



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

AGENDA
LANSING HOUSING COMMISSION
September 26, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes for August 22, 2012
4. Action Items
 - a. Resolution #1157-Approval of Resident Account Write Offs thru August 1, 2012-September 1, 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 -
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 August 22, 2012
LANSING HOUSING COMMISSION MEETING**

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

GUESTS: Amber Love, Rebecca Jenks, Kristin Nelson, Morgan Ostrander, Barbara Shipman, Cindy Zimmer

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

Chairman Tony Baltimore called the meeting to order promptly at 5:46 p.m.
Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens moved and Commissioner Beverly 2nd a motion to approve the minutes of the June 27, 2012 Board Meeting. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Bakken 2nd a motion to approve Resolution 1154 – Approval to Exercise a 2nd One-Year Option to Extend the Audit Contract between Lansing Housing Commission and The Reznick Group. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Beverly 2nd a motion to approve Resolution 1155 – Approval to Submit Lansing Housing Commission's 2012 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD. **The Motion was approved unanimously.**

Commissioner Beverly moved and Commissioner Frens 2nd a motion to approve Resolution 1156 – Approval of Lansing Housing Commission's Accounts Receivable Write-Off's through July 31, 2012. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Girl Scout Activities

Four Girl Scouts Amber Love, Kristin Nelson, Morgan Ostrander and Rebecca Jenks presented a report which described the work they voluntarily performed at Mt. Vernon



to earn their "Gold Award" the highest achievement in the Girl Scouts. These scouts designed a program to increase awareness of personal health and safety for children ages 3 through 13.

They met throughout the summer and led activities focused on physical fitness, nutrition, and safety. Participants also planted a garden full of healthy vegetables. Chairman Baltimore stated this experience enriched the lives of Mt. Vernon children. LHC is grateful for the Girl Scouts work! Other Commissioners also thanked the Girl Scouts and applauded their great work.

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 had no comments

There were no Public Comments.

Commissioner Beverly moved and Commissioner Frens 2nd a motion to adjourn the meeting at 6:45 p.m. **The motion passed unanimously.**

There being no more business, President Baltimore adjourned the meeting at 6:59 p.m.





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September 26, 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





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Resolution No. 1157

Adopted By the Lansing Housing Commission

September 26, 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: _____

Absent: _____



Tony Baltimore, Chair

Attest: 

Secretary:

