



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

AGENDA
LANSING HOUSING COMMISSION
November 28, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of October 24, 2012.
4. Action Items
 - a) Resolution No. 1159- Authorization to sell Oliver Towers to Lansing Community College ("LCC").
 - b) Resolution No. 1160-Approval of Resident Account Write-Offs October 1, 2012 to October 31, 2012
 - c) Resolution No. 1161- Authorization to enter into an Energy Savings Agreement ("ESA") and implement an Energy Performance Contract ("EPC") subject to approval by the U. S. Department of Housing and Urban Development
 - d) Resolution 1162 – Authorization to submit an amendment to the Demolition/Disposition application for Oliver Towers to the U. S. Department of Housing and Urban Development Special Application Office.
5. Informational Items
 - a. Financial Reports - Ramiro Salazar
 - i. COCC
 - ii. Low Income Public Housing
 - iii. Housing Choice Voucher
 - b. Housing Choice Voucher Report – Kendra Schmidtman
 - c. Asset Management Report - Rod Slaughter
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoyFroh AMP 111 Lisa Parsons
 - iv. South Washington AMP 112 Janell McLeod
 - d. Modernization Report Modernization Report - Rod Slaughter
6. Executive Director's Comments
 - a. Strategic Plan
 - b. Expanding LHC Portfolio



7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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MINUTES OF THE October 24, 2012 LANSING HOUSING COMMISSION MEETING

PRESENT AT ROLL CALL: Commissioners Bakken and Frens
Commissioners Baltimore and Beverly arrived at 5:47

GUESTS: Gina Nelson

STAFF:	Patricia Baines-Lake	Forrest Babcock
	Ramiro Salazar	Kendra Schmidtman
	Lisa Parsons	Rhonda Pagel
	Janell Mcleod	Melissa Witt
	Erica Velasquez	

Chairman Baltimore requested that Vice Chair Frens chair the meeting as he was expected to arrive at the meeting after 5:30 p.m. Therefore, Commissioner Frens called the meeting to order promptly at 5:35 p.m.

Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens passed the gavel to President Baltimore at 5:47 p.m. President Baltimore chaired the balance of the meeting.

Commissioner **Frens** moved and Commissioner **Beverly 2nd** a motion to approve Resolution 1157 – Approval to Resident Accounts Write-off thru August 1, 2012 to August 31, 2012. **The Motion was approved unanimously.**

Commissioner **Beverly** moved and Commissioner **Bakken 2nd** a motion to approve Resolution 1158 – Approval to Resident Accounts Write-off thru September 1, 2012 to September 30, 2012. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports	Ramiro Salazar
Housing Choice Voucher Report	Kendra Schmidtman
Asset Management Report	
Mt. Vernon & Scattered Sites AMP 102-104	Lisa Parson
Hildebrandt AMP 103	Rhonda Page



LaRoy Froh
South Washington

AMP 111
AMP 112

Lisa Parsons
Janell McLeod

The overall occupancy in LHC managed properties is below an acceptable level. The staff discussed a plan to increase occupancy back up to 97%. This goal is expected to be achieved by December 2012.

Modernization Report
Disposition of Oliver Towers

Patricia Baines-Lake
Patricia Baines-Lake/Commissioners

The Commissioners adopted Resolution No. 1159 directing Executive Director Baines-Lake to work with the City of Lansing to negotiate a sale of Oliver Towers to Lansing Community College (LCC) under the terms originally presented by LCC in October 2011.

The Executive Director had no comments

There were no Public Comments.

Commissioner Frens moved and Commissioner Beverly 2nd a motion to adjourn the meeting at 7:12 p.m. **The motion passed unanimously.**

There being no other business, President Baltimore adjourned the meeting at 7:12 p.m.





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October 24, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO SELL OLIVER TOWER TO LANSING COMMUNITY COLLEGE ("LCC") FOR \$1,310,000.00 SUBJECT TO U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") APPROVAL - RESOLUTION NO. 1159

CONTACT PERSON:

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

SUMMARY:

This Resolution authorizes the Executive Director, in conjunction with the City of Lansing, to negotiate the sale of Oliver Tower to LCC under the terms of the "contingent offer to purchase" signed between the City of Lansing and LCC on June 28, 2012, subject to HUD approval

BACKGROUND:

Lansing Housing Commission and the City of Lansing received an offer, from Lansing Community College, to purchase Lot 2 and Oliver Tower, at fair market value, on October 28, 2011. Both entities subsequently received a 2nd letter on January 25, 2012 reiterating LCC's interest in the two parcels. The City of Lansing sold its "Lot 2" to LCC in June of this year. The sale agreement between the City of Lansing and LCC included a contingent offer to purchase Oliver Towers for \$1,310,000.00 should all of the required parties agree and if all terms of the contingent offer were met by June 2014.

LHC's board is interested in finalizing the sale of Oliver Tower at full price as efficiently and quickly as possible. The board determined a negotiated sale between two public entities at appraised value is appropriate and highly desirable as such a transaction is beneficial to both parties. As a result LHC's Executive Director was directed to take any and all actions necessary to permit LCC to exercise their contingent offer to purchase Oliver Towers.



FINANCIAL CONSIDERATIONS:

The U. S. Department of Housing and Urban Development ("HUD") requires LHC to sell the property for fair market value or greater. LCC's contingent offer is to purchase Oliver Towers at the full fair market value of \$1,310,000.00.

POLICY CONSIDERATIONS:

LHC does not have a policy governing this issue. HUD approval is required to sell public housing property. Their policy permits a negotiated sale, provided the sale is for fair market value. This proposed transaction is compliant with HUD policies and is subject to their approval.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission





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

Resolution No. 1159

Adopted By The Lansing Housing Commission

October 24, 2012

Be It Resolved By The Lansing Housing Commission:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to work with the City of Lansing to negotiate a sale of Oliver Towers to Lansing Community College ("LCC").

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Abstentions: _____



Tony Baltimore, Chair

Attest: 

Secretary:

For Clerks Use Only

Resolution No. 1159
Date Adopted 11/28/2012





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November 28, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Approval of Lansing Housing Commission's Accounts Receivable Write-Off's For October 1, 2012 through October 31, 2012 – Resolution No. 1160

RECOMMENDATION:

Staff recommends adoption of Resolution No.1160, which authorizes the finance division to write off accounts receivable related to all vacated units for the period of October 1, 2012 through October 31, 2012.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off resident receivables not to exceed \$16,771.00 (the full amount of balances related to vacated units covering October 1, 2012 – October 31, 2012).

