



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

Agenda  
Lansing Housing Commission  
May 22, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of April 24, 2013.
4. Action Items.
  - a) Resolution No. 1177-Approval of Resident Write-Offs April 1, 2013 to April 30, 2013
  - b) Resolution No. 1178-Approval of 2011-2012 Annual Certified Audit
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 April 24, 2013  
Lansing Housing Commission & Public Hearing Meeting**

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

GUESTS: Teresa Smith for (6715 Haag Rd)

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

Chairman Baltimore called the meeting to order promptly at 5:35 p. m. Ms. Baines-Lake, Commission Secretary, called the roll.

Commissioner **Beverly** moved and Commissioner Frens 2nd 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> motion to approve Resolution No. 1171-Approval of Contract for South Washington Park Community Room Renovation. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> motion to approve Resolution No. 1172-Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and DLZ Michigan. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> motion to approve Resolution No. 1173- Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and Hobbs + Black Architects. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> motion to approve Resolution No. 1174- Authorization to Execute A 5-Year Architectural Contract, with an Initial Term of 3-Years and two one (1) renewal between LHC and M. C. Smith Associates and Architectural Group. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> motion to approve Resolution No. 1175-Approval to Enter into a New Annual Contribution Contract and Declaration of Trusts. **The Motion was approved unanimously.**





Commissioner Bakken moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve Resolution No. 1176-Approval of Resident Write-Offs March 1, 2013 to March 31, 2013. **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 no comments

The President had no comments

Public comment: Ms. Teresa Smith expressed concerns regarding LHC's implementation of the requirement for over-housed residents to move to an appropriate sized unit. This issue was referred to the Executive Director for a resolution.

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.

Commissioner Bakken moved and Commissioner Beverly 2<sup>nd</sup> a motion to come out of the closed session at 6:57 p.m.

There being no other business, President Baltimore adjourned the meeting at 7:00 p. m.





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**May 22, 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 April 2013-Resolution No. 1177**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1177 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of April 2013.

**CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

**SUMMARY:**

This Resolution authorizes the finance division to write off \$3,206.33, the full amount of resident balances on accounts closed as of April 30, 2013. The previous three month's write-off balances were:

- March 2013 - \$6,586.73
- February 2013 - \$3,565.25
- January 2013 - \$15,359.95

Over 60% of the total amount of write-offs in April belongs to one former resident who experienced a significant increase in their monthly rent. This occurred due to this resident's 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 April 30, 2013 total \$3,206.33. 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.

**FINANCIAL CONSIDERATION:**

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$3,206.33 for outstanding rent and other charges due from residents who moved out of an LHC property as of April 30, 2013. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

**POLICY CONSIDERATIONS:**

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

Respectfully Submitted, 

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







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### Resolution No. 1177

Adopted by the Lansing Housing Commission

May 22, 2013

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

The Lansing Housing Commission is authorized to immediately write off \$3,206.33 of resident account receivables as of April 30, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest   
Secretary

For Clerks Use Only

Resolution No: 1177  
Date Adopted: 05/22/2013





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**May 22, 2013**

**Lansing Housing Commission  
Lansing, Michigan**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the Annual Certified Audit for Fiscal Year 2012 Resolution No. 1178**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1178, which approves the Lansing Housing Commission 2012 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 subject to Finance Committee approval.

**CONTACT PERSON:**

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

**SUMMARY:**

This Resolution approves the 2012 Annual Certified Audit and authorizes submittal to HUD subject to Finance Committee approval..

**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 issues that should be addressed. This review of the audit also ensures the board is aware of any fiduciary responsibilities to address material financial concerns,

**FINANCIAL CONSIDERATION:**

There are no financial considerations.



**POLICY CONSIDERATIONS:**

The Board is charged with the fiduciary responsibility of monitoring the Commission's financial operations, approving HUD Required Submissions and directing corrective actions as necessary. Approval of this audit after careful consideration of its contents and ensuring proper follow-up, if required, fulfills a major portion 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. 1178

Adopted By the Lansing Housing Commission  
May 22, 2013

### APPROVAL OF THE 2012 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 2012 Annual Certified Audit into the U. S. Department of Housing and Urban Development's ("HUD's") Financial Data System subject to Finance Committee Review. In addition, the Commission approves the 2012 Annual Certified Audit as presented by the ChonReznick, Inc., subject to Finance Committee Review.

