

JACKSON HOUSING COMMISSION

REGULAR MEETING – January 21, 2015

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLIGENCE
3. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of the Minutes of the Regular Meeting on December 17, 2014.
6. Approval of the Previously Paid Liabilities from December 12, 2014 to January 21, 2015.
7. RESOLUTIONS
Resolution No. 2015-01: Collection Losses Write Off December 2014
Resolution No. 2015-02: Contract Award: Lake Region Inc.
- DIRECTORS' REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
Consolidated TARS
Move Outs
Vacant Unit Turnaround
Executive
S8 Income Statement
PH Income Statement
Petty Cash Fund Register
After Hours/Emergency Response Report
Utility Costs and Consumption
8. OTHER BUSINESS
IT Services Contract Award
9. ADJOURNMENT
10. NEXT REGULAR MEETING: **February 18, 2015 – Shahan Blackstone North Community Room**

Jackson Housing Commission

Minutes of the Regular Meeting

December 17, 2014

The Jackson Housing Commission held its regular meeting at Reed Mancr in the Board Room at 12:00 PM on December 17, 2014.

Commissioner Orthaus called the meeting to order at 12:06p.m.

Upon roll call, the following Commissioners were present: Michelle Pultz- Orthaus, Michelle Woods, James Stark, Gerald Montgomery and Patricia Davis Dye

Also present were: Patricia Tyus, Executive Director
Shari Boyce, Section 8 Director
Katie Dickerson, Reports & Contract Analyst
Chelsea Bryant, Executive Secretary

14-12-001 PUBLIC COMMENTS

No comments were made.

14-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 19, 2014

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting held November 19, 2014. Commissioner Montgomery **SECONDED** the motion.

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

14-12-003 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM NOVEMBER 20, 2014 THRU DECEMBER 11, 2014

Rationale was given regarding the cost associated with the cellular phone bill. Also, the cost for ivory white paint used at all sites was discussed. It was concluded that the price of the ivory white paint will be compared to other vendors.

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities from November 20, 2014 thru December 11, 2014. Commissioner Davis-Dye **SECONDED** the motion, and upon voice vote, the motion was adopted:

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

14-12-04 RESOLUTIONS

Resolution No. 2014-40: Collection Losses Write-Off for November 2014

Commissioner Davis-Dye **MOVED** to approve the Write-Off of Collection Losses for November 2014. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

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

14-12-005 DIRECTORS' REPORTS

The Board reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

Due to the removal of excessive funds, Section 8 funding will decrease by \$40,000

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARs

D. Turnaround Time

Staff continues to collaborate to improve the turn time of units.

E. Reasons for Move Outs

Three deaths of residents occurred. None of the deaths took place on the premises
President Pultz-Orthaus asked that staff be made aware that their efforts to collaborate to improve unit turn times are appreciated.

Executive

Recruiting efforts are underway for the Comptrollers position. A candidate with a strong accounting background is desired to bring the needed expertise back to the organization.

Ms. Tyus continues to update the employee manual. The Tenant Selection Plan is still open for comments. The Internal Control procedures are ready; however, Ms. Tyus wants the candidate selected for the Comptrollers position to lend their expertise to the document.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Commissioner Stark requested follow-up from First Merit Bank regarding outstanding checks
President Pultz-Orthaus asked that staff be made aware that their efforts to collaborate to improve unit turn times are appreciated.

14-12-006

OTHER BUSINESS

Ms. Tyus discussed concerns regarding the recent letter sent to HUD from President Pultz-Orthaus. Ms. Tyus stated that the communication in the letter was not reflective of the agency or the voice of the board. Prior review of the letter would have allowed the opportunity for input.

Commissioner Davis Dye also expressed that the letter sent to HUD by Commissioner Pultz-Orthaus did not speak for her as a board member. Since the letter was placed on agency letterhead indicates to the recipient that the letter was the consensus of the Board and represents the sentiments of the agency. Therefore, the full board needs to be made aware when communication is sent so that everyone can stay focused as a group.

Commissioner Pultz-Orthaus shared that since the letter was addressed to her as the president of the board, she immediately responded when the letter was received, so that it would be sent prior to the next board meeting. Commissioner Pultz-Orthaus also expressed that she felt that the letter was a personal attack against her. She also stated that she wanted to be the strong voice for the agency, thus allowing Ms. Tyus the opportunity to maintain a working relationship with HUD. However, she said that she would do a better job communicating with the board.

Commissioner Stark stated that he provided his thoughts to Commissioner Pultz-Orthaus regarding the letter, as well as, reviewed the preliminary draft.

Commissioner Woods commented that as a whole, everyone needs to collaborate when communication is sent from the board.

Commissioner Stark expressed his concerns regarding ongoing activity in the hallways at Reed Manor. Per, Ms. Tyus, a No Trespassing List has been implemented at Reed Manor. The managers at Chalet and Shahan are diligently working to "right size" units, which will minimize unauthorized individuals from occupying units. Ms. Tyus advised that the managers on site have scheduled meetings with police but have not met to date.

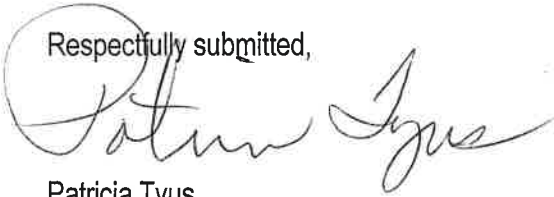
Commissioner Montgomery said that he was told that drug activity has elevated at Shahan Blackstone. Ms. Tyus indicated that the agency has not received any formal complaints from residents. However, the return of an onsite manager should help alleviate some activity. Commissioner Stark suggested that staff research the cost of installing security cameras in the hallways of Reed Manor.

