LANSING HOUSING LHC COMMISSION 419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda
Lansing Housing Commission
May 27, 2015

Call to Order.

1. Roll Call.
2. Approval of Minutes of April 29, 2015
3. Action Items
   a) Resolution No. 1229- 2015-16 Budget Approval
   b) Resolution No. 1230- Approval of Kitchen and Baths-Hildebrandt
4. Informational Items

a. Accounting/Audit Update		Patricia Baines-Lake
b. Housing Choice Voucher Report –		Jennifer Burnette
c. Asset Management Report -		Janell McLeod
i. Mt. Vernon & Scattered Sites	AMP 102	Lisa Parsons
ii. Hildebrandt	AMP 103	Rhonda Pagel
iii. LaRoy Froh	AMP 111	Lisa Parsons
iv. South Washington	AMP 112	Janell McLeod
d. Modernization Report		Dona Davenport

5. Executive Director's Comments.
6. President's Comments.
7. Public Comment – limit 3 minutes per person.
8. Other Business.
9. Adjournment

LANSING HOUSING
LHC
COMMISSION
419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Resolution No. 1229

Adopted by the Lansing Housing Commission

May 27, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission 2016 annual budgets for Low Income Public Housing, Housing Choice Voucher, Central Office Cost Center, and Shelter + Care are approved as presented. Patricia Baines-Lake, in her capacity as the Executive Director or her designee is authorized to administer the budgets in accordance with HUD rules, regulations and guidelines.

Tony Baltimore, Chair

Yeas 3

Nays 0

Abstentions_____

Attest

Secretary

For Clerks Use Only

Resolution No: 1229
Date Adopted: 05/27/2015

PHA Board Resolution
Approving Operating Budget

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

OMB No. 2577-0026
(exp. 04/30/2016)

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

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

PHA Name: Lansing Housing Commission PHA Code: MI058

PHA Fiscal Year Beginning: July 1, 2016 Board Resolution Number: 1230

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

		DATE
X	Operating Budget approved by Board resolution on:	5/27/2015
X	Operating Budget submitted to HUD, if applicable, on:	5/27/2015
☐	Operating Budget revision approved by Board resolution on:	_____
☐	Operating Budget revision submitted to HUD, if applicable, on:	_____

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

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

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

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

Print Board Chairperson's Name:	Signature:	Date:
Tony Baltimore	Tony Baltimore	5/27/2015

LANSING HOUSING
LHC
COMMISSION
419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Fiscal Year 2016 Operating Budget

May 27, 2015

Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2016

LIPH	Pages 2-5
HCV	Pages 6-8
Shelter Plus	Page 9
COCC	Pages 10-12

Lansing Housing Commission

Operating Budget – **Low Income Public Housing**

(Mt. Vernon, Hildebrandt, LaRoy Froh, South Washington Park)

Fiscal Year July 1, 2015 – June 30, 2016

Budget Notes

Revenues

Tenant Rental Revenue – Revenues generated from tenant paid rent. The amount is based on historical trends and more aggressive collections effort. Also, this number is provided net of anticipated vacancy loss of 5%.

Tenant Revenue – Other – The following line items comprise this category:

- Excess Utilities – Charges to LIPH tenants for overruns on typical utility costs, which are assigned by the property manager.
- Late Charges - Revenues derived from late fees charged to tenants who pay their rent after the 5th day of a given month. Revenue based on historical performance.
- Maintenance Charges - Revenues derived from fees charged to tenants for work orders that LHC Maintenance performs. Revenue based on historical performance.
- Court Costs - Revenues derived from court fees charged to tenants in relation to cases of non-payment and evictions. Revenue based on historical performance.

HUD PHA Operating Grants – Traditionally, this line item is based upon a pre-calculated dollar amount provided by HUD to aid in the operation of Low Income Public Housing developments based upon the Projected Expense Levels of the development. However, for this year's budget, it is based upon the funding level received between December 2014 and April, 2015, which is 4% higher than FY2014 actual funding level, but flat with FY2015 projected funding level.

Fraud Recovery – Low Income Public Housing (LIPH) is entitled to 50% of the recovered fraudulently distributed funds from tenants. Revenue based on historical performance and anticipation of a more aggressive collection approach.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of current LIPH Administrative staff and open positions, which consists of one on-site Manager

and one Assistant Manager. Additionally, a percentage of the salary for one area manager position is budgeted.

Auditing Fees – Based on historical cost. Total audit cost was split among AMPs (50%), HCV (40%, and COCC (10%).

Management Fees - Expenses for AMPs calculated using the HUD-designated rate of $46.44 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less a 5% vacancy rate.

Bookkeeping Fees - Expenses for AMPs that are calculated using HUD-designated rate $7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less a 5% vacancy rate.

Employee Benefit contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts, anticipated amounts of unemployment to be paid. Also included is the 5%-gross salary employee contribution towards retirement benefits.

Office Expenses – Projected costs for various desktop supplies, paper, toner, and other consumables.

Legal – Non-tenant related legal expenses, based on historical costs.

Travel – Anticipated costs associated with employee travel (non-training related).

Other –

- Publications – Costs to cover annual publications required to be kept on hand at public housing sites.
- Membership Dues & Fees/Conference – Expenses related to trade publications and employee memberships into industry groups and professional organizations.

Tenant Services - Other – All AMP's are required to hold aside at least $25 per eligible unit to cover tenant related recreation and other services.

Water/Electricity/Gas – Expense based upon historic costs of fiscal years FY2014 and FY2015 year-to-date actuals. Expenses were not adjusted for the energy savings program. Any public utility rate increase is expected to be offset by such savings.

Other Utilities Expense –

- Telephone – Expenses related to providing phone/internet/cell phone services for LIPH staff.
- Recycling – Fees associated with Recycling program with the City of Lansing.

Ordinary Maintenance and Operations - Labor - Line item is comprised of the annualized salaries of current and open positions for LIPH Maintenance staff.

Ordinary Maintenance and Operations - Materials – Routine repair materials for LIPH. Expense based on historical performance.

Ordinary Maintenance and Operations - Contracts – Projected costs for routine contracts for LIPH, such as landscaping, snow removal, exterminating, electrical, mechanical, unit turnaround, contracted labor, and garbage removal.

Employee Benefits Contributions - Ordinary – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits for administrative staff.

Protective Services – Other Contract Costs – Expenses related to the security system at each site, and based on historical performance.

Insurance Premiums – LIPH Property, General Liability, Workers' Compensation and All Other (Automotive) insurance premiums.

Other General Expenses –

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings, as well as overnight delivery needs.

- Conference – Costs related to any non-federal share activity requiring conference room space.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of the COCC.

PILOT – Expense is the estimated payment made to the City of Lansing, in lieu of taxes.

Bad debt – Tenant Rents – Expenses associated with the write off uncollectible rent, net of what is collected prior to the year-end close.

