



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

AGENDA  
LANSING HOUSING COMMISSION  
MAY 23, 2012

1. Call to Order.
2. Roll Call.
3. Approval of Minutes of April 25, 2012.
4. Action Items
  - a. Resolution #1146 - Approval of MERS Defined Benefit Modifications
  - b. Resolution #1147 – Approval of Personnel Policy Revision 2012-04
  - c. Resolution #1148 – Approval of Write off Policy Revision 2012-05
  - d. Resolution #1149 – Approval of Resident Account Write offs thru April 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 – Forrest Babcock
    - i. Modernization Report - Forrest Babcock
    - ii. Mt. Vernon & Scattered Sites AMPs 102 & 104 Lisa Parsons
    - iii. Hildebrandt AMP 103 Rhonda Pagel
    - iv. LaRoy Froh AMP 111 Janell McLeod
    - v. South Washington AMP 112 Lisa Parsons
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 APRIL 25, 2012  
LANSING HOUSING COMMISSION MEETING

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

GUESTS: Elisa Granito

STAFF: Patricia Baines-Lake Forrest Babcock  
Ramiro Salazar Kendra Schmidtman  
Lisa Parsons Rhonda Pagel

The meeting was called to order by Chairman Tony Baltimore promptly at 6:09 p.m. Ms. Baines-Lake, Commission Secretary, called the roll.

The Agenda was approved as presented.

Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve the minutes of the February 22, 2012 Board Meeting. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve Resolution 1142 – Approval of LHC's Credit Card Policy Revision. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve Resolution 1143 – Approval of La Roy Froh Modernization Contract. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Bakken 2<sup>nd</sup> a motion to approve Resolution 1144 – Approval of ESCO Contract. **The Motion was approved unanimously.**

Commissioner Frens moved and Commissioner Beverly 2<sup>nd</sup> a motion to approve Resolution 1145- Remy Lease Purchase Agreement. **The Motion was approved unanimously.**

At 7:05 p.m. Commissioner Bakken moved and Commissioner Frens 2<sup>nd</sup> a motion to go into closed session to discuss the settlement of a lawsuit and a proposed real estate transaction to acquire a new Central Office Cost Center. Commissioner Beverly Moved and Commissioner Frens second a motion to come out of closed session at 7:26 p.m. **The Motion was approved unanimously.**

Mr. Baltimore directed Ms. Baines-Lake to proceed with the real estate transaction as discussed in closed session.

Informational Reports were provided as follows:

Financial Reports	Ramiro Salazar
Asset Management Report	Forrest Babcock
Mt. Vernon & Scattered Sites	AMP 102-104
Hildebrandt	AMP 103
LaRoy Froh	AMP 111
South Washington	AMP 112
Housing Choice Voucher Report	Kendra Schmidtman
Capital Fund Report	Forrest Babcock

President Baltimore complimented staff on their hard work.

There were no Public Comments.

Commissioner Bakken moved and Commissioner Frens 2<sup>nd</sup> a motion to permanently change the starting time for LHC Board meetings to 5:30p.m on the 4<sup>th</sup> Wednesday of each month. **The Motion was approved unanimously.**

The meeting was adjourned at 8:02 p.m.



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

May 23, 2012

**Lansing Housing Commission  
Lansing, Michigan**

**HONORABLE MEMBER IN SESSION:**

**SUBJECT:**

**APPROVAL TO CHANGE LANSING HOUSING COMMISSION'S ("LHC") DEFINED BENEFIT RETIREMENT PROGRAM MULTIPLIER FROM 2.25% TO 1.70% EFFECTIVE MAY 1, 2012 AND TO REQUIRE EMPLOYEE CONTRIBUTIONS OF 5% OF SALARY EFFECTIVE JULY 1, 2012- RESOLUTION #1146**

**RECOMMENDATION:**

Staff recommends adoption of the attached Resolution No. 1146, which a change in the defined benefit retirement program for existing non represented employees and new hires effective May 1, 2012.

**CONTACT PERSON:**

Patricia Baines-Lake  
Executive Director  
(517) 372-7996

**SUMMARY:**

Staff recommends adoption of Resolution #1146, which seeks to provide a good retirement program for employees while reducing the long term fixed liability (legacy costs) to LHC.

**BACKGROUND**

Similar to other governmental and private industry employers the cost of retirement benefits is outstripping the where with all of LHC. This proposed change in retirement benefits will help to insure LHC's financial viability going forward. The cost of retirement benefits has increased approximately 33% in the past 3 years. However, on average HUD has funded Public Housing Agencies ("PHA") at 85% of budget. The underfunding of PHA's appears to be the "new normal" as such we must decrease our costs to remain financially sound.

Employers are: a) completely eliminating defined benefit retirement programs, b) requiring employees to pay a portion of the cost of defined benefit retirement programs (costs range from 100% down to 3%), c) providing hybrid retirement program consisting of a combination defined benefit /defined contribution retirement program; d) offering

401K type programs with and without employer paid matches, and etc. MERS, LHC's pension provider indicates most Public Housing Agencies are requiring employees to pay 5% of their salary towards their defined benefit program. LHC has reviewed its finances and recommends effective July 1, 2012 all existing employees pay 5% of their salary for retirement. However, this is a subject of collective bargaining for represented employees

**FINANCIAL CONSIDERATIONS:**

This 32% reduction in the multiplier will significantly reduce the legacy cost associated with employees hired after May 1, 2012. Additionally, the personnel policy change which requires certain current employees and employees hired after May 1, 2012 to pay 5% of their wages towards their retirement will further address LHC's legacy costs.

