



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

AGENDA
LANSING HOUSING COMMISSION
October 24, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of September 26, 2012.
4. Action Items
Resolution #1157 - Approval of Resident Account Write offs thru August 1, 2012
August 31, 2012
Resolution #1158 - Approval of Resident Account Write offs thru September 1,
2012 to September 30, 2012
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
 - 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
 - e. Disposition of Oliver Towers
6. Executive Director's Comments.
7. President's Comments.
8. Public Comment – limit 3 minutes per person.
9. Other Business.

Adjournment





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**Minutes of the September 26, 2012
Lansing Housing Commission Meeting**

Present at Roll Call: Commissioners Baltimore, Frens
On Telephone: Commissioner Bakken
Absent: Commissioner Beverly

Guests: Mark Worsham, Ron Lite, Sam Brewster, Emly Horne, Carolyn Ward
Carol Wood, Sarah Anthony

Staff: Patricia Baines-Lake Forrest Babcock
Ramiro Salazar Kendra Schmidtman
Lisa Parsons Rhonda Pagel
Janell Mcleod Terrion Maxwell

Chairman Tony Baltimore called the meeting to order promptly at 5:35 p.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda no action taken.

Board Minutes for August 22, 2012 No action taken.

Resolution 1157 – Approval of Resident Account Write-Off thru August 1, 2012-August 31, 2012 No Action Taken

Informational Reports were provided as follows:

Financial Reports	Ramiro Salazar
Asset Management Report	
Mt. Vernon & Scattered Sites AMP 102-104	Lisa Parson
Hildebrandt AMP 103	Rhonda Pagel
LaRoy Froh AMP 111	Lisa Parsons
South Washington AMP 112	Janell McLeod
Housing Choice Voucher Report	Kendra Schmidtman

The Executive Director discussed training provided at Local NAHRO Conference, the Hot Dog diplomacy/Neighborhood Watch activities at South Washington Apartments ("SWA") and intention to apply for a Safety Security Capital Fund Grant through the U. S. Housing and Urban Development.

President Baltimore discussed the board session held during the NAHRO Conference and complimented staff who competed in the TECH Challenge.



Old Everette Neighborhood President spoke regarding their concerns about criminal activities in and around South Washington Apartments ("SWA"), and offered their support, and invited LHC to participate in their Neighborhood Association. Council Woman Carol Wood voiced her concerns about SWA and offered her support. LHC advised the visitors of activities LHC has initiated with the Lansing Police Department ("LPD"), including two above baseline interventions by LPD, paid for by LHC. President Baltimore assured the visitors LHC is aware of the problems at SWA and committed to working with residents and LPD to address and resolve these concerns.

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





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October 24, 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 August 1, 2012 through August 31, 2012 – Resolution No. 1157

RECOMMENDATION:

Staff recommends adoption of Resolution No.1157, which authorizes the finance division to write off accounts receivable related to all vacated units for the period of August 1, 2012 through August 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 \$3,997.00 (the full amount of balances related to vacated units covering August 1, 2012 – August 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 August 1, 2012 and August 31, 2012 total \$3,997.00. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active Residents. In accordance with the adopted Policy, resident write offs will be updated and presented monthly for your approval.



FINANCIAL CONSIDERATION:

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$3,997.00 for outstanding rent and other charges due from residents who vacated an LHC property between August 1, 2012 and August 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





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

Resolution No. 1157

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 through August 31, 2012 in an amount not to exceed \$3,997.00.

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Abstentions: _____


Tony Baltimore, Chair

Attest: 
Secretary: _____

For Clerk Use Only

Resolution No. 1157
Date Adopted: 10/24/2012





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October 24, 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 September 1, 2012 through September 30, 2012 – Resolution No. 1158

RECOMMENDATION:

Staff recommends adoption of Resolution No.1158, which authorizes the finance division to write off accounts receivable related to all vacated units for the period of September 1, 2012 through September 30, 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 \$15,384.00 (the full amount of balances related to vacated units covering September 1, 2012 – September 30, 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 September 1, 2012 and September 30, 2012 total \$15,384.00. 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 \$15,384.00. for outstanding rent and other charges due from residents who vacated an LHC property between September 1, 2012 and September 30, 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. 1158

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 September 1, 2012 through September 30, 2012 in an amount not to exceed \$15,384.00.

