

**JACKSON HOUSING COMMISSION**  
REGULAR MEETING – May 21, 2014  
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 April 16, 2014
5. Approval of the Previously Paid Liabilities from April 17, 2014 to May 16, 2014.
6. RESOLUTIONS  
Resolution No. 2014-10: Collection Losses Write Off  
Resolution No. 2014-11: Flat Rents
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. EXECUTIVE EVALUATION
9. OTHER BUSINESS  
Procurement/Contracts: Health Care Services, Auditor, Legal Services
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **June 18, 2014 – Reed Manor-Board Room**

## Jackson Housing Commission

Minutes of the Regular Meeting

April 16, 2014

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

Commissioner Pultz-Orthaus called the meeting to order at 12:01 p.m.

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

Also present were: Patricia Tyus, Executive Director  
Connie Crandall, Public Housing Director  
Shari Boyce, Section 8 Director  
Brenda Fridd, Office Manager  
Gloria Harris, Comptroller

### 14-03-001 PUBLIC COMMENTS

No public comments were heard.

### 14-03-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD ON March 19, 2014.

Commissioner Orthaus **MOVED** to approve the minutes of the Regular Meeting held March 19, 2014 with changes to section 14-03-006, other business. The corrections are as following: the board will consider the "adoption" of the Employee Handbook at the next board meeting scheduled for April 16, 2014; and "Memorandum of Understand" corrected to "Memorandum of Understanding". Commissioner Montgomery **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

### 14-03-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM March 19, 2014 to April 10, 2014.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from March 19, 2014 to April 10, 2014. Commissioner Woods **SECONDED** motion, and upon the following roll call, the motion was adopted:

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

14-03-004 RESOLUTIONS

A. Resolution No. 2014-07: Collection Losses Write-Off

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses of \$275.00. Commissioner Woods **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

B. Resolution No. 2014-08: Operating Budget

Commissioner Orthaus **MOVED** to approve the Operating Budget. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

C. Resolution No. 2014-09: Health Care Coverage

Commissioner Stark **MOVED** to approve the Health Care Coverage. Commissioner Montgomery **SECONDED** the motion and, upon the following roll call, the motion was adopted:

AYES: Stark, Davis-Dye, Woods, Montgomery  
NAYS: None  
ABSTAIN: Orthaus (under duress)  
ABSENT: None

14-03-005 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Ms. 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
- 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.

**14-03-006 OTHER BUSINES**

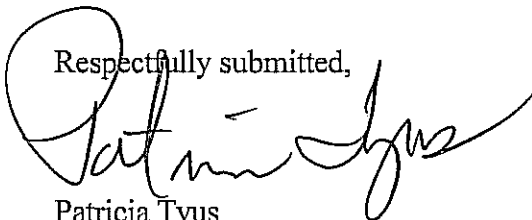
After review of the Employee Handbook, Commissioner Davis-Dye **MOVED** to adopt the Employee Handbook; Commissioner Orthaus **SECONDED** the motion and, upon the following roll call, the motion was adopted:

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

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

The regular meeting adjourned at 2:24 p.m.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:   
Michelle Pultz-Orthaus, President

# JACKSON HOUSING COMMISSION

## Annual Meeting Minutes

April 30, 2014

The Jackson Housing Commission held its annual meeting on April 30, 2014 at 12:00 PM in the Commission Board Room, 301 Steward Avenue, Jackson, Michigan, 49201.

President Orthaus called the meeting to order at 12:02 p.m. and upon roll call, the following Commissioners were present: Michelle Orthaus, James Stark, Patricia Davis-Dye, and Michelle Woods.

Absent: Gerald Montgomery

Also present were: Patricia Tyus, Executive Director  
Connie I. Crandall, PHM, Director, PHP  
Brenda Fridd, Office Manager  
Shari Boyce, Section 8 Manager  
Gloria Harris, Comptroller

### 14-04-001 OPEN REMARKS & WELCOME

President Orthaus welcomed all in attendance. She commented on what a difference a year makes, and that the board is pleased with how Ms. Tyus is getting things in tip top order.

### 14-04-002 ELECTION OF OFFICERS

The President declared all offices vacant. Commissioner Stark nominated Michelle Orthaus as President and the nomination was supported by Commissioner Woods. Upon no other nominations Commissioner Stark **MOVED** that the nominations be closed and Michelle Orthaus be elected as President. Commissioner Woods **SECONDED** the motion and upon roll call the motion was approved:

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

Commissioner Davis-Dye nominated James Stark as Vice President and the nomination was supported by Commissioner Woods. Upon no other nominations Commissioner Orthaus **MOVED** that nominations be closed and James Stark be elected and upon roll call the motion was approved:

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

### 14-04-003 PRESENTATION OF ANNUAL REPORT

Ms. Tyus presented the Commission's Annual Report for Fiscal Year-2013. Ms. Tyus stated that the greatest asset of the Jackson Housing Commission has been the staff.

She commented that although the Commission has gone through a lot of changes in the executive management position, the staff has carried the agency and kept it operable. She commended the staff for that task. She also noted some of the staff has been with the Housing Commission for many years, some over 20 years giving stability to the organization. Ms. Tyus discussed the organizational chart and changes to the staff, including the addition of two (2) new staff to the Section 8 program, stabilizing the program; and restoring the Custodial Groundskeeper position to clean the apartment building hallways, stairwells, laundry rooms and to help with the grounds so that the tenants have clean grounds to enjoy. Ms. Tyus commented that we have partnered with one of the schools in Jackson to use our main office as a training site for special need individuals to train in custodial services.

Ms. Tyus touched on the list of Capital fund projects using the 2012 funding which were not closed out until 2013; and the items the agency projects to accomplish in 2014 using the 2013 Capital Funds. She also commented that because of the changes of Executive Directors, some projects have been slow getting off the ground, but over the next few months they will be moved forward. The Shahan office should be back in use by September.

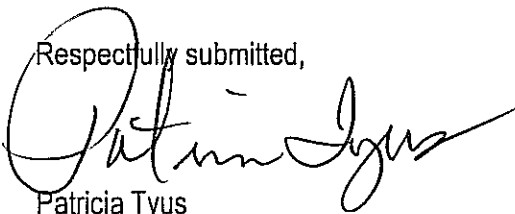
Ms. Tyus presented the unaudited financials, and discussed the community involvement each site had during the year. They sites had the food initiatives and Reed Manor reestablished the commodities food initiative and a new Narcotics Anonymous program.

Commissioner Patricia Davis-Dye thanked the Commission for her computer and getting her office up and running.

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

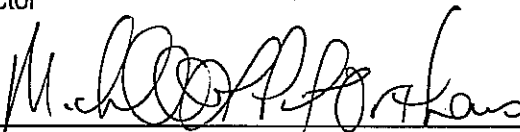
The Annual Meeting adjourned at 12:25 PM with no further business.

Respectfully submitted,



Patricia Tyus  
Executive Director

ATTESTED:

  
Michelle Pultz-Orthaus, President

Date: 05/15/2014  
Time: 14:04:37

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059424	04/23/2014	Danielle Lamb	Payment	12.00	Lunch Fair Housing Training 04/25/14
059425	04/23/2014	Catherine Greer	Payment	12.00	Lunch Fair Housing Training 04/25/14
059426	04/23/2014	Gloria Harris	Payment	12.00	Lunch Fair Housing Training 04/25/14
059427	04/23/2014	Jannaa Pool	Payment	12.00	Lunch Fair Housing Training 04/25/14
059428	04/23/2014	Daphney Sullivan	Payment	12.00	Lunch Fair Housing Training 04/25/14
059429	04/23/2014	Deborah Davis	Payment	12.00	Lunch Fair Housing Training 04/25/14
059430	04/23/2014	Jacqueline McClintic	Payment	12.00	Lunch Fair Housing Training 04/25/14
059431	04/23/2014	Cheryl Fox-Hegwood	Payment	12.00	Lunch Fair Housing Training 04/25/14
059432	04/23/2014	Ray Caddell	Payment	12.00	Lunch Fair Housing Training 04/25/14
059433	04/23/2014	ICMA Retirement Corporation	Payment	50.66	Loan Payment
059434	04/23/2014	CITY OF JACKSON - CITY CLERK	Payment	41,372.39	Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193 Customer #007702 Invoice #1400014313 - Insurance Coverage For Active Employees & Retirees For March 2014
059435	04/23/2014	City Of Jackson - Finance Department	Payment	7,540.18	Pension Employee/Employer Pension Contribution Payroll 03/31/14-04/30/14
059436	04/23/2014	CITY OF JACKSON - CITY CLERK	Payment	2,470.10	Customer #007702 Invoice #1400014316 - RX Drug Claims For March 2014
059437	04/23/2014	JACKSON GLASS WORKS INC	Payment	894.50	Customo #JHOUJ Invoice #375607 - Measure & Reglaze Broken Window @ CT 309 Barberr Invoice #375608 - Measure & Reglaze Broken Window @ CT 307 Barberr Invoice #375658 - Replace Window @ 300 Barberr Invoice #376509 - Reglaze Broken Window @ CT Daycare
059438	04/24/2014	JACKSON WATER COLLECTION	Payment	6,956.14	Water & Sewer Bills CT 12/02/13 - 03/05/14 RM 01/27/14-02/25/14
059439	04/24/2014	PDQ SUPPLY, INC.	Payment	712.97	Account #118660 Invoice #SI-179966 - (6) Assembly Fan Motor