BACKGROUND:

Per its Write-off Policy, LHC considers receivables related to inactive residents uncollectable and immediately eligible for write-off. 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 between October 1, 2012 and October 31, 2012 total \$16,771.00. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active Residents.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$16,771.00 for outstanding rent and other charges due from residents who vacated an LHC property between October 1, 2012 and October 31, 2012. All accounts receivable in excess of \$300.00 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 is less than the amount written off.



POLICY CONSIDERATIONS:

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

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



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Resolution No. 1160

Adopted By The Lansing Housing Commission

October 24, 2012

Be It Resolved By The Lansing Housing Commission:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to write off Public Housing resident receivable balances related to vacant units October 1, 2012 through October 31, 2012 in an amount not to exceed **\$16, 771.00.**

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Abstentions: _____



Tony Baltimore, Chair

Attest: 

Secretary:

For Clerks Use Only

Resolution No. 1160
Date Adopted 11/28/2012





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November 28, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO ENTER INTO AN ENERGY SERVICES AGREEMENT ("ESA"), WITH HONEYWELL INTERNATIONAL, INC., TO IMPLEMENT AN ENERGY PERFORMANCE CONTRACT ("EPC") AND TO SECURE A EPC LOAN THRU PNC BANK, SUBJECT TO APPROVAL BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") PURSUANT TO SECTION 30 OF THE U. S. HOUSING ACT OF 1937.

CONTACT PERSON:

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

SUMMARY:

This Resolution authorizes the Executive Director to enter into an Energy Services Agreement with Honeywell International, Inc. It also authorizes the Lansing Housing Commission ("LHC") to request HUD approval to utilize LHC properties as the security interest for an EPC loan pursuant to Section 30 of the U. S. Housing Act of 1937.

BACKGROUND:

In **June 2012**, Honeywell International, Inc. entered into an agreement with the Lansing Housing Commission ("LHC") to perform an Investment Grade Audit ("IGA"), on LHC properties. The IGA determined what energy savings opportunities existed, the payback period and how much savings could be derived by implementing the various energy savings measures. A report containing this information has been reviewed by staff. Based on LHC priorities, a list of EPC work to be performed, by site, was developed. The scope of work (recommended by staff) to be performed with funding from the EPC loan is contained in attachment A.

Honeywell International, Inc. also solicited proposals from financial institutions to provide financing for LHC's EPC. A review of the banking proposals was conducted by LHC staff, Board Finance Committee member Ben Bakken and Honeywell. PNC Bank provided the most competitive loan interest rate as discussed at a previous board meeting. However, the rate and the amount of funding available is subject to change as

interest rates fluctuate during this evaluation and approval process. Therefore, we are requesting approval of an amount not to exceed \$3,600,000 (Three Million Six Hundred Thousand Dollars), rather than a firm fixed amount.

The EPC program envisions a loan from PNC Bank in an amount not to exceed \$3.6 million to perform the work shown on Attachment A. LHC intends to utilize equipment installed in all PHA properties as the security for the loan, which will result in a lien on the PHA-owned equipment. HUD approval, as identified in Section 30 of the Housing Act of 1937, is required to encumber PHA properties. As such, this resolution also authorizes the Executive Director to seek HUD approval for this action.

Pursuant to HUD approval, LHC intends to enter into an agreement with PNC Bank to secure the financing needed to install approximately \$3.6 million of energy/utility conservation measures in LHC properties. This equipment will serve as collateral for the loan. The Energy Services Company engaged for this initiative, Honeywell International, Inc. will oversee construction and guarantee energy savings based on their estimation of the savings.

FINANCIAL CONSIDERATIONS:

Honeywell International, Inc. guarantees savings in an amount sufficient to repay the proposed loan and on-going measurement and verification costs, provided: (1) the equipment installed is maintained according to the manufacturer's specifications, and (2) the equipment as installed by contractors hired and managed by Honeywell International, Inc. is installed according to manufacturer's specifications. LHC has a repayment risk if operating funds provided by HUD are significantly reduced and if the properties used to collateralize the loan no longer exist to generate the projected energy savings.

POLICY CONSIDERATIONS:

LHC does not have a policy governing this issue. HUD approval is required to encumber property as specified by Section 30 of the U. S. Housing Act of 1937. Approval or disapproval of this resolution is consistent with other governance responsibilities of the Board.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission



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RESOLUTION NO. 1161

**ADOPTED BY THE LANSING HOUSING COMMISSION
November 28, 2012**

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: Enter into an Energy Services Agreement with Honeywell International, Inc.; request HUD approval to utilize LHC properties as the security interest for an EPC loan pursuant to Section 30 of the U. S. Housing Act of 1937 and enter into an EPC agreement with PNC Bank in an amount not to exceed 3.6 Million dollars,



Tony Baltimore, Chair

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Absent: _____

Attest: 

Secretary:

For Clerk Use Only

Resolution No. 1161

Date Adopted: 11/28/12



Lansing Housing Commission Energy Performance Contract

Scenario # 1 - ECM Descriptions

Energy Conservation Measures to be Done at All Sites

1. ECM – Water Retrofit

Intent of this Energy Conservation Measure (ECM)

This will save water and sewer costs as well as gas and electric costs used to heat part of the water saved.

Scope of Work:

Faucet Aerators

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

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.

Water Closets

Replace existing 3.5 gpf and 1.6 gpf gravity flush water closets with new dual flush 0.8/1.28 gpf Caroma water closets to save water consumption.

2. ECM – Lighting Retrofit

Intent of this Energy Conservation Measures (ECM)

This will save electricity when compared to the electrical consumption of the present lamps and bulbs in common and tenant areas.

Scope of Work:

Tenant Area Lighting

Retrofit existing fluorescent lighting fixtures with T-8 lamps and electronic ballasts. Replace incandescent bulbs (where feasible) with screw-in compact fluorescent lamps. Replace incandescent fixtures (where practical) with fluorescent fixtures.

