



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

Agenda

Lansing Housing Commission

November 20, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of October 23, 2013
4. Action Items.
 - a) Resolution No. 1187-Approval of Resident Write-Offs October 1, 2013- October 31, 2013
 - b) Resolution No. 1188-Approval- Contract Fee Accountant
 - c) Resolution No. 1189-Approval-Energy Savings Loan
 - d) Resolution No. 1190-Approval-Audit Contract
 - e) Resolution No.1191-Approval-Demo Disposition (521)
 - f) Resolution No. 1192-Approval-Temporary Displacement Reimbursement Policy

Informational Items

- a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
- b. Housing Choice Voucher Report – Deb Baker
- c. Asset Management Report – Patricia Baines-Lake
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Kendra Schmidtman
 - 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

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

Adjournment

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting November 20, 2013

Agenda

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

**Minutes of the October 23, 2013
Lansing Housing Commission & Public Hearing Meeting**

PRESENT AT ROLL CALL: Commissioners Bakken, Frens and Joyce

GUESTS: None

STAFF:	Patricia Baines-Lake	Ramiro Salazar	Lisa Parson
	Janell Mcleod	Kris Whipple	
	Rhonda Pagel	Melissa Witt	
	Debra Baker	Kendra Schmidtman	

Commissioner Frens acting as Board Chairman in the absence of Chairman Baltimore called the meeting to order promptly at 5:42 p. m. Director Baines-Lake called the roll.

Commissioner Bakken moved and Commissioner Joyce 2nd a motion to approve the minutes of the October 23, 2013 Board Meeting. **The Motion was approved by all members present.**

Commissioner Joyce moved and Commissioner Bakken 2nd a motion to approve Resolution No. 1185-Approval of Resident Write-Offs September 1, 2013 to September 30, 2013. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1186-Approval to Solicit Lessees for Excess Space in 419 Cherry St. **The Motion was approved unanimously.**

Written Informational Reports were provided as follows:

Financial Reports	Ramiro Salazar
Asset Management	Patricia Baines-Lake
Housing Choice Voucher Report	Debra Baker
Modernization Report	Patricia Baines-Lake
Verbal Asset Management Report were presented as follows:	
Mt. Vernon & Scattered Sites AMP 102-104	Lisa Parson
Hildebrandt AMP 103	Rhonda Pagel
LaRoy Froh AMP 111	Lisa Parsons
South Washington AMP 112	Janell McLeod

The President had no comments

There being no other business, Vice-President Frens adjourned the meeting at 7:26 p. m.





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

November 20, 2013

**Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for October 2013-Resolution No. 1187

RECOMMENDATION:

Staff recommends adoption of Resolution No.1187 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of October, 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off **\$6,375.50** (the full amount of resident balances on accounts closed as of **October 31, 2013**. The previous three month's write-off balances were:

- **September 2013 - \$7,683.75**
- **August 2013 - \$8,222.00**
- **July 2013 - \$9,904.75**

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 **October 31, 2013 total \$6,375.50**. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active residents. A breakdown of accounts receivable categories relating to this write-off amount appears in Attachment (A). 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 **\$6,375.50** for outstanding rent and other charges due from residents who moved out of an LHC property as of **October 31, 2013**. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, 

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



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

Resolution No. 1187

Adopted by the Lansing Housing Commission

November 20, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off **\$6,375.50** of resident account receivables as of October 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.

Yeas

4

Nays


0

Abstentions

0


Chair

Attest


Secretary

For Clerks Use Only

Resolution No: 1187
Date Adopted: 11/20/2013



Attachment (A)
Accounts Receivable Write-offs Breakdown
October 31, 2013

AMP	Amount	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
Mt. Vernon	\$ 339.00	\$ 23.00	\$ 92.00	\$ 100.00	\$ 147.00		
LaRoy Froh	\$ 339.00	\$ 23.00	\$ 92.00	\$ 100.00	\$ 147.00		
LaRoy Froh	\$ 2,742.00	\$ 481.00	\$ 2,405.00	\$ 100.00	\$ 237.00		
LaRoy Froh	\$ 668.00	\$ 85.00	\$ 421.00	\$ 100.00	\$ 147.00		
LaRoy Froh	\$ 615.00	\$ 180.00	\$ 520.00	\$ 50.00	\$ 45.00		
South Washington	\$ 150.00	\$ 127.00	\$ 38.00				\$ 112.00
South Washington	\$ 472.50	\$ (110.00)					\$ 472.50
South Washington	\$ 255.00	\$ 157.00	\$ 123.00				\$ 132.00
South Washington	\$ 370.00	\$ 50.00	\$ 122.00				\$ 248.00
South Washington	\$ 25.00	\$ 50.00	\$ 25.00				
South Washington	\$ 400.00	\$ 213.00	\$ 126.00				\$ 274.00
	\$ 6,375.50		\$ 3,964.00	\$ 450.00	\$ 723.00	\$ -	\$ 1,238.50
	Percent of Total Owed		62%	7%	11%	0%	19%



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November 20, 2013

**Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

APPROVAL TO EXECUTE A CONTRACT WITH EMERGE CERTIFIED PUBLIC ACCOUNTANTS FOR FEE ACCOUNTING SERVICES- RESOLUTION NO. 1188

RECOMMENDATIONS:

Staff recommends adoption of Resolution No 1188, which authorizes the Executive Director or her designee to execute a Contract with Emerge Certified Public Accountants to provide fee accounting services to LHC.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests your approval to execute a Contract with Emerge Certified Public Accountants for the completion of fee accounting services for Fiscal Year 2014 with two (2) one-year renewal options.

BACKGROUND:

LHC received three Proposals from Emerge Certified Public Accountants, Toski & Company, and Emphasys Software. We are recommending Emerge Certified Public Accountants as the respondent's price is reasonable based on our internal estimate of costs, they have experience with other PHA's and they are well qualified. A thorough evaluation was conducted in compliance with HUD regulations governing procurement. Client references were contacted, and feedback from those references was received.



FINANCIAL CONSIDERATIONS:
Emerge Certified Public Accountants

Fee Accounting Services –

FY2014: Hourly rate of \$150.00/hour, not to exceed \$45,000.00

OPTION 1, FY2015: Hourly rate \$155.00/hour, not to exceed \$46,350.00

OPTION 2, FY2016: Hourly rate \$160.00/hour, not to exceed \$47,750.00

This contract will be funded out of Lansing Housing Commission's Capital Fund's Budget Line Item 1408, which is designated for Management Improvement.

POLICY CONSIDERATIONS:

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

Respectfully submitted: _____

Patricia Baines-Lake, Secretary





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

Resolution No. 1188

Adopted by the Lansing Housing Commission

November 20, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity as Executive Director or her designee, is authorized to execute a Contract with Emerge Certified Public Accountants (subject to HUD approval if required) to perform Fee Accounting services for Fiscal Year 2014 with the option of renewing for an additional two years.

This contract will be funded out of the Lansing Housing Commission Capital Fund's Budget Line Item 1408, which is designated for Management Improvements.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest 
Secretary

For Clerks Use Only

Resolution No: 1188
Date Adopted: 11/20/2013





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

November 20, 2013

**Lansing Housing Commission
419 Cherry Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH PNC TO BORROW UP TO \$2.2 MILLION FOR A TERM NOT TO EXCEED 15 YEARS 6 MONTHS, AT A RATE NOT TO EXCEED 5% TO ACQUIRE, LEASE, ASSIGN AND INSTALL ENERGY SAVINGS DEVICES AT LANSING HOUSING COMMISSION ("LHC") PROPERTIES. - RESOLUTION NO. 1189

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1189, which authorizes the Executive Director to enter into an agreement, with PNC to borrow up to \$2.2 million, at a rate not to exceed 5%, a term up to 15 years, 6 months, to acquire, lease, assign and install energy savings devices at LHC properties.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests the Board to authorize the Executive director to enter into a \$2.2 million loan agreement with PNC for up to 15 years as described above.

BACKGROUND:

In April 2012 the Board authorized Patricia A. Baines-Lake, acting in her capacity as Executive Director or her designee, is to execute a contract for an investment grade audit of the LHC energy usage by Honeywell Inc. This investment grade audit provided the foundation for LHC and Honeywell to develop a comprehensive plan to reduce energy costs to the LHC properties.

In October 2012 the Board authorized Patricia Baines-Lake to enter into an Energy Services Agreement ("ESA") with Honeywell International, Inc. and a loan with PNC. However, the board requested further study and analysis of the ESA and loan



provisions with input from the Finance Committee. These actions occurred and the Finance Committee supports the proposed transaction. The resolution also required LHC to request HUD approval to utilize LHC properties as the security interest for the loan pursuant to Section 30 of the U. S. Housing Act of 1937. HUD completed a thorough review of the proposal and has now granted this approval.

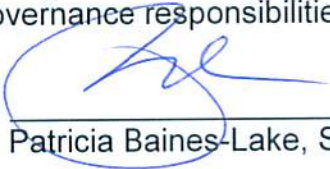
FINANCIAL CONSIDERATIONS:

The loan amount is not to exceed \$2.2 Million. The term of the loan is not to exceed 15 years, six months. The loan interest rate will not exceed 5%.