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From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059440	04/24/2014	O'LEARY PAINT CO.	Payment	1,823.50	Invoice #SI-180305 - Various Maintenance Supplies Invoice #SI-180554 - (2) Motor Evap Fan Invoice #SI-180574 - (4) Oven Door Gaskets Invoice #SI-180733 - (2) Infinite Switch Invoice #SI-181126 - Various Maintenance Supplies Customer #8236
059441	04/24/2014	Shred-It USA - Grand Rapids	Payment	57.25	Invoice #405053 - (50) Pro-Tech S/G White Ivory Cloud Paint & (20) Pro-Tech S/G White Paint Account #11661270
059442	04/24/2014	WILMAR INDUSTRIES	Payment	973.82	Invoice #9403411335 - On-Site Shredding Services (3) Consoles Service Date: March 26,2014 Account #70585
059443	04/24/2014	Tevin Branch	Payment	91.00	Invoice #307980904 - Various Maintenance Supplies Invoice #307884726 - Various Maintenance Supplies Invoice #308862127 - Various Maintenance Supplies Security Deposit
059444	04/24/2014	Aspen One Hour Heating & Air Conditioning	Payment	247.00	Final Accounting For 303 Moorman Drive, Vacated On March 12,2014 Job #23074
059445	04/24/2014	Denny Blaschko	Payment	852.00	Emergency Furnace Repair @ SBN 332 Moorman Drive (1) Invoice Emergency Roof & Drywall Repair @ SBN 222 Janke, 332,337,339 & 351 Moorman Drive
059446	04/24/2014	MENARDS - JACKSON	Payment	993.55	Account #31610470 Invoice #69352 - Various Maintenance Supplies Invoice #69929 - Various Maintenance Supplies Invoice #70037 - Various Maintenance Supplies Invoice #70381 - Various Maintenance Supplies Invoice #70823 - (1) 12x8 Sidewall Grille
059447	04/24/2014	CASLER HARDWARE	Payment	39.28	(2) Invoices Invoice #02633 - (12) Furnace Filters Invoice #02637 - (1) Garden Rake
059448	04/24/2014	OSBORNE PROCESS SERVICE	Payment	313.50	(5) Invoices Invoice #7105 - Eviction Processed For David Berry @ RM 301 Steward Ave. E-12
059449	04/24/2014	COMTRONICS	Payment	166.25	Invoice #7106 - Eviction Processed For Chad Captain @ RM 2071 Steward Ave. Invoice #7173 - Eviction Processed For Porsche Wright @ CT 1256 Laurel Lane Invoice #7174 - Eviction Processed For Georgia Lewis @ CT 265 Laurel Lane Invoice #7199 - Eviction Processed For Linda Artis @ CT 938 Maple Customer I.D. #04084



Date: 05/15/2014  
Time: 14:04:37

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From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059450	04/24/2014	JACKSON KEY WORKS	Payment	590.10	Invoice #12825S - Intercom Repairs @ RM B-Building (2) Invoices
059451	04/24/2014	HAMMOND HARDWARE	Payment	7.63	Invoice #36674 - (13) Cores Rekeyed & (36) Keys Invoice #36720 - (2) Knob Deadbolt Handles Customer #33515
059452	04/24/2014	NAN MCKAY & Associates, Inc.	Payment	2,075.00	Invoice #B234209 - Various Maintenance Supplies Training
059453	04/24/2014	TDS Metrocom	Payment	1,747.87	Shari Boyce Attending HCV Financial Accounting & Reporting Seminar On May 20th-22nd In Norfolk, VA Danielle Lamb Attending HCV Specialist Seminar On July 14th-18th In Indianapolis, IN (4) Bills Enclosed (517) 787-0168 - \$460.17 (517) 787-9241 - \$547.41 (517) 787-0218 - \$225.95 (517) 787-1188 - \$514.34
059454	04/24/2014	AMBS CALL CENTER	Payment	304.99	Account #1909 Service Period 04/01/14-04/30/14 Usage Period 02/28/14-03/30/14
059455	04/24/2014	Tanisha Brown	Payment	153.50	Security Deposit Final Accounting For 1014 Chittock St. Vacated On March 26,2014
059456	04/24/2014	LEUTZ CABINETS	Payment	135.00	Customer #JAXH Invoice #51653 - Various Maintenance Supplies
059457	04/24/2014	T.L. Plumbing & Drain Cleaning	Payment	145.00	(2) Invoices Invoice #032901 - Installed New Tub Drain & Over Flow @ RM I-41 & I-75 Invoice #041003 - Unclogged Kitchen Sink @ CT 1217 Heather Lane
059458	04/24/2014	Mr. Donald Burns	Payment	13.00	Security Deposit Final Accounting For 315 Steward Ave. I-46, Vacated On April 3,2014
059459	04/24/2014	Ms. Corinna Hovater	Payment	21.00	Security Deposit Final Accounting For 301 Steward Ave. E-5, Vacated On March 24, 2014
059460	04/24/2014	SAFETY SYSTEMS INC	Payment	1,494.00	Customer #00938 Invoice #55508 - Annual Fire Alarm Service Agreement For SBN Apr-Mar Invoice #55509 - Annual Fire Alarm Service Agreement For CT Apr-Mar Invoice #55510 - Annual Fire Alarm Service Agreement For RM Apr-Mar Invoice #428906 - Service Call On Intercom 03/26/14 @ RM
059461	04/24/2014	DBI BUSINESS INTERIORS	Payment	51.51	Customer #224241 Invoice #08IK8005 - (1) 100 Pk. Time Cards For SBN Invoice #08IK8006 - (3) Petty Cash Receipt Books
059462	04/24/2014	PHADA Commissioners Conference	Payment	1,270.00	Customer ID #49201

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059463	04/24/2014	Jackson Transportation Authority	Payment	336.76	Membership Dues Of Year Ending June 2015 Invoice #0024969-IN
059464	04/24/2014	White & Hotchkiss, PLLC	Payment	450.00	Fuel For March 2014 File #1919
059465	04/24/2014	TransUnion Rental Screening	Payment	140.10	Invoice #60532 - Monthly Service For The Month Of March 2014 Customer ID #4408R0064047
059466	04/24/2014	Verizon Wireless	Payment	555.85	Invoice #03433437 - Monthly Charges For Background Checks & Evictions Account #58719039-00001
059467	04/24/2014	MoldQuest International, LLC	Payment	850.00	Invoice #9722376225 - Cell Phone Charges For The Period Of 02/24/14-03/23/14 Project #13280
059468	04/24/2014	TALX THE WORK NUMBER	Payment	202.05	Initial Microbial Assessment @ SBN 109 Shahan Drive Customer #8805983
059469	04/24/2014	Employment Publishing	Payment	474.24	Invoice #1558611 - Employment Verification For The Month Of 04/11/14 A.D. #JC02-50406
059470	04/28/2014	VOIDED Check	Deposit		Classified Employment Advertising For Maintenance Aide 04/06/14
059470	04/28/2014	**VOID** VOIDED Check	Deposit		VOID Inadvertently Printed "Check Register Summary Report" On Check
059471	04/30/2014	Computer Ties LLC	Payment	90.00	VOID Void Refer 059470 Receipt #21494
059472	04/30/2014	AFLAC	Payment	897.08	Fixed Time Clock Issues And Fixed Calendar Problem For Brenda Account #VX312
059473	04/30/2014	Petty Cash	Payment	1,057.79	Invoice #517538 - Monthly Bill For April 2014 Petty Cash
059474	04/30/2014	SAFETY SYSTEMS INC	Payment	563.50	Replenish Petty Cash From Transaction #187 03/07/14 To Transaction #209 04/29/14 Customer #00938
059475	04/30/2014	J McEldowney Inc.	Payment	450.00	Invoice #426376 - Service Call Due To A Broken Pipe @ CT 316 Barberty 01/09/14 Invoice #427438 - Service Calls Due To Broken Water Pipe @ CT 316 Barberty 01/31/14 Invoice #65216
059476	05/07/2014	CONSUMERS ENERGY	Payment	40,447.94	Service Agreement For Canon IR1730 04/16/14-06/30/14 Gas & Elec. Bills #93200.1 - Cons. 49,116 kwh #93300.1 - Cons. 1,057.2 mcf #93200.2 - Cons. 100,360 kwh #93300.2 - Cons. 934.6 mcf

