

# JACKSON HOUSING COMMISSION

REGULAR MEETING – December 18, 2013

Reed Manor Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Michelle Orthaus, President  
Gerald Montgomery, Vice President  
Patricia Davis-Dye, Commissioner  
James Stark, Commissioner  
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on November 20, 2013
5. Approval of the Previously Paid Liabilities from November 21 to December 18, 2013.
6. RESOLUTIONS  
Resolution No. 2013-54: Collection Losses Write Off
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  
Resolution No. 2013-50: Cell Phone Policy  
County National Bank Account
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **January 15, 2014 – Reed Manor-Board Room**

**Jackson Housing Commission**  
Minutes of the Regular Meeting  
November 20, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on November 20, 2013.

Commissioner Pultz-Orthaus called the meeting to order at 12:01 p.m.  
President Pultz-Orthaus introduced Patricia Tyus, Executive Director to the board and members of the audience.

Upon roll call, the following Commissioners were present: Montgomery, Stark, Pultz-Orthaus, & Davis-Dye. Absent: None

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

**13-11-001 PUBLIC COMMENTS**

No public comments were heard.

**13-11-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD October 16, 2013.**

Commissioner Stark **MOVED** to approve the minutes of the Regular Meeting held October 16, 2013. Commissioner Davis- Dye **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-11-003 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD October 23, 2013.**

Commissioner Davis-Dye **MOVED** to approve the minutes of the Special Meeting held October 23, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-11-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM October 17 to November 19, 2013.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from October 1 to November 19, 2013. Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

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

**13-11-005 RESOLUTIONS**

**A. Resolution No. 2013-47: Collection Losses Write-Off**

Commissioner Stark **MOVED** to approve the Write-Off of Collection Losses of \$5,801.07. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

**B. Resolution No. 2013-48: 2014 Meeting Schedule**

Commissioner Stark **MOVED** to adopt the resolution for the 2014 Commission Meeting Schedule. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

**C. Resolution No. 2013-49: Section 8 Fair Market Rents**

Commissioner Stark **MOVED** to adopt the as amended to reflect the Fair Market Rents for Section 8. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted as amended:

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

D. Resolution No. 2013-50: Cell Phone Policy

Commissioner Pultz-Orthaus **MOVED** to table the resolution for a later date. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was tabled:

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

E. Resolution No. 2013-51: Appoint Patricia Tyus Contracting Officer & Point of Contact

Commissioner Stark **MOVED** to approve the resolution as amended. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted as amended:

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

F. Resolution No. 2013-52: Execution of Signature Cards for FirstMerit Bank

Commissioner Davis-Dye **MOVED** to adopt the resolution for new Signature cards for FirstMerit Bank. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was tabled:

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

G. Resolution No. 2013-53: Execution of Signature Cards for Count National Bank

Commissioner Stark **MOVED** to adopt the resolution for new Signature cards for County National Bank. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was tabled:

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

## 13-11-006 DIRECTORS' REPORTS

### Section 8

#### A. Utilization Report

Mrs. Boyce presented the report as stated. Mrs. Boyce stated HUD doesn't believe we will have a shortfall and is working with HUD to find out why HUD believes so. She will update the board as soon as she knows more.

### Public Housing

#### B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated.

#### C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

#### D. Turnaround Time

Ms. Crandall stated that the turnaround time for October wasn't great but it was due to an error by the new manager and a number of units requiring extensive work.

#### E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant 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

Ms. Tyus presented the reports as stated.

## 13-11-007 OTHER BUSINESS

President Pultz-Orthaus thanked Ms. Crandall, Mrs. Boyce and Mrs. Dickerson for their efforts running the agency during the time of transition over the summer.

Commissioner Stark wanted to extend the thanks to the entire staff as well.

Ms. Crandall also thanked the staff for their efforts, without them the agency wouldn't have run as smoothly as it did.

Commissioner Davis-Dye asked what is needed to get the JHC off the Zero Threshold.

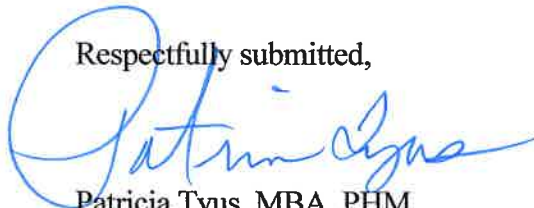
Ms. Tyus explained to the board that her priorities for the end of the year are to get Shahan-Blackstone office renovations moving forward, procure health insurance for the employees, complete & submit the 2014 operating subsidy to HUD and to deal with staffing issues and policies. Ms. Tyus would like to start 2014 fresh for the agency and close out 2013 on a positive note.

