

JACKSON HOUSING COMMISSION

REGULAR MEETING – August 13, 2014

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on July 16, 2014.
5. Approval of the Previously Paid Liabilities from July 17, 2014 to August 13, 2014.
6. RESOLUTIONS
Resolution No. 2014-21: Collection Losses Write Off July 2014
Resolution No. 2014-22: Trash Pickup Contract
7. DIRECTORS' REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
Consolidated TARS
Move Outs
Vacant Unit Turnaround
Executive
S8 Income Statement
PH Income Statement
Petty Cash Fund Register
After Hours/Emergency Response Report
Utility Costs and Consumption
8. OTHER BUSINESS
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **September 17, 2014 – Reed Manor-Board Room**

Jackson Housing Commission

Minutes of the Regular Meeting

July 16, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on July 16, 2014.

Commissioner Orthaus called the meeting to order at 12:00 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Woods, Stark and Montgomery. Absent: Davis-Dye

Also present were: Patricia Tyus, Executive Director
Connie Crandall, Public Housing Director
Shari Boyce, Section 8 Director
Katie Dickerson, Executive Secretary
Gloria Harris, Comptroller

14-07-001 PUBLIC COMMENTS

No public comments were heard.

14-07-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD June 18, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting Minutes held June 18, 2014. Commissioner Stark **SECONDED** the motion.

*Commissioner Davis-Dye entered the meeting at 12:02 pm.

After discussion, Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes held June 18, 2014 with changes to the location of where the meeting was held and changes to the vote tallies for the resolutions to correct the voting Commissioner to Commissioner Montgomery instead of Commissioner Stark. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted.

| | |
|----------|--|
| AYES: | Orthaus, Montgomery, Davis-Dye, Woods, Stark |
| NAYS: | None |
| ABSTAIN: | None |
| ABSENT: | None |

14-07-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM June 19, 2014 to July 16, 2014.

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from June 19, 2014 to July 16, 2014. Commissioner Stark **SECONDED** motion, and upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Davis-Dye, Woods , Stark
NAYS: None
ABSTAIN: None
ABSENT: None

14-07-004 RESOLUTIONS

A. Resolution No. 2014-18: Collection Losses Write-Off May 2014

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$6,034.16 for July 2014. Commissioner Montgomery **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Davis-Dye, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: None

B. Resolution No. 2014-19: Annual Raise

After discussion, the Board decided the requested 3% raise was not going to be approved by City Council. Instead, the Board recommended a 2.5% raise for the staff retroactive to April 1, 2014; the beginning of the fiscal year. In addition, the Board would like to see an updated Merit Compensation schedule based off an updated industry salary study. They would also like to see a procedure/policy with the City regarding Merit Compensation and raises.

Commissioner Stark **MOVED** to approve the annual raise at 2.5% instead of 3% and to notify the City that JHC will look at implementing annual raises using a performance based method in the future. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Davis-Dye, Woods, Stark
NAYS: Montgomery
ABSTAIN: None
ABSENT: None

The Board began to discuss that Ms. Tyus' raise was not approved by City Council. Commissioner Stark **MOVED** to change her raise from a two (2) Step raise that the Board had previously approved at her six (6) month anniversary; to a one (1) step raise. Commissioner Stark said the two (2) Step raise was not going to be passed by the City Council. Ms. Tyus stated that she had not been notified of this and noted that Commissioner Stark and

Commissioner Orthaus must have discussed the raise outside of the meeting because Commissioner Orthaus had the same discussion with Ms. Tyus. Ms. Tyus questioned how the City Council could have made that decision since nothing has been presented to them. Ms. Tyus was under the understanding that her raise would have stayed with the board. She noted that the documentation supporting her raise was not available to send in with the PAR, so she had the PAR cancelled; therefore, no information was presented to the City Council for them to vote on. Commissioner Orthaus said Ms. Tyus' raise and the documentation will be presented to the City Council for the August 12th meeting and the raise will be retroactive to her six month anniversary, May 11, 2014. Another evaluation will be forthcoming at her one year evaluation. Commissioner Woods stated that the Board should stay with her two step raise, since it was previously approved. Commissioner Stark was under the assumption that the raise was pulled from City Council because they were planning to not approve the two steps but planning to only approve a one step, however, Commissioner Orthaus stated it was miscommunications. Ms. Tyus stated that in an email, Mayor Smith asked why she should receive a two-step raise. Ms. Tyus felt that Mayor Smith's question should not be answered by her, but rather the Board should do it. Commissioner Orthaus will be submitting the documentation to City Council for the August 12th meeting.

