



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

Agenda
Lansing Housing Commission
March 27, 2013

1. Call to Order.
2. Roll Call.
3. Lansing Housing Commission Annual Plan Public Hearing
4. Approval of Minutes of February 27, 2013
5. Action Items
 - a) Resolution No. 1167-Approval of Resident Write-Offs February 1, 2013 to February 28, 2013
 - b) Resolution No. 1168-LHC Bylaws
 - c) Resolution No. 1169-MERS Approval of MERS Defined Benefits Modification
 - d) Resolution No. 1170-Approval of 2013-2014 Annual Plan
6. Election of Board Officers
7. 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 - Rod Slaughter
 - 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 Rod Slaughter
8. Executive Director's Comments
9. President's Comments.
10. Public Comment – limit 3 minutes per person.
11. Other Business.

Adjournment



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Minutes of the February 27, 2013 Lansing Housing Commission Meeting

PRESENT AT ROLL CALL: Commissioners Baltimore and Frens
Commissioner Beverly advised of late arrival
Commissioner Bakken-excused absence

GUESTS: None

STAFF:	Patricia Baines-Lake	Ramiro Salazar
	Roderick Slaughter	Kendra Schmidtman
	Rhonda Pagel	Janell Mcleod
	Melissa Witt	Andrea Wade
	Lisa Parsons	

Chairman Baltimore called the meeting to order promptly at 5:38 p. m. Ms. Baines-Lake, Commission Secretary, called the roll.

In the absence of a quorum Information Reports were presented.
Commissioner Beverly joined the meeting at 5:46 p.m. which created a quorum.

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Roderick Slaughter
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	Roderick Slaughter
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The Agenda was approved as presented.

Commissioner **Beverly** moved and Commissioner **Frens 2nd** a motion to approve the minutes of the January 30, 2013 Board Meeting. **The Motion was approved.**

Commissioner **Beverly** moved and Commissioner **Frens 2nd** a motion to approve Resolution 1165 – Approval to Resident Accounts Write-off thru January 1, 2013 to January 31, 2013. **The Motion was approved unanimously.**



Commissioner **Frens** moved and Commissioner **Beverly 2nd** a motion to approve Resolution 1166 – Approval to Execute a Contract between VidCom Solutions and Lansing Housing Commission for the Installation of an Electronic Surveillance System at South Washington Park. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Roderick Slaughter
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	Roderick Slaughter
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Executive Director's Comments

The President had no comments

No Public comment

There being no other business, President Baltimore adjourned the meeting at 6:50 p. m.





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March 27, 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 February 2013-Resolution No. 1167

RECOMMENDATION:

Staff recommends adoption of Resolution No.1167 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of February 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$3,565.25 (the full amount of resident balances on accounts closed as of February 28, 2013).

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 February 28, 2013 total \$3,565.25. 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 quarterly for your approval.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$3,565.25 for outstanding rent and other charges due from residents who moved out of an LHC property as of February 28, 2013. All accounts receivable are sent to a collection agency that pursues restitution.




The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



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





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

Resolution No. 1167

Adopted by the Lansing Housing Commission

March 27, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$3,565.25 of resident account receivables as of February 28, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas 3

Nays 0

Abstentions 0


Chair

Attest 
Secretary

For Clerks Use Only

Resolution No: 1167
Date Adopted: 03/27/2013





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

March 27, 2013

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the Revised LHC By-laws Dated March 27, 2013 – Resolution No. 1168.

RECOMMENDATION:

Staff recommends adoption of Resolution No. 1168, which adopts the Lansing Housing Commission's ("LHC") revised By-laws dated March 27, 2013.

CONTACT PERSON:

Patricia Baines-Lake
Executive Director
(517) 372.7996

SUMMARY:

Staff recommends adoption of Resolution 1168 which updates LHC's By-laws. The By-laws were last amended on September 7, 1976.

BACKGROUND:

The proposed By-law revisions update the ordinance to address some but not all of the changes required by the 1996 Housing and Facilities Act revisions. The areas which are not updated conflict with the City of Lansing Ordinance governing the housing commission. Once the City of Lansing Ordinance is updated to reflect the changes required by the 1996 amendment to the Housing Facilities Act the LHC Bylaws will be amended again.

The significant proposed changes in the Bylaw are:

1. Clarification of the method and term of Commissioner appointments
2. Clarification of the removal of Commissioners
3. Extends the officer terms from 1 year to 2 years
4. Notice of Meeting was added



5. Public participation was added as a required agenda item
6. Indemnification of staff and the Commissioners were added
7. Conflict of Interest was added
8. Conducting the meeting in accord with Roberts Rules was added
9. Electronic meeting attendance was added.

FINANCIAL CONSIDERATION:

There are no financial considerations.

POLICY CONSIDERATIONS:

The Board is charged with the responsibility of approving Policies for the LHC. Updating the By-laws of the Commission fulfills the Board's fiduciary responsibility to operate utilizing good governance practices.

Respectfully Submitted,



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





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Resolution No. 1168

ADOPTED BY THE LANSING HOUSING COMMISSION

March 27, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission Bylaws which were last modified on September 7, 1976 are modified, as attached to this resolution, effective March 27, 2013. Patricia Baines Lake, in her capacity as Executive Director, or her designee is authorized to administer the Bylaws


Chair

Yeas 3

Nays 0

Abstentions 0

Attest


Secretary:

For Clerks Only

Resolution No: 1168

Date Adopted: 03/27/2013



Amended and Restated Bylaws Lansing Housing Commission

ARTICLE I - THE COMMISSION

Section 1. Name of Commission The name of the Commission is, "The Lansing Housing Commission."

Section 2. Office of Commission The principal office of the Commission is 310 Seymour Avenue in the City of Lansing, Michigan, and may be located at some other place in the City of Lansing as may be periodically determined by the Board of Commissioners ("Board").

ARTICLE II - BOARD OF COMMISSIONERS

Section 1. Number; Method of Appointment; Term The Board shall consist of five commissioners, who shall be appointed by the Mayor of the City of Lansing ("Mayor"). One commissioner shall be a resident of the Commission's public housing or subsidized housing ("resident Commissioner").

