



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

Agenda
Lansing Housing Commission
September 25, 2013

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of August 28, 2013
4. Action Items.
 - a) Resolution No. 1183-Approval of Resident Write-Offs August 1, 2013- August 31, 2013
 - b) Resolution No. 1184-Approval to Execute a Contract with Yeager & Boyd. LLC for Auditing Services
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 – Patricia Baines-Lake
 - i. Mt. Vernon & Scattered Sites AMPs 102 & 104 Melissa Witte
 - 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
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 28, 2013
Lansing Housing Commission Board Meeting**

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

Commissioner Beverly arrived at 5:45 p.m.

GUESTS: None

STAFF: Patricia Baines-Lake accessed the meeting by phone.

Ramiro Salazar	Lisa Parson
Janell Mcleod	Kris Whipple
Rhonda Pagel	Melissa Witt

Chairman Baltimore called the meeting to order promptly at 5:40 p. m. Commissioner Baltimore, called the roll.

Commissioner Frens moved and Commissioner Bakken 2nd a motion to approve the minutes of the June 26, 2013 Board Meeting. **The Motion was approved.**

Commissioner Frens moved and Commissioner Joyce 2nd a motion to approve Resolution No. 1181-Approval of Resident Write-Offs June 1, 2013 to June 30, 2013. **The Motion was approved unanimously.**

Commissioner Bakken moved and Commissioner Frens 2nd a motion to approve Resolution No. 1182- Approval of Resident Write-Offs July 1, 2013 to July 31, 2013. **The Motion was approved unanimously.**

Informational Reports were provided as follows:

Financial Reports		Ramiro Salazar
Asset Management		Patricia Baines-Lake
Housing Choice Voucher Report		Kendra Schmidtman
Verbal Asset Management Reports		
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



Executive Director Comments: Ms. Baines-Lake stated the move to the new Administrative offices - 419 Cherry Street, (the old Davenport Library), on August 12, 2013 went very smoothly. However, the building still needs to be painted and major systems shall be reviewed.

Up Date 310 Seymour: The Commission discussed next steps regarding 310 Seymour extensively. The Board then directed the Executive Director to "board up the building by September 4, 2013. She was also directed to further explore the feasibility of issuing an RFP for the sale of Oliver Tower.

President's Comments: President Baltimore complimented staff for the hard work which they perform and encouraged LHC to continue the quality work.

There being no other business, President Baltimore adjourned the meeting at 7:22 p. m.





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September 26, 2013

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's Account Receivable Write-Off's for August 2013-Resolution No. 1183

RECOMMENDATION:

Staff recommends adoption of Resolution No.1183 which authorizes the finance division to write off accounts receivable on closed-out resident accounts as of the end of August 2013.

CONTACT PERSON:

Ramiro Salazar
Financial Manager
(517) 853.3066

SUMMARY:

This Resolution authorizes the finance division to write off \$8,222.00 (the full amount of resident balances on accounts closed as of August 31, 2013. The previous three month's write-off balances were:

- July 2013 - \$9,904.75
- June 2013 - \$5,536.33
- May 2013 - \$7,267.60

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 August 31, 2013 total \$8,222.00. 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 \$8,222.00 for outstanding rent and other charges due from residents who moved out of an LHC property as of August 31, 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





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Resolution No. 1183

Adopted by the Lansing Housing Commission

September 25, 2013

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to immediately write off \$8,222.00 of resident account receivables as of August 31, 2013. Patricia Baines-Lake, in her capacity as Executive Director, or her designee is authorized to administer this resolution.


