

# JACKSON HOUSING COMMISSION

REGULAR MEETING – MAY 15, 2013

Reed Manor (Building C) - Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Arlene Robinson, President  
Patricia Davis-Dye, Commissioner  
Gerald Montgomery, Commissioner  
Michelle Orthaus, Commissioner  
James Stark, Commissioner
3. Public Comments
4. Election of Officers
5. Approval of the Minutes of the Regular Meeting on April 17, 2013
6. Approval of the Minutes of the Annual Meeting on April 24, 2013
7. RESOLUTIONS  
Resolution No. 2013-16: Collection Losses Write-off  
Resolution No. 2013-17: Health Care Coverage  
Resolution No. 2013-18: Auto Insurance
8. 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*
9. OTHER BUSINESS
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **June 19, 2013 – Chalet Terrace, Community Room**  
**316 Barberry Drive**  
**Jackson MI 49203**

**Jackson Housing Commission**  
Minutes of the Regular Meeting  
April 17, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on April 17, 2013.

Commissioner Robinson called the meeting to order at 12:00 p.m. and upon roll call, the following Commissioners were present: Montgomery, Dobies, Burtch, Davis-Dye & Robinson Absent: None

Also present were: Kimberly Truman, Interim Executive Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary  
Shari Boyce, Section 8 Director

**13-04-001 PUBLIC COMMENTS**

No one spoke from the public.

**13-04-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD February 20, 2013.**

Commissioner Dobies **MOVED** to approve the minutes of the Regular Meeting held March 20, 2013 with changes to addition section 13-03-002 and two spelling corrections. Commissioner Davis-Dye **SECONDED** motion, and upon the following roll call, the motion was adopted with changes:

AYES: Montgomery, Burtch, Dobies, Davis-Dye, Robinson.  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**13-04-003 RESOLUTIONS**

A. Resolution No. 2013-11: Section 8 Utility Allowances

Commissioner Burtch **MOVED** to approve the revised Section 8 Utility Allowances. Commissioner Dobies **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, Burtch, Dobies, Davis-Dye, Robinson.  
NAYS: None  
ABSTAIN: None  
ABSENT: None

B. Resolution No. 2013-12: Public Housing Utility Allowances

Commissioner Burtch **MOVED** to approve the revised Public Housing Utility Allowances. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, Burtch, Dobies, Davis-Dye, Robinson.  
NAYS: None  
ABSTAIN: None  
ABSENT: None

C. Resolution No. 2013-13: Collection Loss Write-Off

Commissioner Davis-Dye **MOVED** to approve Write-Off of Collection Losses in the amount of \$3,814.28. Commissioner Dobies **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, Burtch, Dobies, Davis-Dye, Robinson.  
NAYS: None  
ABSTAIN: None  
ABSENT: None

D. Resolution No. 2013-14: Paychex, Inc. Contract

Commissioner Davis-Dye **MOVED** to approve the Paychex, Inc. Contract. Commissioner Robinson **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, Burtch, Davis-Dye, Robinson.  
NAYS: Dobies  
ABSTAIN: None  
ABSENT: None

E. Resolution No. 2013-15: Legal Services

Commissioner Robinson **MOVED** to approve the procurement of legal services in accordance with applicable HUD policies, procedures, rules and regulations. Commissioner Davis-Dye **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Montgomery, Davis-Dye, Robinson.  
NAYS: Burtch, Dobies.  
ABSTAIN: None  
ABSENT: None

13-04-004     **DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

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 March was high; however, there were numerous vacant units that required extensive work to turn them around and maintenance off work for vacations.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

G. PH Income Statement

Ms. Truman supplied board members with a handout explaining the variances in the financials.

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Ms. Truman presented the reports as stated.

13-04-005     **OTHER BUSINESS**

Commissioner Burtch questioned the procurement of the health care and when it was going to be effective. Ms. Truman stated proposals are due April 30 and the effective date will be July 1, 2013.

Commissioner Burtch questioned the procurement policy and wished to rescind Resolution 2009-26. He asked what the not to exceed approval amount was in the current policy and Ms. Truman stated it is \$100,000.00. Commissioner Burtch **MOVED** to lower the not to exceed approval limit to \$5,000 and to review and amend the procurement policy. Commissioner Dobies **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies.  
NAYS: Davis-Dye, Robinson.  
ABSTAIN: None  
ABSENT: None

Commissioner Dobies thought research should be done on the amount prior to amending the procurement policy.

Commissioner Burtch wished to discuss the process for hiring a new Executive Director. The Board discussed procedures on how to collect applications both internally and externally.

Commissioner Robinson **MOVED** to look within the JHC for an applicant. Commissioner Davis-Dye **SECONDED** the motion and, upon roll call the motion was NOT approved:

AYES: Davis-Dye, Robinson.  
NAYS: Montgomery, Burtch, Dobies.  
ABSTAIN: None  
ABSENT: None

Commissioner Burtch **MOVED** to amend the policy for seeking an Executive Director to include both external and internal applicants. Commissioner Montgomery **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies.  
NAYS: Davis-Dye, Robinson.  
ABSTAIN: None  
ABSENT: None

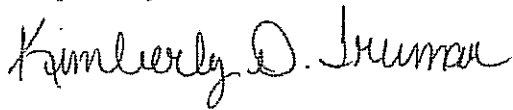
Commissioner Montgomery presented the board and Ms. Truman with a Freedom of Information Request to see all payroll and reimbursements for all employees for the past ninety days.

Commissioner Dobies **MOVED** to direct the Chair on advertising for applicants for Executive Director. Commissioner Burtch **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies.  
NAYS: Davis-Dye, Robinson.  
ABSTAIN: None  
ABSENT: None

The regular meeting adjourned at 12:48 p.m.