C. Resolution No. 2014-20: SBN Refrigerators

Commissioner Woods **MOVED** to approve the Executive Director to enter into and execute a contract to purchase 122 refrigerators for Shahan Blackstone North AMP with Lake Region, Inc. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

| | |
|----------|--|
| AYES: | Orthaus, Montgomery, Davis-Dye, Woods, Stark |
| NAYS: | None |
| ABSTAIN: | None |
| ABSENT: | None |

14-07-005 DIRECTORS' REPORTS

The Board Reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

Public Housing

- B. Tenant Accounts Receivables
- C. Consolidated TARs
- D. Turnaround Time
- E. Reasons for Move Outs

Executive

- F. S8 Income Statement
- G. PH Income Statement
- H. Petty Cash Fund Register
- I. After Hours/ Emergency Response Report
- J. Utility Costs and Consumption

14-07-006 **OTHER BUSINESS**

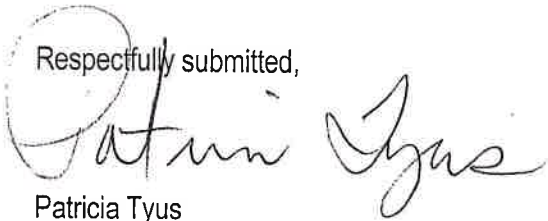
Shari Boyce informed the board that the Section 8 Waiting List will be opened for two days to take 1,000 applications. The board provided additional places to advertise that are free and recommended updating the Admin Plan to include these places. The ad for the waiting list opening will be posted for 10 days prior to the opening date. There will be an ad in The Jackson Citizen Patriot, The Blazer, 2-1-1 Email Blast, the Non-Profit Network Email Blast, DHS office and on the JHC website along with a notice on the front door to C-Building.

Commissioner Orthaus updated the board on a meeting held on July 15, 2014 with HUD Representatives, including Willie Garrett; the City Manager, Mr. Burch; Council Member Dobies; Mayor Smith; Board Commissioners Stark and Orthaus; and Executive Director Ms. Tyus. The meeting was held at Congressman Walberg's office. There are potentially two issues that should be resolved for the Zero Threshold to be lifted. HUD representatives were asked to communicate in writing whether or not Commissioners Orthaus and Woods being on the board are a conflict of interest. The second issue is regarding the City of Jackson deeding land that the housing sites are on over to the Jackson Housing Commission.

Commissioner Woods **MOVED** to adjourn; Commissioner Montgomery **SECONDED** the motion. All members of the board were in favor of adjournment.

The regular meeting adjourned at 1:55 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|---------------------------------|---------|--------|---|
| 059765 | 07/23/2014 | ETNA Supply | Payment | 286.49 | Customer #4218 Invoice #S101123634.001 - (1) Lochinvar LSN04040 Residential Gas Water Heater Serial #1413a021582 |
| 059766 | 07/23/2014 | DBI BUSINESS INTERIORS | Payment | 157.58 | Customer #224241 Invoice #08IN0096 - Various Office Supplies Invoice #08IN0097 - (1) Mailer, Bubble Envelope Invoice #08IM8552 - Various Office Supplies Invoice #08IM8553 - (1) Case Copy Paper |
| 059767 | 07/23/2014 | JACKSON KEY WORKS | Payment | 241.21 | (1) Invoice Invoice #36947 - (3) Arrow 1/c Deadbolts & (50) 1 D Key Blanks |
| 059768 | 07/23/2014 | CUT-RATE PLUMBING | Payment | 38.21 | Customer #644 Invoice #675219 - (1) Wall Bend Invoice #867650 - Various Maintenance Supplies Invoice #867801 - (1) Vac. Breaker |
| 059769 | 07/23/2014 | HAMMOND HARDWARE | Payment | 15.29 | Customer #33515 Invoice #C146283 - (1) Snap Ring Pliers |
| 059770 | 07/23/2014 | JACKSON OUTDOOR EQUIPMENT | Payment | 49.05 | Customer #104542 Invoice #34926 - (3) Blades For Cub Cadet |
| 059771 | 07/23/2014 | Trail Supply LLC | Payment | 84.24 | Account #10014 Invoice #21024 - (2) Professional Choice Pro Strip Floor Stripper |
| 059772 | 07/23/2014 | T.L. Plumbing & Drain Cleaning | Payment | 200.00 | (2) Invoices Invoice #061703 - Repaired Water Lines @ CT 1246 Laurel Lane Invoice #070702 - Repaired Toilet Drain @ RM Maintenance Garage |
| 059773 | 07/23/2014 | MENARDS - JACKSON | Payment | 853.66 | Account #31610470 Invoice #80517 - Various Maintenance Supplies Invoice #80801 - (1) Gas Range Invoice #81223 - Various Maintenance Supplies Invoice #81473 - Various Maintenance Supplies Invoice #81585 - Various Maintenance Supplies |
| 059774 | 07/23/2014 | LEUTZ CABINETS | Payment | 45.00 | Customer #JAXH Invoice #51761 - (1) Drawer Box |
| 059775 | 07/23/2014 | CASLER HARDWARE | Payment | 67.88 | Account #33561 Invoice #05073 - Various Maintenance Supplies Invoice #05259 - Various Maintenance Supplies Invoice #05811 - (1) Splash Block |
| 059776 | 07/23/2014 | LIBERTY ENVIRONMENTALISTS, INC. | Payment | 66.00 | (5) Invoices Invoice #140730 - Dump Brush Invoice #140765 - Dump Brush Invoice #140740 - Dump Brush |