There was discussion on how to get out of the late presumptive failure and how to prevent it from occurring again in the future. Ms. Tyus explained an internal JHC calendar is in the works to alert employees of due dates for submission of reports to HUD.

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

The regular meeting adjourned at 12:56 p.m.

Respectfully submitted,



Patricia Tyus, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 11/21/2013 To: 12/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059055	11/26/2013	Allen Reynolds	Payment	50.00	1st Place Fire Poster Contest
059056	11/26/2013	Kailynn Matthews	Payment	50.00	(1st Place) Fire Poster Contest
059057	11/26/2013	Mary Martin	Payment	50.00	1st Place Fire Poster Contest
059058	11/26/2013	John Hammond	Payment	30.00	2nd Place Fire Poster Contest
059059	11/26/2013	Jon Martin	Payment	30.00	2nd Place Fire Poster Contest
059060	11/26/2013	Rebeckah Hammond	Payment	20.00	3rd Place Fire Poster Contest
059061	11/26/2013	Consumer Energy	Payment	198.00	Utility Reimbursement
059062	11/26/2013	Nichols Paper & Supply co.	Payment	138.63	Customer #53155 Invoice #1918580-00 - (2) 17" Hi-Pro Strip Floor Pads 5/CS
059063	11/26/2013	Petty Cash	Payment	1,210.75	Petty Cash Replenish Petty Cash From Transaction #120 10/15/13 To Transaction #140 11/26/13
059064	12/05/2013	CONSUMERS ENERGY	Payment	26,804.88	Gas & Elec. Bills #93200.1 - Cons. 41,884 kwh #93300.1 - Cons. 578.2 mcf #93200.2 - Cons. 109,080 kwh #93300.2 - Cons. 423.5 mcf #93200.3 - Cons. 1,370 kwh #93300.3 - Cons. 18.0 mcf
059065	12/05/2013	DBI BUSINESS INTERIORS	Payment	546.49	Customer #224241 Invoice #08IH1135 - Various Office Supplies \$120.09 Invoice #08IH1481 - Various Office Supplies \$350.44 Invoice #08IH2261 - Various Office Supplies \$75.96
059066	12/05/2013	PURCHASE POWER	Payment	500.00	Account #8000-9000-0062-0884 Postage Meter Refill #16547366 Customer ID #00678952003 P7L1/SN - 4424026 Tran Date 10/31 Post Date 11/01
059067	12/05/2013	CASLER HARDWARE	Payment	20.78	Account #33561 Invoice #18410 - (4) 15 AMP Fuse Invoice #19033 - (2) Door Strike Plates
059068	12/05/2013	Home Depot Credit Services	Payment	820.05	Account #6035322540175928 Invoice #1973461 - (12) Brown Vinyl Cover Base 30 Pack \$744.00 Invoice #3026678 - Various Maintenance Supplies \$76.05
059069	12/05/2013	Ms. Amanda Vaughn	Payment	90.50	Security Deposit Final Accounting For 315 Steward Ave I-82, Vacated On