Respectfully submitted,



Kimberly D. Truman, PHM, SHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Arlene Robinson, President

## JACKSON HOUSING COMMISSION

### *Annual Meeting Minutes*

April 24, 2013

The Jackson Housing Commission held its annual meeting on April 24, 2013 at 12:00 PM in the Commission Board Room, 301 Steward Avenue, Jackson, Michigan, 49201.

President Robinson called the meeting to order at 12:00 p.m. and upon roll call, the following Commissioners were present: Gerald Montgomery, Patrick Burtch, Derek Dobies, Patricia Davis-Dye and Arlene Robinson Absent: None.

Also present were: Kimberly D. Truman, Interim Executive Director  
Connie I. Crandall, PHM, Director, Public Housing Programs  
Katie Dickerson, Executive Secretary  
Shari Boyce, Section 8 Director

Commissioner Burtch **MOVED** to amend the agenda of the Annual Meeting to include other business. Commissioner Dobies **SECONDED** the motion.

Commissioners Robinson & Davis-Dye objected to the change in the agenda. Commissioner Robinson expressed her displeasure with the three new board members appearing to come to the meeting with their own agenda. Commissioner Burtch assured her that wasn't the case and stated it was against the law to discuss anything with the board members prior to meetings. Upon roll call, the motion was approved:

AYES: Montgomery, Burtch, Dobies  
NAYS: Robinson, Davis-Dye  
ABSTAIN: None  
ABSENT: None

**13-04-006** OPEN REMARKS & WELCOME  
President Robinson welcomed everyone to the meeting.

**13-04-007** PRESENTATION OF ANNUAL REPORT  
Ms. Truman presented the Annual Report. Ms. Truman pointed out key points within the Public Housing and Section 8 numbers and the projects that were completed with Capital Funds.

Commissioner Dobies asked why the financials were "unaudited." Ms. Truman stated that for the purpose of the report, she pulled the figures from the last financial statement we received from the fee accountant. Commissioner Dobies asked if the annual report will then be amended after audited, Ms. Truman stated it will not.

Commissioner Montgomery asked if they would be allowed to see the auditors report. Ms. Truman stated the auditor will be in May 6 and once they are done and we receive the report he is welcome to review it. Ms. Truman also stated they are welcome to see any previous years' auditor reports if they wished to do so. Ms. Truman also stated Mr. Hill had provided the Board with a letter from Mr. Garrett from the Detroit Field Office notifying JHC there were no findings in the audit at the January 23, 2013 meeting.

**13-04-008 OTHER BUSINESS**

Commissioner Montgomery **MOVED** to reconsider the legal counsel resolution that was passed at the previous meeting held April 17, 2013. Commissioner Davis-Dye **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Davis-Dye, Dobies  
NAYS: Robinson  
ABSTAIN: None  
ABSENT: None

Commissioner Burtch **MOVED** to allow for procurement of legal services by the Interim Executive Director and bring findings back to board to allow selecting of the contract because the attorney will represent the board, not the employees. Commissioner Montgomery **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies  
NAYS: Robinson.  
ABSTAIN: Davis-Dye  
ABSENT: None

Commissioner Montgomery questioned the information he received in response to his Freedom of Information Act request. He questioned the back-up for the check that was written to Kimberly Truman. The backup stated it was for petty cash replenishment. Commissioner Montgomery wishes to see receipts supporting the replenishment. Ms. Truman stated she will provide him with the recipes from the Petty Cash book. Commissioner Burtch suggested the policy for petty cash replenishment be revised to have the check wrote out to petty cash specifically, and not to an employee.



Commissioner Dobies **MOVED** to have the packets distributed to the board members five days prior to the Wednesday board meetings even if they do not include the financials and to be posted to the JHC Website the same day to allow the board members time to review the material. Commissioner Burtch **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies, Robinson  
NAYS: None  
ABSTAIN: Davis-Dye  
ABSENT: None

Commissioner Burtch said he spoke with a HUD official regarding advertising expenditures and was told to bring it to the board and HUD would need to approve it. Ms. Truman asked him who he spoke with and Commissioner Burtch could not provide her with a name. Commissioner Burtch stated Willie Garrett was not in the office.

Commissioner Burtch **MOVED** to ask for HUD approval of \$750 for advertising for Executive Director Candidates. Commissioner Dobies **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies, Robinson  
NAYS: None  
ABSTAIN: Davis-Dye  
ABSENT: None

Commissioner Dobies presented the board with a Consent Calendar from the City of Jackson. He pointed everyone's attention to the item I whereas per the Mayor's recommendation Michelle Orthaus will be replacing Commissioner & City Manager Patrick Burtch on the JHC Board of Commissioners beginning May 1, 2013 and ending October 30, 2017. James M. Stark will be replacing Commissioner & City Council Member Derek Dobies beginning May 1, 2013 and ending October 31, 2014.

Commissioner Dobies read the board the Whistleblower Act. Commissioner Dobies **MOVED** to have the Whistleblower Act posted in all vestibules of the JHC. Commissioner Montgomery **SECONDED** the motion and, upon roll call the motion was approved:

AYES: Montgomery, Burtch, Dobies, Robinson, Davis-Dye  
NAYS: None  
ABSTAIN: None  
ABSENT: None

Commissioner Dobies provided the Interim Executive Director and Board Chair with eleven pages of requests for Freedom of Information Act. Commissioner Dobies was requesting information that included copies of all employee leave requests, emails of Mr. Herman Hill and copies of phone records regarding specific area codes. Commissioner Dobies expects the extensive requests to be fulfilled within five days.

Michelle Orthaus spoke from the public stating that election of officers must be done at an annual meeting per the by-laws.

Commissioner Dobies **MOVED** to suspend the By-Laws of the JHC until the May 15, 2013 meeting when new board members will be in place. Commissioner Burtch **SECONDED** the motion and, upon roll call the motion was approved:

AYES:	Montgomery, Burtch, Dobies, Robinson, Davis-Dye
NAYS:	None
ABSTAIN:	None
ABSENT:	None

**13-04-009 ADJOURNMENT**

The Annual Meeting adjourned at 12:43 PM with no further business.