**POLICY CONSIDERATIONS:**

The board will be fulfilling its fiduciary responsibility by taking this action to address LHC's financial needs.

Respectfully Submitted,



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



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**RESOLUTION NO. 1146**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**May 23, 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 immediately change the Lansing Housing Commission's Defined Benefit Retirement Program administered by the Municipal Employees Retirement System to reduce the multiplier from 2.25% to 1.70 for all new hires Effective May 1, 2012 and to require that employees pay 5% of their salary towards this benefit.

*Tony Baines*  
\_\_\_\_\_  
CHAIR

Yea 3

Nay 0

Abstentions 0

ATTEST

A handwritten signature in blue ink, appearing to read "Tony Baines".

\_\_\_\_\_  
SECRETARY:

FOR CLERK USE ONLY

RESOLUTION NO: 1146  
DATE ADOPTED: 05/23/2012





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

May 23, 2012

Lansing Housing Commission  
Lansing, Michigan

Honorable Member in Session:

**Subject:**

**Approval of Policy No. 2012-06 Personnel Policy Revision Resolution No. 1147**

**Recommendation:**

Staff recommends adoption of resolution No. 1147, which adopts Policy 2012-04 Lansing Housing Commission ("LHC") Revised Personnel Policy.

**Contact Person:**

Patricia Baines-Lake  
Executive Director  
(517) 372-7996

**Summary:**

Adoption of Resolution 1147, which revised and updates LHC's Personnel Policy and highlights changes to employees benefits.

**Background:**

LHC's last major rewrite of the Personnel Policy Manual occurred in 2009. Since that time HUD funding has decreased significantly and the cost of defined benefit retirement programs have increased significantly. LHC is responsible for maintaining a fiscally sound agency. The ability to maintain a fiscally sound agency is seriously affected by the legacy cost defined of defined benefit programs and health insurance costs. Additionally, there are proposed minor policy changes, which will be identified in the board presentation.

Like both private and public entities, LHC considered many options to address the rising costs of benefits and reductions in HUD funding. In 2010, we switched from offering three (3) different health insurance programs to one Blue Care Network (BCN Healthy Living) and reduced our health insurance costs by 40%. In 2011, LHC increased the cost of insurance co-pays from 7.5% for current employees to 10% for new employees. We have elected not to require employees to pay a 20% co-pay for health insurance as requires by a recently adopted State Law because our rates are low enough to allow us to opt out of this requirement. However, we continue to offer a very rich defined retirement program, which has historically been fully funded by LHC.

In order to determine how to further address legacy costs and reduced funding from HUD LHC evaluated how other employers are addressing these costs. Employers are: a) completely eliminating defined benefit retirement programs, b) requiring employees to pay a portion of the cost of defined benefit retirement programs (costs range from 100% down to 3%), c) providing hybrid retirement program consisting of a combination defined benefit/defined contribution retirement program; d) offering 401K type programs with and without employer paid matches, and etc. MERS, LHC's pension provider indicates most Public Housing Agencies are requiring employees pay 5% of their salary towards their defined benefit program. LHC has reviewed its finances and recommends effective July 1, 2012 all existing employees pay 5% of their salary for retirement. However, this is a subject of collective bargaining for represented employees.

In addition, we believe it is necessary to rest the retirement benefit offered to employees hired after May 1, 2012, as follows: a) Continue to offer a defined benefit retirement program b) reduce the defined benefit program multiplier from 2.25% to 1.70%, and c) continue to require new employees to pay 10% of the cost of their medical premium.

These proposed policy changes are the subject of collective bargaining for unionized employees and will not be effective for those individuals unless bargained.

**Financial Considerations:**

Reducing legacy costs will have a positive effect on the financial condition of the Commission.

**Policy Consideration:**

Adoption of this amended Personnel Policy reflects major policy changes as identified in the background section of this report. The Board is responsible for setting policy for LHC and providing strong governance. Vetting and determining if these changes are prudent and consistent with the board's responsibility.

Respectfully Submitted,



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



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**RESOLUTION NO. 1147**

ADOPTED BY THE LANSING HOUSING COMMISSION  
MAY 23, 2012

**APPROVAL OF REVISE PERSONNEL MANUAL POLICY 2012-04**

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Policy No. 2012-04, Revised Personnel Manual Policy is adopted by the Lansing Housing Commission effective immediately. Patricia Baines Lake, in her capacity as Executive Director, or her designee is authorized to issue and administer the policy.



\_\_\_\_\_  
CHAIR

ATTEST:

Yea<sup>s</sup> 3

Nay<sup>s</sup> 0

Abstentions —



MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN

**RESOLUTION FOR CHANGING MERS BENEFITS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

In accordance with the MERS Plan Document of 1996, the Lansing Housing Commission  
(Participating Municipality)  
3311 (Municipality No.) adopts the following benefits for: Exempt Employees Hired before 5/1/12  
Reporting Unit No., MERS Division No. and Name

A "division" is defined as an employee or group of employees covered by the same benefit programs and the same employee contribution program. Each division has a specific MERS number and name, such as "Div. 10, General-Admin.," and is part of a Reporting Unit, such as: "01."

