



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

Agenda
Lansing Housing Commission
October 23, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of September 25, 2013
4. Action Items.
 - a) Resolution No. 1185-Approval of Resident Write-Offs September 1, 2013-September 30, 2013
 - b) Resolution No. 1186-Approval to Solicit Lessees for Excess Space in 419 Cherry St.

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



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**Minutes of the September 25, 2013
Lansing Housing Commission & Public Hearing Meeting**

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

GUESTS: None

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

Chairman Baltimore called the meeting to order promptly at 5:40 p. m. Director Baines-Lake called the roll.

Commissioner Beverly moved and Commissioner Joyce 2nd a motion to approve the minutes of the September 25, 2013 Board Meeting. **The Motion was approved by all members present.**

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to approve Resolution No. 1183-Approval of Resident Write-Offs August 1, 2013 to August 31, 2013. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Frens 2nd a motion to approve Resolution No. 1184-Approval to Execute a Contract with Yeager & Boyd LLC for Auditing Services. **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		Kendra Schmidtman
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 Page
LaRoy Froh	AMP 111	Lisa Parsons
South Washington	AMP 112	Janell McLeod

Director's Report:

The Director advised bids were received and a contract was approved to board up all openings at 310 Seymour to the 2nd floor. She also indicated LHC would continue to receive federal funds during the government shut down.

The President had no comments

There being no other business, President Baltimore adjourned the meeting at 6:45 p. m.





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October 23, 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 September 2013-Resolution No. 1185

RECOMMENDATION:

Staff recommends adoption of Resolution No.1185 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of September 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$7,683.75 (the full amount of resident balances on accounts closed as of August 31, 2013. The previous three month's write-off balances were:

- August 2013 - \$8,222.00
- July 2013 - \$9,904.75
- June 2013 - \$5,536.33

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 September 30, 2013 total \$7,683.75. 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 \$7,683.75 for outstanding rent and other charges due from residents who moved out of an LHC property as of September 30, 2013. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, _____



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





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


Resolution No. 1185

Adopted by the Lansing Housing Commission

October 23, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$7,683.75 of resident account receivables as of September 30, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 3

Nays 0

Abstentions 1

Attest 
Secretary

For Clerks Use Only

Resolution No: 1185
Date Adopted: 10/23/2013



Attachment (A)
Accounts Receivable Write-offs Breakdown
September 30, 2013

Amount	AMP	Monthly Rent	Rent	Late Charge	Legal Charge	Security Deposit	Maintenance
\$ 451.00	1010	\$ 213.00	\$ 426.00	\$ 25.00			
\$ 497.00	1010	\$ 497.00	\$ 497.00				
\$ 937.00	1020	\$ 257.00	\$ 875.00	\$ 75.00	\$ 147.00	\$ (160.00)	
\$ 785.00	1020	\$ 23.00	\$ 36.00			\$ (66.00)	\$ 815.00
\$ 940.75	1020	\$ 157.00	\$ 598.75			\$ (160.00)	\$ 502.00
\$ 371.00	1020	\$ 23.00	\$ 65.00			\$ (23.00)	\$ 329.00
\$ 435.00	1080	\$ 180.00	\$ 340.00	\$ 50.00	\$ 45.00		
\$ 70.00	1090	\$ 113.00	\$ 45.00	\$ 25.00			
\$ 286.00	1090	\$ 213.00	\$ 216.00	\$ 25.00	\$ 45.00		
\$ 736.00	1090	\$ 118.00	\$ 263.00	\$ 75.00	\$ 145.00	\$ (23.00)	\$ 276.00
\$ 537.00	1090	\$ 117.00	\$ 251.00	\$ 75.00	\$ 145.00	\$ (33.00)	\$ 99.00
\$ 86.00	1090	\$ 50.00				\$ (25.00)	\$ 111.00
\$ 136.00	1090	\$ 369.00	\$ 111.00	\$ 25.00			
\$ 420.00	1090	\$ 50.00	\$ 200.00	\$ 75.00	\$ 145.00		
\$ 381.00	1090	\$ 210.00	\$ 114.00	\$ 75.00	\$ 145.00	\$ (160.00)	\$ 207.00
\$ 615.00	1090	\$ 203.00	\$ 480.00	\$ 75.00	\$ 145.00	\$ (160.00)	\$ 75.00
\$ 7,683.75			\$ 4,517.75	\$ 600.00	\$ 962.00	\$ (810.00)	\$ 2,414.00
	Percent of Total Owed		59%	8%	13%	-11%	31%



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October 23, 2013

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Solicit Lessees for Excess Space in 419 Cherry St.- Resolution No. 1186

RECOMMENDATION:

Staff recommends adoption of Resolution No.1186 which authorizes Lansing Housing Commission ("LHC") staff to solicit Lessees for approximately 3000 square feet of office space and approximately 12 parking spaces located at 419 Cherry Street, Lansing, Michigan.

