

JACKSON HOUSING COMMISSION

REGULAR MEETING – March 16, 2016

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: February 17, 2016
6. Approval of the Previously Paid Liabilities from February 17, 2016
7. RESOLUTIONS
Resolution No. 2016-05: Collection Losses Write Offs March 2016
Resolution No. 2016-06: Employee Raises Fiscal Year 2015
Resolution No. 2016-07: Operating Budget Fiscal Year 2016

DIRECTOR'S REPORTS

Section 8

Leasing and HAP Utilization Report

Public Housing

Tenant Accounts Receivable

Consolidated TARS

Move Outs

Vacant Unit Turnaround

Executive

S8 Income Statement

PH Income Statement

Petty Cash Fund Register

After Hours/Emergency Response Report

Utility Costs and Consumption

8. OTHER BUSINESS
Tenant Surveys
9. ADJOURNMENT

NEXT REGULAR MEETING:
ANNUAL MEETING:

Reed Manor Board Room- April 27, 2016
Reed Manor Board Room- April 27, 2016

Jackson Housing Commission

Regular Meeting

February 17, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on February 17, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus and James Stark. Upon roll call, the following commissioner was absent: Michelle Woods.

Also present were:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Director
Chelsea Bryant, Executive Secretary

16-01-16-001 Public Comments

Members of the public were present, but no comments were made.

16-01-16-002 Approval of the Minutes of the Regular Meeting Held January 20, 2016

The minutes of the January 20, 2016 Regular Meeting were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held January 20, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

16-01-16-003 Approval of the Previously Paid Liabilities: January 2016

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities for January 2016
Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, P. Pultz-Orthaus, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

16-01-16-004 Resolution No. 2016-02: Collection Losses Write Off: February 2016

Commissioner Davis-Dye **MOVED** to approve the Collection Losses, February 2016.
Commissioner Stark **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

16-01-16-005 Resolution No. 2016-03: RFP2016-01: Collection Services

Commissioner Montgomery **MOVED** to authorize the Executive Director to enter a contract with the collection agency, Scheer, Green & Burke, LPA for collection services. Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

16-01-16-006 Resolution No. 2016-04: RFP2016-02: Pest Control Services

A discussion followed regarding reasoning for entering a contract with Eradico Pest Control Services. Ms. Ingram explained that Eradico was the lowest responsive bidder demonstrating a comprehensive plan to prevent and remediate infestations. Ms. Stilson-Postma, property manager added that the company's service delivery standards are needed to allow residents to resume normal occupancy after a pest control treatment. She also mentioned that Eradico guarantees their work.

Commissioner Davis-Dye expressed concerns regarding past experiences with Eradico and would prefer if staff accompany technicians treating units, as well as, communicate their service plan with residents. Mr. Stark asked staff to explore the benefits of purchasing commercial machines in an effort to provide residents needing to wash clothing/household items that would otherwise be cost prohibitive to do so in the event of a pest infestation.

Commissioner Stark **MOVED** to authorize the Executive Director to enter a contract with Eradico Pest Services for pest control services. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

AYES: P. Davis-Dye, G. Montgomery, M. Pultz-Orthaus, J. Stark

NAYS: None

ABSTAIN: None

ABSENT: M. Woods

16-01-16-07 DIRECTOR'S REPORTS

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

Per Ms. Boyce, orientations are being held each month. Currently, thirty households are waiting to secure housing with Section 8 Vouchers.

Public Housing

- B. Tenant Accounts Receivables
- C. Consolidated TARS
- D. Move Outs
- E. Vacant Unit Turnaround

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

15-12-16-08 OTHER BUSINESS

Ms. Ingram made a request to attend a Public Housing Manger's certification training available in Lansing, Michigan April 18-22, 2016. Doing so would save the JHC the cost of travel and lodging and to a course held out- of-state. As a result, the Regular Meeting scheduled for April 20, 2016 is postponed and will be held prior to the Annual Meeting scheduled for April 27, 2016.

Commissioner Stark **MOTIONED** to conduct the Regular Meeting on April 27, 2016 prior to the Annual Meeting. Commissioner Stark **SECONDED** the motion. A vote was held and the motion carried.

Ms. Ingram informed the board that tenant surveys were ccllected and the results will be discussed at the Regular Meeting on March 16, 2016.

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

The Regular Meeting held February, 2016 adjourned at 12:36pm.

Respectfully submitted,

Laurie Ingram
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061049	02/05/2016	Petty Cash	Payment	1,773.60	COH \$226.40
061050	02/09/2016	CONSUMERS ENERGY	Payment	16,967.17	TRANSACTION# 439 - 458 10 ACCOUNTS 100000120988 \$1788.68 100000121028 \$4579.22 100000121093 \$1173.65 100000472256 \$1948.83 100000473114 \$1988.41 100000473429 \$3808.81 100035144961 \$1077.02 100035145133 \$26.44 100035140910 \$192.95 100034278091 \$383.16
061051	02/09/2016	Housing Insurance Services, Inc.	Payment	59,731.00	CUSTOMER ID: 385 INVOICE# HP00070880
061052	02/09/2016	Housing Authority Risk Retention Group	Payment	16,479.00	CUSTOMER ID: 385 INVOICE# HG00080132
061053	02/09/2016	Jackson Housing Commission	Payment	24,842.84	02.14.2016 - 02.14.2017 PH MANAGEMENT FEES JANUARY 2016
061054	02/09/2016	SPRINT	Payment	1,301.69	ACCT# 128763256 INVOICE# 128763256-017
061055	02/09/2016	TDS Metrocom	Payment	1,427.23	4 ACCOUNTS 517 787-1188 \$996.46 517 787-0168 \$323.47 517 780-0620 \$80.48 517 780-0181 \$26.82
061056	02/09/2016	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 73001
061057	02/16/2016	TIMOTHY L KANE	Payment	2,200.00	01.19.2016 METH DECONTAMINATION SERVICES @1411 MERRIMAN TOTAL COST IS \$3,950 \$2,220 DUE NOW
061058	02/16/2016	SAMUEL TOMLIN	Payment	415.75	HCV HOUSING QUALITY STANDARDS T&E 02.22.2016 - 02.26.2016
061059	02/16/2016	ZING TRAIN	Payment	3,000.00	HOUSING QUALITY STANDARDS MINNEAPOLIS, MN ORDER# 7835 LEADING WITH ZING

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061060	02/29/2016	DEANA L. OLIVER	Payment	23.00	FEBRUARY 29 - MARCH 1, 2016 SKU: SEM1516-LWZ-03
061061	02/29/2016	ELAINE CADDELL	Payment	233.00	ACCOUNT# P-001-1112.07 UNUSED PORTION OF SECURITY DEPOSIT
061062	02/29/2016	Minerva Brown	Payment	63.50	ACCOUNT# P-002-3272-08 FINAL ACCOUNTING
061063	02/29/2016	A-1 LOCK SHOP	Payment	5.67	ACCOUNT# P-002-3233-09 FINAL ACCOUNTING
061064	02/29/2016	American Office Solutions	Payment	125.00	3660 MAILBOX KEYS ACCOUNT# J1087
061065	02/29/2016	APCO SUPPLY	Payment	1,150.74	SERVICE INVOICE# IN69456 MOVED COPIER FROM BLDG C TO BLDG I OFFICE ACCOUNT# 178131
061066	02/29/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	102.00	INVOICE# 1245267-00 \$95064 INVOICE# 1243416-00 \$200.10 INVOICE# 644172
061067	02/29/2016	CASLER HARDWARE	Payment	36.95	EMERGENCY REPAIRED TUB FOR I-45 CUSTOMER# 33561
061068	02/29/2016	COLLINS BROTHERS	Payment	392.05	103902 \$23.97 103763 \$12.98 49726 COVER BASE BOARDS
061069	02/29/2016	UBI BUSINESS INTERIORS	Payment	463.43	CUSTOMER# 224241 INVOICE# 03JB2318 \$109.98 INVOICE# 03JB2315 \$205.98 INVOICE# 03JB4181 \$97.64 INVOICE# 03JB4180 \$49.83
061070	02/29/2016	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	71.02	CUSTOMER# 31919 INVOICE# 3743631
061071	02/29/2016	HAMMOND HARDWARE	Payment	308.81	CUSTOMER# 33515 B324414 \$30.99 C180331 \$111.03 C180561 \$13.48 B323709 \$9.87 C180247 \$19.76 C180369 \$10.79 B323548 \$13.47 C180128 \$22.11 C179547 \$22

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061072	02/29/2016	HD Supply Facilities Maintenance	Payment	1,075.85	C180588 \$55.31 CUSTOMER# 461000 INVOICE# 9142719798 \$201.48 INVOICE# 9142704243 \$328.37 INVOICE# 9143387020 \$122.03 INVOICE# 9143520137 \$423.97
061073	02/29/2016	Hirst Electric Company	Payment	980.50	CUSTOMER# 24184 INVOICE# 57001
061074	02/29/2016	Home Depot Credit Services	Payment	451.92	6035 3225 4017 5928 INVOICE# 1022635 \$303.24 INVOICE# 6593129 \$57.96 INVOICE# 2024066 \$90.72
061075	02/29/2016	GRIMES PLUMBING COMPANY, INC	Payment	350.00	INVOICE# 371 INSTALLATION OF WATER HEATER
061076	02/29/2016	Jackson Automatic Sprinkler, Limited	Payment	954.18	INVOICE# 10380 MANAGER OFFICE SPRINKLER
061077	02/29/2016	JACKSON GLASS WORKS INC	Payment	833.00	CUSTOMER# JHOU INVOICE# 388773 \$113 INVOICE# 392139 \$360 INVOICE# 392140 \$360
061078	02/29/2016	Johnstone Supply	Payment	19.53	ACCOUNT# 101604 INVOICE# 258108 \$18.97 SERVICE CHARGES \$.56
061078	02/29/2016	JACKSON WATER COLLECTION	Payment	10,302.72	39 ACCOUNTS SEE ATTACHMENTS JANUARY 2016 WATER & SEWER BILLS WATER \$6571.76 SEWER \$3238.58 ADJUSTMENTS \$492.38 AMP3
061080	02/29/2016	Keepin It Clean	Payment	240.00	2 INVOICES 02.03.2016 \$55 02.04.2016 \$185
061081	02/29/2016	Knibloe Hardware	Payment	68.97	INVOICE# 193366 REPAIR SHOWER FAUCET
061082	02/29/2016	Lammers Heating & A/C	Payment	1,231.84	4 INVOICES #11193-7997 \$157 #12741-8092 \$293.11 #12741-8177 \$322.73 #11193-7452 \$459