Supporting Supplemental Valuation is dated \_\_\_\_\_

**BENEFIT MULTIPLIER**

From \_\_\_\_\_ To \_\_\_\_\_ Effective Date \_\_\_\_\_  
(Current Benefit Multiplier) (New Benefit Multiplier)

**Provisions for Earlier Normal Retirement**

F50/25  F50/30  F(N)-Years and Out (Specify number of years) \_\_\_\_\_  
 F55/15  F55/20  F55/25  F55/30

Effective Date \_\_\_\_\_

**EMPLOYEE CONTRIBUTION RATE**

New Rate 5%  
Effective Date 7/1/2012

**ADDITIONAL BENEFITS AFFECTING FUTURE RETIREES**

FAC 3  FAC 5  V-6  V-8  V-10  RS - 50%  
 D-2  E-2  DROP + with \_\_\_\_\_ %  
Effective Date \_\_\_\_\_

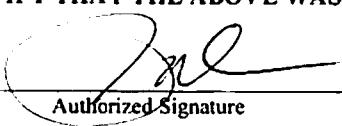
**RETIREE COST-OF-LIVING BENEFIT PROGRAMS FOR CURRENT RETIREES**

E Standard  E-1  
 E - Other (Specify Factor) \_\_\_\_\_ Adjustment Years \_\_\_\_\_

Effective Date \_\_\_\_\_

**WINDOW PERIOD (If applicable)**

From \_\_\_\_\_ To \_\_\_\_\_  
(Date) (Date)

I CERTIFY THAT THE ABOVE WAS ADOPTED BY Lansing Housing Commission 5/23/2012  
Governing Body Date of Meeting  
  
Authorized Signature Executive Director Title 5/23/2012 Date

**NOTE: Standard/Nonstandard Benefit Provisions**—Attach page fully describing provision(s), and (1) a complete copy of the fully executed collective bargaining agreement and a certified copy of official minutes where the collective bargaining agreement or this Resolution was adopted, or (2) a copy of the arbitration or mediation decision. If further information is needed, please contact MERS Employer Services Division at 1 (800) 767-6377.

- 3.2 The Initial Valuation discloses the actuarial reduction in the employer's future contribution rate that will occur where assets of a preceding qualified plan (whether defined benefit or defined contribution plan) and/or other source are transferred to MERS.
- 3.3 In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.
4. The effective date of this Resolution for making deductions for the employee contributions specified above, and for the payment of necessary employer contributions to MERS, as required in the Plan Document, shall be the same date that MERS' coverage begins, which is May 1, 2012.
5. For municipalities, Plan Section 41 requires adoption by affirmative vote of a majority of the governing body; for courts, see Plan Section 41A. A complete copy of the fully executed collective bargaining agreement (if applicable), and certified copy of the complete official minutes or other official authorizing action for the open meeting at which this resolution was adopted must be forwarded to MERS with this resolution.

Certified this 23<sup>rd</sup> day of May, 2012.

By: 

Title: Executive Director



**RESOLUTION FOR ADOPTING MUNICIPAL EMPLOYEES'  
RETIREMENT SYSTEM OF MICHIGAN DEFINED BENEFIT PROGRAMS  
(OTHER THAN DB COMPONENT OF HYBRID PROGRAM)**

The Board of Commissioners of the Lansing Housing Commission  
(Governing body) (Participating entity)  
whose fiscal year is (month and day) July to June, desires to make  
available to its eligible employees (as defined below) benefits provided by the Municipal  
Employees' Retirement System of Michigan (MERS), as authorized by 1996 PA 220. Benefits  
available are those provided under the Plan Document of 1996.

**IT IS RESOLVED** that pursuant to the Initial Actuarial Valuation dated \_\_\_\_\_, \_\_\_\_\_, by MERS' actuary, MERS benefits stated in Section I below  
are to be provided to the following employee division (e.g., general, police and fire, DPW, union,  
non-union): New hires after May 1, 2012  
(Separate resolutions are required for each division)

**Please note:** If no Initial Valuation has been done by MERS' actuary on the specific benefit  
program (or combination of programs) selected below; or the Initial Valuation is more than  
one (1) year old at the time MERS' coverage becomes effective as provided under Section 4 of  
this Resolution; then, per Retirement Board requirements, this Resolution will not be  
implemented until a current actuarial valuation is done by MERS' actuary and necessary  
supporting contribution rates certified.

1. Benefit programs/formulae (e.g., B-2 / DROP+ / F55 / V-8 / FAC 3 / E-2) selected  
are: Benefit multiplier (from) 2.25% new (to) 1.70% 5/1/2012  
(If other than standard MERS' retirement benefits, supporting collective bargaining agreement to accompany this Resolution.)
2. The required employee contribution is 5 %. (May be any percentage in  
hundredths of a percent, not to exceed ten [10] percent, unless higher rate is  
established by collective bargaining agreement accompanying this Resolution.)
- 3.1 Prior service credit with this municipality/court rendered previously by each covered  
employee in the division is subject to and shall be credited as provided under Section  
2C(3) of the MERS Plan Document and Restated Initial Actuarial Valuation and  
Supplemental Valuation Procedure<sup>(Form 06)</sup> (as approved by the Retirement Board),  
whose respective terms are incorporated by reference.