POLICY CONSIDERATIONS:

LHC does not have a policy governing this issue. Approval or disapproval of this resolution is consistent with the governance responsibilities of the Board.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1189

Adopted by the Lansing Housing Commission ("LHC")

November 20, 2013

WHEREAS, Act 18, Public Acts of Michigan, 1933, as amended ("Act 18"), enables a city, acting through its housing commission, to purchase, lease and assign any property, real or personal, or any interest therein, and to engage in or contract for the alteration, improvement and/or repair of any housing projects or parts thereof, and to enter into contracts for the purchase of materials and contracts related to the construction, maintenance and operation of housing projects without approval of the City;

WHEREAS, Section 260.01 of the Lansing City Ordinances provides LHC all the powers, duties and limitations of Act 18; and

WHEREAS, consistent with such powers, LHC desires to purchase, lease, assign and install lighting equipment, water saving devices and other energy saving devices from Honeywell and related Suppliers (as defined in the Agreement) for LHC housing properties, pursuant to a Master Equipment Lease-Purchase Agreement (the "Agreement") with PNC Equipment Finance, LLC ("Lessor") in substantially the form presented to this LHC Board.

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

LHC is authorized to enter into the Agreement for acquisition of Equipment (to be described in greater detail in the final version of the Agreement) for not to exceed a 15 year 6 month term, interest at not to exceed 5% and \$2.2 million aggregate acquisition price, to acquire, lease, assign and install lighting equipment, water saving devices, and other energy savings devices in LHC housing properties. Patricia Baines-Lake, in her capacity as Executive Director, or her designee (each an "Authorized Officer") is authorized to sign the Agreement on behalf of LHC. The Agreement shall be in substantially the form of Appendix A, with such modifications as may be necessary to reflect changes in terms or details determined by an Authorized Officer at or prior to the time of execution pursuant to authority granted by this Resolution. The Authorized Officer shall have the authority to make such changes in the form of the Agreement as shall be requested by the LHC, deemed reasonable by an Authorized Officer and not in conflict with the law or provisions of this Resolution. The Authorized Officer shall also have authority to appoint an escrow agent, if deemed necessary or advisable.



The Agreement is anticipated to be paid from funds lawfully available to the LHC for this purpose. Rent Payments (as defined in the Agreement) will constitute a current expense of LHC and shall not in any way be construed to be a debt of LHC in contravention of any applicable constitutional, statutory or charter limitations or requirements concerning the creation of indebtedness by LHC, or shall anything in this Resolution or the Agreement constitute a pledge of the full faith and credit or taxing power of the LHC or the City of Lansing.

The LHC hereby covenants that, to the extent permitted by it, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Agreement from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of proceeds and moneys deemed to be proceeds.

The Authorized Officers are hereby authorized to take any actions necessary to comply with requirements of the LHC in connection with execution of the Agreement, including the administrative appropriation and transfer of funds related to the Agreement. The Authorized Officers are hereby jointly and severally authorized to execute and delivery such other certificates, documents, instruments, and other papers as may be required by the LHC or as may be otherwise necessary or convenient to effect the delivery of the Agreement as set forth above, including but not limited to a related Lease Schedule, Escrow Agreement and/or Non-arbitrage and Tax Compliance Certificate.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.



Chair

Yeas

4

Nays

0

Abstentions

Attest

Secretary

For Clerks Use Only

Resolution No: 1189

Date Adopted: 11/20/2013



APPENDIX A

AGREEMENT FOR ACQUISITION OF THE EQUIPMENT

See Attached.

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Lansing Housing Commission (LHC)

Lansing, Michigan

Energy Retrofit Project

Detailed Description of Energy Conservation Measures (ECMs) At Selected Sites

PART 1 – PRODUCTS & EXECUTION

Project Scope:

Water and Lighting energy conservation measures (ECMs) will be installed at all sites. At the family sites, ECMs will include: the installation of limiting thermostats, new gas domestic water heaters, limiting thermostats, and indirect water heaters at Mt. Vernon Park.

1. Tenant Area Lighting

AMP No.	HA Site No.	Site Name
2	MI-058-102	MT VERNON PARK TOWNHOUSES
2	MI-058-102	MT VERNON SCATTERED SITES
3	MI-058-103	HILDEBRANDT PARK
3	MI-058-103	HILDEBRANDT PARK SCATTERED SITES
11	MI-058-111	LA ROY FROH TOWNHOUSES (Reo)
11	MI-058-111	LA ROY FROH TOWNHOUSE SCATTERED SITES
12	MI-058-012	HOYT & FOREST ARBOR TOWNHOUSES
12	MI-058-112	SOUTH WASHINGTON PARK SCATTERED SITES

Scope of Work:

Retrofit existing fluorescent lighting fixtures with T-8 lamps and electronic ballasts. Replace incandescent bulbs with screw-in compact fluorescent lamps. Candleabras, non standard sockets, and portable lamps will not be replaced. See Part 2 – Lighting fixture list.

2. Water Conservation

Faucet Aerators

AMP No.	HA Site No.	Site Name
2	MI-058-102	MT VERNON PARK TOWNHOUSES
2	MI-058-102	MT VERNON SCATTERED SITES
3	MI-058-103	HILDEBRANDT PARK
3	MI-058-103	HILDEBRANDT PARK SCATTERED SITES
11	MI-058-111	LA ROY FROH TOWNHOUSES (Reo)
11	MI-058-111	LA ROY FROH TOWNHOUSE SCATTERED SITES
12	MI-058-012	HOYT & FOREST ARBOR TOWNHOUSES
12	MI-058-112	SOUTH WASHINGTON PARK SCATTERED SITES

Scope of Work:

Replace all aerators in Bathroom lavatories with new 1.0 gpm low-flow aerators. Replace all aerators in Kitchen sinks with new 1.5 gpm low-flow type aerators.

Note: New kitchen and bathroom fixtures will not be provided within the Energy Performance Contract. Only aerators will be installed.

Showerheads

AMP No.	HA Site No.	Site Name
2	MI-058-102	MT VERNON PARK TOWNHOUSES
2	MI-058-102	MT VERNON SCATTERED SITES
3	MI-058-103	HILDEBRANDT PARK
3	MI-058-103	HILDEBRANDT PARK SCATTERED SITES
11	MI-058-111	LA ROY FROH TOWNHOUSES (Reo)
11	MI-058-111	LA ROY FROH TOWNHOUSE SCATTERED SITES
12	MI-058-012	HOYT & FOREST ARBOR TOWNHOUSES
12	MI-058-112	SOUTH WASHINGTON PARK SCATTERED SITES

Schedule A
Lansing Housing Commission Complete Scope

Scope of Work:

Replace all showerheads in all bathrooms that have showerheads with new 1.50 gpm low flow type. Hand held shower wands will be replaced in kind wherever they now exist. This will save water & sewer costs as well as gas and electric costs used to heat part of the water.

Water Closets

AMP No.	HA Site No.	Site Name
2	MI-058-102	MT VERNON PARK TOWNHOUSES
2	MI-058-102	MT VERNON SCATTERED SITES
3	MI-058-103	HILDEBRANDT PARK
3	MI-058-103	HILDEBRANDT PARK SCATTERED SITES
11	MI-058-111	LA ROY FROH TOWNHOUSES (Reo)
11	MI-058-111	LA ROY FROH TOWNHOUSE SCATTERED SITES
12	MI-058-012	HOYT & FOREST ARBOR TOWNHOUSES
12	MI-058-112	SOUTH WASHINGTON PARK SCATTERED SITES

Scope of Work:

Replace existing 3.5 gpf and 1.6 gpf gravity flush water closets with new 0.8/1.28 GPF Caroma Dual Flush Toilets. Any associated tile/floor work that comes with the removal of the existing toilet and new installation is the responsibility of Lansing Housing Commission (LHC).

Lansing Housing Commission Water Retrofit SOW				
Site Name	# of Kitchen Aerators to be installed	# of Bathroom Aerators to be installed	# of Showerheads/Wands to be installed	# of Low-Flow Toilets to be installed
MT VERNON PARK TOWNHOUSES	140	180	150	180
MT VERNON SCATTERED SITES	33	42	33	42
HILDEBRANDT PARK	100	118	105	118
HILDEBRANDT PARK SCATTERED SITES	68	86	68	86
LA ROY FROH TOWNHOUSES (Reo)	100	121	107	121
LA ROY FROH TOWNHOUSE SCATTERED SITES	111	119	111	119
HOYT & FOREST ARBOR TOWNHOUSES	52	52	52	52
SOUTH WASHINGTON PARK SCATTERED SITES	40	53	49	53

3. Limiting Thermostats

Scope of Work:

Limiting thermostats shall be installed at the following sites:

- Mt Vernon Park Townhouses located at 3338 N. Waverly Road Lansing, MI 48906
- Hildebrandt Park located at 3122 North Turner Street Lansing, MI 48906
- Hoyt and Forest Arbor Townhomes located at two addresses – 2113 Forest Arbor Drive Lansing, MI 48910 and 1904 Hoyt Avenue Lansing, MI 48910.

Site Name	Number of Units by Bedroom Type to Receive Limiting T-Stats						
	0	1	2	3	4	5	Total
Mt. Vernon Park Townhouses (Units on Central Boiler)	40						40
Hildebrandt Park Townhouses		10	23	11			44
Hoyt & Forest Arbor Townhouses			56				56
Grand Totals	40	10	79	11			140

Intent of this Energy Conservation Measures (ECM)

The work of this scope is to be performed at the family residential sites listed above. The existing thermostats shall be removed and disposed of and new limiting thermostats – with a pre-set temperature limit of seventy five (75) degrees Fahrenheit on heat setting – will be installed.

Install New Limiting thermostats

Honeywell shall:

1. Provide new programmable thermostats - Honeywell Focus Pro or approved equal – in each townhouse unit at the sites listed above. A total of 140 thermostats shall be installed. Thermostats shall control heating through new furnace ECM described below and heating boiler at Mt. Vernon Park Townhouses.
2. Subcontractor is to program limits as directed by Honeywell.
3. Include all necessary connections to the existing equipment including the addition of a common wire to power the new thermostat from the equipment power source. New thermostat is to be installed on an interior wall. Location of the new thermostat is to be approved by the Honeywell project manager. The existing wiring will be replaced with new wiring.
4. Contractor is responsible for all patching and painting necessary to make the new thermostat installation appear “finished” after it is installed.