The first Board shall have one commissioner appointed to each of the following terms: one year, two years, three years, four years, and five years. Subsequently, successors shall be appointed to five year terms to fill each vacancy created by an expiring term. Each commissioner shall hold office until his term expires and his successor is appointed and qualified, until he resigns, or until he is removed from office.

Section 2. Vacancies; Removal If a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization. The notice shall be provided to each resident. Any vacancy on the Board shall be filled by the Mayor for the remainder of the unexpired term. A commissioner may be removed before the expiration of her/his term by the Lansing City Council upon recommendation by the Mayor prior to the expiration of his term.

ARTICLE III – BOARD OFFICERS AND COMMITTEES; COMMISSION EMPLOYEES

Section 1. Officers The officers of the Board shall consist of a President, a Vice President, and any other officers designated by the Board. The officers shall perform the duties and functions prescribed by these Bylaws and any other duties or functions as may be established by resolution of the Board.

Section 2. President The President shall preside at all Board meetings and perform all other duties incident to the office of President.

Section 3. Vice President The Vice President shall perform the duties of the President in the absence or incapacity of the President. If the office of President becomes vacant, the Vice President shall serve as President until the Board elects a new President.

Section 4. Election The President, Vice President, and any other officers shall be elected by the Board from among the commissioners. The officers shall be elected to one year terms at the Board's annual meeting. Officers shall hold office until their terms expire and their successors are elected and qualified.

Section 5. Vacancies If any office becomes vacant, the Board shall elect a successor from among the commissioners at the next regular meeting. The successor shall serve for the remainder of the unexpired term.

Section 6. Committees The Board may establish, by resolution, any special or permanent committees for the purpose of assisting the Board in the discharge of its duties. The resolution establishing the committee shall state the purpose of the committee and the duties and responsibilities of its members.

Section 7. Fiduciary Obligations Commissioners shall have a fiduciary obligation to act in the best interest of the Commission. Commissioners shall abstain from voting on or influencing any business in which they have a conflict of interest. Each commissioner shall execute a Conflict of Interest Disclosure, as required by law. Commissioners shall notify the Board in writing when there is an item of Commission business in which the commissioner has a conflict of interest.

Section 8. Employees The employees of the Commission shall consist of an Executive Director and such other employees as may be necessary. The Commission may, from time to time, employ engineers, architects, and consultants.

Section 9. Executive Director The Board shall appoint an Executive Director by resolution, who shall serve at the pleasure of the Board. Commissioners are ineligible to serve as Executive Director. To the extent required by law or by the Board, the Executive Director shall give a bond for the faithful performance of his duties.

The Executive Director shall have general supervision over the administration of the Commission's affairs, in accordance with the operational, fiscal, personnel, and other policies adopted by the Board and all other laws. The Executive Director shall also serve as secretary of the Commission, carry out all policies adopted by the Board, and perform such other duties as the Board may direct.

At each Board meeting, the Executive Director or the Executive Director's designee shall submit recommendations and information concerning the affairs of the Commission, take minutes, record all votes, and keep a record of the Board

proceedings in a journal maintained for such purpose.

The Executive Director shall also keep all records of the Commission, keep or cause to be kept regular books of accounts showing receipts and expenditures, and, upon request of the Board, render an accounting of the transactions of the Commission and its financial condition.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting The annual Board meeting shall be the first regular meeting in February, at the regular meeting place or such other place as the Board may establish by resolution.

Section 2. Regular Meetings Regular Board meetings shall be held on the third Wednesday of each month at such time as may be fixed by the Board.

Section 3. Special Meetings Special meetings may be called by the Board President or at the written request of two commissioners. At special meetings, no business shall be considered other than that specified in the notice.

Section 4. Notice of Meetings The Executive Director shall give public notice of all Board meetings, in compliance with the Open Meetings Act, being MCL 15.261 *et seq.* Within ten days of the first Board meeting each calendar year, a schedule of the regular Board meetings, stating the dates, times, and places of such meetings, shall be posted at the principal office of the Commission and at Lansing City Hall. Any changes in the schedule of regular meetings shall be posted within three days of the meeting at which the change was made. Public notice of a rescheduled regular meeting or a special meeting, stating the date, time, and place of the meeting, shall be posted at least eighteen hours before the meeting. The notice for a special meeting or a rescheduled regular meeting shall also be personally delivered to each commissioner or sent by facsimile, electronic mail or overnight mail to the business or home address designated by each commissioner, not less than 24 hours prior to the time of such meeting.

Section 5. Quorum Three commissioners shall constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or required by law, all actions of the Board shall be taken by majority vote. All resolutions shall be in writing and shall be made a part of the Commission's records.

Section 6. Attendance by Conference Telephone A Commissioner may participate in a meeting using a landline based telephone or use video based conferencing or other audio-based conferencing where all persons participating in the meeting may communicate with the other participants. This type of participation constitutes presence in person at the meeting. All participants will be advised of the kind of communication equipment being used. The names of the participants in the

conference will be disclosed to all participants at the time of the meeting.

Section 7. Public Meeting; Order of Business The business performed by the Board shall be conducted at a public meeting held in compliance with the Open Meetings Act. At regular Board meetings, the Board may conduct business on any matters properly before it, and the order of business shall be as follows:

1. Call to Order - Roll Call
2. Approval of Agenda
3. Approval of Minutes of Previous Meeting
4. Action Items
5. Information Reports
6. Commissioner Comments
7. Staff Comments
8. General Public Comments
9. Adjournment

Section 8. Voting; Manner of Voting Each commissioner shall have the right to vote on all matters before the Board, absent a conflict of interest. Voting shall be by live voice. Any commissioner may demand a vote by roll call.

Section 9. Signing of Minutes The minutes of all Board meetings shall be signed by the Board President and the Executive Director-Secretary or designee.

ARTICLE V - PUBLIC PARTICIPATION

Section 1. Policy Members of the public shall be afforded the opportunity to speak on any agenda item of substantive nature after they are first recognized by the Board President. Prior to speaking, each member of the public shall state his or her name in a clear and audible tone of voice. All remarks shall be addressed to the Board as a whole.