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From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059477	05/07/2014	PERFORMANCE AUTOMOTIVE	Payment	18.96	#93200.3 - Cons. 929 kwh #93300.3 - Cons. 43.9 mcf Invoice #1563765
059478	05/07/2014	PDQ SUPPLY, INC.	Payment	255.54	(6) 2 Cycle Oil For Equipment Account #118660
059479	05/07/2014	Daphney Sullivan	Payment	393.90	Invoice #SI-181494 - Various Office Supplies Invoice #SI-182454 - Various Office Supplies Travel Expense
059480	05/07/2014	NAN MCKAY & Associates, Inc.	Payment	92.50	Mileage To And From Airport For Public Housing Manager Training In Portland Maine 05/11/14-05/16/14 \$71.90 & Meals & Incidentals \$322.00 Registration
059481	05/07/2014	JACKSON CIVIL PROCESS, LLC	Payment	25.70	Public Housing Management Seminar For Daphney Sullivan In Portland Maine 05/12/14-05/16/14 Invoice #JAX-2014000465
059482	05/07/2014	JACKSON KEY WORKS	Payment	161.55	Eviction Processed For Chad Captain @ RM 207 Steward Ave. H-36 Invoice #36797
059483	05/07/2014	A-1 LOCK SHOP	Payment	68.83	(3) R/M Unit Cores Rekey, Repair & (9) Keys Cut Invoice #2117
059484	05/07/2014	Trail Supply LLC	Payment	866.02	(2) Keys, (15) SC8 Spare Key Blanks & (40) Arrow 1D Unit Spare Key Blanks Account #10014
059485	05/07/2014	MINUTEMAN SEWER & DRAIN INC.	Payment	122.50	Invoice #19951 - Various Maintenance Supplies (3) Invoices
059486	05/07/2014	FERGUSON ENTERPRISES, INC.-JACKSON #834	Payment	43.10	Invoice #148318 - Cleaned Main Line @ RM A-Building Invoice #148336 - Cleaned Main Line @ RM A-Building Laundry Room Invoice #148341 - Cleaned Main Line @ RM A-Building Customer #31919
059487	05/07/2014	Billy White Roofing, LLC	Payment	300.00	Invoice #2989028 - (10) XLarge Kleenguard Disposable Suits For RM G-6 Invoice #2014-0152
059488	05/07/2014	Keepin It Clean	Payment	50.00	Removed Ice Dam Above Roof @ RM I-Building (1) Invoice
059489	05/07/2014	Denny Blaschko	Payment	403.00	Clean Carpet @ RM Vacant Unit I-5 (2) Invoice Replaced Main Shut-Off Valve @ RM Roof Repair @ SBN 116 Shahan
059490	05/07/2014	OSBORNE PROCESS SERVICE	Payment	88.30	(3) Invoices Invoice #7260 - Eviction Processed For Charles Payne @ RM 315 Steward Ave. I-59 Invoice #7272 - Eviction Processed For William Anold @ RM 301 Steward Ave. E-2 Invoice #7290 - Eviction Processed For Pamela Schmude @ RM 301 Steward Ave. G-6

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Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059491	05/07/2014	JACKSON GLASS WORKS INC	Payment	828.50	Customer #JHOU Invoice #376320 - Spare Window For Maintenance Emergency @ CT Invoice #377229 - Replaced Broken Window @ RM I-38
059492	05/07/2014	MENARDS - JACKSON	Payment	470.84	Account #31610470 Invoice #71165 - Various Maintenance Supplies Invoice #71499 - Various Maintenance Supplies Invoice #71500 - (1) .9 Gallon Wet Or Dry Plastic Invoice #71716 - Various Maintenance Supplies Invoice #72491 - Various Maintenance Supplies
059493	05/07/2014	TOMMARK, INC.	Payment	440.79	Customer ID#100596 Invoice #812412443 - Various Maintenance Supplies Invoice #812418771 - (2) Nordyne Blower Boards
059494	05/07/2014	HAMMOND HARDWARE	Payment	9.78	Customer #33515 Invoice #B235948 - Various Maintenance Supplies Invoice #B235953 - Various Maintenance Supplies
059495	05/07/2014	T.L. Plumbing & Drain Cleaning	Payment	345.00	(2) Invoices Emergency Pipe Repair @ SBN 329 Adams St. Clear Drain @ SBN 314 Moorman Dr.
059496	05/07/2014	Aspen One Hour Heating & Air Conditioning	Payment	454.00	Job #231043 Invoice #338842 - Replace Exhaust Motor On Furnace @ SBN 317 Moorman
059497	05/07/2014	Jeffrey Raser	Payment	25.00	Security Deposit Final Accounting For 321 Moorman, Vacated On April 6, 2014
059498	05/07/2014	COMCAST	Payment	1,112.37	(6) 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 Account #01721425384-01-4 - Internet & Phone Service For CT Resident Council Account #01721422342-01-5 - Internet & Phone Service For CT 316 Barbary Main Office Account #01721346503-01-6 - Internet & Phone Service For CT Ayieko Building Account #01721423972-01-9 - Internet & Phone Service For RM Resident Council
059499	05/07/2014	Acuity	Payment	1,650.60	Policy #X65676-4 Workers Compensation Policy Term 03/26/14-03/26/15
059500	05/07/2014	HOUSING DATA SYSTEMS, INC.	Payment	99.00	Client #6183 Electronically Submit 1099 Data To The IRS- Fire System
059501	05/07/2014	First National Bank Omaha	Payment	4.93	Account #4988659157764912

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Time: 14:04:37

Jackson Housing Commission  
Register - Basic Listing

Public Housing

From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059502	05/07/2014	City Of Jackson - Finance Department	Payment	7,212.36	Interest Charge For Late Payment Pension Employee/Employer Pension Contribution Payroll 04/14/14-04/27/14
059503	05/07/2014	SHARI BOYCE	Payment	351.45	Travel Expense Mileage To And From Airport For HCV Finance Accounting Training In Norfolk VA. 05/19/14-05/22/14 \$62.45 Taxi To And From Hotel \$60.00 & Meals & Incidentals \$229.00
059504	05/07/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
059505	05/07/2014	Connie Crandall	Payment	11.00	Lunch Fair Housing Training - Monroe, MI 05/13/14
059506	05/07/2014	Brenda Fridd	Payment	11.00	Lunch Fair Housing Training - Monroe, MI 05/13/14
059507	05/07/2014	CUT-RATE PLUMBING	Payment	29.68	ID #644 Invoice #548766 - (3) Toilet Flappers For Stock Invoice #674093 - Various Maintenance Supplies
059508	05/08/2014	Computer Ties LLC	Payment	445.00	Order #1437 Adobe 11 Pro XI Application Window Download For Human Resource
059509	05/15/2014	CITY OF JACKSON - CITY CLERK	Payment	39,783.55	Customer #007702 Invoice #1400014868 - Insurance Coverage For Active Employees & Retirees For April 2014
059510	05/15/2014	AFLAC	Payment	1,345.62	Account #VX312 Invoice #937357 - Monthly Bill For May 2014
059511	05/15/2014	CITY OF JACKSON - CITY CLERK	Payment	2,835.63	Customer #007702 Invoice #1400014876 - RX Drug Claims For Active Employees April 2014
059512	05/15/2014	Gary Cram	Payment	600.00	Reimbursement For Withholding From Payroll
059513	05/15/2014	Jacqueline McClintic	Payment	120.00	Reimbursement For Withholding From Payroll
059514	05/15/2014	Cindy Davis	Payment	5,625.00	Reimbursement For Withholding From Payroll
059515	05/15/2014	Beck's Flower Shop & Gardens	Payment	37.50	Account ID #JACHOU Flowers For Katie Dickerson Executive Secretary
059516	05/15/2014	Consumer Energy	Payment	2,352.00	Utility Reimbursement