Lansing Housing Commission
Operating Budget
Hildebrandt
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	$ 403,272	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606	$ 33,606
Tenant Revenue - Other	34,040	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837	2,837
Total Tenant Revenue	$ 437,312	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443	$ 36,443
HUD PHA Operating Grants	827,184	68,932	68,932	68,932	68,932	68,932	68,932	68,932	68,932	68,932	68,932	68,932	68,932
CFP Operational Income	31,301	2,608	2,608	2,608	2,608	2,608	2,608	2,608	2,608	2,608	2,608	2,608	2,608
Fraud Recovery	10,200	850	850	850	850	850	850	850	850	850	850	850	850
Total Operating Revenue	$ 1,305,997	$108,833	$ 108,833	$108,833	$108,833	$108,833	$108,833	$108,833	$108,833	$ 108,833	$108,833	$ 108,833	$ 108,833
Administrative Salaries	$ 122,562	$ 8,590	$ 8,590	$ 8,590	$ 8,590	$ 8,590	$ 8,590	$ 11,837	$ 11,837	$ 11,837	$ 11,837	$ 11,837	$ 11,837
Auditing Fees	5,902	492	492	492	492	492	492	492	492	492	492	492	492
Management Fees	116,472	9,706	9,706	9,706	9,706	9,706	9,706	9,706	9,706	9,706	9,706	9,706	9,706
Bookkeeping Fees	18,816	1,568	1,568	1,568	1,568	1,568	1,568	1,568	1,568	1,568	1,568	1,568	1,568
Employee Benefits Contributions - Administrative	59,448	4,166	4,166	4,166	4,166	4,166	4,166	5,742	5,742	5,742	5,742	5,742	5,742
Office Expenses	7,500	625	625	625	625	625	625	625	625	625	625	625	625
Legal Expense	18,600	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550
Travel	1,100	92	92	92	92	92	92	92	92	92	92	92	92
Other	12,340	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028
Tenanat Services - Other	6,700	558	558	558	558	558	558	558	558	558	558	558	558
Water	77,500	6,458	6,458	6,458	6,458	6,458	6,458	6,458	6,458	6,458	6,458	6,458	6,458
Electricity	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Gas	60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Utilities Expense	13,200	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Ordinary Maintenance and Operations - Labor	155,998	7,256	10,884	10,884	10,884	14,511	14,511	14,511	14,511	14,511	14,511	14,511	14,511
Ordinary Maintenance and Operations - Materials	141,577	11,798	11,798	11,798	11,798	11,798	11,798	11,798	11,798	11,798	11,798	11,798	11,798
Ordinary Maintenance and Operations - Contract	182,950	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246	15,246
Employee Benefits Contributions - Ordinary	128,937	5,997	8,996	8,996	8,996	11,994	11,994	11,994	11,994	11,994	11,994	11,994	11,994
Protective Services - Other Contract Costs	3,700	308	308	308	308	308	308	308	308	308	308	308	308
Property Insurance	28,026	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336
Liability Insurance	14,764	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230	1,230
Workers Compensation	462	39	39	39	39	39	39	39	39	39	39	39	39
All Other Insurance	1,911	159	159	159	159	159	159	159	159	159	159	159	159
Other General Expenses	28,050	2,338	2,338	2,338	2,338	2,338	2,338	2,338	2,338	2,338	2,338	2,338	2,338
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments in Lieu of Taxes	28,026	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336	2,336
Bad debt - Tenant Rents	20,164	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680
Interest Expense	36,292	3,024	3,024	3,024	3,024	3,024	3,024	3,024	3,024	3,024	3,024	3,024	3,024
Total Operating Expenses	1,305,997	95,930	102,557	102,557	102,557	109,182	109,182	114,005	114,005	114,005	114,005	114,005	114,005
Net Income (Loss)	$ 0	$ 12,903	$ 6,276	$ 6,276	$ 6,276	$ (349)	$ (349)	$ (5,172)	$ (5,172)	$ (5,172)	$ (5,172)	$ (5,172)	$ (5,172)

Lansing Housing Commission
Operating Budget
LaRoy Froh
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	$ 390,444	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537	$ 32,537
Tenant Revenue - Other	27,900	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325
Total Tenant Revenue	$ 418,344	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862	$ 34,862
HUD PHA Operating Grants	800,868	66,739	66,739	66,739	66,739	66,739	66,739	66,739	66,739	66,739	66,739	66,739	66,739
CFP Operational Income	92,655	7,721	7,721	7,721	7,721	7,721	7,721	7,721	7,721	7,721	7,721	7,721	7,721
Fraud Recovery	13,000	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083
Total Operating Revenue	$ 1,324,867	$110,406	$ 110,406	$110,406	$110,406	$110,406	$ 110,406	$ 110,406	$ 110,406	$ 110,406	$ 110,406	$ 110,406	$ 110,406
Administrative Salaries	$ 89,332	$ 4,791	$ 4,791	$ 4,791	$ 4,791	$ 8,771	$ 8,771	$ 8,771	$ 8,771	$ 8,771	$ 8,771	$ 8,771	$ 8,771
Auditing Fees	5,902	492	492	492	492	492	492	492	492	492	492	492	492
Management Fees	112,766	9,397	9,397	9,397	9,397	9,397	9,397	9,397	9,397	9,397	9,397	9,397	9,397
Bookkeeping Fees	18,212	1,518	1,518	1,518	1,518	1,518	1,518	1,518	1,518	1,518	1,518	1,518	1,518
Employee Benefits Contributions - Administrativ	36,644	1,965	1,965	1,965	1,965	3,598	3,598	3,598	3,598	3,598	3,598	3,598	3,598
Office Expenses	8,500	708	708	708	708	708	708	708	708	708	708	708	708
Legal Expense	17,700	1,475	1,475	1,475	1,475	1,475	1,475	1,475	1,475	1,475	1,475	1,475	1,475
Travel	1,650	138	138	138	138	138	138	138	138	138	138	138	138
Other	9,915	826	826	826	826	826	826	826	826	826	826	826	826
Tenanat Services - Other	4,500	375	375	375	375	375	375	375	375	375	375	375	375
Water	83,900	6,992	6,992	6,992	6,992	6,992	6,992	6,992	6,992	6,992	6,992	6,992	6,992
Electricity	39,500	3,292	3,292	3,292	3,292	3,292	3,292	3,292	3,292	3,292	3,292	3,292	3,292
Gas	85,500	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125
Other Utilities Expense	13,500	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125	1,125
Ordinary Maintenance and Operations - Labor	152,996	10,331	10,331	10,331	10,331	13,959	13,959	13,959	13,959	13,959	13,959	13,959	13,959
Ordinary Maintenance and Operations - Materia	115,331	9,611	9,611	9,611	9,611	9,611	9,611	9,611	9,611	9,611	9,611	9,611	9,611
Ordinary Maintenance and Operations - Contrac	208,500	17,375	17,375	17,375	17,375	17,375	17,375	17,375	17,375	17,375	17,375	17,375	17,375
Employee Benefits Contributions - Ordinary	127,972	8,641	8,641	8,641	8,641	11,676	11,676	11,676	11,676	11,676	11,676	11,676	11,676
Protective Services - Other Contract Costs	4,000	333	333	333	333	333	333	333	333	333	333	333	333
Property Insurance	38,119	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177
Liability Insurance	16,642	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387
Workers Compensation	5,544	462	462	462	462	462	462	462	462	462	462	462	462
All Other Insurance	3,344	279	279	279	279	279	279	279	279	279	279	279	279
Other General Expenses	37,150	3,096	3,096	3,096	3,096	3,096	3,096	3,096	3,096	3,096	3,096	3,096	3,096
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments in Lieu of Taxes	21,047	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754
Bad debt - Tenant Rents	19,522	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627	1,627
Interest Expense	47,179	3,932	3,932	3,932	3,932	3,932	3,932	3,932	3,932	3,932	3,932	3,932	3,932
Total Operating Expenses	1,324,867	102,221	102,221	102,221	102,221	114,497	114,497	114,497	114,497	114,497	114,497	114,497	114,497
Net Income (Loss)	$ (0)	$ 8,183	$ 8,183	$ 8,184	$ 8,184	$ (4,092)	$ (4,092)	$ (4,092)	$ (4,092)	$ (4,092)	$ (4,092)	$ (4,092)	$ (4,092)