Respectfully submitted,



Kimberly D. Truman, PHM, SHM  
Interim Executive Director

ATTESTED: \_\_\_\_\_  
Arlene Robinson, President

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-16**

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	\$3,531.62
AMP 2: Reed Manor	426.15
AMP 3: Shahan-Blackstone Apts.	<u>0.00</u>
<b>Total</b>	<b>\$3,957.77</b>

The attached Collection Losses Report reflects the delinquent amount of **\$3,957.77** and is hereby approved for fiscal year 2013 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and 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 May 15, 2013.

\_\_\_\_\_  
Kimberly D. Truman, PHM, SHM  
Interim Executive Director

# Collection Losses Report

Three months or greater

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	Rayisha Dye	001-1122	02/08/2013	\$426.15
Reed Manor	Mark Hayslip	002-2208	02/06/2013	\$834.06
	Ebony Cleve	002-3270	02/11/2013	\$214.41
	Antoine Rodriquez	002-3321	02/13/2013	\$806.85
	Arthur Johnson	002-3344	02/07/2013	\$865.10
	Mary Adams	002-4385	02/27/2013	\$264.10
	Sylvester Mahoney	002-4440	02/06/2013	\$ 51.00
	Janet Purdy	002-4469	02/28/2013	\$398.10
	David Draper	002-4470	10/25/2012	\$ 98.00
Shahan	None			

**Board Resolution: 2013-16**

**Total Write Off: \$3,957.77**

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

**JACKSON HOUSING COMMISSION**  
JACKSON, MI

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

**RESOLUTION NO. 2013-17**

**WHEREAS**, the Interim Executive Director followed the Commission's procurement policy for procuring professional services for health care coverage.

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

**WHEREAS**, the Commission will comply with Public Act 152 by capping its annual contribution toward health-care costs at defined dollar amounts per employee effective July 2013;

**WHEREAS**, the Commission's new health care plan would reduce health care costs by at least \$130,000 in 2013 and lessen the cost share burden of employees; and

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to award and execute a contract for health care coverage for active employees and retirees with Craft Agency through Blue Care Network (BCN) of Michigan;

Commissioner \_\_\_\_\_ **MOVED** to adopt foregoing Resolution as introduced and 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 May 15, 2013.

\_\_\_\_\_  
Kimberly D. Truman, PHM, SHM  
Interim Executive Director

**JACKSON HOUSING COMMISSION**  
JACKSON, MI

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

**RESOLUTION NO. 2013-18**

**WHEREAS**, the Interim Executive Director followed the Commission's procurement policy for procuring auto insurance coverage.

**WHEREAS**, the Commission contract files include Independent Cost Estimate (ICE) and quotes.

**WHEREAS**, the Commission will enter into a one year contract effective July 2013 for auto insurance coverage;

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Interim Executive Director to award and execute an auto insurance contract with Housing Authority Insurance Group (HAIG);

Commissioner \_\_\_\_\_ **MOVED** to adopt foregoing Resolution as introduced and 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 May 15, 2013.

\_\_\_\_\_  
Kimberly D. Truman, PHM, SHM  
Interim Executive Director

# 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											
June											
July											
August											
September											
October											
November											
December											
	829,494	835,857	100.9%	1882	444.13	99.1%	1900	1,381	160	(6,363)	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - April 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: 04/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126      2. Total Charges: 25,956.02      3. Dwelling Rental: 22,663.77      4. Retroactive Rent: 1,399.00      5. Excess Utility: 386.00      6. Additional Charges: 1,507.25

**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	12	-31.90	1,260.00	15.68	894.70	2,138.48
Over One Month Delinquent	41	547.18	870.00	315.83	4,130.94	5,863.95
<b>Total for TIP</b>	<b>53</b>					<b>8,002.43</b>
Vacated TAR	5					1,247.67
<b>Total</b>	<b>58</b>					<b>9,250.10</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	20	3,737.38
Under Formal Repayment Agreement with Payments Up-to-Date	20	3,737.38
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	4,265.05

**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)
	04/30/2013	04/30/2012	04/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	42	39	48
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	20	30

**F. Collection Losses**

1. Amount Charged to Loss this Period	576.98
2. Amount Charged to Loss this Year to Date	576.98



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

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 04/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288      2. Total Charges: 50,943.24      3. Dwelling Rental: 49,081.00      4. Retroactive Rent: 585.00      5. Excess Utility: 7.00      6. Additional Charges: 1,270.24

**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	12	37.16	275.00	0.00	341.54	653.70
Over One Month Delinquent	37	935.00	526.00	1.00	2,619.78	4,081.78
<b>Total for TIP</b>	<b>49</b>					<b>4,735.48</b>
Vacated TAR	16					7,079.82
<b>Total</b>	<b>65</b>					<b>11,815.30</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	13	1,555.16
Under Formal Repayment Agreement with Payments Up-to-Date	13	1,555.16
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	36	3,180.32

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	04/30/2013	04/30/2012	04/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	17	10	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	6	5	7

**F. Collection Losses**

1. Amount Charged to Loss this Period	2,679.05
2. Amount Charged to Loss this Year to Date	2,679.05

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - April 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: 04/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120      2. Total Charges: 11,277.43      3. Dwelling Rental: 9,955.00      4. Retroactive Rent: 313.00      5. Excess Utility: 0.00      6. Additional Charges: 1,009.43

**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	125.00	0.00	0.00	1,533.75	1,658.75
Over One Month Delinquent	29	241.75	28.00	0.00	4,090.17	4,359.92
<b>Total for TIP</b>	<b>38</b>					<b>6,018.67</b>
Vacated TAR	1					323.75
<b>Total</b>	<b>39</b>					<b>6,342.42</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	4,403.76
Under Formal Repayment Agreement with Payments Up-to-Date	16	4,403.76
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	22	1,614.91

