

# JACKSON HOUSING COMMISSION

REGULAR MEETING – July 17, 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 June 18, 2014.
5. Approval of the Previously Paid Liabilities from June 19, 2014 to July 16, 2014.
6. RESOLUTIONS  
Resolution No. 2014-18: Collection Losses Write Off June 2014  
Resolution No. 2014-19: Annual Raise  
Resolution No. 2014-20: SBN Refrigerators
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: **August 20, 2014 – Reed Manor-Board Room**

## Jackson Housing Commission

Minutes of the Regular Meeting

June 18, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on June 18, 2014.

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

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

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

### 14-06-002 PUBLIC COMMENTS

No public comments were heard.

Commissioner Orthaus stated to the board that they must slow down during the meetings. She said there was not a motion and a second for a resolution in May. The board voted, however, and we must redo it. Also, Commissioner Orthaus clarified that when she calls for a motion, she is requesting that someone make a motion; not for someone to second hers. She stated that she tries to not make motions, however it appears there is some confusion that when she asks for a motion, the board thinks she has made the motion and just seconds it. She asks that the board please be aware of the concerns and help ensure we make the proper motions and seconds.

### 14-06-003 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD May 21, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held May 21, 2014 with changes as discussed. Commissioner Montgomery **SECONDED** motion, and upon voice vote, the motion was adopted:

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

**14-06-004 APPROVAL OF THE MINUTES OF THE CLOSED SESSION HELD May 21, 2014.**

Commissioner Woods **MOVED** to approve the minutes of the Closed Session held May 21, 2014. Commissioner Davis-Dye **SECONDED** motion, and upon voice vote, the motion was adopted:

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

**14-06-005 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING HELD June 10, 2014.**

Commissioner Davis-Dye **MOVED** to approve the minutes of the Special Meeting held June 20, 2014. Commissioner Woods **SECONDED** motion, and upon voice vote, the motion was adopted:

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

**14-06-006 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM May 19, 2014 to June 17, 2014.**

Commissioner Davis-Dye **MOVED** to approve the Previously Paid Liabilities from May 19, 2014 to June 17, 2014. Commissioner Montgomery **SECONDED** motion, and upon voice vote, the motion was adopted:

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

**14-06-007 RESOLUTIONS**

A. Resolution No. 2014-10: Collection Losses Write-Off May 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses of \$6,614.68 for May 2014. Commissioner Montgomery **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

B. Resolution No. 2014-13: Collection Losses Write-Off June 2014

Commissioner Woods **MOVED** to approve the Write of Collection Losses of \$7,640.40 for June 2014 with revisions. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

C. Resolution No. 2014-14: County National Bank Signature Cards

Commissioner Woods **MOVED** to approve the amended County National Bank signature cards to add James Stark and remove Gerald Montgomery. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

D. Resolution No. 2014-15: FirstMerit Bank Signature Cards

Commissioner Montgomery **MOVED** to approve the amended FirstMerit Bank signature cards to add James Stark and remove Gerald Montgomery. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

E. Resolution No. 2014-16: Public Housing Utility Allowances

Commissioner Davis-Dye **MOVED** to approve the Public Housing Utility Allowances effective July 1, 2014. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

F. Resolution No. 2014-17: FOIA Policy

Commissioner Woods **MOVED** to approve the FOIA Policy as written. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

**14-06-008 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

Ms. Tyus pointed out that she believes the fee accountant, Emerge, isn't using the updated budget that the board approved, or the communication of the expense line items that we are communicating to Emerge is not being communicated correctly. There should not be the discrepancies as they are showing. She stated she will research this for the next meeting.

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

K. SEMAP Scores

Ms. Tyus stated that SEMAP stands for Section Eight Management Assessment Program. She stated that we are a Standard Performer; last year we were a High Performer. Ms. Tyus stated that we lost all the points on indicator number one, for the waiting list. In addition, except for the Determination of Adjusted Income, most of the indicator points are either all or nothing. Ms. Tyus stated the future goal will be to do a preliminary SEMAP half way through the year to identify any deficiencies and correct them prior to the official score. Hopefully, this will bring the program back to a High Performer.