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061083	02/29/2016	LIBRA INDUSTRIES, INC. OF MI	Payment	814.59	CUSTOMER# 37126 INVOICE# 42422300 \$159.98 INVOICE# 42047300 \$182.75 INVOICE# 42405200 \$107.98 INVOICE# 42405100 \$137.70 INVOICE# 42405000 \$226.18
061084	02/29/2016	MENARDS - JACKSON	Payment	1,072.67	ACCOUNT# 31610470 #43410 \$159.60 #44048 \$94.56 #44266 \$30.24 #44479 \$191.74 #44031 \$145.89 #44267 \$134.90 #43771 \$107.13 #43423 \$33.59 #43187 \$25.59 #43905 \$149.43
061085	02/29/2016	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT# 23056 INVOICE# 50795
061086	02/29/2016	Rooney's Sewer Service	Payment	450.00	5 INVOICES #1233 \$90 #1203 \$90 #1202 \$90 #2709 \$90 #2468 \$80
061087	02/29/2016	Ralph Friedland & Brothers Inc.	Payment	1,400.40	ACCT# JACKSO INV# 71641
061088	02/29/2016	SAFETY SYSTEMS INC	Payment	437.00	CUSTOMER# 00938 INV# 452307 \$221 INV# 452309 \$108 INV# 452310 \$108
061089	02/29/2016	ServiceMaster Absolute Home and Restoration Serv.	Payment	380.00	INVOICE# 3402 COMMERCIAL TRAUMA CLEANING
061090	02/29/2016	THE SHERWIN -WILLIAMS CO.	Payment	453.30	ACCT# 5291-3816-6 INV# 0885-1
061091	02/29/2016	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	161.17	02.11.2016 VACUUM REPAIR
061092	02/29/2016	TOMMARK, INC.	Payment	58.65	CUSTOMER ID# 100596 INV# 812546823
061093	02/29/2016	Trail Supply LLC	Payment	1,025.91	ACCOUNT# 10014

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
					#29577 \$498
					#29467 \$527.91
061094	02/29/2016	WEATHERPROOF INC	Payment	179.94	CUST# JAC HOUS COM #311499 \$143.62
					#311500 \$36.32
061096	02/29/2016	WILMAR INDUSTRIES	Payment	822.08	ACCT# 70585 #359175932 \$562.64
					#359392628 \$74.58
					#357805977 \$184.86
061097	02/29/2016	The SBAM Plan	Payment	14,738.61	CID:281224 03.01.2016-04.01.2016
Total:				(178,002.62)

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002464	02/09/2016	Housing Authority Risk Retention Group	Payment	9,887.40	CUSTOMER ID: 385 INVOICE# HG00080132 02.14.2016-02.14.2017
002465	02/09/2016	SPRINT	Payment	236.06	ACCOUNT# 128763256 INVOICE3 128763256-017
002466	02/09/2016	TDS Metrocom	Payment	52.37	517 787-9241 MAIN PHONE
002467	02/09/2016	LAURIE INGRAM	Payment	265.72	MHDA WINTER CONFERENCE TRAINING PIER DIEM MT PLEASANT, MI 02.10.16 - 02.12.16
002468	02/09/2016	NAHRO	Payment	45.00	MEMBER# 000000000042 ORDER# 10063196262 03.01.2016 - 02.28.2017
002469	02/16/2016	ZING TRAIN	Payment	1,000.00	ORDER# 7835 LEADING WITH ZING FEBRUARY 29-MARCH 1, 2016 SKU: SEM1516-LWZ-03
002470	02/29/2016	Computer Ties LLC	Payment	255.00	2 INVOICES SALES ORDER# 2429 \$95 SALES RECEIPT# 26991 \$160.00
002471	02/29/2016	COMCAST	Payment	988.84	6 ACCOUNTS 01721 425384-01-4 \$124.53 01721 422342-01-5 \$229.83 01721 346503-01-6 \$190.11 01721 422344-01-1 \$84.00 01721 413438-01-3 \$155.28 01721 276409-02-9 \$205.09
002472	02/29/2016	DBI BUSINESS INTERIORS	Payment	55.24	CUSTOMER# 224241 INVOICE# 03JB2317 \$40.17 INVOICE# 03JB4171 \$15.07
002473	02/29/2016	Emerge Accounting	Payment	5,250.00	2 INVOICES FEBRUARY-001 MARCH-001
002475	02/29/2016	The SBAM Plan	Payment	9,825.85	CID: 281224 03.01.2016-04.01.2016
002476	02/29/2016	First National Bank Omaha	Payment	640.21	4988 6591 8367 2469 02.18.2016 Sam Tomlin travel airline \$515.95 Laurie Ingram travel hotel \$124.26

Date: 03/05/2016
Time: 21:31:44

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002477	02/29/2016	Pentiuk, Couvreur & Kobijak, P.C	Payment	2,400.00	ACCOUNT# 25049 INV# 114310.001

Total: (30,901.69)

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 02/01/2016 To: 02/29/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054290	02/09/2016	Housing Authority Risk Retention Group	Payment	6,591.60	CUSTOMER ID: 385 INVOICE# HG00080132 02.14.2016-02.14.2017 PROGRAM YEAR 30
054291	02/09/2016	TDS Metrocom	Payment	67.50	517 787-6326 MAIN PHONE LINE
054292	02/09/2016	LIFEWAYS CMH - PINE ROOM	Payment	100.00	02.04.2016 MENTAL HLTH FIRST AID COURSE FEE
054293	02/16/2016	ZING TRAIN	Payment	1,000.00	ORDER# 7835 LEADING WIHT ZING FEBRUARY 29-MARCH 1, 2016 SKU SEM1516-LWZ-03
054294	02/29/2016	The SBAM Plan	Payment	2,065.70	CID: 281224 03.01.2016-04.01.2016
054295	02/29/2016	Jackson Housing Commission	Payment	10,867.00	JANUARY 2016 REIMBURSEMENT OF ADM SALARIES \$8526.00 ADM FEES \$3000.00
Total:				(20,691.80)	

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-05

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	\$ 341.11
AMP 2: Reed Manor	\$ 2,448.30
AMP 3: Shahan-Blackstone Apts.	<u>\$ 1,624.30</u>
Total	\$ 4,413.71

The attached Collection Losses Report reflects the delinquent amount of **\$4,413.71** and is hereby approved for fiscal year 2016 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read. Commissioner _____ **SECONDED** the motion, and, roll call vote the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on March 16, 2016

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

March 2016

Board Resolution 2016-05

Property	Reference Number	EOP Date	Amount
Chalet Terrace	001-1135-08	11-24-15	\$209.25
Chalet Terrace	001-1156-04	11-18-15	\$131.86
Reed Manor	002-3321-15	11-3-15	\$1,276.20
Reed Manor	002-3361-12	11-30-15	\$357.10
Reed Manor	002-4474-07	11-24-15	\$815.00
Shahan Blackstone North	003-7613-02	11-24-15	\$1,624.30

Property	Amount
Chalet Terrace	\$ 341.11
Reed Manor	\$2,448.30
Shahan Blackstone North	\$1,624.30
Total Write Off	\$4,413.71

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. 2016-06

WHEREAS, the Jackson Housing Commission Fiscal Year 2015 Budget was approved with Resolution 2015-10

WHEREAS, the approved budget included a 2% annual raise for all employees;

WHEREAS, the City of Jackson must approve all compensation;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves a 2% annual raise for all Jackson Housing Commission employees for fiscal year 2015 and the raise shall be retroactive to April 1, 2015 upon approval of City Council.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

President Orthaus 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 March 16, 2016.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-07

WHEREAS, an operating budget shall be developed for each AMP, Section 8 and COCC;

WHEREAS, the operating budget shall be approved by the Board prior to the start of the fiscal year;

WHEREAS, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

THEREFORE BE IT RESOLVED THAT the Commission adopts the attached amended Fiscal Year 2015 (April 1, 2016 to March 31, 2017) Operating Budgets for each AMP, COCC and Section 8.

_____ **MOVED** to adopt the foregoing Resolution as introduced and read.
_____ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

President Pultz-Orthaus 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 March 16, 2016

Michelle Pultz-Orthaus
President

COCC**Proposed
FY16-17****Income**

Management Fee	\$ 464,758.00
Asset Management Fee	\$ 30,219.75
Bookkeeping Fee	\$ 47,671.75
CFP Management Improvement	\$ 16,042
Other Income	\$ 29,709.00

Operating Income \$ 588,401

Operating Expense**Administrative Expense**

Administrative Salaries	\$ 330,976
Employee Benefits- Admin	\$ 112,047
Retirees Health Insurance	\$ 30,734
Payroll Services	\$ 1,128
Accounting Fees	\$ 17,182.00
Administrative Expense - Other	\$ 42,402.00
Audit Fees	\$ 4,000
Insurance	\$ 13,965.00
Legal Expense	\$ 5,004.00
Membership and Dues	\$ 1,410.00
Office Supplies	\$ 10,293.00
Postage	\$ 1,260.00
Staff Training	\$ 7,488
Staff Travel	\$ 4,538.00
Sundry	\$ 1,047.00
Telecommunications	\$ 4,333.00
Depreciation Expense	\$ -

Total Administrative Expense \$ 587,807

TOTAL Operating Expense \$ 587,807

NET INCOME (LOSS) \$ 593

SECTION 8**Proposed
FY16-17****Income**

Housing Assistance Revenue	\$ 2,379,601
Administration Fees	\$ 245,584
Port-In HAP	\$ -
Port-In Admin	\$ -
Fraud Recovery	\$ 28,105
Interest Income	\$ -

Operating Income \$ 2,653,290**Operating Expense****Administrative Expense**

Administrative Salaries	\$ 102,274
Employee benefits - Admin	\$ 42,643
Payroll Services	\$ 1,128
Administrative Expense - Other	\$ 61,239
Management Fee	\$ 36,000

Total Administrative Expense \$ 243,284**General Expense**

Housing Assisted Payments	\$ 2,356,730
Telecommunications	\$ 1,025
Staff Travel	\$ 3,200
Staff Training	\$ 3,875
Office Supplies	\$ 10,714
Postage	\$ 824
Inspection Expense	\$ 10,309
Audit Fees	\$ 4,000
Insurance	\$ 6,799

Total General Expense \$ 2,397,476**TOTAL Operating Expense** \$ 2,640,760**NET INCOME (LOSS)** \$ 12,530

ALL AMPS

Proposed FY16-17

Income

Dwelling Rent	\$ 1,097,475
Interest Income	\$ 268
Operating Subsidy	\$ 1,739,597
CFP Operational income	\$ 61,314
Other Income	\$ 307,292