Ms. Tyus advised that legal counsel will review the contract with Otis Elevator, as well as the lawsuit against the agency concerning the removal of a resident's belongings prior to returning the keys of their unit to the property manager.

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

The regular meeting adjourned at 1:01 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Tyus". The signature is written in a cursive style with a large initial "P".

Patricia Tyus
Executive Director

ATTESTED:

A handwritten signature in blue ink, appearing to read "Michelle Pultz-Orthaus". The signature is written in a cursive style with a large initial "M".

Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060049	12/18/2014	TDS Metrocom	Payment	1,640.77	(4) Phone Lines 517 7800620 517 7870618 517 7871188 517 7870218
060050	12/18/2014	M.C. Smith Associates and Architectural Group	Payment	1,207.49	(1) Invoice Invoice #5 Architectural Services- Chalet Terrace Re-Roofing (8) Buildings including : Specifications and Details
060051	12/29/2014	LIBRA INDUSTRIES, INC. OF MI	Payment	230.00	(1) Invoice Invoice # 40830200- Uniforms for M. West
060052	12/29/2014	HAMMOND HARDWARE	Payment	66.02	(5) Transactions Statement Date 11/30/2014 : Various Maintenance Supplies used at Chalet Terrace
060053	12/29/2014	STAMP CO	Payment	50.15	(2) Invoices The following Invoices were previously paid through voided chk. Invoice # 29665- Name Plate for E. Estelle Invoice # 29675- Self Inking Signature Stamps for E. Estelle & J. Pool
060054	12/29/2014	JACKSON GLASS WORKS INC	Payment	178.75	(1) Invoice Invoice #383256: Replacement Glass Purchase and Installation for RM H9
060055	12/29/2014	Knibloe Hardware	Payment	290.67	(1) Invoice Invoice # 191037: For the purchase of (2) 100lb and (1) 50 lb Salt Spreaders
060056	12/29/2014	Keepin It Clean	Payment	230.00	(5) Invoices Invoice Date 11/07/14- Carpet Cleaning-1215 Heather Lane Invoice Date 11/20/14- Carpet Cleaning I-72 Invoice Date 12/01/14- Carpet Cleaning H-9 Invoice Date 12/03/14- Carpet Cleaning G-21 Invoice Date 12/15/14- Carpet Cleaning E-18
060057	12/29/2014	MINUTEMAN SEWER & DRAIN INC.	Payment	240.00	(3) Invoices Invoice # 149198: Cleaned Main line-A Bldg. Invoice # 149270: Pulled Ct- Keed Manor I-11
060058	12/29/2014	O'LEARY PAINT CO.	Payment	938.75	(1) Invoice Invoice # 00415217 30Gals Pro Tech White Ivory Cloud Paint and 5Gals Pro Tech S/G White B-2 P/G Paint
060059	12/29/2014	OSBORNE PROCESS SERVICE	Payment	81.00	(3) Invoices Invoice #9315 Eviction Processed 315 Steward Ave # I-34 Invoice #9297 Eviction Processed 301 Steward Ave # F-7 Invoice #9298 Eviction Processed 315 Steward Ave # I-63
060060	12/29/2014	SMALL APPLIANCE & VACUUM...	Payment	17.85	(1) Invoice Invoice Date: 12/3/14 Pro Carpet Vacuum Bags (PKG 3)
060061	12/29/2014	A-1 LOCK SHOP	Payment	8.42	(2) Invoices Invoice #2702-Spare Key Blanks Invoice #2680-Three Keys for A-19
060062	12/29/2014	TWILIGHT ELECTRIC	Payment	85.00	(1) Invoice Invoice Date: 11/15/14; Service call for 304 Barberry Dr. /Located and Serviced Loose Connection in Panel
060063	12/30/2014	Aspen One Hour Heating & Air Conditioning	Payment	178.00	(1) Invoice Invoice # 344628 Diagnostic and Minor Repairs at 154 Shahan Dr.

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060064	12/30/2014	Trail Supply LLC	Payment	956.13	(1) Invoice Invoice #23131- Various Maintenance Supplies for Vacant Units and C-Bldg.
060065	12/30/2014	SANDY'S LANDSCAPE SUPPLIES, LLC	Payment	9.43	(1) Invoice Invoice # 114276- 1/2 yd Top Soil
060066	12/30/2014	SAFETY SYSTEMS INC	Payment	2,835.00	(6) Invoices Invoice #435854-Service on Code Numbers Invoice #435773-Service on Code Numbers Invoice # 435774-Service on Code Numbers Invoice #435804-Service to Change User and Trip Charge Invoice #435805-Service to Add User and Trip Charge Invoice #435916-(29) Service calls on 10/21,10/22,10/24 and 10/27/14
060067	12/30/2014	CUT-RATE PLUMBING	Payment	5.70	(1) Invoice Invoice Date: 11/10/14- 1/2 Gas Valve for 140 Shahan Dr.
060068	12/30/2014	Jackson Housing Commission	Payment	24,985.07	Management Fees For The Month Of October 2014. To Be Deposited In General COCC Account Per Emerge Accounting
060069	12/30/2014	CONSUMERS ENERGY	Payment	2,989.00	Negative Rents for the Month of November 2014
060070	12/30/2014	The SBAM Plan	Payment	11,875.11	(1) Invoice Insurance Coverage For Active Employees & Retirees For 12/1/14 thru 1/1/15
060071	01/09/2015	JACKSON WATER COLLECTION	Payment	23,488.68	Water and Sewer Bills Water and Sewer Fees 9/30/14-10/29/14 Chalet Terrace-\$1,806.58 Reed Manor-\$11,682.10
060072	01/09/2015	City Of Jackson - Finance Department	Payment	11,819.58	Pension Employee/Employer Pension Contributions For Payrolls: 11/10/14-11/23/14;12/8/14-12/21/14;1/24/14-12/07/14
060073	01/09/2015	CONSUMERS ENERGY	Payment	44,903.56	(15) Invoices Account Numbers: 100035146164 100035145133 100000473429 100035145554 10000120764 100000473114 100000120954 100035144961 100000120988 10000120798 100000472256 100000120855 100000121093 100000120905 100000121028
060074	01/12/2015	ERADICO SERVICES, INC.	Payment	515.00	(1) Invoice Invoice # 211467B- Service at 301 Steward Ave .
060075	01/12/2015	Kribloe Hardware	Payment	359.98	(1) Invoice Receipt Date: 12/22/14- Purchase of 130lb Salt Spreader
060076	01/12/2015	MCGOWAN ELECTRIC SUPPLY INC	Payment	93.66	(1) Invoice Invoice # 1163252- (6)AC/DC Smoke Alarms
060077	01/12/2015	OSBORNE PROCESS SERVICE	Payment	230.25	(7) Invoices Invoice #9481 309 Moorman Dr. Eviction Processing Services for the following: Invoice #9483 312 Madison Invoice #9528 342 Moorman Dr. Invoice #9529 331 Mooreman Invoice #9530 335 Mooreman Dr.

