	12,721	4,760	2,562	2,488	3,227	4,445
Computer Maintenance	16,136	10,757	17,193	6,436	3,927	4,128	5,077	4,062
Outside Printing	845	563	416	(147)	104	104	104	104
Software	5,000	3,333	4,951	1,617	1,147	1,198	1,216	1,390
Other Administrative Costs	0	0	2,615	2,615	0	0	0	2,615
Total Administrative	1,485,340	990,227	914,693	(75,534)	219,286	186,589	213,686	295,132
Recreation/Other Services	41,500	27,667	30,217	2,550	4,783	1,731	1,563	22,140
Utilities								
Water	372,969	248,646	286,458	37,812	77,645	55,764	59,521	93,528
Electricity	141,030	94,020	108,697	14,677	13,817	4,597	21,423	68,860
Gas	474,281	316,187	208,392	(107,795)	52,796	34,411	55,145	66,040
Telephone	33,600	22,400	19,584	(2,816)	4,480	5,356	4,340	5,407
Total Utilities	1,021,880	681,253	623,131	(58,122)	148,738	100,129	140,429	233,835
Maintenance								
Labor	652,291	434,861	453,483	18,622	122,715	104,983	126,227	99,557
Employee Benefits - Maintenance	186,811	124,541	190,113	65,572	61,383	47,122	53,226	28,381
Employee FICA - Maintenance	50,596	33,731	33,455	(275)	9,365	7,376	9,429	7,285
Maintenance Materials	202,184	134,789	209,118	74,329	39,413	57,685	52,006	60,014
Garbage & Trash	54,580	36,387	41,977	5,590	11,890	7,699	9,506	12,882
Snow Removal	12,040	8,027	5,753	(2,274)	1,900	1,045	1,620	1,188
Elevator	10,500	7,000	9,533	2,533				9,533
Landscape & Grounds	21,165	14,110	32,705	18,595	3,442	10,499	7,598	11,165
Unit Turnaround	110,600	73,733	79,963	6,229	20,603	16,545	21,625	21,190
Electrical	9,700	6,467	3,036	(3,431)	274	611	289	1,862
Plumbing	17,800	11,867	9,418	(2,449)	2,338	4,887	1,596	597
Exterminating	43,600	29,067	36,544	7,477	778	3,786	387	31,593
Janitorial	15,400	10,267	235	(10,032)	0	0	220	15
Routine Maintenance	14,500	9,667	27,228	27,562	7,573	6,096	7,321	16,238
Misc.	18,215	12,143	133,265	121,121	7,943	4,173	84,512	36,636
Extraordinary Maint. - Contracts	26,523	17,682	11,334	(6,348)	1,590	5,975	235	3,534
Recycling	3,831	2,554	20,650	18,096	2,748	4,739	10,008	3,155
Total Maintenance	1,450,336	966,891	1,307,809	340,919	293,956	283,221	385,806	344,826
Protective Services Contract Costs	12,650	8,433	16,696	8,262	921	2,506	788	12,480
Insurance								
Property	110,140	73,427	72,172	(1,255)	17,193	23,416	20,240	11,323
General Liability	49,859	33,239	35,765	2,525	7,956	8,296	8,599	10,914
Workers Comp.	21,720	14,480	17,862	3,382	4,812	4,350	4,350	4,350
Other	8,200	5,467	5,489	23	964	1,875	1,162	1,488
Insurance	10,250	6,833	0	(6,833)	0	0	0	0
Total Insurance	200,169	133,446	131,288	(2,158)	30,924	37,937	34,351	28,075
Additional Capital	60,492	35,287	0	(40,328)	0	0	0	0
Payments in Lieu of Taxes	56,340	37,560	0	(37,560)	0	0	0	0
TOTAL EXPENSES	4,268,215	2,880,764	3,023,834	138,029	698,609	612,114	776,623	936,488
NET INCOME (LOSS)	60,492	5,041	370,766	370,766	81,660	44,954	88,387	155,765
	FYE 2012	YTD	YTD	YTD	AMP	AMP	AMP	AMP
	Budget	Budget	Actual	Variance	1010	1020	1080	1090

Lansing Housing Commission
Housing Choice Vouchers Program
Monthly Operations Report / Period End - February 29, 2012