Lansing Housing Commission
Operating Budget
South Washington Park
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	$ 362,952	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246	$ 30,246
Tenant Revenue - Other	58,500	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875	4,875
Total Tenant Revenue	$ 421,452	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121	$ 35,121
HUD PHA Operating Grants	744,468	62,039	62,039	62,039	62,039	62,039	62,039	62,039	62,039	62,039	62,039	62,039	62,039
CFP Operational Income	113,959	9,497	9,497	9,497	9,497	9,497	9,497	9,497	9,497	9,497	9,497	9,497	9,497
Fraud Recovery and Other	11,050	921	921	921	921	921	921	921	921	921	921	921	921
Total Operating Revenue	$ 1,290,929	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577	$ 107,577
Administrative Salaries	$ 88,174	$ 4,642	$ 4,642	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889	$ 7,889
Auditing Fees	5,448	454	454	454	454	454	454	454	454	454	454	454	454
Management Fees	104,824	8,735	8,735	8,735	8,735	8,735	8,735	8,735	8,735	8,735	8,735	8,735	8,735
Bookkeeping Fees	16,929	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411	1,411
Employee Benefits Contributions - Administrativ	65,350	3,440	3,440	5,847	5,847	5,847	5,847	5,847	5,847	5,847	5,847	5,847	5,847
Office Expenses	5,000	417	417	417	417	417	417	417	417	417	417	417	417
Legal Expense	19,500	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625
Travel	500	42	42	42	42	42	42	42	42	42	42	42	42
Other	8,940	745	745	745	745	745	745	745	745	745	745	745	745
Tenanat Services - Other	4,500	375	375	375	375	375	375	375	375	375	375	375	375
Water	117,900	9,825	9,825	9,825	9,825	9,825	9,825	9,825	9,825	9,825	9,825	9,825	9,825
Electricity	110,000	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167
Gas	68,000	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667	5,667
Other Utilities Expense	10,400	867	867	867	867	867	867	867	867	867	867	867	867
Ordinary Maintenance and Operations - Labor	156,615	10,331	10,331	10,331	13,958	13,958	13,958	13,958	13,958	13,958	13,958	13,958	13,958
Ordinary Maintenance and Operations - Materia	89,571	7,464	7,464	7,464	7,464	7,464	7,464	7,464	7,464	7,464	7,464	7,464	7,464
Ordinary Maintenance and Operations - Contrac	133,850	11,154	11,154	11,154	11,154	11,154	11,154	11,154	11,154	11,154	11,154	11,154	11,154
Employee Benefits Contributions - Ordinary	105,291	6,945	6,945	6,945	9,384	9,384	9,384	9,384	9,384	9,384	9,384	9,384	9,384
Protective Services - Other Contract Costs	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Property Insurance	17,939	1,495	1,495	1,495	1,495	1,495	1,495	1,495	1,495	1,495	1,495	1,495	1,495
Liability Insurance	16,642	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387
Workers Compensation	5,544	462	462	462	462	462	462	462	462	462	462	462	462
All Other Insurance	2,579	215	215	215	215	215	215	215	215	215	215	215	215
Other General Expenses	31,750	2,646	2,646	2,646	2,646	2,646	2,646	2,646	2,646	2,646	2,646	2,646	2,646
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments in Lieu of Taxes	10,840	903	903	903	903	903	903	903	903	903	903	903	903
Bad debt - Tenant Rents	18,148	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512	1,512
Interest Expense	61,695	5,141	5,141	5,141	5,141	5,141	5,141	5,141	5,141	5,141	5,141	5,141	5,141
Total Operating Expenses	1,290,929	98,316	98,316	103,970	110,036	110,036	110,036	110,036	110,036	110,036	110,036	110,036	110,036
Net Income (Loss)	$ 0	$ 9,261	$ 9,261	$ 3,607	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)	$ (2,459)

Lansing Housing Commission
Operating Budget
Mt. Vernon
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
Tenant Rental Revenue	$ 370,284	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857	$ 30,857
Tenant Revenue - Other	5,100	425	425	425	425	425	425	425	425	425	425	425	425
Total Tenant Revenue	$ 375,384	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282	$ 31,282
HUD PHA Operating Grants	759,504	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292	63,292
CFP Operational Income													
Fraud Recovery and Other	28,500	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375
Total Operating Revenue	$ 1,163,388	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949	$ 96,949
Administrative Salaries	$ 108,072	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006	$ 9,006
Auditing Fees	5,448	454	454	454	454	454	454	454	454	454	454	454	454
Management Fees	106,944	8,912	8,912	8,912	8,912	8,912	8,912	8,912	8,912	8,912	8,912	8,912	8,912
Bookkeeping Fees	17,268	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439	1,439
Employee Benefits Contributions - Administrativ	57,300	4,775	4,775	4,775	4,775	4,775	4,775	4,775	4,775	4,775	4,775	4,775	4,775
Office Expenses	8,200	683	683	683	683	683	683	683	683	683	683	683	683
Legal Expense	16,500	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375	1,375
Travel	710	59	59	59	59	59	59	59	59	59	59	59	59
Other	9,710	809	809	809	809	809	809	809	809	809	809	809	809
Tenanat Services - Other	8,700	725	725	725	725	725	725	725	725	725	725	725	725
Water	96,010	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001	8,001
Electricity	32,000	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667
Gas	85,000	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083
Other Utilities Expense	3,750	313	313	313	313	313	313	313	313	313	313	313	313
Ordinary Maintenance and Operations - Labor	116,716	6,703	6,703	10,331	10,331	10,331	10,331	10,331	10,331	10,331	10,331	10,331	10,331
Ordinary Maintenance and Operations - Materia	101,664	8,472	8,472	8,472	8,472	8,472	8,472	8,472	8,472	8,472	8,472	8,472	8,472
Ordinary Maintenance and Operations - Contrac	131,149	10,929	10,929	10,929	10,929	10,929	10,929	10,929	10,929	10,929	10,929	10,929	10,929
Employee Benefits Contributions - Ordinary	106,312	6,106	6,106	9,410	9,410	9,410	9,410	9,410	9,410	9,410	9,410	9,410	9,410
Protective Services - Other Contract Costs	2,400	200	200	200	200	200	200	200	200	200	200	200	200
Property Insurance	26,908	2,242	2,242	2,242	2,242	2,242	2,242	2,242	2,242	2,242	2,242	2,242	2,242
Liability Insurance	16,642	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387	1,387
Workers Compensation	4,152	346	346	346	346	346	346	346	346	346	346	346	346
All Other Insurance	1,242	104	104	104	104	104	104	104	104	104	104	104	104
Other General Expenses	28,260	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments in Lieu of Taxes	15,711	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309
Bad debt - Tenant Rents	18,514	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543	1,543
Interest Expense	38,106	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176	3,176
Total Operating Expenses	1,163,388	91,172	91,172	98,104	98,104	98,104	98,104	98,104	98,104	98,104	98,104	98,104	98,104
Net Income (Loss)	$ (0)	$ 5,777	$ 5,777	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)	$ (1,155)