Date: 08/07/2014
Time: 07:14:05

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|----------------------------------|---------|----------|--|
| 059777 | 07/23/2014 | ACE ROOFING | Payment | 420.00 | Invoice #140896 - Dump Brush Invoice #140974 - Dump Brush (1) Invoice |
| 059778 | 07/23/2014 | SAFETY SYSTEMS INC | Payment | 314.00 | Roof Repair From Tree Branch @ RM H-Building Customer #00938 Invoice #431274 - Service On Code Numbers @ CT 06/24/14 Invoice #431293 - Service On Alarm @ RM 06/24/14 |
| 059779 | 07/23/2014 | J McEldowney Inc. | Payment | 723.00 | (2) Invoice Invoice #66354 - Service Agreement On Kyocera KM-5035 07/01/14-12/31/14 Invoice #66355 - Contract Overage Charge On Kyocera KM-5035 07/01/14-12/31/14 |
| 059780 | 07/23/2014 | Housing Telecommunications, Inc. | Payment | 1,633.51 | Customer #385 Invoice #0007734 - One Year Subscription Renewal For Housing TeleVideo Programming Services 09/01/14-09/01/15 |
| 059781 | 07/23/2014 | COMCAST | Payment | 234.32 | (2) Invoices Invoice #01721422344-01-1 - Telephone Service For SBN 221 Janke Maintenance Garage Invoice #0172141343801-3 - Internet & Basic Cable For 301 Steward Ave. Main Office |
| 059782 | 07/23/2014 | AT-A-MOMENTS-NOTICE | Payment | 1,118.50 | (2) Invoice Invoice #16297 - Turn Unit @ RM A-1 Invoice #16298 - Turn Unit @ RM D-21 |
| 059783 | 07/23/2014 | Raney Finch | Payment | 126.00 | Security Deposit Final Accounting For 343 Moorman Drive. Vacated On June 13,2014 |
| 059784 | 07/23/2014 | Printer Source Plus | Payment | 608.44 | (1) Invoice CLX6260fd Multi-Functional Laser Printer W/Color Cartridge For RM Resident Council |
| 059785 | 07/23/2014 | O'LEARY PAINT CO. | Payment | 2,013.75 | Customer #8236 Invoice #0408971 - (50) Gallons Pro-Tech S/G White Ivory Cloud Paint, (20) Pro-Tech S/G White Ceiling Color Paint & (5) Pro-Tech S/G White Antique Paint |
| 059786 | 07/23/2014 | Jackson Transportation Authority | Payment | 753.92 | (1) Invoice Invoice #0025175-IN - Fuel For June 2014 |
| 059787 | 07/23/2014 | Emerge Accounting | Payment | 2,493.50 | Invoice #July-001R Accounting Services For July 2014 |
| 059788 | 07/23/2014 | TransUnion Rental Screening | Payment | 558.20 | Customer ID #4408R0064047 Invoice #06434416 - Monthly Charges For Background Checks & Evictions |
| 059789 | 07/23/2014 | OSBORNE PROCESS SERVICE | Payment | 221.10 | (1) Invoices Invoice #7973 - Eviction Processed For Nellie Butler Howard @ SBN 114 Shahan Dr. |