Date: 01/16/2015
 Time: 15:00:33

Jackson Housing Commission
 Register - Basic Listing
 Public Housing

From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060078	01/12/2015	CASLER HARDWARE	Payment	50.40	Invoice #9523 132 Shahan Dr. Invoice #9522 220 Janke Dr.
060079	01/12/2015	C&C Repair	Payment	113.75	(3) Invoices Invoices#10608 Maintenance Supplies Invoices#10076 Maintenance Supplies Invoices#09222 Maintenance Supplies
060080	01/12/2015	SPRINT	Payment	1,113.65	Invoices # 4698- Labor and Repair Snow Plow (1) Invoice Cellular Phone Service 10/24-11/23/14
060081	01/14/2015	Denny Blaschko	Payment	5,677.00	(1) Invoice 2014 Site Improvement - Construction of f Concrete Handicap Ramp at Reed Manor Bldg. G

Total: (137,463.82)

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002104	12/18/2014	TDS Metrocom	Payment	158.80	Telephone Service Telephone Service for November 2014 7800181 7879241
002105	12/18/2014	M.C. Smith Associates and Arctitectural Group	Payment	937.50	(1) Invoice Invoice #4 - Insurance Payment:109 Shahan Fire Restoration Project (A-1086)
002106	12/29/2014	Emerge Accounting	Payment	2,493.50	Invoice # December -001 Accounting Services for November Financials 2014
002107	12/29/2014	DBI BUSINESS INTERIORS	Payment	450.00	(3) Invoices Invoice # 23001 -Reinstallation and repair of software on server and other updates Invoice # 23359- Addressed time clock issue Invoice # 23534-Fax line for HR (D. Davis)
002107	12/29/2014	**VOID** DBI BUSINESS INTERIORS	Payment	*****	(3) Invoices Void Refer 002107
002108	12/29/2014	PITNEY BOWES GLOBAL FINANCIAL....	Payment	375.68	(2) Invoices Invoice # 4344602-AU14- Lease Payment Invoice Date Nov 3, 2014 -Schedule #007
002109	12/29/2014	J McEldowney Inc.	Payment	44.00	(1) Invoice Invoice # 68098 - Add Katie Dickerson to scan function
002110	12/29/2014	Computer Ties LLC	Payment	450.00	(3) Invoices Invoice # 23001 -Reinstallation and repair of software on server and other updates Invoice # 23359- Addressed time clock issue Invoice # 23534-Fax line for HR (D. Davis)
002111	12/30/2014	STAMPCO	Payment	19.50	(1) Invoice Invoice # 29697-Desk Plate for New Employee(T. Lovely)
002112	12/30/2014	COMCAST	Payment	473.64	(2) Invoices Accnt # 01721422344-01-1-Billing 12/7/14 - Janke Maintenance Garage Digital Voice Accnt # 01721413438-01-3-Billing Date : 12/7/14-COCC High Speed Internet
002113	12/30/2014	First National Bank Omaha	Payment	764.48	(1) Statement Card Charges for Closing Date 11/19/14
002114	12/30/2014	The SBAM Plan	Payment	7,787.00	(1) Invoice Health Insurance Coverage for Active Employees and Retirees12/1/14 thru 1/1/15
002115	12/30/2014	The SBAM Plan	Payment	2,015.07	(1) Invoice CID# 2811224-Group Health Insurance Coverage (Blue Cross Blue Shield of Michigan) for Out of State Retirees 12/1/14 thru 1/1/15
002116	01/09/2015	First National Bank Omaha	Payment	4,147.23	Visa Statement Card charges on account closing 12/19/14
002117	01/09/2015	City Of Jackson - Finance Department	Payment	14,211.21	Pension Contributions Employee/ Employer Earnings and Contributions 11/10-11/23/14; 11/24-12/7;12/8-12/2/14
002118	01/12/2015	PLIC - SBD Grand Island	Payment	157.76	(1) Life Insurance Premium for Employees 12/1/14 thru 12/21/14.