Date: 05/15/2014  
Time: 14:04:37

Jackson Housing Commission  
Register - Basic Listing  
Public Housing

From: 04/17/2014 To: 05/15/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059517	05/15/2014	HD Supply Facilities Maintenance	Payment	1,532.59	Customer #46100 Invoice #9127176688 - General Wire Power-Vee Electric Auger Invoice #9126870519 - Various Maintenance Supplies Invoice #9127813920 - Various Maintenance Supplies Invoice #9128628745 - Various Maintenance Supplies
059518	05/15/2014	Home Depot Credit Services	Payment	2,872.96	Account #6035322540175928 Invoice #1180653 - Various Maintenance Supplies Invoice #2020015 - Various Maintenance Supplies Invoice #2024358 - Various Maintenance Supplies Invoice #3024199 - Various Maintenance Supplies Invoice #5021446 - Various Maintenance Supplies Invoice #5180319 - Various Maintenance Supplies
059519	05/15/2014	NAN MCKAY & Associates, Inc.	Payment	224.00	Customer ID #JAC49201 Invoice #193647 - Annual Subscription Fee For Nan McKay Revision Services For S8P

Total: ( 193,941.38)

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2014-10**

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	\$6,554.98
AMP 2: Reed Manor	\$ 24.00
AMP 3: Shahan-Blackstone Apts.	<u>\$ 35.70</u>
<b>Total</b>	<b>\$6,614.68</b>

The attached Collection Losses Report reflects the delinquent amount of \$ **6,614.68** 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 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 21, 2014.

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

# Collection Losses Report

Three months or greater

May, 2014

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	DeAndre Griffin	001-1105	02/27/2014	\$1496.39
	Myrina Roney	001-7650	02/24/2014	\$5058.59
Reed Manor	Robert L. Clark	002-3345	02/03/2014	\$24.00
Shahan	Kamaria Artis	003-6590	02/21/2014	\$35.70

**Board Resolution: 2014-**

**Total Write Off: \$6614.68**



**JACKSON HOUSING COMMISSION**  
Jackson, MI

The following Resolution was introduced by President Orthaus read in full and considered:

**RESOLUTION NO. 2014-11**

**WHEREAS** HUD's 2014 appropriations requires Housing Commissions to set by June 1, 2014, Flat Rents at levels no lower than 80 percent of the fair market rental rate;

**WHEREAS** the appropriations requires that if the new rental amounts for a unit increases a family's rental payment by more than 35 percent, the new amount should be phased in;

**WHEREAS** the current Flat Rents for the Commission current do not comply with the requirements;

**THEREFORE BE IT RESOLVED THAT** the Commission adopts the attached Flat Rent Schedule for Public Housing.

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 April 21, 2014.

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

## Jackson Housing Commission Proposed Flat Rents

Studio	\$455*
1BR	\$508*
2BR	\$618
3BR	\$850
4BR	\$853
5BR	\$981

Effective June1, 2014

\*Note rates reflect no change

**Fair Market & 80% requirements**

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>2014 Fair Market Rents</b>	\$512.00	\$594.00	\$772.00	\$1,062.00	\$1,066.00	\$1,226.00	\$1,386.00
<b>Flat Rents (no lower than 80% of FMR)</b>	\$409.60	\$475.20	\$617.60	\$849.60	\$852.80	\$980.80	\$1,108.80

<b>JHC Current Flat Rents</b>	
Studio	\$455
1BR	\$508
2BR	\$606
3BR	\$753
4BR	\$776
5BR	\$892

JHC Proposed Flat Rents	
Studio	\$455
1BR	\$508
2BR	\$618
3BR	\$850
4BR	\$853
5BR	\$981

# 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											
June											
July											
August											
September											
October											
November											
December											
	927,852	803,380	89.1%	1802	445.92	94.9%	1900	2,829	16	124,472	

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - April 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: 04/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 127      2. Total Charges: 24,994.77      3. Dwelling Rental: 22,615.21      4. Retroactive Rent: 239.00      5. Excess Utility: 363.90      6. Additional Charges: 1,776.66

**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	19	381.75	0.00	18.50	887.84	1,288.09	
Over One Month Delinquent	36	1,461.81	651.00	151.48	5,303.68	7,567.97	
Total for TIP	55					8,856.06	
Vacated TAR	4					10,786.90	
<b>Total</b>	<b>59</b>					<b>19,642.96</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	16	4,559.69
Under Formal Repayment Agreement with Payments Up-to-Date	16	4,559.69
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	39	4,296.37

**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)
	04/30/2014	04/30/2013	04/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	43	42	39
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	17	16	20

**F. Collection Losses**

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

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - April 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: 04/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 289      2. Total Charges: 60,058.59      3. Dwelling Rental: 51,762.50      4. Retroactive Rent: 6,265.00      5. Excess Utility: 7.00      6. Additional Charges: 2,024.09

**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	28	1,142.35	6,481.00	0.00	6,024.49	13,647.84
Over One Month Delinquent	30	754.66	0.00	12.00	3,738.69	4,505.35
<b>Total for TIP</b>	<b>58</b>					<b>18,153.19</b>
Vacated TAR	9					4,105.64
<b>Total</b>	<b>67</b>					<b>22,258.83</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	8,332.84
Under Formal Repayment Agreement with Payments Up-to-Date	18	8,332.84
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	40	9,820.35

**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)
	04/30/2014	04/30/2013	04/30/2012
1. Percent of Accounts Delinquent to No. of Tenants in Possession	20	17	10
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	6	5

**F. Collection Losses**

1. Amount Charged to Loss this Period	275.00
2. Amount Charged to Loss this Year to Date	275.00

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

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 04/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119      2. Total Charges: 15,683.71      3. Dwelling Rental: 14,608.00      4. Retroactive Rent: 535.00      5. Excess Utility: 0.00      6. Additional Charges: 540.71

**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	13	173.51	78.00	0.00	986.75	1,238.26
Over One Month Delinquent	18	508.00	75.00	6.86	4,968.32	5,558.18
<b>Total for TIP</b>	<b>31</b>					<b>6,796.44</b>
Vacated TAR	3					4,913.70
<b>Total</b>	<b>34</b>					<b>11,710.14</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	8	5,153.54
Under Formal Repayment Agreement with Payments Up-to-Date	8	5,153.54
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	23	1,642.90

**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)
	04/30/2014	04/30/2013	04/30/2012
1. Percent of Accounts Delinquent to No. of Tenants in Possession	26	32	23
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	10	14	14

**F. Collection Losses**

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



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

**A. Basic Identification Data**

3. Total Units Available: 539      5. Fiscal Year Beginning: 04/01/2014      6. Report Period Ending Date: 04/30/2014

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 535      2. Total Charges: 100,737.07      3. Dwelling Rental: 88,985.71      4. Retroactive Rent: 7,039.00      5. Excess Utility: 370.90      6. Additional Charges: 4,341.46

**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	60	1,697.61	6,559.00	18.50	7,899.08	16,174.19
Over One Month Delinquent	84	2,724.47	726.00	170.34	14,010.69	17,631.50
<b>Total for TIP</b>	<b>144</b>					<b>33,805.69</b>
Vacated TAR	16					19,806.24
<b>Total</b>	<b>160</b>					<b>53,611.93</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	42	18,046.07
Under Formal Repayment Agreement with Payments Up-to-Date	42	18,046.07
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	102	15,759.82

**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)
	04/30/2014	04/30/2013	04/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	27	26	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	10	10

**F. Collection Losses**

1. Amount Charged to Loss this Period	275.00
2. Amount Charged to Loss this Year to Date	275.00

# Jackson Housing Commission

## Consolidated TARS Report

April, 2014

Category	Chalet		Reed		Shahan		Totals	
	Terrace		Manor		Blackstone			
Total Rents	125*		292		122		539	
Rents Collected	120	96%	281	96%	118	97%	519	96%
Vacant Units	0	0%	4	1%	1	1%	6	1%
Notices to Vacate	4		5		2			
14 Day Notices	32		22		22		76	
Court Filings	1		2		1			

\*One unit currently off rent rolls.