CONTACT PERSON:

Patricia Baines Lake
Executive Director
(517) 372.7996

SUMMARY:

This Resolution authorizes LHC to seek lessees for approximately 3000 square feet of office space located at 419 Cherry Street, Lansing, Michigan and proximate parking.

BACKGROUND:

LHC has reduced staff in the Central Office Cost Center since it purchased 419 Davenport. We are seeking opportunities to earn Non-Federal Income to supplant lost federal revenue as a result of sequestration and other funding cuts. Leasing excess office space located near downtown Lansing is an excellent opportunity to achieve this objective. LHC does not reasonable foresee any need for the excess square footage. Furthermore, rental of this offices space appears to be is the highest and best use for this real estate. Real estate professionals have indicated there are lessees whose business interests are compatible with LHC that may rent this space. Free parking is a premium asset in downtown Lansing which will make this property very appealing.

Staff also recommends utilizing the rental proceeds to pay down the mortgage balance on 419 Cherry Street




FINANCIAL CONSIDERATION:

LHC is making monthly payments to Davenport College for the purchase of 419 Cherry and a sizeable lump sum is payable soon. This excess space can lease for \$10-\$13.00 per square foot plus utilities according to real estate professionals. This lease rate will provide \$3,000.00-\$3900.00 per month. These funds will be place in escrow to pay a portion of the lump sum payment when it is due.

POLICY CONSIDERATIONS:

This is the first time LHC is leasing office space. In addition, leasing office space is not our core business. As such, there is no policy governing this issue. The use of the rental proceeds is a policy consideration. This transaction provides a source of revenue to pay an upcoming mortgage liability as recommended by staff. Once the entire mortgage for 419 Cherry is paid in full if LHC continues to lease a portion of the building the board should consider the appropriate use of any rental proceeds. The decision on how to utilize rental proceeds can be addressed after a lessee is identified.

Respectfully Submitted, 

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





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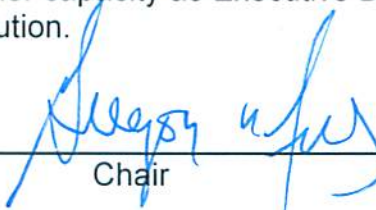
Resolution No. 1186

Adopted by the Lansing Housing Commission

October 23, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately take actions, in compliance with LHC's Procurement Policy, to lease approximately 3,000 square feet of the COCC office space. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 3

Nays 0

Abstentions 1

Attest

Secretary 

For Clerks Use Only

Resolution No: 1186
Date Adopted: 10/23/2013



Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 9/30/2013

	LIPH	HCV	COCC	Total
70300 Net Tenant Rental Revenue	335,647			335,647
70400 Tenant Revenue - Other	45,215			45,215
70500 Total Tenant Revenue	380,862			380,862
70600 HUD PHA Operating Grants	708,434	2,621,773	0	3,330,207
70610 Capital Grants	0	0	0	0
70710 Management Fee	0	0	149,066	149,066
70720 Asset Management Fee	0	0		0
70730 Book Keeping Fee	0	0	17,595	17,595
70740 Front Line Service Fee	0	0		0
70750 Other Fees	0	0		0
70700 Total Fee Revenue	708,434	2,621,773	166,661	3,496,868
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	-682	0	8,000	7,318
71600 Gain or Loss on Sale of Capital Assets	0			0
72000 Investment Income - Restricted	0			0
70000 Total Revenue	1,088,614	2,635,271	174,661	3,898,546
91100 Administrative Salaries	93,950	70,139	41,903	205,992
91200 Auditing Fees	5,604	1,437	1,436	8,477
91300 Management Fee	108,949	40,118		149,067
91310 Book-keeping Fee	17,596	0		17,596
91400 Advertising and Marketing	0	0		0
91500 Employee Benefit contributions - Administrative	64,016	41,089	25,236	130,341
91600 Office Expenses	44,936	23,175	44,717	112,828
91700 Legal Expense	8,516	2,642	324	11,482
91800 Travel	1,023	79	629	1,731
91810 Allocated Overhead	0			0
91900 Other	0			0
91000 Total Operating - Administrative	344,590	178,679	114,245	637,514
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	6,796		3,934	10,730
92500 Total Tenant Services	6,796	0	3,934	10,730