**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)
	04/30/2013	04/30/2012	04/30/2011
1. Percent of Accounts Delinquent to No. of Tenants in Possession	32	23	31
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	14	14	20

**F. Collection Losses**

1. Amount Charged to Loss this Period	519.50
2. Amount Charged to Loss this Year to Date	519.50

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

**A. Basic Identification Data**

3. Total Units Available: 540      5. Fiscal Year Beginning: 04/01/2013      6. Report Period Ending Date: 04/30/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 534      2. Total Charges: 88,176.69      3. Dwelling Rental: 81,699.77      4. Retroactive Rent: 2,297.00      5. Excess Utility: 393.00      6. Additional Charges: 3,786.92

**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	33	130.26	1,535.00	15.68	2,769.99	4,450.93
Over One Month Delinquent	107	1,723.93	1,424.00	316.83	10,840.89	14,305.65
Total for TIP	140					18,756.58
Vacated TAR	22					8,651.24
<b>Total</b>	<b>162</b>					<b>27,407.82</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	49	9,696.30
Under Formal Repayment Agreement with Payments Up-to-Date	49	9,696.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	91	9,060.28

**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)
	04/30/2013	04/30/2012	04/30/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	26	20	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	10	10	16

**F. Collection Losses**

1. Amount Charged to Loss this Period      **3,775.53**  
2. Amount Charged to Loss this Year to Date      **3,775.53**

# Jackson Housing Commission

## Consolidated TARS Report

April, 2013

Category	Chalet Terrace		Reed Manor		Shahan Blackstone		Totals	
Total Rents	126		292		122		540	
Rents Collected	121	96%	284	97%	118	97%	523	97%
Vacant Units	2	2%	4	1%	1	1%	7	1%
Notices to Vacate	1		4		2		7	
14 Day Notices	30		23		15		68	
Court Filings	2		0		1		3	

# Move-Outs Report

April, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
P-001-1131-07	302 Barberry Drive	Voluntary
P-001-7647-05	1415 Merriman	Voluntary
P-001-7648-06	903 Chittock	Evicted
	<i>Reed Manor</i>	
P-002-2209-06	428 Wildwood Ave. A-9	Evicted
P-002-4397-08	207 Steward Ave. H-28	Evicted
P-002-4464-02	315 Steward Ave. I-51	Voluntary
P-002-4495-04	315 Steward Ave. I-82	Voluntary
	<i>Shahan</i>	
P-003-5530-09	218 Janke St.	Evicted
P-003-6577-13	334 Moorman Dr.	Voluntary
P-003-6586-09	343 Moorman Dr.	Voluntary

### PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 04/01/2013 and 04/30/2013

Exempt Days

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	Other		
												Down Time	Make Ready	Lease Up
002-3270	301 Steward Ave	D-23	02/11/2013	02/11/2013	0	03/26/2013	43	04/01/2013	5	48	0	0	0	
002-4385	207 Steward Avenue	H-16	02/27/2013	02/27/2013	0	03/27/2013	28	04/01/2013	4	32	0	0	0	
002-4469	315 Steward Avenue	I-56	02/28/2013	02/28/2013	0	04/01/2013	32	04/03/2013	1	33	0	0	0	
002-4482	315 Steward Avenue	I-69	03/04/2013	03/04/2013	0	04/02/2013	29	04/03/2013	0	29	0	0	0	
002-3271	301 Steward Ave	D-24	03/07/2013	03/08/2013	0	04/04/2013	28	04/08/2013	3	31	0	0	0	
001-1166	313 Barbary Drive		03/10/2013	03/14/2013	3	03/25/2013	12	04/01/2013	6	21	0	0	0	
002-4419	315 Steward Avenue	I-6	03/14/2013	03/14/2013	0	04/09/2013	26	04/12/2013	2	28	0	0	0	
002-3245	301 Steward Ave	B-22	03/19/2013	03/19/2013	0	04/11/2013	23	04/12/2013	0	23	0	0	0	
002-4488	315 Steward Avenue	I-75	03/20/2013	03/20/2013	0	04/12/2013	23	04/16/2013	3	26	0	0	0	
001-1196	1254 Laurel Lane		03/21/2013	03/21/2013	0	04/18/2013	28	04/19/2013	0	28	0	0	0	
002-4476	315 Steward Avenue	I-63	03/21/2013	04/11/2013	20	04/18/2013	8	04/20/2013	1	29	0	0	0	
002-4462	315 Steward Avenue	I-49	03/22/2013	03/22/2013	0	04/11/2013	20	04/12/2013	0	20	0	0	0	
002-4490	315 Steward Avenue	I-77	03/29/2013	04/01/2013	2	04/17/2013	17	04/18/2013	0	19	0	0	0	
002-4464	315 Steward Avenue	I-51	04/01/2013	04/01/2013	0	04/16/2013	15	04/18/2013	1	16	0	0	0	
003-6577	334 Moorman Drive		04/03/2013	04/03/2013	0	04/03/2013	0	04/09/2013	5	5	0	0	0	
003-6586	343 Moorman Drive		04/04/2013	04/04/2013	0	04/11/2013	7	04/12/2013	0	7	0	0	0	
001-1131	302 Barbary Drive		04/05/2013	04/05/2013	0	04/22/2013	17	04/29/2013	6	23	0	0	0	
002-4397	207 Steward Avenue	H-28	04/08/2013	04/08/2013	0	04/25/2013	17	04/26/2013	0	17	0	0	0	
<b>Total Units:</b>					<b>18</b>	<b>25</b>	<b>373</b>	<b>37</b>	<b>435</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### PHAS - Vacant Unit Turnaround Time