Chair

Yeas 4

Nays 0

Abstentions —

Attest 
Secretary

For Clerks Use Only

Resolution No: 1183
Date Adopted: 09/25/2013



Attachment (A)
Accounts Receivable Write-offs Breakdown
August 31, 2013

Amount	AMP	Rent	Late Charge	Legal Charge	NSF Fee	Maintenance
\$ 487.00	1010	\$ 437.00	\$ 50.00			
\$1,761.00	1010	\$ 1,616.00	\$ 50.00	\$ 95.00		
\$ 657.00	1010	\$ 657.00				
\$1,257.00	1090	\$ 762.00	\$ 350.00	\$ 145.00		
\$ 594.00	1090	\$ 116.00	\$ 75.00	\$ 145.00		\$ 258.00
\$ 215.00	1090					\$ 215.00
\$ 345.00	1090	\$ 150.00	\$ 50.00	\$ 145.00		
\$ 839.00	1090	\$ 739.00	\$ 75.00		\$ 25.00	
\$ 640.00	1090	\$ 182.00	\$ 100.00	\$ 145.00		\$ 213.00
\$1,138.00	1090	\$ 263.00	\$ 50.00	\$ 145.00		\$ 680.00
\$ 289.00	1090	\$ 239.00	\$ 50.00			
\$8,222.00		\$ 5,161.00	\$ 850.00	\$ 820.00	\$ 25.00	\$ 1,366.00



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September 25, 2013

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

Honorable Members in Session:

SUBJECT:

**Approval to Execute a Contract with Yeager & Boyd, LLC for Auditing Services-
Resolution No. 1184**

RECOMMENDATIONS:

Staff recommends adoption of Resolution No 1184, which authorizes the Executive Director or her designee to execute a Contract with Yeager & Boyd, LLC to provide auditing services to LHC.

CONTACT PERSON:

Patricia A. Baines Lake
Executive Director
517.372.7996

SUMMARY:

This resolution requests your approval to execute a Contract with Yeager & Boyd, LLC for the completion of financial audits for June 30, 2013, June 30, 2014 and June 30, 2015 which is in compliance with Generally Accepted Accounting Principles ("GAAP").

BACKGROUND:

LHC received four (4) Proposals from Yeager & Boyd, LLC, Plante Moran, Toski & Company, and Novogradac & Company. The highest scored proposal was from Plante Moran. Their score was three (3) points higher than the next highest scorer Yeager & Boyd, LLC. Statistically speaking there was no significant difference in the scores. As such, we evaluated cost as the final determining factor between the two (2) companies. As a result of the price evaluation LHC is recommending Yeager & Boyd, LLC as the respondent's price is significantly lower than Plante Moran's cost. Client references were contacted and feedback from those references were acceptable.



FINANCIAL CONSIDERATIONS:

Yeager & Boyd, LLC

Financial Audit FY2013: \$19,304.00

Financial Audit FY2014: \$19,883.00

Financial Audit FY2013: \$20,479.00

Consultant Hourly Rate (Quantity 20): \$145.00/hour

This contract will be funded out of each AMP.

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD procurement regulations and LHC's Procurement Policy.

Respectfully submitted:



Patricia Baines Lake, Secretary





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Resolution No. 1184

Adopted by the Lansing Housing Commission

September 25, 2013

Be It Resolved By The Lansing Housing Commission:

Patricia Baines Lake, in her capacity as Executive Director or her designee, is authorized to execute a Contract with Yeager & Boyd, LLC to complete audits for June 30, 2013, June 30, 2014 and June 30, 2015.

In addition, the Auditor will perform attestation procedures related to audited financial information electronically submitted to the U. S. Department of Housing and Urban Development.

The contract will be funded by spreading the cost across the AMPs, the Housing Choice Voucher Program, and the Central Office Cost Center.