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002119	01/12/2015	Acuity	Payment	424.43	(1) Invoice Workers Compensation Policy Term 3/26/14 thru 3/26/15-COCC
002120	01/12/2015	Denny Blaschko	Payment	5,677.00	(1) Invoice Construction of Concrete Handicap Ramp for RM-G.
002120	01/12/2015	**VOID** Denny Blaschko	Payment	*****	(1) Invoice Void Refer 002120
002121	01/12/2015	ANDERSON PRINTING	Payment	369.46	(2) Invoices Invoice # 19835 Business Cards for Tammy Lovely Invoice # 19834 Printed Business Envelopes with Return Address
002122	01/12/2015	Memorable Creations	Payment	355.00	(1) Invoice Invoice Date : 12/19/14- Staff Training and Meal
002123	01/12/2015	HireRight, Inc.	Payment	42.45	(1) Invoice Invoice # G1560894- Background Check Application and Surcharges
002124	01/14/2015	Emerge Accounting	Payment	4,987.00	(1) Invoice Invoice Date: 1/5/15 -For December Financials and 2015 Subsidy
002125	01/14/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	116.00	(1) Invoice Invoice # 154367- Lab/Drug Screen and Physical Exam for Eugene Hurd
002126	01/14/2015	TDS Metrocom	Payment	81.66	(2) Invoices Telephone Service for November 2014 7800181 7879241
002127	01/14/2015	PLIC - SBD Grand Island	Payment	165.84	(1) Invoice Life Insurance Coverage for Employees 1/1/15 thru 1/31/15
002128	01/15/2015	TDS Metrocom	Payment	1,682.26	(4) Phone Lines Telephone Service for December 2014 517 7800620 517 7870618 517 7871188 517 7870218
002129	01/15/2015	PLIC - SBD Grand Island	Payment	133.96	(1) Invoice Account #1044559100: Principal Life Insurance Premium for Employees 1/1/15 thru 1/31/15

Total: (42,393.43)

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002104	12/18/2014	TDS Metrocom	Payment	158.80	Telephone Service Telephone Service for November 2014 7800181 7879241
002105	12/18/2014	M.C. Smith Associates and Arcitectural Group	Payment	937.50	(1) Invoice Invoice #4 - Insurance Payment:109 Shahan Fire Restoration Project (A-1086)
002106	12/29/2014	Emerge Accounting	Payment	2,493.50	Invoice # December -001 Accounting Services for November Financials 2014
002107	12/29/2014	DBI BUSINESS INTERIORS	Payment	450.00	(3) Invoices Invoice # 23001 -Reinstallation and repair of software on server and other updates Invoice # 23359- Addressed time clock issue Invoice # 23534-Fax line for HR (D. Davis)
002107	12/29/2014	**VOID** DBI BUSINESS INTERIORS	Payment	*****	(3) Invoices Void Refer 002107
002108	12/29/2014	PITNEY BOWES GLOBAL FINANCIAL...	Payment	375.68	(2) Invoices Invoice # 4344602-AU14- Lease Payment Invoice Date Nov 3, 2014 -Schedule #007
002109	12/29/2014	J McEldowney Inc.	Payment	44.00	(1) Invoice Invoice # 68098 - Add Katie Dickerson to scan function
002110	12/29/2014	Computer Ties LLC	Payment	450.00	(3) Invoices Invoice # 23001 -Reinstallation and repair of software on server and other updates Invoice # 23359- Addressed time clock issue Invoice # 23534-Fax line for HR (D. Davis)
002111	12/30/2014	STAMPCCO	Payment	19.50	(1) Invoice Invoice # 29697-Desk Plate for New Employee(T. Lovely)
002112	12/30/2014	COMCAST	Payment	473.64	(2) Invoices Acct # 01721422344-01-1-Billing 12/7/14 - Janke Maintenance Garage Digital Voice Acct # 01721413438-01-3-Billing Date : 12/7/14-COCC High Speed Internet
002113	12/30/2014	First National Bank Omaha	Payment	764.48	(1) Statement Card Charges for Closing Date 11/19/14
002114	12/30/2014	The SBAM Plan	Payment	7,787.00	(1) Invoice Health Insurance Coverage for Active Employees and Retirees 12/1/14 thru 1/1/15
002115	12/30/2014	The SBAM Plan	Payment	2,015.07	(1) Invoice CID# 2811224-Group Health Insurance Coverage (Blue Cross Blue Shield of Michigan) for Out of State Retirees 12/1/14 thru 1/1/15
002116	01/09/2015	First National Bank Omaha	Payment	4,147.23	Visa Statement Card charges on account closing 12/19/14
002117	01/09/2015	City Of Jackson - Finance Department	Payment	14,211.21	Pension Contributions Employee/ Employer Earnings and Contributions 11/10-11/23/14: 11/24-12/7-12/8-12/2/14
002118	01/12/2015	PLIC - SBD Grand Island	Payment	157.76	(1) Life Insurance Premium for Employees 12/1/14 thru 12/21/14.

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002119	01/12/2015	Acuity	Payment	424.43	(1) Invoice Workers Compensation Policy Term 3/26/14 thru 3/26/15-COCC
002120	01/12/2015	Denny Blaschko	Payment	5,677.00	(1) Invoice Construction of Concrete Handicap Ramp for RM-G.
002120	01/12/2015	**VOID** Denny Blaschko	Payment	*****	(1) Invoice Void Refer 002120
002121	01/12/2015	ANDERSON PRINTING	Payment	369.46	(2) Invoices Invoice # 19835 Business Cards for Tammy Lovely Invoice # 19834 Printed Business Envelopes with Return Address
002122	01/12/2015	Memorable Creations	Payment	355.00	(1) Invoice Invoice Date : 12/19/14- Staff Training and Meal
002123	01/12/2015	HireRight, Inc.	Payment	42.45	(1) Invoice Invoice # G1560894- Background Check Application and Surcharges
002124	01/14/2015	Emerge Accounting	Payment	4,987.00	(1) Invoice Invoice Date: 1/5/15 -For December Financials and 2015 Subsidy
002125	01/14/2015	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	116.00	(1) Invoice Invoice # 154367- Lab/Drug Screen and Physical Exam for Eugene Hurd
002126	01/14/2015	TDS Metrocom	Payment	81.66	(2) Invoices Telephone Service for November 2014 7800181 7879241
002127	01/14/2015	PLIC - SBD Grand Island	Payment	165.84	(1) Invoice Life Insurance Coverage for Employees 1/1/15 thru 1/31/15
002128	01/15/2015	TDS Metrocom	Payment	1,682.26	(4) Phone Lines Telephone Service for December 2014 517 7800620 517 7870618 517 7871188 517 7870218
002129	01/15/2015	PLIC - SBD Grand Island	Payment	133.96	(1) Invoice Account #1044559100: Principal Life Insurance Premium for Employees 1/1/15 thru 1/31/15