4. Indirect Water Heaters

Scope of Work:

Two of the existing six indirect water heaters shall be replaced at the following sites:

- Mt Vernon Park Townhouses located at 3338 N. Waverly Road Lansing, MI 48906.

Site Name	Number of Units by Bedroom Type Served by Indirect Water Heaters						
	0	1	2	3	4	5	Total
Mt. Vernon Park Townhouses* * The Customer has replaced four of the existing six existing indirect DHW heaters, leaving two that remain to be replaced.	40						40
Grand Totals	40						40

Intent of this Energy Conservation Measures (ECM)

40 units at Mt Vernon Park Townhouses are located in row housing where the DHW is provided from a single source located in a mechanical room in each building. There are 7 total row house buildings. Four of the buildings have indirect DHW heaters that are fed from the boiler system; the other building has a dedicated DHW system. The Customer has replaced four of the six existing indirect DHW heaters, leaving two that remain to be replaced. This ECM will involve replacing the two remaining indirect DHW heaters.

Narrative Scope of Work

Install New High Efficiency DHW System.

Honeywell shall:

- 1.) Install two (2) new DHW indirect tank(s) as necessary to support the overall building DHW system. Contractor shall match the new tank output capacities to the existing.
- 2.) The new indirect heaters shall be Weil McLain Aqua Plus or approved equal.
- 3.) Dispose of existing DHW tanks according to all applicable codes and standards.
- 4.) Pipe, valves, specialties and fittings may be steel or copper at the Contractors discretion. If steel, use schedule 40, grade A, black steel pipe. Fittings for 2 ½" and smaller shall be threaded. Fittings for 3" and larger shall be welded. If copper, use type L with 95-5 solder.
- 5.) Retain all existing water piping; integrate new work seamlessly with existing.
- 6.) Provide all controls and wiring to interface the new indirect heaters with the existing heating system
- 7.) Ensure that the existing DHW loop and building re-circulating pumps are in adequate condition. Any deficiencies noted during the walkthrough are to be reported to Honeywell in writing; however, Honeywell is not responsible for repair or code compliance.
- 8.) Provide construction schedule in proposal.
- 9.) Provide startup and checkout.
- 10.) The installations shall be complete and operational, and shall meet all municipal, state and industry codes and standards.
- 11.) Contractor shall include the costs of all permitting and inspection required by any applicable local or state authorities having jurisdiction.

5. New High Efficiency Energy Star Rated™ Gas Furnaces

Scope of Work:

New High efficiency condensing furnaces shall be installed at the following sites:

- Hildebrandt Park located at 3122 North Turner Street Lansing, MI 48906

Site Name	Number of Units by Bedroom Type to Receive New Furnaces						
	0	1	2	3	4	5	Total
Mt. Vernon Park Townhouses • Units on Central Boiler	*						0
Hildebrandt Park Townhouses		10	23	11			44
Grand Totals	*	10	23	11			44

Intent of this Energy Conservation Measures (ECM)

The work of this scope is to be performed at the family residential sites listed above. The existing conventional space heating furnaces shall be removed and replaced on a one to one basis with high efficiency furnaces. LHC shall provide a list of units to receive new furnaces.

Narrative Scope of Work

Install New Condensing Space Heating Forced Air Energy Star Rated™ Furnaces

Honeywell shall:

1. Furnish and install new Bryant, Carrier, Airtemp, Payne or approved equal (must be Energy Star™ Rated) natural gas fired, high efficiency condensing hot air furnaces in the quantity listed in the table above.
 - a. The contractor is responsible for design of the proposed system and insuring that the proposed equipment meets the heating load requirements.
2. Remove existing furnaces and dispose of them in accordance with all applicable codes and standards.
3. Furnish and install all piping and ductwork modifications to facilitate the installation of the new furnace units, existing gas piping and ductwork may be used if it is sufficient.
4. Furnish and install new exhaust vent and combustion air intake.
5. In living areas, install drywall soffits to cover any new piping that is required from this new installation. The soffits shall be patched, primed and painted to match the existing wall/ceiling areas.
6. Provide a screen on the exterior vent piping to protect piping from dirt, birds etc.
7. Provide a protective cage to prevent children, pets, etc. from being able to damage the piping.
8. Ensure that all piping meets all applicable clearance requirements related to windows, minimum heights from the ground for snow drifts, etc.
9. Provide startup, testing and adjustment of required fan speed for all furnaces.

Schedule A
Lansing Housing Commission Complete Scope

10. Provide all power wiring and control wiring.
11. Coordinate all furnace retrofit activities with LHC to minimize tenant and workplace disruptions.
12. Provide training sessions for the owner's staff – to include the effective operation and preventative and corrective maintenance operations. Training must be coordinated through Honeywell's PM. Documentation shall consist of a summary checklist of important maintenance items, all of which will be explained to the LHC maintenance department.
13. Provide construction schedule in proposal. Startup and checkout of the system is included.
14. The installations shall be complete and operational, and shall meet all municipal, state and industry codes and standards.
15. Contractor shall include the costs of all permitting and inspection required by any applicable local or state authorities having jurisdiction.
16. If the local code does not require a source of outside air for ventilation, subcontractor shall remove any existing connections.

6. Building Envelope

Intent of these Energy Conservation Measures (ECMs)

The contractor shall upgrade attic insulation levels to R-38 and provide weather-stripping, door sweep replacement, etc. as detailed below.

Project No.	Site Name	Total Building Area (SF)	No. of Bldgs	Number of Units by Bedroom Type							Total Bedrooms
				0	1	2	3	4	5	Total	
MI-058-102	Mt. Vernon Park Townhouses	182,800	30	40	10	25	25	30	10	140	345
MI-058-103	Hildebrandt Park Townhouses	104,408	21		10	33	39	13	5	100	270
MI-058-111	La Roy Froh Townhouses (Reo)	102,926	17		20	24	35	14	7	100	264
	Grand Totals	1,335,803	68	40	40	82	99	57	22	340	879

The final Building Envelope Scope of Work is as follows:

Building	Energy Measure	Quantity
HILDEBRANDT PARK	Attic Insulation (all units)	100
HILDEBRANDT PARK	Weather-stripping/Sweep Replacement for Doors	200
LA ROY FROH TOWNHOUSES (Reo)	Weather-stripping/Sweep Replacement for Doors	200
MT VERNON PARK	Caulk 280 Exterior Door Perimeters	280
MT VERNON PARK TOWNHOUSES	Rim Joist Insulation 1- 2, 3, 4 & 5 Bedroom Townhomes	140
MT VERNON PARK TOWNHOUSES	Weather-stripping/Sweep Replacement for Doors	280

Details of Weather Stripping and Caulking Doors

- Weather-strip door sweeps for with premium Q-Lon Magnetic strips and adjustable door sweep with exterior bulb seal and (4) sealing wands on both exterior doors to provide a good weather seal on all four edges of the door.
- Caulk the exterior and interior trim of each exterior door with premium Sherwin Williams caulk to prevent any air leakage around the frame.

Details of Adding Attic Insulation

- Raise the insulation level in the attics to R-38. Bring up to current local Codes.
- Care shall be taken to contain the insulation within the attic space.

Schedule A
Lansing Housing Commission Complete Scope

- Contractor is responsible to cleanup all stray insulation particles from the living spaces in the apartments as well as all particles outside the buildings including in the grass, bushes, trees, etc.
- Do not cover attic ventilation devices such as attic fans, louvers, ridge vents, eave vents, etc. Provide pre-formed protective devices at vents to prevent this from happening.
- Do not insulate above any heat producing devices, such as door bell transformers, motors, and light fixtures (except as noted below).
- Lansing Housing Commission (LHC) is responsible for providing attic access and cutting access hatches if they are not present.
- Contractor shall restore and replace all proper "attic venting" to ensure proper airflow.

Details of Adding Rim Joist Insulation

- Install R-13X15 Friction Fitt Batts in all exposed rim joist in accordance with Michigan residential code requirements.

7. Advent House Ministries – Resident Education on Energy Efficiency

Intent of Energy Conservation Measures (ECMs)

Honeywell shall coordinate with Advent House Ministries to provide section 3 resident education training on energy efficiency. The maximum amount will be \$4,000.

Advent House Ministry – Resident Education

Resident Education	Maximum Amount
Section 3 Resident Education Training	\$4,000

PART 2 – Lighting Fixture List

PART 3 – GENERAL

A. GENERAL CONDITIONS

1. Honeywell is not responsible for bringing existing systems and structures up to code, unless specified to the contrary in Part 1 hereof. Honeywell will provide remote on site Project Management. Honeywell Project Manager will be on site every third week. Dates to be determined with Commission once contract is signed.
2. A five (5) year ballast warranty will be provided by the ballast manufacturer and a one (1) year lamp warranty will be provided by the lamp manufacturer. The five (5) year warranty on the ballasts operates by the Customer sending the old ballasts back to the manufacturer and in return a new ballast will be provided to be installed by the Customer's work force.
3. If Honeywell encounters any materials, substances or conditions classified as toxic hazardous or unsafe in performance of the Work, including asbestos, Honeywell will notify Customer and will stop work in that area until such area has been made safe by the Customer, or Customer's Representative, at Customer's expense. In the event such conditions cause a delay in Honeywell's performance, Honeywell shall be entitled to recovery of all costs associated with such delay, as well as an extension of time of performance.
4. Where demolition of certain areas of a building are required for removal and installation of equipment and that demolition is included in the scope of work defined herein, Honeywell will make every effort to replace such areas with similar materials as available. If such materials are not available, materials of similar quality will be supplied and installed.
5. Electrical: Should a problem with the existing wiring system occur, Honeywell will limit electrical wiring modifications (repairs) to within three feet (36 inches) of the device or the nearest wall or coiling penetrating, whichever is smaller.
6. Piping: Should a problem with the existing piping system occur, Honeywell will notify the owner as to the problem. Unless specifically noted elsewhere, Honeywell will not be responsible for existing piping problems including but not limited to, replacing system stop valves, system shut off valves, leaking valve stems or aerators that cannot be removed through normal workman-like procedures.
7. Routine Clean-up: Routine clean up such as vacuuming, coil cleaning and filter change of air handling devices, etc. is the responsibility of the Customer, or as included in Schedule H.
8. Utility Meter: If new utility meters are required, provision and coordination of utility meters is the responsibility of the customer, unless otherwise specified to the contrary in Part 1 hereof.
10. Efficiency Values: Honeywell will install equipment and lighting components (hereto referred as "equipment") under the scope described herein with specific energy and water efficiency values. The customer is required to replace any failed "equipment" no longer warranted by Honeywell or a Honeywell subcontractor, with "equipment" of equal or greater efficiency for the full contract guarantee term.