Energy Conservation Measures to be Done at Family Sites

1. ECM - New High Efficiency Condensing Furnaces

Scope of Work:

1. New High efficiency condensing furnaces shall be installed at the following sites:
2. Mt Vernon Park Townhouses (140 units, only 100 will receive new furnaces) located at 3338 N. Waverly Road Lansing, MI 48906
3. Hildebrandt Park (100 units) located at 3122 North Turner Street Lansing, MI 48906
4. La Roy Froh Townhouses (100 units) located 2400 Reo Road, 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	40*	10	25	25	30	10	100
Hildebrandt Park Townhouses		10	33	39	13	5	100
La Roy Froh Townhouses (Reo)		20	24	35	14	7	100
Grand Totals	-	40	82	99	57	22	300

Intent of this Energy Conservation Measures (ECM)

The work of this scope is to be performed at the three 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.

Install New Condensing Space Heating Forced Air Furnaces

1. Install new Carrier Comfort 92%+ efficient furnaces in the quantity listed in the table above. The furnaces sizes shall be as follows: 1 and 2 BR units, 50,000 Btu output, 3 BR and larger 75,000 Btu output.
2. If an alternative to the Carrier Comfort 92%+ provides greater value to LHC it shall be considered; subject to final approval by LHC.

2. ECM – Limiting Thermostats

Scope of Work:

Limiting thermostats shall be installed at the following four sites:

- Mt Vernon Park Townhouses (140 units) located at 3338 N. Waverly Road Lansing, MI 48906
- Hildebrandt Park (100 units) located at 3122 North Turner Street Lansing, MI 48906
- La Roy Froh Townhouses (100 units) located 2400 Reo Road, Lansing MI 48906.
- Hoyt and Forest Arbor Townhomes (56 units) 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	40	10	25	25	30	10	140
Hildebrandt Park Townhouses		10	33	39	13	5	100
La Roy Froh Townhouses (Reo)		20	24	35	14	7	100
Hoyt & Forest Arbor Townhouses			56				56
Grand Totals	40	40	138	99	57	22	396

Intent of these Energy Conservation Measures (ECMs)

The work of this scope is to be performed at the four family residential sites listed above. The existing thermostats shall be removed and disposed of and new limiting thermostats – with pre-set temperature limits provided by Honeywell at a later date – will be installed.

ECM – 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.

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 that are included in this ECM. Each of these buildings currently contains a gas-fired DHW boiler (total of one) or an indirect water heater that is powered from the heating boiler (total of six). The Customer has replaced four of the existing six existing indirect DHW heaters, leaving two that remain to be replaced.

Install New High Efficiency DHW System.

- 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.

ECM - Building Envelope – Insulation and Air Sealing

Provide additional attic insulation levels to R-38 and seal all cracks to minimize outside air filtration.

Intent of these Energy Conservation Measures (ECMs)

Project No.	Site Name	Total Bldg. Area (SF)	No. of Bldgs	Number of Units by Bedroom Type							Total Bed-rooms
				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	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

Building Envelope Improvement

- Weather-strip exterior doors.
- Caulk all accessible cracks.
- Seal around roof penetrations.
- Add insulation to underside of floors in unheated basements

Add Attic Insulation

- Raise the insulation level in the attics to R-38.
- Seal attic hatches.

LHC - 2012

Summary by ECM by Location: Scenario 1

ECM	Estimated Price	Projected Energy Savings							Pay Back period (yrs)	
		N. Gas (MCF)	N. Gas (\$/yr)	Electric (kWh)	Electric (\$/yr)	Water (1000gal)	Water (\$/yr)	Total Savings (\$)		
All LHC Sites										
1) water retrofit	\$ 989,932	23,000	\$ 16,632	-	\$ -	8,021	\$ 84,865	\$ 101,497	9.8	
2) interior lighting upgrade	\$ 373,967	-	\$ -	339,965	\$ 35,722	-	\$ -	\$ 35,722	10.5	
Family Sites										
3) Furnaces at Mt Vernon - 100 dwelling units	\$ 400,240	11,727	\$ 7,358	-	\$ -	-	\$ -	\$ 7,358	54.4	
4) Limiting Thermostats at Mt Vernon - 140 dwelling units	\$ 34,521	6,129	\$ 3,846	-	\$ -	-	\$ -	\$ 3,846	9.0	
5) Indirect Water Heaters at Mt Vernon - two buildings	\$ 19,785	56	\$ 35	-	\$ -	-	\$ -	\$ 35	559.3	
6) Building Envelope at Mt Vernon - 140 dwelling units	\$ 143,266	13,076	\$ 8,204	-	\$ -	-	\$ -	\$ 8,204	17.5	
7) Furnaces at La Roy Froh - 100 dwelling units	\$ 400,240	10,291	\$ 6,589	-	\$ -	-	\$ -	\$ 6,589	60.7	
8) Limiting Thermostats at La Roy Froh - 100 dwelling units	\$ 24,659	5,379	\$ 3,444	-	\$ -	-	\$ -	\$ 3,444	7.2	
9) Building Envelope at La Roy Froh - 100 dwelling units	\$ 60,850	3,084	\$ 1,974	-	\$ -	-	\$ -	\$ 1,974	30.8	
10) Furnaces at Hildebrandt Park - 100 dwelling units	\$ 400,240	7,536	\$ 4,551	-	\$ -	-	\$ -	\$ 4,551	87.9	
11) Limiting Thermostats at Hildebrandt Park - 100 dwelling units	\$ 24,659	3,939	\$ 2,379	-	\$ -	-	\$ -	\$ 2,379	10.4	
12) Building Envelope at Hildebrandt Park - 100 dwelling units	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	-	
13) Limiting Thermostats at Hoyt & Forest Arbor - 56 dwelling units	\$ 13,808	191	\$ 1,382	-	\$ -	-	\$ -	\$ 1,382	10.0	
Total	\$ 2,886,166	84,408	\$ 56,395	339,965	\$ 35,722	8,021	\$ 84,865	\$ 176,982	16	



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November 28, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO SUBMIT AN AMENDED DEMO DISPOSITION APPLICATION, FOR OLIVER TOWER, TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SPECIAL APPLICATION CENTER - RESOLUTION NO. 1162

CONTACT PERSON:

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

SUMMARY:

This Resolution authorizes the Executive Director to submit an amended demo disposition application for Oliver Towers to the HUD-SAC requesting authorization to enter into a negotiated sale with Lansing Community College ("LCC") and to use sale proceeds to purchase New Administrative Offices and pay related moving and renovation costs..

BACKGROUND:

Lansing Housing Commission ("LHC") and the City of Lansing received an offer, from LCC, to purchase Lot 2 and Oliver Tower, at fair market value, on October 28, 2011. Both entities subsequently received a 2nd letter on January 25, 2012 reiterating LCC's interest in the two parcels. The City of Lansing sold its "Lot 2" to LCC earlier this year. The sale agreement between the City of Lansing and LCC included a contingent offer to purchase Oliver Towers for \$1,310,000.00 should all of the required parties agree and all terms be met by June 2014.