# Move-Outs Report

April, 2014

<b>Account Number</b>	<b>Address</b>	<b>Reason</b>
	<i>Chalet Terrace</i>	
P-001-1110-12	1235 Laurel Lane	Eviction
P-001-1189-05	108 Laurel Court	Voluntary
	<i>Reed Manor</i>	
P-002-3227-03	301 Steward B-4	Eviction
P-002-3321-16	301 Steward Ave. G-6	Eviction
P-002-4404-10	207 Steward Ave. H-35	Eviction
	<i>Shahan</i>	
P-0035539-07	200 Janke	Voluntary
P-003-6564-17	321 Moorman	Voluntary

Date: 05/07/2014  
Time: 07:29:05

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing

for Units Re-Occupied between: 04/01/2014 and 04/30/2014

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	Down Time	Exempt Days	
													Make Ready	Lease Up
002-3241	301 Steward Ave	B-18	03/05/2014	03/05/2014	0	03/31/2014	26	04/01/2014	0	26	0	0	0	0
002-3269	301 Steward Ave	D-22	03/06/2014	03/06/2014	0	04/04/2014	28	04/04/2014	0	28	0	0	0	0
002-4383	207 Steward Avenue	H-14	03/10/2014	03/10/2014	0	04/08/2014	29	04/09/2014	0	29	0	0	0	0
002-4459	315 Steward Avenue	I-46	03/23/2014	03/26/2014	2	04/08/2014	14	04/10/2014	1	17	0	0	0	0
002-3278	301 Steward Ave	E-5	03/24/2014	03/25/2014	0	04/08/2014	15	04/15/2014	6	21	0	0	0	0
001-7636	1014 Chittlock		03/26/2014	03/26/2014	0	03/31/2014	5	04/01/2014	0	5	0	0	0	0
003-5528	222 Janke Street		03/26/2014	03/26/2014	0	04/02/2014	6	04/02/2014	0	6	0	0	0	0
002-3285	301 Steward Ave	E-12	03/26/2014	03/26/2014	0	04/09/2014	14	04/16/2014	6	20	0	0	0	0
002-4405	207 Steward Avenue	H-36	03/26/2014	03/26/2014	0	04/16/2014	21	04/21/2014	4	25	0	0	0	0
003-5535	208 Janke Street		03/31/2014	03/31/2014	0	04/07/2014	7	04/08/2014	0	7	0	0	0	0
001-1144	1204 Heather Lane		03/31/2014	04/04/2014	3	04/17/2014	14	04/22/2014	4	21	0	0	0	0
002-4418	315 Steward Avenue	I-5	03/31/2014	03/31/2014	0	04/23/2014	22	04/23/2014	0	22	0	0	0	0
001-1120	1207 Laurel Lane		03/31/2014	04/04/2014	3	04/28/2014	25	04/29/2014	0	28	0	0	0	0
001-1189	108 Laurel Court		04/02/2014	04/02/2014	0	04/07/2014	5	04/10/2014	2	7	0	0	0	0
001-1110	1235 Laurel Lane		04/02/2014	04/02/2014	0	04/11/2014	9	04/17/2014	5	14	0	0	0	0
003-6564	321 Moorman Drive		04/06/2014	04/07/2014	0	04/11/2014	4	04/11/2014	0	4	0	0	0	0
<b>Total Units:</b>					<b>6</b>		<b>244</b>		<b>26</b>	<b>280</b>		<b>0</b>	<b>0</b>	<b>0</b>

Date: 05/07/2014  
Time: 07:29:05

Jackson Housing Commission  
**PHAS - Vacant Unit Turnaround Time**  
Public Housing

for Units Re-Occupied between: 04/01/2014 and 04/30/2014

Element # - Description	Value
V12400 - Total number of turnaround days:	280
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:	16
V12800 - Average number of days units were in down time:	0.50
V12900 - Average number of days units were in make-ready:	15.25
V13000 - Average number of days units were in lease-up:	1.75
V13100 - Average unit turnaround days:	17.50

Total Units: 16

Jackson Housing Authority  
Variance Explanations  
April 2014 Financials

**SHAHAN BLACKSTONE**

This AMP had a loss of \$13,319 for the month of April. The contributing factors for the loss for this month are as follows:

- Administrative Benefits exceeded budget by \$3,312
- Maintenance Contracts exceeded budget by \$9,931
- Maintenance Benefits exceeded budget by \$1,790
- Subsidy received was \$15,191 below budget

**COCC**

The COCC had a loss of \$25,758 for the month of April. The contributing factors for the loss for this month are as follows:

- Employee Benefits exceeded budget by \$24,720
- CFP Revenue received was \$9,427 below budget
- CFP Management Revenue received was \$3,380 below budget

**Jackson Housing Authority  
Ratios  
For Month Ending 4/30/2014**

**Quick Ratio:**

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 258,071.24}{\$ 35,939.00} =$	7.18	12.00	12.00	100%
RM	$\frac{\$ 347,265.20}{\$ 48,360.15} =$	7.18	12.00	12.00	100%
SB	$\frac{\$ 47,801.56}{\$ 6,656.85} =$	7.18	12.00	12.00	100%

**MENAR:**

CT	$\frac{\$ 222,132.24}{\$ 88,029.00} =$	2.52	11.00	11.00	100%
RM	$\frac{\$ 298,905.05}{\$ 114,075.00} =$	2.62	8.98	11.00	82%
SB	$\frac{\$ 41,144.71}{\$ 51,748.00} =$	0.80	6.30	11.00	57%

**Debt Service Coverage Ratio:**

CT	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

<b>CT Total Score</b>	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
<b>RM Total Score</b>	<u>22.98</u>	<u>25.00</u>	<u>92%</u>
<b>SB Total Score</b>	<u>20.30</u>	<u>25.00</u>	<u>81%</u>
<b>Average Weighted Score</b>	<u>22.76</u>	<u>25.00</u>	<u>91%</u>

# Jackson Housing Commission

## Chalet Terrace

Income Statement  
Month Ending April 30, 2014

	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	23,021	22,905	117	23,021	22,905	117
Operating Subsidy	57,423	39,729	17,694	57,423	39,728.86	17,694
Other Income	8,473	1,250	7,223	8,473	1,250	7,223
<b>Operating Income</b>	<b>88,917</b>	<b>63,883</b>	<b>25,034</b>	<b>88,917</b>	<b>63,883</b>	<b>25,034</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	2,838	8,633	5,795	2,838	8,633	5,795
Employee Benefits- Admin	13,228	5,052	(8,176)	13,228	5,052	(8,176)
Administrative Expense	773	250	(523)	773	250	(523)
Audit Fees	-	208	208	-	208	208
Bookkeeping Fees	-	-	-	-	-	-
City Administrative Fees	-	-	-	-	-	-
Legal Expense	869	292	(577)	869	292	(577)
Management Fees	5,974	6,592	618	5,974	6,592	618
Office Supplies	367	417	50	367	417	50
Postage	-	125	125	-	125	125
Retirees Health Insurance	-	2,101	2,101	-	2,101	2,101
Staff Training	-	167	167	-	167	167
Telecommunications	336	625	289	336	625	289
<b>Total Administrative Expense</b>	<b>24,384</b>	<b>24,461</b>	<b>77</b>	<b>24,384</b>	<b>24,461</b>	<b>77</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	6,925	7,753	827	6,925	7,753	827
Employee Benefits - Maintenance	13,283	4,771	(8,512)	13,283	4,771	(8,512)
Maintenance Contracts	4,108	2,083	(2,025)	4,108	2,083	(2,025)
Maintenance Materials	2,603	2,500	(103)	2,603	2,500	(103)
Security Contracts	-	375	375	-	375	375
<b>Total Maintenance Expense</b>	<b>26,920</b>	<b>17,482</b>	<b>(9,437)</b>	<b>26,920</b>	<b>17,482</b>	<b>(9,437)</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	7,119	6,500	(619)	7,119	6,500	(619)
Gas	26,073	5,417	(20,657)	26,073	5,417	(20,657)
Fuel	212	275	63	212	275	63
Insurance	2,238	2,083	(154)	2,238	2,083	(154)
Payments in Lieu of Taxes	-	1,192	1,192	-	1,192	1,192
Water & Sewer	1,083	4,167	3,083	1,083	4,167	3,083
<b>Total Utilities</b>	<b>36,726</b>	<b>19,633</b>	<b>(17,092)</b>	<b>36,726</b>	<b>19,633</b>	<b>(17,092)</b>
<b>TOTAL Operating Expense</b>	<b>88,029</b>	<b>62,410</b>	<b>(25,619)</b>	<b>88,029</b>	<b>62,410</b>	<b>(25,619)</b>
<b>NET INCOME (LOSS)</b>	<b>888</b>	<b>1,474</b>	<b>(586)</b>	<b>888</b>	<b>1,474</b>	<b>(586)</b>