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 9/30/2013

	LIPH	HCV	COCC	Total
93100 Water	119,847	1,433	878	122,158
93200 Electricity	42,518	6,762	4,144	53,424
93300 Gas	14,629	1,532	939	17,100
93400 Fuel	0			0
93500 Labor	0			0
93600 Sewer	0			0
93700 Employee Benefit Contributions - Utilities	0			0
93800 Other Utilities Expense	262			262
93000 Total Utilities	177,256	9,727	5,961	192,944
94100 Ordinary Maintenance and Operations - Labor	123,873	0		123,873
94200 Ordinary Maintenance and Operations - Materials and Other	53,639	0	2,175	55,814
94300 Ordinary Maintenance and Operations Contracts	135,081	3,404	11,203	149,688
94500 Employee Benefit Contributions - Ordinary Maintenance	123,815	0		123,815
94000 Total Maintenance	436,408	3,404	13,378	453,190
95100 Protective Services - Labor	0			0
95200 Protective Services - Other Contract Costs	4,255			4,255
95300 Protective Services - Other	0		538	538
95500 Employee Benefit Contributions - Protective Services	0			0
95000 Total Protective Services	4,255	0	538	4,793
96110 Property Insurance	28,653			28,653
96120 Liability Insurance	15,084	4,878	5,339	25,301
96130 Workmen's Compensation	7,592			7,592
96140 All Other Insurance	5,800			5,800
96100 Total insurance Premiums	57,129	4,878	5,339	67,346
96200 Other General Expenses	0	0		0
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	0	0	0
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 9/30/2013

	LIPH	HCV	COCC	Total
96900 Total Operating Expenses	1,026,434	196,688	143,395	1,366,517
97000 Excess of Operating Revenue over Operating Expenses	62,180	2,425,085	23,266	2,510,531
97100 Extraordinary Maintenance	525			525
97200 Casualty Losses - Non-capitalized	0			0
97300 Housing Assistance Payments	0	2,684,298		2,684,298
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	1,026,959	2,880,986	143,395	4,051,340
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	61,655	-245,715	31,266	-152,794
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 (MI058)
LANSING, MI
Entity Wide Balance Sheet Summary
Month Ending 09/30/2013

	LIPH	HCV	COCC	Total
111 Cash - Unrestricted	79,698	81,245	83,559	244,502
112 Cash - Restricted - Modernization and Development	0			0
113 Cash - Other Restricted	483,379	387,550		870,929
114 Cash - Tenant Security Deposits	100,000			100,000
115 Cash - Restricted for Payment of Current Liabilities	0			0
100 Total Cash	663,077	468,795	83,559	1,215,431
121 Accounts Receivable - PHA Projects	0			0
122 Accounts Receivable - HUD Other Projects	0			0
124 Accounts Receivable - Other Government	0			0
125 Accounts Receivable - Miscellaneous	0			0
126 Accounts Receivable - Tenants	21,921			21,921
126.1 Allowance for Doubtful Accounts - Tenants	0			0
126.2 Allowance for Doubtful Accounts - Other	0			0
127 Notes, Loans, & Mortgages Receivable - Current	0			0
128 Fraud Recovery	0			0
128.1 Allowance for Doubtful Accounts - Fraud	0			0
129 Accrued Interest Receivable	0			0
120 Total Receivables, Net of Allowances for Doubtful Accounts	21,921	0	0	21,921
131 Investments - Unrestricted	801,202	31,368	36,514	869,084
132 Investments - Restricted	0			0
135 Investments - Restricted for Payment of Current Liability	0			0
142 Prepaid Expenses and Other Assets	190,106	18,550		208,656
143 Inventories	0			0
143.1 Allowance for Obsolete Inventories	0			0
144 Inter Program Due From	0		1,060,000	1,060,000
145 Assets Held for Sale	0			0
150 Total Current Assets	1,676,306	518,713	1,180,073	3,375,092
161 Land	1,364,771		283,813	1,648,584
162 Buildings	43,246,034		859,481	44,105,515
163 Furniture, Equipment & Machinery - Dwellings	0			0
164 Furniture, Equipment & Machinery - Administration	488,008	27,596	413,995	929,599
165 Leasehold Improvements	0			0
166 Accumulated Depreciation	-34,001,676	-25,352	-446,178	-34,473,206
167 Construction in Progress	1,939,271		43,825	1,983,096
168 Infrastructure	0			0
160 Total Capital Assets, Net of Accumulated Depreciation	13,036,408	2,244	1,154,936	14,193,588
171 Notes, Loans and Mortgages Receivable - Non-Current				0
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due				0
173 Grants Receivable - Non Current				0

