



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

**AGENDA
LANSING HOUSING COMMISSION
October 26, 2011**

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of August 24, 2011.
4. Approval of Minutes of Special Meeting on September 24, 2011.
5. Resolution #1135 – Write off of inactive tenant accounts.
6. Election of Vice –president.
7. Informational Items:
 - a. Financial Reports
 - b. Asset Management & Capital Fund Report – Forrest Babcock
 - i. Mt. Vernon & Scattered Sites AMP 102-104 Lisa Parsons
 - ii. Hildebrandt AMP 103 Rhonda Pagel
 - iii. LaRoy Froh AMP 111 Sona Mendoza
 - iv. South Washington AMP 112 Dave Abood
 - c. Housing Choice Voucher Report – Kendra Schmidtman
 - d. Conflict of Interest Policy-Patricia Baines-Lake
 - e. Oliver Towers Disposition-Patricia Baines-Lake
8. President's Comments.
9. Public Comment – limit 3 minutes per person.
10. Other Business.

Adjournment.





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**MINUTES OF THE AUGUST 24, 2011
LANSING HOUSING COMMISSION MEETING**

PRESENT AT ROLL CALL: All Commissioners Present

Guest: Michelle Robbins, Sylvia Rodriguez, Ryan Gardner

STAFF:	Patricia Baines-Lake	David Abood
	Kendra Schmidtman	Forrest Babcock
	Rhonda Pagel	Ramiro Salazar
	Dona Davenport	Lisa Parsons
	Phil Chajkowski	

President Baltimore called the meeting to order at 6:02 pm.

All Commissioners were present at roll call.

The Minutes of June 22, 2011 regular Board Meeting were presented for approval. Commissioner Nelson moved to approve the minutes and Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1130 –Approval to write off uncollected rental accounts. The figure of \$9,175.95 reflects balances that are older than 90 days, covering January 1, 2011 through March 31, 2011. Commissioner Nelson moved to approve Resolution #1130, with Commissioner Robbins seconding the motion.

Approved: Unanimously

Resolution #1131 – Staff presented information involving the Window Replacement Contract for LaRoy Froh. Architect, Fleis & Vandenbrink recommended the LHC accept the First Contracting bid which was the lowest most responsible bid. LHC along with the Architect will select a decision on the brand of window – Crowne or Anderson. Commissioner Nelson moved to approve the Resolution. Commissioner Robbins seconded the motion.

Approved: Unanimously

Resolution #1132 – The Lansing Housing Commission presented their Annual Section Eight Management Assessment to the Board for approval. Director Lake explained the

submission. Commissioner Nelson moved to approve the SEMAP submission with Commissioner Robbins seconding the motion.

Approved: Unanimously

Director Lake briefly spoke to the concrete, asphalt and roofing work currently being done. Forrest Babcock presented the color board for the work that is being planned for the Hildebrandt Office.

Kendra Schmidtman presented the Housing Choice Voucher Report to the Board. The May HCV report was presented by Financial Manager, Ramiro Salazar.

Ramiro Salazar, Finance Manager presented the Low Income Public Housing and the Central Office Cost Center financial reports.

Forrest Babcock presented the Asset Management Overview and Asset Manager Parsons and Mendoza's June/July activities for Mt. Vernon and LaRoy Froh - AMPs 102-104, 111 Asset Manager's, Pagel and Abood presented their individual reports on Hildebrandt and South Washington two AMPs. Occupancy is strong in all developments

Commissioner Nelson spoke briefly about the new law regarding the cap on cash benefits to households on Public Assistance.

President Baltimore welcomed new Commissioner Greg Frens. Commissioner Regina Bell resigned her position as Commissioner. Everyone thanked her for her service and wished her well.

Sylvia Rodriguez inquired about her other housing options for moving to other Lansing Housing Commission properties. Ryan Gardner inquired about a Resident Council and security at S. Washington Park. Director Lake and Asset Mgr Dave Abood spoke to both issues.