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059070	12/05/2013	ServiceMaster Absolute Home and Restoration Serv.	Payment	850.00	November 5,2013 Invoice #1444 Bio-Hazard Clean Up @ RM A-20
059071	12/05/2013	Jackson Transportation Authority	Payment	238.43	Invoice #0024643-IN Fuel For October 2013
059072	12/05/2013	O'LEARY PAINT CO.	Payment	1,953.75	Customer #8236 Invoice #0400902 - (25) Pro-Tech S/G White Paint & (50) Pro-Tech S/G White Ivory Cloud
059073	12/05/2013	COLLINS BROTHERS	Payment	831.00	Invoice #48446 Various Maintenance Supplies
059074	12/05/2013	COMCAST	Payment	120.33	Account #017214722344-01-1 Cable, Internet & Phone Service For SBN 11/19/13 - 12/18/13
059075	12/05/2013	IPRINT TECHNOLOGIES, INC	Payment	134.00	Customer #JACK070 Invoice #343181 - (2) HP 5P/6P Toner
059076	12/05/2013	JACKSON WATER COLLECTION	Payment	2,209.96	Account #MOOR-000313-0000-01 Water & Sewer Service For 313 Moorman Drive
059077	12/05/2013	OSBORNE PROCESS SERVICE	Payment	412.80	(7) Invoices Invoice #5891 - Eviction Processed For Accicca Swinney @ CT 1249 Laurel Lane
					Invoice #5918 - Eviction Processed For Shakeia Walters @ RM 207 Steward Ave. H-35
					Invoice #5919 - Eviction Processed For Cherice Abstn @ SBN 301 Moorman Dr.
					Invoice #5925 - Eviction Processed For Felicia Reed @ SBN 309 Moorman Dr.
					Invoice #5926 - Eviction Processed For Nykia Oorer @ SBN 317 Moorman Dr.
					Invoice #5929 - Eviction Processed For Linda Artis @ CT 938 Maple
					Invoice #5954 - Eviction Processed For Lynette Artis @ SBN 100 Shahan Dr.
059078	12/05/2013	Computer Ties LLC	Payment	162.98	(2) Invoices Invoice #20098 - Installed Switch In Jackie Office To Get The Internet And HDS Software
059079	12/05/2013	All Your Needs	Payment	1,125.00	Invoice #719559 Reside And Repair Roof Vents @ SBN Apartments #114, 120, 301, 306, 335, 337, 353, 355, 357, 304 & 117
059080	12/05/2013	GREAT LAKES HEATING, AIR CONDITIONING, L.L.C.	Payment	110.00	(1) Invoice Furnace Repair @ SBN 346 Moorman Drive
059081	12/05/2013	STAMPSCO	Payment	30.95	Invoice #28909 (1) Name Plate For Executive Director & (1) Signature Stamp For Executive



Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing  
From: 11/21/2013 To: 12/12/2013

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059082	12/05/2013	JACKSON GLASS WORKS INC	Payment	225.75	Director Customer #JHOU Invoice #374063 - Repair Broken Security Door Glass @ RM G-Building
059083	12/05/2013	FIRESTONE PAYMENT CENTER	Payment	654.03	Invoice #85417 Complete Tire Package For CT 2010 Ford Pickup F250
059084	12/05/2013	Trail Supply LLC	Payment	1,933.80	Account #10014 Invoice #18202 - (220) Industrial Ice Melt 50lb Bags
059085	12/05/2013	Consumer Energy	Payment	3,109.00	Utility Reimbursement
059086	12/05/2013	City Of Jackson - Finance Department	Payment	7,427.88	Pensions Employee/Employer Pension Contribution Payrolls 11/11/13-11/24/13
059087	12/05/2013	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059088	12/12/2013	IPRINT TECHNOLOGIES, INC	Payment	52.00	PO #4787 (1) HP LaserJet 2300 Toner
059089	12/12/2013	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	6.94	Customer #31919 Invoice #2824591 - (1) Handle Temp. Dial For Bathtub @ CT 1411 Merriman St.
059090	12/12/2013	TOMMARK, INC.	Payment	365.73	Customer ID#100596 Invoice #812393819 - (1) Gas Tester For Maintenance Office @ SBN
059091	12/12/2013	AFLAC	Payment	698.60	Account #VX312 Invoice #784987 - Monthly Bill For December 2013
059092	12/12/2013	WILMAR INDUSTRIES	Payment	466.44	Account #70585 Invoice #300044351 - Various Maintenance Supplies \$236.26 Invoice #300304672 - (24) Neoperl PC Reg Dual Aerator \$40.32 Invoice #300924370 - Various Maintenance Supplies \$189.86
059093	12/12/2013	CITY OF JACKSON - CITY CLERK	Payment	2,704.51	Customer #007702 Invoice #1300012959 - RX Drug Claims For November 2013
059094	12/12/2013	CITY OF JACKSON - CITY CLERK	Payment	37,498.63	Customer #007702 Invoice #1300012956 - Insurance Coverage For Active Employees & Retirees For November 2013
059095	12/12/2013	A-1 LOCK SHOP	Payment	17.56	Invoice #1608 (4) Mailbox Keys & (4) IC Keys

**Total:** ( 93,925.48)

**Jackson Housing Commission**  
Jackson, MI

The following Resolution was introduced by President \_\_\_\_\_, read in full and considered:

**RESOLUTION NO. 2013-54**

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	\$ 00.00
AMP 2: Reed Manor	\$ 49.00
AMP 3: Shahan-Blackstone Apts.	<u>\$ 181.00</u>
<b>Total</b>	<b>\$ 230.00</b>

The attached Collection Losses Report reflects the delinquent amount of **\$230.00** and is hereby approved for fiscal year 2013 write-off.