#### Public Housing

for Units Re-Occupied between: 04/01/2013 and 04/30/2013

Element # - Description	
V12400 - Total number of turnaround days:	435
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:	18
V12800 - Average number of days units were in down time:	1.39
V12900 - Average number of days units were in make-ready:	20.72
V13000 - Average number of days units were in lease-up:	2.06
V13100 - Average unit turnaround days:	24.17

# Jackson Housing Commission

## Section 8 Voucher Program

### Income Statement

Month Ending April 30, 2013

	<u>Monthly Totals</u>	<u>Percentage Of Total</u>	<u>YTD Total</u>	<u>YTD Percentage Of Total</u>
<b>Income</b>				
Housing Assistance Revenue	218,698	92%	218,698	92%
Administrative Fees	17,507	7%	17,507	7%
Port-In HAP	510	0%	510	0%
Port-In Admin	80	0%	80	0%
Fraud Recovery	90	0%	90	0%
Interest Income	38	0%	38	0%
Other Income	-	0%	-	0%
<b>Operating Income</b>	<u>236,923</u>	<u>100%</u>	<u>236,923</u>	<u>100%</u>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	3,840	22%	3,840	22%
Employee Benefits - Admin	6,076	36%	6,076	36%
Audit Fees	-	0%	-	0%
Certification Training	-	0%	-	0%
Inspection Expense	3,084	18%	3,084	18%
Insurance	2,888	17%	2,888	17%
Legal	-	0%	-	0%
Management Fee	-	0%	-	0%
Office Supplies	231	1%	231	1%
Postage	-	0%	-	0%
Staff Travel	-	0%	-	0%
Sundry	997	6%	997	6%
Telecommunications	-	0%	-	0%
<b>Total Administrative Expense</b>	<u>17,115</u>	<u>100%</u>	<u>17,115</u>	<u>100%</u>
<b>General Expense</b>				
Housing Assisted Payments	205,514	100%	205,514	1201%
<b>Total General Expense</b>	<u>205,514</u>	<u>100%</u>	<u>205,514</u>	<u>1201%</u>
<b>TOTAL Operating Expense</b>	<u>222,629</u>	<u>94%</u>	<u>222,629</u>	<u>99%</u>
<b>NET INCOME (LOSS)</b>	<u>14,294</u>	<u>6%</u>	<u>14,294</u>	<u>1%</u>



# Jackson Housing Commission

## Chalet Terrace

Income Statement  
Month Ending April 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	22,900	22,456	444	22,900	22,456	444
Operating Subsidy	37,617	42,925	(5,308)	37,617	42,925	(5,308)
Other Income	1,851	1,250	601	1,851	1,250	601
<b>Operating Income</b>	<b>62,368</b>	<b>66,631</b>	<b>(4,262)</b>	<b>62,368</b>	<b>66,631</b>	<b>(4,262)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	1,680	8,138	6,457	1,680	8,138	6,457
Employee Benefits- Admin	3,933	3,751	(181)	3,933	3,751	(181)
Administrative Expense	2,505	792	(1,713)	2,505	792	(1,713)
Audit Fees	-	188	188	-	188	188
Bookkeeping Fees	542	542	-	542	542	-
City Administrative Fees	-	833	833	-	833	833
Legal Expense	174	250	76	174	250	76
Management Fees	9,525	9,525	-	9,525	9,525	-
Office Supplies	686	329	(357)	686	329	(357)
Retirees Health Insurance	2,768	2,101	(667)	2,768	2,101	(667)
Staff Training	-	658	658	-	658	658
Telecommunications	-	642	642	-	642	642
<b>Total Administrative Expense</b>	<b>21,812</b>	<b>27,748</b>	<b>5,936</b>	<b>21,812</b>	<b>27,748</b>	<b>5,936</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	6,995	6,525	(470)	6,995	6,525	(470)
Employee Benefits - Maintenance	8,243	3,514	(4,729)	8,243	3,514	(4,729)
Maintenance Contracts	6,616	4,583	(2,032)	6,616	4,583	(2,032)
Maintenance Materials	2,726	3,333	607	2,726	3,333	607
Security Contracts	-	375	375	-	375	375
<b>Total Maintenance Expense</b>	<b>24,580</b>	<b>18,332</b>	<b>(6,248)</b>	<b>24,580</b>	<b>18,332</b>	<b>(6,248)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	1,667	1,667	-	1,667	1,667
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>1,667</b>	<b>1,667</b>	<b>-</b>	<b>1,667</b>	<b>1,667</b>
<b>Utilities &amp; General Expenses</b>						
Electric	4,478	5,833	1,355	4,478	5,833	1,355
Gas	8,157	3,667	(4,491)	8,157	3,667	(4,491)
Insurance	4,477	1,833	(2,643)	4,477	1,833	(2,643)
Payments in Lieu of Taxes	1,042	1,192	150	1,042	1,192	150
Water & Sewer - Chalet Terrace	1,070	4,167	3,096	1,070	4,167	3,096
<b>Total Utilities</b>	<b>19,224</b>	<b>16,692</b>	<b>(2,533)</b>	<b>19,224</b>	<b>16,692</b>	<b>(2,533)</b>
<b>TOTAL Operating Expense</b>	<b>65,617</b>	<b>64,438</b>	<b>(1,179)</b>	<b>65,617</b>	<b>64,438</b>	<b>(1,179)</b>
<b>NET INCOME (LOSS)</b>	<b>(3,248)</b>	<b>2,193</b>	<b>(5,441)</b>	<b>(3,248)</b>	<b>2,193</b>	<b>(5,441)</b>