Date: 08/07/2014
Time: 07:14:05

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|------------------------------|---------|-----------|---|
| 059790 | 07/23/2014 | OFFICE DEPOT | Payment | 381.59 | Invoice #7977 - Eviction Processed For Crystal Dixon @ CT 1101 Maple Ave. I-82 |
| 059791 | 07/23/2014 | CONSUMERS ENERGY | Payment | 67.28 | Invoice #7978 - Eviction Processed For Latara Berry @ Ct 102 Laurel Ct. Invoice #7980 - Eviction Processed For Danielle Smoot @ CT 1231 Laurel Lane Invoice #7999 - Eviction Processed For Ramona Hill @ CT 304 Barberry Dr. Invoice #8001 - Eviction Processed For Mariah Williams @ SBN 348 Moorman Dr. |
| 059792 | 07/23/2014 | White & Hotchkiss, PLLC | Payment | 450.00 | Invoice #8012 - Eviction Processed For Tashay Estes @ SBN 353 Moorman Dr. Invoice #8016 - Eviction Processed For Cedrick Dupree @ RM 315 Steward Ave. I-30 |
| 059793 | 07/23/2014 | Verizon Wireless | Payment | 554.84 | Invoice #8017 - Eviction Processed For Stephanie Johnson @ RM 315 Steward Ave. I-82 Invoice #8018 - Eviction Processed For Bobby Smith 315 Steward Ave. I-52 Invoice #8019 - Eviction Processed For William Davis @ RM 207 Steward Ave. H-20 |
| 059794 | 07/23/2014 | TALX THE WORK NUMBER | Payment | 399.39 | (1) Invoice Epson V5230SVGA3LCD Projector For RM Resident Council Elec & Gas Bills Invoice #103011645100 - Final Bill For 337 Moorman Dr. Invoice #100034185817 - Final Bill For 117 E. Mansion St. File #1919 Invoice #62068 - Monthly Services For The Month Of June 2014 Account #587119039-00001 Invoice #9727502588 - Cell Phone Charges For ThePeriod Of 05/24/14-06/23/14 Customer #8805983 |
| 059795 | 07/23/2014 | Lakeshia Baker | Payment | 233.00 | Invoice #1599778 - Employment Verification For The Month Of May 2014 Invoice #1621608 - Employment Verification For the Month Of June 2014 Security Deposit Final Accounting For 140 Shahan Dr. Vacated On July 7,2014 |
| 059796 | 07/23/2014 | Ms. Tara Caler | Payment | 85.77 | Security Deposit Final Accounting For 1203 Laurel Lane, Vacated On June 19,2014 |
| 059797 | 07/23/2014 | COMCAST | Payment | 118.29 | Account #01721425384-01-4 Internet & Telephone Service For CT Resident Council |
| 059798 | 07/24/2014 | Larry Young | Payment | 18.72 | Reimbursement For AFLAC Deduction 06/13/14 |
| 059799 | 07/24/2014 | The SBAM Plan | Payment | 2,015.07 | CID: 281224 Insurance Coverage For Out Of State Retirees For The Coverage Period: 08/01/14-09/01/14 |
| 059800 | 07/24/2014 | CITY OF JACKSON - CITY CLERK | Payment | 38,637.67 | Customer #007702 Invoice #1400015722 - Insurance Coverage For Active Employees & Retirees |