# Jackson Housing Commission

## Reed Manor

Income Statement  
Month Ending April 30, 2014

	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	49,677	46,237	3,441	49,677	46,237	3,441
Operating Subsidy	79,887	53,387	26,500	79,887	53,387	26,500
Other Income	3,029	417	2,612	3,029	417	2,612
<b>Operating Income</b>	<b>132,594</b>	<b>100,040</b>	<b>32,553</b>	<b>132,594</b>	<b>100,040</b>	<b>32,553</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	3,073	7,412	4,338	3,073	7,412	4,338
Employee Benefits- Admin	11,768	5,576	(6,192)	11,768	5,576	(6,192)
Administrative Expense	2,019	500	(1,519)	2,019	500	(1,519)
Audit Fees	-	192	192	-	192	192
Bookkeeping Fees	-	-	-	-	-	-
City Administrative Fees	-	-	-	-	-	-
Legal Expense	1,470	417	(1,053)	1,470	417	(1,053)
Management Fees	13,844	15,038	1,194	13,844	15,038	1,194
Office Supplies	905	583	(321)	905	583	(321)
Postage	-	100	100	-	100	100
Retirees Health Insurance	-	347	347	-	347	347
Staff Training	-	250	250	-	250	250
Telecommunications	1,337	625	(712)	1,337	625	(712)
<b>Total Administrative Expense</b>	<b>34,415</b>	<b>31,039</b>	<b>(3,376)</b>	<b>34,415</b>	<b>31,039</b>	<b>(3,376)</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	7,861	14,728	6,867	7,861	14,728	6,867
Employee Benefits - Maintenance	21,395	9,629	(11,767)	21,395	9,629	(11,767)
Maintenance Contracts	3,657	5,833	2,177	3,657	5,833	2,177
Maintenance Materials	3,327	6,250	2,923	3,327	6,250	2,923
Security Contracts	-	3,750	3,750	-	3,750	3,750
<b>Total Maintenance Expense</b>	<b>36,240</b>	<b>40,190</b>	<b>3,950</b>	<b>36,240</b>	<b>40,190</b>	<b>3,950</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	14,314	8,333	(5,981)	14,314	8,333	(5,981)
Gas	20,326	6,250	(14,076)	20,326	6,250	(14,076)
Fuel	64	275	211	64	275	211
Insurance	3,473	1,833	(1,640)	3,473	1,833	(1,640)
Payments in Lieu of Taxes	-	2,429	2,429	-	2,429	2,429
Water & Sewer	5,242	5,583	341	5,242	5,583	341
<b>Total Utilities</b>	<b>43,420</b>	<b>24,704</b>	<b>(18,716)</b>	<b>43,420</b>	<b>24,704</b>	<b>(18,716)</b>
<b>TOTAL Operating Expense</b>	<b>114,075</b>	<b>97,183</b>	<b>(16,892)</b>	<b>114,075</b>	<b>97,183</b>	<b>(16,892)</b>
<b>NET INCOME (LOSS)</b>	<b>18,519</b>	<b>2,857</b>	<b>15,662</b>	<b>18,519</b>	<b>2,857</b>	<b>15,662</b>



# Jackson Housing Commission

## Shahan Blackstone

Income Statement  
Month Ending April 30, 2014

	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	15,013	9,482	5,531	15,013	9,482	5,531
Operating Subsidy	20,534	35,726	(15,191)	20,534	35,726	(15,191)
Other Income	2,882	1,333	1,548	2,882	1,333	1,548
<b>Operating Income</b>	<b>38,429</b>	<b>46,541</b>	<b>(8,112)</b>	<b>38,429</b>	<b>46,541</b>	<b>(8,112)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	1,845	5,584	3,739	1,845	5,584	3,739
Employee Benefits- Admin	7,726	4,414	(3,312)	7,726	4,414	(3,312)
Administrative Expense	1,285	250	(1,035)	1,285	250	(1,035)
Audit Fees	-	167	167	-	167	167
Bookkeeping Fees	-	-	-	-	-	-
City Administrative Fees	-	-	-	-	-	-
Legal Expense	574	375	(199)	574	375	(199)
Management Fees	5,784	6,283	499	5,784	6,283	499
Office Supplies	339	250	(89)	339	250	(89)
Postage	-	83	83	-	83	83
Retirees Health Insurance	-	1,463	1,463	-	1,463	1,463
Staff Training	-	167	167	-	167	167
Telecommunications	427	625	198	427	625	198
<b>Total Administrative Expense</b>	<b>17,980</b>	<b>19,661</b>	<b>1,681</b>	<b>17,980</b>	<b>19,661</b>	<b>1,681</b>
<b>Maintenance Expense</b>						
Maintenance Salaries	5,386	5,895	509	5,386	5,895	509
Employee Benefits - Maintenance	11,276	9,485	(1,790)	11,276	9,485	(1,790)
Maintenance Contracts	10,764	833	(9,931)	10,764	833	(9,931)
Maintenance Materials	3,057	2,500	(557)	3,057	2,500	(557)
Security Contracts	-	375	375	-	375	375
<b>Total Maintenance Expense</b>	<b>30,484</b>	<b>19,089</b>	<b>(11,395)</b>	<b>30,484</b>	<b>19,089</b>	<b>(11,395)</b>
<b>Tenant Services</b>						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	417	417	-	417	417
Lifestart Grant	-	-	-	-	-	-
<b>Total Tenant Services</b>	<b>-</b>	<b>417</b>	<b>417</b>	<b>-</b>	<b>417</b>	<b>417</b>
<b>Utilities &amp; General Expenses</b>						
Electric	1,010	333	(676)	1,010	333	(676)
Gas	178	167	(12)	178	167	(12)
Insurance	2,096	1,833	(263)	2,096	1,833	(263)
Payments in Lieu of Taxes	-	963	963	-	963	963
Water & Sewer	-	4,000	4,000	-	4,000	4,000
<b>Total Utilities</b>	<b>3,284</b>	<b>7,296</b>	<b>4,012</b>	<b>3,284</b>	<b>7,296</b>	<b>4,012</b>
<b>TOTAL Operating Expense</b>	<b>51,748</b>	<b>46,462</b>	<b>(5,286)</b>	<b>51,748</b>	<b>46,462</b>	<b>(5,286)</b>
<b>NET INCOME (LOSS)</b>	<b>(13,319)</b>	<b>78</b>	<b>(13,398)</b>	<b>(13,319)</b>	<b>78</b>	<b>(13,398)</b>

**Jackson Housing Commission**  
**Central Office (COCC)**

Income Statement  
Month Ending April 30, 2014

	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	25,601	30,913	(5,312)	25,601	30,913	(5,312)
CFP Revenue	-	9,427	(9,427)	-	9,427	(9,427)
CFP Management Improvement	-	3,380	(3,380)	-	3,380	(3,380)
Other Income	-	1,250	(1,250)	-	1,250	(1,250)
<b>Operating Income</b>	<b>25,601</b>	<b>44,970</b>	<b>(19,369)</b>	<b>25,601</b>	<b>44,970</b>	<b>(19,369)</b>
<b>Operating Expense</b>						
<b>Administrative Expense</b>						
Administrative Salaries	14,639	23,261	8,622	14,639	23,261	8,622
Employee Benefits- Admin	34,019	9,299	(24,720)	34,019	9,299	(24,720)
Accounting Fees	-	2,350	2,350	-	2,350	2,350
Administrative Expense	48	250	202	48	250	202
Audit Fees	-	333	333	-	333	333
Economic Self Sufficiency	-	2,500	2,500	-	2,500	2,500
Fuel	-	500	500	-	500	500
Insurance	873	417	(456)	873	417	(456)
Legal Expense	-	1,250	1,250	-	1,250	1,250
Membership and Dues	-	125	125	-	125	125
Office Supplies	67	417	349	67	417	349
Postage	-	100	100	-	100	100
Staff Training	-	417	417	-	417	417
Staff Travel	-	250	250	-	250	250
Sundry	1,256	417	(839)	1,256	417	(839)
Telecommunications	458	417	(41)	458	417	(41)
<b>Total Administrative Expense</b>	<b>51,359</b>	<b>42,301</b>	<b>(9,058)</b>	<b>51,359</b>	<b>42,301</b>	<b>(9,058)</b>
<b>TOTAL Operating Expense</b>	<b>51,359</b>	<b>42,301</b>	<b>(9,058)</b>	<b>398,264</b>	<b>42,301</b>	<b>(9,058)</b>
<b>NET INCOME (LOSS)</b>	<b>(25,758)</b>	<b>2,669</b>	<b>(28,426)</b>	<b>(55,101)</b>	<b>2,669</b>	<b>(28,426)</b>