# Jackson Housing Commission

## Reed Manor

Income Statement  
Month Ending April 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	50,808	44,458	6,349	50,808	44,458	6,349
Operating Subsidy	59,720	43,750	15,970	59,720	43,750	15,970
Other Income	2,307	2,833	(526)	2,307	2,833	(526)
<b>Operating Income</b>	<b>112,835</b>	<b>91,042</b>	<b>21,793</b>	<b>112,835</b>	<b>91,042</b>	<b>21,793</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	3,240	4,951	1,710	3,240	4,951	1,710
Employee Benefits- Admin	6,747	2,444	(4,302)	6,747	2,444	(4,302)
Administrative Expense	1,399	417	(982)	1,399	417	(982)
Audit Fees	-	192	192	-	192	192
Bookkeeping Fees	375	375	-	375	375	-
City Administrative Fees	-	833	833	-	833	833
Legal Expense	60	417	356	60	417	356
Management Fees	22,125	22,125	-	22,125	22,125	-
Office Supplies	1,792	558	(1,234)	1,792	558	(1,234)
Retirees Health Insurance	-	347	347	-	347	347
Staff Training	-	458	458	-	458	458
Telecommunications	-	625	625	-	625	625
<b>Total Administrative Expense</b>	<b>35,738</b>	<b>33,742</b>	<b>(1,996)</b>	<b>35,738</b>	<b>33,742</b>	<b>(1,996)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	10,543	14,672	4,129	10,543	14,672	4,129
Employee Benefits - Maintenance	11,148	6,271	(4,877)	11,148	6,271	(4,877)
Maintenance Contracts	9,488	3,750	(5,738)	9,488	3,750	(5,738)
Maintenance Materials	7,664	3,333	(4,330)	7,664	3,333	(4,330)
Security Contracts	3,922	375	(3,547)	3,922	375	(3,547)
<b>Total Maintenance Expense</b>	<b>42,765</b>	<b>28,401</b>	<b>(14,363)</b>	<b>42,765</b>	<b>28,401</b>	<b>(14,363)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	1,250	1,250	-	1,250	1,250
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>	<b>1,250</b>	<b>1,250</b>
<b>Utilities &amp; General Expenses</b>						
Electric	11,491	13,333	1,842	11,491	13,333	1,842
Gas	7,886	3,750	(4,136)	7,886	3,750	(4,136)
Insurance	6,130	1,833	(4,297)	6,130	1,833	(4,297)
Payments in Lieu of Taxes	2,192	2,429	237	2,192	2,429	237
Water & Sewer - Chalet Terrace	4,205	4,750	545	4,205	4,750	545
<b>Total Utilities</b>	<b>31,904</b>	<b>26,096</b>	<b>(5,808)</b>	<b>31,904</b>	<b>26,096</b>	<b>(5,808)</b>
<b>TOTAL Operating Expense</b>	<b>110,406</b>	<b>89,489</b>	<b>(20,917)</b>	<b>110,406</b>	<b>89,489</b>	<b>(20,917)</b>
<b>NET INCOME (LOSS)</b>	<b>2,428</b>	<b>1,553</b>	<b>876</b>	<b>2,428</b>	<b>1,553</b>	<b>876</b>

# Jackson Housing Commission

## Shahan Blackstone

Income Statement  
Month Ending April 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	9,399	9,296	103	9,399	9,296	103
Operating Subsidy	29,327	37,917	(8,589)	29,327	37,917	(8,589)
Other Income	-	1,333	(1,333)	-	1,333	(1,333)
<b>Operating Income</b>	<b>38,726</b>	<b>48,546</b>	<b>(9,820)</b>	<b>38,726</b>	<b>48,546</b>	<b>(9,820)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	1,881	5,584	3,704	1,881	5,584	3,704
Employee Benefits- Admin	3,380	3,613	233	3,380	3,613	233
Administrative Expense	1,054	750	(304)	1,054	750	(304)
Audit Fees	-	167	167	-	167	167
Bookkeeping Fees	542	542	(0)	542	542	(0)
City Administrative Fees	-	-	-	-	-	-
Legal Expense	40	83	43	40	83	43
Management Fees	9,167	9,167	-	9,167	9,167	-
Office Supplies	482	517	34	482	517	34
Retirees Health Insurance	392	1,463	1,071	392	1,463	1,071
Staff Training	-	83	83	-	83	83
Telecommunications	-	625	625	-	625	625
<b>Total Administrative Expense</b>	<b>16,938</b>	<b>22,594</b>	<b>5,656</b>	<b>16,938</b>	<b>22,594</b>	<b>5,656</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	5,904	6,468	564	5,904	6,468	564
Employee Benefits - Maintenance	7,804	3,500	(4,304)	7,804	3,500	(4,304)
Maintenance Contracts	1,988	2,500	512	1,988	2,500	512
Maintenance Materials	1,071	2,500	1,429	1,071	2,500	1,429
Security Contracts	-	375	375	-	375	375
<b>Total Maintenance Expense</b>	<b>16,766</b>	<b>15,343</b>	<b>(1,423)</b>	<b>16,766</b>	<b>15,343</b>	<b>(1,423)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	833	833
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>833</b>	<b>833</b>	<b>-</b>	<b>833</b>	<b>833</b>
<b>Utilities &amp; General Expenses</b>						
Electric	1,196	333	(863)	1,196	333	(863)
Gas	413	167	(246)	413	167	(246)
Insurance	4,467	1,833	(2,633)	4,467	1,833	(2,633)
Payments in Lieu of Taxes	892	963	71	892	963	71
Water & Sewer - Chalet Terrace	283	4,000	3,717	283	4,000	3,717
<b>Total Utilities</b>	<b>7,251</b>	<b>7,296</b>	<b>45</b>	<b>7,251</b>	<b>7,296</b>	<b>45</b>
<b>TOTAL Operating Expense</b>	<b>40,955</b>	<b>46,066</b>	<b>5,111</b>	<b>40,955</b>	<b>46,066</b>	<b>5,111</b>
<b>NET INCOME (LOSS)</b>	<b>(2,229)</b>	<b>2,480</b>	<b>(4,708)</b>	<b>(2,229)</b>	<b>2,480</b>	<b>(4,708)</b>