**Choose only one:**

- A.  All prior service from date of hire.
- B.  Portion of prior service (actual service up to \_\_\_\_\_ years); or \_\_\_\_\_ %.
- C.  Prior service proportional to assets transferred.
- D.  No prior service (if D selected, go to Section 4).



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**May 23, 2012**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF AMENDEMENT #1 TO LANSING HOUSING COMMISSION'S  
ACCOUNTS RECEIVABLE WRITE-OFF POLICY - RESOLUTION NO. 1148**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1149 which authorizes the finance division to write off inactive resident's accounts receivable on a monthly basis, instead of on a quarterly basis, when payment has not been made on these balances.

**CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

**SUMMARY:**

Approval of this resolution amends the existing Resident Accounts Receivable Write-off Policy (Resolution No. 1129) for the Lansing Housing Commission ("LHC")

**BACKGROUND:**

It is an industry practice to write off resident receivables which are deemed uncollectible. In its present state, LHC's Write-off policy allows a 90-day window to collect receivables prior to writing the receivable off. Currently, LHC is collecting less than 5% of inactive tenant receivables within this grace period.

One of the benchmarks for determining LHC's Public Housing Assessment Score (PHAS) is outstanding accounts receivables. Monthly write off of resident receivable account receivables will enhance our finance and management score. Additionally, despite writing off this receivable LHC will continue to attempt to collect the debt by using our current methodology. We consulted Asher PHA Finance, LLC, a nationally-recognized accounting firm specializing in public housing financial matters on this issue. They strongly recommend that LHC begin to write-off such balances on a monthly basis, rather than quarterly.



**FINANCIAL CONSIDERATION:**

There are no financial considerations since our collection practices will remain the same.

**POLICY CONSIDERATIONS:**

One of the major responsibilities of the Board is to set policy for LHC. Approval of this policy amendment is consistent with the Board's fiduciary responsibility to provide governance.

Respectfully Submitted,



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



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RESOLUTION NO. 1148

## ADOPTED BY THE LANSING HOUSING COMMISSION

May 23, 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 immediately implement and administer the attached amendment to the Accounts Receivable Write-off Policy.

Years 3

Nays 0

### Abstentions

Tony Babione  
CHAIR

**ATTEST**

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**SECRETARY:**

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**FOR CLERK USE ONLY**

RESOLUTION NO: 1148  
DATE ADOPTED: 05/23/2012



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**May 23, 2012**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval Of Lansing Housing Commission's Resident Accounts Receivable Write-Off's For Through April 30, 2012 - Resolution No. 1149**

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1149, which authorizes the finance division to write off resident accounts receivable related to all vacated units for the period of July 1, 2011 through April 30, 2012.

**CONTACT PERSON:**

Ramiro Salazar  
Financial Manager  
(517) 853.3066

**SUMMARY:**

This Resolution authorizes the finance division to write off \$63,022.04 (the full amount of balances related to vacated units covering July 1, 2011 – April 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 July 1, 2011 and April 30, 2012 total \$63,022.04. This figure was computed by taking the Aged Receivables for all residents less the Aged Receivables for Active Residents. As required by our policy this report will be updated and presented to you monthly for your approval.

**FINANCIAL CONSIDERATION:**

Writing off these receivables is an acknowledgement LHC's maximum exposure is \$63,022.04 for outstanding rent and other charges due from residents who vacated an LHC property between July 2011 and April 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 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. 1149**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**May 23, 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 immediately write off all Public Housing resident receivable balances related to vacant units through April 30, 2012. The amount totals \$63,022.04