Operating Income \$ 3,205,946

Operating Expense

Administrative Expense

Administrative Salaries	\$ 197,963
Employee Benefits- Admin	\$ 69,752
Retirees Health Insurance	\$ 27,886
Payroll Services	\$ 3,384
Administrative Expense - Other	\$ 87,970
Audit Fees	\$ 12,000
Bookkeeping Fees	\$ 10,328
Asset Management Fees	\$ 9,644
Legal Expense	\$ 16,228
Management Fees	\$ 328,266
Office Supplies	\$ 18,814
Postage	\$ 2,917
Staff Training	\$ 10,709
Telecommunications	\$ 28,555
Depreciation Expense	\$ 738,177

Total Administrative Expense \$ 1,562,593

Maintenance Expense

Maintenance Salaries	\$ 381,264
Employee Benefits - Maintenance	\$ 164,169
Maintenance Contracts	\$ 225,773
Maintenance Materials	\$ 148,331

Total Maintenance Expense \$ 919,537

Tenant Services

Tenant Services - Recreation	\$ 20,577
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Total Tenant Services \$ 20,577

Utilities & General Expenses

Collection Losses	\$ 11,865
Electric	\$ 253,859

Gas	\$ 129,871
Fuel	\$ 1,443
Insurance	\$ 89,485
Payments in Lieu of Taxes	\$ 45,653
Water & Sewer	\$ 152,395
Total Utilities	<u>\$ 684,579</u>

TOTAL Operating Expense **\$ 3,187,285**

NET INCOME (LOSS) **\$ 18,660**

CHALET TERRACE

Proposed FY16-17

Income

Dwelling Rent	\$	303,096
Operating Subsidy	\$	551,351
Other Income	\$	90,235
Operating Income	\$	945,182

Operating Expense

Administrative Expense

Administrative Salaries	\$	51,188
Employee Benefits- Admin	\$	22,539
Retirees Health Insurance	\$	18,951
Payroll Services	\$	1,128
Administrative Expense - Other	\$	30,514
Audit Fees	\$	4,000
Bookkeeping Fees	\$	3,412
Asset Management Fees	\$	4,371
Legal Expense	\$	5,145
Management Fees	\$	76,287
Office Supplies	\$	7,109
Postage	\$	645
Staff Training	\$	3,531
Telecommunications	\$	10,642
Depreciation Expense	\$	176,677
Total Administrative Expense	\$	416,140

Maintenance Expense

Maintenance Salaries	\$	97,531
Employee Benefits - Maintenance	\$	30,901
Maintenance Contracts	\$	58,365.00
Maintenance Materials	\$	46,965.00
Total Maintenance Expense	\$	233,762

Tenant Services

Tenant Services - Recreation	\$	8,530
Total Tenant Services	\$	8,530

Utilities & General Expenses

Collection Losses	\$	4,000
Electric	\$	75,000
Gas	\$	89,717
Fuel	\$	996

Insurance	\$	39,517
Payments in Lieu of Taxes	\$	11,969
Water & Sewer	\$	50,011
Total Utilities	\$	271,210

TOTAL Operating Expense **\$ 929,643**

NET INCOME (LOSS) **\$ 15,539**

REED MANOR

Proposed FY16-17

Income

Dwelling Rent	\$ 655,373
Interest Income	\$ 268
Operating Subsidy	\$ 741,598
CFP Operational Income	\$ 61,314
Other Income	\$ 153,124
Operating Income	<u>\$ 1,611,677</u>

Operating Expense

Administrative Expense

Administrative Salaries	\$ 95,586
Employee Benefits- Admin	\$ 29,962
Retirees Health Insurance	3,813
Payroll Services	\$ 1,128.00
Administrative Expense - Other	\$ 21,217
Audit Fees	\$ 4,000
Software	
IT Services	
Computers	
Internet Service	
Phones	
Court Costs	
Background Verifications	
Bookkeeping Fees	\$ 5,291
Asset Management Fees	\$ 3,833
Legal Expense	\$ 6,708
Management Fees	\$ 179,209
Toner/Ink and Paper supplies	\$ -
Office Supplies	\$ 9,521
Postage	\$ 1,569
Staff Training	\$ 3,851
Telecommunications	17913
Depreciation Expense	\$ 451,170
Total Administrative Expense	<u>\$ 834,771</u>

Maintenance Expense

Maintenance Salaries	\$ 186,222
Employee Benefits - Maintenance	\$ 78,459
Maintenance Contracts	\$ 122,632.00
Maintenance Materials	\$ 57,792.00
Total Maintenance Expense	<u>\$ 445,105</u>

Tenant Services

Tenant Services - Recreation	3,517
Total Tenant Services	\$ 3,517

Utilities & General Expenses

Collection Losses	\$ 5,136
Electric	\$ 163,763
Gas	\$ 38,397
Fuel	\$ 450
Insurance	\$ 33,683
Payments in Lieu of Taxes	\$ 28,630
Water & Sewer	\$ 57,216
Total Utilities	\$ 327,274

TOTAL Operating Expense**\$ 1,610,667****NET INCOME (LOSS)****\$ 1,009**

SHAHAN BLACKSTONE

Proposed FY16-17

Income

Dwelling Rent	\$ 139,006.00
Operating Subsidy	\$ 446,148.00
Other Income	\$ 63,933.00

Operating Income \$ 649,087

Operating Expense

Administrative Expense

Administrative Salaries	\$ 51,189
Employee Benefits- Admin	\$ 17,250
Retirees Health Insurance	\$ 5,122.00
Payroll Services	\$ 1,128.00
Administrative Expense - Other	\$ 36,239.00
Audit Fees	\$ 4,000.00
Bookkeeping Fees	\$ 1,625.00
Asset Management Fees	\$ 1,440.00
Legal Expense	\$ 4,375.00
Management Fees	\$ 72,770.00
Office Supplies	\$ 2,184.00
Postage	\$ 703.00
Staff Training	\$ 3,327.00
Depreciation Expense	\$ 110,330.00

Total Administrative Expense \$ 311,682

Maintenance Expense

Maintenance Salaries	\$ 97,510
Employee Benefits - Maintenance	\$ 54,809
Maintenance Contracts	\$ 44,776.00
Maintenance Materials	\$ 43,574.00

Total Maintenance Expense \$ 240,670

Tenant Services

Tenant Services - Recreation	\$ 8,530
------------------------------	----------

Total Tenant Services \$ 8,530

Utilities & General Expenses

Collection Losses	\$ 2,729.25
Electric	\$ 15,096.00
Gas	\$ 1,757.00
Insurance	\$ 16,285.00
Payments in Lieu of Taxes	\$ 5,059.00

Water & Sewer
Total Utilities

\$ 45,168 00
\$ 86,094

TOTAL Operating Expense

\$ 646,976

NET INCOME (LOSS)

\$ 2,111

Leasing and HAP Utilization

Cy 2016

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)	NRP Available
Balance Forward											54,518
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	60,582
February	180,945	197,887	109.4%	441	448.72	92.9%	475	1,365	4	(16,942)	45,009
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	379465	390874	103.3	877	445.67	92.3	950	1892	8	(11,409)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2016
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 02/29/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 126 2. Total Charges: 27,847.77 3. Dwelling Rental: 25,502.37 4. Retroactive Rent: 0.00 5. Excess Utility: 555.85 6. Additional Charges: 1,789.55

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	5	127.50	0.00	0.00	174.47	301.97
Over One Month Delinquent	59	3,100.20	0.00	1,159.72	8,307.84	12,567.76
Total for TIP	64					12,869.73
Vacated TAR	9					1,354.43
Total	73					14,224.16

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	23	5,064.93
Under Formal Repayment Agreement with Payments Up-to-Date	23	5,064.93
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	41	7,804.80

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)
	02/29/2016	02/28/2015	02/28/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	51	54	42
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	28	38	25

F. Collection Losses

1. Amount Charged to Loss this Period	2,798.31
2. Amount Charged to Loss this Year to Date	14,665.23

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 2016
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 02/29/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288 2. Total Charges: 50,472.10 3. Dwelling Rental: 54,112.45 4. Retroactive Rent: -3,768.00 5. Excess Utility: 0.00 6. Additional Charges: 127.65

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	28.50	0.00	0.00	1,217.00	1,245.50
Over One Month Delinquent	67	1,952.74	3,102.37	38.00	14,018.39	19,111.50
Total for TIP	79					20,357.00
Vacated TAR	24					13,013.36
Total	103					33,370.36

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	41	13,749.77
Under Formal Repayment Agreement with Payments Up-to-Date	41	13,749.77
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	38	6,607.23

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)
	02/29/2016	02/28/2015	02/28/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	27	33	23
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	13	30	11

F. Collection Losses

1. Amount Charged to Loss this Period	1,143.15
2. Amount Charged to Loss this Year to Date	18,352.10

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2016
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 02/29/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 113 2. Total Charges: 8,696.50 3. Dwelling Rental: 8,085.50 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 611.00

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	2	154.00	0.00	0.00	30.00	184.00
Over One Month Delinquent	27	2,033.70	1,853.30	410.35	4,913.85	9,211.20
Total for TIP	29					9,395.20
Vacated TAR	6					5,128.17
Total	35					14,523.37

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	6	2,042.14
Under Formal Repayment Agreement with Payments Up-to-Date	6	2,042.14
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	23	7,353.06

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)
	02/29/2016	02/28/2015	02/28/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	26	27	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	85	59	24

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	3,524.58

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 2016
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 02/29/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 527 2. Total Charges: 87,016.37 3. Dwelling Rental: 87,700.32 4. Retroactive Rent: -3,768.00 5. Excess Utility: 555.85 6. Additional Charges: 2,528.20

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	19	310.00	0.00	0.00	1,421.47	1,731.47
Over One Month Delinquent	153	7,086.64	4,955.67	1,608.07	27,240.08	40,890.46
Total for TIP	172					42,621.93
Vacated TAR	39					19,495.96
Total	211					62,117.89

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	70	20,856.84
Under Formal Repayment Agreement with Payments Up-to-Date	70	20,856.84
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	102	21,765.09

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)
	02/29/2016	02/28/2015	02/28/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	37	28
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	25	36	17

F. Collection Losses

1. Amount Charged to Loss this Period	3,941.46
2. Amount Charged to Loss this Year to Date	36,541.91

Jackson Housing Commission Consolidated TARS Report

February 2016

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	102	80	2	2	0	26	0
Reed Manor	292	265	91	4	1	0	25	2
Shahan Blackstone	120	108	90	7	6	0	11	1

Move-Outs Report February 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	1158-03	2-29-16	Deceased
Chalet Terrace	1168-09	2-29-16	Moved
Reed Manor	3272-08	2-01-16	Moved
Reed Manor	4441-04	2-01-16	Health
Reed Manor	4452-06	2-02-16	Marriage
Reed Manor	3230-04	02-09-16	Deceased
Reed Manor	3302-07	2-18-16	Eviction
Reed Manor	4393-05	2-19-16	Double Subsidy
Reed Manor	3263-10	2-29-16	Unknown
Shahan Blackstone North	6583-15	2-01-16	Relocating
Shahan Blackstone North	6572-06	2-18-13	Moved out of state