Section 2. Time Limit Individuals will have three minutes to address the Board. Designated spokespersons for groups or organizations will have five minutes to address the Board. Additional time may be requested by any speaker and will be granted only with the permission of the President, subject to the consent of the Board.

ARTICLE VI - EXECUTION OF CHECKS AND DOCUMENTS; ANNUAL REPORTS

Section 1. Signing of Checks All checks, drafts, and orders for the payment of money shall be signed on behalf of the Commission by the Executive Director and the Finance Department.

Section 2. Execution of Contracts The Executive Director or the Executive Director's designee shall have the authority to execute contracts, leases, and other documents which have been approved by the Board. Residential Unit leases may be

executed by Asset Managers. All agreements regarding real property other than agreements with residents or facility managers, contracts for the purchase of necessary materials, or contracts related to the Commission's powers and duties under Section 12 of the Housing Facilities Act, being MCL 125.662, must be executed after requisite approvals are granted. Contracts with residents or facility managers shall be executed in the name of the Commission.

Section 3. Annual Reports The Commission shall make an annual written report of its activities to the Lansing City Council and such other reports as the City may require, in compliance with Section 260.03 of the Lansing Codified Ordinances. The Commission shall also have an annual audit made of its financial transactions, in compliance with Section 260.07(d) of the Lansing Codified Ordinances. The Executive Director shall also prepare such reports as the Board may require, including informational reports on the Commission's performance against benchmarks established by the United States Department of Housing and Urban Development ("HUD").

ARTICLE VII - AMENDMENTS

These Bylaws may be amended by majority vote of the Board.

ARTICLE VIII - INDEMNIFICATION

Whenever any claim is made or any civil action is commenced against a commissioner or a Commission employee for damages caused by an act or acts of the commissioner or employee within the scope of his or her authority and while in the course of his or her duties as a commissioner or his or her employment with the Commission, the Commission may pay for, engage, or furnish the services of an attorney to advise the commissioner or employee as to the claim and to appear for and represent the commissioner or employee in the action. The selection of the attorney will be made by the Commission in the manner the Commission determines. The Commission may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the commissioner or employee covered under this Article is awarded against the commissioner or employee as the result of the civil action, the Commission may indemnify the commissioner or employee or may pay, settle, or compromise the judgment. Any agreement by the Commission under this Article is contingent upon the commissioner or employee giving prompt notice of the commencement of an action and cooperating in the preparation, defense, and settlement of the action. This Article does not cover acts of commissioners or employees that amount to fraud; dishonesty; willful, intentional, or deliberate violation of the law or breach of fiduciary duty; or a criminal act.

This Article does not abrogate or diminish governmental immunity.

ARTICLE IX - COMMISSION CONFLICT OF INTEREST POLICY

The Commission has adopted a conflict of interest policy applicable to all commissioners, employees, and any persons and firms who do business with the Commission and incorporated herein. The conflict of interest policy mandates compliance with the City's Ethics Ordinance, being Chapter 290 of the Lansing Codified Ordinances; the state Incompatible Public Offices Act, being MCL 15.181 *et seq.*; all other local, state, and federal law; the Annual Contributions Contract between the Commission and HUD; and any other contractual provisions applicable to the Commission.

ARTICLE X - RULES OF ORDER

Except as otherwise provided in these Bylaws, matters of parliamentary procedure at all Board meetings shall be determined in accordance with Robert's Rules of Order.



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March 25, 2013

**Lansing Housing Commission
Lansing, Michigan**

HONORABLE MEMBER IN SESSION:

SUBJECT:

Approval to Change Lansing Housing Commission's ("LHC") Defined Benefit Retirement Program Multiplier From 2.25% & 1.70% TO 1.3% Effective May 1, 2013 and to Requirement Employee Contributions of 5% of Salary Effective July 1, 2013- Resolution #1169

RECOMMENDATION:

Staff recommends adoption of the attached Resolution No. 1169, which a change in the defined benefit retirement program for all employees effective May 1, 2013.

CONTACT PERSON:

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

SUMMARY:

Staff recommends adoption of Resolution #1169 which seeks to provide a good retirement program for employees while reducing the long term fixed liability (legacy costs) to LHC.

BACKGROUND

Similar to other governmental and private industry employers the cost of retirement benefits is outstripping the where with all of LHC. This proposed change in retirement benefits will help to insure LHC's financial viability going forward. The cost of retirement benefits has increased approximately 33% in the past 3 years. However, on average HUD has funded Public Housing Agencies ("PHA") at 85% of budget. However, sequestration has further eroded funding for Public Housing Agencies commencing this year and continuing through 2021. The underfunding of PHA's appears to be the "new normal" as such we must decrease our costs to remain financially sound.

Employers are: a) completely eliminating defined benefit retirement programs, b) requiring employees to pay a portion of the cost of defined benefit retirement programs

(costs range from 100% down to 3%), c) providing hybrid retirement programs consisting of a combination defined benefit/defined contribution retirement program; d) offering 401K type programs with and without employer paid matches, and etc. MERS, LHC's pension provider indicates most Public Housing Agencies are requiring employees to pay 5% of their salary towards their defined benefit program. LHC has reviewed its finances and recommends effective July 1, 2013 all existing employees and new hires pay 5% of their salary for retirement. However, this is a subject of collective bargaining for represented employees.

FINANCIAL CONSIDERATIONS:

This 32% reduction in the multiplier will significantly reduce the legacy costs associated with employees hired after May 1, 2013 as well as existing employees. Additionally, the personnel policy change which requires current employees and employees hired after May 1, 2013 to pay 5% of their wages towards their retirement will further decrease LHC's legacy costs.

POLICY CONSIDERATIONS:

The board will be fulfilling its fiduciary responsibility by taking this action to address LHC's financial needs.

Respectfully Submitted,



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



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

Resolution No. 1169

ADOPTED BY THE LANSING HOUSING COMMISSION

March 27, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to immediately change the Lansing Housing Commission's Defined Benefit Retirement Program administered by the Municipal Employees Retirement System to reduce the multiplier for all employees to 1.3% and to require that all employees pay 5% of their salary towards this benefit.