LHC's board is interested in finalizing the sale of Oliver Tower at full price as efficiently and quickly as possible. The Board determined a negotiated sale between two public entities, at appraised value, is appropriate and highly desirable as such a transaction is beneficial to both parties. As a result LHC's Executive Director has been directed to take any and all actions necessary to permit LCC to exercise their contingent offer to purchase Oliver Towers.



This transaction requires approval by LHC's Board, submission of an amended demo disposition application to the U. S. Department of Housing and Urban Development ("HUD") Special Application Center, HUD approval of a negotiated sale to LCC and approval by the City of Lansing.


FINANCIAL CONSIDERATIONS:

LCC offered to purchase Oliver Towers at fair market value. Proceeds from the sale of Oliver Towers must be utilized for "public housing purposes." LHC requests HUD approval to utilize the proceeds from the sale to pay for new Administrative Offices as well as associated renovation and moving expenses.

POLICY CONSIDERATIONS:

LHC does not have a policy governing this issue. HUD requires LHC to sell the property at fair market value or greater. Proceeds from the sale must be utilized for "public housing purposes." HUD approval is required and their policy permits a negotiated sale, provided the sale is for fair market value. The proposed sale to LCC and the use of proceeds are compliant with HUD requirements.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission





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Resolution No. 1162

Adopted By The Lansing Housing Commission

October 24, 2012

Be It Resolved By The Lansing Housing Commission:

Patricia Baines-Lake, acting in the capacity of Executive Director, or her designee is authorized to submit an amended demolition disposition application, for Oliver Towers, to the U. S. Department of Housing and Urban Development Special Application Center, requesting authorization to enter into a negotiated sale with Lansing Community College ("LCC"), to use sale proceeds to purchase New Administrative Offices and to pay related moving expense and renovation costs.

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Abstentions: _____



Tony Baltimore, Chair

Attest: 

Secretary:

For Clerks Use Only

Resolution No. 1162
Date Adopted 11/28/2012

**Lansing Housing Commission
Central Office Cost Center
Income and Expense Report
September 2012**

Account Name		2013 Budgeted	September '12 Actual	October '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	October '11 Actual	Year to date Actual	% of Budget Expended
Property Management Fees	343001	\$ 455,476	\$ 36,223	\$ 35,666	\$ 145,543	32%	34%	-2%	\$ 436,831	\$ 37,384	\$ 148,887	34%
Bookkeeping Fees	343002	\$ 73,559	\$ 5,850	\$ 5,760	\$ 23,505	32%	33%	-1%	\$ 73,494	\$ 6,037	\$ 24,045	33%
OG Management Fee	343005	\$ 11,400	\$ 950	\$ -	\$ 2,850	25%	33%	-8%	\$ 14,136	\$ (2,355)	\$ 4,673	33%
AMP Management Fee		\$ 100,080	\$ 8,340	\$ -	\$ 25,020	25%	0%	25%	\$ 97,961	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124	\$ 15,253	\$ 14,491	\$ 58,726	33%	30%	3%	\$ 171,488	\$ 10,169	\$ 51,023	30%
Other Income	369000	\$ 50,000	\$ 53,126	\$ 4,911	\$ 68,537	137%	194%	-57%	\$ 35,000	\$ (1,111)	\$ 67,966	194%
TOTAL REVENUE		\$ 869,639	\$ 119,743	\$ 60,828	\$ 324,181	37%	36%	2%	\$ 831,910	\$ 50,124	\$ 296,594	36%
Administrative Salaries	411000	\$ 273,218	\$ 24,189	\$ 19,564	\$ 76,974	28%	35%	-7%	\$ 335,456	\$ 26,666	\$ 117,284	35%
Employee Benefits & FICA	454XXX	\$ 97,095	\$ 3,104	\$ 9,243	\$ 26,769	28%	24%	3%	\$ 154,721	\$ 5,139	\$ 37,893	24%
Legal	413000	\$ 3,000	\$ 419	\$ -	\$ 1,541	51%	1%	51%	\$ 35,000	\$ 289	\$ 289	1%
Publications	419006	\$ 400	\$ 224	\$ -	\$ 224	56%	0%	56%	\$ 1,000	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 5,000	\$ -	\$ -	\$ -	0%	32%	-32%	\$ 2,500	\$ 760	\$ 800	32%
Postage	419010	\$ 7,000	\$ -	\$ (3,468)	\$ (3,468)	-50%	9%	-58%	\$ 1,500	\$ (219)	\$ 131	9%
General Office Expenses		\$ 100,000	\$ 33,508	\$ -	\$ 33,918	34%	0%	34%	\$ -	\$ -	\$ -	0%
Office Supplies	419014	\$ 5,000	\$ 42	\$ 964	\$ 1,751	35%	17%	18%	\$ 10,000	\$ 363	\$ 1,667	17%
Conference	419016	\$ 1,500	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ 899	\$ 899	0%
Computer Maintenance	419022	\$ 20,000	\$ 3,473	\$ 1,468	\$ 8,571	43%	90%	-47%	\$ 7,000	\$ 2,443	\$ 6,284	90%
Outside Printing	419030	\$ 500	\$ -	\$ 616	\$ 616	123%	0%	123%	\$ 2,000	\$ -	\$ -	0%
Software	419032	\$ 1,000	\$ 92	\$ 263	\$ 1,025	102%	5%	98%	\$ 5,000	\$ -	\$ 241	5%
Automotive	419044	\$ 1,000	\$ -	\$ 289	\$ 396	40%	0%		\$ -	\$ -	\$ -	
Classified Advertising	419040	\$ 1,000	\$ -	\$ -	\$ -	0%	0%	0%	\$ 7,000	\$ (135)	\$ -	0%
Total Administrative		\$ 515,714	\$ 31,544	\$ 28,939	\$ 114,400	22%	29%	-7%	\$ 565,177		\$ 165,488	29%
Water	431000	\$ 1,910	\$ 227	\$ 1,102	\$ 1,569	82%	5%	77%	\$ 3,000	\$ (197)	\$ 160	5%
Electricity	432000	\$ 23,715	\$ 887	\$ 8,580	\$ 13,873	58%	40%	19%	\$ 22,000	\$ 2,071	\$ 8,719	40%
Steam & Gas	433000 4390	\$ 20,610	\$ 201	\$ 594	\$ 1,070	5%	4%	1%	\$ 24,000	\$ 23	\$ 939	4%
Phone/Internet/Communications	419004	\$ 10,300	\$ 549	\$ 21,378	\$ 23,052	224%	27%	196%	\$ 13,000	\$ 669	\$ 3,560	27%
Total Utilities		\$ 56,535	\$ 1,864	\$ 31,654	\$ 39,564	70%	22%	48%	\$ 62,000		\$ 13,378	22%
Maintenance Materials	442000	\$ 2,000	\$ -	\$ 174	\$ 246	12%	5%	7%	\$ 1,000	\$ -	\$ 52	5%
Maintenance Contracts	4430xx	\$ 40,000	\$ 8,204	\$ 12,674	\$ 26,031	65%	14%	51%	\$ 32,000	\$ 520	\$ 4,508	14%
Total Maintenance		\$ 42,000	\$ 8,204	\$ 12,848	\$ 26,278	63%	14%	49%	\$ 33,000		\$ 4,560	14%
Protective Services	448000	\$ 4,250	\$ 677	\$ 608	\$ 1,947	46%	22%	23%	\$ 4,000	\$ 220	\$ 897	22%
Insurance	451xxx	\$ 40,000	\$ 1,229	\$ 4,660	\$ 19,038	48%	58%	-11%	\$ 17,000	\$ 6,284	\$ 9,896	58%
SFTB Expenses		\$ 20,000	\$ (2,052)	\$ -	\$ 200	1%	0%	1%	\$ -	\$ -	\$ -	0%
OIG Repayment for SFTB	419000	\$ 25,704	\$ 6,426	\$ 4,629	\$ 17,481	68%	0%	68%	\$ -	\$ -	\$ -	0%
Loan payment		\$ 60,000	\$ 5,000	\$ 5,000	\$ 20,000	33%	0%	33%	\$ -	\$ -	\$ -	0%
Additional Capital		\$ 106,436	\$ 64,799	\$ (27,511)	\$ 85,473	80%	68%	12%	\$ 150,733		\$ 102,375	68%
TOTAL EXPENSES		\$ 870,639	\$ 119,743	\$ 60,828	\$ 324,181	37%	36%	2%	\$ 831,910	\$ 6,504	\$ 296,594	36%
NET INCOME (LOSS)		\$ (1,000)	\$ (0)		\$ 0				\$ -			