Lansing Housing Commission
Operating Budget – **Housing Choice Vouchers**

Fiscal Year July 1, 2015 – June 30, 2016

Budget Notes

Revenues

HUD PHA Operating Grants –

- HCV Income Admin Fees - Administrative fees provided to the HCV Program are based on the number of vouchers under lease. This number is then applied to a multiplier to determine the monthly dollar amount. It is projected that for the upcoming fiscal year, HCV will have 1,610 vouchers under lease per month, which is 1% less than the previous fiscal year.
- HCV Income Housing Assistance Payments – Restricted funds provided to the HCV Program is based on the number of vouchers leased and costs associated with those vouchers. These funds can be used only for Housing Assistance Payments.

Other Revenue – This line item contains, but is not limited to revenue generated from charging for copies.

Fraud Recovery Funds Retained – Housing Choice Vouchers (HCV) is entitled to 50% of the recovery of fraudulently distributed funds from voucher holders. Revenue based on historical performance and anticipation of a more aggressive collection approach.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of all HCV employees. One additional position was budgeted to provide supportive services.

Auditing Fees – Based on historical cost. Total audit cost was split among AMPs and HCV.

Management Fee – An amount totaling up to 20% of the administrative fees earned will be paid to COCC for management of the HCV Program.

Bookkeeping Fees - Up to 7.5% of the administrative fees earned will be paid to COCC for bookkeeping for the HCV Program.

Employee Benefit contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits, FICA and unemployment. Also included is the 5%-gross salary employee contribution towards retirement benefits.

Office Expenses – Projected costs for various desktop supplies, paper, toner and other consumables.

Legal Expense – Non-tenant related legal expenses, based on historical costs.

Travel – Anticipated costs associated with employee travel (non-training related.)

Tenant Services - Other – The following categories are included in this line item:

- Office Rent – Rental Expense paid to COCC for occupation of space at 419 Cherry.
- Staff Training and Travel – Expenses related to the training of HCV staff members on topics related to the administration of the HCV program.
- Software Maintenance – Costs associated with the updates and maintenance of the Emphasys Elite, the software used to administer the program.

Water/Electricity/Gas – Expense based upon historic costs of fiscal years FY2014 and FY2015 year-to-date actuals.

Other Utilities Expense –

- Telephone – Expenses in line from previous year that are related to providing phone/internet/cell phone services for HCV staff.

Ordinary Maintenance and Operations - Contracts – Projected costs for routine contracts for LIPH, such as landscaping, snow removal, exterminating, electrical, mechanical, unit turnaround, contracted labor, and garbage removal.

Protective Services – Other Contract Costs – Expenses related to the security system at each site based on historical performance.

Insurance Premiums – HCV Property, General Liability, Workers' Compensation and all Other (Automotive) insurance premiums.

Other General Expenses –

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings as well as

overnight delivery needs.

- Conference – Costs related to any non-federal share activity requiring conference room space.

- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of HCV.

Housing Assistance Payments – Expenses associated with the monthly Housing Assistance Payments distributed by the HCV programs to the landlords of all voucher holders. Also included is the Utility Assistance Payments paid to voucher holders on a monthly basis, if qualified.

Bad debt – Expenses associated with the write off uncollectible fraud, net of what is collected prior to the year-end close.

Lansing Housing Commission
Operating Budget
Housing Choice Voucher
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
HUD PHA Operating Grants	$10,414,386	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866	$867,866
Other Revenue	25,000	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083
Fraud Recovery	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total Operating Revenue	$10,451,386	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949	$870,949
Administrative Salaries	$ 284,595	$ 20,591	$ 20,591	$ 20,591	$ 24,758	$ 24,758	$ 24,758	$ 24,758	$ 24,758	$ 24,758	$ 24,758	$ 24,758	$ 24,758
Auditing Fees	18,160	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513	1,513
Management Fee	165,748	13,812	13,812	13,812	13,812	13,812	13,812	13,812	13,812	13,812	13,812	13,812	13,812
Bookkeeping Fee	-												
Employee Benefits Contributions - Administrative	145,142	10,501	10,501	10,501	12,627	12,627	12,627	12,627	12,627	12,627	12,627	12,627	12,627
Office Expenses	7,800	650	650	650	650	650	650	650	650	650	650	650	650
Legal Expense	11,000	917	917	917	917	917	917	917	917	917	917	917	917
Travel	600	50	50	50	50	50	50	50	50	50	50	50	50
Other	38,300	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192
Tenanat Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Water	1,700	142	142	142	142	142	142	142	142	142	142	142	142
Electricity	22,600	1,883	1,883	1,883	1,883	1,883	1,883	1,883	1,883	1,883	1,883	1,883	1,883
Gas	5,000	417	417	417	417	417	417	417	417	417	417	417	417
Other Utilities Expense	400	33	33	33	33	33	33	33	33	33	33	33	33
Ordinary Maintenance and Operations - Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective services - Other Contract Costs													
Property Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability Insurance	14,767	1,231	1,231	1,231	1,231	1,231	1,231	1,231	1,231	1,231	1,231	1,231	1,231
Workers Compensation	7,524	627	627	627	627	627	627	627	627	627	627	627	627
Other General Expenses	80,570	6,714	6,714	6,714	6,714	6,714	6,714	6,714	6,714	6,714	6,714	6,714	6,714
Compensated Absences													
Housing Assistance Payments	9,585,648	798,804	798,804	798,804	798,804	798,804	798,804	798,804	798,804	798,804	798,804	798,804	798,804
Bad Debt - Tenant Rents													
Interest Expense													
Total Operating Expenses	10,389,554	861,077	861,077	861,077	867,370	867,370	867,370	867,370	867,370	867,370	867,370	867,370	867,370
Net Income (Loss)	$ 61,832	$ 9,872	$ 9,872	$ 9,872	$ 3,579	$ 3,579	$ 3,579	$ 3,579	$ 3,579	$ 3,579	$ 3,579	$ 3,579	$ 3,579

Lansing Housing Commission

Operating Budget – **Shelter + Care**

Fiscal Year July 1, 2015 – June 30, 2016

Budget Notes

Revenues

S+C Income Admin Fees - Administrative fees provided to the Shelter + Care Program are based on the total cost of vouchers under lease multiplied by 8%.