For Clerk Use Only

Resolution No. 1157
Date Adopted: 09/26/2012



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

		2013	August '12	Year to Date	% of Budget	% of Budget	%	FY 2012	August '11	Year to date	% of Budget
Account Name		Budgeted	Actual	Actual	Expended (CY)	Expended (PY)	Variance	Budget	Actual	Actual	Expended
Property Management Fees	343001	\$ 455,476.09	\$ 36,826.92	\$ 73,653.84	16%	17%	-1%	\$ 436,831.00	\$ 37,245.00	\$ 74,490.00	17%
Bookkeeping Fees	343002	\$ 73,558.80	\$ 5,947.50	\$ 11,895.00	16%	16%	0%	\$ 73,494.00	\$ 6,015.00	\$ 12,030.00	16%
OG Management Fee	343005	\$ 11,400.00	\$ 950.00	\$ 1,900.00	17%	41%	-25%	\$ 14,136.00	\$ 2,355.00	\$ 5,850.00	41%
AMP Management Fee		\$ 100,080.00	\$ 8,340.00	\$ 16,680.00	17%	0%	17%	\$ 97,961.00	\$ -	\$ -	0%
Management Fee - HCV	343003	\$ 179,124.00	\$ 13,604.60	\$ 28,981.60	16%	16%	0%	\$ 171,488.00	\$ 13,079.00	\$ 27,775.00	16%
Other Income	369000	\$ 50,000.00	\$ 10,500.00	\$ 10,500.00	21%	21%	0%	\$ 35,000.00	\$ 5,168.00	\$ 7,409.00	21%
TOTAL REVENUE		\$ 869,638.89	\$ 76,169.02	\$ 143,610.44	17%	15%	1%	\$ 831,910.00	\$ 63,862.00	\$ 127,554.00	15%
Administrative Salaries	411000	\$ 273,218.47	\$ 12,085.38	\$ 33,220.94	12%	19%	-7%	\$ 335,456.00	\$ 25,505.00	\$ 65,116.00	19%
Employee Benefits & FICA	454XXX	\$ 97,095.46	\$ 8,829.15	\$ 14,422.25	15%	16%	-2%	\$ 154,721.00	\$ 13,012.00	\$ 25,404.00	16%
Legal	413000	\$ 3,000.00	\$ 663.45	\$ 1,122.95	37%	0%	37%	\$ 35,000.00	\$ -	\$ -	0%
Publications	419006	\$ 400.00	\$ -		0%	0%	0%	\$ 1,000.00	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 5,000.00	\$ -		0%	0%	0%	\$ 2,500.00	\$ -	\$ -	0%
Postage	419010	\$ 7,000.00	\$ -	\$ -	0%	23%	-23%	\$ 1,500.00	\$ 200.00	\$ 350.00	23%
Office Supplies	419014	\$ 5,000.00	\$ 398.23	\$ 744.71	15%	0%	15%	\$ 10,000.00	\$ -	\$ 30.00	0%
Conference	419016	\$ 1,500.00	\$ -		0%	0%	0%	\$ -	\$ -	\$ -	0%
Computer Maintenance	419022	\$ 20,000.00	\$ 1,168.64	\$ 3,629.46	18%	26%	-8%	\$ 7,000.00	\$ 81.00	\$ 1,835.00	26%
Outside Printing	419030	\$ 500.00	\$ -		0%	0%	0%	\$ 2,000.00	\$ -	\$ -	0%
Software	419032	\$ 1,000.00	\$ 669.92	\$ 669.92	67%	0%	67%	\$ 5,000.00	\$ -	\$ -	0%
Automotive			\$ 107.45	\$ 107.45							
Classified Advertising	419040	\$ 1,000.00	\$ -		0%	0%	0%	\$ 7,000.00	\$ (135.00)	\$ -	0%
Total Administrative		\$ 414,713.93	\$ 23,922.22	\$ 53,917.68	13%	16%	-3%	\$ 565,177.00	\$ 38,525.00	\$ 92,865.00	16%
Water	431000	\$ 1,910.00	\$ 48.23	\$ 239.87	13%	12%	1%	\$ 3,000.00	\$ 168.00	\$ 357.00	12%
Electricity	432000	\$ 23,715.00	\$ 2,786.60	\$ 4,405.71	19%	24%	-6%	\$ 22,000.00	\$ 2,939.00	\$ 5,302.00	24%
Steam & Gas	433000 4390	\$ 20,610.00	\$ 168.99	\$ 274.83	1%	3%	-2%	\$ 24,000.00	\$ 134.00	\$ 804.00	3%
Phone/Internet/Communications	419004	\$ 10,300.00	\$ 482.69	\$ 1,125.39	11%	17%	-6%	\$ 13,000.00	\$ 897.00	\$ 2,228.00	17%
Total Utilities		\$ 56,535.00	\$ 3,486.51	\$ 6,045.80	11%	14%	-3%	\$ 62,000.00	\$ 4,138.00	\$ 8,691.00	14%
Maintenance Materials	442000	\$ 2,000.00	\$ -	\$ 72.00	4%	0%	4%	\$ 1,000.00	\$ -	\$ -	0%
Maintenance Contracts	4430xx	\$ 40,000.00	\$ 4,021.00	\$ 5,152.82	13%	6%	7%	\$ 32,000.00	\$ 1,600.00	\$ 1,913.00	6%
Total Maintenance		\$ 42,000.00	\$ 4,021.00	\$ 5,224.82	12%	6%	7%	\$ 33,000.00	\$ 1,600.00	\$ 1,913.00	6%
Protective Services	448000	\$ 4,250.00	\$ 483.18	\$ 662.49	16%	12%	4%	\$ 4,000.00	\$ 179.00	\$ 478.00	12%
Insurance	451xxx	\$ 40,000.00	\$ 11,557.93	\$ 13,148.83	33%	9%	24%	\$ 17,000.00	\$ 1,023.00	\$ 1,559.00	9%
SFTB Expenses		\$ 20,000.00	\$ -	\$ 2,252.36	11%	0%	11%	\$ -	\$ -	\$ -	0%
OIG Repayment for SFTB	419000	\$ 25,704.00	\$ -	\$ 6,426.00	25%	0%	25%	\$ -	\$ -	\$ -	0%
Loan payment		\$ 60,000.00	\$ 5,000.00	\$ 10,000.00	17%	0%	17%	\$ -	\$ -	\$ -	0%
Additional Capital		\$ 206,436.00	\$ 27,698.18	\$ 48,184.82	23%	15%	9%	\$ 150,733.00	\$ 18,397.00	\$ 22,048.00	15%
TOTAL EXPENSES		\$ 869,638.89	\$ 76,169.02	\$ 143,610.44	17%	15%	1%	\$ 831,910.00	\$ 63,862.00	\$ 127,554.00	15%
NET INCOME (LOSS)		\$ (0.00)	\$ -	\$ -				\$ -	\$ -	\$ -	