*Tony Baines-Lake*  
\_\_\_\_\_  
CHAIR

Yays 3

Nays 0

Abstentions 0

**ATTEST**

\_\_\_\_\_  
**SECRETARY:**

\_\_\_\_\_  
**FOR CLERK USE ONLY**

RESOLUTION NO: 1149  
DATE ADOPTED: 05/23/2012



**Lansing Housing Commission**

**April Monthly Report**

7/1/11 - 06/30/12

		5005			
		Central Office Cost Center			
<b>Account Name</b>		FYE 2012	YTD	YTD	YTD
		Budget	Budget	Actual	Variance
Property Management Fees	343001	436,831	364,026	369,709	5,683
Bookkeeping Fees	343002	73,494	61,245	59,708	(1,538)
OG Management Fee	343005	14,136	11,780	4,673	(7,108)
AMP Management Fee		97,961	81,634		(81,634)
Management Fee - HCV	343003	171,488	142,907	121,016	(21,891)
Interest on General Fund Inv.	361000	3,000	2,500		(2,500)
Other Income	369000	35,000	29,167	82,889	53,722
<b>TOTAL REVENUE</b>		831,910	693,258	637,993	(55,265)
Administrative Salaries	411000	335,456	279,547	297,111	17,565
Employee Benefits	454XXX	154,721	128,934	72,402	(56,532)
Legal	413000	35,000	29,167	2,090	(27,076)
Publications	419006	1,000	833	295	(538)
Membership Dues & Fees	419008	2,500	2,083	3,414	1,331
Postage	419010	1,500	1,250	6,126	4,876
Office Supplies	419014	10,000	8,333	4,425	(3,908)
Conference	419016		0	1,304	1,304
Bank Fees	419020	4,000	3,333		(3,333)
Computer Maintenance	419022	7,000	5,833	16,434	10,601
Outside Printing	419030	2,000	1,667	460	(1,207)
Software	419032	5,000	4,167	628	(3,539)
Office Furniture & Equip. Not Cap.	419038	7,000	5,833		(5,833)
Classified Advertising	419040		0	494	494
<b>Total Administrative</b>		565,177	470,981	405,185	(65,796)
Water	431000	3,000	2,500	1,512	(988)
Electricity	432000	22,000	18,333	18,819	486
Steam & Gas	433000 43900	24,000	20,000	16,356	(3,644)
Phone/Internet/Communications	419004	13,000	10,833	8,174	(2,659)
<b>Total Utilities</b>		62,000	51,667	44,862	(6,805)
Automotive Maintenance			0		0
Maintenance Materials	442000	1,000	833	1,486	653
Maintenance Contracts	4430xx	32,000	26,667	31,400	4,733
<b>Total Maintenance</b>		33,000	27,500	32,886	5,386
<b>Protective Services</b>	448000	4,000	3,333	3,239	(94)
<b>Insurance</b>	451xxx	17,000	14,167	31,061	16,895
<b>OIG Repayment for SFTB</b>	419000			19,278	
<b>Additional Capital</b>		150,733	125,611	101,483	(24,128)
<b>TOTAL EXPENSES</b>		831,910	693,258	637,993	(74,543)
<b>NET INCOME (LOSS)</b>		0	0	0	19,278
		FYE 2012	YTD	YTD	YTD
		Budget	Budget	Actual	Variance