Yeas

4

Nays

0

Abstentions

—

Chair



Attest



Secretary

For Clerks Use Only

Resolution No: 1184

Date Adopted: 09/25/2013



BID TABULATION

PROJECT: Lansing Housing Commission
Financial Audit FY 2013, 2014, 2015

PROJECT NO. COCC-FY 2013audit

BID DATE: Wednesday, 9/4/2013 - 2:00 pm

[illegible]

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 8/31/2013

	LIPH	HCV	COCC	Total
70300 Net Tenant Rental Revenue	228,202			228,202
70400 Tenant Revenue - Other	26,508			26,508
70500 Total Tenant Revenue	254,710			254,710
70600 HUD PHA Operating Grants	485,481	1,795,350	0	2,280,831
70610 Capital Grants	0	0	0	0
70710 Management Fee	0	0	99,889	99,889
70720 Asset Management Fee	0	0		0
70730 Book Keeping Fee	0	0	11,813	11,813
70740 Front Line Service Fee	0	0		0
70750 Other Fees	0	0		0
70700 Total Fee Revenue	485,481	1,795,350	111,702	2,392,533
70800 Other Government Grants				0
71100 Investment Income - Unrestricted	0	0	0	0
71200 Mortgage Interest Income				0
71300 Proceeds from Disposition of Assets Held for Sale				0
71310 Cost of Sale of Assets				0
71400 Fraud Recovery	0	13,498		13,498
71500 Other Revenue	0	0	6,000	6,000
71600 Gain or Loss on Sale of Capital Assets				0
72000 Investment Income - Restricted				0
70000 Total Revenue	740,191	1,808,848	117,702	2,666,741
91100 Administrative Salaries	76,178	39,009	35,614	150,801
91200 Auditing Fees	0	0		0
91300 Management Fee	73,143	26,746		99,889
91310 Book-keeping Fee	11,813	0		11,813
91400 Advertising and Marketing	0	0		0
91500 Employee Benefit contributions - Administrative	138,407	21,847	24,228	184,482
91600 Office Expenses	33,913	18,514	30,537	82,964
91700 Legal Expense	5,456	1,073	216	6,745
91800 Travel	802	79	531	1,412
91810 Allocated Overhead				0
91900 Other				0
91000 Total Operating - Administrative	339,712	107,268	91,126	538,106
92000 Asset Management Fee				0
92100 Tenant Services - Salaries				0
92200 Relocation Costs				0
92300 Employee Benefit Contributions - Tenant Services				0
92400 Tenant Services - Other	5,029		3,446	8,475
92500 Total Tenant Services	5,029	0	3,446	8,475

Lansing Housing Commission (MI058)

LANSING, MI

Entity Wide Revenue and Expense Summary

Month Ending 8/31/2013

	LIPH	HCV	COCC	Total
93100 Water	80,736	596	366	81,698
93200 Electricity	28,029	3,441	2,109	33,579
93300 Gas	9,143	1,498	918	11,559
93400 Fuel				0
93500 Labor				0
93600 Sewer				0
93700 Employee Benefit Contributions - Utilities				0
93800 Other Utilities Expense	262		4,868	5,130
93000 Total Utilities	118,170	5,535	8,261	131,966
94100 Ordinary Maintenance and Operations - Labor	104,373	0		104,373
94200 Ordinary Maintenance and Operations - Materials and Other	32,017	0	1,048	33,065
94300 Ordinary Maintenance and Operations Contracts	68,988	34	8,858	77,880
94500 Employee Benefit Contributions - Ordinary Maintenance	89,584	0		89,584
94000 Total Maintenance	294,962	34	9,906	304,902
95100 Protective Services - Labor				0
95200 Protective Services - Other Contract Costs				0
95300 Protective Services - Other	3,090		538	3,628
95500 Employee Benefit Contributions - Protective Services				0
95000 Total Protective Services	3,090	0	538	3,628
96110 Property Insurance	19,574			19,574
96120 Liability Insurance	10,632	3,252	3,479	17,363
96130 Workmen's Compensation	5,061			5,061
96140 All Other Insurance	3,967			3,967
96100 Total Insurance Premiums	39,234	3,252	3,479	45,965
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
96900 Total Operating Expenses	800,197	116,089	116,756	1,033,042

Lansing Housing Commission (MI058)
LANSING, MI
Entity Wide Revenue and Expense Summary
Month Ending 8/31/2013