Month Ending 09/30/2013

			LIPH	HCV	COCG	Total
174 Other Assets					593,420	
176 Investments in Joint Ventures						0
180 Total Non-Current Assets		13,036,408	2,244	1,748,356		14,787,008
190 Total Assets		14,712,714	520,957	2,928,429		18,162,100
311 Bank Overdraft		0				0
312 Accounts Payable <= 90 Days		0		15,460		15,460
313 Accounts Payable >90 Days Past Due		0				0
321 Accrued Wage/Payroll Taxes Payable		0		33,474		33,474
322 Accrued Compensated Absences - Current Portion		0				0
324 Accrued Contingency Liability		0				0
325 Accrued Interest Payable		0				0
331 Accounts Payable - HUD PHA Programs		0				0
332 Account Payable - PHA Projects		0				0
333 Accounts Payable - Other Government		0				0
341 Tenant Security Deposits		74,884				74,884
342 Deferred Revenues		0				0
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds		0				0
344 Current Portion of Long-term Debt - Operating Borrowings		0				0
345 Other Current Liabilities		0		5,304		5,304
346 Accrued Liabilities - Other		35,506				35,506
347 Inter Program - Due To		0				0
348 Loan Liability - Current		0		60,000		60,000
310 Total Current Liabilities		110,390	0	114,238		224,628
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue		0				0
352 Long-term Debt, Net of Current - Operating Borrowings		0				0
353 Non-current Liabilities - Other		0				0
354 Accrued Compensated Absences - Non Current		0				0
355 Loan Liability - Non Current		0				0
356 FASB 5 Liabilities		0				0
357 Accrued Pension and OPEB Liabilities		207,429	121,774	61,761		390,964
350 Total Non-Current Liabilities		207,429	121,774	641,761		970,964
300 Total Liabilities		317,819	121,774	755,999		1,195,592
508 1 Invested in Capital Assets, Net of Related Debt		11,613,221	5,126	174,899		11,793,246
511 1 Restricted Net Assets		2,353,862				2,353,862
512 1 Unrestricted Net Assets		427,812	394,057	1,997,531		2,819,400
513 Total Equity/Net Assets		14,394,895	399,183	2,172,430		16,966,508

Lansing Housing Commission (MI058)

LANSING, MI

Entity Wide Balance Sheet Summary

Month Ending 09/30/2013

	LIPH	HCV	COCC	Total
600 Total Liabilities and Equity/Net Assets	14,712,714	520,957	2,928,429	18,162,100



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October 23, 2013

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report September 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 September. 100% of all waitlist files are being audited. Zero (0) files were audited in September.
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 eight (8) QC reviews of unit rents in September. The QC review indicated 100% of the rents approved by LHC in September 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 September. 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. Eight (8) QC inspections were completed in September. Eight (8) units met HQS requirements.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited thirteen (13) 24-hour HQS deficiencies in the month of