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 02/01/2016 and 02/29/2016

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-2211	428 Wildwood Ave	A-11	12/10/2014	/ /	0	/ /	421	02/05/2016	0	421	0	0	0	
003-5508	130 Shahan Drive		10/04/2015	10/21/2015	16	10/21/2015	1	02/09/2016	110	127	0	0	0	
001-1135	1209 Merriman		11/24/2015	11/24/2015	0	01/27/2016	64	02/01/2016	4	68	0	0	0	
001-1105	1251 Laurel Lane		11/30/2015	12/30/2015	29	02/03/2016	36	02/04/2016	0	65	0	0	0	
001-1163	1205 Heather Lane		12/01/2015	11/24/2015	0	02/02/2016	63	02/17/2016	14	77	0	0	0	
003-7608	414 Jefferson		12/03/2015	01/15/2016	42	01/27/2015	-352	02/01/2016	369	59	-352	0	0	
001-1189	108 Laurel Court		12/15/2015	12/15/2015	0	02/08/2016	55	02/09/2016	0	55	0	0	0	
001-1127	324 Barbary Drive		01/10/2016	02/10/2016	30	02/05/2016	-4	02/23/2016	17	43	-4	0	0	
001-1144	1204 Heather Lane		01/11/2016	01/19/2016	7	02/10/2016	22	02/10/2016	0	29	0	0	0	
002-3233	301 Steward Ave	B-10	01/15/2016	01/16/2016	0	01/25/2016	10	02/01/2016	6	16	0	0	0	
002-3321	301 Steward Ave	F-22	01/26/2016	01/26/2016	0	02/01/2016	6	02/02/2016	0	6	0	0	0	
002-3309	301 Steward Ave	F-10	01/31/2016	02/01/2016	0	02/04/2016	4	02/15/2016	10	14	0	0	0	
002-3272	301 Steward Ave	D-25	02/01/2016	02/01/2016	0	02/04/2016	3	02/05/2016	0	3	0	0	0	
002-4441	315 Steward Avenue	I-28	02/01/2016	02/01/2016	0	02/11/2016	10	02/12/2016	0	10	0	0	0	
002-4452	315 Steward Avenue	I-39	02/02/2016	02/02/2016	0	02/10/2016	8	02/11/2016	0	8	0	0	0	
002-3230	301 Steward Ave	B-7	02/09/2016	02/09/2016	0	02/11/2016	2	02/18/2016	6	8	0	0	0	
002-4393	207 Steward Avenue	H-24	02/11/2016	02/12/2016	0	02/18/2016	7	02/19/2016	0	7	0	0	0	
001-1143	1202 Heather Lane		02/16/2016	02/17/2016	0	02/23/2016	7	02/26/2016	2	9	0	0	0	
002-3302	301 Steward Ave	F-3	02/18/2016	02/18/2016	0	02/26/2016	6	02/25/2016	0	6	0	0	0	
Total Units:		19			124		369		538	1031	-356	0	0	

PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 02/01/2016 and 02/29/2016

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	1031
V12500 - Total number of vacancy days exempted for Capital Funds:	-356
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	19
V12800 - Average number of days units were in down time:	6.53
V12900 - Average number of days units were in make-ready:	38.16
V13000 - Average number of days units were in lease-up:	28.32
V13100 - Average unit turnaround days:	73.01



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority

Executive Director: Laurie Ingram

Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date: 3/10/10

Below is a list of the work submitted to the Jackson Housing Authority:

Manager	Accountant	
<i>SB</i>	<i>[Signature]</i>	Income Statements
<i>SB</i>	<i>[Signature]</i>	Balance Sheets
<i>SB</i>	<i>[Signature]</i>	Bank Reconciliations
<i>SB</i>	<i>[Signature]</i>	Ratios
<i>SB</i>	<i>[Signature]</i>	Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

**Jackson Housing Authority
Ratios
For Period Ended 2/29/2016**

Quick Ratio:

		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 392,954}{\$ 73,931} =$	5.32	12.00	12.00	100%
RM	$\frac{\$ 528,766}{\$ 99,482} =$	5.32	12.00	12.00	100%
SB	$\frac{\$ 72,785}{\$ 13,694} =$	5.32	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 319,024}{\$ 58,413} =$	5.46	11.00	11.00	100%
RM	$\frac{\$ 429,284}{\$ 87,574} =$	4.90	11.00	11.00	100%
SB	$\frac{\$ 59,092}{\$ 42,793} =$	1.38	7.16	11.00	65%

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%

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>21.16</u>	<u>25.00</u>	<u>85%</u>
Average Weighted Score	<u>23.72</u>	<u>25.00</u>	<u>95%</u>

**Jackson Housing Authority
Variance Explanations
February 2016 Financials**

HCV

This program had a loss of \$ 12,284 for the month of February. The contributing factor for this loss is as follows:

- HAP Restricted payments exceeded HAP Income received by \$16,942

Jackson Housing Commission
Section 8 Voucher Program
Income Statement
Month Ending February 29, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Housing Assistance Revenue	180,945	207,833	(26,888)	2,181,301	2,286,160	(104,859)
Administrative Fee Revenue	19,609	18,018	1,591	225,119	198,198	26,921
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	2,730	1,167	1,563	25,763	12,833	12,930
Interest Income	8	-	8	99	-	99
Other Income	-	-	-	-	-	-
Operating Income	203,292	227,017	(23,725)	2,432,282	2,497,192	(64,910)
Operating Expense						
Administrative Expense						
Administrative Salaries	7,909	8,526	617	93,706	93,788	83
Employee Benefits - Admin	640	2,752	2,112	21,157	30,273	9,116
Audit Fees	-	-	-	2,000	-	(2,000)
Training	1,100	-	(1,100)	3,552	-	(3,552)
Inspection Expense	715	-	(715)	9,450	-	(9,450)
Insurance	1,059	-	(1,059)	6,232	-	(6,232)
Legal	-	-	-	-	-	-
Management Fee	3,000	3,000	-	27,000	33,000	6,000
Office Supplies	-	-	-	9,822	-	(9,822)
Postage	-	-	-	755	-	(755)
Staff Travel	-	-	-	1,100	-	(1,100)
Administrative Expense	3,199	-	(3,199)	56,136	-	(56,136)
Telecommunications	68	-	(68)	940	-	(940)
Total Administrative Expense	17,689	14,278	(3,411)	231,849	157,062	(74,788)
Restricted HAP Expense						
Housing Assisted Payments	197,887	209,916	12,029	2,160,336	2,309,077	148,741
Total Restricted HAP Expense	197,887	209,916	12,029	2,160,336	2,309,077	148,741
HAP Income Less HAP Pymts (Loss)	(16,942)	(2,083)	(38,917)	20,965	(22,917)	(253,600)
TOTAL Operating Expense	215,576	224,194	8,618	2,392,185	2,466,138	73,953
NET INCOME (LOSS)	(12,284)	2,823	(15,107)	40,097	31,053	9,044

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending February 29, 2016

ASSETS

Current Assets

Cash

Total Cash

Cash - General Fund

\$ 190,557

\$ 190,557

Other Current Assets

Total Other Current Assets

Investments - Citizens

\$ 3,636

\$ 3,636

Prepaid Assets

Total Prepaid Assets

Prepaid

\$ 6,042

\$ 6,042

Total Current Assets

\$ 200,235

Fixed Assets

Total Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

\$ -

TOTAL ASSETS

\$ 200,235

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Total Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 3,000

\$ 9,833

Equity

Total Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 97,924

Unrestricted Net Position

\$ 52,381

Net Income (Loss)

\$ 40,097

\$ 190,402

TOTAL LIABILITIES & EQUITY

\$ 200,235

Jackson Housing Commission

Chalet Terrace

Income Statement

Month Ending February 29, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	35,633	20,770	14,863	277,838	228,472	49,366
Interest Income	21	-	21	246	-	246
Operating Subsidy	36,889	40,826	(3,937)	505,863	449,083	56,780
Other Income	4,516	167	4,349	82,715	1,833	80,881
Operating Income	77,059	61,763	15,297	866,662	679,388	187,274
Operating Expense						
Administrative Expense						
Administrative Salaries	3,457	3,584	127	45,361	39,419	(5,942)
Employee Benefits- Admin	1,036	1,209	173	21,092	13,297	(7,795)
Administrative Expense	3,030	792	(2,239)	27,971	8,708	(19,263)
Audit Fees	-	188	188	-	2,063	2,063
Legal Expense	389	250	(139)	4,716	2,750	(1,966)
Management Fees	5,689	4,750	(939)	69,930	52,250	(17,680)
Office Supplies	-	417	417	6,517	4,583	(1,934)
Postage	-	100	100	591	1,100	509
Retirees Health Insurance	1,350	2,917	1,567	17,372	32,083	14,712
Staff Training	1,041	167	(874)	3,237	1,833	(1,404)
Telecommunications	700	833	133	9,755	9,167	(588)
Total Administrative Expense	16,692	15,205	(1,487)	206,542	167,253	(39,289)
Maintenance Expense						
Maintenance Salaries	14,447	10,865	(3,582)	123,910	119,517	(4,393)
Employee Benefits - Maintenance	274	3,997	3,723	28,510	43,963	15,453
Maintenance Contracts	4,469	2,083	(2,385)	53,502	22,917	(30,585)
Maintenance Materials	2,816	2,500	(316)	43,051	27,500	(15,551)
Security Contracts	-	375	375	-	4,125	4,125
Total Maintenance Expense	22,006	19,820	(2,185)	248,973	218,022	(30,951)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	9,167	9,167
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	9,167	9,167
Utilities & General Expenses						
Electric	-	6,684	6,684	64,134	73,521	9,387
Gas	-	7,500	7,500	44,336	82,500	38,164
Fuel	-	-	-	-	-	-
Insurance	1,457	2,917	1,460	32,828	32,083	(745)
Payments in Lieu of Taxes	-	1,088	1,088	-	11,969	11,969
Water & Sewer	-	4,167	4,167	45,734	45,833	99
Total Utilities	1,457	22,355	20,898	187,032	245,907	58,875
TOTAL Operating Expense	40,155	58,213	18,059	642,547	640,348	(2,198)
NET INCOME (LOSS)	36,905	3,549	33,356	224,116	39,040	185,076