	LIPH	HCV	COCC	Total
97000 Excess of Operating Revenue over Operating Expenses	-60,006	1,679,261	-5,054	1,614,201
97100 Extraordinary Maintenance	525			525
97200 Casualty Losses - Non-capitalized	0			0
97300 Housing Assistance Payments	0	1,814,599		1,814,599
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	800,722	1,930,688	116,756	2,848,166
10010 Operating Transfer In				0
10020 Operating transfer Out				0
10030 Operating Transfers from/to Primary Government				0
10040 Operating Transfers from/to Component Unit				0
10050 Proceeds from Notes, Loans and Bonds				0
10060 Proceeds from Property Sales				0
10070 Extraordinary Items, Net Gain/Loss				0
10080 Special Items (Net Gain/Loss)				0
10091 Inter Project Excess Cash Transfer In				0
10092 Inter Project Excess Cash Transfer Out				0
10093 Transfers between Program and Project - In				0
10094 Transfers between Project and Program - Out				0
10100 Total Other financing Sources (Uses)	0	0	0	0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-60,531	-121,840	946	-181,425
11020 Required Annual Debt Principal Payments	0	0	0	0
11030 Beginning Equity	16,043,120	561,484	1,271,959	17,876,563
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors				0
11050 Changes in Compensated Absence Balance				0
11060 Changes in Contingent Liability Balance				0
11070 Changes in Unrecognized Pension Transition Liability				0
11080 Changes in Special Term/Severance Benefits Liability				0
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				0
11100 Changes in Allowance for Doubtful Accounts - Other				0
11170 Administrative Fee Equity		511,102		511,102

Lansing Housing Commission (MI058)

LANSING, MI

Entity Wide Balance Sheet Summary

Month Ending 08/31/2013

	LIPH	HCV	COCC	Total
111 Cash - Unrestricted	76,584	79,663	76,621	232,868
112 Cash - Restricted - Modernization and Development				0
113 Cash - Other Restricted	585,632	447,440		1,033,072
114 Cash - Tenant Security Deposits	100,000			100,000
115 Cash - Restricted for Payment of Current Liabilities				0
100 Total Cash	762,216	527,103	76,621	1,365,940
121 Accounts Receivable - PHA Projects				0
122 Accounts Receivable - HUD Other Projects				0
124 Accounts Receivable - Other Government				0
125 Accounts Receivable - Miscellaneous				0
126 Accounts Receivable - Tenants	24,800			24,800
126.1 Allowance for Doubtful Accounts - Tenants	0			0
126.2 Allowance for Doubtful Accounts - Other				0
127 Notes, Loans, & Mortgages Receivable - Current				0
128 Fraud Recovery				0
128.1 Allowance for Doubtful Accounts - Fraud				0
129 Accrued Interest Receivable				0
120 Total Receivables, Net of Allowances for Doubtful Accounts	24,800	0	0	24,800
131 Investments - Unrestricted	801,202	31,368	36,514	869,084
132 Investments - Restricted				0
135 Investments - Restricted for Payment of Current Liability				0
142 Prepaid Expenses and Other Assets	190,106	19,450		209,556
143 Inventories				0
143.1 Allowance for Obsolete Inventories				0
144 Inter Program Due From			1,060,000	1,060,000
145 Assets Held for Sale				0
150 Total Current Assets	1,778,324	577,921	1,173,135	3,529,380
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
164 Furniture, Equipment & Machinery - Administration	488,008	27,596	413,995	929,599
165 Leasehold Improvements				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
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
174 Other Assets			593,420	593,420

Month Ending 08/31/2013

Investments in Joint Ventures



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September 25, 2013

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION

SUBJECT:

Monthly Housing Choice Voucher Informational Report August 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 August. 100% of all waitlist files are being audited. Zero (0) files were audited in August.
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 thirteen (13) 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. Zero (0) errors were reported and no corrections were required.
4. HUD requires that LHC perform QC inspections on 24 units per year, or an average of two (2) units per month. Zero (0) QC inspections were completed in August.
5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24-hours. The LHC cited nine (9) 24-hour HQS deficiencies in the month of August. 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