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

November 20, 2013

**Lansing Housing Commission
419 Cherry Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL TO EXECUTE A CONTRACT WITH YEAGER & BOYD, LLC FOR
AUDITING SERVICES- RESOLUTION NO. 1190**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1190, which authorizes the Executive Director or her designee to execute a Contract with Yeager & Boyd, LLC to provide auditing services to LHC.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests Board approval to execute a Contract with Yeager & Boyd, LLC for completion of financial audits for June 30, 2013, June 30, 2014 and June 30, 2015.

BACKGROUND:

LHC received four Audit Proposals - Yeager & Boyd, LLC, Plante Moran, Toski & Company, and Novogradac & Company. We are recommending Yeager & Boyd, LLC based on the respondent's price, experience and overall qualifications. A thorough evaluation of Yeager & Boyd was conducted. Client references were contacted, and feedback from those references was positive.

FINANCIAL CONSIDERATIONS:

Yeager & Boyd, LLC

Financial Audit FY2013: \$19,304.00

Financial Audit FY2014: \$19,883.00

Financial Audit FY2015: \$20,479.00

Consultant Hourly Rate (Quantity 20): \$145.00/hour

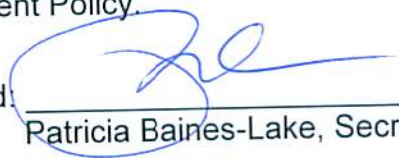


This contract will be funded out of Operating Subsidy funds.

POLICY CONSIDERATIONS:

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

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1190

Adopted by the Lansing Housing Commission

November 20, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Patricia Baines-Lake, in her capacity as Executive Director or her designee, is authorized to execute a Contract with Yeager & Boyd, LLC to complete LHC's Annual Certified audits for June 30, 2013, June 30, 2014 and June 30, 2015.

In addition, the Auditor will perform attestation procedures related to audited financial information electronically submitted to the U. S. Department of Housing and Urban Development.

The contract will be funded by spreading the cost across the AMPs, the Housing Choice Voucher Program, and the Central Office Cost Center.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest 

Secretary

For Clerks Use Only

Resolution No: 1190
Date Adopted: 11/20/2013





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

November 20, 2013

**Lansing Housing Commission
419 Cherry Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL TO SUBMIT A DEMO DISPOSITION APPLICATION FOR UNIT 521
SOUTH WASHINGTON APARTMENTS, AMP 112 - RESOLUTION NO. 1191**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1191, which authorizes the Executive Director or her designee to submit a demo/disposition application to the U. S. Department of Housing and Urban Development Special Applications Center office for Unit 521 located in S. Washington Park Apartments.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests your approval to submit a demo/disposition application to the U.S. Department of Housing and Urban Development for unit 521 S. Washington Apartments.

BACKGROUND:

LHC attempted to resolve the HVAC problems associated with unit 521 of S. Washington Apartments several times over the past 10 years with no success. Because of the unit's location in proximity to the boiler there is excessive uncontrollable heat. This extreme heat causes the walls to sweat which results in peeling paint and intolerable living conditions. LHC hoped (but could not guarantee) this problem would be resolved when a new boiler was installed. However, the cost of a new boiler exceeds one million dollars and is not feasible given other competing needs for capital funds. Also, even a new boiler may not resolve the heat issue for this unit.

This unit has not been available as a safe, decent, sanitary apartment, for occupancy by a low income person for more than 10 years. Demolition of unit 521 will have a De-



Minimis effect on LHC's 834 unit portfolio. HUD defines De Minimis as less than 5% of the PHA's housing stock over a five year period. The removal of this unit from LHC's inventory conforms with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973 and title II of the Americans with Disabilities Act of 1990. No residents will be affected by this demolition. LHC will comply with all HUD reporting and recordkeeping requirements.

FINANCIAL CONSIDERATIONS:

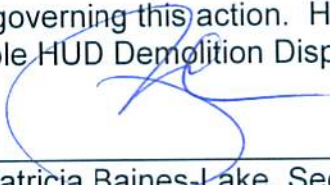
Demolition of unit 521 will reduce LHC's annual Operating Subsidy funds and Capital Funds normally attributable to this unit as shown below:

Operating Subsidy \$4,009.46
Capital Funds \$1470.89

POLICY CONSIDERATIONS:

LHC does not have a written policy governing this action. However, the recommended action is in compliance with applicable HUD Demolition Disposition Requirements.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

Resolution No. 1191

Adopted by the Lansing Housing Commission

November 20, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission ("LHC") is authorized to submit a Demolition Disposition application, under HUD's De Minimis Exception to Demolition, for unit 521, AMP 112 South Washington Park. This action will reduce LHC's annual Operating Subsidy funds and Capital Funds normally attributable to this unit as shown below:

Operating Subsidy \$4,009.46
Capital Funds \$1470.89


Chair

Yeas 4

Nays 0

Abstentions _____

Attest 

Secretary

For Clerks Use Only

Resolution No: 1191
Date Adopted: 11/20/2013



PHA Certification of Compliance
De Minimis Exception to Demolition

Acting on behalf of the Board of Commissioners of the Lansing Housing (PHA), as its Chairman, Executive Director, or other authorized PHA official, I approve the submission of this Inventory Removal Application (HUD-52860) dated November 21, 2013 and known as DDA # 0005290, hereinafter referred to as the "Application", of which this document is a part, and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of this Application and the implementation thereof:

- 1) All information contained in the Application is true and correct as of the date of this Application;
- 2) The proposed removal action does not violate any remedial civil rights orders or agreements, compliance agreements, final judgments, consent decrees, settlement agreements, or other court orders or agreements to which this PHA is a party;
- 3) The PHA certifies that it will carry out the proposed removal action in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990 and will affirmatively further fair housing in carrying out the proposed removal action;
- 4) The PHA will relocate any residents affected by this proposed inventory removal action in compliance with all applicable federal, state, and local laws, including, without limitation;
- 5) This PHA will comply with all reporting and recordkeeping requirements of HUD in connection with this inventory removal action and shall make all required reports to the applicable HUD Field Office. The PHA acknowledges that reporting and recordkeeping requirements are ongoing and certifies it will comply with these requirements after it receives approval to this inventory removal action from the SAC;
- 6) At this time, the PHA is operating 834 public housing dwelling units under its ACC;
- 7) In the last five years, this PHA has demolished 0 public housing dwelling units through the De Minimis demolition exception;
- 8) The 1 public housing dwelling units identified for demolition as part of this proposed De Minimis exception action do not exceed the statutory maximum of five percent of this PHA's total housing stock, or five dwelling units, whichever is less, when added to the public housing dwelling units previously demolished in this five year period, using the De Minimis demolition exception;
- 9) The PHA will not demolish any non-dwelling structures or other PHA property other than the dwelling units identified as part of this De Minimis demolition exception action;
- 10) The PHA will not dispose of any PHA-owned property as part of this De Minimis demolition exception action;
- 11) The PHA is demolishing the public housing dwelling units because (check one):
 - ☐ the dwelling units are beyond repair; or
 - ☐ the space occupied by these demolished units will be used for meeting the service or other needs of public housing residents (use of space to construct a laundry facility, community center, child care facility, office space for a general provider, or for the use as open space or garden);
- 12) All attachments and supporting documentation referenced in the Application have been and will continue to be available at all times in the PHA's primary business office;
- 13) The PHA will comply with all reporting and recordkeeping requirements of and shall make all required reports to the applicable HUD Field Office. The PHA acknowledges that reporting and recordkeeping requirements are ongoing and certifies that it will comply with all applicable reporting requirements after it receives any approvals to this action from the SAC;
- 14) The PHA certifies that the proposed action complies with all applicable Federal statutory and regulatory laws
- 15) The PHA will not take any action to commence the proposed removal action, including without limitation the expenditure of HUD funds, until it receives written approval of this proposed action from HUD.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)

Name of Authorized Official Patricia A. Baines-Lake

Title Executive Director

Signature 

Date November 21, 2013

Provide attachments as needed.

All attachments must reference the Section and line number to which they apply. Previous versions obsolete.



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

November 20, 2013

**Lansing Housing Commission
419 Cherry Avenue
Lansing, Michigan 48933**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL OF LHC's TEMPORARY DISPLACEMENT REIMBURSEMENT POLICY-
RESOLUTION NO. 1192**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No. 1192, which authorizes the Executive Director or her designee to administer LHC's Temporary Displacement Reimbursement Policy effective November 1, 2013.

CONTACT PERSON:

Patricia A. Baines-Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests board approval to administer LHC's Temporary Displacement Reimbursement Policy.