  
\_\_\_\_\_  
CHAIR

Yeas 4  
Nays 0  
Abstentions \_\_\_\_\_

ATTEST

  
\_\_\_\_\_  
SECRETARY:

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO: 1178  
DATE ADOPTED: 05/22/2013



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

Account Name		2013 Budgeted	March '13 Actual	April '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	April '12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 455,476	\$ 36,548	\$ 36,455	\$ 363,068	80%	85%	-5%	\$ 436,831	\$ 37,152	\$ 369,709	85%
Bookkeeping Fees	343002	\$ 73,559	\$ 5,903	\$ 5,888	\$ 58,635	80%	81%	-2%	\$ 73,494	\$ 6,000	\$ 59,708	81%
OG Management Fee	343005	\$ 11,400	\$ 950	\$ 950	\$ 9,500	83%	33%	50%	\$ 14,136	\$ -	\$ 4,673	33%
AMP Management Fee		\$ 100,080	\$ 8,340	\$ 8,340	\$ 83,400	83%	0%	83%	\$ 97,961	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124	\$ 13,847	\$ 12,825	\$ 142,074	79%	78%	1%	\$ 171,488	\$ 13,338	\$ 134,354	78%
Other Income	369000	\$ 50,000	\$ 4,680	\$ 3,535	\$ 89,060	178%	237%	-59%	\$ 35,000	\$ 3,500	\$ 82,889	237%
<b>TOTAL REVENUE</b>		\$ 869,639	\$ 70,268	\$ 67,993	\$ 745,737	86%	78%	7%	\$ 831,910	\$ 59,990	\$ 651,333	78%
Administrative Salaries	411000	\$ 273,218	\$ 23,402	\$ 20,433	\$ 156,839	57%	89%	-31%	\$ 335,456	\$ 28,727	\$ 297,111	89%
Employee Benefits & FICA	454XXX	\$ 97,095	\$ 7,944	\$ 7,237	\$ 170,750	176%	47%	129%	\$ 154,721	\$ 3,847	\$ 72,402	47%
Legal	413000	\$ 3,000	\$ 405	\$ 958	\$ 2,996	100%	6%	94%	\$ 35,000	\$ 236	\$ 2,090	6%
Travel	415000	\$ 7,000	\$ 41	\$ -	\$ 4,724	67%	0%	67%	\$ -	\$ -	\$ -	0%
Auditing Fees	417100	\$ 15,000	\$ 1,200	\$ -	\$ 14,949	100%	0%	100%	\$ -	\$ -	\$ -	0%
Publications	419006	\$ 400	\$ -	\$ -	\$ 224	56%	30%	27%	\$ 1,000	\$ -	\$ 295	30%
Membership Dues & Fees	419008	\$ 5,000	\$ -	\$ -	\$ 7,140	143%	137%	6%	\$ 2,500	\$ -	\$ 3,414	137%
Postage	419010	\$ 7,000	\$ 1,614	\$ (1,442)	\$ (1,956)	-28%	408%	-436%	\$ 1,500	\$ 1,707	\$ 6,126	408%
General Office Expenses		\$ 100,000	\$ -	\$ -	\$ 21,876	22%	0%	22%	\$ -	\$ -	\$ -	0%
Office Supplies	419014	\$ 5,000	\$ 297	\$ 3,420	\$ 9,954	199%	44%	155%	\$ 10,000	\$ 110	\$ 4,425	44%
Conference	419016	\$ 1,500	\$ -	\$ (2,000)	\$ 1,154	77%	0%	77%	\$ -	\$ 405	\$ 1,304	0%