Moved: _____ Seconded: _____

Ayes: _____ Nays: _____

Abstentions: _____



Tony Baltimore, Chair

Attest: 

Secretary:

For Clerks Use Only

Resolution No. 1158
Date Adopted 10/24/2012



**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%	17%	\$ 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 Acct #	Current Year							Prior Year			
		FY 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
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 holder plus care paymts+											71,106	
Reserve Account		1,936	3,819	3,363	43,846	2265%	0%	2265%	0	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)	



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

October 24, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report September 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 September. 100% of all waitlist files are being audited. 20 files were audited in September. No errors were reported.
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 15 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 seven (7) QC file reviews on non-waitlist participant files in September. 100% of 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 eight (8) QC inspections in September. Five (5) units passed, three (3) failed and will be abated November 1st if repairs are not complete by that time.



5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited three (3) 24-hour HQS deficiencies in the month of September. Two (2) were completed within 24-hours; one (1) landlord was not notified of the deficiency in a timely manner and as a result the deficiency was corrected beyond 24-hours. The landlord was not abated for this LHC error.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:



SECTION 8 DEPARTMENTAL REPORT

	July 2012	August 2012	September 2012
TOTAL NEW LEASES	21	22	8
Total Move-outs	5	7	5
Net	16	15	3
Number on Voucher Wait List	750	732	714
Number of Applicants Pulled from Wait List	0	18	18
Number of Applications Withdrawn/Denied	0	4	3
Number of Informal Meetings	0	0	2
Number of Applicants Briefed	0	1	0
Total Resident Change of Units (transfers)	15	26	31
TOTAL RECERTIFICATIONS DUE BY MONTH	94	143	124
Annual Recertifications Completed	90	141	122
Annual Delinquent Reexaminations	0	0	0
Interims Completed	92	175	96
TOTAL INSPECTIONS DUE BY MONTH	89	131	113
Annual HQS Inspections Completed	98	99	109
Annual HQS Delinquent Inspections (PIC)	0	1	0
New RFTA Inspections	41	52	25
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	31	32	32
Total # of HCV Accts. Rec.	24	24	22
Monthly Total Amount Owed	\$12,002.63	\$7,871.52	\$6,986.88
Monthly Total Amount Collected	\$774.70	\$885.00	\$839.64
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1553	1559	1563
% UTILIZED UNITS	91.35%	91.71%	91.94%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	50	51
VASH Voucher Utilization	63	73	71
Monthly Total Voucher Unit Utilization	1667	1682	1685
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$5,427,158.59	\$6,285,001.87	\$7,111,000.15
HCV Budget Allocation YTD	\$5,681,666.69	\$6,493,533.36	\$7,305,400.03
<i>Expenditure Surplus (Overage) *</i>	<i>\$254,508.10</i>	<i>\$208,531.49</i>	<i>\$194,399.88</i>
Remaining Voucher Budget	\$4,312,841.41	\$3,454,998.13	\$2,628,999.85
Shelter Plus Care Budget	\$119,359.21	\$138,659.21	\$155,341.64
Shelter Plus Care Budget Used YTD	\$119,359.21	\$138,659.21	\$155,341.64
Shelter Plus Care Budget Allocation YTD	\$119,359.21	\$138,659.21	\$155,341.64
<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	\$161,256.72	\$187,905.72	\$209,676.74
VASH Budget Allocation YTD	\$175,000.00	\$200,000.00	\$225,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$13,743.28</i>	<i>\$12,094.28</i>	<i>\$15,323.26</i>
Remaining Voucher Budget	\$138,743.28	\$112,094.28	\$90,323.26



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October 24, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

September 2012 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities have an overall occupancy rate below 95%. Our goal is to maintain an overall occupancy rate of 98%. The increase in vacancy is 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.

All AMPS achieved a 100% accuracy score on PIC submissions to HUD with 95% of the August. 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. We anticipate improvements in the month of November.