**14-06-009 OTHER BUSINES**

The Shahan Blackstone Office procurement has been completed. We only received one proposal, and the contractor's price is higher than what the insurance estimated. The insurance is estimating \$125,000 and the sole contractor who bid is about \$171,000. We need to negotiate the price with the contractor.

The solicitation of bids was advertised on the JHC Website, the architect posted on a variety of websites and in ABC Reproduction contractor community room. Five contractors participated in the walk through, however; only one provided a proposal. Once negotiations are done, a formal resolution will be presented to the board to enter into a contract.

Reed Manor Tenant Association Board President, Patricia Ryals, presented their annual report. She stated that they had a few bumps in the road to getting their office up and running and will have to spend additional funds on a new operating system as their current XP system is no longer supported by Microsoft. They will also have to invest in a new printer as the one they currently are using is on loan from Computer Ties and is antedated. They would also like to purchase a projector for their movie nights along with an updated modem. E Building seems to have a lot of interference and phone calls are interrupted. She also reviewed the social activities they have planned. The RMTA holds a breakfast brunch on the first Saturday of the month. It is gaining support from the residents. They hold Movie Night on the second Saturday of the month. Their monthly meetings are held on the second Thursday of the month. They would like to hold festivities for the 4<sup>th</sup> of July, along with their annual Harvest Ball and New Year's Eve Ball. Thanksgiving meal is still in the planning stage.

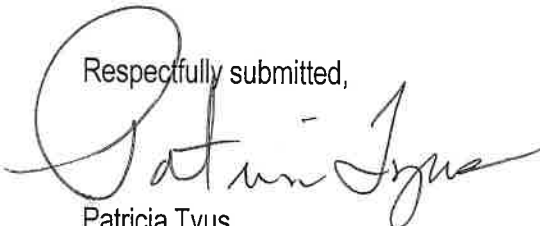
Ms. Tyus stated she would like to get all AMPS' involved in National Night Out held on August 5<sup>th</sup>. It is a great way to meet people and help address crime issues in neighborhoods. Commissioner Davis-Dye, who is also Chalet Terrace Tenant Association member, stated they have already contacted Officer Simpson with the City of Jackson Police Department along with the City of Jackson Fire Department to provide demonstrations and register the kids' bikes. She is also hoping that the company that does snow cones for Jackson Public schools for free will do the same for them.

Commissioner Davis-Dye stated that their Father's Day celebration was a huge success. The father's enjoyed the day, and many residents came out to help with the event and enjoyed the food.

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

The regular meeting adjourned at 1:07 p.m.