Bank Fees	419020	\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ 4,000	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 20,000	\$ 2,632	\$ 1,848	\$ 21,296	106%	235%	-128%	\$ 7,000	\$ 1,104	\$ 16,434	235%
Outside Printing	419030	\$ 500	\$ -	\$ -	\$ 400	80%	23%	57%	\$ 2,000	\$ 35	\$ 460	23%
Software	419032	\$ 1,000	\$ 1,089	\$ -	\$ 4,274	427%	13%	415%	\$ 5,000	\$ 169	\$ 628	13%
Automotive	419044	\$ 1,000	\$ -	\$ -	\$ 396	40%	0%	0%	\$ -	\$ -	\$ -	0%
Classified Advertising	419040	\$ 1,000	\$ -	\$ 980	\$ 1,180	118%	7%	111%	\$ 7,000	\$ -	\$ 494	7%
<b>Total Administrative</b>		\$ 537,714	\$ 38,624	\$ 31,433	\$ 416,195	77%	72%	6%	\$ 565,177	\$ 36,340	\$ 405,183	72%
Water	431000	\$ 1,910	\$ 208	\$ 205	\$ 1,915	100%	50%	50%	\$ 3,000	\$ 210	\$ 1,512	50%
Electricity	432000	\$ 23,715	\$ 1,543	\$ 1,653	\$ 14,730	62%	86%	-23%	\$ 22,000	\$ 2,065	\$ 18,819	86%
Steam & Gas	433000 4390	\$ 20,610	\$ 3,946	\$ 2,339	\$ 18,666	91%	68%	22%	\$ 24,000	\$ 1,772	\$ 16,356	68%
Phone/Internet/Communications	419004	\$ 10,300	\$ 860	\$ 19,170	\$ 27,919	271%	63%	208%	\$ 13,000	\$ 896	\$ 8,174	63%
<b>Total Utilities</b>		\$ 56,535	\$ 6,557	\$ 23,367	\$ 63,230	112%	72%	39%	\$ 62,000	\$ 4,733	\$ 44,861	72%
Maintenance Materials	442000	\$ 2,000	\$ (364)	\$ -	\$ 401	20%	149%	-129%	\$ 1,000	\$ -	\$ 1,486	149%
Maintenance Contracts	4430xx	\$ 40,000	\$ 796	\$ 5,064	\$ 22,591	56%	98%	42%	\$ 32,000	\$ 17,385	\$ 31,400	98%
<b>Total Maintenance</b>		\$ 42,000	\$ 432	\$ 5,064	\$ 22,992	55%	100%	-45%	\$ 33,000	\$ 17,385	\$ 32,886	100%
<b>Protective Services</b>	448000	\$ 4,250	\$ -	\$ 282	\$ 3,016	71%	81%	-10%	\$ 4,000	\$ 318	\$ 3,239	81%
<b>Insurance</b>	451xxx	\$ 40,000	\$ 664	\$ 689	\$ 9,946	25%	183%	-158%	\$ 17,000	\$ 1,031	\$ 31,061	183%
<b>SFTB Expenses</b>		\$ -	\$ -	\$ -	\$ 200	0%	0%	0%	\$ -	\$ -	\$ -	0%
<b>OIG Repayment for SFTB</b>	419000	\$ 25,704	\$ -	\$ -	\$ 19,278	75%	0%	75%	\$ -	\$ -	\$ 19,278	0%
<b>Loan payments &amp; Real Estate Exp</b>		\$ 60,000	\$ 5,000	\$ 0	\$ 43,991	73%	0%	73%	\$ -	\$ -	\$ -	0%
<b>Additional Capital</b>		\$ 83,436	\$ 18,991	\$ 7,157	\$ 167,088	200%	76%	124%	\$ 150,733	\$ 183	\$ 114,825	76%
<b>TOTAL EXPENSES</b>		\$ 849,639	\$ 70,268	\$ 67,993	\$ 745,736	88%	78%	9%	\$ 831,910	\$ 59,990	\$ 651,333	78%
<b>NET INCOME (LOSS)</b>		\$ 20,000	\$ 0	\$ 0	\$ 0				\$ -	\$ (0)	\$ (0)	