- S+C Income Housing Assistance Payments – Restricted funds provided to the Shelter + Care Program; amount is based on the number of vouchers leased and costs associated with those vouchers. These funds can be used only for Housing Assistance Payments.

Expenses

Administrative Salaries - Line item is comprised of the annualized salaries of all HCV employees who participate in the administration of this program.

Auditing Fees –
Based on historical cost.

Housing Assistance Payments – Expenses associated with the monthly Housing Assistance Payments distributed by the S+C program to the landlords of all voucher holders. Also included is the Utility Assistance Payments paid to voucher holders on a monthly basis, if qualified.

Lansing Housing Commission
Operating Budget
Shelter Plus Care
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
HUD PHA Operating Grants	$ 277,689	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141
Total Operating Revenue	$ 277,689	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141	$ 23,141
Administrative Salaries	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Auditing Fees	-												
Management Fee	-												
Bookkeeping Fee	-												
Employee Benefits Contributions - Administrative	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenanat Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity	-	-	-	-	-	-	-	-	-	-	-	-	-
Gas	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective services - Other Contract Costs													
Property Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers Compensation	-	-	-	-	-	-	-	-	-	-	-	-	-
Other General Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Compensated Absences	-												
Housing Assistance Payments	343,986	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666
Bad Debt - Tenant Rents													
Interest Expense													
Total Operating Expenses	343,986	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666	28,666
Net Income (Loss)	$ (66,297)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)	$ (5,525)

Lansing Housing Commission
Operating Budget – **Central Office Cost Center**

Fiscal Year July 1, 2015 – June 30, 2016

Budget Notes

Revenues

Management Fees – There are three categories of fees accounting for revenues in this program:

- Property Management Fees - Revenues from LHC's AMPs, calculated using the HUD-designated rate of $46.44 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less what is projected to be the vacancy rate for the fiscal year. Currently this projection is 5% vacancy.

- OG Management Fee – Revenue generated from the management of the Component Unit, Oliver Gardens LDHALP.

- HCV Program Management Fees - COCC is permitted to capture the greater of $12 per Unit OR 20% of the total Administrative Fee allotment of the HCV Program and $7.50 per Unit Month Leased.

Bookkeeping Fees - Revenues from LHC's AMPs that are calculated using the HUD designated rate $7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (9,996), less the projected 5% vacancy rate.

Other Revenue - Building rent for the HCV Program Offices and miscellaneous vending, property insurance dividends, and leased parking spaces fall under this category of revenues. Projected revenue is based on historical performance.

Administrative Salaries - Line item is comprised of the annualized salaries of current COCC staff, including contracted employees not covered under Management Management Improvements in the Capital Fund.

Auditing Fees – Expenses incurred by COCC for mandatory annual audit.

Employee Benefit Contributions - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits for both active and retired employees of the COCC. This total includes FICA amounts, and anticipated amounts of unemployment to be paid. Also included is the 5%-gross salary employee contribution towards retirement benefits.

Office Expenses – The following categories are listed under this line item:

- Davenport Payments – Monthly cost associated with payment of the loan secured to acquire COCC facility located at 419 Cherry Street.
- Office Supplies - Anticipated expenses for desktop supplies, paper, toner, and other office consumables.

Legal Expense – Non-tenant related legal expenses, based on historical costs and anticipated litigation for the upcoming fiscal year.

Travel – Expenses incurred for COCC staff travelling for business purposes.

Tenant Services – Other – Expenses incurred from administration of the Healthy Start Program at LaRoy Froh, Hildebrandt, and Mt. Vernon.

Water/Electricity/Gas – Based on historical cost of utilities related to 419 Cherry Street These costs are distributed on a square footage ratio between the HCV and COCC departments.

Other Utilities Expense – (Telephone) – Expenses in line with previous year related to providing phone/internet/cell phone services for COCC staff.

Ordinary Maintenance and Operations - Materials and Other – Routine repair materials for COCC needs. Expense based on historical performance.

Ordinary Maintenance and Operations Contracts - Routine contracts for COCC, such as landscaping, snow removal, and mechanical. Expense based on historical performance.

Accounting Services – Expenses related to Fee Accounting/Finance Services

Property Insurance Premiums – COCC property insurance. Expense based on historical performance.

Liability Insurance Premiums – COCC general liability insurance. Expense is based on historical performance.

Workers' Compensation Insurance Premiums – COCC workers' compensation insurance. Expense based on historical performance.

Other General Expenses –

- Publications/Membership Dues & Fees – Expenses related to trade

publications and employee memberships into industry groups and professional organizations.

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections for both standard, first-class mailings, as well as overnight delivery needs.
- Conference – Costs related to any non-federal share activity requiring conference room space.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Compensated Absences – Annualized expenses related to Compensated Absences accrued by employees of the COCC.

Lansing Housing Commission
Operating Budget
COCC
For the year Ending June 30, 2016