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 December 18, 2013.

\_\_\_\_\_  
Patricia Tyus, MBA, PHM  
Executive Director

## Collection Losses Report

Three months or greater

December, 2013

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor	Darlene Meyer	002-4389	09/30/2013	\$25.00
	Codi Hoover	002-4443	09/13/2013	\$24.00
Shahan	Sherrean Murray	003-6571	09/11/2013	\$181.00

**Board Resolution: 2013-**

**Total Write Off: \$230.00**

Note: Accounts are written off at the end of the month and after three months of delinquency

# Leasing and HAP Utilization

CY 13

Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											57,628
January	195,834	213,813	109.2%	478	447.31	100.6%	475	1,061	52	(17,979)	40,205
February	207,481	209,642	101.0%	474	442.28	100.0%	475	140	59	(2,161)	38,143
March	207,481	206,704	99.6%	468	441.68	98.5%	475	90	49	777	38,989
April	218,698	205,698	94.0%	462	445.23	97.3%	475	90	38	13,000	52,053
May	193,169	207,056	107.2%	463	447.21	97.5%	475	90	35	(13,887)	38,228
June	194,173	205,072	105.6%	459	446.78	96.6%	475	90	27	(10,899)	27,387
July	192,220	211,182	109.9%	466	453.18	98.1%	475	0	32	(18,962)	08,441
August	183,161	210,299	114.8%	466	451.29	98.1%	475	0	23	(27,138)	-18,686
September	192,220	209,832	109.2%	461	456.16	97.0%	475	0	10	(17,612)	-36,293
October	187,150	207,329	110.8%	456	454.67	96.0%	475	0	4	(20,179)	-56,470
November	218,524	204,592	93.6%	457	447.69	96.2%	475	0	9	13,932	-42,534
December											
	2,190,111	2,291,219	105.0%	5110	448.50	97.8%	5225	1,561	338	(101,108)	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2013  
Project: 001 - Chalet Terrace

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 11/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 128      2. Total Charges: 26,701.25      3. Dwelling Rental: 23,761.00      4. Retroactive Rent: 1,127.00      5. Excess Utility: 381.00      6. Additional Charges: 1,432.25

**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	6	-7.03	476.00	16.50	42.00	527.47
Over One Month Delinquent	70	2,018.38	973.00	984.84	6,968.90	10,945.12
Total for TIP	76					11,472.59
Vacated TAR	3					3,344.65
<b>Total</b>	<b>79</b>					<b>14,817.24</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	3,918.87
Under Formal Repayment Agreement with Payments Up-to-Date	18	3,918.87
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	58	7,553.72

**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)
	11/30/2013	11/30/2012	11/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	59	43	48
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	28	15	31

**F. Collection Losses**

1. Amount Charged to Loss this Period      0.00  
2. Amount Charged to Loss this Year to Date      2,465.23

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2013  
Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 291      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 11/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 52,379.65      3. Dwelling Rental: 50,332.75      4. Retroactive Rent: 96.00      5. Excess Utility: 7.00      6. Additional Charges: 1,943.90

**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	23	846.00	0.00	0.00	1,454.44	2,300.44
Over One Month Delinquent	47	901.75	30.00	33.50	4,087.45	5,052.70
Total for TIP	70					7,353.14
Vacated TAR	6					1,628.45
<b>Total</b>	<b>76</b>					<b>8,981.59</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	24	3,097.55
Under Formal Repayment Agreement with Payments Up-to-Date	24	3,097.55
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	46	4,255.59

**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)
	11/30/2013	11/30/2012	11/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	24	22	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	8	9	13

**F. Collection Losses**

1. Amount Charged to Loss this Period	4,242.22
2. Amount Charged to Loss this Year to Date	16,502.40

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - November 2013  
 Project: 003 - Shahan-Blackstone