Jackson Housing Commission

Reed Manor

Income Statement

Month Ending February 29, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	56,508	49,818	6,690	600,759	547,993	52,765
Interest Income	21	-	21	246	-	246
Operating Subsidy	7,646	56,411	(48,765)	679,798	620,520	59,278
Other Income	2,967	833	2,134	140,364	9,167	131,197
Operating Income	67,142	107,062	(39,920)	1,421,167	1,177,680	243,487
Operating Expense						
Administrative Expense						
Administrative Salaries	8,066	6,659	(1,407)	97,352	73,248	(24,104)
Employee Benefits- Admin	793	2,159	1,366	17,936	23,746	5,811
Administrative Expense	736	417	(319)	19,449	4,583	(14,866)
Audit Fees	-	192	192	2,000	2,108	108
Legal Expense	394	500	106	6,149	5,500	(649)
Management Fees	13,701	22,125	8,424	164,275	243,375	79,100
Office Supplies	539	875	336	8,728	9,625	897
Postage	-	100	100	1,438	1,100	(338)
Retirees Health Insurance	-	347	347	-	3,813	3,813
Staff Training	1,416	458	(957)	3,530	5,042	1,512
Telecommunications	1,290	625	(665)	16,420	6,875	(9,545)
Total Administrative Expense	26,936	34,456	7,520	337,278	379,016	41,738
Maintenance Expense						
Maintenance Salaries	11,567	12,477	910	146,199	137,252	(8,948)
Employee Benefits - Maintenance	2,059	7,233	5,174	44,740	79,567	34,827
Maintenance Contracts	2,496	3,750	1,254	112,413	41,250	(71,163)
Maintenance Materials	2,149	4,167	2,018	52,976	45,833	(7,143)
Security Contracts	-	4,167	4,167	-	45,833	45,833
Total Maintenance Expense	18,271	31,794	13,523	356,328	349,735	(6,593)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	1,250	1,250	1,149	13,750	12,601
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	1,250	1,250	1,149	13,750	12,601
Utilities & General Expenses						
Electric	16,187	14,583	(1,603)	150,034	160,417	10,383
Gas	25	10,348	10,323	35,197	113,831	78,634
Fuel	-	-	-	-	-	-
Insurance	3,446	2,083	(1,363)	30,876	22,917	(7,959)
Payments in Lieu of Taxes	-	2,735	2,735	-	30,085	30,085
Water & Sewer	-	4,583	4,583	52,448	50,417	(2,031)
Total Utilities	19,657	34,333	14,676	268,554	377,666	109,111
TOTAL Operating Expense	64,865	101,833	36,969	963,310	1,120,167	156,858
NET INCOME (LOSS)	2,277	5,228	(2,951)	457,857	57,513	400,344

Jackson Housing Commission
Shahan Blackstone
Income Statement
Month Ending February 29, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	10,673	10,832	(158)	127,423	119,148	8,275
Interest Income	21	-	21	306	-	306
Operating Subsidy	117,253	35,514	81,739	408,969	390,655	18,313
Other Income	1,109	417	692	58,605	4,583	54,021
Operating Income	129,056	46,762	82,294	595,303	514,387	80,916
Operating Expense						
Administrative Expense						
Administrative Salaries	3,457	3,584	127	38,116	39,419	1,303
Employee Benefits- Admin	1,943	1,306	(637)	21,670	14,369	(7,301)
Administrative Expense	1,785	750	(1,035)	33,219	8,250	(24,969)
Audit Fees	-	167	167	-	1,833	1,833
Legal Expense	161	83	(78)	4,010	917	(3,093)
Management Fees	5,452	9,167	3,715	66,706	100,833	34,127
Office Supplies	50	417	367	7,511	4,583	(2,927)
Postage	-	100	100	644	1,100	456
Retirees Health Insurance	-	1,463	1,463	4,695	16,093	11,398
Staff Training	1,064	83	(981)	3,050	917	(2,134)
Telecommunications	739	625	(114)	9,669	6,875	(2,794)
Total Administrative Expense	14,651	18,578	3,927	189,290	204,356	15,066
Maintenance Expense						
Maintenance Salaries	6,736	9,564	2,828	99,470	105,202	5,732
Employee Benefits - Maintenance	3,001	4,249	1,248	29,189	46,740	17,551
Maintenance Contracts	2,942	2,083	(859)	41,045	22,917	(18,129)
Maintenance Materials	5,694	2,500	(3,194)	39,943	27,500	(12,443)
Security Contracts	-	375	375	-	4,125	4,125
Total Maintenance Expense	18,373	18,771	398	209,647	206,483	(3,164)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	9,167	9,167
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	9,167	9,167
Utilities & General Expenses						
Electric	309	625	316	13,838	6,875	(6,963)
Gas	259	167	(92)	1,611	1,833	222
Insurance	1,448	1,667	219	14,928	18,333	3,405
Payments in Lieu of Taxes	-	460	460	-	5,059	5,059
Water & Sewer	9,810	3,750	(6,060)	41,404	41,250	(154)
Total Utilities	11,826	6,668	(5,158)	71,781	73,351	1,570
TOTAL Operating Expense	44,850	44,851	1	470,718	493,357	22,639
NET INCOME (LOSS)	84,207	1,912	82,295	124,586	21,030	103,555

Jackson Housing Commission
Public Housing
Balance Sheet
Month Ending February 29, 2016

ASSETS

Current Assets		
Cash		
	Cash - General Fund	433,633
	General Fund Savings	412,875
Total Cash		<u>846,508</u>
Other Current Assets		
Total Other Current Assets		<u>-</u>
Accounts Receivable		
	Tenants	23,543
	Allowance For Bad Debts - Tenants	(15,298)
Total Accounts Receivable		<u>8,245</u>
Prepaid Assets		
	Prepaid Insurance	126,669
	Prepaid Maintenance	13,084
Total Prepaid Assets		<u>139,753</u>
Total Current Assets		<u>994,506</u>
Fixed Assets		
	Land, Structure & Equipment - CT	5,482,077
	Accumulated Depreciation - CT	(3,926,213)
	Construction in Progress - CT	6,847
	Land, Structure & Equipment - RM	15,871,659
	Accumulated Depreciation - RM	(10,289,424)
	Construction in Progress - RM	6,637
	Land, Structure & Equipment - SB	6,470,793
	Accumulated Depreciation - SB	(4,799,973)
	Construction in Progress - SB	90,932
Total Fixed Assets		<u>8,913,336</u>
TOTAL ASSETS		<u>9,907,842</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
	Compensated Absences	20,414
	Payments in Lieu Of Tax	9,366
	Accrued Wages	22,996
	Security Deposits	109,583
	Accounts Payable Due to COCC	24,748
Total Current Liabilities		<u>187,107</u>
Long Term Liabilities		
	OPEB Liability	147,560
	Compensated Absence - Noncurrent	12,603
Total Long Term Liabilities		<u>160,163</u>
Equity		
	Net Investment in Capital Assets	8,887,042
	Unrestricted Net Position	75,784
	Net Income(Loss)	597,747
Total Equity		<u>9,560,573</u>
TOTAL LIABILITIES & EQUITY		<u>9,907,842</u>

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending February 29, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Management Fee	27,843	39,042	(11,199)	407,695	429,458	(21,763)
CFP Operatinal Income	-	2,172	(2,172)	8,644	23,892	(15,248)
CFP Management Improvement	-	1,458	(1,458)	800	16,042	(15,242)
Other Income	7,883	417	7,467	27,233	4,583	22,650
Operating Income	35,726	43,089	(7,363)	444,372	473,975	(29,603)
Operating Expense						
Administrative Expense						
Administrative Salaries	18,416	21,934	3,518	209,282	241,273	31,991
Employee Benefits- Admin	2,326	10,398	8,072	61,205	114,375	53,170
Administrative Expense	2,250	250	(2,000)	41,619	2,750	(38,869)
Audit Fees	-	333	333	2,000	3,667	1,667
Insurance	824	417	(407)	12,801	4,583	(8,218)
Legal Expense	-	833	833	4,587	9,167	4,580
Membership and Dues	-	125	125	264	1,375	1,111
Office Supplies	355	417	61	15,852	4,583	(11,269)
Postage	-	100	100	1,155	1,100	(55)
Retiree Insurance	3,838	-	(3,838)	28,173	-	(28,173)
Staff Training	1,266	-	(1,266)	6,864	-	(6,864)
Staff Travel	-	417	417	4,160	4,583	423
Accounting Fees	2,625	2,350	(275)	15,750	25,850	10,100
Sundry	-	417	417	960	4,583	3,623
Telecommunications	444	417	(27)	3,972	4,583	612
Total Administrative Expense	32,343	38,407	6,064	408,643	422,473	13,830
TOTAL Operating Expense	32,343	38,407	6,064	408,643	422,473	13,830
NET INCOME (LOSS)	3,383	4,682	(1,299)	35,729	51,503	(15,774)

Jackson Housing Commission
Central Office (COCC)
Balance Sheet
Month Ending February 29, 2016

ASSETS

Current Assets
Cash

General - Non-Federal Funds MM	168,715
CNB Checking	31,247
Petty Cash	1,494
Total Cash	<u><u>201,456</u></u>

Other Current Assets

Washington TAR	2,385
Accounts Receivable Due From HCV	3,000
Accounts Receivable Due From PH	24,748
Total Other Current Assets	<u><u>30,133</u></u>

Prepaid Assets

Prepaid	8,927
Total Prepaid Assets	<u><u>8,927</u></u>

Total Current Assets

\$ 240,517

Fixed Assets

Building, Structure & Equipment	634,970
Accumulated Depreciation	(602,622)
Total Fixed Assets	<u><u>32,348</u></u>

TOTAL ASSETS

272,865

LIABILITIES & EQUITY

Liabilities
Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372
Due to Public Housing	-
Total Current Liabilities	<u><u>44,851</u></u>

Long Term Liabilities

Total Long Term Liabilities

-

Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	159,937
Net Income (Loss)	35,729
Total Equity	<u><u>228,014</u></u>

TOTAL LIABILITIES & EQUITY

272,865

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT**

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT USED:	ADJUSTMENT	REMAINING BALANCE
02.02.2016	456	Lorenzo Neal work boots purchase	95300.1	\$ 99.99		\$ 321.00
02.02.2016	457	Gary Cram mileage 01.08.16-01.14.16	91800.3	\$ 64.40		\$ 256.60
02.02.2016	458	Roy Nethercott mileage 01.16.16-01.18.16	91800.1	\$ 30.19		\$ 226.41
02.02.2016	459	REPLENISH CASH	91700.1 \$60	\$ (1,773.60)		\$ 2,000.01
			91700.2 \$15			
02.08.2016	460	Brenda Fridd court filings	91700.3 \$15	\$ 90.00		\$ 1,910.01
02.08.2016	461	jannaa Poole mileage 01.05.2016 - 01.29.2016	91800.1	\$ 10.70		\$ 1,899.31
			91700.1 \$225			
			91700.2 \$135			
02.16.2016	462	Brenda Fridd court filings	91700.3 \$45	\$ 405.00		\$ 1,494.31