There being no further business, Commissioner Nelson moved to adjourn the meeting.

The meeting adjourned at 7:37 pm.



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Minutes of Special Meeting
Lansing Housing Commission
September 07, 2011

Present: President Tony Baltimore
Commissioner Gina Nelson
Commissioner Jimmie Robbins
Commissioner Greg Frens

Staff: Director Lake, Dona Davenport, Jennifer Burnette, Kim Shirey

Guests: None

President Baltimore called the meeting to order at 4:38 p.m.

All Commissioners present at roll call.

Resolution #1133 –Approval to modify the U. S. Department of Housing and Urban Development (HUD) Disposition authorization for Oliver Towers to permit disposition through a negotiated sale involving swap/trade with Davenport College and the City of Lansing at Fair Market Value , as appraised was presented to the Board. The Commissioners raised several questions:

How is the Lansing Housing Commission (LHC) going to fund the move from our current location to a new location? We do not have funds to move twice. Whatever developer ends up in this deal the cost must include one move.

How does LHC pay for the cost of renovation or organization for the space that exists at the Davenport facility? Everything in the development agreement must be in the best interest of the LHC – equipment, mail supplies, that we should include in the development agreement at no cost to the LHC.

Make sure that HUD does not have any objection to the Flood Plain or Flood Way.

President Baltimore requested that Director Lake explain the Flood Plain – Flood Way issue.

Director Lake- Flood Plain – 100 year means 1% chance in any given year that a flood may occur in that building because it is below the flood plain. About 1/3 of the building is in the flood plain. Building is 1 foot 2 inches below flood plain. We can install new floor trusses and raise the floor. We cannot store any items in that area or elevate items above the flood plain. Water proof the exterior – reduce entry points – the actual drawing is 1 foot 2 inches below the flood plain.

Costs incurred to LHC – for mitigating the problem (significantly different-difficult?)

Engagement of the Community – certainly LHC's community is staff – not surveyed our customers – street near public transportation – landlords are getting direct payments – have a new address- staff wants to stay downtown-have free parking – central location.

GN-Other concern – dog not being wagged by its tail. Getting the short end of the stick. LHC homeless for a period of time – before the move into the new location – HUD will not allow us to double move. Those costs would be more than should be incurred by LHC.

RFP-in excess of 1.5 million – would not pay for moving or development of a new Building. Homeless Shelter not an option.

GF-Bargain hard – once the agreement is signed- the building is ours – we own it.

TB-\$100,000.00 agreement must be in writing no verbal anything.

GN-how long to get HUD approval?

PBL-Local HUD office is aware of our condition.

TB-as far as I'm concerned it is already October.

TB-I want this to be as easy as possible for the staff-a smooth transition more than fair for all parties.

JR-Do we pay taxes on new building –

PBL-pay PILOT right now it will be the same at the new location

Financial consideration – appraised at 2.4 mil now 1.5. Board not negotiate – but will have final say. The Board is authoring Director Lake to amend the previously approved disposition for Oliver Towers. To allow the LHC to negotiate directly with Davenport. City of Lansing to dispose of OT for fair market value or more (with the ?s raised by the Board?)

GN-Now if somebody comes to the LHC and says they will give us 2 million for property what happens? All of our projects are under a Declaration of Trust. If approved by HUD to go this way – any other deal gone.

Commissioner Nelson moved to authorize Director Lake to modify the U.S. Department of Housing and Urban Development disposition authorization for Oliver Towers to permit disposition through a negotiated sale involving swap/trade with Davenport College and the City of Lansing at fair market value. The motion was seconded by Commissioner Frens.

Approved: Unanimously

Resolution #1134-Renovations to the Hildebrandt Office and Maintenance Garage. We recommend authorization of up to \$550,000.00 for this work. Blue prints of the existing building and of the new building and garage layout were presented to the Board. Commissioner Nelson move to adopt Resolution #1134 which authorizes the Executive Director to execute a contract not to exceed \$550,000.00 to completely renovate the office, community space and maintenance garage at Hildebrandt. Commissioner Frens seconded the motion.