Total: (42,393.43)

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 12/18/2014 To: 01/15/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054077	12/29/2014	Computer Ties LLC	Payment	180.00	(2) Invoices Invoice # 23374- Troubleshoot fax problem in Section 8 Invoice # 23355- Removed viruses from S. Boyce's PC
054078	12/30/2014	First National Bank Omaha	Payment	256.17	(1) Statement Card Charges for Closing Date 11/19/14
054079	12/30/2014	The SBAM Plan	Payment	1,662.86	Insurance Coverage For Active Employees & Retirees For 12/1/2014 thru 1/1/15
054080	12/30/2014	TDS Metrocom	Payment	154.12	S8P ACCOUNT (1) Invoice Billing Date 11-28-14: Telephone Service for 7876326
054081	01/09/2015	City Of Jackson - Finance Department	Payment	2,279.19	Pensions Employee/ Employer Earnings and Contributions 11/10-11/23/14: 11/24-12/7; 12/8-12/2/14
054082	01/12/2015	Acuity	Payment	282.95	(1) Invoice Tenth Installment Policy # X65676-4 Workers Compensation Policy Term 3/26/14 thru 3/26/15
054083	01/14/2015	PLIC - SBD Grand Island	Payment	27.52	(1) Invoice Life Insurance Coverage for Employees 1/1/15 thru 1/31/15
054084	01/14/2015	TDS Metrocom	Payment	73.99	(1) Invoice Telephone Service for December 2014 (517) 7876326

Total: (4,916.80)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-01

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	\$ 000.00
AMP 2: Reed Manor	\$1,356.42
AMP 3: Shahan-Blackstone Apts.	<u>\$ 000.00</u>
Total	\$1,356.42

The attached Collection Losses Report reflects the delinquent amount of **\$1,356.42** and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** 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 January 21, 2015.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

December, 2014

AMP	Name	Acct. No.	Move-Out	Amount
Chalet Terrace	None			
Reed Manor	Payne, Charles	002-4472	9/5/2014	\$209.40
	Slaughter, Julian	002-4429	9/25/2014	\$161.85
	Vega, Miguel	002-3335	9/22/2014	\$879.07
	Watkins, Leeander	002-3264	9/18/2014	\$106.10
Shahan Blackstone	None			

Board Resolution: 2015-01	Total Write Off: \$1,356.42
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Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-02

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

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

WHEREAS, a Request for Proposal process ran from December 4, 2014, closing on January 5, 2015 at 3:00 P.M.;

WHEREAS, the Commission contract files include the Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Public Bid Opening Meeting Minutes, Evaluations of proposals and Non-Disclosure statements;

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

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

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on January 21, 2015.

Patricia Tyus
Executive Director



301 Steward Avenue
Jackson, MI 49201-1132
Phone: (517) 787-9241
Fax: (517) 787-6143

RFP 2014-12: S; D & D of Appliances (Refrigerators) Record of Solicitations

The Request for Proposals for legal services was advertised at the following:

1. The Jackson Housing Commission Website at jacksonhousing-mi.org
2. PHADA's website at phada.org
3. Non-Profit Network Friday Email Blast – December 5th, 2014
4. The Builder's Exchange
4461 Cascade Rd SE
Grand Rapids, MI 49546
Phone: (616) 949-8650
Fax: (616) 949-6831

The RFP was also emailed to the following companies:

1. GE Appliance & Lighting
Ashley Brown, GE Area Sales Manager
Ashley.brown3@ge.com
7320 Parkway Dr., Suite M
Hanover, MD 21076
Phone: (800) 942-4223
2. Lake Region, Inc.
John Grier
jkg@lros.com
P.O. Box 151
Southfield, MI 48037
Phone: (888) 955-5253



301 Steward Avenue
Jackson, MI 49201-1132
Phone: (517) 787-9241
Fax: (517) 787-6143
TDD/TTY: 1-800-545-1833, Ext. 879
www.jacksonhousing-mi.org

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

Source of Information

Previous proposals submitted by Lake Region Inc. and GE Appliances

Services

Supply, Delivery, and Disposal of appliances (refrigerators)

Level of Detail

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

Independent Cost Estimate (ICE)

Unit price is \$550.00. This includes the installation of 122 refrigerators; the removal of the old refrigerators and all debris; installations crew and white glove service; one year warranty on parts and labor; two year warranty on door handles; and 20 existing/old refrigerators will remain with JHC. The total of the purchase should not exceed \$67,100.00.

Prepared: 12/04/14





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TDD/TTY: 1-800-545-1833, Ext. 879
www.jacksonhousing-mi.org

Rationale for Contract Method and Contract Type

Due to the ICE and the reasonable cost for supply, delivery, and disposal, it was determined the best contract method would be sealed bids. The ICE determined that the final contract amount would not exceed \$67,100.00.

Sealed bids allows for complete competition among bidders and not "leaking" of costs to other competition.