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 2016
Jan-16	51,542	\$ 6,395.37	9,749	\$ 7,314.07	-	-	-	-	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	9,973	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16									-
Apr-16									-
May-16									-
Jun-16									-
Jul-16									-
Aug-16									-
Sep-16									-
Oct-16									-
Nov-16									-
Dec-16									-
	104,947.00	\$ 13,026.35	19,722	\$ 14,990.86	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 39,854.17

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2016	
Jan-16	137,240	\$ 16,186.52	9,818	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72	
Feb-16	107,582	\$ 13,307.44	10,974	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25	
Mar-16									\$ -	
Apr-16									\$ -	
May-16									\$ -	
Jun-16									\$ -	
Jul-16									\$ -	
Aug-16									\$ -	
Sep-16									\$ -	
Oct-16									\$ -	
Nov-16									\$ -	
Dec-16									\$ -	
	244,822	\$ 29,493.96	20,792	\$ 15,680.68	234,165	\$ 6,151.41	\$ 3,631.92	\$ 9,783.33	\$ 54,957.97	

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER	TOTAL	TOTAL	TOTAL
	KW HOURS	NET	MCF	NET	CCF	WATER				
	CONSUMP	BILL	CONSUMP	BILL	CONSUMP	BILL	BILL	BILL	BILL	UTILITY 2016
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$	10,377.75
Feb-16	2,925	\$ 517.53	1,034	\$ 801.13				\$	\$	1,318.66
Mar-16								\$	\$	-
Apr-16								\$	\$	-
May-16								\$	\$	-
Jun-16								\$	\$	-
Jul-16								\$	\$	-
Aug-16								\$	\$	-
Sep-16								\$	\$	-
Oct-16								\$	\$	-
Nov-16								\$	\$	-
Dec-16								\$	\$	-
	4,900	826.08	1,372.00	1,059.99	186,800.00	6,571.76	3,238.58	9,810.34	\$	11,696.41

Utility Cost and Consumption Report

All Amps

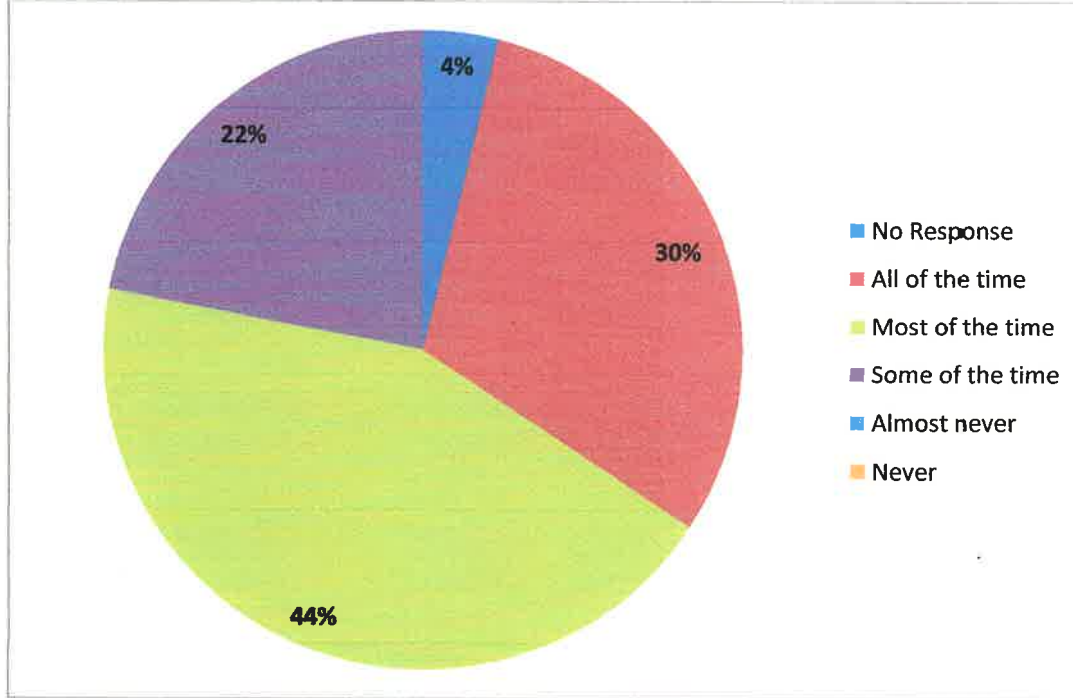
MONTH	ELECTRICITY		GAS		NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2016
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CONSUMP						
Jan-16	190,757	\$ 22,890.44	19,905	19,905	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Feb-16	163,912	\$ 20,455.95	21,981	21,981	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Mar-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Apr-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
May-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jun-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Jul-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Aug-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -	\$ -	\$ -
	354,669	\$ 43,346.39	41,886.00	41,886.00	\$ 31,731.53	655,265	\$ 20,436.45	\$ 10,994.18	\$ 31,430.63	\$ 106,508.55



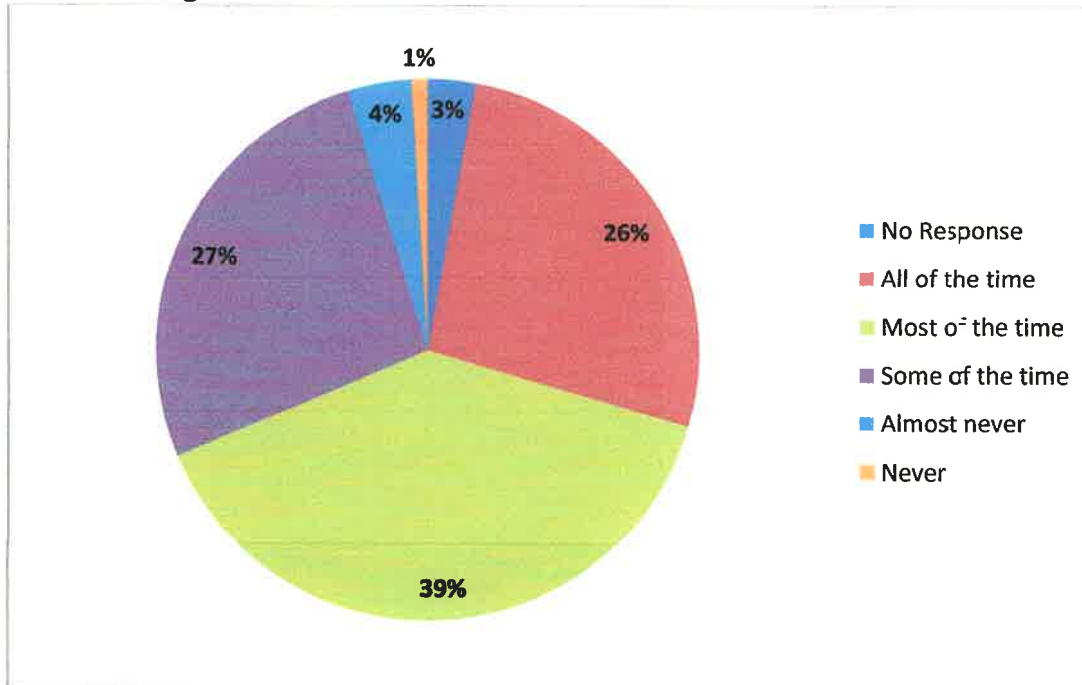
2016 TENANT SURVEY

General Satisfaction:

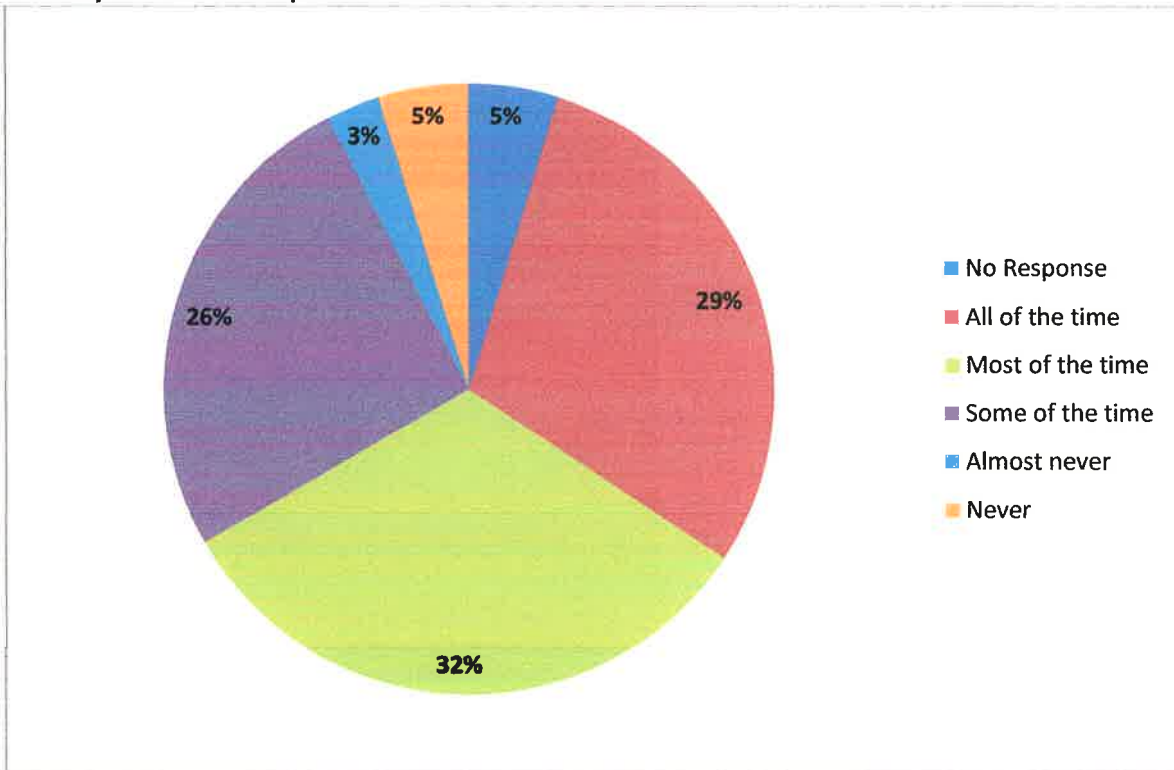
I like living at the Jackson Housing Commission.