BACKGROUND:

LHC had to temporarily house displaced residents because of furnace problems in the spring of 2013 and again in November of 2013. In addition, LHC will refurbish kitchens and bathrooms in multi-family sites during 2013-15. In some cases these modernization activities will require LHC to temporarily displace households. LHC is obligated to provide accommodations, transportation and access to food for families who are temporarily displaced because of LHC's actions.

The attached board policy provides transparency to the public and guidelines for staff to follow when determining financial consideration to provide families that are displaced by LHC's actions. It will also define the parameters to utilize when determining monetary offers for LHC caused temporary displacement of households.



FINANCIAL CONSIDERATIONS:

Meal Stipend -\$19.00 per day per adult household member (18 years & over)
Meal Stipend -\$9.50 per day per child household member (under 18 years)
Housing Stipend- \$50.00 per day for families who reside with Friends or Family
Hotel Accommodations
Bus Passes or Mileage reimbursement

POLICY CONSIDERATIONS:

Establishing policies governing LHC's operations is a major governance responsibility of the Board. Consideration and approval of a Policy addressing the reimbursement of households temporarily displaced by LHC fulfils this requirement.

Respectfully submitted:



Patricia Baines-Lake, Secretary





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

RESOLUTION NO. 1192

**ADOPTED BY THE LANSING HOUSING COMMISSION
November 20, 2013**

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:


The Lansing Housing Commission ("LHC") authorizes Patricia Baines-Lake, acting in her capacity as Executive Director to administer the Temporary Displacement Reimbursement Policy effective November 1, 2013.


Chair

Yeas 4

Nays 0

Abstentions _____

Attest 
Secretary

For Clerks Use Only

Resolution No: 1192
Date Adopted: 11/20/2013





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

Lansing Housing Commission Temporary Displacement Reimbursement Policy

OVERVIEW

This Policy outlines the funds LHC will provide to residents who are temporary displaced because of LHC actions.

Residents of LHC managed housing are periodically temporarily displaced because work that will or is being performed in their leased unit makes the unit temporarily unlivable. Displacement can occur because of LHC planned modernization activities or unforeseen emergency rehabilitation work. When displacement does occur because of LHC's actions we are required to provide alternative living arrangements, including housing, food and transportation.

Residents who are temporarily displaced as described above shall have the following options:

ALTERNATIVE HOUSING

- A. Local Hotel selected and paid by LHC
- B. Family or Friends (Stipend)

LOCAL HOTEL

LHC will select a local hotel with rates that includes breakfast and pay the cost of the room rental plus taxes.

FAMILY AND FRIENDS

LHC will pay the temporarily displaced household a \$50.00 stipend per night if they elect to stay with Family and Friends rather than a hotel.

MEALS

LHC will provide daily meal stipends, as described below, during the period of displacement.

\$19.00 per adult (18 years and older) per day
\$9.50 per child (under 18 years) per day

TRANSPORTATION

LHC will provide a bus ticket for each member of the family who utilizes public transportation to go to the alternative housing location and return to their rental unit. Additionally, a bus ticket will be provided for each child to go to and from school each day for the duration of the displacement and 2 tickets each day for one adult who accompanies the child bus rider to and from school. Residents who provide their own transportation will be reimbursed, based on the federal mileage rate, for round trip mileage to and from their residence and round trip mileage to and from children's schools (if applicable) for each school day of displacement.

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 10/31/2013

	LIPH	HCV	COCC	Total
70300 Net Tenant Rental Revenue	448,104			448,104
70400 Tenant Revenue - Other	55,948			55,948
70500 Total Tenant Revenue	504,052			504,052
70600 HUD PHA Operating Grants	958,794	3,530,571	0	4,489,365
70610 Capital Grants	0	0	0	0
70710 Management Fee	0	0	196,775	196,775
70720 Asset Management Fee	0	0		0
70730 Book Keeping Fee	0	0	23,340	23,340
70740 Front Line Service Fee	0	0		0
70750 Other Fees	0	0		0
70700 Total Fee Revenue	958,794	3,530,571	220,115	4,709,480
70800 Other Government Grants	0			0
71100 Investment Income - Unrestricted	0	0	0	0
71200 Mortgage Interest Income	0			0
71300 Proceeds from Disposition of Assets Held for Sale	0			0
71310 Cost of Sale of Assets	0			0
71400 Fraud Recovery	0	13,498		13,498
71500 Other Revenue	34	0	10,000	10,034
71600 Gain or Loss on Sale of Capital Assets	0			0
72000 Investment Income - Restricted	0			0
70000 Total Revenue	1,462,880	3,544,069	230,115	5,237,064
91100 Administrative Salaries	117,384	89,690	56,072	263,146
91200 Auditing Fees	5,604	1,437	1,436	8,477
91300 Management Fee	144,521	52,254		196,775
91310 Book-keeping Fee	23,340	0		23,340
91400 Advertising and Marketing	0	0		0
91500 Employee Benefit contributions - Administrative	79,367	53,916	30,844	164,127
91600 Office Expenses	67,032	33,260	80,113	180,405
91700 Legal Expense	13,968	3,725	365	18,058
91800 Travel	1,405	194	760	2,359
91810 Allocated Overhead	0			0
91900 Other	0			0
91000 Total Operating - Administrative	452,621	234,476	169,590	856,687
92000 Asset Management Fee	0			0
92100 Tenant Services - Salaries	0			0
92200 Relocation Costs	0			0
92300 Employee Benefit Contributions - Tenant Services	0			0
92400 Tenant Services - Other	9,877		4,112	13,989
92500 Total Tenant Services	9,877	0	4,112	13,989

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 10/31/2013

	LIPH	HCV	COCC	Total
93100 Water	159,947	1,670	1,024	162,641
93200 Electricity	59,870	14,383	8,815	83,068
93300 Gas	20,843	1,583	970	23,396
93400 Fuel	0			0
93500 Labor	0			0
93600 Sewer	0			0
93700 Employee Benefit Contributions - Utilities	0			0
93800 Other Utilities Expense	366			366
93000 Total Utilities	241,026	17,636	10,809	269,471
94100 Ordinary Maintenance and Operations - Labor	162,266	0		162,266
94200 Ordinary Maintenance and Operations - Materials and Other	85,198	0	2,175	87,373
94300 Ordinary Maintenance and Operations Contracts	223,734	4,475	16,131	244,340
94500 Employee Benefit Contributions - Ordinary Maintenance	164,845	0		164,845
94000 Total Maintenance	636,043	4,475	18,306	658,824
95100 Protective Services - Labor	0			0
95200 Protective Services - Other Contract Costs	7,935			7,935
95300 Protective Services - Other	0		717	717
95500 Employee Benefit Contributions - Protective Services	0			0
95000 Total Protective Services	7,935	0	717	8,652
96110 Property Insurance	37,732			37,732
96120 Liability Insurance	19,536	6,505	7,325	33,366
96130 Workmen's Compensation	10,121			10,121
96140 All Other Insurance	6,488			6,488
96100 Total insurance Premiums	73,877	6,505	7,325	87,707
96200 Other General Expenses	0	3,917		3,917
96210 Compensated Absences	0			0
96300 Payments in Lieu of Taxes	0			0
96400 Bad debt - Tenant Rents	0			0
96500 Bad debt - Mortgages	0			0
96600 Bad debt - Other	0			0
96800 Severance Expense	0			0
96000 Total Other General Expenses	0	3,917	0	3,917
96710 Interest of Mortgage (or Bonds) Payable	0			0
96720 Interest on Notes Payable (Short and Long Term)	0			0
96730 Amortization of Bond Issue Costs	0			0
96700 Total Interest Expense and Amortization Cost	0	0	0	0

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 10/31/2013

	LIPH	HCV	COCC	Total
96900 Total Operating Expenses	1,421,379	267,009	210,859	1,899,247
97000 Excess of Operating Revenue over Operating Expenses	41,501	3,277,060	19,256	3,337,817
97100 Extraordinary Maintenance	525			525
97200 Casualty Losses - Non-capitalized	0			0
97300 Housing Assistance Payments	0	3,680,859		3,680,859
97350 HAP Portability-In	0			0
97400 Depreciation Expense	0			0
97500 Fraud Losses	0			0
97600 Capital Outlays - Governmental Funds	0			0
97700 Debt Principal Payment - Governmental Funds	0			0
97800 Dwelling Units Rent Expense	0			0
90000 Total Expenses	1,421,904	3,947,868	210,859	5,580,631
10010 Operating Transfer In	0			0
10020 Operating transfer Out	0			0
10030 Operating Transfers from/to Primary Government	0			0
10040 Operating Transfers from/to Component Unit	0			0
10050 Proceeds from Notes, Loans and Bonds	0			0
10060 Proceeds from Property Sales	0			0
10070 Extraordinary Items, Net Gain/Loss	0			0
10080 Special Items (Net Gain/Loss)	0			0
10091 Inter Project Excess Cash Transfer In	0			0
10092 Inter Project Excess Cash Transfer Out	0			0
10093 Transfers between Program and Project - In	0			0
10094 Transfers between Project and Program - Out	0			0
10100 Total Other financing Sources (Uses)	0	0	0	0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	40,976	-403,799	19,256	-343,567
11020 Required Annual Debt Principal Payments	0	0	0	0
11030 Beginning Equity	13,413,265	561,484	1,271,959	15,246,708
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors				0
11050 Changes in Compensated Absence Balance	0			0
11060 Changes in Contingent Liability Balance	0			0
11070 Changes in Unrecognized Pension Transition Liability	0			0
11080 Changes in Special Term/Severance Benefits Liability	0			0
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents	0			0
11100 Changes in Allowance for Doubtful Accounts - Other	0			0
11170 Administrative Fee Equity	0	511,102		511,102