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



AN EQUAL OPPORTUNITY EMPLOYER



Leasing and HAP Utilization

Cy 15

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	212,043	217,539	103.0%	451	482.35	94.9%	475	611	2	(5,496)	-04,883
January											
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	212,043	217,539	103.0%	451	482.35	94.9%	475	611	2		

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - January 2015
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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 27,523.48 3. Dwelling Rental: 24,951.33 4. Retroactive Rent: 59.00 5. Excess Utility: 448.00 6. Additional Charges: 2,065.15

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable					Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges		
One Month or Less Delinquent	8	106.50	0.00	13.50	470.00	596.00	
Over One Month Delinquent	62	4,981.62	1,066.00	1,141.40	10,431.90	17,620.92	
Total for TIP	70					18,216.92	
Vacated TAR	8					5,052.74	
Total	78					23,269.66	

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	5,977.77
Under Formal Repayment Agreement with Payments Up-to-Date	18	5,977.77
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	52	12,239.15

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 01/31/2015	Prior FY (one year to date) 01/31/2014	Previous FY (two years to date) 01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants in Possession	59	54	44
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	44	45	22

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	14,838.92

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - January 2015
 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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 57,859.26 3. Dwelling Rental: 55,366.73 4. Retroactive Rent: 794.00 5. Excess Utility: -13.00 6. Additional Charges: 1,711.53

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	1,235.43	5.00	0.00	1,109.90	2,350.33
Over One Month Delinquent	74	4,788.95	6,693.00	143.00	11,639.40	23,264.35
Total for TIP	93					25,614.68
Vacated TAR	10					5,246.65
Total	103					30,861.33

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	27	10,065.51
Under Formal Repayment Agreement with Payments Up-to-Date	27	10,065.51
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	66	15,549.17

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 01/31/2015	Prior FY (one year to date) 01/31/2014	Previous FY (two years to date) 01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	32	29	23
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	27	11	11

F. Collection Losses

1. Amount Charged to Loss this Period	1,356.42
2. Amount Charged to Loss this Year to Date	21,630.96

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - January 2015
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: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 15,850.60 3. Dwelling Rental: 13,708.00 4. Retroactive Rent: 321.10 5. Excess Utility: 0.00 6. Additional Charges: 1,821.50

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	3	156.50	0.00	0.00	56.00	212.50
Over One Month Delinquent	36	4,537.28	2,086.10	0.00	3,259.26	9,882.64
Total for TIP	39					10,095.14
Vacated TAR	5					2,121.63
Total	44					12,216.77

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	6	459.50
Under Formal Repayment Agreement with Payments Up-to-Date	6	459.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	9,635.64

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	33	34
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	61	30	22

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
2. Amount Charged to Loss this Year to Date 7,678.57

Report of Tenants Accounts Receivable (TARs)

Public Housing - January 2015

Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 01/31/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 527 2. Total Charges: 101,233.34 3. Dwelling Rental: 94,026.06 4. Retroactive Rent: 1,174.10 5. Excess Utility: 435.00 6. Additional Charges: 5,598.18

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	30	1,498.43	5.00	19.50	1,635.90	3,158.83
Over One Month Delinquent	172	14,307.85	9,845.10	1,284.40	25,330.56	50,767.91
Total for TIP	202					53,926.74
Vacated TAR	23					12,421.02
Total	225					66,347.76

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	51	16,502.78
Under Formal Repayment Agreement with Payments Up-to-Date	51	16,502.78
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	151	37,423.96

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)
	01/31/2015	01/31/2014	01/31/2013
1. Percent of Accounts Delinquent to No. of Tenants in Possession	38	36	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	37	25	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,356.42
2. Amount Charged to Loss this Year to Date	44,148.45

Jackson Housing Commission

Consolidated TARS Report

January, 2015

Category	Chalet Terrace*		Reed Manor*		Shahan Blacks:one		Totals	
Total Rents	125		292		122		539	
Rents Collected	121	97%	281	96%	117	96%	519	96%
Vacant Units	0	0%	3	1%	2	2%	5	1%
Notices to Vacate	0		0		0		0	
14 Day Notices	41		42		20		103	
Court Filings	4		8		3		15	

*One unit off line due to casualty loss

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 12/01/2014 and 12/31/2014

Apartment 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
002-4408	207 Steward Avenue	H-39	10/01/2014	10/07/2014	5	10/22/2014	16	12/08/2014	46	67	0	0	0
001-1193	116 Laurel Court		10/20/2014	11/12/2014	22	11/10/2014	-1	12/01/2014	20	41	-1	0	0
001-1200	1270 Laurel Lane		11/02/2014	11/03/2014	0	11/24/2014	22	12/03/2014	8	30	0	0	0
001-1161	1215 Heather Lane		11/02/2014	11/12/2014	9	11/19/2014	8	12/08/2014	18	35	0	0	0
001-1142	309 Barbary Drive		11/03/2014	11/05/2014	1	11/13/2014	9	12/01/2014	17	27	0	0	0
001-1127	324 Barbary Drive		11/03/2014	11/04/2014	0	11/11/2014	8	12/01/2014	19	27	0	0	0
003-7608	414 Jefferson		11/05/2014	11/26/2014	20	12/31/2014	9	12/05/2014	0	29	0	0	0
002-4378	207 Steward Avenue	H-9	11/18/2014	11/19/2014	0	12/02/2014	14	12/05/2014	2	16	0	0	0
003-5523	106 Shahan Drive		11/19/2014	11/19/2014	0	12/05/2014	16	12/18/2014	12	28	0	0	0
002-3332	301 Steward Avenue	G-7	11/21/2014	11/20/2014	0	11/24/2014	3	12/01/2014	6	9	0	0	0
002-3344	301 Steward Avenue	G-19	11/21/2014	11/21/2014	0	12/03/2014	12	12/04/2014	0	12	0	0	0
002-3346	301 Steward Avenue	G-21	11/21/2014	11/21/2014	0	12/05/2014	14	12/08/2014	2	16	0	0	0
001-1123	1201 Laurel Lane		11/30/2014	12/01/2014	0	12/09/2014	9	12/11/2014	1	10	0	0	0
002-3237	301 Steward Ave	B-14	11/30/2014	/ /	0	/ /	14	12/15/2014	0	14	0	0	0
002-3360	301 Steward Avenue	G-35	11/30/2014	12/15/2014	14	12/11/2014	-3	12/23/2014	11	22	-3	0	0
002-4485	315 Steward Avenue	I-72	12/10/2014	11/17/2014	0	11/20/2014	-20	12/11/2014	20	0	-20	0	0
002-4408	207 Steward Avenue	H-39	12/14/2014	/ /	0	/ /	0	12/15/2014	0	0	0	0	0
002-3291	301 Steward Ave	E-18	12/14/2014	12/11/2014	0	12/16/2014	2	12/22/2014	5	7	0	0	0
003-6548	305 Moorman Drive		12/15/2014	12/17/2014	1	12/17/2014	1	12/22/2014	4	6	0	0	0
Total Units:		19			72		133		191	396	-24	0	0