## Lansing Housing Commission

## April YTD Finance Report

7/1/11 - 06/30/12

10	FYE 2012	YTD	YTD	YTD	AMP	AMP	AMP	AMP
	Budget	Budget	Actual	Variance	1010	1020	1080	1090
<b>Account Name</b>								
Net Tenant Rent (after vacancy loss)	1,507,075	1,255,896	1,360,062	104,166	333,346	231,966	292,244	502,506
Net Operating Subsidy	2,646,446	2,205,372	2,638,199	432,827	615,976	544,544	689,729	787,950
Other Tenant Charges	117,000	97,500	115,946	18,446	21,623	36,711	21,790	35,821
Other Income	7,500	6,250	378,177	371,927	13,887	13,614	330,260	20,415
Inter-Amp Transfer (In)	50,686	42,238	0	(42,238)	0	0	0	0
<b>TOTAL REVENUE</b>	<b>4,328,707</b>	<b>3,607,256</b>	<b>4,492,383</b>	<b>885,127</b>	<b>984,832</b>	<b>826,835</b>	<b>1,334,024</b>	<b>1,346,692</b>
<b>Administrative</b>								
Administrative Salaries	397,159	330,966	394,850	63,884	100,345	94,428	87,404	112,672
Employee Benefits - Administrative	219,038	182,532	115,827	(66,705)	25,813	19,833	35,341	34,839
Employer FICA - Administrative	30,624	25,520	29,211	3,691	7,419	7,498	5,923	8,370
Auditing Fees	22,843	19,036	0	(19,036)	0	0	0	0
Management Fees	436,831	364,026	357,216	(6,809)	76,765	75,790	92,555	112,106
Bookkeeping Fees	73,494	61,245	72,200	10,955	12,398	12,240	14,948	32,615
Amp Fee	97,961	81,634	0	(81,634)			0	0
Inter-Amp Transfer (Out)	50,686	42,238	0	(42,238)			0	0
Classified Advertising	0	0	0	0	0	0	0	0
Office Supplies	17,930	14,942	12,839	(2,103)	3,887	1,803	2,605	4,545
Legal	20,170	16,808	42,249	25,440	10,471	1,470	10,505	19,803
Collection Fees & Court Costs	48,608	40,507	11,923	(28,584)	2,279	3,577	1,226	4,842
Travel	11,750	9,792	1,881	(7,911)	681	505	95	599
Staff Training	10,216	8,513	0	(8,513)		0	0	0
Membership Dues & Fees	2,000	1,667	1,843	177	461	461	461	461
Postage	12,108	10,090	8,509	(1,581)	1,735	2,589	2,177	2,008
Bank Fees	11,941	9,951	15,109	5,158	3,134	3,044	3,859	5,073
Computer Maintenance	16,136	13,447	21,741	8,294	5,112	5,267	6,216	5,146
Outside Printing	845	704	416	(288)	104	104	104	104
Software	5,000	4,167	5,605	1,439	1,319	1,310	1,474	1,502
Other Administrative Costs	0	0	5,294	5,294	0	0	2,680	2,615
<b>Total Administrative</b>	<b>1,485,340</b>	<b>1,237,783</b>	<b>1,096,712</b>	<b>(141,071)</b>	<b>251,923</b>	<b>229,919</b>	<b>267,571</b>	<b>347,300</b>
<b>Recreation/Other Services</b>	<b>41,500</b>	<b>34,583</b>	<b>33,064</b>	<b>(1,520)</b>	<b>5,183</b>	<b>1,831</b>	<b>1,803</b>	<b>24,247</b>
<b>Utilities</b>								
Water	372,969	310,808	357,779	46,972	95,589	68,653	77,843	115,693
Electricity	141,030	117,525	133,593	16,068	16,082	5,423	29,508	82,581
Gas	474,281	395,234	285,078	(110,156)	82,341	49,774	62,761	90,202
Telephone	33,600	28,000	28,034	(1,966)	5,373	8,449	5,225	6,987
<b>Total Utilities</b>	<b>1,021,880</b>	<b>851,567</b>	<b>802,484</b>	<b>(49,083)</b>	<b>199,386</b>	<b>132,299</b>	<b>175,337</b>	<b>295,462</b>
<b>Maintenance</b>								
Labor	652,291	543,576	552,637	9,061	148,868	128,871	155,866	119,032
Employee Benefits - Maintenance	186,811	155,676	230,182	74,506	74,801	57,496	64,131	33,755
Employee FICA - Maintenance	50,596	42,163	40,388	(1,776)	11,283	9,146	11,620	8,339
Maintenance Materials	202,184	168,487	240,040	71,554	45,129	62,196	61,991	70,725
Garbage & Trash	54,580	45,483	50,615	5,131	14,535	9,444	11,541	15,094
Snow Removal	12,040	10,033	6,913	(3,120)	1,900	1,045	2,290	1,678
Elevator	10,500	8,750	9,533	783				9,533
Landscape & Grounds	21,165	17,638	37,386	19,749	4,282	11,645	9,378	12,080
Unit Turnaround	110,600	92,167	103,331	11,164	23,830	23,545	27,934	28,022
Electrical	9,700	8,083	3,146	(4,937)	384	611	289	1,862
Plumbing	17,800	14,833	10,830	(4,003)	2,338	5,189	2,706	597
Exterminating	43,600	36,333	33,794	2,460	778	4,571	387	33,058
Janitorial	15,400	12,833	235	(12,598)	0	0	220	15
Routine Maintenance	14,500	12,083	43,250	31,167	7,598	7,559	7,611	20,482
Misc	18,215	15,179	143,001	127,822	8,058	4,388	93,714	36,842
Extraordinary Maint. - Contracts	26,523	22,103	13,176	(8,927)	1,590	5,975	2,077	3,534
Recycling	3,831	3,193	20,739	17,546	2,748	4,771	10,064	3,155
<b>Total Maintenance</b>	<b>1,450,336</b>	<b>1,208,613</b>	<b>1,544,196</b>	<b>335,583</b>	<b>348,122</b>	<b>336,452</b>	<b>461,819</b>	<b>397,803</b>
<b>Protective Services Contract Costs</b>	<b>12,650</b>	<b>10,542</b>	<b>26,546</b>	<b>16,004</b>	<b>1,389</b>	<b>3,217</b>	<b>1,225</b>	<b>20,715</b>
<b>Insurance</b>								
Property	110,140	91,783	90,330	(1,453)	21,606	29,270	25,300	14,154
General Liability	49,859	41,549	44,668	3,119	9,945	10,333	10,748	13,642
Workers Comp.	21,720	18,100	21,885	3,785	5,817	5,356	5,356	5,356
Other	8,200	6,833	6,883	50	1,205	2,381	1,437	1,861
Insurance	10,250	8,542	0	(8,542)	0	0	0	0
<b>Total Insurance</b>	<b>200,169</b>	<b>166,808</b>	<b>163,767</b>	<b>(3,041)</b>	<b>38,574</b>	<b>47,340</b>	<b>42,841</b>	<b>35,012</b>
<b>Additional Capital</b>	<b>60,492</b>	<b>35,287</b>	<b>825,614</b>	<b>(50,410)</b>	<b>140,256</b>	<b>75,776</b>	<b>383,430</b>	<b>226,153</b>
<b>Payments in Lieu of Taxes</b>	<b>56,340</b>	<b>46,950</b>	<b>0</b>	<b>(46,950)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>4,268,215</b>	<b>3,592,133</b>	<b>4,492,382</b>	<b>59,512</b>	<b>984,832</b>	<b>826,835</b>	<b>1,334,024</b>	<b>1,346,692</b>
<b>NET INCOME (LOSS)</b>	<b>60,492</b>	<b>15,123</b>	<b>0</b>	<b>825,614</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
	FYE 2012	YTD	YTD	YTD	AMP	AMP	AMP	AMP
	Budget	Budget	Actual	Variance	1010	1020	1080	1090



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

May 23, 2012

Lansing Housing Commission  
310 Seymour Avenue  
Lansing, Michigan 48933

### **HONORABLE MEMBERS IN SESSION**

#### **SUBJECT:**

MONTHLY HOUSING CHOICE VOUCHER INFORMATIONAL REPORT  
APRIL 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. No files were drawn down in April. 100% of all waitlist files are being audited. Six (6) files were audited in April. One calculation error was reported and corrected.
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 QC reviews of 12 unit rents in April. The QC review indicated 100% of the rents approved by LHC in April met HUD's rent reasonableness standard.
3. HUD requires a QC review of and average of two (2) files per month to determine if proper documentation exists to make an accurate calculation of adjusted income. The LHC did not perform any QC reviews on non-waitlist participant files in April. However, we have met HUD's QC requirements for the year.
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 April. 100% of the units met HUD HQS requirements.