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

Account Name		2013 Budget	July '12 Actual	August '12 Actual	Year to Date Actual	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012 Budget	July'11 Actual	August '11 Actual	Year to date Actual	% of Budget Expended
Net Tenant Rent (after vacancy loss)	311000	\$1,630,786.00	\$ 114,411.00	\$ 114,702.00	\$ 229,113.00	14%	17%	-3%	\$1,507,075.00	\$127,371.00	\$ 124,880.00	\$252,251.00	17%
	330010	\$ 5,444.00	\$ 350.00	\$ (350.00)	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	0%
Net Operating Subsidy	340000	\$3,061,304.00	\$ 293,735.00	\$ 222,314.00	\$ 516,049.00	17%	19%	-2%	\$2,646,446.00	\$251,818.00	\$ 251,818.00	\$503,636.00	19%
Investment Income	361000	\$ 32,000.00	\$ 277.09	\$ 1,470.75	\$ 1,747.84	5%	0%	5%	\$ -	\$ -	\$ -	\$ -	0%
Other Income	369000	\$ 77,200.00	\$ 9.00	\$ 4,303.82	\$ 4,312.82	6%	40%	-35%	\$ 7,500.00	\$ 859.00	\$ 2,175.00	\$ 3,034.00	40%
Other Tenant Charges: Late Charges	369001	\$ 32,300.00	\$ 4,769.10	\$ 3,450.00	\$ 8,219.10	25%	15%	10%	\$ 44,400.00	\$ 4,350.00	\$ 2,405.00	\$ 6,755.00	15%
Maint. Char	369002	\$ 56,100.00	\$ 469.75	\$ 965.50	\$ 1,435.25	3%	43%	-41%	\$ 35,100.00	\$ 2,502.00	\$ 12,692.00	\$ 15,194.00	43%
Court Costs	369003	\$ 32,500.00	\$ 3,450.50	\$ 3,915.00	\$ 7,365.50	23%	17%	6%	\$ 37,500.00	\$ 3,700.00	\$ 2,605.00	\$ 6,305.00	17%
Inter-Amp Transfer (In)		\$ -	\$ -	\$ -	\$ -	0%	0%	0%	\$ 50,686.00	\$ -	\$ -	\$ -	0%
TOTAL REVENUE		\$ 4,927,634	\$ 417,471	\$ 350,771	\$ 768,243	16%	18%	-3%	\$ 4,328,707	\$ 390,600	\$ 396,575	\$ 787,175	18%
Administrative Salaries	411000	\$ 445,390.00	\$ 34,110.68	\$ 29,671.42	\$ 63,782.10	14%	24%	-10%	\$ 397,159.00	\$ 58,018.00	\$ 37,174.00	\$ 95,192.00	24%
Legal	413000	\$ 47,100.00	\$ 7,773.16	\$ 2,093.11	\$ 9,866.27	21%	54%	-33%	\$ 20,170.00	\$ 500.00	\$ 10,432.00	\$ 10,932.00	54%
Travel	415000	\$ 2,850.00	\$ 123.85	\$ 39.87	\$ 163.72	6%	12%	-6%	\$ 21,966.00	\$ 2,338.00	\$ 255.00	\$ 2,593.00	12%
Auditing Fees	417100	\$ 12,860.00	\$ -	\$ 11,930.00	\$ 11,930.00	93%	0%	93%	\$ 22,843.00	\$ -	\$ -	\$ -	0%