	June 2013	July 2013	August 2013
TOTAL NEW LEASES	1	1	7
Total Move-outs	16	25	12
Net	-15	-24	-5
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)	16	17	20
TOTAL RECERTIFICATIONS DUE BY MONTH	149	146	114
Annual Recertifications Completed	138	143	109
Annual Delinquent Reexaminations	0	0	0
Interims Completed	109	63	113
TOTAL INSPECTIONS DUE BY MONTH	120	124	94
Annual HQS Inspections Completed	119	122	113
Annual HQS Delinquent Inspections (PIC)	1	0	0
New RFTA Inspections	12	16	29
FSS FAMILIES MANDATORY	40	40	40
Total FSS Families	37	37	37
Total # of HCV Accts. Rec.	10	7	7
Monthly Total Amount Owed	\$3,385.06	\$3,053.27	\$3,388.00
Monthly Total Amount Collected	\$283.25	\$707.94	\$909.00
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1580	1556	1546
% UTILIZED UNITS	92.94%	91.53%	90.94%
Special Program Vouchers			
Shelter Plus Care Voucher Utilization	51	51	51
VASH Voucher Utilization	79	81	86
Monthly Total Voucher Unit Utilization	1710	1688	1683
Total HCV Budget for 2011	\$10,153,272.00	\$10,153,272.00	\$10,153,272.00
Total HCV Budget Used YTD	\$5,212,808.90	\$6,096,220.55	\$6,907,152.33
HCV Budget Allocation YTD	\$5,056,081.00	\$5,803,154.00	\$6,717,703.00
<i>Expenditure Surplus (Overage) *</i>	<i>(\$156,727.90)</i>	<i>(\$293,066.55)</i>	<i>(\$189,449.33)</i>
Remaining Voucher Budget	\$4,940,463.10	\$4,057,051.45	\$3,246,119.67
Shelter Plus Care Budget	\$254,700.00	\$254,700.00	\$254,700.00
Shelter Plus Care Budget Used YTD	\$118,509.00	\$140,652.00	\$160,671.00
Shelter Plus Care Budget Allocation YTD	\$118,509.00	\$140,652.00	\$160,671.00
<i>Expenditure Surplus (Overage)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Remaining Voucher Budget	\$136,191.00	\$114,048.00	\$94,029.00
VASH Budget	\$420,000.00	\$420,000.00	\$420,000.00
VASH Budget Used YTD	\$214,300.00	\$248,094.00	\$312,392.00
VASH Budget Allocation YTD	\$235,000.00	\$275,000.00	\$355,000.00
<i>Expenditure Surplus (Overage)</i>	<i>\$20,700.00</i>	<i>\$26,906.00</i>	<i>\$42,608.00</i>
Remaining Voucher Budget	\$205,700.00	\$171,906.00	\$107,608.00



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September 25, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry Street
Lansing, Michigan 48933

SUBJECT:

August 2013 Asset Management Monthly Report

CONTACT PERSON:

Patricia Baines-Lake, Executive Director

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 95% at the end of August. 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.

In August we had a total of 109 emergency work orders 100 were closed or abated within 24-hours. We had 128 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. During the month of September Mt. Vernon, LaRoy Froh, and S. Washington Park have been completing City Inspection work orders.

	Mt Vernon Park-102	Hildebrandt- 103	LaRoy Froh Park-111	South Washington Park-112	Total LHC Units
Total Units Available for rent	169	168	213	279	829
Total Units Occupied	159	159	206	257	791
Percent Occupied	94%	94%	97%	92%	95.4%
Move -Ins	3	2	1	5	11
Move-Outs	1	1	1	9	12



Transfers	0	1	1	1	3
Emergency Work Orders	3	31	31	44	109
Routine Work Orders	20	24	6	78	128

Note: Mt. Vernon Park has 4 units offline (3 -Fire), Termites – 1. S. Washington Park has one unit offline.