		July	August	September	October	November	December	January	February	March	April	May	June
Management Fee	$ 441,000	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750	$ 36,750
Bookkeping Fee	112,097	9,490	9,378	9,385	9,415	9,408	9,340	9,348	9,310	9,235	9,235	9,280	9,273
Other Revenue	282,144	18,512	18,512	18,512	18,512	18,512	18,512	48,512	48,512	18,512	18,512	18,512	18,512
Total Operating Revenue	$ 835,241	$ 64,752	$ 64,640	$ 64,647	$ 64,677	$ 64,670	$ 64,602	$ 94,610	$ 94,572	$ 64,497	$ 64,497	$ 64,542	$ 64,535
Administrative Salaries	$ 128,400	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700	$ 10,700
Auditing Fees	4,540	378	378	378	378	378	378	378	378	378	378	378	378
Employee Benefits Contributions - Administrative	72,516	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043
Office Expenses	6,912	576	576	576	576	576	576	576	576	576	576	576	576
Legal Expense	10,000	833	833	833	833	833	833	833	833	833	833	833	833
Travel	5,000	417	417	417	417	417	417	417	417	417	417	417	417
Other	1,203	100	100	100	100	100	100	100	100	100	100	100	100
Tenanat Services - Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Water	6,060	505	505	505	505	505	505	505	505	505	505	505	505
Electricity	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Gas	5,000	417	417	417	417	417	417	417	417	417	417	417	417
Other Utilities Expense	7,568	631	631	631	631	631	631	631	631	631	631	631	631
Ordinary Maintenance and Operations - Materials and Other	12,060	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Ordinary Maintenance and Operations - Contracts	17,404	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450
Protective Services - Other Contract Costs	2,735	228	228	228	228	228	228	228	228	228	228	228	228
Property Insurance	15,496	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291	1,291
Liability Insurance	1,290	108	108	108	108	108	108	108	108	108	108	108	108
Workers Compensation	3,816	318	318	318	318	318	318	318	318	318	318	318	318
All Other Insurance	359	30	30	30	30	30	30	30	30	30	30	30	30
Other General Expenses	160,848	13,404	13,404	13,404	13,404	13,404	13,404	13,404	13,404	13,404	13,404	13,404	13,404
Reserves	284,034	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670	23,670
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expense	60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Operating Expenses	835,241	69,603	69,603	69,603	69,603	69,603	69,603	69,603	69,603	69,603	69,603	69,603	69,603
Net Income (Loss)	$ -	$ (4,852)	$ (4,964)	$ (4,957)	$ (4,927)	$ (4,934)	$ (5,002)	$ 25,006	$ 24,968	$ (5,107)	$ (5,107)	$ (5,062)	$ (5,069)

Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2015

Hildebrandt	
Operating Income	$1,305,997.00
Operating Expenses	$1,305,997.00
Net Profit/(loss)	$0.00

La Roy Froh	
Operating Income	$1,324,867.00
Operating Expenses	$1,324,867.00
Net Profit/(loss)	$0.00

South Washington	
Operating Income	$1,290,929.00
Operating Expenses	$1,290,929.00
Net Profit/(loss)	$0.00

Mt. Vernon	
Operating Income	$1,163,388.00
Operating Expenses	$1,163,388.00
Net Profit/(loss)	$0.00

Housing Choice Vouchers	
Operating Income	$10,451,386.00
Operating Expenses	$10,389,554.00
Net Profit/(loss)	$61,832

Shelter Plus Care	
Operating Income	$343,986.00
Operating Expenses	$343,986.00
Net Profit/(loss)	$0.00

COCC	
Operating Income	$835,241.00
Operating Expenses	$835,241.00
Net Profit/(loss)	$0.00

LANSING HOUSING
LHC
COMMISSION
419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

May 25, 2015

Lansing Housing Commission
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

SUBJECT:
Approval to enter into a Contract between Metro Development Corporation and Lansing Housing Commission to renovate multiple Kitchens and Bathrooms at Hildebrandt - Resolution #1230

RECOMMENDATIONS:
Staff recommends adoption of Resolution 1230, which authorizes the Executive Director to execute a Contract with Metro Development Corporation to renovate multiple kitchens and bathrooms at Hildebrandt.

CONTACT PERSON:
Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:
Authorization of this resolution constitutes the Commission's approval to allow the Executive Director to enter into multiple contracts not too exceed $1,200,000 to renovate kitchen and bathrooms in multiple LHC units at Hildebrandt.

BACKGROUND:
The Lansing Housing Commission ("LHC") issued an RFP for renovation of the Kitchen and Bathrooms at Hildebrandt on March 27, 2015 based on drawings and specification prepared plus 3 addendums issued by Hobbs and Black Architects. LHC and Hobbs and Black conducted a walk thru at Hildebrandt in April 2015. Several contractors participated in the walkthrough. The sealed bids were due on April 24, 2015. Three contractors, LHC staff and one Hobbs and Black representative participated in the bid opening.

Hobbs and Black conducted post-bid interviews with the two (2) bidders to ensure the bid understandings. The initial apparent low bidder was JDK Restoration Contractors LLC. However, after a thorough review Metro Development Corporation was determined to be the lowest responsive, responsible bidder.

RECOMMENDATION

Hobbs and Black recommended award of the project to Metro Development Corporation based on a review of the bids submitted and contractor qualifications. The bid reflected costs based on unit sizes with an initial rate guarantee for months 1-12 and a subsequent rate guarantee for months 13-24. The maximum number of units which can be renovated will be based on the unit sizes renovated. However, the collective contract amounts shall not exceed $1,200,000.00.

The bid tabulation is attached.

FINANCIAL CONSIDERATIONS:

Contractor Name: Metro Development Corporation
Maximum Contract(s) Amount: $1,200,000.00
Term: 90-120 Days - per contract term
Funding: 2012- 2015 CFP Funds

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.

Respectfully submitted: _____
Patricia Baines-Lake, Secretary

LANSING HOUSING LHC COMMISSION
419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Resolution No. 1230

ADOPTED BY THE LANSING HOUSING COMMISION

May 27, 2015

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia A. Baines-Lake, in her capacity as Executive Director or her designee, is authorized to enter into a contract between the Lansing Housing Commission and Metro Development Corporation, LLC, to complete multiple kitchen and bathroom renovations, at Hildebrandt, pursuant to drawings and specifications completed by Hobbs and Black.

The contact amount is not to exceed $1,200,000.00 to be expended over the next 3 years. The Unit Prices, are as follows:

		Unit price cost for hold 12 months from bid date WITHOUT FURNACE	WITH FURNACE
1A.	Apartment Style A	$40,750.00	$47,291.00
2A.	Apartment Style A BF	$48,300.00	$54,848.00
3A.	Apartment Style B	$53,600.00	$58,008.00
4A.	Apartment Style C	$45,273.00	$49,678.00
5A.	Apartment Style D	$58,900.00	$63,290.00
6A.	Apartment Style E	$60,890.00	$65,295.00
7A.	Apartment Style E BF	$71,246.00	$75,897.00

		Unit price cost for hold 24 months from bid date Without Furnace	With Furnace
1A.	Apartment Style A	$42,457.00	$49,213.00
2A.	Apartment Style A BF	$50,222.00	$57,078.00
3A.	Apartment Style B	$55,686.00	$60,366.00
4A.	Apartment Style C	$47,000.00	$51,697.00
5A.	Apartment Style D	$61,182.00	$65,862.00
6A.	Apartment Style E	$63,269.00	$67,948.00
7A.	Apartment Style E BF	$74,000.00	$78,982.00

Funding Source: 2013, 2014 and 2015 CFP funds.

Tony Battonia
Chair

Yeas 3

Nays 0

Abstentions —

Attest

Secretary

For Clerks Use Only

Resolution No: 1230
Date Adopted: 05/27/2015

May 1, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, MI 48933

Attention: Dona Davenport, Modernization Coordinator

RE: Hildebrandt Apartment Revitalizations
HOBBS+BLACK NO. 13-314.01

We have reviewed the bids received on April 20, 2015 for Hildebrandt Apartment Revitalization as well as obtained additional price information with a post bid addendum. Enclosed is a bid tab and bid evaluation of the bids received.