Respectfully submitted,



Patricia Tyus  
Executive Director

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

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059667	06/18/2014	DBI BUSINESS INTERIORS	Payment	549.74	Customer #224241 Invoice #08IM0976- (3 bx's) Copy Paper Invoice #08IM1294- Various Office Supplies Invoice #08IM1695- (1bx) Roller Ball Pens Invoice #08IL7357- Various Office Supplies Invoice #08IL7642- Various Office Supplies Invoice #08IL8517 - (2bx's) Copy Paper Invoice #08IK9758 - Various Office Supplies Invoice #08IL9927 - Various Office Supplies Customer #007702
059668	06/18/2014	CITY OF JACKSON - CITY CLERK	Payment	3,470.42	Invoice #1400015293 - RX Drug Claims For Active Employees May 2014
059669	06/26/2014	WILMAR INDUSTRIES	Payment	565.61	Account #70585 Invoice #312906480 - Various Maintenance Supplies Invoice #313007585 - (1) Electric Door Strike Invoice #313106775 - (1) Acoustic Ceiling Texture Invoice #313106783 - (1) Sulfuric Acid Liquid Drain Opener Account #31610470
059670	06/26/2014	MENARDS - JACKSON	Payment	45.07	Invoice #78207 - Various Maintenance Supplies Invoice #78786 - (1) Round Premium Toilet Seat (1) Invoice
059671	06/26/2014	Computer Ties LLC	Payment	45.00	Invoice #22125 - Set Up Printer For Director
059672	06/26/2014	Briggs Mechanical Inc.	Payment	285.00	Invoice #11328 Labor And Materials To Relocate Thermostat To Directors Office
059673	06/26/2014	M.C. Smith Associates and Arcitctural Group	Payment	1,250.00	Invoice #3 Flood Restoration Project For SBN 109 Shahan Dr.
059674	06/26/2014	PERFORMANCE AUTOMOTIVE	Payment	125.95	(1) Invoice Mower Repair For SBN
059675	06/26/2014	LEUTZ CABINETS	Payment	135.00	Customer #JAXH Invoice #51735 - (3) Rebuild Drawers For 302, 304 & 332 Moorman
059676	06/26/2014	CUT-RATE PLUMBING	Payment	13.54	Customer ID#644 Invoice #674839 - (1) Tank Flapper & (2) TLT Tank Flapper
059677	06/26/2014	ETNA Supply	Payment	572.98	Customer #4218 Invoice #S101103650.001 - (1) Lochinvar LSN04040 Residential Gas Water Heater Serial #1413a021581 Invoice #S101104741.001 - (1) Lochinvar LTN04040 Residential Gas Water Heater Serial #1417a002142
059678	06/26/2014	Hirst Electric Company	Payment	219.00	(1) Invoice Invoice #56454 - Service Call For No Power @ SBN 309 Moorman
059679	06/26/2014	US Inspection Group, Inc.	Payment	1,098.00	(1) Invoice

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059680	06/26/2014	DBI BUSINESS INTERIORS	Payment	52.49	Invoice #219441 - UPCS Annual Inspection June 2,2014 - June 3,2014 @ SBN Customer #224241
059681	06/26/2014	Keepin It Clean	Payment	45.00	Invoice #08IM4016 - (1 Box) 8 Part Classification Folders (1) Invoice Clean Carpet @ RM Vacant Unit H-10
059682	06/26/2014	Mr. Marcus McConnor	Payment	25.00	Security Deposit Final Accounting For 301 Steward Ave. F-15, Vacated On June 3,2014
059683	06/26/2014	Angela Scott	Payment	142.74	Security Deposit Final Accounting For 320 Moorman Dr., Vacated On May 30,2014
059684	06/26/2014	OSBORNE PROCESS SERVICE	Payment	40.20	(2) Invoices Invoice #7697 - Eviction Processed For Kandra Johnson @ SBN 414 Jefferson Invoice #7728 - Eviction Processed For Georgia Lewis @ CT 1265 Laurel Lane
059685	06/26/2014	T.L. Plumbing & Drain Cleaning	Payment	150.00	(2) Invoices Invoice #060903 - Clean Out Drain @ CT 1241 Laurel Lane Invoice #061102 - Ran Out Tub/Sink Drain @ RM H-41
059686	06/26/2014	ProTech Computers	Payment	754.88	Customer ID REED001 Invoice #5874 - (1) Computer Tower, Monitor, Keyboard & Mouse w/Microsoft Outlook 2010 For RM Resident Council Office
059687	06/26/2014	COMCAST	Payment	108.77	Account #01721425384-01-4 Internet & Telephone Service For CT Resident Council
059688	06/26/2014	Blue Sea L.L.C.	Payment	90.00	Invoice #1748 Hosting Fee For JHC Website
059689	06/26/2014	Emerge Accounting	Payment	700.00	Invoice #June-001 Census Reporting & PILOT
059690	06/26/2014	COMCAST	Payment	234.34	(2) Invoices Account #01721422344-01-1 - Telephone Service For SBN 221 Janke Maintenance Garage Account #01721413438-01-3 - Internet & Basic Cable For 301 Steward Ave. Main Office
059691	06/26/2014	Acuity	Payment	3,344.77	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
059692	06/26/2014	HAMMOND HARDWARE	Payment	5.38	Customer #33515 Invoice #B244779 - Various Maintenance Supplies
059693	06/26/2014	Jackson Housing Commission	Payment	25,269.53	Management Fees Management Fees For The Month Of May 2014. To Be Deposited In General COCC Account Per Emmerge Accounting
059694	06/27/2014	BEST BUY #476	Payment	137.46	(1) Invoice (1) Belkin AC1800 DB WI-FI Router For Reed Manor Resident Council Office



Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059695	06/30/2014	CITY OF JACKSON - TREASURER	Payment	51,070.42	PILOT Computation Of Payments In Lieu Of Taxes 03/31/14
059696	06/30/2014	City Of Jackson - Finance Department	Payment	7,559.89	Pension Employee/Employer Pension Contribution Payroll 06/09/14-06/22/14
059697	06/30/2014	All Your Needs	Payment	900.00	(3) Invoices Invoice #719576 - Drywall Repair @ 1270 Laurel Lane Invoice #719578 - Drywall Repair @ 1232 Heather Lane Invoice #719580 - Facia Repair @ 117 Mansion
059698	06/30/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059699	06/30/2014	Cheryl Fox-Hegwood	Payment	144.48	Reimbursement For AFLAC Deduction 04/04/14 - 06/27/14
059700	06/30/2014	Petty Cash	Payment	1,101.27	Petty Cash Replenish Petty Cash From Transaction #212 05/01/14 To Transaction #237 06/26/14
059701	07/08/2014	JACKSON WATER COLLECTION	Payment	5,902.04	Water & Sewer CT 03/04/14 - 06/02/14 RM 04/28/14-05/28/14
059702	07/08/2014	Karmays Flower & Gifts	Payment	59.99	Account #0309 Sympathy Green Plant For Nicholas Hertzfeld Grandfather
059703	07/08/2014	Computer Ties LLC	Payment	147.50	(1) Invoice Diganostic Fee PC & Used DVD Drive For Jannaa Pool
059704	07/08/2014	Rusty's Tree Service	Payment	1,050.00	(3) Invoices Remove Large Broken Tree Branch Above Garage Roof, Emergency Tree Removed @ RM H-Building & Emergency Tree Removal @ SBN
059705	07/08/2014	TDS Metrocom	Payment	1,767.08	(4) Bills Enclosed (517) 787-0168 - \$466.88 (517) 787-9241 - \$559.66 (517) 787-0218 - \$225.98 (517) 787-1188 - \$514.56
059706	07/08/2014	Trail Supply LLC	Payment	2,475.42	Account #10014 Invoice #18855 - (110) Industrial Ice Melt 50lb Bag Invoice #19242 - (165) Industrial Ice Melt 50lb Bag
059707	07/08/2014	SAFETY SYSTEMS INC	Payment	919.00	Customer #00938 Invoice #431181 - Service On Card Access 06/06/14 @ RM Invoice #431208 - Discrepancy Repair Replaced (2) 12V 7AH Batteries Invoice #431213 - (2) Pull Stations Replaced And Remounted Annunciator @ RM D13 & I30
059708	07/08/2014	LIBRA INDUSTRIES, INC. OF MI	Payment	1,151.85	Customer #04896