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

Account Name		2013 Budget	March '13 Actual	April '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	April '12 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 109,464	\$ 113,631	\$ 1,130,849	69%	91%	-22%	\$ 1,507,075	\$ 155,128	\$ 1,371,533	91%
	330010	\$ 5,444	\$ 648	\$ 26	\$ 2,571	47%	0%	47%	\$ -	\$ 111	\$ 111	0%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 251,930	\$ 222,761	\$ 2,701,283	88%	109%	-21%	\$ 2,646,446	\$ 305,987	\$ 2,897,728	109%
Investment Income	361000	\$ 32,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200	\$ 4,235	\$ 23,353	\$ 68,837	89%	5028%	-4939%	\$ 7,500	\$ 262,009	\$ 377,117	5028%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 3,300	\$ 3,568	\$ 40,212	124%	70%	55%	\$ 44,400	\$ 2,900	\$ 31,055	70%
Maint. Charge	369002	\$ 56,100	\$ 6,513	\$ 706	\$ 20,116	36%	154%	-119%	\$ 35,100	\$ 1,382	\$ 54,209	154%
Court Costs	369003	\$ 32,500	\$ 3,708	\$ 2,607	\$ 35,852	110%	78%	32%	\$ 37,500	\$ 2,545	\$ 29,281	78%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -		0%	0%	\$ 50,686	\$ -	\$ -	0%
<b>TOTAL REVENUE</b>		\$ 4,927,634	\$ 379,798	\$ 366,652	\$ 3,999,719	81%	110%	-29%	\$ 4,328,707	\$ 730,062	\$ 4,761,034	110%
Administrative Salaries	411000	\$ 445,390	\$ 35,420	\$ 35,400	\$ 300,220	67%	101%	-33%	\$ 397,159	\$ 34,830	\$ 399,191	101%
Legal	413000	\$ 47,100	\$ 6,820	\$ 5,625	\$ 47,300	100%	222%	-121%	\$ 20,170	\$ 6,693	\$ 44,749	222%
Travel	415000	\$ 2,850	\$ 170	\$ 286	\$ 2,183	77%	9%	67%	\$ 21,966	\$ 418	\$ 2,003	9%
Auditing Fees	417100	\$ 12,860	\$ -	\$ -	\$ 11,930	93%	0%	93%	\$ 22,843	\$ -	\$ -	0%
Professional Services Contracts	419001	\$ 500	\$ 275	\$ 6,235	\$ 8,963	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200	\$ 2,862	\$ 1,879	\$ 25,822	88%	79%	10%	\$ 33,600	\$ 5,627	\$ 26,502	79%
Publications	419006	\$ 720	\$ -	\$ -	\$ 395	55%	0%	55%	\$ -	\$ 56	\$ 56	0%
Membership Dues & Fees	419008	\$ 2,670	\$ 130	\$ -	\$ 1,228	46%	89%	-43%	\$ 2,000	\$ 146	\$ 1,788	89%
Postage	419010	\$ 11,770	\$ 325	\$ 1,269	\$ 10,478	89%	70%	19%	\$ 12,108	\$ 226	\$ 8,524	70%
Collection Fees & Court Costs	419012	\$ 6,850	\$ 400	\$ 386	\$ 5,619	82%	26%	56%	\$ 48,608	\$ 1,796	\$ 12,856	26%
Office Supplies	419014	\$ 15,800	\$ 900	\$ 1,660	\$ 26,597	168%	73%	95%	\$ 17,930	\$ 874	\$ 13,102	73%
Bank Fees	419020	\$ 16,500	\$ 2,341	\$ 1,484	\$ 16,622	101%	146%	-45%	\$ 11,941	\$ 2,330	\$ 17,440	146%
Computer Maintenance	419022	\$ 26,400	\$ 3,118	\$ 1,324	\$ 24,650	93%	135%	-41%	\$ 16,136	\$ 1,325	\$ 21,740	135%