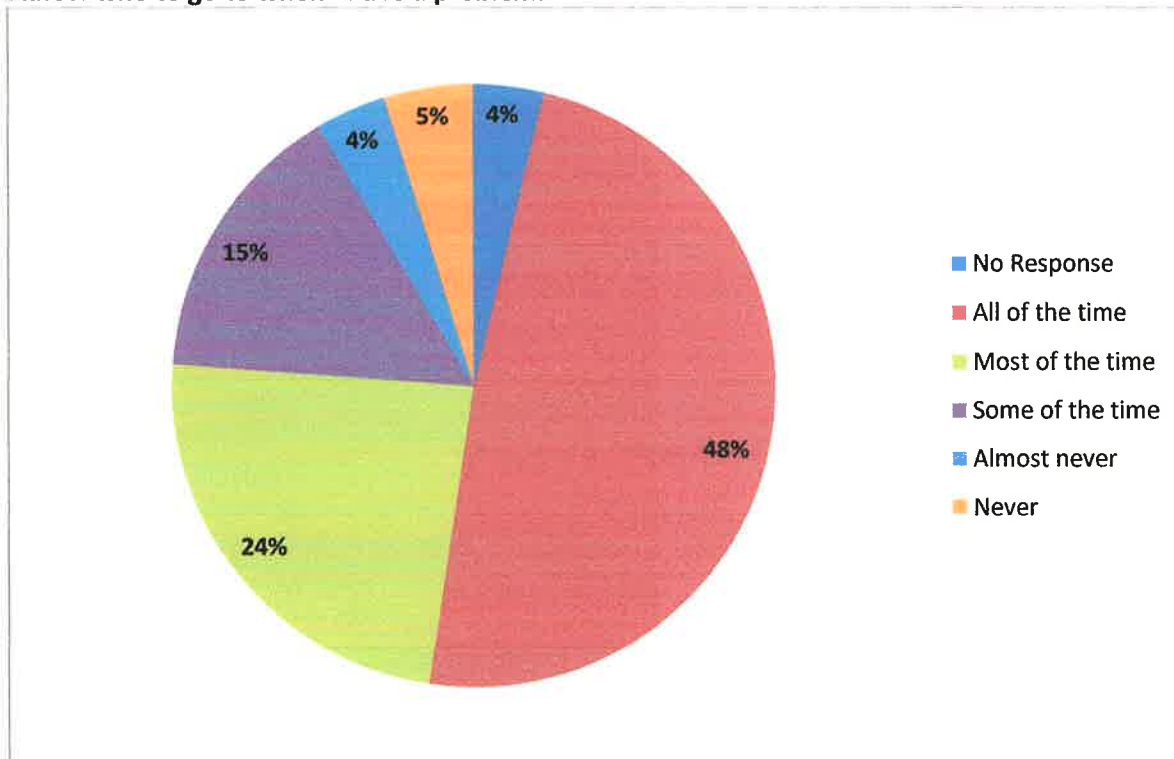
I feel safe living here.



It's okay to voice a complaint or concern to JHC staff.

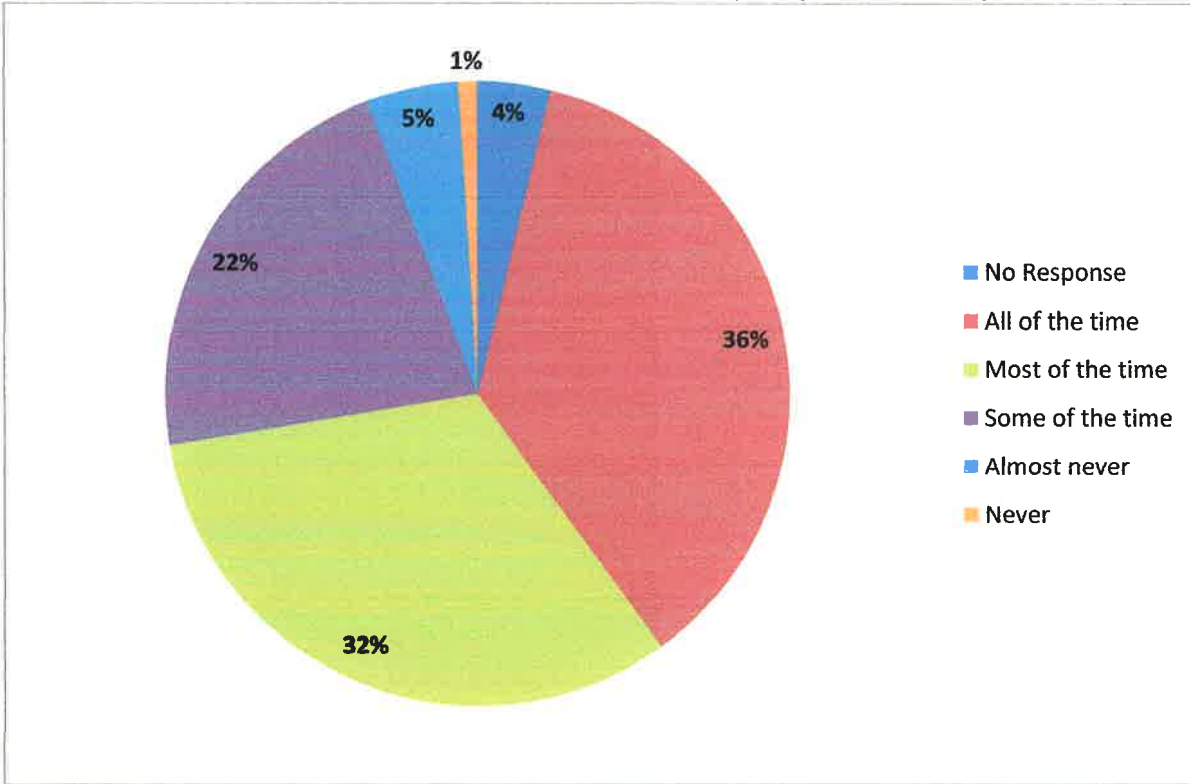


I know who to go to when I have a problem.

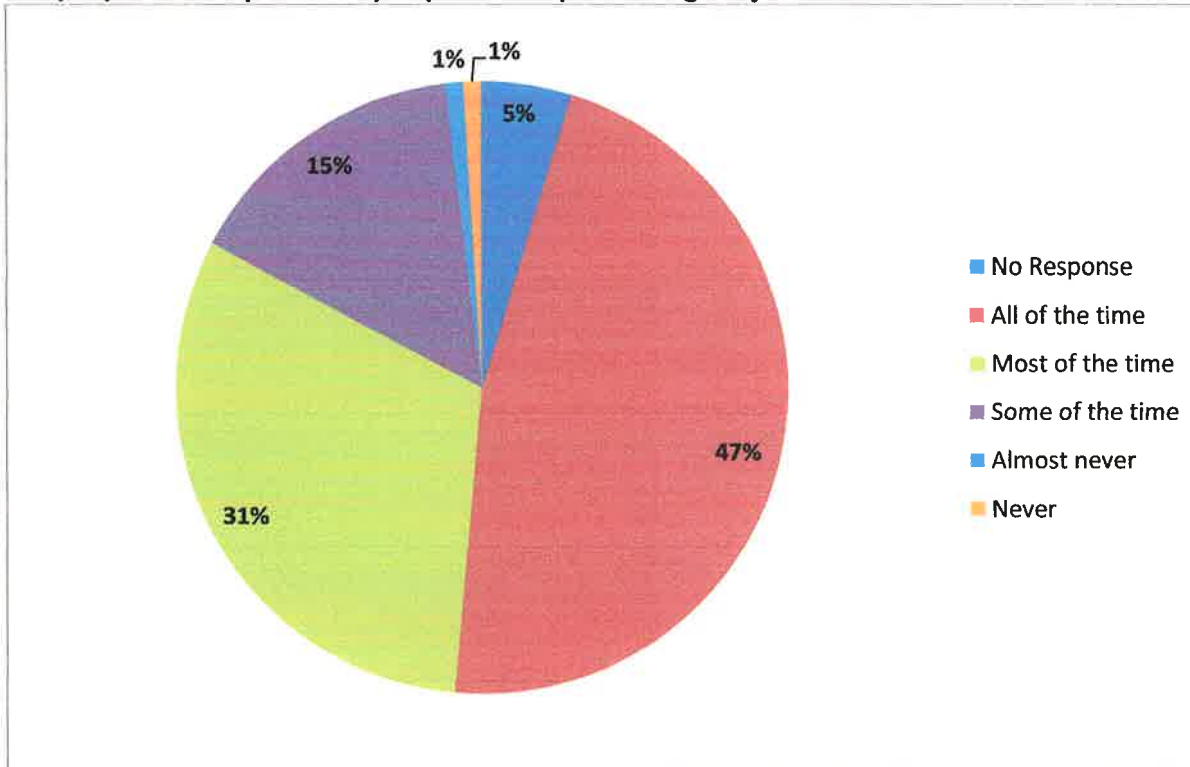


Maintenance / Work Orders:

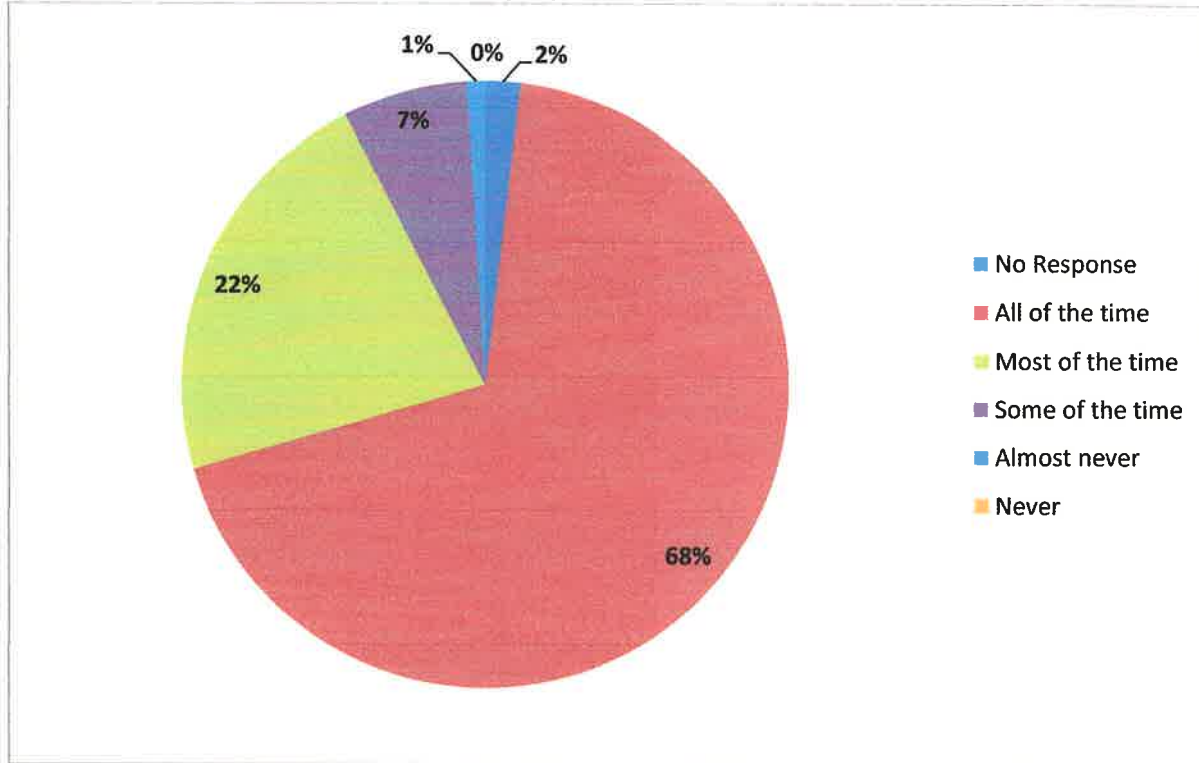
When I need to have work completed in my unit, it is done quickly and efficiently.