**Jackson Housing Commission**  
**Central Office (COCC)**  
Income Statement  
Month Ending April 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>						
Management Fee	43,817	45,275	(1,458)	43,817	45,275	(1,458)
Interest Income	70	-	70	70	-	70
Other Income	1,075	833	242	1,075	833	242
<b>Operating Income</b>	<b>44,962</b>	<b>46,108</b>	<b>(1,147)</b>	<b>44,962</b>	<b>46,108</b>	<b>(1,147)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	13,575	20,590	7,015	13,575	20,590	7,015
Employee Benefits- Admin	19,518	7,213	(12,305)	19,518	7,213	(12,305)
Accounting Fees	2,375	2,350	(25)	2,375	2,350	(25)
Administrative Expense	1,064	250	(814)	1,064	250	(814)
Audit Fees	-	333	333	-	333	333
Insurance	3,075	417	(2,659)	3,075	417	(2,659)
Legal Expense	-	500	500	-	500	500
Membership and Dues	-	125	125	-	125	125
Office Supplies	667	250	(417)	667	250	(417)
Postage	-	100	100	-	100	100
Staff Travel	635	250	(385)	635	250	(385)
Sundry	-	417	417	-	417	417
Telecommunications	-	417	417	-	417	417
<b>Total Administrative Expense</b>	<b>40,908</b>	<b>33,211</b>	<b>(7,697)</b>	<b>40,908</b>	<b>33,211</b>	<b>(7,697)</b>
<b>TOTAL Operating Expense</b>	<b>40,908</b>	<b>33,211</b>	<b>(7,697)</b>	<b>40,908</b>	<b>33,211</b>	<b>(7,697)</b>
<b>NET INCOME (LOSS)</b>	<b>4,053</b>	<b>12,897</b>	<b>(8,844)</b>	<b>4,053</b>	<b>12,897</b>	<b>(8,844)</b>



## MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

**APRIL, 2013**

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
04/01	08:16p-09:30p	RM	Water leaking down bathroom wall	A. Keyes Oakley
04/02	05:45p-07:00p	CT	Broken kit window	G. Lewis Oakley
04/04	04:00p-04:30p	CT	No water, shut off valve to house broke	L. Artis Oakley
04/04	07:15p-08:00p	CT	Called Campbell's for previous call for no water	L. Artis Oakley
04/09	08:15p-09:00p	CT	No heat	J. Farr Spang
04/10	05:45p-06:30p	SBN	Water leak, on kit sprayer hose	L. Corleon Spang
04/13	09:30a-10:30a	CT	No hot water	J. Wright Young
04/13	01:45p-02:15p	RM	Lockout	V. Diggins Young
04/13	02:30p-03:15p	SBN	No heat	S. Langston Young
04/13	10:00p-10:45p	RM	Lockout	P. Lewis Young
04/13	10:45p-12:00a	SBN	Broken kit window	B. Stiles Young
04/14	03:00a-04:00a	CT	Water flooding apartment	M. Jackson Young
04/14	01:45p-02:30p	CT	Sewer backed up-floor drain	A. McClelland Young
04/14	04:45p-05:15p	RM	Alarm not set	C-Bldg Young
04/15	05:45p-06:45p	RM	Water leaking from ceiling	C. Coriell Young
04/16	06:45p-07:15p	RM	Garage alarm not set	I-Bldg Young
04/16	10:15p-10:45p	CT	Ayieko alarm not set	
04/18	07:45p-08:30p	SBN	No power, hears water running in bathroom wall	T. Estes Young
04/20	12:25p-12:30p	RM	Lockout	C. Wrentmore Walker
04/21	08:30a-09:30a	CT	Hot water running in bathtub, faucet broken	A. Casanova Neal
04/21	04:30p-06:00p	CT	Hot water faucet handle stem rusted out	J. Anderson Neal
04/22	11:25p-11:3p	RM	Lockout	T. Jackson AKS
04/27	11:45p-12:30p	RM	Frig not working	P. Joplin Jackman
04/28	09:30a-10:00a	CT	Toilet clogged	A. Smith Jackman

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	59,409	\$ 6,294.37	1,303.80	\$ 9,551.06				\$ -	\$ 15,845.43
Jan-12	55,760	\$ 6,061.65	1,031.30	\$ 9,100.71				\$ -	\$ 15,162.36
Feb-13	53,055	\$ 5,806.43	1,066.60	\$ 7,920.98	1,883	\$ 6,695.97	\$ 4,088.20	\$ 10,784.17	\$ 24,511.58
Feb-12	55,561	\$ 5,868.09	1,130.60	\$ 9,951.85	1,593	\$ 5,648.12	\$ 3,575.96	\$ 9,224.08	\$ 25,044.02
Mar-13	41,806	\$ 4,478.49	1,111.20	\$ 8,157.34				\$ -	\$ 12,635.83
Mar-12	52,157	\$ 5,531.50	1,056.40	\$ 9,327.00				\$ -	\$ 14,858.50
Apr-13	51,257	\$ 5,761.21	1,053.80	\$ 9,044.24				\$ -	\$ 14,805.45
Apr-12	48,873	\$ 5,245.13	575.50	\$ 4,328.48				\$ -	\$ 9,573.61
May-13								\$ -	\$ -
May-12								\$ -	\$ -
Jun-13								\$ -	\$ -
Jun-12								\$ -	\$ -
Jul-13								\$ -	\$ -
Jul-12								\$ -	\$ -
Aug-13								\$ -	\$ -
Aug-12								\$ -	\$ -
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
2013	205,527.00	\$ 22,340.50	4,535.40	\$ 34,673.62	1,883.00	6,695.97	4,088.20	\$ 10,784.17	\$ 67,798.29
2012	212,351.00	\$ 22,706.37	3,793.80	\$ 32,708.04	1,593.00	5,648.12	3,575.96	\$ 9,224.08	\$ 64,638.49