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

Account Name	LHC	FDS	2014 Budgeted	October '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	2013 Budgeted	October '12 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	70710	\$ 423,336	\$ 35,573	\$ 144,521	34%	32%	2%	\$ 455,476	\$ 35,666	\$ 145,543	32%
Bookkeeping Fees	343002	70730	\$ 68,369	\$ 5,745	\$ 23,340	34%	32%	2%	\$ 73,559	\$ 5,760	\$ 23,505	32%
OG Management Fee	343005	70710	\$ 11,400	\$ -		0%	17%	-17%	\$ 11,400	\$ -	\$ 1,900	17%
AMP Management Fee			\$ -	\$ -					\$ 100,080	\$ -	\$ 16,680	17%
Management Fee - HCV	343003	70710	\$ 166,474	\$ 12,135	\$ 52,254	31%	33%	-1%	\$ 179,124	\$ 14,491	\$ 58,726	33%
Other Income	369000	71500	\$ 63,500	\$ 2,000	\$ 10,000	16%	137%	-121%	\$ 50,000	\$ 4,911	\$ 68,537	137%
TOTAL REVENUE			\$ 733,079	\$ 55,453	\$ 230,115	31%	36%	-5%	\$ 869,639	\$ 60,827	\$ 314,891	36%
 Administrative Salaries	411000	91100	\$ 177,580	\$ 14,169	\$ 56,072	32%	16%	16%	\$ 273,218	\$ 23,261	\$ 43,523	16%
 Employee Benefits & FICA	454XXX	91500	\$ 85,801	\$ 5,608	\$ 30,844	36%	23%	13%	\$ 97,095	\$ 9,191	\$ 22,753	23%
Legal	413000	91700	\$ -	\$ 41	\$ 365				\$ 3,000	\$ -	\$ 1,541	
Travel	415000	91800	\$ 7,500	\$ 130	\$ 760	10%	0%	10%	\$ 7,000	\$ 2,324	\$ 2,324	0%
Auditing Fees	417100	91200	\$ 17,500	\$ -	\$ 1,436	8%	0%	8%	\$ 15,000	\$ -	\$ 4,000	0%
Professional Services Contracts	419001	91600	\$ 104,000	\$ 12,531	\$ 33,545				\$ -	\$ -	\$ -	
Admin Services Contracts	419002	91600	\$ -	\$ -					\$ -	\$ -	\$ -	
General Office	4190xx	91600	\$ 5,000	\$ -					\$ 100,000	\$ (231)		
Publications	419006	91600	\$ 400	\$ -	\$ 224	56%	56%	0%	\$ 400	\$ -	\$ 224	56%
Membership Dues & Fees	419008	91600	\$ 10,500	\$ 200	\$ 465	4%	0%	4%	\$ 5,000	\$ -		
Postage	419010	91600	\$ 7,000	\$ 3,020	\$ 2,683	38%	-50%	88%	\$ 7,000	\$ 5,448	\$ (3,468)	-50%
Office Supplies	419014	91600	\$ 9,700	\$ 509	\$ 6,701	69%	49%	20%	\$ 5,000	\$ 1,616	\$ 2,446	49%
Conference	419016	91600	\$ 2,000	\$ -		0%	0%	0%	\$ 1,500	\$ 150	\$ 150	0%
Bank Fees	419020	91600	\$ -	\$ -					\$ -	\$ -		
Computer Maintenance	419022	91600	\$ 27,000	\$ 6,951	\$ 8,584	32%	43%	-11%	\$ 20,000	\$ 1,468	\$ 8,571	43%
Outside Printing	419030	91600	\$ 500	\$ -		0%	0%	0%	\$ 500	\$ -		
Software	419032	91600	\$ 5,100	\$ 270	\$ 270	5%	102%	-97%	\$ 1,000	\$ 263	\$ 1,025	102%
Automotive	419044	91600	\$ -	\$ -		0%	0%	0%	\$ 1,000	\$ 289	\$ 396	0%
Classified Advertising	419040	91600	\$ -	\$ -		0%	0%	0%	\$ 1,000	\$ -		
Total Administrative			\$ 459,581	\$ 30,769	\$ 141,949	31%	16%	15%	\$ 537,713	\$ 43,779	\$ 83,486	16%
 Healthy Start reimburseable minigrant	422000	92100	\$ -	\$ 178	\$ 4,112		0%	0%	n/a			
Total Healthy Start			\$ -	\$ 178	\$ 4,112							
 Water	431000	93100	\$ 2,306	\$ 146	\$ 1,024	44%	46%	-2%	\$ 1,910	\$ 419	\$ 886	46%
Electricity	432000	93200	\$ 19,879	\$ 4,671	\$ 8,815	44%	36%	8%	\$ 23,715	\$ 3,261	\$ 8,553	36%
Steam & Gas	433000 4390x	93300	\$ 11,766	\$ 31	\$ 970	8%	3%	5%	\$ 20,610	\$ 280	\$ 716	3%
Phone/Internet/Communications	419004	91600	\$ 13,300	\$ 1,914	\$ 7,641	57%	224%	-167%	\$ 10,300	\$ 21,420	\$ 23,095	224%
Total Utilities			\$ 47,251	\$ 6,762	\$ 18,450	39%	59%	-20%	\$ 56,535	\$ 25,380	\$ 33,249	59%
 Maintenance Materials	442000	94200	\$ 2,000	\$ -	\$ 2,175	109%	12%	96%	\$ 2,000	\$ 174	\$ 246	12%
Maintenance Contracts incl recycling	4430xx	94300	\$ 40,000	\$ 4,927	\$ 16,131	40%	75%	-35%	\$ 40,000	\$ 16,194	\$ 30,003	75%
Total Maintenance			\$ 42,000	\$ 4,927	\$ 18,305	44%	72%	-28%	\$ 42,000	\$ 16,368	\$ 30,249	72%
 Protective Services	448000	95200	\$ 4,250	\$ 179	\$ 717	17%	46%	-29%	\$ 4,250	\$ 608	\$ 1,947	46%
 Insurance	451xxx	96120	\$ 31,000	\$ 1,986	\$ 7,325	24%	9%	14%	\$ 40,000	\$ 298	\$ 3,735	9%
 SFTB Expenses			\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ 3,771	0%

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

OIG Repayment for SFTB	96200	\$	19,278	\$	-	\$	-	0%	0%	0%	\$	25,704	\$	-	\$	6,426	0%	
Davenport pymts & Real Estate E	419042	91600	\$	60,000	\$	5,000	\$	20,000	33%	0%	33%	\$	60,000	\$	10,000	\$	17,592	0%
Additional Capital			\$	69,718	\$	5,830	\$	19,257	28%	130%	-102%	\$	103,437	\$	(35,604)	\$	134,436	130%
TOTAL EXPENSES			\$	733,079	\$	55,454	\$	230,115	31%	36%	-5%	\$	869,639	\$	60,828	\$	314,891	36%
NET INCOME (LOSS)			\$	-	\$	(0)	\$	(0)				\$	(0)	\$	(0)	\$	0	