	419001	\$ 500.00	\$ -	\$ -	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	0%
Telephone	419004	\$ 29,200.00	\$ 3,033.12	\$ 2,219.65	\$ 5,252.77	18%	18%	0%	\$ 33,600.00	\$ 3,531.00	\$ 2,524.00	\$ 6,055.00	18%
Publications	419006	\$ 720.00	\$ 166.86	\$ 228.03	\$ 394.89	55%	0%	55%	\$ -	\$ -	\$ -	\$ -	0%
Membership Dues & Fees	419008	\$ 2,670.00	\$ 20.00	\$ -	\$ 20.00	1%	0%	1%	\$ 2,000.00	\$ -	\$ -	\$ -	0%
Postage	419010	\$ 11,770.00	\$ 776.39	\$ 2,737.49	\$ 3,513.88	30%	25%	5%	\$ 12,108.00	\$ 3,020.00	\$ -	\$ 3,020.00	25%
Collection Fees & Court Costs	419012	\$ 6,850.00	\$ 333.05	\$ 136.25	\$ 469.30	7%	1%	6%	\$ 48,608.00	\$ 120.00	\$ 286.00	\$ 406.00	1%
Office Supplies	419014	\$ 15,800.00	\$ 1,516.22	\$ 1,826.38	\$ 3,342.60	21%	19%	2%	\$ 17,930.00	\$ 1,826.00	\$ 1,547.00	\$ 3,373.00	19%
Bank Fees	419020	\$ 16,500.00	\$ 277.16	\$ 2,909.86	\$ 3,187.02	19%	21%	-2%	\$ 11,941.00	\$ 1,072.00	\$ 1,453.00	\$ 2,525.00	21%
Computer Maintenance	419022	\$ 26,400.00	\$ 4,052.67	\$ 2,004.47	\$ 6,057.14	23%	21%	2%	\$ 16,136.00	\$ 2,566.00	\$ 792.00	\$ 3,358.00	21%
Outside Printing	419030	\$ 900.00	\$ 28.25	\$ 638.32	\$ 666.57	74%	0%	74%	\$ 845.00	\$ -	\$ -	\$ -	0%
Software	419032	\$ 11,185.00	\$ -	\$ 870.96	\$ 870.96	8%	57%	-49%	\$ 5,000.00	\$ -	\$ 2,837.00	\$ 2,837.00	57%
Automotive Maintenance	419044	\$ 21,900.00	\$ 1,265.39	\$ 3,020.28	\$ 4,285.67	20%	0%	20%	\$ -	\$ -	\$ -	\$ -	0%
Inspections	419050	\$ 22,230.00	\$ 705.00	\$ -	\$ 705.00	3%	0%	3%	\$ -	\$ -	\$ -	\$ -	0%
Management Fees	419101	\$ 430,841.00	\$ 36,826.92	\$ 37,151.92	\$ 73,978.84	17%	17%	0%	\$ 436,831.00	\$ 37,755.00	\$ 37,245.00	\$ 75,000.00	17%
Bookkeeping Fees	419102	\$ 71,368.00	\$ 5,947.50	\$ 5,947.50	\$ 11,895.00	17%	16%	0%	\$ 73,494.00	\$ 6,098.00	\$ 6,016.00	\$ 12,112.00	16%
Recreation/Other Services	422000	\$ 33,550.00	\$ 1,200.00	\$ 2,370.05	\$ 3,570.05	11%	11%	-1%	\$ 41,500.00	\$ 82.00	\$ 4,605.00	\$ 4,687.00	11%
Water	431000	\$ 417,380.00	\$ 38,931.29	\$ 20,161.44	\$ 59,092.73	14%	20%	-6%	\$ 372,969.00	\$ 39,689.00	\$ 36,605.00	\$ 76,294.00	20%
