

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 forth coming 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**

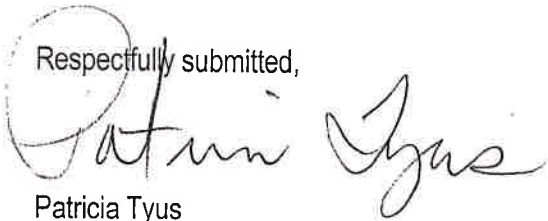
Shari Boyce informed the board that the Section 8 Waiting List will be opened for two days to take 1,000 applications. The board provided additional places to advertise that are free and recommended updating the Admin Plan to include these places. The ad for the waiting list opening will be posted for 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

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



AN EQUAL OPPORTUNITY EMPLOYER



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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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

	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	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

	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	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