Date: 08/07/2014
 Time: 07:14:05

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmf/Dep | Amount | Memo |
|---------------|------------|--------------------------------------|---------|----------|---|
| 059801 | 07/24/2014 | CITY OF JACKSON - CITY CLERK | Payment | 3,582.72 | For June 2014 Customer #007702 |
| 059802 | 08/05/2014 | PLIC - SBD Grand Island | Payment | 116.96 | Invoice #1400015721 - RX Drug Claims For Active Employees For June 2014 Account #1044559-1001 |
| 059803 | 08/05/2014 | City Of Jackson - Finance Department | Payment | 3,438.98 | Principal Life Insurance For Active Employees 08/01/14-08/31/14 |
| 059804 | 08/05/2014 | Petty Cash | Payment | 1,246.87 | Pension Employee/Employer Pension Contribution Payroll 07/07/14-07/20/14 |
| 059805 | 08/05/2014 | First National Bank Omaha | Payment | 1,562.72 | Petty Cash Replenish Petty Cash From Transaction #239 07/01/14 To Transaction #256 08/01/14 |
| | | | | | Account #4988659157764912 |
| | | | | | Card Charges For The Period Of 06/25/14-07/14/14 |
| Total: | | | | (| 66,232.72) |

Jackson Housing Commission
Register - Basic Listing
 General COCC Account
 From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------------|------------|--------------------------------------|---------|----------|---|
| 002001 | 08/05/2014 | ICMA Retirement Corporation | Payment | 25.33 | Loan Payment |
| | | | | | Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 |
| 002002 | 08/05/2014 | PLIC - SBD Grand Island | Payment | 41.74 | Account #1044559-1001 Principal Life Insurance For Active Employees 08/01/14-08/31/14 |
| 002003 | 08/05/2014 | City Of Jackson - Finance Department | Payment | 2,485.36 | Pension Employee/Employer Pension Contribution Payroll 07/01/14-07/20/14 |
| 002004 | 08/05/2014 | First National Bank Omaha | Payment | 1,501.89 | Account #4988659157764912 Card Charges For The Period Of 06/25/14-07/14/14 |
| Total: | | | | (| 4,054.32) |

Jackson Housing Commission
Register - Basic Listing
 Section 8 Housing Voucher Prog
 From: 07/17/2014 To: 08/07/2014

| Ref Num | Date | Payee | Pmt/Dep | Amount | Memo |
|---------|------------|--------------------------------------|---------|----------|---|
| 054022 | 08/05/2014 | PLIC - SBD Grand Island | Payment | 42.41 | Account #1044559-1001 Principal Life Insurance For Active Employees 08/01/14-08/31/14 |
| 054023 | 08/05/2014 | City Of Jackson - Finance Department | Payment | 1,722.48 | Pension Employee/Employer Pension Contribution Payroll 07/07/14-07/20/14 |

Total: (1,764.89)

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-21

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

| | |
|--------------------------------|--------------------|
| AMP 1: Chalet Terrace | \$ 1,779.38 |
| AMP 2: Reed Manor | \$ 3,502.50 |
| AMP 3: Shahan-Blackstone Apts. | <u>\$ 1,027.10</u> |
| Total | \$ 6,308.98 |

The attached Collection Losses Report reflects the delinquent amount of **\$6,308.98** and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion, and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on August 13, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

August, 2014

| | NAME | ACCT. NO. | MOVE-OUT | AMOUNT |
|----------------|----------------|-----------|------------|-----------|
| Chalet Terrace | Porsche Wright | 001-1197 | 05/05/2014 | \$1779.38 |
| Reed Manor | Lavina Roberts | 002-3309 | 05/28/2014 | \$349.50 |
| | Jalil Lambert | 002-4379 | 05/16/2014 | \$3153.00 |
| Shahan | Venelea Avant | 003-6580 | 05/27/2014 | \$1027.10 |

Board Resolution: 2014-21

Total Write Off: \$6308.98

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-22

WHEREAS, the Jackson Housing Commission is required to procure professional services in according to the Commission's procurement policy;

WHEREAS, the staff followed the Commission's procurement policy for procuring professional services for trash pickup services;

WHEREAS, the Commission contract files include Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Evaluations of proposals and Non-Disclosure statements;

WHEREAS, Modern Waste Systems, Inc. was the lowest and responsive bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for trash pickup services with Modern Waste Systems, Inc.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.

Commissioner _____ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on August 13, 2014.