Electricity	432000	\$ 166,800.00	\$ 15,750.25	\$ 10,071.84	\$ 25,822.09	15%	25%	-9%	\$ 141,030.00	\$ 18,725.00	\$ 15,934.00	\$ 34,659.00	25%
Gas	433000	\$ 409,000.00	\$ 6,710.40	\$ 2,436.20	\$ 9,146.60	2%	4%	-2%	\$ 474,281.00	\$ 10,000.00	\$ 8,209.00	\$ 18,209.00	4%
Recycling	435000	\$ 58,407.00	\$ 96.00	\$ 1,620.00	\$ 1,716.00	3%	0%	3%	\$ 3,331.00	\$ -	\$ 2,084.00	\$ 2,084.00	0%
Maintenance Labor	441000	\$ 602,078.00	\$ 49,371.11	\$ 37,762.63	\$ 87,133.74	14%	20%	-5%	\$ 652,291.00	\$ 79,084.00	\$ 49,226.00	\$128,310.00	20%
Maintenance Materials	442000	\$ 247,000.00	\$ 15,236.58	\$ 31,429.61	\$ 46,666.19	19%	24%	-5%	\$ 202,184.00	\$ 22,141.00	\$ 25,775.00	\$ 47,916.00	24%
Garbage & Trash	443001	\$ 55,920.00	\$ 4,830.38	\$ 5,160.74	\$ 9,991.12	18%	20%	-2%	\$ 54,580.00	\$ 4,662.00	\$ 6,206.00	\$ 10,868.00	20%
Heating & Cooling	443002	\$ 13,100.00	\$ 2,464.00	\$ 1,381.00	\$ 3,845.00	29%	0%	29%	\$ -	\$ -	\$ -	\$ -	0%
Snow Removal	443003	\$ 15,650.00	\$ -	\$ 2,045.00	\$ 2,045.00	13%	0%	13%	\$ 12,040.00	\$ -	\$ -	\$ -	0%
Elevator Maintenance	443004	\$ 14,000.00	\$ -	\$ 3,395.08	\$ 3,395.08	24%	28%	-4%	\$ 10,500.00	\$ -	\$ 2,986.00	\$ 2,986.00	28%
Landscape & Grounds	443005	\$ 40,500.00	\$ 4,083.43	\$ 2,890.68	\$ 6,974.11	17%	39%	-22%	\$ 21,165.00	\$ 3,152.00	\$ 5,055.00	\$ 8,207.00	39%
Unit Turnaround	443006	\$ 142,150.00	\$ 15,500.00	\$ 13,300.13	\$ 28,800.13	20%	14%	6%	\$ 110,600.00	\$ 2,477.00	\$ 13,360.00	\$ 15,837.00	14%
Electrical	443007	\$ 4,800.00	\$ -	\$ 249.00	\$ 249.00	5%	6%	-1%	\$ 9,700.00	\$ 625.00	\$ -	\$ 625.00	6%
Plumbing	443008	\$ 14,900.00	\$ -	\$ -	\$ -	0%	15%	-15%	\$ 17,800.00	\$ -	\$ 2,605.00	\$ 2,605.00	15%
Exterminating	443009	\$ 48,864.00	\$ 5,412.67	\$ 5,576.89	\$ 10,989.56	22%	22%	1%	\$ 43,600.00	\$ -	\$ 9,437.00	\$ 9,437.00	22%
Janitorial	443010	\$ 1,200.00	\$ -	\$ -	\$ -	0%	1%	-1%	\$ 15,400.00	\$ -	\$ 220.00	\$ 220.00	1%
Routine Maintenance	443011	\$ 21,200.00	\$ -	\$ 3,541.43	\$ 3,541.43	17%	33%	-17%	\$ 14,500.00	\$ 1,559.00	\$ 3,288.00	\$ 4,847.00	33%
Misc.	443012	\$ 53,200.00	\$ 873.12	\$ 13,072.99	\$ 13,946.11	26%	73%	-47%	\$ 18,215.00	\$ 3,711.00	\$ 9,536.00	\$ 13,247.00	73%