Chair

Yeas 3

Nays 0

Abstentions 0

Attest 

Secretary:

For Clerk Use Only

Resolution No: 1169
Date Adopted: 03/27/2013



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

Resolution No. 1170

Adopted by the Lansing Housing Commission

March 27, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

APPROVAL OF THE 2013-14 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 2013 Annual Plan to the U. S. Department of Housing and Urban Development. In addition, the Commission approves the 2013 Annual Plan as presented.


Chair

Yeas _____

Nays _____

Abstentions _____

Attest

Secretary

For Clerks Use Only

Resolution No: 1170
Date Adopted: 03/27/2013



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

Account Name		2013 Budgeted	January '13 Actual	February '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	February '12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 455,476	\$ 35,852	\$ 36,594	\$ 290,064	64%	68%	-4%	\$ 436,831	\$ 36,502	\$ 295,591	68%
Bookkeeping Fees	343002	\$ 73,559	\$ 5,790	\$ 5,910	\$ 46,845	64%	65%	-1%	\$ 73,494	\$ 5,895	\$ 47,738	65%
OG Management Fee	343005	\$ 11,400	\$ -	\$ -	\$ 2,850	25%	33%	-8%	\$ 14,136	\$ -	\$ 4,673	33%
AMP Management Fee		\$ 100,080	\$ -	\$ -	\$ 25,020	25%	0%	25%	\$ 97,961	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124	\$ 13,847	\$ 13,847	\$ 115,402	64%	63%	2%	\$ 171,488	\$ 13,135	\$ 107,305	63%
Other Income	369000	\$ 50,000	\$ 9,245	\$ 3,852	\$ 92,027	184%	221%	-37%	\$ 35,000	\$ 2,000	\$ 77,303	221%
TOTAL REVENUE		\$ 869,639	\$ 64,734	\$ 60,203	\$ 572,208	66%	64%	2%	\$ 831,910	\$ 57,532	\$ 532,610	64%
Administrative Salaries	411000	\$ 273,218	\$ 18,016	\$ 16,861	\$ 106,616	39%	73%	-34%	\$ 335,456	\$ 21,057	\$ 244,362	73%
Employee Benefits & FICA	454XXX	\$ 97,095	\$ 7,528	\$ 4,122	\$ 50,224	52%	40%	12%	\$ 154,721	\$ 7,538	\$ 61,417	40%
Legal	413000	\$ 3,000	\$ 446	\$ -	\$ 2,043	68%	5%	63%	\$ 35,000	\$ (19,332)	\$ 1,854	5%
Travel	415000	\$ 7,000	\$ 126	\$ 2	\$ 4,683	67%	0%	67%	\$ -	\$ -	\$ -	0%
Auditing Fees	417100	\$ 15,000	\$ 9,749	\$ -	\$ 13,749	92%	0%	92%	\$ -	\$ -	\$ -	0%
Publications	419006	\$ 400	\$ -	\$ -	\$ 224	56%	0%	56%	\$ 1,000	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 5,000	\$ 6,910	\$ 45	\$ 7,140	143%	57%	86%	\$ 2,500	\$ (856)	\$ 1,415	57%
Postage	419010	\$ 7,000	\$ (2,034)	\$ 2,128	\$ (2,129)	-30%	196%	-227%	\$ 1,500	\$ 2,141	\$ 2,942	196%
General Office Expenses		\$ 100,000	\$ 748	\$ -	\$ 21,876	22%	0%	22%	\$ -	\$ -	\$ -	0%
Office Supplies	419014	\$ 5,000	\$ 695	\$ 1,154	\$ 6,237	125%	42%	83%	\$ 10,000	\$ 225	\$ 4,156	42%
Conference	419016	\$ 1,500	\$ 0	\$ (0)	\$ 3,154	210%	0%	210%	\$ -	\$ -	\$ 899	0%
Bank Fees		\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ 4,000	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 20,000	\$ 2,584	\$ 3,821	\$ 16,816	84%	182%	-98%	\$ 7,000	\$ -	\$ 12,766	182%
Outside Printing	419030	\$ 500	\$ 201	\$ 199	\$ 400	80%	21%	59%	\$ 2,000	\$ 425	\$ 425	21%
Software	419032	\$ 1,000	\$ 107	\$ 1,953	\$ 3,186	319%	8%	311%	\$ 5,000	\$ -	\$ 393	8%
Automotive	419044	\$ 1,000	\$ (0)	\$ 0	\$ 396	40%	0%	0%	\$ -	\$ -	\$ -	0%
Classified Advertising	419040	\$ 1,000	\$ -	\$ 200	\$ 200	20%	7%	13%	\$ 7,000	\$ -	\$ 494	7%
Total Administrative		\$ 537,714	\$ 45,075	\$ 30,485	\$ 234,815	44%	59%	-15%	\$ 565,177	\$ 11,198	\$ 331,123	59%
Water	431000	\$ 1,910	\$ 206	\$ -	\$ 1,503	79%	38%	41%	\$ 3,000	\$ -	\$ 1,131	38%
Electricity	432000	\$ 23,715	\$ 1,684	\$ (727)	\$ 11,534	49%	74%	-26%	\$ 22,000	\$ 2,811	\$ 16,386	74%
Steam & Gas	433000 4390	\$ 20,610	\$ 4,210	\$ 2,402	\$ 12,381	60%	46%	14%	\$ 24,000	\$ 4,009	\$ 11,098	46%
Phone/Internet/Communications	419004	\$ 10,300	\$ 716	\$ 551	\$ 7,888	77%	55%	21%	\$ 13,000	\$ 1,160	\$ 7,201	55%
Total Utilities		\$ 56,535	\$ 6,816	\$ 2,226	\$ 33,306	59%	58%	1%	\$ 62,000	\$ 7,980	\$ 35,816	58%
Maintenance Materials	442000	\$ 2,000	\$ 216	\$ -	\$ 765	38%	77%	-39%	\$ 1,000	\$ 28	\$ 768	77%
Maintenance Contracts	4430xx	\$ 40,000	\$ 1,484	\$ (4,542)	\$ 16,731	42%	43%	-1%	\$ 32,000	\$ (329)	\$ 13,847	43%
Total Maintenance		\$ 42,000	\$ 1,700	\$ (4,542)	\$ 17,496	42%	44%	-3%	\$ 33,000	\$ (301)	\$ 14,615	44%
Protective Services	448000	\$ 4,250	\$ 179	\$ 22	\$ 2,734	64%	58%	7%	\$ 4,000	\$ 25	\$ 2,313	58%
Insurance	451xxx	\$ 40,000	\$ 663	\$ 2,463	\$ 8,593	21%	171%	-149%	\$ 17,000	\$ 778	\$ 28,998	171%
SFTB Expenses		\$ -	\$ -	\$ -	\$ 200	#DIV/0!	0%	#DIV/0!	\$ -	\$ -	\$ -	0%
OIG Repayment for SFTB	419000	\$ 25,704	\$ 6,426	\$ -	\$ 19,278	75%	0%	75%	\$ -	\$ 19,278	\$ 19,278	0%
Loan payments & Real Estate Exp		\$ 60,000	\$ 5,000	\$ 5,000	\$ 33,991	57%	0%	57%	\$ -	\$ -	\$ -	0%
Additional Capital		\$ 83,436	\$ (1,126)	\$ 24,549	\$ 221,996	266%	67%	199%	\$ 150,733	\$ 18,574	\$ 100,467	67%
TOTAL EXPENSES		\$ 849,639	\$ 64,734	\$ 60,203	\$ 572,208	67%	64%	3%	\$ 831,910	\$ 57,532	\$ 532,610	64%
NET INCOME (LOSS)		\$ 20,000	\$ (0)	\$ 0	\$ (0)				\$ -	\$ -	\$ -	