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
September 2012

Account Name		2013 Budget	September '12 Actual	October '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	October '11 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$ 1,630,786	\$ 110,649	\$ 112,561	\$ 452,323	28%	33%	-5%	\$ 1,507,075	\$ 121,168	\$ 495,931	33%
	330010	\$ 5,444	\$ 613	\$ 2,267	\$ 2,879	53%	0%	53%	\$ -	\$ -	\$ -	0%
Net Operating Subsidy	340000	\$ 3,061,304	\$ 318,649	\$ 277,764	\$ 1,112,462	36%	33%	3%	\$ 2,646,446	\$ 114,731	\$ 870,185	33%
Investment Income	361000	\$ 32,000	\$ (277)	\$ (1,471)	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200	\$ 3,486	\$ 1,798	\$ 9,597	12%	83%	-71%	\$ 7,500	\$ 2,361	\$ 6,220	83%
Other Tenant Charges: Late Charges	369001	\$ 32,300	\$ 4,575	\$ 3,550	\$ 16,344	51%	33%	18%	\$ 44,400	\$ 4,163	\$ 14,543	33%
Maint. Charge	369002	\$ 56,100	\$ 1,603	\$ 727	\$ 3,766	7%	56%	-50%	\$ 35,100	\$ 481	\$ 19,768	56%
Court Costs	369003	\$ 32,500	\$ 2,885	\$ 5,540	\$ 15,791	49%	31%	18%	\$ 37,500	\$ 1,495	\$ 11,645	31%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -	-	0%	0%	\$ 50,686	\$ -	\$ -	0%
TOTAL REVENUE		\$ 4,927,634	\$ 442,183	\$ 402,736	\$ 1,613,161	33%	33%	0%	\$ 4,328,707	\$ 244,399	\$ 1,418,292	33%
Administrative Salaries	411000	\$ 445,390	\$ 38,694	\$ 31,631	\$ 128,745	29%	41%	-12%	\$ 397,159	\$ 34,167	\$ 163,235	41%
Legal	413000	\$ 47,100	\$ 893	\$ 5,165	\$ 15,924	34%	119%	-85%	\$ 20,170	\$ 8,527	\$ 23,963	119%
Travel	415000	\$ 2,850	\$ 335	\$ 144	\$ 643	23%	3%	19%	\$ 21,966	\$ (2,082)	\$ 704	3%
Auditing Fees	417100	\$ 12,860	\$ -	\$ -	\$ 11,930	93%	0%	93%	\$ 22,843	\$ -	\$ -	0%
	419001	\$ 500	\$ 1,357	\$ 2,064	\$ 3,420	0%	0%	0%	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200	\$ 3,038	\$ 4,698	\$ 12,989	44%	32%	13%	\$ 33,600	\$ 2,199	\$ 10,615	32%
Publications	419006	\$ 720	\$ -	\$ -	\$ 395	55%	0%	55%	\$ -	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 2,670	\$ -	\$ -	\$ 20	1%	6%	-5%	\$ 2,000	\$ 112	\$ 112	6%
Postage	419010	\$ 11,770	\$ 1,964	\$ 310	\$ 5,788	49%	24%	25%	\$ 12,108	\$ (109)	\$ 2,911	24%
Collection Fees & Court Costs	419012	\$ 6,850	\$ (62)	\$ 279	\$ 687	10%	8%	2%	\$ 48,608	\$ 2,463	\$ 3,690	8%
Office Supplies	419014	\$ 15,800	\$ 1,296	\$ 6,433	\$ 11,072	70%	29%	41%	\$ 17,930	\$ 297	\$ 5,175	29%
Bank Fees	419020	\$ 16,500	\$ 1,217	\$ 1,314	\$ 5,718	35%	64%	-30%	\$ 11,941	\$ 3,115	\$ 7,687	64%
Computer Maintenance	419022	\$ 26,400	\$ 2,827	\$ 2,035	\$ 10,918	41%	53%	-12%	\$ 16,136	\$ 2,667	\$ 8,547	53%
Outside Printing	419030	\$ 900	\$ 213	\$ -	\$ 880	98%	0%	98%	\$ 845	\$ -	\$ -	0%
Software	419032	\$ 11,185	\$ 337	\$ 343	\$ 1,551	14%	84%	-70%	\$ 5,000	\$ -	\$ 4,176	84%
Automotive Maintenance	419044	\$ 21,900	\$ 2,380	\$ 5,081	\$ 11,747	54%	0%	54%	\$ -	\$ -	\$ -	0%
Inspections	419050	\$ 22,230	\$ 240	\$ -	\$ 945	4%	0%	4%	\$ -	\$ -	\$ -	0%
Management Fees	419101	\$ 430,841	\$ 36,223	\$ 35,666	\$ 145,868	34%	34%	0%	\$ 436,831	\$ 36,875	\$ 148,887	34%
Bookkeeping Fees	419102	\$ 71,368	\$ 5,850	\$ 5,760	\$ 23,505	33%	33%	0%	\$ 73,494	\$ 5,955	\$ 24,045	33%
Recreation/Other Services	422000	\$ 33,550	\$ 4,747	\$ 730	\$ 9,047	27%	41%	-14%	\$ 41,500	\$ 661	\$ 16,999	41%
Water	431000	\$ 417,380	\$ 35,026	\$ 37,706	\$ 147,371	35%	38%	-3%	\$ 372,969	\$ 28,903	\$ 142,193	38%
Electricity	432000	\$ 166,800	\$ 12,638	\$ 27,989	\$ 58,935	35%	38%	-2%	\$ 141,030	\$ 3,403	\$ 53,303	38%
Gas	433000	\$ 409,000	\$ 6,152	\$ 22,879	\$ 31,883	8%	8%	0%	\$ 474,281	\$ 12,360	\$ 37,929	8%