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 12/01/2014 and 12/31/2014

Element # - Description	Value
V12400 - Total number of turnaround days:	396
V12500 - Total number of vacancy days exempted for Capital Funds:	-24
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:	3.79
V12900 - Average number of days units were in make-ready:	8.26
V13000 - Average number of days units were in lease-up:	10.05
V13100 - Average unit turnaround days:	22.10

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 01/01/2015 and 01/31/2015

Exempt Days

Apartment #	Street	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Down Time	Other	
											Make Ready	Lease Up
1-1-1145	1208 Heather Lane	12/01/2014	25	12/11/2014	11	01/30/2015	49	85	0	0	0	0
1-1-1106	1249 Laurel Lane	11/17/2014	9	12/16/2014	30	01/01/2015	15	54	0	0	0	0
1-1-1148	1228 Heather Lane	12/11/2014	10	12/22/2014	12	01/12/2015	20	42	0	0	0	0
1-1-1140	303 Barberry Drive	12/29/2014	21	01/12/2015	15	01/23/2015	10	46	0	0	0	0
2-3226	301 Steward Ave	12/17/2014	0	12/19/2014	2	01/02/2015	13	15	0	0	0	0
3-7623	341 W. Monroe	12/17/2014	0	01/08/2015	22	01/16/2015	7	29	0	0	0	0
2-3306	301 Steward Ave	01/05/2014	0	01/08/2015	8	01/16/2015	7	15	0	0	0	0
2-4385	207 Steward Avenue	01/06/2015	0	01/09/2015	3	01/12/2015	2	5	0	0	0	0
2-4421	315 Steward Avenue	01/13/2014	0	01/16/2015	7	01/21/2015	4	11	0	0	0	0
2-4422	315 Steward Avenue	01/14/2015	4	01/15/2015	2	01/31/2015	15	21	0	0	0	0
Total Units:	10		69		112		142	323	0	0	0	0

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 01/01/2015 and 01/31/2015

Element # - Description

V12400 - Total number of turnaround days:	323
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:	10
V12800 - Average number of days units were in down time:	6.90
V12900 - Average number of days units were in make-ready:	11.20
V13000 - Average number of days units were in lease-up:	14.20
V13100 - Average unit turnaround days:	32.30

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

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>AMP# ACCOUNT#</i>	<i>AMOUNT USED:</i>	<i>ADJUSTMENT</i>	<i>REMAINING BALANCE:</i>
14-Nov-14	300	Mileage Reimbursement For On-Call 11/07-11/14/M. Oakley		\$ 20.60		\$ 633.39
17-Nov-14	301	Court Filing Fee For (1) WRIT/B. Fridd		\$ 15.00		\$ 618.39
24-Nov-14	302	Mileage Reimbursement For Various Errands/P. Tyus		\$ 52.08		\$ 566.31
25-Nov-14	303	Mileage Reimb. For On-Call 11/14/14-11/21/14/M. Weston		\$ 33.76		\$ 532.55
25-Nov-14	304	Replenish Petty Cash		\$ (1,467.45)		\$ 2,000.00
25-Nov-14	305	Court Filing Fee For (3) WRIT/B. Fridd	91700.1 \$15	\$ 45.00		\$ 1,955.00
26-Nov-14	306	Purchase Food for Holiday Lunch/P. Tyus	91700.3 \$30	\$ 92.53		\$ 1,862.47
01-Dec-14	307	Postage for Documents Mail to Emerge (Fee Accountant)	91610.4	\$ 20.00		\$ 1,842.47
04-Dec-14	308	Meal Money for Res.- R. Patefield(RM A-11 Water Damage)	91900.2	\$ 30.00		\$ 1,812.47
04-Dec-14	309	Meal Money for Res. C. Brayley (RM A-11 Water Damage)	91900.2	\$ 30.00		\$ 1,782.47
08-Dec-14	310	Mileage Reimb. For On-Call /L. Neal	91800.3	\$ 20.72		\$ 1,761.75
			91700.1 \$90			
			91700.2 \$45			
09-Dec-14	311	Court Filing Fee For (6) WRIT/B. Fridd	91700.3 \$225	\$ 360.00		\$ 1,401.75
12-Dec-14	312	Travel Expense Reimb, Emp. Trng. 11/30/14-12/4/14 M. Weston	91800.2	\$ 90.00		\$ 1,311.75
16-Dec-14	313	Court Costs Req#6701 AMP1	91700.1	\$ 15.00		\$ 1,296.75
			91800.1 \$17.92			
			91800.2 \$17.92			
			91800.3 \$17.92			
16-Dec-14	314	Mileage Reimb. B. Fridd 11/7/14 - 12/12/14		\$ 53.76		\$ 1,242.99
23-Dec-14	315	Mileage Reimb. M. Weston		\$ 20.04		\$ 1,222.95
31-Dec-14	316	Mailing Docs for insurance pymts	91610.4	\$ 23.48		\$ 1,199.47
06-Jan-15	317	C. Bryant reimbursement for mailing docs	91610.4	\$ 19.99		\$ 1,179.48
08-Jan-15	318	Mileage reimb. For G. Cram 11/26/14 - 11/28/14, 12/26/14 - 1/1/15	91800.1	\$ 109.76		\$ 1,069.72
			91700.1 \$180			
			91700.2 \$90			
			91700.3 \$195			
09-Jan-15	319	10 eviction, 1 WRIT court filing fees for B. Fridd		\$ 465.00		\$ 604.72
12-Jan-15	320	Mileage reimb. For M. Oakley on call 1/2/15 - 1/8/15	91800.2	\$ 26.74		\$ 577.98
12-Jan-14	321	Mileage reimb. For J. Arnold on call 12/20/14 - 12/25/14	91800.1	\$ 29.90		\$ 548.08
22-Jan-15	322	Overnight markup SBAM, Blue Cross, given to C. Bryant	91610.4	\$ 34.39		\$ 513.69
22-Jan-15	323	4 Court filings for B. Fridd	91700.1 \$90			
			91700.3 \$90	\$ 180.00		\$ 333.69