**A. Basic Identification Data**

3. Total Units Available: 120                      5. Fiscal Year Beginning: 04/01/2013                      6. Report Period Ending Date: 11/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118      2. Total Charges: 11,888.07      3. Dwelling Rental: 10,672.00      4. Retroactive Rent: 0.00      5. Excess Utility: 0.00      6. Additional Charges: 1,216.07

**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	8	356.79	0.00	0.00	460.36	817.15
Over One Month Delinquent	29	1,215.00	304.00	0.00	2,435.18	3,954.18
<b>Total for TIP</b>	<b>37</b>					<b>4,771.33</b>
Vacated TAR	3					997.20
<b>Total</b>	<b>40</b>					<b>5,768.53</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	7	990.45
Under Formal Repayment Agreement with Payments Up-to-Date	7	990.45
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	30	3,780.88

**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)
	11/30/2013	11/30/2012	11/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	31	33	41
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	32	28	42

**F. Collection Losses**

1. Amount Charged to Loss this Period	1,554.10
2. Amount Charged to Loss this Year to Date	3,324.08

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - November 2013  
Project: ALL - Summary

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 11/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 533      2. Total Charges: 90,968.97      3. Dwelling Rental: 84,765.75      4. Retroactive Rent: 1,223.00      5. Excess Utility: 388.00      6. Additional Charges: 4,592.22

**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	37	1,195.76	476.00	16.50	1,956.80	3,645.06
Over One Month Delinquent	146	4,135.13	1,307.00	1,018.34	13,491.53	19,952.00
Total for TIP	183					23,597.06
Vacated TAR	12					5,970.30
<b>Total</b>	<b>195</b>					<b>29,567.36</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	49	8,006.87
Under Formal Repayment Agreement with Payments Up-to-Date	49	8,006.87
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	134	15,590.19

**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)
	11/30/2013	11/30/2012	11/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	29	36
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	17	13	22

**F. Collection Losses**

1. Amount Charged to Loss this Period      5,796.32  
2. Amount Charged to Loss this Year to Date      22,291.71



# Jackson Housing Commission

## Consolidated TARS Report

November, 2013

<b>Category</b>	<b>Chalet Terrace</b>		<b>Reed Manor</b>		<b>Shahan Blackstone</b>		<b>Totals</b>	
Total Rents	126		291*		122		539	
Rents Collected	120	95%	277	95%	116	95%	513	95%
Vacant Units	0	0%	4	1%	0	0%	4	.07%
Notices to Vacate	4		6		3		13	
14 Day Notices	33		37		15		85	
Court Filings	2		4		3		9	

\*One unit is vacant and HUD approved as a casualty loss.

# Move-Outs Report

November, 2013

<b>Account Number</b>	<b>Address</b>	<b>Reason</b>
	<b><i>Chalet Terrace</i></b>	
P-001-1109-08	1249 Laurel Lane	Eviction
	<b><i>Reed Manor</i></b>	
P-002-2220-06	428 Wildwood Ave. A-20	Deceased
P-002-4385-09	207 Steward Ave. H-16	Eviction
P-002-4464-03	315 Steward Ave. I-51	Eviction
P-0024495-05	315 Steward Ave. I-82	Eviction
	<b><i>Shahan</i></b>	
P-003-5520-13	100 Shahan Drive	Eviction
P-003-6556-12	313 Moorman Drive	Eviction
P-003-6560-08	317 Moorman Drive	Eviction

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 11/01/2013 and 11/30/2013

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	83
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	5
V12800 - Average number of days units were in down time:	5.60
V12900 - Average number of days units were in make-ready:	8.60
V13000 - Average number of days units were in lease-up:	2.40
V13100 - Average unit turnaround days:	16.60

### PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 11/01/2013 and 11/30/2013

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-4459	315 Steward Avenue	I-46	10/23/2013	11/12/2013	19	11/14/2013	3	11/15/2013	0	22	0	0	0	0
002-3359	301 Steward Avenue	G-34	10/25/2013	11/04/2013	9	11/07/2013	4	11/19/2013	11	24	0	0	0	0
002-4464	315 Steward Avenue	I-51	11/04/2013	11/05/2013	0	11/20/2013	16	11/22/2013	1	17	0	0	0	0
001-1106	1249 Laurel Lane		11/07/2013	11/07/2013	0	11/22/2013	14	11/22/2013	0	14	0	0	0	0
003-5520	100 Shahan Drive		11/14/2013	11/14/2013	0	11/20/2013	6	11/21/2013	0	6	0	0	0	0
<b>Total Units:</b>		<b>5</b>			<b>28</b>		<b>43</b>		<b>12</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Jackson Housing Authority  
Variance Explanations  
November 2013 Financials**