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

			Current Year						Prior Year			
	G/L	FY 2013	January '13	February '13	Year to date	% of Budget	% of Budget	%	FY 2012	February '12	Year to date	% of Budget
Account Name	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	19,000	172	202	5,273	28%	55%	-27%	25,000	2,481	13,703	55%
HCV Income - Admin Fees	341500	950,141	69,236	74,986	604,968	64%	62%	2%	921,540	68,551	568,853	62%
Other Revenue	369000	500	2	(0)	3,106	621%	310%	311%	100	11	310	310%
TOTAL REVENUE		969,641	69,410	75,188	613,347	63%	62%	2%	946,640	71,043	582,866	62%
Administrative Salaries	411000	370,285	26,712	26,314	203,177	55%	71%	-16%	361,443	29,049	255,509	71%
Legal	413000	800	0	1,986	2,966	371%	23%	348%	1,000	225	225	23%
Staff Training	414000	6,000	0	0	3,692	62%	0%	62%	11,000	0		0%
Travel	415000	1,000	0	0	186	19%	2%	17%	2,000	0	30	2%
Auditing Fees	417100	5,000	0	0	4,000	80%	0%	80%	5,000	0		0%
Telephone	419004	10,000	169	40	3,841	38%	93%	-55%	9,000	2,065	8,386	93%
Publications	419006	500	0	224	832	166%	28%	139%	1,000	0	279	28%
Membership Dues & Fees	419008	2,000	0	0	2,873	144%	34%	109%	1,500	0	513	34%
Postage	419010	14,000	1,279	925	9,736	70%	64%	6%	14,000	969	8,936	64%
Police Reports/Cred Chks	419012	4,000	0	3,755	10,157	254%	54%	200%	4,300	57	2,339	54%
Office Supplies	419014	9,000	3,415	(636)	8,748	97%	62%	35%	10,000	888	6,246	62%
Conference	419016	1,000	0	0	0	0%	0%	0%	2,000	0		0%
Computer Maintenance	419022	15,000	2,125	102	9,753	65%	61%	4%	20,000	3,200	12,242	61%
Outside Printing	419030	3,500	444	(1)	2,251	64%	99%	-35%	2,500	0	2,483	99%
Software	419032	10,000	188	11,290	22,415	224%	119%	105%	10,000	11,545	11,935	119%
Office Furniture	419038	0	0	350	3,087	0%	0%	0%	3,000	0		0%
Classified Advertising	419040	1,700	0	0	0	0%	29%	-29%	3,000	861	861	29%
Office Rent	419042	24,000	2,000	2,000	16,000	67%	67%	0%	24,000	2,000	16,000	67%
Automotive Maintenance	419044	3,000	117	35	2,246	75%	74%	1%	2,000	155	1,481	74%
COCC - HCV Program Expense	419103	190,028	13,847	13,847	115,402	61%	63%	-2%	171,463	13,135	107,305	63%
Utilities - Water	431000	3,000	339	(0)	2,414	80%	52%	29%	3,200	275	1,649	52%
Utilities - Electricity	432000	29,000	2,749	4,078	18,554	64%	67%	-3%	31,000	2,674	20,839	67%
Utilities - Steam	439000	15,000	4,248	0	10,455	70%	34%	35%	23,550	2,425	8,103	34%
Maintenance Contracts	443000	21,000	3,408	2,302	12,463	59%	513%	-454%	3,000	2,401	15,389	513%
Insurance	451000	18,000	1,479	1,477	11,716	65%	70%	-5%	17,500	1,472	12,189	70%
Employee Benefits	454000	210,891	16,063	16,418	113,881	54%	57%	-3%	210,184	4,324	119,041	57%
s helter plus care paymts+			0							0		
Reserve Account		1,936	(9,170)	(9,319)	22,503	1162%	0%	1162%		(6,677)	(29,114)	0%
TOTAL EXPENSES		969,640	69,410	75,188	613,347	63%	62%		946,640	71,043	582,866	62%
NET INCOME (LOSS)		0	(0)	(0)	(0)				0	0	0	