We interviewed the two lowest bidders and they confirmed that they have included all the known work required for completion of the project; however there are several points to identify concerning the bids:

- While JDK's base bid is lower, the unit prices obtained for iron pipe replacement were much higher than anticipated.
- JDK's proposal did not include a signed non-collusive affidavit with their bid (it was left blank). As far as we can see, Supplemental Instructions, Item 3, Bid Guarantee requires proposals to be properly and completely executed.
- In the post bid interview, JDK reported that they do not have any employees, therefore will not utilize the prevailing wage rates.
- Metro Development Corporation reported two salaried employees and seven hourly employees, so they will utilize prevailing wage rates.
- Metro Development also provides a large list of experience where JDK only listed four projects, two of them for Lansing Housing Commission.

Based on this review, we have no objection to awarding the contract to Metro Development Corporation. We therefore recommend that Metro Development Corporation, be awarded the contract for bid amounts as attached to this document.

Sincerely,

HOBBS+BLACK ARCHITECTS

Nick Scarpone, AIA, NCARB, CSI
Vice President

NCS:ns
Enclosures

cc: John Mortimore

BID RESULTS

Hildebrandt Park Apartment Revitalization

3122 N. Turner Street

Lansing, MI 48906

Project No.: 13-314.01

Bidder			Style A	Style A/BF	Style B	Style C	Style D	Style E	Style E/BF	Bid Bond	Add 1	Add 2	Add 3	VOL ALT. 1	VOL ALT. 2
JDK RESTORATION	12 MONTH	Price w/o Furnace	$34,415.90	$42,374.32	$36,901.95	$34,122.35	$45,742.72	$48,690.64	$60,178.64	$50,000	X	X	X	-25%	N/A
		Cost/SF w/o Furnace	$56.51	$69.66	$50.89	$33.59	$36.05	$34.83	$43.05						
		Price w/ Furnace	$36,605.90	$44,024.32	$38,551.95	$35,972.35	$47,992.72	$50,590.64	$62,078.64	Notes: Kountry Wood Georgetown Maple					
		Cost/SF w/ Furnace	$60.11	$72.29	$32.23	$35.41	$37.82	$36.19	$44.41						
	24 MONTH	Price w/o Furnace	$36,136.69	$44,493.03	$38,747.04	$35,828.46	$48,029.85	$51,125.17	$63,187.57						
		Cost/SF w/o Furnace	$59.34	$73.06	$32.46	$35.26	$37.85	$36.57	$45.20						
		Price w/ Furnace	$38,436.19	$46,225.53	$40,479.54	$37,770.96	$50,392.35	$53,120.17	$65,182.57						
		Cost/SF w/o Furnace	$63.11	$75.90	$33.85	$37.16	$39.73	$38.00	$46.63	POST BID ADDENDA PRICES FOR PVC PIPE					
	DURATIONS	Duration w/o Furnace	21	40	45	30	45	45	60	1 ½ DIA		2" DIA		3" DIA	4" DIA
		Duration w Furnace	21	40	45	30	45	45	60	$90.00		$95.00		$105.00	$110.00
METRO DEVELOPMENT	12 MONTH	Price w/o Furnace	$40,750.00	$48,300.00	$53,600.00	$45,273.00	$58,900.00	$60,890.00	$71,246.00	$50,000	X	X	X	N/A	N/A
		Cost/SF w/o Furnace	$66.91	$79.31	$44.82	$44.56	$46.41	$43.59	$50.96						
		Price w/ Furnace	$47,291.00	$54,848.00	$58,008.00	$49,678.00	$63,290.00	$65,295.00	$75,897.00						
		Cost/SF w/ Furnace	$77.65	$90.05	$48.50	$48.90	$49.87	$46.71	$54.29						
	24 MONTH	Price w/o Furnace	$42,457.00	$50,222.00	$55,686.00	$47,000.00	$61,182.00	$63,269.00	$74,000.00						
		Cost/SF w/o Furnace	$69.73	$82.47	$46.56	$46.28	$48.21	$45.26	$52.93						
		Price w/ Furnace	$49,213.00	$57,078.00	$60,366.00	$51,697.00	$65,862.00	$67,948.00	$78,982.00						
		Cost/SF w/ Furnace	$80.81	$93.72	$50.47	$50.86	$51.90	$48.60	$56.50	POST BID ADDENDA PRICES FOR PVC PIPE					
	DURATIONS	Duration w/o Furnace	45	60	60	45	45	45	60	1 ½ DIA		2" DIA		3" DIA	4" DIA
		Duration w Furnace	45	60	60	45	45	45	60	$2.00		$2.50		$3.00	$5.00
FIRST CONTRACTING	12 MONTH	Price w/o Furnace	$44,330.00	$60,320.00	$52,725.00	$47,235.00	$60,285.00	$65,000.00	$78,650.00	$50,000	X	X	X	N/A	N/A
		Cost/SF w/o Furnace	$72.79	$99.05	$44.08	$46.49	$47.51	$46.49	$56.26						
		Price w/ Furnace	$47,000.00	$62,985.00	$54,480.00	$49,055.00	$61,800.00	$66,535.00	$80,050.00						
		Cost/SF w/ Furnace	$77.18	$103.42	$45.55	$48.28	$48.70	$47.59	$57.26						
	24 MONTH	Price w/o Furnace	$48,320.00	$65,750.00	$57,470.00	$51,485.00	$65,710.00	$70,850.00	$85,730.00						
		Cost/SF w/o Furnace	$79.34	$107.96	$48.05	$50.67	$51.78	$50.68	$61.32						
		Price w/ Furnace	$51,230.00	$68,655.00	$59,385.00	$53,470.00	$67,360.00	$72,525.00	$87,255.00						
		Cost/SF w/ Furnace	$84.11	$75.90	$33.85	$37.16	$39.73	$38.00	$46.63	POST BID ADDENDA PRICES FOR PVC PIPE					
	DURATIONS	Duration w/o Furnace	30	30	30	30	30	30	30	1 ½ DIA		2" DIA		3" DIA	4" DIA
		Duration w Furnace	30	30	30	30	30	30	30	N/A		N/A		N/A	N/A
UNIT INFORMATION		W/Furnace	0	3	19	33	8	3	0						
		W/O Furnace	7		10	9	6	0	2						
		Total Styles	7	3	29	42	14	3	2	100					
		Gross Areas	609	609	1,196	1,016	1,269	1,398	1,398						

LANSING HOUSING
LHC
COMMISSION
419 Cherry St Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

May 27, 2015

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:
Monthly Housing Choice Voucher Informational Report April 2015 Reporting Month.

CONTACT PERSON:
Jennifer Burnette
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. 0 files were drawn down in April. 100% of all waitlist files are being audited.
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 three (3) 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 two (2) QC file reviews on non-waitlist participant files in April. The QC review indicated that 50% of the files audited had no audit findings. The one file that had audit findings has been corrected.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Seven (7) QC inspections were completed in April. We have completed 27 thus far for this FY.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited eleven (11) 24-hour HQS deficiencies in the month of April. 79% of all 24-hour HQS deficiencies were corrected within 24-hours the others were abated accordingly.