Period	8				
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
Account Name	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330010	25,000	16,667	13,703	(2,964)
Section 8 Income - Admin Fees	341500	921,539	614,359	568,853	(45,506)
Other Revenue	369000	100	67	310	243
TOTAL REVENUE		946,639	631,093	582,866	(48,227)
Administrative Salaries	411000	361,443	240,962	255,509	14,548
Employee Benefits	454000	210,184	140,122	119,041	(21,081)
Legal	413000	1,000	667	225	(442)
Staff Training	414000	11,000	7,333		(7,333)
Travel	415000	2,000	1,333	30	(1,303)
Auditing Fees	417100	5,000	3,333		(3,333)
Telephone	419004	9,000	6,000	8,386	2,386
Publications	419006	1,000	667	279	(388)
Membership Dues & Fees	419008	1,500	1,000	513	(487)
Conference	419016	2,000	1,333		(1,333)
Postage	419010	14,000	9,333	8,936	(397)
Police Reports/Cred Chks	419012	4,300	2,867	2,339	(527)
Office Supplies	419014	10,000	6,667	6,246	(420)
Computer Maintenance	419022	20,000	13,333	12,242	(1,091)
Software	419032	10,000	6,667	11,935	5,268
Outside Printing	419030	2,500	1,667	2,483	816
Office Furniture & Equip. - Not Cap	419038	3,000	2,000		(2,000)
Classified Advertising	419040	3,000	2,000	861	(1,139)
Office Rent	419042	24,000	16,000	16,000	0
Automotive Maintenance	419044	2,000	1,333	1,481	147
COCC - HCV Program Expense	419103	171,463	114,309	107,305	(7,003)
Utilities - Water	431000	3,200	2,133	1,649	(484)
Utilities - Electricity	432000	31,000	20,667	20,839	173
Utilities - Steam	439000	23,550	15,700	8,103	(7,597)
Maintenance Contracts	443000	3,000	2,000	15,389	13,389
Insurance	451000	17,500	11,667	12,189	522
Reserve Account		0	0		0
TOTAL EXPENSES		946,639	631,093	611,982	(19,111)
NET INCOME (LOSS)		(0)	(0)	(29,116)	(29,116)



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March 28, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT
FEBRUARY 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. 50 files were drawn down in February. 100% of all waitlist files are being audited. 18 files were audited in February. 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 13 unit rents in February. The QC review indicated 100% of the rents approved by LHC in February met HUD's rent reasonableness standard.
3. HUD requires a QC review 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 1/2% of all current, non-waitlist participant files in February. 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 performed 4 QC inspections in February. Three units were found to have violations. Payment will be abated if the deficiencies are not corrected within 30 days.



5. HUD requires 98% of all 24 hour HQS deficiencies to be completed within 24 hours. The LHC cited 7 24-hour HQS deficiencies in the month of February. LHC re-inspected all 7 violations. 100% were completed within 24 hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:



SECTION 8 DEPARTMENTAL REPORT

	Dec. 2011	Jan 2012	Feb 2012
TOTAL NEW LEASES	14	11	15
Total Move-outs	5	4	9
Net	9	7	6
Number on Voucher Wait List	0	0	850
Number of Applicants Pulled from Wait List	0	0	50
Number of Applications Withdrawn/Denied	6	2	3
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	12	0	0
Total Resident Change of Units (transfers)	16	13	12
TOTAL RECERTIFICATIONS DUE BY MONTH	111	153	122
Annual Recertifications Completed	111	152	5
Annual Delinquent Reexaminations	0	0	0
Interims Completed	104	123	105
TOTAL INSPECTIONS DUE BY MONTH	110	131	158
Annual HQS Inspections Completed	96	132	145
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	48	40	39
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	18	17	27
Total # of Section 8 Accts. Rec.	29	23	30
Monthly Total Amount Owed	\$17,979.45	\$12,468.06	\$12,741.31
Monthly Total Amount Collected	\$2,503.44	\$2,515.50	\$6,489.23
Voucher Program Total Units	1700	1700	1700
HCV Utilization	1532	1532	1543
Shelter Plus Care Voucher Utilization	51	50	53
VASH Voucher Utilization	53	53	60
Monthly Total Voucher Unit Utilization	1583	1582	1596
% UTILIZED UNITS	93.12%	93.06%	93.88%
Total HCV Budget for 2011	\$9,152,940.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$8,934,308.61	\$753,567.71	\$1,518,072.00
HCV Budget Allocation YTD	\$8,876,352.00	\$811,666.67	\$1,623,333.34
<i>Expenditure Surplus (Overage) *</i>	<i>(\$57,956.61)</i>	<i>\$58,098.96</i>	<i>\$105,261.34</i>
Remaining Voucher Budget	\$276,588.00	\$8,928,333.33	\$8,221,928.00
Shelter Plus Care Budget	\$219,716.75	\$18,453.41	\$35,351.41
Shelter Plus Care Budget Used YTD	\$219,716.75	\$18,453.41	\$35,351.41
Shelter Plus Care Budget Allocation YTD	\$221,351.75	\$18,453.41	\$35,351.41
<i>Expenditure Surplus (Overage)</i>	<i>\$1,635.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$189,570.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$212,168.15	\$22,043.00	\$43,169.00
VASH Budget Allocation YTD	\$153,092.00	\$25,000.00	\$50,000.00
<i>Expenditure Surplus (Overage)</i>	<i>(\$59,076.15)</i>	<i>\$2,957.00</i>	<i>\$6,831.00</i>
Remaining Voucher Budget	<i>(\$22,598.15)</i>	<i>\$277,957.00</i>	<i>\$256,831.00</i>