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059709	07/08/2014	Wolverine Sealcoating LLC	Payment	1,000.00	Invoice #40229000 - Work Uniforms For CT Maintenance Staff
					Invoice #40229100 - Work Uniforms For RM Maintenance Staff
					Invoice #40229500 - Work Uniforms For RM Maintenance Staff
					Invoice #40231600 - Work Uniforms For SBN Maintenance Staff
					Invoice #40231700 - (8) Navy Caps For RM Maintenance Staff
					Invoice #40231800 - Work Uniforms For SBN Maintenance Staff
					Invoice #6580
					Emergency Hole Repair @ SBN
059710	07/08/2014	DBI BUSINESS INTERIORS	Payment	367.61	Customer #224241
					Invoice #08IM5345 - (1) HL2040 Toner
					Invoice #08IM6557 - Various Maintenance Supplies
					Invoice #08IM6559 - (1) HL2040 Drum
059711	07/08/2014	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	1,144.42	Customer #31919
					Invoice #3020522-1 - (4) Unplated Bonnet
					Invoice #3026057 - (12) Ball-Lok Sink STRN
					Invoice #3020522 - Various Maintenance Supplies
					Invoice #3053774 - Various Maintenance Supplies
					Invoice #3066428 - Various Maintenance Supplies
059712	07/08/2014	PURCHASE POWER	Payment	1,000.00	Account #8000-9000-0062-0884
					Postage Meter Refill Tran Date 05/23 & 06/16 Post Date 05/25 & 06/17
059713	07/08/2014	PITNEY BOWES INC.	Payment	101.98	Account #0067-8952-00-3
					Invoice #5502501808 - (1) Red Ink Cartridge For Postal Meter & (1cs.) EZ Seal
059714	07/08/2014	CUT-RATE PLUMBING	Payment	19.26	Pint Bottle For Postage Meter
					ID #644
					Invoice #675032 - Various Maintenance Supplies
					Invoice #675043 - (1) Shark Angle Stop
059715	07/08/2014	PDQ SUPPLY, INC.	Payment	296.53	Account #118660
					Invoice #SI-185902 - Various Maintenance Supplies
					Invoice #SI-186032 - Various Maintenance Supplies
059716	07/08/2014	MENARDS - JACKSON	Payment	629.53	Account #31610470
					Invoice #78671 - (2) Toilet For Maintenance Garage @ CT
					Invoice #78689 - Various Maintenance Supplies
					Invoice #79092 - Various Maintenance Supplies
					Invoice #79225 - Various Maintenance Supplies
					Invoice #79887 - Various Maintenance Supplies
					Invoice #79894 - Various Maintenance Supplies
059717	07/08/2014	MINUTEMAN SEWER & DRAIN INC.	Payment	190.00	(2) Invoices
					Invoice #148549 - Snaked Out Floor Drain @ CT 310 Barbary
					Invoice #148550 - Pulled Downstairs Toilet & Ran Main Line @ 310 Barbary
059718	07/08/2014	Housing Insurance Services, Inc.	Payment	8,116.00	Customer ID #385