Recycling	435000	\$ 58,407	\$ 209	\$ 7,981	\$ 1,925	3%	0%	3%	\$ 3,331	\$ 592	\$ 2,825	0%
Maintenance Labor	441000	\$ 602,078	\$ 39,712	\$ 39,370	\$ 180,681	30%	34%	-4%	\$ 652,291	\$ 48,591	\$ 224,152	34%
Maintenance Materials	442000	\$ 247,000	\$ 15,932	\$ 46,843	\$ 95,035	38%	46%	-7%	\$ 202,184	\$ 12,480	\$ 92,038	46%
Garbage & Trash	443001	\$ 55,920	\$ 4,191	\$ 16,008	\$ 17,089	31%	37%	-7%	\$ 54,580	\$ 4,964	\$ 20,378	37%
Heating & Cooling	443002	\$ 13,100	\$ 1,957	\$ 1,045	\$ 6,527	50%	0%	50%	\$ -	\$ -	\$ -	0%
Snow Removal	443003	\$ 15,650	\$ (2,045)	\$ 605	\$ 120	1%	0%	1%	\$ 12,040	\$ -	\$ -	0%
Elevator Maintenance	443004	\$ 14,000	\$ 6,280	\$ 120	\$ 10,200	73%	28%	44%	\$ 10,500	\$ -	\$ 2,986	28%
Landscape & Grounds	443005	\$ 40,500	\$ 8,838	\$ 1,773	\$ 19,608	48%	93%	-44%	\$ 21,165	\$ 1,728	\$ 19,624	93%
Unit Turnaround	443006	\$ 142,150	\$ 5,947	\$ 8,764	\$ 47,288	33%	34%	-1%	\$ 110,600	\$ 12,858	\$ 37,380	34%
Electrical	443007	\$ 4,800	\$ 10	\$ 6,325	\$ 364	8%	8%	0%	\$ 9,700	\$ -	\$ 760	8%
Plumbing	443008	\$ 14,900	\$ 13,638	\$ 350	\$ 13,883	93%	52%	42%	\$ 17,800	\$ 6,082	\$ 9,177	52%
Exterminating	443009	\$ 48,864	\$ 6,424	\$ 2,595	\$ 20,008	41%	44%	-3%	\$ 43,600	\$ 5,979	\$ 19,046	44%
Janitorial	443010	\$ 1,200	\$ 1,250	\$ -	\$ 1,250	104%	1%	103%	\$ 15,400	\$ -	\$ 220	1%
Routine Maintenance	443011	\$ 21,200	\$ 2,135	\$ -	\$ 7,216	34%	83%	-49%	\$ 14,500	\$ 719	\$ 12,019	83%
Misc.	443012	\$ 53,200	\$ 7,350	\$ 2,489	\$ 20,556	39%	188%	-150%	\$ 18,215	\$ 2,661	\$ 34,324	188%

Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
September 2012

Account Name		2013 Budget	September '12 Actual	October '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	October '11 Actual	Year to date Actual	% of Budget Expended
Protective Services - Contracts	448000	\$ 7,732	\$ 2,569	\$ 1,253	\$ 13,258	0%	76%	-76%	\$ 12,650	\$ (4,215)	\$ 9,620	76%
Property	451001	\$ 109,022	\$ 9,079	\$ 7,202	\$ 141,790	130%	33%	98%	\$ 110,140	\$ 8,618	\$ 35,855	33%
General Liability	451002	\$ 53,730	\$ 4,452	\$ 3,988	\$ 60,630	113%	36%	77%	\$ 49,859	\$ 4,451	\$ 17,958	36%
Workers Comp.	451003	\$ 22,165	\$ -	\$ 2,678	\$ 9,614	43%	45%	-2%	\$ 21,720	\$ 3,780	\$ 9,816	45%
Other	451004	\$ 8,850	\$ 697	\$ 1,314	\$ 12,267	139%	14%	124%	\$ 18,450	\$ 699	\$ 2,637	14%
Payments in Lieu of Taxes	452000	\$ 95,500	\$ -	\$ -	\$ -	0%	0%	0%	\$ 56,340	\$ -		0%
OPEB Expense	444400	\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -		0%
Employee Benefits - Administrative	454000	\$ 200,502	\$ 2,885	\$ 10,102	\$ 37,669	19%	23%	-4%	\$ 219,038	\$ 13,968	\$ 50,343	23%
Employee Benefits - Maintenance	454100	\$ 250,704	\$ 2,729	\$ 43,252	\$ 86,657	35%	56%	-22%	\$ 186,811	\$ 29,660	\$ 105,256	56%
Employer FICA - Administrative	454200	\$ 34,115	\$ 1,564	\$ 7,293	\$ 9,314	27%	40%	-13%	\$ 30,624	\$ 2,516	\$ 12,334	40%
Employer FICA - Maintenance	454300	\$ 43,187	\$ 3,502	\$ 4,340	\$ 12,490	29%	32%	-3%	\$ 50,596	\$ 3,577	\$ 16,347	32%
Extraordinary Maint. - Contracts	461003	\$ 15,000	\$ 470	\$ -	\$ 470	3%	2%	1%	\$ 26,523	\$ -	\$ 650	2%
Reserve Account		\$ 550,394	\$ 121,475	\$ 47,949	\$ 144,521	26%	0%	26%	\$ 80,837	\$ (66,670)	\$ 28,376	0%
TOTAL EXPENSES		\$ 4,927,634	\$ 416,615	\$ 435,781	\$ 1,613,161	33%	34%	-1%	\$ 4,199,905	\$ 232,551	\$ 1,418,292	34%
TOTAL INCOME		\$ -	\$ 25,568	\$ (33,045)	\$ (0)				\$ 128,802	\$ 11,848	\$ -	
Amp Fee												
Inter-Amp Transfer (Out)												

Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
September 2012

Account Name	G/L	Current Year							Prior Year			
		FY 2013	September '12	October '12	Year to date	% of Budget	% of Budget	%	FY 2012	October '11	Year to date	% of Budget
	Acct #	Budget	Actual	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Fraud Recovery Funds Retained	330010	19,000	680	627	3,381	18%	18%	0%	25,000	1,411	4,536	18%
HCV Income - Admin Fees	341500	950,141	77,593	75,329	305,135	32%	30%	2%	921,540	72,465	275,942	30%
Other Revenue	369000	500	131	342	1,584	317%	132%	185%	100	43	132	132%
TOTAL REVENUE		969,641	78,403	76,297	310,100	8%	30%	-22%	946,640	73,919	280,610	30%
Administrative Salaries	411000	370,285	7,164	28,099	84,371	23%	35%	-12%	361,443	32,527	126,024	35%
Legal	413000	800	100	0	980	122%	0%	122%	1,000	0	0	0%
Staff Training	414000	6,000	53	187	3,692	62%	0%	62%	11,000	0	0	0%
Travel	415000	1,000	0	186	186	19%	2%	17%	2,000	30	30	2%
Auditing Fees	417100	5,000	0	0	4,000	80%	0%	80%	5,000	0	0	0%
Telephone	419004	10,000	1,421	44	3,201	32%	44%	-12%	9,000	675	3,971	44%
Publications	419006	500	0	0	0	0%	28%	-28%	1,000	0	279	28%
Membership Dues & Fees	419008	2,000	279	0	712	36%	19%	17%	1,500	0	279	19%
Postage	419010	14,000	726	1,092	5,348	38%	33%	5%	14,000	1,163	4,658	33%
Police Reports/Cred Chks	419012	4,000	7	0	14	0%	28%	-27%	4,300	7	1,187	28%
Office Supplies	419014	9,000	1,398	906	7,867	87%	35%	53%	10,000	566	3,453	35%
Conference	419016	1,000	0	0	0	0%	0%	0%	2,000	0	0	0%
Computer Maintenance	419022	15,000	2,024	1,266	6,497	43%	25%	19%	20,000	2,082	4,935	25%
Outside Printing	419030	3,500	0	432	952	27%	14%	13%	2,500	(1)	357	14%
Software	419032	10,000	46	280	1,488	15%	2%	13%	10,000	0	222	2%
Office Furniture	419038	0	0	0	0	0%	0%	0%	3,000	0	0	0%
Classified Advertising	419040	1,700	0	0	0	0%	0%	0%	3,000	0	0	0%
Office Rent	419042	24,000	2,000	2,000	8,000	33%	33%	0%	24,000	2,000	8,000	33%
Automotive Maintenance	419044	3,000	321	103	805	27%	42%	-15%	2,000	78	846	42%
COCC - HCV Program Expense	419103	190,028	30,364	14,491	58,726	31%	30%	1%	171,463	12,168	51,023	30%
Utilities - Water	431000	3,000	332	0	724	24%	17%	7%	3,200	(6)	549	17%
Utilities - Electricity	432000	29,000	661	0	3,105	11%	36%	-25%	31,000	(298)	11,035	36%
Utilities - Steam	439000	15,000	273	(16)	668	4%	5%	-1%	23,550	(132)	1,289	5%
Maintenance Contracts	443000	21,000	4,070	502	4,571	22%	241%	-219%	3,000	4,101	7,234	241%
Insurance	451000	18,000	17,945	1,376	22,081	123%	36%	87%	17,500	1,886	6,302	36%
Employee Benefits	454000	210,891	5,400	21,985	48,265	23%	28%	-5%	210,184	12,223	59,594	28%
s helter plus care paymts+											71,106	
Reserve Account		1,936	3,819	3,363	43,846	2265%	0%	2265%		0	0	0%
TOTAL EXPENSES		969,640	78,403	76,297	310,100	8%	38%		946,640	69,069	362,372	38%
NET INCOME (LOSS)		0	0	0	0				0	4,850	(81,762)	



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November 28, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report October 2012 Reporting Month

CONTACT PERSON:

Kendra Schmidtman
Housing Choice Voucher Coordinator

OVERVIEW:

This report details the status of LHC's performance against HUD established benchmarks, highlights areas of concern, and identifies significant achievements. The highlights of this month's report are:

1. HUD requires PHA's to perform Quality Control ("QC") reviews on 24 waitlist files per year. 98% of the waitlist files drawn down must be drawn in accordance with LHC's policies. 18 files were drawn down in October. 100% of all waitlist files are being audited. 22 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. LHC performed 12 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 Nine (9) QC file reviews on non-waitlist participant files in October. Eight (8) files or 89% of the files reviewed met HUD's standard.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. The LHC performed seven (7) QC inspections in October. One (1) unit passed, three (3) units failed and passed within 30 days, and three (3) units failed and are due to be abated December 1st if deficiencies are not corrected by then.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24 hours. The LHC cited one (1) 24-hour HQS deficiency in the month of October. This was completed within 24-hours

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:

SECTION 8 DEPARTMENTAL REPORT

	August 2012	September 2012	October 2012
TOTAL NEW LEASES	22	8	18
Total Move-outs	7	5	10
Net	15	3	8
Number on Voucher Wait List	732	726	620
Number of Applicants Pulled from Wait List	18	6	106
Number of Applications Withdrawn/Denied	4	3	5
Number of Informal Meetings	0	2	0
Number of Applicants Briefed	1	0	6
Total Resident Change of Units (transfers)	26	31	20
TOTAL RECERTIFICATIONS DUE BY MONTH	143	124	137
Annual Recertifications Completed	141	122	128
Annual Delinquent Reexaminations	0	0	0
Interims Completed	175	96	137
TOTAL INSPECTIONS DUE BY MONTH	131	113	135
Annual HQS Inspections Completed	99	109	135
Annual HQS Delinquent Inspections (PIC)	1	0	0
New RFTA Inspections	52	25	36
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	32	32	31
Total # of HCV Accts. Rec.	24	22	23
Monthly Total Amount Owed	\$7,871.52	\$6,986.88	\$5,644.32
Monthly Total Amount Collected	\$885.00	\$839.64	\$2,517.50
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1559	1563	1564
% UTILIZED UNITS	91.71%	91.94%	92.00%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	50	51	50
VASH Voucher Utilization	73	71	79
Monthly Total Voucher Unit Utilization	1682	1685	1693
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$6,285,001.87	\$7,111,000.15	\$7,968,732.15
HCV Budget Allocation YTD	\$6,493,533.36	\$7,305,400.03	\$8,117,266.70
<i>Expenditure Surplus (Overage) *</i>	<i>\$208,531.49</i>	<i>\$194,399.88</i>	<i>\$148,534.55</i>
Remaining Voucher Budget	\$3,454,998.13	\$2,628,999.85	\$1,771,267.85
Shelter Plus Care Budget	\$138,659.21	\$155,341.64	\$173,025.83
Shelter Plus Care Budget Used YTD	\$138,659.21	\$155,341.64	\$173,025.83
Shelter Plus Care Budget Allocation YTD	\$138,659.21	\$155,341.64	\$173,025.83
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$187,905.72	\$209,676.74	\$236,219.74
VASH Budget Allocation YTD	\$200,000.00	\$225,000.00	\$250,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$12,094.28</i>	<i>\$15,323.26</i>	<i>\$13,780.26</i>
Remaining Voucher Budget	\$112,094.28	\$90,323.26	\$63,780.26



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November 28, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

October 2012 Asset Management Monthly Report

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

Lansing Housing Commission ("LHC") communities have an overall occupancy rate of 93.6%. Our goal is to maintain an overall occupancy rate of 98%. The increase in vacancy is primarily attributable to evictions for non-payment of rent. Asset Management staff is busy pulling households off of the new waiting list, pre-qualifying households and collecting security deposits to reduce the overall vacancy rate. We have also reviewed our procedures and made some changes to decrease lease up time. In 2013, you will see some significant changes in how we currently run our public housing business in regards to renovation and lease up times. Our Maintenance staff has reduced the number vacant units waiting for rehabilitation so that we can achieve our goal of 98% occupancy by the end of December.

All AMPS achieved an overall score of 99.87% on PIC submissions to HUD. Overall, routine work order completion decreased from last month largely because staff is concentrating on rehabbing vacant units for occupancy. However, 100% of the emergency work orders were closed this month. We are still striving to improve the completion rate of routine work orders. There will be a new process in place for the completion of routine work orders in January, which will allow us to close routine work orders within 5 business days.

We are making some major upgrades to our computer software for Public Housing. The upgrades will reduce the manual work required to complete initial tenant certifications and re-certifications and allow us to monitor the work, and assigned times for maintenance related projects, i.e. work orders, renovation, prep work etc. Also the time savings will enable the Asset Managers and Assistant Managers to utilize more of their asset management tools to cultivate their property related functions.



In the middle of December, LaRoy Froh and Hildebrandt will have their annual HUD REAC inspections. The two staffs are forming teams who will do pre- inspections on every unit as well as the common areas so they will be prepared when the inspector arrives on December 18 & 19. We have set a goal for a score of 90% or above for both sites. Since we have put together pre-inspection teams for both sites this will take away from the renovation teams that we were going to put together to rectify the vacant units that won't be renovated by the end of November.

OCCUPANCY:

The PHAS unit months occupied scoring system methodology indicates occupancy is as follows:

- Hildebrandt 94%,
- LaRoy Froh 93%
- South Washington Park 91%
- Mt Vernon 97%

We did not meet our objective of increasing occupancy at every site starting in October, as previously anticipated, because of the reasons stated above. However, we do have a plan to return to 98% occupancy by the end of December 2012.

LEASE ENFORCEMENTS:

There were 35 households that received 30-day notices for lease violations and 22 households received notices to quit which will result in lease terminations if the entire balance is not paid off in full.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission





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

November 21, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report October 2012 Reporting Month

CONTACT PERSON:

Rod Slaughter
Director of Asset Management

OVERVIEW:

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

LaRoy Froh Fire

MC Smith Architects provided construction management. Insurance proceeds were received. Construction is on schedule. Substantial completion occurred at the end of August 2012. However, as indicated in last month's report LHC approved a change order to install new kitchen cabinets and flooring in two additional units in the fire building. This change order included a one month extension for the completion of these units. We anticipate receiving a certificate of occupancy on the remaining units shortly.

Funding Source: Insurance Proceeds less deductible

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Omega construction is the contractor. Work commenced on May 23, 2012. LHC has approved change orders for unforeseen work and building inspector required changes totaling of \$45,218.23 or approximately 13% of the original contract amount. Approved change orders included a time extension until December 3, 2012. Head Start received a temporary certificate of occupancy and moved in the last week of September.

Funding Source:	CFP 2011
Architect Fees:	Included in Hildebrandt Above*
Contract Amount:	\$343,458.00 + \$45,218.23 (Change Orders) =
Revised Contract Amount.	\$389,676.23



ESCO

Honeywell completed the Investment Grade Audit (IGA) of LHC properties. Work is progressing on schedule. LHC and Honeywell met and agreed on the scope of work for the project which is guaranteed to save LHC \$2.8 million over a 16 year period.

FUTURE MODERNIZATION ACTIVITIES

LHC will begin working with an architectural team to develop plans and specifications for the renovation of Mt. Vernon's community room and to modernization kitchens and baths at all developments. Architecture firms currently under contract have been contacted. Design work and plans will commence no later than January-2013. Capital Funds will be utilized to fund these activities.