**Lansing Housing Commission
Low Income Public Housing
Income and Expense Report
August 2012**

[illegible]

**Lansing Housing Commission
Housing Choice Voucher Program
Income and Expense Report
August 2012**

Account Name	G/L	Current Year						Prior Year			
		FY 2013	August '12	Year to date	% of Budget Expended (CY)	% of Budget Expended (PY)	% Variance	FY 2012	August '11	Year to date	% of Budget Expended
	Acct #	Budget	Actual	Actual				Budget	Actual	Actual	
Fraud Recovery Funds Retained	330010	19,000	743	2,074	11%	12%	-1%	25,000	1,357	2,958	12%
HCV Income - Admin Fees	341500	950,141	75,329	152,213	16%	14%	2%	921,540	65,397	129,250	14%
Other Revenue	369000	500	1,085	1,111	222%	34%	188%	100	14	34	34%
TOTAL REVENUE		969,641	77,157	155,398	8%	14%	-6%	946,640	66,768	132,242	14%
Administrative Salaries	411000	370,285	16,239	49,109	13%	19%	-6%	361,443	25,902	69,358	19%
Employee Benefits	454000	210,891	5,880	20,880	10%	17%	-7%	210,184	16,706	35,508	17%
Legal	413000	800	880	880	110%	0%	110%	1,000	0	0	0%
Staff Training	414000	6,000	2,625	3,451	58%	0%	58%	11,000	0	0	0%
Travel	415000	1,000	0		0%	0%	0%	2,000	0	0	0%
Auditing Fees	417100	5,000	4,000	4,000	80%	0%	80%	5,000	0	0	0%
Telephone	419004	10,000	888	1,736	17%	29%	-12%	9,000	726	2,617	29%
Publications	419006	500	0		0%	0%	0%	1,000	0	0	0%
Membership Dues & Fees	419008	2,000	0	433	22%	19%	3%	1,500	279	279	19%
Postage	419010	14,000	2,784	3,530	25%	19%	6%	14,000	2,700	2,700	19%
Police Reports/Cred Chks	419012	4,000	0	7	0%	4%	-4%	4,300	(1,176)	174	4%
Office Supplies	419014	9,000	3,782	5,563	62%	6%	56%	10,000	563	563	6%
Conference	419016	1,000	0	0	0%	0%	0%	2,000	(862)	0	0%
Computer Maintenance	419022	15,000	1,052	3,206	21%	21%	0%	20,000	3,287	4,238	21%
Outside Printing	419030	3,500	318	520	15%	14%	1%	2,500	357	357	14%
Software	419032	10,000	1,161	1,161	12%	0%	12%	10,000	0	0	0%
Office Furniture	419038	0	0	0	0%	0%	0%	3,000	0	0	0%
Classified Advertising	419040	1,700	0	0	0%	0%	0%	3,000	0	0	0%
Office Rent	419042	24,000	2,000	4,000	17%	17%	0%	24,000	2,000	4,000	17%
Automotive Maintenance	419044	3,000	85	381	13%	23%	-10%	2,000	187	456	23%
COCC - HCV Program Expense	419103	190,028	13,605	28,982	15%	15%	0%	171,463	13,080	25,776	15%
Utilities - Water	431000	3,000	79	391	13%	17%	-4%	3,200	285	555	17%
Utilities - Electricity	432000	29,000	(197)	2,444	8%	29%	-20%	31,000	6,246	8,924	29%
Utilities - Steam	439000	15,000	238	411	3%	6%	-3%	23,550	357	1,421	6%
Maintenance Contracts	443000	21,000	(988)	0	0%	85%	-85%	3,000	785	2,543	85%
Insurance	451000	18,000	1,269	2,761	15%	17%	-1%	17,500	2,109	2,944	17%
Reserve Account		1,936	21,459	21,553	1113%	0%	1113%	0			0%
TOTAL EXPENSES		969,640	77,157	155,398	8%	17%		946,640	73,531	162,413	17%
NET INCOME (LOSS)		0	0	(0)				0	(6,763)	(30,171)	