**CHALET TERRACE**

This AMP had a loss of \$6,001 for the month of November. The contributing factors for the loss for this month are as follows:

- Maintenance Salaries exceeded budget by \$2,728 due to 3 payrolls in month
- Maintenance Benefits exceeded budget by \$6,441

**REED MANOR**

This AMP had a loss of \$8,201 for the month of November. The contributing factors for the loss for this month are as follows:

- Maintenance Benefits exceeded budget by \$6,645 due to 3 payrolls in the month
- Maintenance Contracts exceeded budget by \$3,686

**SHAHAN BLACKSTON**

This AMP had a loss of \$31,788 for the month of November. The contributing factors for the loss for this month are as follows:

- Subsidy received was \$28,947 below budget
- Maintenance Benefits exceeded budget by \$5,959 due to 3 payrolls in the month
- There were three months (July - Sept) of water payments processed that exceeded budget by \$6,918

**COCC**

The COCC had a loss of \$13,519 for the month of November. The contributing factors for the loss for this month are as follows:

- Employee Benefits exceeded budget by \$11,410

**Jackson Housing Commission**  
**Chalet Terrace**  
**Income Statement**  
**Month Ending November 30 2013**

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	25,875	22,456	3,419	185,202	179,644	5,558
Operating Subsidy	13,002	42,925	(29,923)	260,207	343,400	(83,193)
Other Income	2,721	1,250	1,471	19,486	10,000	9,486
<b>Operating Income</b>	<b>41,598</b>	<b>66,631</b>	<b>(25,033)</b>	<b>464,896</b>	<b>533,044</b>	<b>(68,148)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	4,597	8,138	3,541	23,362	65,101	41,739
Employee Benefits- Admin	4,728	3,751	(977)	33,275	30,011	(3,264)
Administrative Expense	1,368	792	(576)	14,510	6,333	(8,177)
Audit Fees		188	188	2,000	1,500	(500)
Bookkeeping Fees		542	542	1,084	4,333	3,250
City Administrative Fees		833	833	-	6,667	6,667
Legal Expense	394	250	(144)	3,331	2,000	(1,331)
Management Fees	5,974	9,525	3,551	54,892	76,200	21,308
Office Supplies	619	329	(289)	9,869	2,633	(7,236)
Retirees Health Insurance		2,101	2,101	18,944	16,806	(2,138)
Staff Training		658	658	-	5,267	5,267
Telecommunications		642	642	-	5,133	5,133
<b>Total Administrative Expense</b>	<b>17,680</b>	<b>27,748</b>	<b>10,068</b>	<b>161,266</b>	<b>221,984</b>	<b>60,718</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	9,253	6,525	(2,728)	66,206	52,203	(14,003)
Employee Benefits - Maintenance	9,956	3,514	(6,441)	70,007	28,116	(41,891)
Maintenance Contracts	3,475	4,583	1,108	30,454	36,667	6,213
Maintenance Materials	2,783	3,333	550	19,983	26,667	6,683
Security Contracts		375	375	-	3,000	3,000
<b>Total Maintenance Expense</b>	<b>25,467</b>	<b>18,332</b>	<b>(7,136)</b>	<b>186,650</b>	<b>146,652</b>	<b>(39,998)</b>
<b>Tenant Services</b>						
Tenant Services Participation		-	-	-	-	-
Contract Costs	230	1,667	1,437	230	13,333	13,103
Lifestart Grant		-	-	-	-	-
<b>Total Tenant Services</b>	<b>230</b>	<b>1,667</b>	<b>1,437</b>	<b>230</b>	<b>13,333</b>	<b>13,103</b>
<b>Utilities &amp; General Expenses</b>						
Electric		5,833	5,833	49,773	46,667	(3,107)
Gas		3,667	3,667	35,124	29,333	(5,791)
Insurance	4,221	1,833	(2,388)	33,814	14,667	(19,148)
Payments in Lieu of Taxes		1,192	1,192	12,148	9,533	(2,615)
Water & Sewer - Chalet Terrace		4,167	4,167	25,812	33,333	7,521
<b>Total Utilities</b>	<b>4,221</b>	<b>16,692</b>	<b>12,471</b>	<b>156,672</b>	<b>133,533</b>	<b>(23,139)</b>
<b>TOTAL Operating Expense</b>	<b>47,598</b>	<b>64,438</b>	<b>16,840</b>	<b>504,819</b>	<b>515,503</b>	<b>10,684</b>
<b>NET INCOME (LOSS)</b>	<b>(6,001)</b>	<b>2,193</b>	<b>(8,193)</b>	<b>(39,923)</b>	<b>17,541</b>	<b>(57,464)</b>