Patricia Tyus
Executive Director



301 Steward Avenue
Jackson, MI 49201-1132
Phone: (517) 787-9241
Fax: (517) 787-6143
TDD/TTY: 1-800-545-1833, Ext. 879
www.jacksonhousing-mi.org

Independent Cost Estimate (ICE)
For
Garbage Pickup Services
ALL AMPS

Source of Information

Modern Waste Systems, Inc. & Republic Waste Services

Services

Weekly pick up of trash at all three AMPS

Level of Detail

- A. Remove all rubbish from dumpsters 3 times per week at all three AMPS
- B. Remove large item debris from curb side one time per week.
- C. Remove rubbish three times per week from back door of 32 senior/handicap units at AMP 1 (Chalet-Terrace)
- D. Remove rubbish from rubbish rooms at AMP 2 (Reed Manor) 3 times per week and place curbie carts back in room
- E. Pick up around dumpsters at each pick & any debris that may have fallen out of dumpster upon pick up.
- F. Clean & sanitize all curbie carts within AMP 2 (Reed Manor) rubbish rooms monthly or as needed.
- G. Provide one 90 gallon curbie cart to scattered site housing and empty 1 time per week curb side.

Independent Cost Estimate (ICE)

Removal of trash from sites three times per week and one time per week at each scattered site should cost no more than \$8,995.00 per month based off current contract pricing.

Prepared: 7/14/14



Bidders Cost Comparison

| Bidders | Chalet | Reed | Shahan | Total |
|----------------------------|-------------|-------------|-------------|--------------|
| Modern Waste Systems, Inc. | \$ 2,312.08 | \$ 2,804.56 | \$ 2,814.00 | \$ 7,930.64 |
| Republic Waste Services | \$ 3,784.00 | \$ 9,850.00 | \$ 3,572.00 | \$ 17,206.00 |

Monthly price includes:

- 3 X Weekly pick up of dumpsters @ ALL locations
- 2 X Weekly pick up of Rubbish Rooms at Reed
- 1 X Weekly pick up of curbie carts at Scattered Sites
- 1 weekly pick up of large items curbside



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www.jacksonhousing-mi.org

Rationale for Contract Method and Contract Type

Due to the ICE and the reasonable cost for garbage pickup services, it was determined the best contract method would be sealed bids. The ICE determined that the monthly cost would be no more than current pricing of \$8,995.00. The contract will be for two years; total cost per year will be \$107,940.00.

Sealed bids allows for complete competition among bidders and not "leaking" of costs to other competition.

Sealed bids were obtained from two contractors. The bids were opened at an open meeting held on July 14, 2014. After reviewing the bids, total yearly cost is less than the ICE. It will be \$95,167.68 per year. (\$7,930.64 per month)

The contract type will be fixed monthly cost for two years.



Leasing and HAP Utilization

CY 14

| A | B | C | D | E | F | G | H | I | J | K | L |
|-----------------|------------------|------------------|-----------------|-------------|---------------|--------------|-------------|----------------|-----------------|---------------------|---------------|
| Month | HAP Funded | Total HAP & URP | HAP Utilization | UML | Avg PUC | % Leased | UMA | Fraud Recovery | Interest Income | Excess/(Deficiency) | NRA Available |
| Balance Forward | | | | | | | | | | | 00,000 |
| January | 209,109 | 197,502 | 94.4% | 455 | 434.07 | 95.8% | 475 | 0 | 3 | 11,607 | 11,610 |
| February | 304,194 | 195,760 | 64.4% | 453 | 432.14 | 95.4% | 475 | 0 | 3 | 108,434 | 120,047 |
| March | 209,109 | 207,284 | 99.1% | 448 | 462.69 | 94.3% | 475 | 0 | 5 | 1,825 | 121,877 |
| April | 205,440 | 202,834 | 98.7% | 446 | 454.78 | 94.0% | 475 | 2,829 | 5 | 2,606 | 127,317 |
| May | 208,192 | 208,745 | 100.0% | 445 | 469.09 | 93.6% | 475 | 759 | 5 | (553) | 127,528 |
| June | 208,192 | 201,502 | 96.8% | 442 | 455.89 | 93.1% | 475 | 2,711 | 5 | 6,690 | 136,934 |
| July | 208,192 | 201,506 | 96.8% | 439 | 458.01 | 92.4% | 475 | 2,151 | 5 | 6,686 | 145,776 |
| August | | | | | | | | | | | |
| September | | | | | | | | | | | |
| October | | | | | | | | | | | |
| November | | | | | | | | | | | |
| December | | | | | | | | | | | |
| | 1,552,428 | 1,415,133 | 92.8% | 3128 | 452.52 | 94.1% | 3325 | 8,450 | 31 | 137,295 | |