# Jackson Housing Commission

## Section 8 Voucher Program

### Income Statement

Month Ending April 30, 2014

	Monthly Totals	Percentage Of Total	YTD Total	YTD Percentage Of Total
<b>Income</b>				
Housing Assistance Revenue	205,440	89%	205,440	89%
Administrative Fees	19,098	8%	19,098	8%
Port-In HAP	-	0%	-	0%
Port-In Admin	-	0%	-	0%
Fraud Recovery	5,659	2%	5,659	2%
Interest Income	10	0%	10	0%
Other Income	-	0%	-	0%
<b>Operating Income</b>	<b>230,207</b>	<b>100%</b>	<b>230,207</b>	<b>100%</b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	5,095	24%	5,095	24%
Employee Benefits - Admin	7,830	37%	7,830	37%
Audit Fees	-	0%	-	0%
Certification Training	108	1%	108	1%
Inspection Expense	1,350	6%	1,350	6%
Insurance	751	4%	751	4%
Legal	-	0%	-	0%
Management Fee	3,000	14%	3,000	14%
Office Supplies	2,692	13%	2,692	13%
Postage	-	0%	-	0%
Staff Travel	-	0%	-	0%
Sundry	335	2%	335	2%
Telecommunications	185	1%	185	1%
<b>Total Administrative Expense</b>	<b>21,345</b>	<b>100%</b>	<b>21,345</b>	<b>100%</b>
<b>General Expense</b>				
Housing Assisted Payments	202,834	100%	202,834	100%
<b>Total General Expense</b>	<b>202,834</b>	<b>100%</b>	<b>202,834</b>	<b>100%</b>
<b>TOTAL Operating Expense</b>	<b>224,179</b>	<b>97%</b>	<b>224,179</b>	<b>99%</b>
<b>NET INCOME (LOSS)</b>	<b>6,028</b>	<b>3%</b>	<b>6,028</b>	<b>1%</b>

# Jackson Housing Commission

## Section 8 Voucher Program

### Balance Sheet

Month Ending April 30, 2014

#### ASSETS

##### Current Assets

##### Cash

Cash - General Fund

\$ 237,721

Total Cash

\$ 237,721

##### Other Current Assets

Investments - Citizens

\$ 3,627

Total Other Current Assets

\$ 3,627

Total Current Assets

##### Fixed Assets

Furniture and Fixtures

\$ 148,430

Total Fixed Assets

\$ 148,430

TOTAL ASSETS

\$ 389,779

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

Accounts Payable

\$ 21,345

Total Current Liabilities

\$ 21,345

##### Equity

Invested in Capital Assets

\$ 148,430

Restricted Net Assets

\$ 166,754

Unrestricted Net Assets

\$ 53,249

Total Equity

\$ 368,433

TOTAL LIABILITIES & EQUITY

\$ 389,779

# Jackson Housing Commission

## Balance Sheet

### Public Housing

Month Ending April 30, 2014

<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash</b>		
	Cash - General Fund	\$ 158,887
	General Fund Savings	\$ 461,245
	CNB Checking	\$ 31,447
	Petty Cash	\$ 1,559
<b>Total Cash</b>		<u>\$ 653,138</u>
<b>Other Current Assets</b>		
<b>Total Other Current Assets</b>		<u>\$ -</u>
<b>Accounts Receivable</b>		
	Tenants	\$ 9,218
	Allowance For Bad Debts - Tenants	\$ (1,840)
	Accounts Receivable - Section 8	\$ 21,345
<b>Total Accounts Receivable</b>		<u>\$ 28,723</u>
<b>Prepaid Assets</b>		
	Prepaid Insurance	\$ -
	Prepaid Maintenance	\$ -
<b>Total Prepaid Assets</b>		<u>\$ -</u>
<b>Total Current Assets</b>		
		\$ 681,861
<b>Fixed Assets</b>		
	Land, Structure & Equipment	\$ 9,107,030
<b>Total Fixed Assets</b>		<u>\$ 9,107,030</u>
<b>Total Fixed Assets</b>		
		\$ 9,107,030
<b>TOTAL ASSETS</b>		
		<u>\$ 9,788,891</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
	Performance Deposits	\$ 1,075
	Security Deposits	\$ 89,881
<b>Total Current Liabilities</b>		<u>\$ 90,956</u>
<b>Accrued Liabilities</b>		
	Compensated Absences	\$ 12,329
	Payments in Lieu Of Tax	\$ 47,319
	OPEB Liability	\$ 147,560
	Deferred Revenue- Comcast Contract	\$ 39,615
<b>Total Accrued Liabilities</b>		<u>\$ 246,823</u>
<b>Fixed Liabilities</b>		
	Compensated Absences - Noncurrent	\$ 28,769
<b>Total Fixed Liabilities</b>		<u>\$ 28,769</u>
<b>Equity</b>		
	Net Assets	\$ 8,936,560
	Retained Earnings	\$ 485,783
<b>Total Equity</b>		<u>\$ 9,422,343</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		
		<u>\$ 9,788,891</u>



**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT  
APRIL 2014**

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
4/1	07:30p-08:00p	RM	Broken window	A. Bolzman Jackman
4/1	08:00p-09:30p	SBN	Frig not working	A. Reynolds Jackman
4/1	09:30p-10:00p	RM	Lockout	S. Kemmer Jackman
4/2	06:00p-06:30p	RM	Lockout	S. Wyllis Jackman
4/3	06:15p-06:45p	RM	Lockout	D. Monroe Jackman
4/5	09:45a-10:30a	RM	Toilet won't flush	D. Blair Arnold
4/6	11:15p-11:45p	RM	Lockout	D. Monroe Arnold
4/10	08:30p-09:05p	RM	Emergency call to open door for fire dept	S. Kilbourn Arnold
4/12	06:30a-07:30a	CT	No heat	B. Flournoy Jackman
4/12	06:30p-07:45p	RM	Can't get in apt key not working	V. Ausborn Jackman
4/13	07:45a-08:30a	CT	Smoke alarm burnt up	A. Pierce Jackman
4/14	09:30p-10:15p	RM	Lockout	D. Heard Jackman
4/14	08:30p-09:00p	CT	No heat	T. Lamont Jackman
4/15	09:45p-10:15p	RM	Lockout	R. Uribe Jackman
4/15	10:15p-10:45p	CT	No heat	L. Berry Jackman
4/15	11:00p-11:45p	SBN	Clogged toilet	L. Jackson Jackman
4/18	11:15a-11:45a	RM	Lockout	L. Roberts Jackman
4/19	10:05a-10:45a	RM	Toilet backing up	D. Blair Neal
4/21	05:15p-05:45p	RM	Alarm not set	C-Bldg Neal
4/22	05:15p-06:00p	RM	Lockout	P. Patrick Neal
4/24	10:44p-11:15p	RM	Lockout	W. Davis Neal
4/26	12:30p-01:00p	RM	Lockout	K. Barbee Jackman
4/26	07:00p-07:30p	RM	Lockout	R. Cotton Jackman
4/27	10:00a-10:30a	RM	His mother called me for a welfare check	R. Stull Jackman
4/27	01:45p-02:15p	RM	Safety Systems called alarm in garage going off	Maint Garage Jackman
4/29	04:30p-05:00p	RM	Safety Systems called, alarm not set	C-Bldg office Jackman
4/30	05:30p-06:00p	RM	Lockout	C. Suddeth Jackman