LHC coordinated a meet and greet with residents and the Lansing Police Department ("LPD"), at all sites. The intent is to encourage residents to form neighborhood watch groups and "if you see something, say something," in an effort to reduce criminal activity. Many of the lease violation eviction actions related to LPD activities at South Washington will reflect in vacancy rates next month. In addition, LHC is applying for a security grant from the U. S. Department of Housing and Urban Development to pay for cameras for all sites, and new doors and hardware for S. Washington.

OCCUPANCY:

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



- Hildebrandt 95%,
- LaRoy Froh 94%
- South Washington Park 93%
- Mt Vernon 95%

We may not meet our objective of increasing occupancy at every site starting in October as previously anticipated because of the reasons stated above. South Washington Park will maintain or increase its rate because of lease enforcement actions, evictions and unit turnaround time. However, we do have a plan to return to 98% occupancy.

LEASE ENFORCEMENTS:

More than 121 households received 30-day notices for lease violation more than 15 households received notices to quit which resulted in lease terminations.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission





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October 24, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report September 2012 Reporting Month

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

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

LaRoy Froh Fire

MC Smith Architects is providing 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 includes a one month extension for the completion of these units. We anticipate receiving a certificate of occupancy on the remaining units in October.

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 (see attached). Approved change orders include a time extension until December 3, 2012. Head Start received a temporary certificate of occupancy and moved in the last week

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 continues the Investment Grade Audit (IGA) of LHC properties. Work is progressing on schedule. LHC has determined the ESCO will not include South Washington Apartments.

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. 2012-2013 Capital Funds will be utilized to fund these activities as well as repurposed 2011 Capital Funds



LaRoy Froh Community Center Renovation

10/17/2012

Architect: Hobbs & Black

Contractor: Omega Construction Co.

Original Contract Amount	\$ 343,458.00
Change Order #1	\$ 1,787.50
"-Reroute ductwork from meter rm. (Rm123) through vestibule, through attic and terminate in ceiling above Learning Center "-Build bulkhead around ductwork in vestibule "-Move Gas pipe to accommodate ductwork path	
Change Order #2	\$ -
"-Declined request for additional days of work for completion because of proposed delay in plumbing inspection	
Change Order #3	\$ 1,408.55
"-Revised kitchen appliances in Community Rm. Because original specified appliance no longer available	
Change Order #4	\$ 5,296.50
"-New wood door with hollow metal frame & privacy set for maintenance bathroom "-12 new access panel doors to be installed in hallway ceiling "-Removal of two (2) extra layers of VCT in Head Start Rm. "-Install a new grease trap under three-compartment sink	
Change Order #5	\$ 9,441.30
"-Remove existing raised concrete pad to install sloped ramp "-Revise bulkhead in rooms 108 & 102 as redesigned by architect "-Install new roof curbs for mechanical equipment per code "-Remove & rework existing duct and diffuser as redesigned by architect on sheets M-011.1 & M-100 "-Add duct penetration as redesigned on sheet M-100 "-Provide truss support as detailed on sketch sheet A-100.2 Modify duct location on south wall of Rm. 109 as sketched on A-100.2	
Change Order #6	\$ 871.20
"-Extend knee wall and add handrail as designed on sketch sheet A-100.1	
Change Order #7	\$ 19,962.88
"-Abandon existing under-floor duct system in place & fill space with concrete due to ACMs in duct "-Revise metal ductwork as redesigned on sheet A-101 "-Install metal stud bulkheads in Community Rm. 113 & Men's restroom 121 "-Reroute gas line and increase to 3/4" "-Increase Gen'l conditions for Project Superintendent due to additional work time on changes "-Additional bond costs due to project additional project costs	
Change Order #8	\$5,420.80
"-Provide new cabinets & counter top for Head Start room "-Provide Corian counter with 4" backsplash "-Install new cabinets and counters above	
Change Order #9	\$ 2,029.50
"-Addition cost/work to get the building security alarm working in temporary status for occupancy by headstart "-Cut down 5 existing doors due to new floor height	
	\$ 389,676.23



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**LHC Board
Sign-In Sheet
Date of Meeting: 10/24/12**

Name	Organization	Phone #	E-mail
<i>Gina Miller</i>	<i>Sub.</i>		