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

September 26, 2012

Lansing Housing Commission
310 Seymour Avenue
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT
AUGUST 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 August. 100% of all waitlist files are being audited. 15 files were audited in August. 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 August. The QC review indicated 100% of the rents approved by LHC in August 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 August. One error was found, and corrected within five (5) days.
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 four (4) QC inspections in August. Two (2) units passed, one (1) failed and passed within 1 week, 1 failed and is due to be abated October 1st.



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 August. Two (2) were completed within 24 hours; due to scheduling issues, one re-inspection was not completed within 24 hours.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board
Lansing Housing Commission

Attachments:



SECTION 8 DEPARTMENTAL REPORT

	June 2012	July 2012	August 2012
TOTAL NEW LEASES	24	21	22
Total Move-outs	5	5	7
Net	19	16	15
Number on Voucher Wait List	750	750	732
Number of Applicants Pulled from Wait List	0	0	18
Number of Applications Withdrawn/Denied	0	0	4
Number of Informal Meetings	0	0	0
Number of Applicants Briefed	0	0	1
Total Resident Change of Units (transfers)	27	15	26
TOTAL RECERTIFICATIONS DUE BY MONTH	107	94	143
Annual Recertifications Completed	107	90	141
Annual Delinquent Reexaminations	0	0	0
Interims Completed	104	92	175
TOTAL INSPECTIONS DUE BY MONTH	82	89	131
Annual HQS Inspections Completed	115	98	99
Annual HQS Delinquent Inspections (PIC)	0	0	1
New RFTA Inspections	60	41	52
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	31	31	32
Total # of HCV Accts. Rec.	27	24	24
Monthly Total Amount Owed	\$12,696.32	\$12,002.63	\$7,871.52
Monthly Total Amount Collected	\$2,206.70	\$774.70	\$885.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1537	1553	1559
% UTILIZED UNITS	90.41%	91.35%	91.71%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	51	50
VASH Voucher Utilization	63	63	73
Monthly Total Voucher Unit Utilization	1651	1667	1682
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$4,547,395.89	\$5,427,158.59	\$6,285,001.87
HCV Budget Allocation YTD	\$4,870,000.02	\$5,681,666.69	\$6,493,533.36
<i>Expenditure Surplus (Overage) *</i>	<i>\$322,604.13</i>	<i>\$254,508.10</i>	<i>\$208,531.49</i>
Remaining Voucher Budget	\$5,192,604.11	\$4,312,841.41	\$3,454,998.13
Shelter Plus Care Budget	\$105,296.01	\$119,359.21	\$138,659.21
Shelter Plus Care Budget Used YTD	\$105,296.01	\$119,359.21	\$138,659.21
Shelter Plus Care Budget Allocation YTD	\$105,296.01	\$119,359.21	\$138,659.21
<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	\$132,018.44	\$161,256.72	\$187,905.72
VASH Budget Allocation YTD	\$150,000.00	\$175,000.00	\$200,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$17,981.56</i>	<i>\$13,743.28</i>	<i>\$12,094.28</i>
Remaining Voucher Budget	\$167,981.56	\$138,743.28	\$112,094.28



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September 27, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

August 2012 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake
Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities have an overall occupancy rate exceeding 96%. Our goal is to maintain an overall occupancy rate of 98%. However, in addition to move outs and regular lease enforcements, six (6) units were vacant, at LaRoy Froh, as a result of a fire. Also, the waiting lists were stale causing an increase in unit leasing time. As a result, LHC opened the waiting lists for all communities in July.