Approved: Unanimously

President Baltimore again thanked the staff for all their hard work. Thanked Director Lake for the great job at the press conference.

No public comment.

There being no more business the Regular meeting adjourned at 5:44 p.m.



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October 26, 2011

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 THE SECOND QUARTER OF 2011 - RESOLUTION NO. 1135**

RECOMMENDATION:

Staff recommends adoption of Resolution No.1135 which authorizes the finance division to write off accounts receivable in excess of 90 days for the period April 1, 2011 through June 30, 2011.

CONTACT PERSON:

Phil Chajkowski
Financial Manager
(517) 853.3065

SUMMARY:

This Resolution authorizes the finance division to write off \$3,754.40 (the full amount of resident balances that are older than ninety (90) days) covering April 1, 2011 – June 30, 2011.

BACKGROUND:

It is an industry practice to write off tenant receivables which are deemed uncollectable. The uncollected account balances for residents that moved out of LHC's portfolio between April 1, 2011 and June 30, 2011 total \$3,754.40. This figure was computed by taking the Aged Receivables for all tenants less the Aged Receivables for Active Tenants. As required by our policy this report is updated and presented to you quarterly for your approval.

FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$3,754.40 for outstanding rent and other charges due from residents who moved out of an LHC property between April 2011 and June 2011. All accounts receivable are sent to a collection agency that pursues restitution. The collection agency is paid a portion of the amount recovered. As such, the financial impact may be less than the amount written off.



POLICY CONSIDERATIONS:

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

Respectfully Submitted, 

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





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RESOLUTION NO. 1135

ADOPTED BY THE LANSING HOUSING COMMISSION

October 26, 2011

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission authorizes the Lansing Housing Commission to immediately write off the following \$3,754.40 of resident account receivables covering April 1, 2011 - June 30, 2011:

Mt. Vernon	997.20
Hildebrandt	1,474.30
LaRoy Froh	7.00
South Washington	<u>1,275.90</u>
Total Write-off for 6/30/11	3,754.40

Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer the resolution.



CHAIR

Yeas _____

Nays _____

Abstentions _____

ATTEST



SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1135
DATE ADOPTED: 10/26/2011