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		NET		WATER		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL SEWER BILL	TOTAL WATER BILL	TOTAL SEWER BILL	TOTAL MONTHLY UTILITY 2013/14
Jan-14	66,827	\$ 7,973.18	1,592.80	\$ 14,546.81										\$ 22,519.99
Jan-13	59,409	\$ 6,294.37	1,066.60	\$ 7,920.98										\$ 14,215.35
Feb-14	49,319	\$ 6,403.01	1,119.1	\$ 13,652.51	1,726	\$ 6,313.83	\$ 4,365.04	\$ 10,678.87	\$ 4,365.04	\$ 10,678.87				\$ 30,734.39
Feb-13	53,055	\$ 5,806.43	1,066.6	\$ 7,920.98	1,883	\$ 6,695.97	\$ 4,088.20	\$ 10,784.17	\$ 4,088.20	\$ 10,784.17				\$ 24,511.58
Mar-14	58,161	\$ 7,119.25	1,668.30	\$ 26,073.37	224	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 386.11	\$ 1,083.36				\$ 34,275.98
Mar-13	41,806	\$ 4,478.49	1,111.20	\$ 8,157.34	Storm Fee	\$ 60.00		\$ 60.00		\$ 60.00				\$ 12,695.83
Apr-14	49,116	\$ 6,324.74	1,057.20	\$ 11,002.46										\$ 17,327.20
Apr-13	51,257	\$ 5,761.21	1,053.80	\$ 9,044.24										\$ 14,805.45
May-14														\$ -
May-13														\$ -
Jun-14														\$ -
Jun-13														\$ -
Jul-14														\$ -
Jul-13														\$ -
Aug-14														\$ -
Aug-13														\$ -
Sep-14														\$ -
Sep-13														\$ -
Oct-14														\$ -
Oct-13														\$ -
Nov-14														\$ -
Nov-13														\$ -
Dec-14														\$ -
Dec-13														\$ -
2014	223,423.00	\$ 27,820.18	5,437.40	\$ 65,275.15	1,950.00	7,011.08	4,751.15	\$ 11,762.23	\$ 4,751.15	\$ 11,762.23				\$ 104,857.56
2013	205,527.00	\$ 22,340.50	4,298.20	\$ 33,043.54	1,883.00	6,755.97	4,088.20	\$ 10,844.17	\$ 4,088.20	\$ 10,844.17				\$ 66,228.21



# 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 2013/14
Jan-14	108,440	\$ 12,707.27	1,336.8	\$ 12,205.87	1,479	\$ 3,746.85	\$ 2,271.68	\$ 6,018.53	\$ 30,931.67
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
Feb-14	169,960	\$ 20,457.11	1,307.7	\$ 16,150.43	965	\$ 2,625.51	\$ 2,616.79	\$ 5,242.30	\$ 41,849.84
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
Mar-14	117,560	\$ 14,314.02	1,318.8	\$ 20,325.96				\$ -	\$ 34,639.98
Mar-13	107,320	\$ 11,491.28	1,076.8	\$ 7,885.59				\$ -	\$ 19,376.87
Apr-14	100,360	\$ 12,546.80	934.6	\$ 9,932.39				\$ -	\$ 22,479.19
Apr-13	120,240	\$ 12,866.37	866.1	\$ 7,442.63				\$ -	\$ 20,309.00
May-14								\$ -	\$ -
May-13								\$ -	\$ -
Jun-14								\$ -	\$ -
Jun-13								\$ -	\$ -
Jul-14								\$ -	\$ -
Jul-13								\$ -	\$ -
Aug-14								\$ -	\$ -
Aug-13								\$ -	\$ -
Sep-14								\$ -	\$ -
Sep-13								\$ -	\$ -
Oct-14								\$ -	\$ -
Oct-13								\$ -	\$ -
Nov-14								\$ -	\$ -
Nov-13								\$ -	\$ -
Dec-14								\$ -	\$ -
Dec-13								\$ -	\$ -
2014	496,320	\$ 60,025.20	4,897.90	\$ 58,614.65	2,444.00	\$ 6,372.36	\$ 4,888.47	\$ 11,260.83	\$ 129,900.68
2013	472,480	\$ 49,910.16	4,012.80	\$ 30,485.53	2,296	\$ 5,266.69	\$ 3,811.50	\$ 9,078.19	\$ 89,473.88

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

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 2013/14
Jan-14	1,992	\$ 337.35	92.9	\$ 815.82	2,164	\$ 7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 12,326.45
Jan-13	2,574	\$ 381.06	62.1	\$ 522.34	2,327	\$ 7,746.23	\$ 4,638.86	\$ 12,385.09	\$ 13,288.49
Feb-14	1,201	\$ 276.95	68.6	\$ 838.94		\$ -	\$ -	\$ -	\$ 1,115.89
Feb-13	4,896	\$ 630.55	57.4	\$ 462.59		\$ -	\$ -	\$ -	\$ 1,093.14
Mar-14	945	\$ 1,009.60	68.2	\$ 178.37		\$ -	\$ -	\$ -	\$ 1,187.97
Mar-13	9,930	\$ 1,196.19	56.6	\$ 412.97		\$ -	\$ -	\$ -	\$ 1,609.16
Apr-14	929	\$ 208.22	43.9	\$ 433.33		\$ -	\$ -	\$ -	\$ 641.55
Apr-13	990	\$ 169.23	49.3	\$ 426.35		\$ -	\$ -	\$ -	\$ 595.58
May-14						\$ -	\$ -	\$ -	\$ -
May-13						\$ -	\$ -	\$ -	\$ -
Jun-14						\$ -	\$ -	\$ -	\$ -
Jun-13						\$ -	\$ -	\$ -	\$ -
Jul-14						\$ -	\$ -	\$ -	\$ -
Jul-13						\$ -	\$ -	\$ -	\$ -
Aug-14						\$ -	\$ -	\$ -	\$ -
Aug-13						\$ -	\$ -	\$ -	\$ -
Sep-14						\$ -	\$ -	\$ -	\$ -
Sep-13						\$ -	\$ -	\$ -	\$ -
Oct-14						\$ -	\$ -	\$ -	\$ -
Oct-13						\$ -	\$ -	\$ -	\$ -
Nov-14						\$ -	\$ -	\$ -	\$ -
Nov-13						\$ -	\$ -	\$ -	\$ -
Dec-14						\$ -	\$ -	\$ -	\$ -
Dec-13						\$ -	\$ -	\$ -	\$ -
2014	5,067	\$ 1,832.12	273.60	\$ 2,266.46	2,164	7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 15,271.86
2013	18,390	\$ 2,377.03	225.40	\$ 1,824.25	2,327	7,746.23	\$ 4,638.86	\$ 12,385.09	\$ 16,586.37

# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		WATER		SEWER		NET		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	WATER BILL	SEWER BILL	NET WATER BILL	WATER BILL	SEWER BILL	TOTAL MONTHLY UTILITY 2012
Jan-14	177,259	\$ 21,017.80	3,023	\$ 27,568.50	3,643	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 11,177.29	\$ 6,014.52	\$ 65,778.11
Jan-13	185,343	\$ 19,521.92	2,063	\$ 15,228.37	3,788	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 10,734.42	\$ 6,523.61	\$ 52,008.32
Feb-14	220,480	\$ 27,137.07	2,495	\$ 30,641.88	2,691	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 8,939.34	\$ 6,981.83	\$ 73,700.12
Feb-13	179,511	\$ 19,143.00	2,259	\$ 16,755.83	2,718	\$ 8,974.47	\$ 6,014.95	\$ 14,989.42	\$ 8,974.47	\$ 6,014.95	\$ 14,989.42	\$ 8,974.47	\$ 6,014.95	\$ 50,888.25
Mar-14	176,666	\$ 22,442.87	3,055	\$ 46,577.70	224	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 697.25	\$ 386.11	\$ 70,103.93
Mar-13	159,056	\$ 17,165.96	2,245	\$ 16,455.90	-	\$ 60.00	-	\$ 60.00	\$ 60.00	-	\$ 60.00	\$ 60.00	-	\$ 33,681.86
Apr-14	150,405	\$ 19,079.76	2,036	\$ 21,368.18	-	-	-	-	-	-	-	-	-	\$ 40,447.94
Apr-13	172,487	\$ 18,796.81	1,969	\$ 16,913.22	-	-	-	-	-	-	-	-	-	\$ 35,710.03
May-14	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
May-13	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Jun-14	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Jun-13	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Jul-14	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Jul-13	0	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Aug-14	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Aug-13	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Sep-14	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Sep-13	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Oct-14	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Oct-13	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Nov-14	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Nov-13	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Dec-14	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
Dec-13	-	\$ -	-	\$ -	-	-	-	-	-	-	-	-	-	\$ -
2014	724,810	\$ 89,677.50	10,609	\$ 126,156.26	6,558	20,813.88	\$ 13,382.46	\$ 34,196.34	20,813.88	\$ 13,382.46	\$ 34,196.34	20,813.88	\$ 13,382.46	\$ 250,030.10
2013	696,397	\$ 74,627.69	8,536	\$ 65,353.32	6,506	19,768.89	\$ 12,538.56	\$ 32,307.45	19,768.89	\$ 12,538.56	\$ 32,307.45	19,768.89	\$ 12,538.56	\$ 172,288.46