September. 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

	July 2013	August 2013	Sep-13
TOTAL NEW LEASES	1	7	8
Total Move-outs	25	12	25
Net	-24	-5	-17
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)	17	20	17
TOTAL RECERTIFICATIONS DUE BY MONTH	146	114	111
Annual Recertifications Completed	143	109	111
Annual Delinquent Reexaminations	0	0	0
Interims Completed	63	113	62
TOTAL INSPECTIONS DUE BY MONTH	124	94	84
Annual HQS Inspections Completed	122	113	113
Annual HQS Delinquent Inspections (PIC)	0	0	0
New RFTA Inspections	16	29	24
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	37	37
Total # of HCV Accts. Rec.	7	7	9
Monthly Total Amount Owed	\$3,053.27	\$3,388.00	\$ 3,129.72
Monthly Total Amount Collected	\$707.94	\$909.00	\$ 482.45
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1556	1546	1529
% UTILIZED UNITS	91.53%	90.94%	89.9%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	51	53
VASH Voucher Utilization	81	86	91
Monthly Total Voucher Unit Utilization	1688	1683	1666
Total HCV Budget for 2011	\$10,153,272.00	\$10,153,272.00	\$ 10,153,272.00
Total HCV Budget Used YTD	\$6,096,220.55	\$6,907,152.33	\$ 7,764,754.09
HCV Budget Allocation YTD	\$5,803,154.00	\$6,717,703.00	\$ 7,464,776.00
<i>Expenditure Surplus (Overage) *</i>	<i>(\$293,066.55)</i>	<i>(\$189,449.33)</i>	<i>\$ (299,978.09)</i>
Remaining Voucher Budget	\$4,057,051.45	\$3,246,119.67	\$ 2,388,517.91
Shelter Plus Care Budget	\$254,700.00	\$254,700.00	\$ 254,700.00
Shelter Plus Care Budget Used YTD	\$140,652.00	\$160,671.00	\$ 181,605.00
Shelter Plus Care Budget Allocation YTD	\$140,652.00	\$160,671.00	\$ 181,605.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$ -</i>
Remaining Voucher Budget	\$114,048.00	\$94,029.00	\$ 73,095.00
VASH Budget	\$420,000.00	\$420,000.00	\$ 420,000.00
VASH Budget Used YTD	\$248,094.00	\$312,392.00	\$ 348,776.00
VASH Budget Allocation YTD	\$275,000.00	\$355,000.00	\$ 395,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$26,906.00</i>	<i>\$42,608.00</i>	<i>\$ 46,224.00</i>
Remaining Voucher Budget	\$171,906.00	\$107,608.00	\$ 71,224.00



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

October 10, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
410 Cherry St.
Lansing Michigan 48933

SUBJECT:
September Asset Management Monthly Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

OVERVIEW:
Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 92.4% at the end of September. 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 get the units rehabbed as quickly as we can. All developments have submitted an RFP to the public for assistance in rehabbing the rental units. Three sites have contracts with construction companies at this time.

In September we had a total of 85 emergency work orders 100% were closed or abated within 24-hours. We had 104 routine work orders that were closed during the month. Our goal is to close out all emergency work orders within 24 hours, and close out routine work orders within an average of three (3) days.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Totals
Total Units Available for rent	173	168	213	278	832
Total Units Occupied	159	157	203	249	768
Percent Occupied	92%	93%	95%	89.5%	92.4%

Move –Ins	1	2	0	3	6
Move-Outs	3	4	1	11	19
Transfers	0	0	2	1	3
Emergency Work Orders	2	41	12	30	85
Routine Work Orders	21 closed	12 closed	22 closed	49 closed	104 closed

Note:

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 27,389.00	\$ 5,018.88	\$ 22,370.12	82%
Hildebrandt	168	\$ 19,528.00	\$ 1,830.00	\$ 17,698.00	91%
LaRoy Froh	213	\$ 26,080.00	\$ 4,024.00	\$ 22,056.00	85%
South Washington	278	\$ 37,664.00	\$ 4,774.00	\$ 32,890.00	87%
Totals	832	\$ 110,661.00	\$ 15,646.88	\$ 95,014.12	86%



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September 25, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing Michigan 48933

SUBJECT:

September 2013 Modernization Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:

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

South Washington Park

Laux Construction LLC, commenced work on South Washington Park Community Room renovation on September 3, 2013. Construction was delayed because of asbestos removal. However, construction is on track and expected to be complete before December 1, 2013.

Mt Vernon

S & S Construction has begun work on the renovation of the fire unit at 3856 Wilson. Completion is scheduled for mid-January. MC Smith Associates & Architectural Group has completed some preliminary designs for the renovation of kitchens and baths at Mt. Vernon. This work will continue until prototypes are completed for all unit types. Drawings and specifications for the Community Room renovations are on target.

Hobbs + Black Associates provided preliminary drawings of Hildebrandt kitchens and baths for comment. The final Design will be completed and RFP's will be issued within 2 months.

FUTURE MODERNIZATION ACTIVITIES

DLZ will begin working on kitchen and bath updated designs for LaRoy Froh within the next 60 days.





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**LHC Board
Sign-In Sheet
Date of Meeting: October 23, 2013**

Name	Organization	Phone #	E-mail
Patrick A. Baines-Lane	LHC	372-7996	patbl@lanshc.org
Bobby Joyce	LHC	703-3483	Bobby.Joyce@gmail.com
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Kris Whipple	LHC	393-4290	Krisw@lanshc.org
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Kendra Schmidtman	LHC	321-6051 (906)	Kendras@lanshc.org
Greg Frens	LHC	280-7590	frens@yaho.com
Ben Bakken	LHC	517 505-5451	ben@bigfireworks.com