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

Account Name		2013 Budget	January '13 Actual	February '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	February '12 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 109,617	\$ 110,537	\$ 907,754	56%	73%	-18%	\$ 1,507,075	\$ 182,115	\$ 1,107,327	73%
	330010	\$ 5,444	\$ -	\$ -	\$ 1,897	35%	0%	35%	\$ -	\$ -	\$ -	0%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 279,301	\$ 279,301	\$ 2,226,592	73%	79%	-6%	\$ 2,646,446	\$ -	\$ 2,078,145	79%
Investment Income	361000	\$ 32,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200	\$ 1,075	\$ 28,252	\$ 41,249	53%	1382%	-1328%	\$ 7,500	\$ 2,057	\$ 103,632	1382%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 4,275	\$ 4,925	\$ 33,344	103%	61%	42%	\$ 44,400	\$ 3,226	\$ 27,056	61%
Maint. Charge	369002	\$ 56,100	\$ 1,971	\$ 3,020	\$ 12,897	23%	149%	-126%	\$ 35,100	\$ 12,091	\$ 52,320	149%
Court Costs	369003	\$ 32,500	\$ 3,235	\$ 3,155	\$ 29,537	91%	70%	21%	\$ 37,500	\$ 4,027	\$ 26,121	70%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -		0%	0%	\$ 50,686	\$ -	\$ -	0%
TOTAL REVENUE		\$ 4,927,634	\$ 399,474	\$ 429,190	\$ 3,253,269	66%	78%	-12%	\$ 4,328,707	\$ 203,516	\$ 3,394,601	78%
Administrative Salaries	411000	\$ 445,390	\$ 27,779	\$ 26,245	\$ 229,400	52%	84%	-33%	\$ 397,159	\$ 52,194	\$ 334,323	84%
Legal	413000	\$ 47,100	\$ 2,488	\$ 2,937	\$ 34,855	74%	160%	-86%	\$ 20,170	\$ 387	\$ 32,265	160%
Travel	415000	\$ 2,850	\$ 506	\$ 89	\$ 1,727	61%	7%	54%	\$ 21,966	\$ (2,519)	\$ 1,481	7%
Auditing Fees	417100	\$ 12,860	\$ -	\$ -	\$ 11,930	93%	0%	93%	\$ 22,843	\$ -	\$ -	0%
	419001	\$ 500	\$ (1,806)	\$ 2,417	\$ 2,453	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200	\$ 3,150	\$ 1,803	\$ 21,080	72%	56%	16%	\$ 33,600	\$ 1,771	\$ 18,956	56%
Publications	419006	\$ 720	\$ -	\$ -	\$ 395	55%	0%	55%	\$ -	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 2,670	\$ -	\$ -	\$ 1,098	41%	52%	-11%	\$ 2,000	\$ -	\$ 1,036	52%
Postage	419010	\$ 11,770	\$ 755	\$ 763	\$ 8,884	75%	62%	13%	\$ 12,108	\$ 1,661	\$ 7,562	62%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 218	\$ 521	\$ 4,833	71%	21%	50%	\$ 48,608	\$ 745	\$ 10,128	21%
Office Supplies	419014	\$ 15,800	\$ 4,308	\$ 1,077	\$ 24,037	152%	139%	13%	\$ 17,930	\$ 13,715	\$ 24,879	139%
Bank Fees	419020	\$ 16,500	\$ 1,959	\$ 1,839	\$ 12,798	78%	107%	-29%	\$ 11,941	\$ 1,632	\$ 12,722	107%
Computer Maintenance	419022	\$ 26,400	\$ 4,370	\$ 32	\$ 20,208	77%	107%	-30%	\$ 16,136	\$ 3,201	\$ 17,194	107%
Outside Printing	419030	\$ 900	\$ -	\$ 61	\$ 968	108%	49%	58%	\$ 845	\$ -	\$ 416	49%
Software	419032	\$ 11,185	\$ 783	\$ 2,381	\$ 5,020	45%	99%	-54%	\$ 5,000	\$ 118	\$ 4,951	99%
Automotive Maintenance	419044	\$ 21,900	\$ 1,120	\$ 1,121	\$ 9,637	44%	0%	44%	\$ -	\$ -	\$ -	0%
Inspections	419050	\$ 22,230	\$ -	\$ -	\$ 3,400	15%	0%	15%	\$ -	\$ -	\$ -	0%
Management Fees	419101	\$ 430,841	\$ 35,852	\$ 36,595	\$ 290,389	67%	65%	3%	\$ 436,831	\$ 24,010	\$ 283,098	65%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,790	\$ 5,910	\$ 46,845	66%	82%	-16%	\$ 73,494	\$ 18,386	\$ 60,230	82%
Recreation/Other Services	422000	\$ 33,550	\$ 1,123	\$ 1,701	\$ 14,085	42%	72%	-30%	\$ 41,500	\$ 120	\$ 29,937	72%
Water	431000	\$ 417,380	\$ 25,523	\$ 31,467	\$ 282,355	68%	62%	6%	\$ 372,969	\$ 27,035	\$ 230,694	62%
Electricity	432000	\$ 166,800	\$ 9,852	\$ 9,591	\$ 106,267	64%	74%	-10%	\$ 141,030	\$ 11,837	\$ 104,100	74%
Gas	433000	\$ 409,000	\$ 48,117	\$ 36,486	\$ 184,102	45%	37%	8%	\$ 474,281	\$ 42,150	\$ 173,981	37%
Recycling	435000	\$ 58,407	\$ 9,559	\$ 104	\$ 22,787	39%	0%	39%	\$ 3,331	\$ 2,857	\$ 15,911	0%
Maintenance Labor	441000	\$ 602,078	\$ 39,460	\$ 40,364	\$ 363,360	60%	53%	7%	\$ 652,291	\$ 36,478	\$ 348,499	53%
Maintenance Materials	442000	\$ 247,000	\$ 21,471	\$ 17,377	\$ 181,672	74%	75%	-1%	\$ 202,184	\$ 22,085	\$ 151,433	75%
Garbage & Trash	443001	\$ 55,920	\$ 3,064	\$ 3,436	\$ 35,223	63%	63%	0%	\$ 54,580	\$ 3,993	\$ 34,278	63%
Heating & Cooling	443002	\$ 13,100	\$ 1,800	\$ 1,159	\$ 15,415	118%	0%	118%	\$ -	\$ -	\$ 648	0%
Snow Removal	443003	\$ 15,650	\$ (120)	\$ 3,009	\$ 3,807	24%	39%	-15%	\$ 12,040	\$ 4,060	\$ 4,708	39%
Elevator Maintenance	443004	\$ 14,000	\$ -	\$ 3,145	\$ 16,740	120%	91%	29%	\$ 10,500	\$ 2,985	\$ 9,533	91%
Landscape & Grounds	443005	\$ 40,500	\$ -	\$ -	\$ 34,236	85%	105%	-20%	\$ 21,165	\$ 920	\$ 22,205	105%
Unit Turnaround	443006	\$ 142,150	\$ 3,635	\$ 13,110	\$ 91,018	64%	57%	7%	\$ 110,600	\$ 6,800	\$ 63,418	57%
Electrical	443007	\$ 4,800	\$ (115)	\$ 115	\$ 364	8%	25%	-17%	\$ 9,700	\$ 344	\$ 2,425	25%
Plumbing	443008	\$ 14,900	\$ 10,723	\$ 1,894	\$ 32,997	221%	25%	196%	\$ 17,800	\$ (2,488)	\$ 4,531	25%
Exterminating	443009	\$ 48,864	\$ 125	\$ 7,700	\$ 50,741	104%	75%	29%	\$ 43,600	\$ -	\$ 32,758	75%
Janitorial	443010	\$ 1,200	\$ 420	\$ 1,180	\$ 6,428	536%	2%	534%	\$ 15,400	\$ 15	\$ 235	2%
Routine Maintenance	443011	\$ 21,200	\$ 4,630	\$ (2,118)	\$ 14,123	67%	215%	-148%	\$ 14,500	\$ 8,559	\$ 31,132	215%
Misc.	443012	\$ 53,200	\$ 1,676	\$ 3,124	\$ 28,223	53%	709%	-656%	\$ 18,215	\$ 29,873	\$ 129,091	709%