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059719	07/08/2014	OSBORNE PROCESS SERVICE	Payment	40.20	Invoice #HP00059873 - Auto Liability Program 07/01/14 - 07/01/15 & Auto Physical Damage 07/01/14-07/01/15 (2) Invoices
059720	07/08/2014	Housing Authority Risk Retention Group	Payment	638.00	Invoice #7818 - Eviction Processed For Felicia Reed @ SBN 309 Moorman Dr. Invoice #7863 - Eviction Processed For Nikia Taylor @ RM 301 Steward E-21 Customer ID #385
059721	07/08/2014	Blue Sea L.L.C.	Payment	90.00	Invoice #HG00070434 - Excess Auto Liability 07/01/14-07/01/15 Invoice #1828
059722	07/08/2014	AMBS CALL CENTER	Payment	299.60	Hosting Fee For JacksonHousing-MI.org 07/14-09/14 Account #1909
059723	07/08/2014	Shred-It USA - Grand Rapids	Payment	61.25	Invoice #140600173 - Service Period 07/01/14-07/31/14 Usage Period 05/30/14-06/29/14 Account #11661270
059724	07/08/2014	MODERN WASTE SYSTEMS	Payment	9,000.70	Invoice #9403797354 - On-Site Shredding Services (3) Consoles Service Dage: June 18,2014 Account #23056
059725	07/08/2014	Ms. Alice King	Payment	159.00	Monthly Garbage Service For July 2014 & Trash Pick-Up @ CT 122 Stanley June 15,2014 Security Deposit
059726	07/08/2014	Ms. Mikeleha Williams	Payment	146.25	Final Accounting For 301 Steward Ave F-7, Vacated On June6,2014 Security Deposit
059727	07/08/2014	Ms. Aisha Fields	Payment	41.04	Final Accounting For 117 E. Mansion St. Vacated On May 31,2014 Security Deposit
059728	07/08/2014	Work Apparel	Payment	20.00	Final Accounting For 301 Steward Ave. G-36, Vacated On June 16,2014 (1) Invoice
059729	07/08/2014	CONSUMERS ENERGY	Payment	29,311.49	(2) Alterations On Work Shirts Elec. & Gas Bills #93200.1 - Cons. 42,053 kwh #93300.1 - Cons. 321.4 mcf #93200.2 - Cons. 130,080 kwh #93300.2 - Cons. 306.3 mcf #93200.3 - Cons. 968 kwh #93300.3 - Cons. 13.8 mcf
059730	07/08/2014	Emerge Accounting	Payment	2,493.75	June-002R Accounting Services For June 2014
059731	07/08/2014	Kenya Grubbs	Payment	271.61	Security Deposit Final Accounting For 305 Moorman Dr. Vacated On 05/30/14
059732	07/08/2014	All Your Needs	Payment	1,325.00	(3) Invoices Invoice #719575 - Replaced Tub & Surround @ Ct 117 Mansion Invoice #719577 - Repaired Wall & Ceiling In Utility Room @ CT 1246 Laurel Lane Invoice #719579 - Drywall Repair @ CT 1241 Laurel Lane

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059733	07/08/2014	COMCAST	Payment	382.44	(2) Invoices Account #01721422342-01-5 - Internet & Phone Service For CT Office 316 Barberry
059734	07/08/2014	All Star Rental	Payment	102.97	Account #01721346503-01-6 - Internet & Phone Service For CT 410 E. High St. Ayieko Building
059735	07/08/2014	JACKSON KEY WORKS	Payment	50.00	Account #1457 Invoice #24121-1 - Rented Gas Plane To Remove Tripping Hazards @ SBN (1) Invoice
059736	07/08/2014	ETNA Supply	Payment	4.58	Invoice #36913 - (50) Key Blanks Customer #22603
059737	07/08/2014	LIBERTY ENVIRONMENTALISTS, INC.	Payment	20.00	Invoice #S101111177.001 - (1) Lochinvar RLY1003 Resettable Thermal Switch (2) Invoices
059738	07/08/2014	T.L. Plumbing & Drain Cleaning	Payment	100.00	Invoice #140526 - Dump Brush Invoice #140535 - Dump Brush
059739	07/08/2014	IPRINT TECHNOLOGIES, INC	Payment	134.00	(2) Invoices Invoice #063001 - Ran Out Kitchen Sink Drain @ RM F-10 Invoice #061306 - Ran Out Floor Drain @ CT 310 Barberry Customer #JACK070
059740	07/08/2014	DAKINS	Payment	463.54	Invoice #366714 - (2) PTCE505A Printer Cartridges Account #27395
059741	07/08/2014	CITY OF JACKSON - CITY CLERK	Payment	25,134.00	Invoice #311416 - (1) Primer Button For Weed Trimmer @ CT Invoice #312739 - Repair Lawn Tractor For CT Invoice #312740 - (1) 16" Chain Saw Chain Invoice #312747 - (1) 18" Chain Saw Chain Customer #007702
059742	07/08/2014	Jackson Housing Commission	Payment	25,032.48	Invoice #1400015641 - Administrative Charges For Fiscal Year Ended June 30,2013 Management Fees
059743	07/09/2014	HD Supply Facilities Maintenance	Payment	1,839.07	Management Fees For The Month Of June 2014. To Be Deposited In General COCC Account Per Emerge Accounting Account #46100 Invoice #9128500928 - Various Maintenance Supplies Invoice #9129819397 - Various Maintenance Supplies Invoice #9129865868 - Various Maintenance Supplies Invoice #9129865876 - Various Maintenance Supplies Invoice #9130088548 - Various Maintenance Supplies Invoice #9130335994 - Various Maintenance Supplies Invoice #9130335996 - Various Maintenance Supplies Invoice #9130530089 - Various Maintenance Supplies Invoice #9130559121 - Various Maintenance Supplies