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	123,360	\$ 12,846.49	934.6	\$ 6,785.05	1,461	\$ 2,988.19	\$ 1,884.75	\$ 4,872.94	\$ 24,504.48
Jan-12	128,240	\$ 13,134.58	921.7	\$ 8,124.17	1,164	\$ 3,084.13	\$ 1,990.65	\$ 5,074.78	\$ 26,333.53
Feb-13	121,560	\$ 12,706.02	1,135.3	\$ 8,372.26	835	\$ 2,278.50	\$ 1,926.75	\$ 4,205.25	\$ 25,283.53
Feb-12	104,040	\$ 11,205.88	978.5	\$ 8,605.97	979	\$ 2,473.29	\$ 1,644.83	\$ 4,118.12	\$ 23,929.97
Mar-13	107,320	\$ 11,491.28	1,076.8	\$ 7,885.59				\$ -	\$ 19,376.87
Mar-12	114,160	\$ 11,669.51	871.0	\$ 7,679.57				\$ -	\$ 19,349.08
Apr-13	120,240	\$ 12,866.37	866.1	\$ 7,442.63				\$ -	\$ 20,309.00
Apr-12	95,920	\$ 10,220.10	477.2	\$ 3,567.85				\$ -	\$ 13,787.95
May-13								\$ -	\$ -
May-12								\$ -	\$ -
Jun-13								\$ -	\$ -
Jun-12								\$ -	\$ -
Jul-13								\$ -	\$ -
Jul-12								\$ -	\$ -
Aug-13								\$ -	\$ -
Aug-12								\$ -	\$ -
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
2013	472,480	\$ 49,910.16	4,012.80	\$ 30,485.53	2,296.00	\$ 5,266.69	\$ 3,811.50	\$ 9,078.19	\$ 89,473.88
2012	442,360	\$ 46,230.07	3,248.40	\$ 27,977.56	2,143	\$ 5,557.42	\$ 3,635.48	\$ 9,192.90	\$ 83,400.53



# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		NET		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	SEWER BILL	WATER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	2,574	\$ 381.06	62.1		\$ 522.34	2,327	\$ 7,746.23	\$ 4,638.86	\$ 12,385.09		\$ 13,288.49	
Jan-12	2,349	\$ 344.18	53.4		\$ 497.29	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98		\$ 15,580.45	
Feb-13	4,896	\$ 630.55	57.4		\$ 462.59	Storm Fee	\$ 283.10		\$ 283.10		\$ 1,376.24	
Feb-12	1,967	\$ 347.46	43.9		\$ 510.52	Storm Fee	\$ 305.75		\$ 305.75		\$ 1,163.73	
Mar-13	9,930	\$ 1,196.19	56.6		\$ 412.97				\$ -		\$ 1,609.16	
Mar-12	1,937	\$ 293.79	39.9		\$ 388.30				\$ -		\$ 682.09	
Apr-13	990	\$ 169.23	49.3		\$ 426.35				\$ -		\$ 595.58	
Apr-12	1,928	\$ 310.76	22.5		\$ 197.32				\$ -		\$ 508.08	
May-13									\$ -		\$ -	
May-12									\$ -		\$ -	
Jun-13									\$ -		\$ -	
Jun-12									\$ -		\$ -	
Jul-13									\$ -		\$ -	
Jul-12									\$ -		\$ -	
Aug-13									\$ -		\$ -	
Aug-12									\$ -		\$ -	
Sep-13									\$ -		\$ -	
Sep-12									\$ -		\$ -	
Oct-13									\$ -		\$ -	
Oct-12									\$ -		\$ -	
Nov-13									\$ -		\$ -	
Nov-12									\$ -		\$ -	
Dec-13									\$ -		\$ -	
Dec-12									\$ -		\$ -	
2013	18,390	\$ 2,377.03	225.40		\$ 1,824.25	2,327	8,029.33	\$ 4,638.86	\$ 12,668.19		\$ 16,869.47	
2012	8,181	\$ 1,296.19	159.70		\$ 1,593.43	3,043	9,481.21	\$ 5,563.52	\$ 15,044.73		\$ 17,934.35	

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	185,343	\$ 19,521.92	2,301	\$ 16,858.45	3,788	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 53,638.40
Jan-12	186,349	\$ 19,540.41	2,006	\$ 17,722.17	4,207	\$ 12,259.59	\$ 7,554.17	\$ 19,813.76	\$ 57,076.34
Feb-13	179,511	\$ 19,143.00	2,259	\$ 16,755.83	2,718	\$ 9,257.57	\$ 6,014.95	\$ 15,272.52	\$ 51,171.35
Feb-12	161,568	\$ 17,421.43	2,153	\$ 19,068.34	2,572	\$ 8,427.16	\$ 5,220.79	\$ 13,647.95	\$ 50,137.72
Mar-13	159,056	\$ 17,165.96	2,245	\$ 16,455.90	-	\$ -	\$ -	\$ -	\$ 33,621.86
Mar-12	168,254	\$ 17,494.80	1,967	\$ 17,394.87	-	\$ -	\$ -	\$ -	\$ 34,889.67
Apr-13	172,487	\$ 18,796.81	1,969	\$ 16,913.22	-	\$ -	\$ -	\$ -	\$ 35,710.03
Apr-12	146,721	\$ 15,775.99	1,075	\$ 8,093.65	-	\$ -	\$ -	\$ -	\$ 23,869.64
May-13	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
May-12	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jun-13	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jun-12	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jul-13	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jul-12	0	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-12	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
2013	696,397	\$ 74,627.69	8,774	\$ 66,983.40	6,506	\$ 19,991.99	\$ 12,538.56	\$ 32,530.55	\$ 174,141.64
2012	662,892	\$ 70,232.63	7,202	\$ 62,279.03	6,779	\$ 20,686.75	\$ 12,774.96	\$ 33,461.71	\$ 165,973.37