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

Account Name	FDS	2014	October '13	Year to Date	% of Budget	Expend (CY)	% of Budget	Variance	FY 2013	October '12	Actual	Year to date	% of Budget	Expend
Net Tenant Rent (after vacancy loss)	311000	70300	\$ 1,322,983	\$ 112,457	448,104	34%	29%	5%	\$ 1,570,275	\$ 112,561	\$ 452,323	29%		
Excess Utilities	312000	71400	\$ -	\$ 10		0%	0%	0%	\$ 20	\$ 1,493	\$ 1,513	0%		
Fraud Recovery	330010	71400	\$ -	\$ -	3,200									
Net Operating Subsidy	340000	70600	\$ 3,011,460	\$ 250,360	958,794	32%	41%	0%	\$ 2,718,604	\$ 277,764	\$ 1,112,462	41%		
Other Income	369000	71500	\$ 49,700	\$ 716	34	0%	32%		\$ 21,800	\$ 983	\$ 6,997	32%		
Other Tenant Charges: Late Charges	369001	70400	\$ 42,800	\$ 4,079	17,569	43%	-2%		\$ 37,900	\$ 3,550	\$ 16,344	43%		
Maint. Charges	369002	70400	\$ 41,100	\$ 1,888	16,352	40%	11%		\$ 33,100	\$ 728	\$ 3,766	11%		
Inter-Amp Transfer (in)	369003	70400	\$ 32,500	\$ 4,101	18,827	58%	14%		\$ 35,900	\$ 5,540	\$ 15,791	44%		
Capital Fund Operations 1406			\$ 257,992	\$ -		0%	0%		\$ 29,426	\$ -	\$ -	0%		
TOTAL REVENUE			\$ 4,764,309	\$ 374,266	1,462,880	31%	-5%		\$ 4,447,025	\$ 402,619	\$ 1,609,196	36%		
Administrative Salaries	411000	91100	\$ 375,744	\$ 23,435	117,384	31%	22%	10%	\$ 403,884	\$ (17,598)	\$ 86,948	22%		
Legal	413000	91700	\$ 52,600	\$ 5,454	13,968	27%	-29%		\$ 28,670	\$ 5,065	\$ 15,925	56%		
Travel	415000	91800	\$ 2,850	\$ 383	1,405	49%	4%		\$ 17,166	\$ 144	\$ 643	4%		
Auditing Fees	417100	91200	\$ 13,560	\$ -	5,604	41%	-16%		\$ 20,738	\$ -	\$ 11,930	58%		
Professional Services Contracts	419001	91600	\$ 33,000	\$ 3,062	11,266	41%	0%		\$ -	\$ -	\$ -	0%		
Telephone	419004	91600	\$ 30,000	\$ 1,266	6,450	22%	-20%		\$ 31,600	\$ 3,663	\$ 12,989	41%		
Publications	419006	91600	\$ 900	\$ -		0%	0%		\$ -	\$ -	\$ -	0%		
Membership Dues & Fees	419008	91600	\$ 2,350	\$ 195	195	8%	7%		\$ 2,120	\$ -	\$ -	1%		
Postage	419010	91600	\$ 11,370	\$ 605	5,731	51%	3%		\$ 12,208	\$ 310	\$ 5,788	47%		
Collection Fees & Court Costs	419012	91600	\$ 10,850	\$ 555	5,495	51%	49%		\$ 49,908	\$ 379	\$ 815	2%		
Office Supplies	419014	91600	\$ 21,600	\$ 2,629	8,415	39%	-39%		\$ 16,930	\$ 7,292	\$ 13,227	78%		
Bank Fees	419020	91600	\$ 20,400	\$ 2,625	8,177	45%	1%		\$ 12,941	\$ 1,314	\$ 5,718	44%		
Computer Maintenance	419022	91600	\$ 27,900	\$ 6,909	9,717	31%	-28%		\$ 18,536	\$ 1,954	\$ 11,027	59%		
Software	419030	91600	\$ 2,370	\$ 359	1,134	48%	-56%		\$ 845	\$ -	\$ 880	104%		
Automotive Maintenance	419044	91600	\$ 23,700	\$ 1,778	5,860	25%	-26%		\$ 5,300	\$ 343	\$ 1,551	29%		
Inspections	419050	91600	\$ 35,180	\$ 1,420	3,912	11%	0%		\$ 3,600	\$ 5,081	\$ 11,747	0%		
Management Fees	419101	91300	\$ 423,336	\$ 35,573	144,521	34%	1%		\$ 438,752	\$ 35,666	\$ 145,868	33%		
Bookkeeping Fees	419102	91310	\$ 68,369	\$ 5,745	23,340	34%	2%		\$ 73,234	\$ 5,760	\$ 23,505	32%		
Recreation/Other Services	422000	92400	\$ 33,650	\$ 3,080	9,877	29%	3%		\$ 34,000	\$ 730	\$ 9,047	27%		
Water	431000	93100	\$ 478,805	\$ 29,516	159,947	33%	6%		\$ 409,249	\$ 4,742	\$ 113,686	28%		
Electricity	432000	93200	\$ 163,928	\$ 20,442	59,870	37%	3%		\$ 150,530	\$ 3,992	\$ 50,264	33%		
Gas	433000	93300	\$ 372,015	\$ 12,052	20,843	6%	0%		\$ 457,281	\$ 8,399	\$ 27,020	6%		
Recycling	435000	93800	\$ 32,200	\$ 1,713	366	1%	1%		\$ 44,334	\$ (28)	\$ 1,897	0%		
Maintenance Labor	441000	94100	\$ 511,530	\$ 25,303	162,266	32%	14%	18%	\$ 662,021	\$ (55,310)	\$ 92,659	14%		
Maintenance Materials	442000	94200	\$ 321,000	\$ 35,416	85,198	27%	-1%		\$ 193,444	\$ (9,840)	\$ 53,400	28%		
Garbage & Trash	443001	94300	\$ 51,400	\$ 13,448	26,191	51%	23%		\$ 55,800	\$ 1,635	\$ 15,818	28%		
Heating & Cooling	443002	94300	\$ 28,500	\$ 2,484	4,362	15%	0%		\$ 4,300	\$ 725	\$ 6,407	0%		
Snow Removal	443003	94300	\$ 10,250	\$ 1,020	-	0%	15%		\$ 10,500	\$ -	\$ -	1%		
Elevator Maintenance	443004	94300	\$ 21,540	\$ -	3,570	17%	-81%		\$ 10,500	\$ 525	\$ 10,200	97%		
Landscape & Grounds	443005	94300	\$ 45,500	\$ 3,725	27,653	61%	97%		\$ 115,500	\$ 12,792	\$ 47,539	82%		
Unit Turnaround	443006	94300	\$ 135,000	\$ 11,495	55,710	41%	0%		\$ 9,700	\$ 105	\$ 364	4%		
Electrical	443007	94300	\$ 7,600	\$ -	886	12%	8%		\$ 16,600	\$ (13,043)	\$ 595	39%		
Plumbing	443008	94300	\$ 36,300	\$ 1,280	3,364	9%	6%		\$ 16,600	\$ (1,111)	\$ 16,302	39%		
Exterminating	443009	94300	\$ -	\$ -	43,594	62%	23%		\$ 41,964	\$ (1,111)	\$ 16,302	39%		

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

Account Name	FDS	2014 Budget	October '13 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2013 Budget	October '12 Actual	Year to date Actual	% of Budget Expended
Janitorial	443010										
Routine Maintenance	443011	\$ 9,500	\$ 1,165	\$ 4,811	0%	11%	-11%	\$ 10,900	\$ -	\$ 1,250	11%
Misc.	443012	\$ 81,700	\$ 18,484	\$ 51,723	51%	74%	-23%	\$ 16,500	\$ 3,636	\$ 12,172	74%
					63%	44%	20%	\$ 22,915	\$ (3,967)	\$ 9,987	44%
Protective Services - Contracts	448000	\$ 16,250	\$ 752	\$ 7,935	0%	77%	-77%	\$ 12,732	\$ 3,131	\$ 9,767	77%
Property	451001	\$ 119,550	\$ 7,664	\$ 37,732	32%	22%	10%	\$ 110,132	\$ (2,459)	\$ 23,816	22%
General Liability	451002	\$ 56,900	\$ 4,503	\$ 19,536	34%	26%	9%	\$ 50,689	\$ 108	\$ 13,030	26%
Workers Comp.	451003	\$ 26,325	\$ 3,262	\$ 10,121	38%	32%	7%	\$ 22,860	\$ 88	\$ 7,301	32%
Other	451004	\$ 22,900	\$ 1,164	\$ 6,488	28%	66%	-37%	\$ 17,450	\$ (2)	\$ 11,465	66%
Payments in Lieu of Taxes	452000	\$ 87,300	\$ -	\$ -	0%	0%	0%	\$ 69,540	\$ -	\$ -	0%
OPEB Expense	444400	\$ 49,000	\$ -	\$ -	0%	0%	0%	\$ -	\$ 23,049	\$ 23,049	0%
Employee Benefits - Administrative	454000	\$ 206,097	\$ 9,171	\$ 70,529	34%	14%	20%	\$ 228,464	\$ 11,420	\$ 31,523	14%
Employee Benefits - Maintenance	454100	\$ 309,881	\$ 30,398	\$ 152,714	49%	48%	2%	\$ 140,222	\$ 20,241	\$ 66,872	48%
Employer FICA - Administrative	454200	\$ 28,745	\$ 11,458	\$ 8,837	31%	14%	17%	\$ 30,779	\$ (3,162)	\$ 4,354	14%
Employer FICA - Maintenance	454300	\$ 39,132	\$ 2,390	\$ 12,131	31%	12%	19%	\$ 50,618	\$ (4,492)	\$ 5,853	12%
Extraordinary Maint. - Contracts	461003	\$ -	\$ -	\$ 525	0%	0%	0%	\$ 23,523	\$ (470)	\$ -	0%
Reserve Account		\$ 213,013	\$ (16,749)	\$ 40,978	19%	0%	19%	\$ 135,624	\$ (219,387)	\$ -	0%
TOTAL EXPENSES		\$ 4,764,309	\$ 374,266	\$ 1,462,881	31%	30%	1%	\$ 4,328,707	\$ 84,462	\$ 1,284,531	30%
TOTAL INCOME		\$ -	\$ 0	\$ (0)				\$ -	\$ (1)	\$ -	