5. HUD requires 98% of all 24-hour HQS deficiencies to be completed within 24 hours. The LHC cited seven (7) 24-hour HQS deficiencies in the month of April. Six (6) inspections or 86% were completed within 24 hours. One (1) inspection was not completed within 24 hours due to staffing difficulties. Overall for the year LHC exceeds HUDS 98% completion standard.

Respectfully submitted,



Patricia Baines Lake, Secretary to the Board  
Lansing Housing Commission

Attachments:

Lansing Housing Commission  
 Housing Choice Vouchers Program  
 Monthly Operations Report / Period End - Period End 30, 2012

Account Name	Period	10			
	G/L	FYE 2012	FYE 2012	FYE 2012	YTD
	Acct #	Budget	YTD Allocation	Actual	Variance
Fraud Recovery Funds Retained	330010	25,000	20,833	18,697	(2,137)
Section 8 Income - Admin Fees	341500	921,539	767,949	705,970	(61,979)
Other Revenue	369000	100	83	10,760	10,677
<b>TOTAL REVENUE</b>		<b>946,639</b>	<b>788,866</b>	<b>735,427</b>	<b>(53,439)</b>
Administrative Salaries	411000	361,443	301,202	314,333	13,131
Employee Benefits	454000	210,184	175,153	145,998	(29,155)
Legal	413000	1,000	833	450	(383)
Staff Training	414000	11,000	9,167	5,433	(3,734)
Travel	415000	2,000	1,667	1,648	(19)
Auditing Fees	417100	5,000	4,167		(4,167)
Telephone	419004	9,000	7,500	9,261	1,761
Publications	419006	1,000	833	279	(554)
Membership Dues & Fees	419008	1,500	1,250	1,320	70
Conference	419016	2,000	1,667		(1,667)
Postage	419010	14,000	11,667	11,268	(399)
Police Reports/Cred Chks	419012	4,300	3,583	2,353	(1,230)
Office Supplies	419014	10,000	8,333	7,185	(1,148)
Computer Maintenance	419022	20,000	16,667	15,494	(1,173)
Software	419032	10,000	8,333	12,370	4,037
Outside Printing	419030	2,500	2,083	2,700	616
Office Furniture & Equip. - Not Cap	419038	3,000	2,500		(2,500)
Classified Advertising	419040	3,000	2,500	1,271	(1,229)
Office Rent	419042	24,000	20,000	20,000	0
Automotive Maintenance	419044	2,000	1,667	1,916	249
COCC - HCV Program Expense	419103	171,463	142,886	121,016	(21,870)
Utilities - Water	431000	3,200	2,667	2,219	(448)
Utilities - Electricity	432000	31,000	25,833	24,086	(1,747)
Utilities - Steam	439000	23,550	19,625	12,208	(7,417)
Maintenance Contracts	4430xx	3,000	2,500	15,522	13,022
Insurance	4510xx	17,500	14,583	15,133	549
Reserve Account		0	0		0
<b>TOTAL EXPENSES</b>		<b>946,639</b>	<b>788,866</b>	<b>743,463</b>	<b>(45,403)</b>
<b>NET INCOME (LOSS)</b>		<b>(0)</b>	<b>(0)</b>	<b>(8,036)</b>	<b>(8,036)</b>

SECTION 8 DEPARTMENTAL REPORT

	Feb 2012	Mar 2012	Apr 2012
<b>TOTAL NEW LEASES</b>	15	9	4
Total Move-outs	9	2	6
Net	6	7	-2
Number on Voucher Wait List	850	750	750
Number of Applicants Pulled from Wait List	150	250	250
Number of Applications Withdrawn/Denied	3	40	6
Number of Informal Meetings	0	0	3
Number of Applicants Briefed	0	50	24
Total Resident Change of Units (transfers)	12	22	16
<b>TOTAL RECERTIFICATIONS DUE BY MONTH</b>	122	112	152
Annual Recertifications Completed	117	110	147
Annual Delinquent Reexaminations	0	0	0
Interims Completed	105	111	97
<b>TOTAL INSPECTIONS DUE BY MONTH</b>	158	147	117
Annual HQS Inspections Completed	145	143	108
Annual HQS Delinquent Inspections (PIC)	0	2	0
New RFTA Inspections	39	37	47
<b>FSS FAMILIES MANDATORY</b>	40	40	40
Total FSS Families	27	32	32
<b>Total # of Section 8 Accts. Rec.</b>	30	25	26
Monthly Total Amount Owed	\$12,741.31	\$13,646.56	\$15,708.62
Monthly Total Amount Collected	\$6,489.23	\$3,893.00	\$2,658.10
Voucher Program Total Units	1700	1700	1700
Traditional HCV Utilization	1495	1502	1498
<b>% UTILIZED UNITS</b>	<b>87.94%</b>	<b>88.35%</b>	<b>88.12%</b>
<b>Special Program Vouchers</b>			
Shelter Plus Care Voucher Utilization	53	52	52
VASH Voucher Utilization	54	55	57
Monthly Total Voucher Unit Utilization	1602	1609	1607
Total HCV Budget for 2011	\$9,740,000.00	\$9,740,000.00	\$9,740,000.00
Total HCV Budget Used YTD	\$1,518,072.00	\$2,282,576.29	\$3,005,684.69
HCV Budget Allocation YTD	\$1,623,333.34	\$2,435,000.01	\$3,246,666.68
<i>Expenditure Surplus (Overage) *</i>	\$105,261.34	\$152,423.72	\$240,981.99
Remaining Voucher Budget	\$8,221,928.00	\$7,457,423.71	\$6,734,315.31
Shelter Plus Care Budget	\$35,351.41	\$52,249.41	\$68,986.41
Shelter Plus Care Budget Used YTD	\$35,351.41	\$52,249.41	\$68,986.41
Shelter Plus Care Budget Allocation YTD	\$35,351.41	\$52,249.41	\$68,986.41
<i>Expenditure Surplus (Overage)</i>	\$0.00	\$0.00	\$0.00
Remaining Voucher Budget	\$0.00	\$0.00	\$0.00
VASH Budget	\$300,000.00	\$300,000.00	\$300,000.00
VASH Budget Used YTD	\$43,169.00	\$64,295.00	\$85,299.00
VASH Budget Allocation YTD	\$50,000.00	\$75,000.00	\$100,000.00
<i>Expenditure Surplus (Overage)</i>	\$6,831.00	\$10,705.00	\$14,701.00
Remaining Voucher Budget	\$256,831.00	\$235,705.00	\$214,701.00