Lansing Housing Commission
September YTD Finance Report
7/1/11 - 06/30/12

1090 South Washington					
Account Name	FYE 2012 Budget	YTD Budget	YTD Actual	Sept. Actual	YTD Variance
Net Tenant Rent (after vacancy loss)	574,566	143,642	143,030	46,957	(612)
Net Operating Subsidy	660,033	165,008	193,281	64,427	28,273
Inter-Amp Transfer (In)	29,426	7,357	0	0	(7,357)
Other Tenant Charges: Late Charges	8,500	2,125	2,150	650	25
Maint. Charges	2,500	625	183	78	(442)
Court Costs	10,500	2,625	3,915	1,160	1,290
Other Income	6,800	1,700	3,545	800	1,845
TOTAL REVENUE	1,292,325	323,081	346,104	114,072	23,023
Administrative					
Administrative Salaries	98,217	24,554	33,953	9,047	9,399
Employee Benefits - Administrative	80,638	20,160	11,696	3,155	(8,464)
Employer FICA - Administrative	7,375	1,844	2,517	668	673
Auditing Fees	7,600	1,900	0	0	(1,900)
Management Fees	146,000	36,500	37,802	12,492	1,302
Bookkeeping Fees	24,600	6,150	6,105	2,018	(45)
Amp Fee	32,810	8,203	0	0	(8,203)
Inter-Amp Transfer (Out)		0	0	0	0
Classified Advertising		0	0	0	0
Office Supplies	4,400	1,100	1,630	537	530
Legal	4,500	1,125	4,868	1,504	3,743
Collection Fees & Court Costs	13,600	3,400	154	0	(3,246)
Travel	3,800	950	1,024	0	74
Staff Training	1,500	375	0	0	(375)
Membership Dues & Fees	500	125	0	0	(125)
Postage	4,000	1,000	1,020	0	20
Conference	0	0	0	0	0
Bank Fees	3,800	950	1,535	779	585
Computer Maintenance	3,500	875	1,054	571	179
Outside Printing	125	31	0	0	(31)
Software	1,000	250	1,167	427	917
Other Administrative Costs		0	0	0	0
Total Administrative	437,965	109,491	104,525	31,198	(4,966)
Recreation/Other Services	10,800	2,700	11,120	7,885	8,420
Utilities					
Water	113,600	28,400	38,200	13,325	9,800
Electricity	94,000	23,500	31,620	10,033	8,120
Gas	143,000	35,750	8,659	2,260	(27,091)
Telephone	7,600	1,900	2,255	779	355
Total Utilities	358,200	89,550	80,734	26,397	(8,816)
Maintenance					
Labor	166,280	41,570	41,435	10,733	(135)
Employee Benefits - Maintenance	63,081	15,770	12,252	3,235	(3,518)
Employer FICA - Maintenance	13,096	3,274	3,073	793	(201)
Maintenance Materials	50,700	12,675	31,222	10,794	18,547
Garbage & Trash	14,500	3,625	4,752	1,347	1,127
Snow Removal	2,800	700	0	0	(700)
Elevator	10,500	2,625	2,986	0	361
Landscape & Grounds	6,200	1,550	6,252	3,899	4,702
Unit Turnaround	21,500	5,375	5,213	2,420	(162)
Electrical	4,600	1,150	135	135	(1,015)
Plumbing	6,500	1,625	490	490	(1,135)
Exterminating	22,000	5,500	10,224	3,241	4,724
Janitorial	7,400	1,850	0	0	(1,850)
Routine Maintenance	9,000	2,250	8,913	6,280	6,663
Misc.	8,500	2,125	11,593	5,440	9,468
Extraordinary Maint. - Contracts	8,803	2,201	0	0	(2,201)
Recycling	500	125	149	149	24
Total Maintenance	415,960	103,990	138,689	48,956	34,699
Protective Services - Contracts	7,200	1,800	12,480	6,258	10,680
Insurance					
Property	17,000	4,250	4,245	1,415	(5)
General Liability	15,300	3,825	4,092	1,364	267
Workers Comp.	4,500	1,125	1,509	503	384
Other	2,300	575	558	186	(17)
Insurance		0	0	0	0
Total Insurance	39,100	9,775	10,404	3,468	629
Additional Capital	0	0	0	0	0
Payments in Lieu of Taxes	23,100	5,775	0	0	(5,775)
TOTAL EXPENSES	1,292,325	323,081	357,952	124,162	34,671
NET INCOME (LOSS)	0	0	(11,848)	(10,090)	(11,848)
	FYE 2012 Budget	YTD Budget	YTD Actual	Sept. Actual	YTD Variance



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October 26, 2011

HONORABLE MEMBERS IN SESSION

**Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933**

**SUBJECT:
ASSET MANAGEMENT MONTHLY REPORT September, 2011 REPORTING MONTH**

**CONTACT PERSON:
Forrest Babcock
Director of Asset Management**

OVERVIEW:
Lansing Housing Commission communities continue to maintain occupancy. Our overall occupancy is at 96.9 % for the month. The communities achieved an accuracy score of 99.8% on submissions to PIC with 95% of the recertification's completed. Less than five percent of our resident base was served notices due to lease violations. In this month we closed 100% of the routine work orders along with 100% of the emergency work orders. Accounts receivables increased slightly.

OCCUPANCY:
In accordance with the new PHAS scoring system the method of determining vacancy has been changed, we now will use unit months occupied. This method looks at units vacant at the end of the month divided by the total units available for occupancy. Our achievement the month of September is as follows:

- Mt Vernon 94%
- Hildebrandt, LaRoy Froh, and South Washington Park 98%

We have established the site based waiting lists; we expect to open the lists for specific unit sizes in the next three months. This month saw school relocations, higher forced relocations, and another pull for HCV applicants.