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2014
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 07/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 25,789.28 3. Dwelling Rental: 22,586.15 4. Retroactive Rent: 285.00 5. Excess Utility: 723.88 6. Additional Charges: 2,194.25

C. Receivables

| Tenants in Possession (TIP) | No. of Accounts Delinquent | Accounts Receivable | | | | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
| | | Dwelling Rental | Retroactive Rent | Excess Utility | Additional Charges | |
| One Month or Less Delinquent | 20 | -80.78 | -35.00 | 54.50 | 1,289.40 | 1,228.12 |
| Over One Month Delinquent | 51 | 1,837.40 | 637.00 | 539.68 | 6,351.78 | 9,365.86 |
| Total for TIP | 71 | | | | | 10,593.98 |
| Vacated TAR | 3 | | | | | 3,794.52 |
| Total | 74 | | | | | 14,388.50 |

D. TARs

| Tenants Accounts Receivable | No. of Accounts | Balances |
|---|-----------------|----------|
| Under Formal Repayment Agreement | 19 | 4,958.35 |
| Under Formal Repayment Agreement with Payments Up-to-Date | 19 | 4,958.35 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 52 | 5,635.63 |

E. Percentage Analysis

| Tenants in Possession (TIP) Accounts Receivable | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
| | 07/31/2014 | 07/31/2013 | 07/31/2012 |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession | 57 | 60 | 45 |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 22 | 36 | 22 |

F. Collection Losses

| | |
|---|-----------|
| 1. Amount Charged to Loss this Period | 4,156.92 |
| 2. Amount Charged to Loss this Year to Date | 10,711.90 |

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2014
 Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 07/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 285 2. Total Charges: 57,478.22 3. Dwelling Rental: 52,400.00 4. Retroactive Rent: 2,024.00 5. Excess Utility: 1,015.00 6. Additional Charges: 2,039.22

C. Receivables

| Tenants in Possession (TIP) | No. of Accounts Delinquent | Accounts Receivable | | | | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
| | | Dwelling Rental | Retroactive Rent | Excess Utility | Additional Charges | |
| One Month or Less Delinquent | 16 | 225.75 | 1,306.00 | -2.00 | 329.25 | 1,859.00 |
| Over One Month Delinquent | 60 | 5,028.95 | 3,927.44 | 165.00 | 14,234.49 | 23,355.88 |
| Total for TIP | 76 | | | | | 25,214.88 |
| Vacated TAR | 11 | | | | | 11,784.85 |
| Total | 87 | | | | | 36,999.73 |

D. TARs

| Tenants Accounts Receivable | No. of Accounts | Balances |
|---|-----------------|-----------|
| Under Formal Repayment Agreement | 22 | 11,580.79 |
| Under Formal Repayment Agreement with Payments Up-to-Date | 22 | 11,580.79 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 54 | 13,634.09 |

E. Percentage Analysis

| | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
| Tenants in Possession (TIP) Accounts Receivable | 07/31/2014 | 07/31/2013 | 07/31/2012 |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession | 27 | 20 | 18 |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 24 | 12 | 6 |

F. Collection Losses

| | |
|---|----------|
| 1. Amount Charged to Loss this Period | 1,488.24 |
| 2. Amount Charged to Loss this Year to Date | 4,549.64 |

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2014
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 07/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 14,704.20 3. Dwelling Rental: 12,786.00 4. Retroactive Rent: 750.00 5. Excess Utility: 0.00 6. Additional Charges: 1,168.20

C. Receivables

| Tenants in Possession (TIP) | No. of Accounts Delinquent | Accounts Receivable | | | | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
| | | Dwelling Rental | Retroactive Rent | Excess Utility | Additional Charges | |
| One Month or Less Delinquent | 9 | 15.00 | 84.00 | 0.00 | 278.19 | 377.19 |
| Over One Month Delinquent | 36 | 741.61 | 869.00 | 6.86 | 5,261.48 | 6,878.95 |
| Total for TIP | 45 | | | | | 7,256.14 |
| Vacated TAR | 3 | | | | | 1,201.95 |
| Total | 48 | | | | | 8,458.09 |

D. TARs

| Tenants Accounts Receivable | No. of Accounts | Balances |
|---|-----------------|----------|
| Under Formal Repayment Agreement | 9 | 3,643.54 |
| Under Formal Repayment Agreement with Payments Up-to-Date | 9 | 3,643.54 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 36 | 3,612.60 |