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**May 23, 2012**

**HONORABLE MEMBERS IN SESSION:**

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

**SUBJECT:**

**Asset Management Monthly Report April 2012 reporting Month**

**CONTACT PERSON:**

**Forest Babcock  
Director of Asset Management**

**Overview:**

Lansing housing Commission communities continue to maintain occupancy. Our overall occupancy is at 97.48% for the month. The communities achieved an accuracy score of 99.1% on submission of PIC with 78% of the recertification's completed. Three percent of our resident bases was served notices due to lease violations. In this month, we closed 95% of the routine work orders with 100% of the emergency work orders. Accounts receivables increased to 10.88%.

**Occupancy:**

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

- Mt. Vernon 99%
- Hildebrandt 98%
- South Washington Park 98%
- LaRoy Froh 97%

We have established the site based waiting lists; we expect to open the lists for specific unit sizes in the next two months. We are leasing and turning units and pushing for the June goal.



**Lease Enforcement:**

Sixty-four households received lease warnings due in part to the REAC inspections and the change in management at South Washington Park. Thirty-seven households received lease violations and twenty-seven received notices to quit/lease terminations.

**WorkOrders:**

Emergency work orders were closed at 100% for the month. Daily work orders had a 95% closure rate. Carry over work orders decreased by 1.8% this month. Mt. Vernon and LaRoy Froh had modest reduction in carry over work orders. South Washington and Hildebrandt sustained increases.

**Accounts Receivables:**

Accounts receivables commission wide increased with receivable rates ranging from 2.71% to 20.3% our achievements for the month are:

- Mt. Vernon 2.71%
- South Washington Park 4.85%
- Hildebrandt 11%
- LaRoy Froh 20.3%

Respectfully Submitted,



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





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May 23, 2012

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
310 Seymour Avenue  
Lansing Michigan 48933

**SUBJECT:**  
**Modernization Monthly Report April 2012 Reporting Month**

**CONTACT PERSON:**

Forrest Babcock  
Director of Asset Management

**OVERVIEW:**

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

**Hildebrandt Community Center**

Hobbs and Black architects provided design, drawings and bidding assistance. Laux Construction is the contractor. Paint, finishes, flooring, and accessories are complete. The open items include exterior paving and window blinds. Fixtures and furniture have arrived, the building is substantially completed, (awaiting certificate of occupancy from the city). Once phones, network and alarm systems are completed we can move in.

**Funding Source:** CFP 2010  
**Architect Fees:** \$50,000 \*(Hildebrandt & LaRoy Froh)  
**Contract Amount:** \$499,000  
**Change Orders to date:** \$31,007

**LaRoy Froh Window Replacement**

Fleis – Vandenbrink architects provided design, drawings and bid assistance. First Contracting is the contractor. Job completed punch out schedule pending.

**Funding Source:** CFP 2010  
**Architect Fees:** \$19,500  
**Contract Amount:** \$219,750  
**Change Orders to date:** \$ -0-

LaRoy Froh Fire

MC Smith Architects will provide construction management. Bids were returned by March 20, 2012. Plans approved going to contract. Insurance proceeds were received. Awaiting start of construction pending clearance from City of Lansing.

**Funding Source: Insurance Claim less deductible**

LaRoy Froh Community Center

Hobbs and Black is the architectural firm. Bids were return on the 16<sup>th</sup> of April. Architect has, vetted bids. Board action is occurred on 4-25-2012. The contract was signed, work started 05/23/12

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

Esco RFP

RFP's were sent to seventeen firms. Three firms Honeywell, Johnson Controls and Ameresco made presentations, Honeywell was selected, Board action on the Investment Grade Audit (IGA) was approved on 4-25-2012. The IGA was signed. The first team visit was held on 5/22/12. A kick off meeting is planned for June.