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

March 28, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:
ASSET MANAGEMENT FEBUARY 2012 MONTHLY INFORMATION REPORT

CONTACT PERSON:
Forrest Babcock
Director of Asset Management

OVERVIEW:
Lansing Housing Commission communities continue to maintain occupancy. Our overall occupancy is at 95.7% for the month. The communities achieved an accuracy score of 97.8% on submissions to PIC with 91% of the recertification's completed. Less than four percent of our resident base was served notices due to lease violations. In this month we closed 93% of the routine work orders along with 100% of the emergency work orders. Accounts receivables decreased by 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 occupancy achievement for the month of February is as follows:

- Hildebrandt 98%,
- South Washington Park 97%,
- Mt Vernon 95%
- LaRoy Froh 93%

These numbers include the fire units at LaRoy Froh. When we adjust for that building occupancy is 97.7%. LHC is leasing and turning units and pushing for the 98% June goal.

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

LEASE ENFORCEMENTS:

Fifty six households required either a written warning or lease violation letters this month. Twenty two required legal notice in the form of seven or thirty day notices for lease violations.

WORKORDERS:

Emergency work orders were closed at 100% for the month. Daily work orders had a 97% closure rate (206 received 192 completed). Carry over work orders decreased by 35.5% this month due to REAC prep, move outs and the hard work of the staff at Mt. Vernon who closed 72% of their carry over work orders to an all time low of 9 open at the end of the month.

ACCOUNTS RECEIVABLES:

Accounts receivables commission wide decreased with receivable rates ranging from 3.3% to 11.7% our achievements for the month are:

- Mt Vernon 3.3%
- Hildebrandt 4.1%,
- South Washington 6.4%
- LaRoy Froh at 11.76%

The eight percent decrease is due to the hard work of site staff. They got the notices out and followed up with the residents.

MODERNIZATION REPORT

The March report of February Modernization Activities is attached for your review.

Respectfully submitted,



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

3/26/2012

Site	Lease Enforcements				Non-Emerg'cy Work Orders				Emergency Work Orders						
	Lt Warning	Lease Violations	30 day term	7day	Beg. Bk	Rock'd	Ord.	End. Bk	Rock'd	Completed in 24 hours	Percentage completed in 24 hours	Rent Chgs	Other Chgs	Total Chgs	Collected
Mt Vernon	15	5	1	5	33	46	70	9	16	16	100.00%	\$ 29,543.00	\$ 2,065.00	\$ 31,608.00	\$ 30,573.50
Hildebrandt	0	1	8	0	79	69	55	93	23	23	100.00%	\$ 20,102.00	\$ 3,245.00	\$ 23,347.00	\$ 19,134.00
LaRoy Froh	9	3	5	6	97	41	62	76	24	24	100.00%	\$ 28,674.00	\$ 1,810.00	\$ 30,484.00	\$ 26,898.66
S Washington Park	18	5	3	4	67	50	64	57	32	32	100.00%	\$ 42,841.00	\$ 1,599.00	\$ 44,440.00	\$ 41,581.00
SUBTOTAL	42	14	17	15	276	206	251	178	95	95	100.00%	\$ 121,160.00	\$ 8,719.00	\$ 129,879.00	\$ 118,187.16
Totals	42	14	17	15	276	206	251	178	95	95	100.00%	\$121,160.00	\$8,719.00	\$ 129,879.00	\$ 118,187.16



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March 28, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

MODERNIZATION MONTHLY REPORT FEBRUARY 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. The contract required complete removal and replacement of the maintenance building and a complete remodel of office spaces and community building. Demolition is complete, concrete, framing, roofing and sheeting, drywall, first coat paint, HVAC, insulation and floor tiling are complete. Occupancy is expected in Mid April

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

LaRoy Froh Window Replacement

Fleis – Vandenbrick architects provided design, drawings and bid assistance. First Contracting is the contractor. The contract requires, removal and replacement of all windows at LaRoy Froh multi family and repair of any siding and interior finishes damaged during installation of the. Installation is complete, retrofitting of phase one stands at 70% expect final punch in about three weeks weather permitting.

Funding Source: CFP 2010
Architect Fees: \$19,500
Contract Amount: \$219,750



Change Orders to date:

LaRoy Froh Fire

MC Smith Architects will provide construction management. Bids are to be returned by March 20, 2012. LHC's insurance carrier is paying for the reconstruction and handling all draws. The fire occurred due to an unattended candle, three units sustained major damage all units sustained water damage, resulting in a total of six units sustaining damages. No injuries occurred.

Funding Source: Insurance Claim less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Plans and Specs are out for bid. Bids are scheduled for submission on April 16th.

Funding Source: CFP 2011
Architect Fees: Included in Hildebrandt Above*
Contract Amount: In Progress

Esco RFP

RFP's were sent to seventeen firms; three have responded and taken a tour of the sites. Honeywell and Johnson Controls have submitted bids.