The people who respond to my request for repairs do a good job.

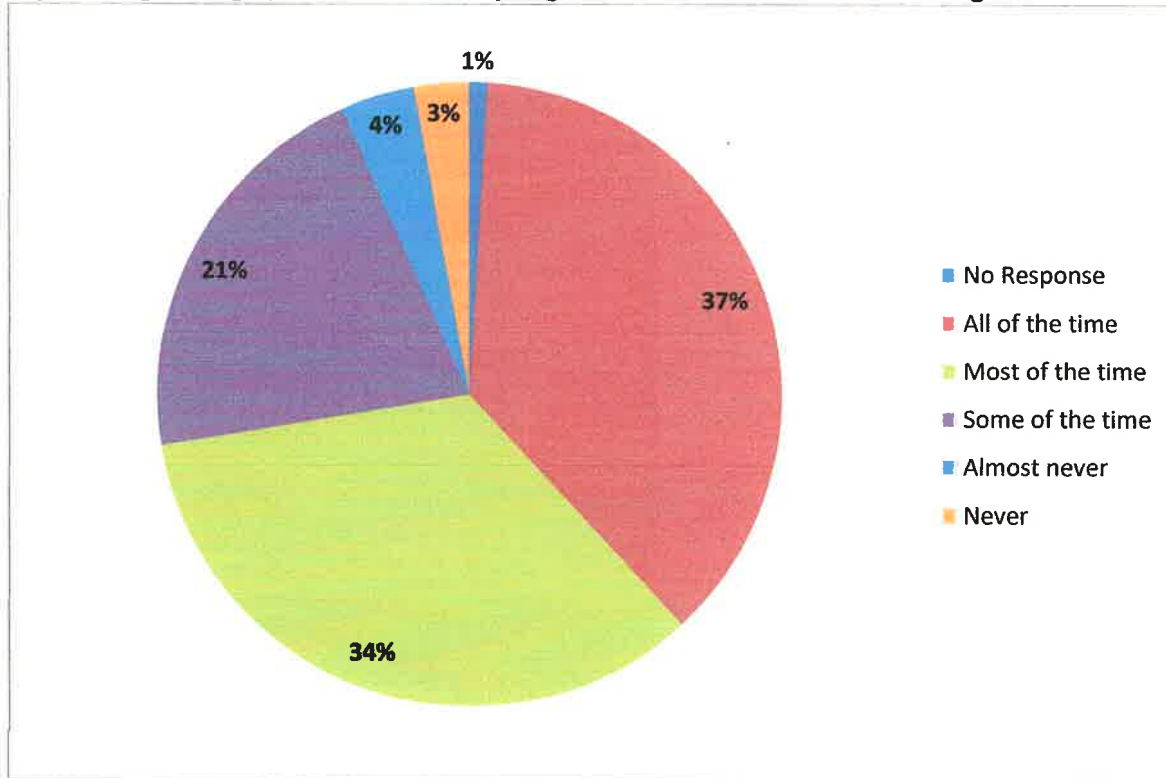


I am treated with courtesy and respect by my Maintenance staff.

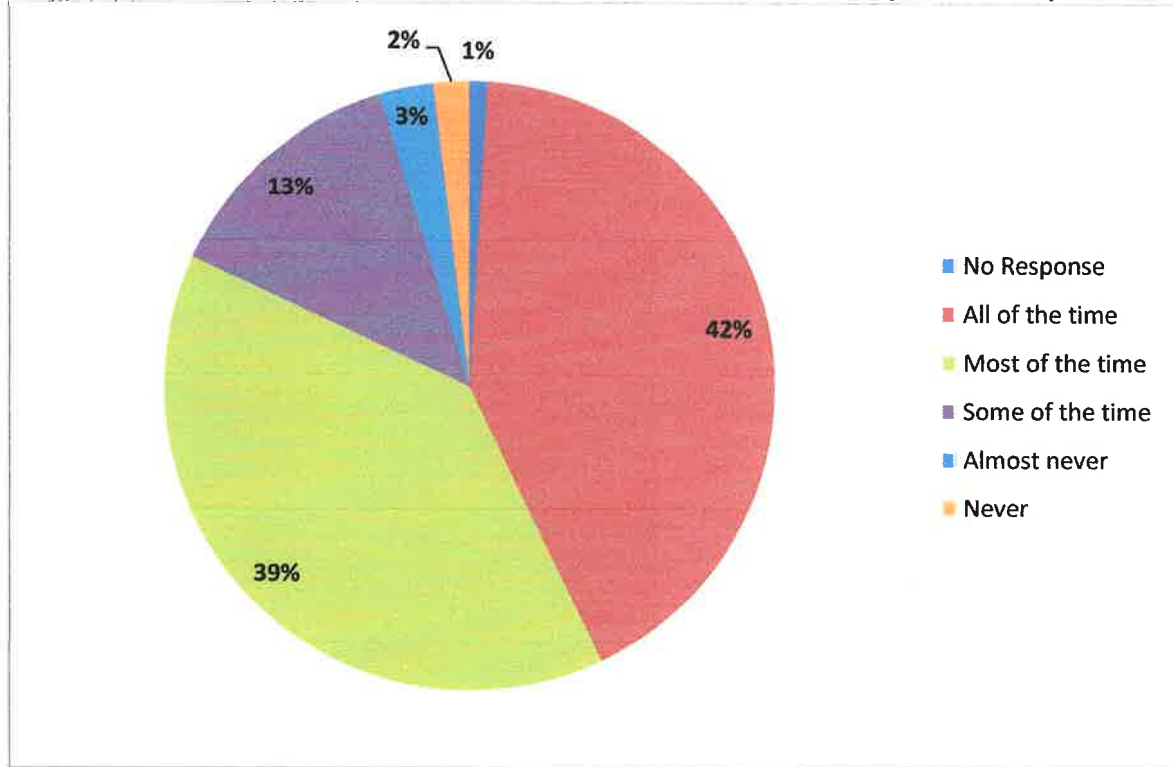


Housing Management / Office Staff:

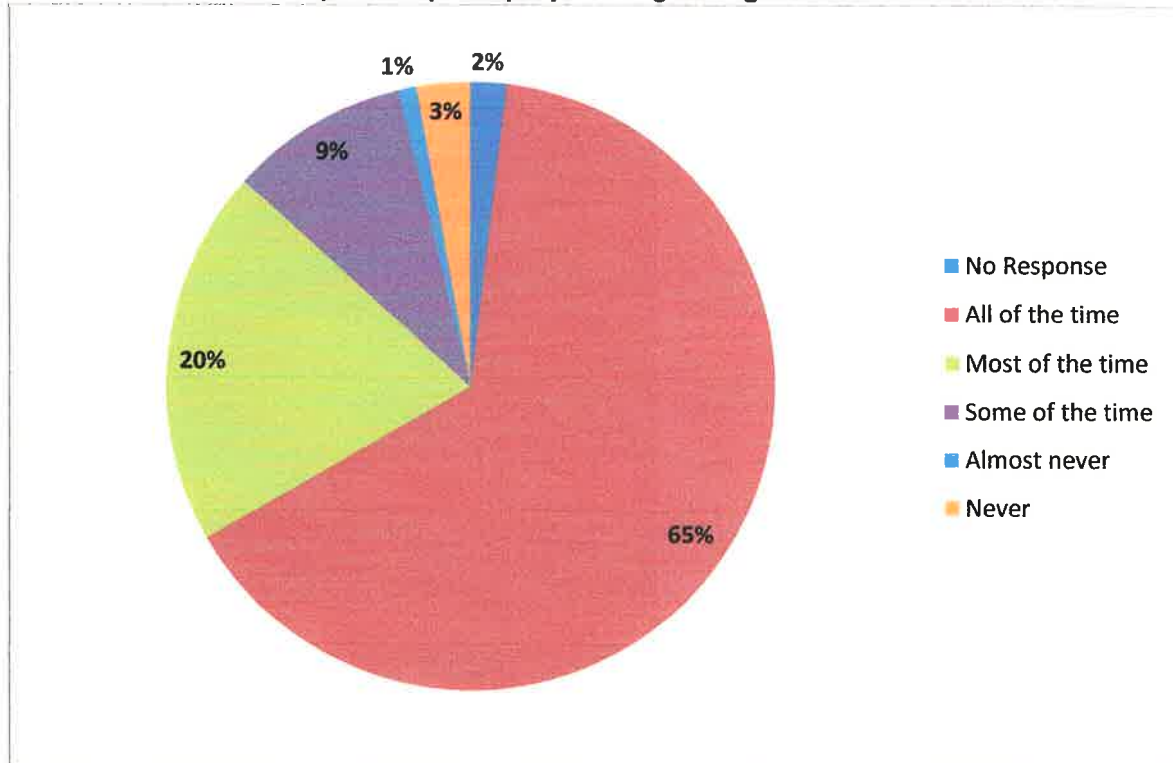
My Housing Manager/Office Staff is easy to get ahold of when I need something.



My Housing Manager/Office Staff is very knowledgeable when I have a question or a problem.



I am treated with courtesy and respect by my Housing Manager and Office Staff.



What do you like MOST about living with JHC?



What do you like LEAST about living with JHC?



Comments about Housing Managers and Office Staff:

Appreciate
Nice people
Proactive

Hard to reach
Good job
Invested
Great staff
Take care of my problems
No follow-through
Respectful
Wonderful
Courteous
Inconsiderate
Harassment

Comments about Maintenance Staff:

Very nice

Thank you

Dirty

Perfect

Appreciation

Hard work

Slow

Quick fixes, not permanent

Fast

Good work

I would like to see the following services/activities offered:

Medical support
Mom 2 mom sale
Bingo
Community Garden
Anti-bullying classes
AA Classes
Nutrition and cooking classes
Exercise
Bible Study
Food bank
Job training
Pool
Park/Playground
Craft classes
Activities for kids
Laundry Room
Resume writing
Book mobile
Computer skills

Do you have any other ideas or suggestions for improving the JHC?

Security Guard

More garbage pick up

Reserved for elderly and disabled

More visits to the properties

Security Cameras

More security

More plants or landscaping

All night staffing
Mailbox onsite
Fences
More laundry

Monthly newsletter

Remove Intercoms