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

Account Name		2013 Budget	January '13 Actual	February '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	February '12 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	\$ 7,732	\$ 3,483	\$ 3,220	\$ 27,360	0%	112%	-112%	\$ 12,650	\$ 3,109	\$ 14,189	112%
Property	451001	\$ 109,022	\$ 6,549	\$ 6,549	\$ 71,671	66%	44%	21%	\$ 110,140	\$ 7,897	\$ 48,756	44%
General Liability	451002	\$ 53,730	\$ 3,377	\$ 3,377	\$ 35,181	65%	55%	10%	\$ 49,859	\$ 3,434	\$ 27,469	55%
Workers Comp.	451003	\$ 22,165	\$ 1,826	\$ 1,826	\$ 19,231	87%	62%	25%	\$ 21,720	\$ 1,509	\$ 13,512	62%
Other	451004	\$ 8,850	\$ 511	\$ 511	\$ 14,998	169%	14%	155%	\$ 18,450	\$ (491)	\$ 2,614	14%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	\$ 61,966	\$ 83,220	87%	0%	87%	\$ 56,340	\$ -	\$ -	0%
OPEB Expense	444400	\$ -			\$ 23,049	0%	0%	0%	\$ -	\$ -	\$ -	0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 18,215	\$ 8,916	\$ 86,558	43%	37%	6%	\$ 219,038	\$ 11,311	\$ 80,697	37%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 40,800	\$ 22,226	\$ 218,218	87%	77%	10%	\$ 186,811	\$ 14,720	\$ 142,990	77%
Employer FICA - Administrative	454200	\$ 34,115	\$ 1,375	\$ 1,407	\$ 15,008	44%	60%	-16%	\$ 30,624	\$ 3,292	\$ 18,452	60%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 2,714	\$ 2,841	\$ 24,832	57%	52%	6%	\$ 50,596	\$ 2,480	\$ 26,079	52%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ -	\$ -	\$ 470	3%	20%	-17%	\$ 26,523	\$ (3,558)	\$ 5,359	20%
Reserve Account		\$ 550,394	\$ (39,174)	\$ (50,014)	\$ 405,727	74%	0%	74%	\$ 80,837	\$ (178,491)	\$ 329,685	0%
TOTAL EXPENSES		\$ 4,927,634	\$ 293,665	\$ 296,073	\$ 3,253,268	66%	65%	1%	\$ 4,199,905	\$ 157,627	\$ 2,737,532	65%
TOTAL INCOME		\$ -	\$ -	\$ -	\$ -				\$ 128,802	\$ -	\$ -	



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

March 27, 2013

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report February 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 February. 100% of all waitlist files are being audited. Zero (0) files were audited in February.
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. LHC performed 13 QC reviews of 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 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 seven (7) QC file reviews on non-waitlist participant files in February. No errors were reported.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. The LHC performed eight (8) QC inspections in February. Four (4) units passed, four (4) units failed and will be abated if the deficiencies are not corrected before April 1.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited two (2) 24-hour HQS deficiencies in the month of February. Both were corrected within 24-hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	December 2012	January 2013	February 2013
TOTAL NEW LEASES	9	11	7
Total Move-outs	15	6	16
Net	-6	5	-9
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	4	0	0
Number of Informal Meetings	1	0	0
Number of Applicants Briefed	28	0	5
Total Resident Change of Units (transfers)	26	17	24
TOTAL RECERTIFICATIONS DUE BY MONTH	119	139	114
Annual Recertifications Completed	119	135	104
Annual Delinquent Reexaminations	0	0	0
Interims Completed	120	101	101
TOTAL INSPECTIONS DUE BY MONTH	60	136	134
Annual HQS Inspections Completed	78	150	129
Annual HQS Delinquent Inspections (PIC)	0	0	1
New RFTA Inspections	29	37	36
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	38	38	38
Total # of HCV Accts. Rec.	16	15	16
Monthly Total Amount Owed	\$5,400.20	\$5,020.37	\$6,888.12
Monthly Total Amount Collected	\$827.00	\$385.00	\$654.75
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1574	1579	1567
% UTILIZED UNITS	92.59%	92.88%	92.18%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	51	52
VASH Voucher Utilization	81	81	83
Monthly Total Voucher Unit Utilization	1706	1711	1702
Total HCV Budget for 2011	\$9,740,000.00	\$10,153,272.00	\$10,153,272.00
Total HCV Budget Used YTD	\$9,671,563.15	\$845,287.00	\$1,722,804.04
HCV Budget Allocation YTD	\$9,741,000.04	\$846,106.00	\$1,692,212.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$69,436.89</i>	<i>\$819.00</i>	<i>(\$30,592.04)</i>
Remaining Voucher Budget	\$68,436.85	\$9,307,985.00	\$8,430,467.96
Shelter Plus Care Budget	\$212,625.83	\$254,700.00	\$254,700.00
Shelter Plus Care Budget Used YTD	\$212,625.83	\$21,225.00	\$41,492.00
Shelter Plus Care Budget Allocation YTD	\$212,625.83	\$21,225.00	\$41,492.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$233,475.00	\$213,208.00
VASH Budget	\$325,000.00	\$420,000.00	\$420,000.00
VASH Budget Used YTD	\$303,195.74	\$33,878.00	\$71,251.00
VASH Budget Allocation YTD	\$300,000.00	\$35,000.00	\$35,000.00
<i>Expenditure Surplus (Overage)</i>	<i>(\$3,195.74)</i>	<i>\$1,122.00</i>	<i>(\$36,251.00)</i>
Remaining Voucher Budget	\$21,804.26	\$386,122.00	\$348,749.00