Lease Enforcement:

Site	Total Number of Units	Rent Charged	Outstanding	Total Collected	Collection Rate
Mt. Vernon	173	\$ 27,425.00	\$ 6,949.00	\$ 20,476.00	75%
Hildebrandt	168	\$ 19,842.00	\$ 1,407.00	\$ 18,435.00	93%
LaRoy Froh	213	\$ 26,015.00	\$ 5,740.25	\$ 20,274.75	78%
South Washington	279	\$ 38,502.00	\$ 4,881.33	\$ 33,620.67	87%
Totals	833	\$ 111,784.00	\$ 18,977.58	\$ 92,806.42	83%





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September 25, 2013

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
310 Seymour Avenue
Lansing Michigan 48933

SUBJECT:
August 2013 Modernization Report

CONTACT PERSON:
Patricia Baines-Lake
Executive Director

CURRENT MODERNIZATION ACTIVITIES AND OVERVIEW:
This report provides an overview of the July modernization activities for LHC properties.

LHC Commissioners approved Laux Construction LLC, as the contractor the South Washington Park Community Room renovation. The asbestos removal and renovation work commenced on September 3, 2013. The contract shall be completed 90 days from the start date.

FUTURE MODERNIZATION ACTIVITIES
Hobbs + Black Associates provided preliminary drawings for comment. The final Design will be completed and RFP's will be issued within 1 month.

MC Smith Associates & Architectural Group finalized the design and specifications to reconstruct the fire unit at 3856 Wilson (Mt. Vernon). S & S Construction was issued a notice to proceed and construction should be complete within 90 days.

DLZ has finalized the specifications for exterior door replacements at South Washington. An RFP will be issued within 30 days.

Architectural Firms are working on kitchen and bath updated designs for LaRoy Froh, Mt. Vernon and Hildebrandt. More information will be forthcoming as this work progresses.



**Lansing Housing Commission
PHAS - FASS & MASS Summary
August 31, 2013**

FASS-Unaudited					
Project #	Project Score	x	# of units	= Product	Overall Weighted Score
MI058000102	22.15		173	3,833	
MI058000103	23.17		168	3,892	
MI058000111	22.11		213	4,710	
MI058000112	23.66		280	6,624	
Totals					
			834	19,058	

MASS-Unaudited					
Project #	Project Score	x	# of units	= Product	Overall Weighted Score
MI058000102	10.00		173	1,730	
MI058000103	12.00		168	2,016	
MI058000111	16.00		213	3,408	
MI058000112	8.00		280	2,240	
Totals					
			834	9,394	