LEASE ENFORCEMENTS:
Eighteen households required either a written warning or lease violation letters in this month. Sixteen required legal notice in the form of seven or thirty day notices for lease violations.

WORKORDERS:

Emergency work orders and daily work orders were closed at 100% for the month. Carry over work orders decreased by 35% this month.

ACCOUNTS RECEIVABLES:

Accounts receivables commission wide increased slightly with receivable rates ranging from 9% to 13.9 our achievements for the month are:

- Hildebrandt 9%, Mt Vernon 10.7%, South Washington Park 12% and LaRoy Froh at 13.9%

Our rates have grown due to a continuing scheduling concern with the courts, and the demands being placed on our resident's resources. One footnote to LaRoy Froh, after some phone calls, personal visits we have reduced the percentage by 74% without any evictions.

MODERNIZATION REPORT

The September Modernization report is attached for your review.

Respectfully Submitted,



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

SECTION 8 DEPARTMENTAL REPORT

	July 2011	August 2011	Sept. 2011
TOTAL NEW LEASES	7	8	5
Total Move-outs	11	8	4
Net	-4	0	1
Number on Voucher Wait List	63	63	0
Number of Applicants Pulled from Wait List	0	0	63
Number of Applications Withdrawn/Denied	50	2	20
Number of Informal Meetings	0	0	1
Number of Applicants Briefed	10	0	31
Total Resident Change of Units (transfers)	21	13	15
TOTAL RECERTIFICATIONS DUE BY MONTH	114	131	109
Annual Recertifications Completed	109	128	109
Annual Delinquent Reexaminations	0	0	0
Interims Completed	122	113	112
TOTAL INSPECTIONS DUE BY MONTH	100	115	117
Annual HQS Inspections Completed	87	111	115
Annual HQS Delinquent Inspections (PIC)	0	1	1
New RFTA Inspections	41	22	29
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	18	18	18
Total # of Section 8 Accts. Rec.	17	16	16
Monthly Total Amount Owed	\$10,876.60	\$9,191.85	\$9,390.80
Monthly Total Amount Collected	\$2,327.25	\$1,847.25	\$916.70
Voucher Program Total Units	1700	1700	1700
HCV Utilization	1514	1514	1515
Shelter Plus Care Voucher Utilization	52	52	52
VASH Voucher Utilization	26	26	54
Monthly Total Voucher Unit Utilization	1566	1566	1567
% UTILIZED UNITS	92.12%	92.12%	92.18%
Total HCV Budget for 2011	\$9,152,940.00	\$9,152,940.00	\$9,152,940.00
Total HCV Budget Used YTD	\$5,093,122.31	\$5,824,476.57	\$6,575,076.65
HCV Budget Allocation YTD	\$5,303,019.00	\$6,029,568.00	\$6,756,117.00
<i>Expenditure Surplus (Overage) *</i>	<i>\$209,896.69</i>	<i>\$205,091.43</i>	<i>\$181,040.35</i>
Remaining Voucher Budget	\$4,059,817.69	\$3,328,463.43	\$2,577,863.35
Shelter Plus Care Budget	\$131,453.00	\$149,544.75	\$167,456.75
Shelter Plus Care Budget Used YTD	\$131,453.00	\$149,544.75	\$167,456.75
Shelter Plus Care Budget Allocation YTD	\$133,088.00	\$151,179.75	\$169,091.75
<i>Expenditure Surplus (Overage)</i>	<i>\$1,635.00</i>	<i>\$1,635.00</i>	<i>\$1,635.00</i>
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$151,656.00	\$151,656.00	\$151,656.00
VASH Budget Used YTD	\$103,190.80	\$123,117.73	\$146,128.65
VASH Budget Allocation YTD	\$115,178.00	\$115,178.00	\$115,178.00
<i>Expenditure Surplus (Overage)</i>	<i>\$11,987.20</i>	<i>(\$7,939.73)</i>	<i>(\$30,950.65)</i>
Remaining Voucher Budget	\$48,465.20	\$28,538.27	\$5,527.35