E. Percentage Analysis

| Tenants in Possession (TIP) Accounts Receivable | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
| | 07/31/2014 | 07/31/2013 | 07/31/2012 |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession | 38 | 28 | 28 |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 25 | 21 | 23 |

F. Collection Losses

| | |
|---|----------|
| 1. Amount Charged to Loss this Period | 304.00 |
| 2. Amount Charged to Loss this Year to Date | 5,217.70 |

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2014
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 07/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 528 2. Total Charges: 97,971.70 3. Dwelling Rental: 87,772.15 4. Retroactive Rent: 3,059.00 5. Excess Utility: 1,738.88 6. Additional Charges: 5,401.67

C. Receivables

| Tenants in Possession (TIP) | No. of Accounts Delinquent | Accounts Receivable | | | | Amounts Delinquent |
|------------------------------|----------------------------|---------------------|------------------|----------------|--------------------|--------------------|
| | | Dwelling Rental | Retroactive Rent | Excess Utility | Additional Charges | |
| One Month or Less Delinquent | 45 | 159.97 | 1,355.00 | 52.50 | 1,896.84 | 3,464.31 |
| Over One Month Delinquent | 147 | 7,607.96 | 5,433.44 | 711.54 | 25,847.75 | 39,600.69 |
| Total for TIP | 192 | | | | | 43,065.00 |
| Vacated TAR | 17 | | | | | 16,781.32 |
| Total | 209 | | | | | 59,846.32 |

D. TARs

| Tenants Accounts Receivable | No. of Accounts | Balances |
|---|-----------------|-----------|
| Under Formal Repayment Agreement | 50 | 20,182.68 |
| Under Formal Repayment Agreement with Payments Up-to-Date | 50 | 20,182.68 |
| Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements | 142 | 22,882.32 |

E. Percentage Analysis

| Tenants in Possession (TIP) Accounts Receivable | Current Reporting Period (end date) | Prior FY (one year to date) | Previous FY (two years to date) |
|---|-------------------------------------|-----------------------------|---------------------------------|
| | 07/31/2014 | 07/31/2013 | 07/31/2012 |
| 1. Percent of Accounts Delinquent to No. of Tenants In Possession | 36 | 31 | 27 |
| 5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges | 23 | 21 | 13 |

F. Collection Losses

| | |
|---|-----------|
| 1. Amount Charged to Loss this Period | 5,949.16 |
| 2. Amount Charged to Loss this Year to Date | 20,479.24 |

Jackson Housing Commission

Consolidated TARS Report

July, 2014

| Category | Chalet Terrace | | Reed Manor | | Shahan Blackstone | | Totals | |
|-------------------|-------------------|-----|---------------|-----|----------------------|-----|--------|-----|
| Total Rents | 125* | | 292 | | 122 | | 539 | |
| Rents Collected | | 93% | | 95% | | 99% | | 94% |
| Vacant Units | 2 | 2% | 7 | 2% | 1 | 1% | 10 | 2% |
| Notices to Vacate | 3 | | 6 | | 2 | | 11 | |
| 14 Day Notices | | | | | | | | |
| Court Filings | | | | | | | | |

*One unit currently off rent rolls.

Move-Outs Report

July, 2014

| Account Number | Address | Reason |
|-----------------------|-----------------------|---------------|
| | <i>Chalet Terrace</i> | |
| P-001-1101-05 | 1265 Laurel Lane | Eviction |
| P-001-1134-05 | 1215 Merriman | Voluntary |
| | <i>Reed Manor</i> | |
| P-002-3266-05 | 301 Steward D-19 | Eviction |
| P-002-3281-07 | 301 Steward E-8 | Eviction |
| P-002-3285-09 | 301 Steward E-12 | Voluntary |
| P-002-3295-07 | 301 Steward E-22 | Eviction |
| P-002-3296-12 | 301 Steward E-23 | Eviction |
| P-002-4425-10 | 315 Steward I-12 | Eviction* |

| | <i>Shahan</i> | |
|---------------|---------------|-----------|
| P-003-5503-08 | 140 Shahan | Voluntary |
| P-003-6559-10 | 316 Moorman | Eviction |
| P-003-6564-18 | 321 Moorman | Eviction |
| P-003-6591-08 | 348 Moorman | Eviction |