Respectfully submitted, _____

Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments

HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	Feb-15	Mar-15	Apr-15
TOTAL NEW LEASES	17	12	3
Total Move-outs	5	13	16
Net	12	-1	-13
Number of Applicants on Voucher Wait List	376	376	376
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	1
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	6	14	4
Total Resident Change of Units (transfers)	9	10	23
TOTAL RECERTIFICATIONS DUE BY MONTH	150	133	154
Annual Recertifications Completed	127	100	125
Annual Delinquent Reexaminations	0	0	0
Interims Completed	73	76	73
TOTAL INSPECTIONS DUE BY MONTH	110	70	65
Annual HQS Inspections Completed	72	79	58
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	47	63	74
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	34	34	30
Total # of HCV Accts. Rec.	7	6	6
Monthly Total Amount Owed	$ 7,771.00	$ 3,687.00	$ 3,289.33
Monthly Total Amount Collected	$ 1,156.00	$ 397.50	$ 387.50
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1419	1428	1403
% UTILIZED UNITS	**83.5%**	**84.0%**	**82.5%**
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	54	59	58
VASH Voucher Utilization	78	76	100
Permanent Supportive Housing (PSH)	97	100	118
Monthly Total Voucher Unit Utilization	1648	1663	1679

LANSING HOUSING
LHC
COMMISSION
419 Cherry Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

May 27, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:
April 2015 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.

Mt. Vernon
LHC Staff and project Architect, Kathleen Waters are working diligently with maintenance to ensure that all work items for the Kitchen and Bath renovations are included when we go out for bid. In addition to making sure the one (1) bedroom units are properly vented; we are now discussing the drain lines throughout the complex. We have designated the first set of units that will be renovated.

Hildebrandt
Bids were received and reviewed for the Kitchen and Bath renovation project. LHC Board approval will be requested ..

LaRoy Froh
We expect to meet the first week of June to discuss any final concerns, view blueprints and pick colors. The project will go out for bid shortly thereafter.

Non-modernization Activities
Mt. Vernon–: Car Crash Damage Update - the Insurance Adjuster has visited the site and provided their estimate on repairs – now repairs must be put out for bid.

The Board of Water and Light (BWL) met with LHC and is currently setting up individual unit visits to access energy savings. BWL will discuss not only energy savings but safety with our residents and provide new light bulbs for any fixtures that do not have the CFL or LED lights. They will also provide reusable indoor window covers, water pipe wrap, replacement dehumidifiers and window air conditioners (to residents) and a limited number of refrigerators for units that have old refrigerators.

LANSING HOUSING
LHC
COMMISSION

419 Cherry Lansing, MI 48933 (517) 487-6550 Fax (517) 487-6977

May 27, 2015

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
April 2015 Asset Management Monthly Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

OVERVIEW:
Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 96% at the end of April. We continue to strive to increase our occupancy level to 98% or higher.

Mt Vernon has nine (9) units we can fill. We have identified households that are required to downsize due to household size change, and identified approved applicants to move into other units. We pulled 50 units from each bedroom size to assist with filling the other units and to prepare a pool.

Hildebrandt Park occupancy was at 98% at the end of April. We are anticipating a couple more move outs in May. We are continuing to get applicants ready to move into these units as they become move in ready. We did end up pulling a few applicants off the waiting list to process for two (2) bedroom and four (4) bedroom units. Some units will remain vacant for the kitchen and bathroom renovations which will begin soon.

LaRoy Froh occupancy is at 98%. This recent increase resulted from mandatory evictions. We have assignment agreements for all of the units that just became vacant. As such we anticipate renting these units the minute we get them rehabbed.

South Washington Park currently has 12 vacant units of which eight (8) are ready for occupancy. We will schedule move-ins upon approval. S. Washington Park will open the waitlist to generate applicants that are currently interested and responsive. There were 65 applications pulled in April.

In April, LHC's combined sites had a total of 114 emergency work orders. 100% were closed or abated within 24 hours. We had 194 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

Mount Vernon has 270 work orders, we met on 5-12-15 to review these work orders and develop an action plan to address the work orders.

As of April 30 Hildebrandt **Park** had 97 open routine work orders: (out of the open work orders 23 are for April and 74 are for earlier months). The work order closings decreased a little in April because both maintenance persons were on-call during the month and working at Mt. Vernon a couple of days, plus vacation and sick days. We will continue to focus on closing out work orders and also to prep for the REAC inspection coming up in July.

LRF work orders: we are working diligently on repairing the oldest work orders out there. We have assigned them by address; therefore the guys take every work order for that unit when they go out on a call. We have found a few setbacks with losing a staff when they rotate to Mt. Vernon, and have been doing some in house rehab units due to lack of contractors to rehab for a short period of time. We are now preparing to look at REAC and will be focusing on getting our property and units ready for that. This is causing a small delay in completing "routine" work orders.

South Washington Park has a total of 174 work orders which include annual and routine work orders. This number increased over prior months due to our focus on Oliver Gardens, a site also managed by (SWP). In addition, this number could continue to grow because the City of Lansing will complete a 100% inspection of all of the units in the high-rise. At a minimum we know that we will have to make some changes to the living room smoke detectors in each unit due to changes in the City of Lansing Code for smoke detectors in rental properties.

	Mt Vernon Park-102	Hildebrandt-103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	202	220	213	195	830
Total Units Occupied	189	215	208	183	795
Percent Occupied	94%	98%	98%	93%	96%
Move –Ins	1	2	1	1	5
Move-Outs		4	3	3	10
Transfers	1	2	0	0	3

Emergency Work Orders	28	27	36	23	114
Routine Work Orders	270	58	152	174	654

Note: SWP has one unit offline

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	**202**	$35,318.00	$4,649.44	$30,668.56	87%
Hildebrandt	**220**	$31,015.00	$5,714.00	$25,301.00	82%
LaRoy Froh	**213**	$31,591.00	$5,099.25	$26,491.75	84%
South Washington	**195**	$34,665.00	$5,179.96	$29,485.04	87%
Totals	**830**	**$132,589.00**	**$20,642.65**	**$111,946.35**	**84%**

LANSING HOUSING
LHC
COMMISSION
419 Cherry St. Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

LHC Board Meeting
Sign-In Sheet
Date of Meeting: May 27, 2015

Name	Organization	Phone #	E-mail
Cheryl Aldridge	Oliver Gardens	(517)512-2494	———
Carolyn Wade	/	887-6935	———
Jennifer Burnette	Downtown		
Lisa Persons	LIPA		
Rhonda Pagel	HP		
Janell Mcleod	SWP	517-393-8464	Janellm@lanshc.org
Alecia Orozco	LaRoy Froh	517-862-0839	
Arthur Barnett	LHC	372-7996	pa-tbl@lanshc.org