Outsido Printing	419030	\$ 900	\$ -	\$ 1,113	\$ 2,081	231%	49%	182%	\$ 845	\$ (0)	\$ 416	49%
Software	419032	\$ 11,185	\$ 1,150	\$ (538)	\$ 5,632	50%	110%	-60%	\$ 5,000	\$ 449	\$ 5,519	110%
Automotive Maintenance	419044	\$ 21,900	\$ 1,121	\$ 1,122	\$ 9,637	44%	0%	44%	\$ -	\$ 8,767	\$ 15,556	0%
Inspections	419050	\$ 22,230	\$ 65	\$ 16,220	\$ 19,685	89%	0%	89%	\$ -	\$ 16,474	\$ 17,179	0%
Management Fees	419101	\$ 430,841	\$ 36,548	\$ 36,455	\$ 363,393	84%	84%	1%	\$ 436,831	\$ 45,047	\$ 365,111	84%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,903	\$ 5,888	\$ 58,635	82%	100%	-18%	\$ 73,494	\$ 7,275	\$ 73,475	100%
Recreation/Other Services	422000	\$ 33,550	\$ 3,770	\$ 6,407	\$ 24,262	72%	73%	-1%	\$ 41,500	\$ (1,409)	\$ 30,419	73%
Water	431000	\$ 417,380	\$ 30,221	\$ 32,465	\$ 360,854	86%	80%	6%	\$ 372,969	\$ 30,161	\$ 299,400	80%
Electricity	432000	\$ 166,800	\$ 9,092	\$ 9,257	\$ 129,840	78%	92%	-14%	\$ 141,030	\$ 11,564	\$ 130,152	92%
Gas	433000	\$ 409,000	\$ 39,102	\$ 37,770	\$ 283,414	69%	52%	17%	\$ 474,281	\$ 36,389	\$ 246,012	52%
Recycling	435000	\$ 58,407	\$ 37	\$ 256	\$ 23,128	40%	0%	40%	\$ 3,331	\$ -	\$ 15,967	0%
Maintenance Labor	441000	\$ 602,078	\$ 35,892	\$ 40,762	\$ 467,923	78%	67%	11%	\$ 652,291	\$ 52,412	\$ 436,097	67%
Maintenance Materials	442000	\$ 247,000	\$ 11,778	\$ 42,379	\$ 218,768	89%	84%	5%	\$ 202,184	\$ 17,635	\$ 169,383	84%
Garbage & Trash	443001	\$ 55,920	\$ 3,749	\$ 535	\$ 40,965	73%	75%	-2%	\$ 54,580	\$ 3,310	\$ 41,199	75%
Heating & Cooling	443002	\$ 13,100	\$ 1,069	\$ 1,441	\$ 17,925	137%	0%	137%	\$ -	\$ 5,545	\$ 10,430	0%
Snow Removal	443003	\$ 15,650	\$ 2,139	\$ -	\$ 6,804	43%	49%	-5%	\$ 12,040	\$ -	\$ 5,868	49%
Elevator Maintenance	443004	\$ 14,000	\$ -	\$ -	\$ 16,740	120%	91%	29%	\$ 10,500	\$ -	\$ 9,533	91%
Landscape & Grounds	443005	\$ 40,500	\$ 1,358	\$ 19	\$ 35,612	88%	127%	-39%	\$ 21,165	\$ 4,660	\$ 26,946	127%
Unit Turnaround	443006	\$ 142,150	\$ 7,497	\$ 3,660	\$ 105,484	74%	76%	-2%	\$ 110,600	\$ 9,812	\$ 84,052	76%
Electrical	443007	\$ 4,800	\$ -	\$ 135	\$ 499	10%	26%	-16%	\$ 9,700	\$ 1,972	\$ 2,535	26%
Plumbing	443008	\$ 14,900	\$ 4,495	\$ 1,986	\$ 39,477	265%	34%	231%	\$ 17,800	\$ 485	\$ 6,126	34%
Exterminating	443009	\$ 48,854	\$ 1,499	\$ 6,842	\$ 59,649	122%	85%	37%	\$ 43,600	\$ 2,870	\$ 37,008	85%
Janitorial	443010	\$ 1,200	\$ 5,007	\$ 1,471	\$ 12,906	1075%	2%	1074%	\$ 15,400	\$ -	\$ 235	2%
Routine Maintenance	443011	\$ 21,200	\$ 479	\$ 3,687	\$ 18,289	86%	156%	-70%	\$ 14,500	\$ (3,272)	\$ 22,610	156%
Misc.	443012	\$ 53,200	\$ 1,329	\$ 3,633	\$ 35,521	67%	764%	-697%	\$ 18,215	\$ 9,845	\$ 139,072	764%