All AMPS achieved a 100% accuracy score on PIC submissions to HUD with 95% of the August recertification's completed. 92% of the routine work orders along with 100% of the emergency work orders were closed this month. We are still striving to improve performance in this area.

LHC conducted two significant policing activities, which were coordinated by the Lansing Police Department ("LPD"), in South Washington Park Apartments, since the last Board meeting. These activities involved several policing agencies/departments and resulted in court filings for 100% of the households who had lease violations related to criminal/illegal activities. In addition, we installed one new exterior security door, received bids and will order new exterior doors for several other locations. As previously discussed LPD's IT division developed draft specifications for new/additional security cameras. Once these specifications are finalized LHC will solicit Bids for the installation of new/additional Security Cameras.



OCCUPANCY:

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

- Hildebrandt 96%,
- LaRoy Froh 95%
- South Washington Park 93%
- Mt Vernon 99%

We began to qualify households based on the new waiting lists during September. As such, we expect to increase occupancy at every site except South Washington Park starting in October. South Washington Park will maintain or increase its rate because of lease enforcement actions, evictions (as described above) and unit turnaround time.

LEASE ENFORCEMENTS:

Sixty-eight households received lease warnings, twenty-six received lease violation letters and sixteen received notices to quit/ lease terminations.

Respectfully submitted,



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





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September 26, 2012

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:

Modernization Monthly Report August 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 substation completion occurred by August 31, 2012. The work is on schedule and on budget. LHC elected to place cabinets in units where replacements were not originally anticipated.

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. Construction hit a snag with a plumbing permit issue. The unforeseen asbestos discovered in the ductwork, which, was buried in cement, and lastly some trusses were compromised during an earlier renovation, which, were covered with drywall. Costs associated with these unforeseen change orders are substantial slightly more than 10% (see attached). LHC has approved a change order request for a time extension regarding the issue and it has been extended 55 days as of September 20, 2012. We hope Head Start can move in the weekend of September 28, 2012 while other work continues. Construction completion without a change order is anticipated in October.



Funding Source: CFP 2011
Architect Fees: Included in Hildebrandt Above*
Contract Amount: \$343,458.00

Esco RFP

Honeywell has begun the Investment Grade Audit (IGA) was approved of LHC properties. Work is progressing on schedule.



LaRoy Froh Community Center Renovation		9/18/2012
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
"-Revise 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- add on		
"-12 new access panel doors to be installed in hallway ceiling- No drop ceiling		
"-Removal of two (2) extra layers of VCT in Head Start Rm. Bid incl.one layer		
"-Install a new grease trap under three-compartment sink- plumbing insp.		
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 sheetsM-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		
		\$ 382,225.93



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

**LHC Board
Sign-In Sheet**
Date of Meeting: September 26, 2012

Name	Organization	Phone #	E-mail
MARK WORSHAM		517) 574-6572	MARK.WORSHAM@YAHOO.COM
Ron U ^{te}	Old Everett H	810 444 0696	ron.le:xEoDEu:toez
SAM BREWSTER	CAVANAGH PARK Neighborhood Association	517 881 4902	sbrews3165@aol.com
Emily Horne	O.E.N.A	517-882-1622	N/A
Carolyn Ward	OLIVER PARK	887 6435	
Card Wood	City of Lansing		
Sarah Anthony	Old Everett's Neighborhood	719-3481	sarah.e.anthony@gmail.com