Jackson Housing Commission  
**Register - Basic Listing**  
Public Housing

From: 06/18/2014 To: 07/10/2014

Ref Num	Date	Payee	Pmf/Dep	Amount	Memo
059744	07/09/2014	CASLER HARDWARE	Payment	2.99	Customer #33561
059745	07/09/2014	WEATHERPROOF INC	Payment	8.16	Invoice #05650 - (1) 1 1/2 Tailpipe Customer #JAC HOUS COM
059746	07/09/2014	ACE ROOFING	Payment	1,800.00	Invoice #301760 - (2) Compression Stl Door Seal (1) Invoice
059747	07/09/2014	Modernistic	Payment	50.00	Roof Repair @ RM I-Building Invoice #47799
059748	07/09/2014	First National Bank Omaha	Payment	610.19	Cleaned Carpet In Vacant Unit @ RM F10 Account #4988659157764912
059749	07/09/2014	Consumer Energy	Payment	2,525.00	Card Charges For The Period Of 05/22/14-06/16/14 Utility Reimbursement
<b>Total:</b>				(	228,772.78)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-18**

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	\$ 4,191.92
AMP 2: Reed Manor	\$ 1,488.24
AMP 3: Shahan-Blackstone Apts.	<u>\$ 354.00</u>
<b>Total</b>	<b>\$ 6,034.16</b>

The attached Collection Losses Report reflects the delinquent amount of **\$6,034.16** 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 July 16, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-19**

**WHEREAS**, the Jackson Housing Commission Fiscal Year 2014 Budget was approved with Resolution 2014-08;

**WHEREAS**, the approved budget included a 3% annual raise for all employees;

**THEREFORE BE IT RESOLVED THAT** the Commission hereby approves 3% annual raise for all Jackson Housing Commission Employees for fiscal year 2014.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_ 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 July 16, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-20**

**WHEREAS**, the Jackson Housing Commission Capital Fund Fiscal Year 2013 Budget allocation was approved by HUD September 04, 2013.

**WHEREAS**, the approved budget included the purchase of refrigerators for Shahan Blackstone;

**WHEREAS**, a Request for Proposal process ran from June 20, 2014, closing on July 8, 2014 at 11:00 AM;

**WHEREAS**, Lake Region Inc., was the lowest qualified bidder;

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Executive Director to award and execute a contract for the purchase of 122 refrigerators for the Shahan Blackstone AMP with Lake Region Inc;

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and read.  
Commissioner \_\_\_\_\_ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_ 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 July 16, 2014.

\_\_\_\_\_  
Patricia Tyus  
Executive Director



**Independent Cost Estimate (ICE)**  
For  
**Supply, Delivery, and Disposal of Appliances (Refrigerators)**  
**Shahan Blackstone AMP**

**Source of Information**

Lake Region Inc. and GE Appliances

**Services**

**Supply, Delivery, and Disposal of appliances (refrigerators)**

**Level of Detail**

- A. Provide the make, model and available sizes of proposed replacement refrigerators in the following sizes: top freezer models – 16.5 to 17 cubic foot, bottom freezer models – 16.5 to 17 cubic foot. Refrigerators must be E-Star compliant, meeting an efficiency standard of 8.33\*AV+ 234.6 kWh/year, for top mount refrigerators with freezers.
- B. ADA compliant Refrigerators.
- C. Reversible door swings refrigerators.
- D. 122 refrigerators at Shahan Blackstone site
- E. Make available replacement parts to purchase directly from the vendor for repairs.
- F. Provide the required personnel to install each refrigerator and remove old refrigerator and all debris associated with the installation between the hours of 8:00 am and 4:00 pm. Doors will be changed to swing in the required direction based on the apartment unit and the positioning of the refrigerator.
- G. Best twenty (20) old refrigerators will remain with the agency instead of being recycled or discharged.