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

Account Name	2013 Budget	March '13 Actual	April '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	Apr '12 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000 \$ 7,732	\$ 2,548	\$ 3,319	\$ 33,679	0%	160%	-160%	\$ 12,650	\$ 5,191	\$ 20,220	160%
Property	451001 \$ 109,022	\$ 6,549	\$ 12,139	\$ 95,419	88%	55%	32%	\$ 110,140	\$ 5,958	\$ 60,658	55%
General Liability	451002 \$ 53,730	\$ 3,377	\$ 4,731	\$ 45,438	85%	69%	16%	\$ 49,859	\$ 3,143	\$ 34,432	69%
Workers Comp.	451003 \$ 22,165	\$ 1,826	\$ 1,618	\$ 23,900	108%	76%	32%	\$ 21,720	\$ 1,508	\$ 16,529	73%
Other	451004 \$ 8,850	\$ 576	\$ 511	\$ 16,438	186%	26%	160%	\$ 18,450	\$ 301	\$ 4,717	26%
Payments in Lieu of Taxes	452000 \$ 95,500	\$ -	\$ -	\$ 83,220	87%	0%	87%	\$ 56,340	\$ -	\$ -	0%
OPEB Expense	444400 \$ -			\$ 23,049	0%	0%	0%	\$ -	\$ -	\$ -	0%
Employee Benefits - Administrative	454000 \$ 200,502	\$ 12,975	\$ 10,160	\$ 114,194	57%	45%	12%	\$ 219,038	\$ 9,833	\$ 98,266	45%
Employee Benefits - Maintenance	454100 \$ 250,704	\$ 24,605	\$ 26,614	\$ 289,121	115%	94%	21%	\$ 186,811	\$ 19,036	\$ 176,520	94%
Employer FICA - Administrative	454200 \$ 34,115	\$ 2,240	\$ 2,099	\$ 19,855	58%	73%	-15%	\$ 30,624	\$ 2,352	\$ 22,417	73%
Employer FICA - Maintenance	454300 \$ 43,187	\$ 2,526	\$ 3,007	\$ 32,418	75%	63%	12%	\$ 50,596	\$ 3,488	\$ 32,126	63%
Extraordinary Maint. - Contracts	461003 \$ 15,000	\$ -	\$ 330	\$ 800	5%	27%	-22%	\$ 26,523	\$ -	\$ 7,201	27%
Reserve Account	\$ 550,394	\$ (13,815)	\$ (70,553)	\$ 383,057	70%	0%	70%	\$ 80,837	\$ 242,299		0%
TOTAL EXPENSES	\$ 4,927,634	\$ 280,480	\$ 271,644	\$ 3,999,720	81%	85%	-4%	\$ 4,199,905	\$ 485,794	\$ 3,588,701	85%
TOTAL INCOME	\$ -	\$ -	\$ -	\$ (0)				\$ 128,802	\$ 0	\$ 271,359	

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

Account Name	G/L	Current Year							Prior Year			
		FY 2013	March '13	April '13	Year to date	% of Budget	% of Budget	%	FY 2012	April '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	503	623	6,400	34%	75%	-41%	25,000	4,994	18,697	75%
HCV Income - Admin Fees	341500	950,141	72,111	66,999	744,078	78%	77%	2%	921,540	68,566	705,970	77%
Other Revenue	369000	500	586	361	4,053	811%	10760%	-9949%	100	10,450	10,760	10760%
<b>TOTAL REVENUE</b>		<b>969,641</b>	<b>73,201</b>	<b>67,983</b>	<b>754,531</b>	<b>78%</b>	<b>78%</b>	<b>0%</b>	<b>946,640</b>	<b>84,010</b>	<b>735,427</b>	<b>78%</b>
Administrative Salaries	411000	370,285	26,986	26,712	256,875	69%	87%	-18%	361,443	28,937	314,333	87%
Legal	413000	800	2,592	0	5,558	695%	45%	650%	1,000	0	450	45%
Staff Training	414000	6,000	0	0	3,692	62%	49%	12%	11,000	3,604	5,433	49%
Travel	415000	1,000	0	41	226	23%	82%	-60%	2,000	1,618	1,648	82%
Auditing Fees	417100	5,000	0	0	4,000	80%	0%	80%	5,000	0		0%
Telephone	419004	10,000	135	41	4,018	40%	103%	-63%	9,000	875	9,261	103%
Publications	419006	500	0	0	832	166%	132%	34%	1,000	0	1,320	132%
Membership Dues & Fees	419008	2,000	0	0	2,873	144%	88%	56%	1,500	807	1,320	88%
Postage	419010	14,000	1,060	1,000	11,797	84%	80%	4%	14,000	1,082	11,268	80%
Police Reports/Cred Chks	419012	4,000	592	0	10,749	269%	55%	214%	4,300	7	2,353	55%
Office Supplies	419014	9,000	2,768	2,751	14,267	159%	72%	87%	10,000	551	7,185	72%
Conference	419016	1,000	0	50	50	5%	0%	5%	2,000	0		0%
Computer Maintenance	419022	15,000	2,094	12,619	24,465	163%	77%	86%	20,000	994	15,494	77%
Outside Printing	419030	3,500	0	218	2,468	71%	108%	-37%	2,500	217	2,700	108%
Software	419032	10,000	5,145	0	27,560	276%	124%	152%	10,000	269	12,370	124%
Office Furniture	419038	0	0	0	3,087	0%	0%	0%	3,000	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	20,000	83%	83%	0%	24,000	2,000	20,000	83%
Automotive Maintenance	419044	3,000	119	156	2,521	84%	96%	-12%	2,000	266	1,916	96%
COCC - HCV Program Expense	419103	190,028	13,847	12,825	142,074	75%	71%	4%	171,463	0	121,016	71%
Utilities - Water	431000	3,000	339	334	3,087	103%	69%	34%	3,200	290	2,219	69%
Utilities - Electricity	432000	29,000	2,518	2,698	23,769	82%	78%	4%	31,000	2,646	24,086	78%
Utilities - Steam	439000	15,000	4,685	1,988	17,129	114%	52%	62%	23,550	1,860	12,208	52%
Maintenance Contracts	443000	21,000	1,086	337	13,886	66%	517%	-451%	3,000	89	15,522	517%
Insurance	451000	18,000	1,477	1,591	14,784	82%	86%	-4%	17,500	1,472	15,133	86%
Employee Benefits	454000	210,891	15,952	15,965	145,797	69%	69%	0%	210,184	13,099	145,998	69%
Shelter Plus Care												
Reserve Account		1,936	(10,193)	(13,341)	(1,032)	-53%	0%	-53%		23,327	(9,077)	0%
<b>TOTAL EXPENSES</b>		<b>969,640</b>	<b>73,201</b>	<b>67,984</b>	<b>754,530</b>	<b>78%</b>	<b>78%</b>		<b>946,640</b>	<b>84,010</b>	<b>735,427</b>	<b>78%</b>
<b>NET INCOME (LOSS)</b>		<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>0</b>	



## HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	February 2013	March 2013
<b>TOTAL NEW LEASES</b>	7	5
Total Move-outs	16	8
Net	-9	-3
Number of Applicants on Voucher Wait List	620	620
Number of Applicants Pulled from Wait List	0	0
Number of Applications Withdrawn/Denied	0	0
Number of Informal Meetings	0	0
Number of Applicants Briefed	5	0
Total Resident Change of Units (transfers)	24	24
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	114	124
Annual Recertifications Completed	104	124
Annual Delinquent Reexaminations	0	0
Interims Completed	101	96
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	134	130
Annual HQS Inspections Completed	129	97
Annual HQS Delinquent Inspections (PIC)	1	1
New RFTA Inspections	36	36
<b>FSS FAMILIES MANDATORY</b>	40	40
Total FSS Families	38	38
<b>Total # of HCV Accts. Rec.</b>	16	15
Monthly Total Amount Owed	\$6,888.12	\$6,944.12
Monthly Total Amount Collected	\$654.75	\$782.00
Voucher Program Total Units	1700	1700
Traditional HCV Utilization	1567	1566
<b>% UTILIZED UNITS</b>	<b>92.18%</b>	<b>92.12%</b>
<b>Special Program Vouchers</b>		
Shelter Plus Care Voucher Utilization	52	50
VASH Voucher Utilization	83	83
Monthly Total Voucher Unit Utilization	1702	1699
Total HCV Budget for 2011	\$10,153,272.00	\$10,153,272.00
Total HCV Budget Used YTD	\$1,722,804.04	\$2,577,793.07
HCV Budget Allocation YTD	\$1,692,212.00	\$2,538,318.00
<i>Expenditure Surplus (Overage) *</i>	<i>(\$30,592.04)</i>	<i>(\$39,475.07)</i>
Remaining Voucher Budget	\$8,430,467.96	\$7,575,478.93
Shelter Plus Care Budget	\$254,700.00	\$254,700.00
Shelter Plus Care Budget Used YTD	\$41,492.00	\$61,694.00
Shelter Plus Care Budget Allocation YTD	\$41,492.00	\$61,694.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$213,208.00	\$213,208.00
VASH Budget	\$420,000.00	\$420,000.00
VASH Budget Used YTD	\$71,251.00	\$108,624.00
VASH Budget Allocation YTD	\$75,000.00	\$115,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$3,749.00</i>	<i>\$6,376.00</i>
Remaining Voucher Budget	\$348,749.00	\$311,376.00