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
October 2013

Account Name	G/L	FDS	FY 2014	October '13	Year to date	Expend (CY)	% of Budget	Expend (PY)	Variance	FY 2013	October '12	Year to date	% of Budget	Expended
Fraud Recovery Funds Retained	330010	71400	Budget	Actual	Actual	6,749	45%	19,000	27%	19,000	627	Actual	18%	3,381
HCV Income - Admin Fees	341500	70600						305,135		305,135	1,584		32%	317%
Other Revenue	369000	71500						500		500	342		32%	
TOTAL REVENUE			847,868	69,321	279,537	33%	32%	969,641	1%	969,641	76,297	310,100	32%	
Administrative Salaries	411000	91100	234,054	19,551	89,690	38%	22%	370,285	16%	370,285	25,912	82,184	22%	
Legal	413000	91700	2,000	1,082	3,725	186%	122%	800	64%	800	0	979.97	122%	
Staff Training	414000	91600	6,000	0	99	2%	62%	6,000	-60%	6,000	187	3,692	62%	
Travel	415000	91800	1,000	114	194	19%	19%	1,000	1%	1,000	186	4,000	19%	
Auditing Fees	417100	91200	5,000	0	1,437	29%	80%	5,000	-51%	5,000	0	186	19%	
Telephone	419004	91600	6,000	0	191	3%	32%	10,000	-29%	10,000	44	3,201	32%	
Publications	419006	91600	2,500	0	279	11%	0%	500	11%	500	0	0	0%	
Membership Dues & Fees	419008	91600	4,500	0	279	6%	36%	2,000	-29%	2,000	0	712	36%	
Postage	419010	91600	14,000	1,085	3,881	28%	38%	14,000	-10%	14,000	1,092	5,348	38%	
Police Reports/Cred Chks	419012	91600	14,000	7	405	3%	0%	4,000	3%	4,000	0	14	0%	
Office Supplies	419014	91600	17,000	1,682	3,362	20%	87%	9,000	-88%	9,000	906	7,867	87%	
Conference	419016	91600	1,000	0	0	0%	0%	1,000	0%	1,000	0	0	0%	
Computer Maintenance	419022	91600	15,000	2,073	2,896	19%	44%	15,000	-24%	15,000	1,303	6,533	44%	
Outside Printing	419030	91600	3,500	939	2,332	67%	27%	3,500	39%	3,500	432	952	27%	
Software	419032	91600	34,000	0	303	1%	15%	10,000	-14%	10,000	245	1,452	15%	
Office Furniture	419038	91600		0	0	0%	0%	0	0%	0	0	0	0%	
Classified Advertising	419040	91600	850	0	0	0%	0%	1,700	0%	1,700	0	0	0%	
Automotive Maintenance	419044	91600	24,000	2,000	10,000	42%	33%	24,000	8%	24,000	2,000	8,000	33%	
Inspections	419050	91600	4,500	1,784	8,094	17%	31%	190,028	0%	190,028	14,491	58,726	31%	
COCC - HCV Program Expense	419103	91300	166,474	12,135	52,254	31%	31%	190,028	0%	190,028	14,491	58,726	31%	
Utilities - Water	431000	93100	3,592	238	1,670	46%	47%	3,000	0%	3,000	683	1,407	47%	
Utilities - Electricity	432000	93200	31,434	7,621	14,383	46%	29%	29,000	17%	29,000	5,320	8,425	29%	
Utilities - Steam/Gas	433000	933000	19,198	51	1,583	8%	7%	15,000	1%	15,000	354	1,038	7%	
Maintenance Contracts	443000	94300	18,500	1,070	4,475	24%	22%	21,000	2%	21,000	486	4,556	22%	
Insurance	451000	96120	18,000	1,626	6,505	36%	32%	18,000	4%	18,000	1,476	5,807	32%	
Employee Benefits	454000	91500	131,082	12,827	53,916	41%	23%	210,891	18%	210,891	21,742	48,102	23%	
Housing Assistance Payment	471900	97300		0							0			
Shelter Plus Care					3,917					1,936	(665)	56,113	0%	
Reserve Account			23,368	2,919	12,530	54%	0%		54%				0%	
TOTAL EXPENSES			847,868	69,321	279,537	33%	32%	969,641		969,641	76,298	310,100	32%	
NET INCOME (LOSS)					0									



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

November 20, 2013

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report October 2013 Reporting Month

CONTACT PERSON:

Debra Baker
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 October. 100% of all waitlist files are being audited. Zero (0) files were audited in October.
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 fourteen (14) QC reviews of unit rents in October. The QC review indicated 100% of the rents approved by LHC in October met HUD's rent reasonableness standard.
3. HUD requires a QC review of an average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC completed five (5) QC file reviews on non-waitlist participant files in October. Two (2) errors were reported and corrected within 30 days.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Ten (10) QC inspections were completed in October. Ten (10) units met HQS requirements.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited twenty-one (21) 24-hour HQS deficiencies in the month of October. 100% of all 24-hour HQS deficiencies were corrected within 24-hours.



Respectfully submitted, _____


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

Attachments



HOUSING CHOICE VOUCHER DEPARTMENTAL REPORT

	August 2013	Sep-13	Oct-13
TOTAL NEW LEASES	7	8	4
Total Move-outs	12	25	10
Net	-5	-17	-6
Number of Applicants on Voucher Wait List	620	620	620
Number of Applicants Pulled from Wait List	0	0	0
Number of Applications Withdrawn/Denied	0	0	0
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	0
Total Resident Change of Units (transfers)	20	17	10
TOTAL RECERTIFICATIONS DUE BY MONTH	114	111	149
Annual Recertifications Completed	109	111	143
Annual Delinquent Reexaminations	0	0	0
Interims Completed	113	62	113
TOTAL INSPECTIONS DUE BY MONTH	94	84	98
Annual HQS Inspections Completed	113	113	140
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	29	24	24
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	37	37
Total # of HCV Accts. Rec.	7	9	7
Monthly Total Amount Owed	\$3,388.00	\$ 3,129.72	\$ 3,101.97
Monthly Total Amount Collected	\$909.00	\$ 482.45	\$ 931.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1546	1529	1523
% UTILIZED UNITS	90.94%	89.9%	89.6%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	53	53
VASH Voucher Utilization	86	91	92
Monthly Total Voucher Unit Utilization	1683	1666	1660
Total HCV Budget for 2011	\$10,153,272.00	\$ 10,153,272.00	\$ 10,153,272.00
Total HCV Budget Used YTD	\$6,907,152.33	\$ 7,764,754.09	\$ 8,605,843.80
HCV Budget Allocation YTD	\$6,717,703.00	\$ 7,464,776.00	\$ 8,211,849.00
<i>Expenditure Surplus (Overage) *</i>	<i>(\$189,449.33)</i>	<i>\$ (299,978.09)</i>	<i>\$ (393,994.80)</i>
Remaining Voucher Budget	\$3,246,119.67	\$ 2,388,517.91	\$ 1,547,428.20
Shelter Plus Care Budget	\$254,700.00	\$ 254,700.00	\$ 254,700.00
Shelter Plus Care Budget Used YTD	\$160,671.00	\$ 181,605.00	\$ 203,554.98
Shelter Plus Care Budget Allocation YTD	\$160,671.00	\$ 181,605.00	\$ 203,554.98
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$ -</i>	<i>\$ -</i>
Remaining Voucher Budget	\$94,029.00	\$ 73,095.00	\$ 51,145.02
VASH Budget	\$420,000.00	\$ 420,000.00	\$ 460,000.00
VASH Budget Used YTD	\$312,392.00	\$ 348,776.00	\$ 389,837.00
VASH Budget Allocation YTD	\$355,000.00	\$ 395,000.00	\$ 420,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$42,608.00</i>	<i>\$ 46,224.00</i>	<i>\$ 30,163.00</i>
Remaining Voucher Budget	\$107,608.00	\$ 71,224.00	\$ 70,163.00



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

November 20, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St
Lansing Michigan 48933

SUBJECT:

October 2013 Asset Management Monthly Report

CONTACT PERSON:

Rhonda Pagel
Asset Manager, Hildebrandt Park

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 93% at the end of October. 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 and we have contractors hired to make units ready.

In October we had a total of 153 emergency work orders 100% were closed or abated within 24-hours. We had 192 routine work orders that were closed during the month (200 new ones for October). 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. During the month of October we had 8 work orders which were not closed out within three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	158	159	202	257	776
Percent Occupied	91%	95%	95%	92%	93%



Move -Ins	0	2	3	5	7
Move-Outs	1	1	4	9	12
Transfers	0	1	0	1	3
Emergency Work Orders	26	31	52	44	153
Routine Work Orders	18	30	128	24	200

Note: Mt. Vernon Park has 5 units offline (4 -Fire), Termites - 1

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 27,366.00	\$ 4495.00	\$ 22,871.00	84. %
Hildebrandt	168	\$ 19,842.00	\$ 1407.00	\$ 18,435.00	93%
LaRoy Froh	213	\$ 25,193.00	\$ 3881.50	\$ 21,311.50	85%
South Washington	278	\$ 38,502.00	\$ 4,881.33	\$ 33620.67	87%
Totals	832	\$ 110,903.00	\$ 14,664.83	\$ 96,238.17	87%





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November 20, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

October 2013 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

South Washington Park

Laux Construction LLC, commenced work on South Washington Park Community Room renovation on September 3, 2013. The community room renovation work is 85% complete. Construction will be 100% complete before December 1, 2013

Mt. Vernon

S & S Construction has almost completed the renovation of the fire unit at 3856 Wilson. Completion is scheduled for mid-January. MC Smith Associates & Architectural Group has completed all preliminary designs for the renovation of kitchens and baths at Mt. Vernon.

Hobbs and Black has completed the drawings and specifications for the Community Room renovations. A final review of the plans and specifications will happen in late November and the project should go out for bid in January.

Hildebrandt

Hobbs + Black Associates provided preliminary drawings of Hildebrandt kitchens and baths for comment. Designs are being completed. A walk thru will take place in late November. The project will go out to bid in late January or early February.

FUTURE MODERNIZATION ACTIVITIES

LHC installed plug in Carbon Monoxide detectors in Mt Vernon, LaRoyFroh and Hildebrandt Townhouse units. We are working on specifications for hard wired smoke detectors and carbon monoxide detectors.





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**LHC Board
Sign-In Sheet
Date of Meeting: 11/20/13**

Name	Organization	Phone #	E-mail
Patricia Barnes-Lac	LHC	517 372-7996	Patbl@lansh.org
Gregory Fiers	LHC	906 280 7590	
Bobby Joyce	LHC	517 703-3483	Bobby.Joyce@gmail.com
Bryan Beverly	LHC	505-6411	
Andrea Wade	LHC	517-372-7145	andrea_w@lanshc.org
Ramiro Salazar	LHC	517 853-3066	ramiros@lanshc.org
Erica Velasquez	LHC	517-393-8464	ericav@lanshc.org
Deb Baker	LHC	517-827-0739	debrab@lanshc.org
Melissa Witte	LHC	517-321-6054	melissaw@lanshc.org
Rhonda Pagel	LHC	517-372-7145	rhondap@lanshc.org
Lisa Rogers	LHC	517-393-4890	LisaR@Lanshc.org

Kendra Schmidt LHC 517-321-6054  KendraS@Lanshc.org
 Josephine H. Williams 517-574-4853 josephineamask620@comcast.net

 TDD/TTY # 1-800-545-1833 Ext. 919
 Lansing Housing Commission Board Meeting October 24, 2012
 LHC Sign-In Sheet