**Independent Cost Estimate (ICE)**

Unit price is \$516.00. This includes the installation of 122 refrigerators; the removal of the old refrigerators and all debris; installations crew and white glove service; one year warranty on parts and labor; two year warranty on door handles; and 20 existing/old refrigerators will remain with JHC; for a total of \$63,318.00.

Prepared: 7/08/14



**Bidders Cost Comparable for Refrigerators**

Bidders		Cost
LRI (Lake Region INC) Frigidaire		
Cost of products/per refrigerator		\$63,318.00
Installation	included	
Removal cost	included	
Uncrating and installation	included	
Hinge door swing cost	included	
	<b>Total</b>	<b>\$63,318.00</b>
<b>GE Appliances</b>		
Cost of products/per refrigerator		\$59,048.00
Removal cost		\$8,270.00
Uncrating and installation		\$3,416.00
Hinge door swing cost		\$0.00
	<b>Total</b>	<b>\$70,734.00</b>

## **Rationale for Contract Method and Contract Type**

Due to the ICE and the reasonable cost for supply, delivery, and D, it was determined the best contract method would be sealed bids. The ICE determined that the final contract amount would be \$63,318.00.

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 8, 2014.

The contract type will be a fixed cost for one year.

# 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	89.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	90.3%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July											
August											
September											
October											
November											
December											
	<b>1,344,236</b>	<b>1,213,627</b>	<b>89.3%</b>	<b>2689</b>	<b>451.44</b>	<b>94.4%</b>	<b>2850</b>	<b>6,299</b>	<b>26</b>	<b>130,609</b>	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - June 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: 06/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126      2. Total Charges: 26,465.30      3. Dwelling Rental: 24,563.16      4. Retroactive Rent: -53.00      5. Excess Utility: 753.62      6. Additional Charges: 1,201.52

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	15	175.00	0.00	63.00	211.76	449.76
Over One Month Delinquent	48	3,457.47	387.00	392.90	6,316.17	10,553.54
Total for TIP	63					11,003.30
Vacated TAR	4					6,121.80
<b>Total</b>	<b>67</b>					<b>17,125.10</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	17	4,738.23
Under Formal Repayment Agreement with Payments Up-to-Date	17	4,738.23
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	46	6,265.07

**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)
	06/30/2014	06/30/2013	06/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	50	48	41
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	24	29	23

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	6,554.98

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - June 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: 06/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 283      2. Total Charges: 56,951.81      3. Dwelling Rental: 54,268.90      4. Retroactive Rent: 34.00      5. Excess Utility: 1,003.00      6. Additional Charges: 1,645.91

**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	1,040.54	2,136.00	57.00	623.50	3,857.04	
Over One Month Delinquent	57	3,750.30	1,517.00	72.00	12,904.28	18,243.58	
<b>Total for TIP</b>	<b>77</b>					<b>22,100.62</b>	
Vacated TAR	10					7,424.15	
<b>Total</b>	<b>87</b>					<b>29,524.77</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	20	11,420.38
Under Formal Repayment Agreement with Payments Up-to-Date	20	11,420.38
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	57	10,680.24

**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)
	06/30/2014	06/30/2013	06/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	27	16	14
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	12	6

**F. Collection Losses**

1. Amount Charged to Loss this Period      2,762.40  
 2. Amount Charged to Loss this Year to Date      3,061.40