Lansing Housing Commission
FASS Indicator Ratios
Unaudited FDS
August 31, 2013

		AMP 102			AMP 103			AMP 111			AMP 112		
		MI058000102			MI058000103			MI058000111			MI058000112		
FDS Number	FDS Description	Quick	MENAR	DSCR	Quick	MENAR	DSCR	Quick	MENAR	DSCR	Quick	MENAR	DSCR
111	Cash-Unrestricted	15,338	15,338		10,981	10,981		18,645	18,645		31,620	31,620	
114	Cash - Security Deposit	20,700	20,700		23,200	23,200		25,300	25,300		30,800	30,800	
115	Cash - Restricted for liability	-	-		-	-		-	-		-	-	
120	Total Receivables, net of allowance	3,522	3,522		10,074	10,074		3,681	3,681		7,523	7,523	
131	Investments - unrestricted	151,399	151,399		136,541	136,541		177,699	177,699		335,563	335,563	
135	Investments - Restricted for liability	-	-		-	-		-	-		-	-	
142	Prepaid Expenses	37,696	37,696		66,303	66,303		46,719	46,719		39,388	39,388	
144	Interfund	-	-		-	-		-	-		-	-	
Available Current Resources		228,655	228,655		247,099	247,099		272,044	272,044		444,894	444,894	
310	Total Current Liabilities	26,366	26,366		34,378	34,378		54,996	54,996		78,831	78,831	
343-010	Current Portion Long Term Debt (CFFP)	-	-		-	-		-	-		-	-	
Current Obligation		26,366	26,366		34,378	34,378		54,996	54,996		78,831	78,831	
96700	Total Interest and Amortization Costs												
96900	Total Operating Expenses		195,962			154,256			213,327			236,654	
97000	Excess Revenue from Op. Expenses			(36,917)			(4,275)			(15,547)			(3,269)
97100	Extraordinary Maintenance		-			-			-			-	
97200	Casualty Loss - Non-capitalized		-			-			-			-	
97800	Dwelling Units Rent Expense		-			-			-			-	
Adjusted Operating Expenses			195,962	(36,917)		154,256	(4,275)		213,327	(15,547)		236,654	(3,269)
Months			2			2			2			2	
Monthly Operating Expenses			97,981			77,128			106,664			118,327	
96710	Interest on Mortgage (or Bonds) Payable		-			-			-			-	
96720	Interest on Notes Payable		-			-			-			-	
11020	Required Annual Debt Principal Payments		-			-			-			-	
Available Current Resources													
Ratio		8.67	2.06	-	7.19	2.76	-	4.95	2.03	-	5.64	3.09	-
Component Score		12.00	8.15	2.00	12.00	9.17	2.00	12.00	8.11	2.00	12.00	9.66	2.00
FASS Score (total out of 25)		22.15			23.17			22.11			23.66		

Lansing Housing Commission
 MASS Indicator Ratios
 Unaudited FDS
 August 31, 2013

FDS Number	FDS Description	AMP 102			AMP 103			AMP 111			AMP 112		
		TAR	Accounts Payable	Occupancy	TAR	Accounts Payable	Occupancy	TAR	Accounts Payable	Occupancy	TAR	Accounts Payable	Occupancy
			MID58000102			MID58000103			MID58000111			MID58000112	
126	Accounts Receivable - Tenants												
70500	Total Tenant Revenue	1,085	55,720		3,030	41,826		3,681	51,097		4,168	79,559	
312	Current Accounts Payable < 90 Days												
313	Past Due Accounts Payable > 90 Days												
	Accounts Payable Obligation												
96900	Total Operating Expenses		195,962			154,756			213,327			236,654	
	Months												
	Average monthly operating expenses		97,981			77,128			108,664			118,327	
11210	Unit Months Leased			325			317			413			520
11190	Unit Months Available			346			336			426			560
	Ratio/Rate	1.95%	-	93.931%	2.24%	-	94.345%	7.20%	-	96.948%	5.24%	-	92.857%
	Component Score	2.00	4.00	4.00	-	4.00	8.00	-	4.00	12.00	-	4.00	4.00
	MASS Score (total out of 25)	10.00			12.00			16.00			8.00		



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**LHC Board
Sign-In Sheet
Date of Meeting: September 25, 2013**

Name	Organization	Phone #	E-mail
Erica Velasquez	LHC	393-8464	ericav@lanshc.org
Patricia Baines-Lake	LHC	372-7996	patbl@lanshc.org
Janell McLeod	LHC	393-8464	Janellm@lanshc.org
Andrea Wade	LHC	372-7145	andrew@lanshc.org
Rhonda Pagel	LHC	372-7145	rhondap@lanshc.org
Melissa Witte	LHC	321-6054	melissaw@lanshc.org
Debra Baker	LHC	827-0739	debrab@lanshc.org
Knz Whipple	LHC	393-4240	Knzwo@lanshc.org
	LHC	393-4290	LSAP@lanshc.org
Hendra Shindhan	LHC	202-9763	HendraS@lanshc.org
Ramiro Diaz	LHC	853-3066	ramiros@lanshc.org
Bobby Joyce	LHC	703-3483	Bobby.Joyce@gmail.com

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting September 25, 2013

LHC Sign-In Sheet

SEN BAKKEN LHC

505-5151

ben.e.b.gre@works.com

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