# Jackson Housing Commission

## Reed Manor

### Income Statement

Month Ending November 30, 2013

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
<b>Income</b>						
Dwelling Rent	48,095	44,458	3,637	398,878	355,667	43,211
Operating Subsidy	17,269	43,750	(26,481)	384,155	350,000	34,155
Other Income	2,881	2,833	48	29,592	22,667	6,925
<b>Operating Income</b>	<b>68,246</b>	<b>91,042</b>	<b>(22,796)</b>	<b>812,625</b>	<b>728,333</b>	<b>84,292</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	5,508	4,951	(557)	31,214	39,606	8,391
Employee Benefits- Admin	5,101	2,444	(2,657)	45,625	19,554	(26,071)
Administrative Expense	3,440	417	(3,023)	22,982	3,333	(19,648)
Audit Fees		192	192	2,000	1,533	(467)
Bookkeeping Fees		542	542	1,084	4,336	3,252
City Administrative Fees		833	833	-	6,667	6,667
Legal Expense	600	417	(183)	3,697	3,333	(363)
Management Fees	13,844	22,125	8,281	127,312	177,000	49,688
Office Supplies	2,171	558	(1,612)	25,849	4,467	(21,383)
Retirees Health Insurance		347	347	-	2,773	2,773
Staff Training		458	458	-	3,667	3,667
Telecommunications		625	625	-	5,000	5,000
<b>Total Administrative Expense</b>	<b>30,663</b>	<b>33,909</b>	<b>3,245</b>	<b>259,763</b>	<b>271,269</b>	<b>11,506</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	11,387	14,672	3,285	87,205	117,375	30,170
Employee Benefits - Maintenance	12,916	6,271	(6,645)	85,952	50,170	(35,782)
Maintenance Contracts	7,436	3,750	(3,686)	68,233	30,000	(38,233)
Maintenance Materials	3,773	3,333	(439)	41,382	26,667	(14,715)
Security Contracts		375	375	34,059	3,000	(31,059)
<b>Total Maintenance Expense</b>	<b>35,512</b>	<b>28,401</b>	<b>(7,110)</b>	<b>316,831</b>	<b>227,212</b>	<b>(89,619)</b>
<b>Tenant Services</b>						
Tenant Services Participation			-	-	-	-
Contract Costs	601	1,250	649	601	10,000	(9,399)
Lifestart Grant			-	-	-	-
<b>Total Tenant Services</b>	<b>601</b>	<b>1,250</b>	<b>649</b>	<b>601</b>	<b>10,000</b>	<b>(9,399)</b>
<b>Utilities &amp; General Expenses</b>						
Electric		13,333	13,333	120,516	106,667	(13,850)
Gas	3,115	3,750	635	32,413	30,000	(2,413)
Insurance	1,833	1,833	1	39,098	14,667	(24,432)
Payments in Lieu of Taxes		2,429	2,429	32,499	19,433	(13,066)
Water & Sewer - Chalet Terrace	4,723	4,750	27	37,782	38,000	218
<b>Total Utilities</b>	<b>9,671</b>	<b>26,096</b>	<b>16,425</b>	<b>262,309</b>	<b>208,767</b>	<b>(53,542)</b>
<b>TOTAL Operating Expense</b>	<b>76,447</b>	<b>89,656</b>	<b>13,209</b>	<b>839,504</b>	<b>717,247</b>	<b>(141,054)</b>
<b>NET INCOME (LOSS)</b>	<b>(8,201)</b>	<b>1,386</b>	<b>(9,587)</b>	<b>(26,879)</b>	<b>11,086</b>	<b>(56,763)</b>