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

May 22, 2013

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

### **HONORABLE MEMBERS IN SESSION**

#### **SUBJECT:**

Monthly Housing Choice Voucher Informational Report April 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 April. 100% of all waitlist files are being audited. Two (2) files were audited in April.
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 twenty (20) QC reviews of unit rents in April. The QC review indicated 100% of the rents approved by LHC in April 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 eight (8) QC file reviews on non-waitlist participant files in April. One error was 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. The LHC performed eight (8) QC inspections in April. Three (3) units passed, five (5) units failed and will be abated if the deficiencies are not corrected before June 1.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited six (6) 24-hour HQS deficiencies in the month of April. Five (5) were corrected within 24-hours, one (1) was a tenant responsibility and therefore the HAP was not abated. The client was issued a termination notice, and the deficiency was corrected prior to the termination date.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments





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May 22, 2013

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

### SUBJECT:

**April 2013 Asset Management Monthly Report**

### CONTACT PERSON:

Patricia Baines-Lake  
Executive Director

### OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 94.9% at the end of April. We continue to strive to increase our occupancy level to 98%. The staff is focusing on making as many contacts as possible with applicants from the waiting list to fill the vacant units.

In April LHC properties had a total of 163 emergency work orders. 100% were closed or abated within 24-hours. We had 110 routine work orders that were closed during the month. Our goal is to close all emergency work orders within 24 hours, and to close routine work orders within an average of three (3) days.

	<b>Mt Vernon Park-102</b>	<b>Hildebrandt- 103</b>	<b>LaRoy Froh Park-111</b>	<b>South Washington Park-112</b>	<b>Total LHC Units</b>
<b>Total Units Available for rent</b>	169	168	213	280	830
<b>Total Units Occupied</b>	163	158	206	261	788
<b>Percent Occupied</b>	96.4%	94.0%	96.7 %	93.5%	94.9%
<b>Move -Ins</b>	1	0	4	6	11
<b>Move-Outs</b>	2	4	5	5	16
<b>Transfers</b>	0	0	0	0	0





<b>Emergency Work Orders</b>	6	50	80	27	163
<b>Routine Work Orders</b>	31	29	42	8	110

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

**Lease Enforcement:**

<b>Site</b>	<b>Total Number of Units</b>	<b>Rent Charged</b>	<b>Outstanding</b>	<b>Total Collected</b>	<b>Collection Rate</b>
<b>Mt. Vernon</b>	<b>173</b>	\$26,962.00	\$3,166.00	\$23,796.00	88.3%
<b>Hildebrandt</b>	<b>168</b>	\$21,680.00	\$3600.00	\$ 18080.00	83.4%
<b>LaRoy Froh</b>	<b>213</b>	\$ 23,965.00	\$ 3,009.00	\$ 20,956.00	87.4%
<b>South Washington</b>	<b>279</b>	\$ 38,266.00	\$ 3,651.46	\$ 34,614.54	90.6%
<b>Totals</b>	<b>833</b>	<b>\$ 110,873</b>	<b>\$ 13,426.46</b>	<b>\$ 97,446</b>	<b>87.9%</b>





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May 22, 2013

## **HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

### **SUBJECT:**

**March 2013 Modernization Report**

### **CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director

### **CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:**

This report provides an overview of the April 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.

### **FUTURE MODERNIZATION ACTIVITIES**

LHC Commissioners approved Architectural Contracts as follows DLZ Michigan in the - \$150,000, Hobbs + Black Associates- \$150,000, and MC Smith Associates & Architects - \$100,000.00.

MC Smith Associate & Architectural Group has completed the design and specifications to reconstruct the fire unit at 3856 Wilson (Mt. Vernon) the two adjoining units. This project is going out for bid in June, 2013.

ViDCom has signed the \$64,900 contract to install a new electronic surveillance system at South Washington Park. Work will commence shortly. There is a 90 day completion timeline.





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**LHC Board Meeting  
Sign-In Sheet  
Date of Meeting: 05/22/13**

Name	Organization	Phone #	E-mail
<sup>Baines</sup> Patricia Lake	LHC	372-7996	patbl@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Kendra Schmitt	LHC	485-2453	kendras@lanshc.org
Ramiro Salazar	LHC	853-3666	ramiros@lanshc.org
Erica Velasquez	LHC	393-8464	ericav@lanshc.org
Janell McLeod	LHC	393-8464	Janellm@lanshc.org