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MODERNIZATION REPORT September 2011

South Washington Park Parking lots were started in 2010 and the project was completed in 2011. Contractor removed and replaced parking lots, striped and sealed the asphalt. Reith Riley did the removal and replacement in 2010 and American Asphalt did the sealing and striping in 2011
CFP 2009 / \$64,072 / CLOSED

Asphalt Commission wide American asphalt was the contractor. The job was completed this month. Contractor removed and replaced lots, filled cracks, seal coated and striped the asphalt.
CFP 2009 / \$78, 566 / OPEN

Concrete Replacement Commission wide Able Concrete, the contractor, has a two year contract to remove and replace sidewalks, patios, driveways, and porches.
CFP 2009 / \$150,000.00 / OPEN / IN CLOSE OUT FOR THE SEASON

Roof Replacement (Mt Vernon, Hildebrandt, LaRoy Froh one bedrooms)
First Contracting the contractor, removed and replaced shingled roof, extended roof lines, installed venting, gutters and downspouts.
CFP 2009 / 2010 / \$218,755 / COMPLETED / IN CLOSE OUT

Hildebrandt Community Center Hobbs and Black architects provided design, drawings and bidding assistance. Laux Construction, the contractor shall remove some walls and expand/replace the community building and maintenance building at Hildebrandt.
CFP 2010 / H&B / \$15,000 LAUX CONTRACT SIGNED/ AWAITING PLAN APPROVAL

LayRoy Froh Window Replacement Fleis-Vandebrink designed and completed the drawings, First Contracting, the contractor will remove and replace all windows at LaRoy Froh multi family, repair siding and interior finishes.
CFP 2010 / F/V \$19,500 / FIRST CONTRACTING \$219,750.00 WORK TO COMMENCE UPON ARRIVAL OF WINDOWS.





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October 26, 2011

HONORABLE MEMBERS IN SESSION

**Lansing Housing Commission
Lansing, Michigan 48933**

**SUBJECT:
OCTOBER - MONTHLY CAPITAL FUND PROGRAM ("CFP") INFORMATIONAL
REPORT.**

**CONTACT PERSON:
Rick Porter, Modernization Coordinator
Capital Fund Program ("CFP")**

OVERVIEW:
The Lansing Housing Commission ("LHC") is managing the CFP 2008, 2009, 2010 and 2011 funds. 100% of 2008 CFP funding are obligated. The 2009 CFP is 100% obligated. We are working on obligating both the 2010 and 2011 CFP.

CFP Project Status Report:

LaRoy Froh Window Replacement Project – CFP 2009 & 2010

At the August 24, 2011, Board of Commissioners meeting, the Executive Director requested the Board approve Resolution #1130 which recommended First Contracting be approved as the contractor. The Executive Director also requested the Board approve the contact with a range in costs between the Crown Window @ \$207,384 and the Anderson Window @ \$219,744 per the architects' recommendation pending a final decision on the window brand. The LHC entered into a contract with First Contracting, Inc. on September 08, 2011, to remove and replace 471 windows with Anderson Windows for the amount of \$219,744.18. Fleis – Vandenbrink Engineering is the architect for the project.

Hildebrandt Community Room and Maintenance Addition Project – CFP 2010 & 2011

At the September 07, 2011, Special Meeting of the Board of Commissioners, the Board approved Board Resolution # 1134 – Renovations to the Hildebrandt Office and Maintenance Garage. The Board authorized the Executive Director to execute a contract not to exceed \$550,000. The LHC entered into a contract with Laux Construction, LLC on September 30, 2011, to completely renovate and upgrade the Hildebrandt Community Room, the property management office and maintenance garage for the amount of \$499,900. Hobbs & Black is the architect for the project.