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

March 27, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

February 2013 Asset Management Monthly Report

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

Lansing Housing Commission ("LHC") communities have an overall occupancy rate of 94.9% at the end of February. During the month of February we were able to get the majority (85%) of our vacant units renovated by utilizing an LHC established renovation team of Maintenance Technicians. This helped us increase our occupancy level by 16 units in February, as we strive to obtain an occupancy level of 98%.

All AMPS achieved an overall score of 100% on PIC submissions to HUD in February. In February we had a total of 99 emergency work orders that were closed or abated within 24-hours, and 166 routine work orders that were closed within an average of three (3) days per work order. 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.

In February we had a meeting at Hildebrandt, with residents, who form the Resident Advisory Board (RAB). At that meeting the Managers provided an overview of the proposed changes to the current Admissions and Continued Occupancy Policy ("ACOP"). Staff will have two more meetings in March on the proposed changes before they are presented to the Board of Commissioners for final approval. Residents and RAB members asked questions regarding the proposed changes. We asked the RAB members to solicit input from residents for consideration at these meetings. In addition to the input from the RAB we are providing every resident with a summary of the proposed changes via mail and/or handouts and inviting them to attend the public hearing tonight.



	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	170	168	213	279	830
Total Units Occupied	162	163	204	259	788
Percent Occupied	95.3%	97.0%	95.8%	92.8%	94.9%
Move -Ins	0	1	4	18	23
Move-Outs	2	1	0	4	7
Transfers	0	0	0	1	1
Emergency Work Orders	37	23	15	24	99
Routine Work Orders	47	37	15	64	163

Note: South Washington Park has 1 non-dwelling unit. Mt. Vernon Park has 3 units offline (Fire)

Lease Enforcement:

Site	Total Number of Units	Gross Occupancy	Move- Ins	Move Outs	Rent Charged	Outstanding	Total Collected
Mt. Vernon	173	95.3%	0	2	\$28,125.00	\$4,921.00	\$23,204.00
Hildebrandt	168	97.0%	1	1	\$21,090.00	\$2,225.00	\$18,865.00
LaRoy Froh	213	95.8%	4	0	\$23,651.00	\$3482.00	\$20,169.00
South Washington	279	92.8%	18	4	\$39,608.00	\$7,237.00	\$32,371.00
Totals	830	94.9%	23	7	\$112,474.00	\$17,865.00	\$94,609.00





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March 27, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report for February 2013

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

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

There weren't any modernization activities during the month of February. All active modernization activities are completed.

FUTURE MODERNIZATION ACTIVITIES

LHC has contracted with DLZ Engineering & Architectural Group to oversee construction management of an interior renovation project of the Community Room at South Washington Towers. We have asked DLZ to develop complete new and innovative renderings for a modernized user friendly community room for our residents. This project should be completed by July or August of 2013. The bid proposal for this project was released on March 18, 2013 with the pre-bid walkthrough at South Washington on March 21, 2013. The sealed proposals are due back for opening on April 12, 2013 at 2:00 p. m. at 310 Seymour, Lansing, MI.

LHC has contracted out Construction Management for the fire unit at 3856 Wilson (Mt. Vernon) to M.C. Smith Architectural & Engineering Group. The pre-construction drawings were presented in March. This project will be going out to bid toward the latter part of March and should be due toward the middle or latter part of April. We received our estimates on the construction work and they exceeded our insurance deductible so we reported it to the insurance company. Consistent with LHC's intent to remodel kitchens and bathrooms the architect has designed extensive changes to this style of one bedroom unit for future use.



In February's Board Meeting the Board of Commissioners approved the ViDCom contract to install a new camera and security surveillance system at South Washington Park in the amount of \$64,900 with a 3 year parts and labor warranty.

The LHC issued a Request for Qualifications for Architectural Services. Five (5) Architectural firms responded - C2AE, Fleis & Vanderbrink, DLZ Michigan, Hobbs & Black, and M.C. Smith Architectural & Engineering Group. We will review their submittals and make recommendations on which firms to award indefinite quantities contracts for use on our 2013, 2014 and 2015 Capital Fund Projects. The actual scope of work that will be assigned to each architect will be determined by LHC Executive staff.





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

**Public Hearing Meeting
Sign-In Sheet
Date of Meeting: 03/27/13**

Name	Organization	Phone #	E-mail
Janell McLeod	LHC	393 8464	Janellm@lanshc.org
JOEN Woods	LHC	517 420-8231	
Darlean Adams	LHC	2140405	
Kim Shirey	LHC	4870242	Kims@lanshc.org
Andrea Wade	LHC	87372-7145	Andrew@lanshc.org
Bobby J. Joyce		517-256-5562	
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Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
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Name	Organization	Phone #	E-mail
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Name	Organization	Phone #	E-mail
Janell McLeod	LHC	393 8464	Janell.m@lanshc.org
JOE N Woods Jr	LHC	517 420-8231	
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Ramiro Salazar	LHC	853-3006	ramiros@lanshc.org





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Name	Organization	Phone #	E-mail
Kim Shirey	LHC	487 0242	Kims@lanshc.org