30-Jan-15	324	2 court filings for B. Fridd	91700.3	\$	30.00	\$	303.69
04-Feb-15	325	Mileage reimb. For C. Davis	91800.3	\$	31.13	\$	272.56
04-Feb-15	326	Mileage reimb for L. Neal	91800.3	\$	17.31	\$	255.25
			91800.1 \$14.56				
			91800.2 \$14.56				
04-Feb-15	327	Mileage reimb for B. Fridd	91800.3 \$14.56	\$	43.68	\$	211.57
			91600.4 \$57.13				
04-Feb-15	328	Mileage reimb for & Christmas decoration D. Davis	91800.4 \$22.95	\$	80.08	\$	131.49
04-Feb-15	329	Mileage reimb for M Weston	91800.3	\$	23.52	\$	107.97
04-Feb-15	330	Mileage reimb for G. Crom	91800.1	\$	48.72	\$	59.25
04-Feb-15	331	Mileage reimb for M. Oakley	91800.2	\$	2.80	\$	56.45
		Adjustment made to balance verified COH		\$	14.49	\$	70.94
04-Feb-15	332	Replenish Petty Cash		\$	(1,929.06)	\$	2,000.00
						\$	2,000.00

* Note: Cash on hand actual (verified) is \$70.94 an adjustment of \$14.49 was made to balance COH. The petty cash will be replenished with \$1,943.55.

CASH ON HAND

2/5/2015

1.00	14	\$	14.00
5.00	8	\$	40.00
10.00		\$	-
20.00		\$	-
50.00		\$	-
100.00		\$	-
0.25		\$	-
0.10	93	\$	9.30
0.05	124	\$	6.20
0.01	144	\$	1.44

TOTAL CASH ON HAND \$ 70.94

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

JANUARY, 2015

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
01/01	08:20a-09:30a	RM No heat	M. Henderson	Cram
01/01	07:00p-08:20p	RM Elevator not working	B-Bldg	Cram
01/02	03:30p-04:30p	RM Water leaking from ceiling	I. Oliver	Cram
01/02	12:15p-12:45p	RM No hot water	B. Ohlinger	Oakley
01/02	02:05p-02:45p	RM No heat	D. Morris	Oakley
01/03	01:45p-02:35p	RM Lockout	H. Boxley	Oakley
01/03	03:25p-03:55p	RM Lockout	A. Knieper	Oakley
01/05	11:45p-12:35p	RM No heat	C. Dunson	Oakley
01/07	04:00p-04:35p	RM Refrigerator not working	C. Coriell	Oakley
01/07	07:45p-08:15p	RM Lockout	S. Hopson	Oakley
01/07	10:00p-10:35p	RM Lockout	S. Owens	Oakley
01/08	12:02a-12:48a	RM Lockout	M. Diggins	Oakley
01/08	05:20p-06:10p	RM Assist Chelsea with setting alarm	C-Bldg	Oakley
01/08	07:45p-11:00p	RM Snow removal Amps 1,2,3	Complexes	Oakley
01/09	09:40p-11:00p	CT No heat	T. Teal	Cram
01/10	11:50a-12:50p	RM No hot water	S. Johnson	Cram
01/10	03:30p-04:30p	CT No heat	K. Sherels	Cram
01/10	07:30p-08:00p	RM Welfare check	P. Ryals	Cram
01/10	08:00p-09:00p	RM Plugged toilet	D. Blair	Cram
01/10	09:45p-10:30p	CT Cold water valve broke off	D. Brewer	Cram
01/11	02:50p-03:50p	RM Lockout	R. Cotton	Cram
01/11	04:40p-05:40p	RM Lockout	T. Kinard	Cram
01/14	04:00p-04:50p	SBN Meet furnace man to fix furnace (212 Jarke)	L. Smith	Cram
01/15	05:45p-07:45p	RM Set alarm	C-Bldg	Cram
01/16	04:50p-05:20p	RM Let plumber into B-Bldg to service B-4 kit sink	R. Poole	Weston
01/16	05:20p-06:10p	SBN Tenant called for Co2 but it was furnace, working ok	C. Dupree	Weston
01/16	08:45p-09:15p	RM Alarm malfunction, reset 2 times	C-Bldg	Weston
01/16	09:15p-09:30p	RM Alarm tripped	C-Bldg	Weston
01/16	09:30a-10:00a	RM No heat	C. Wrentmore	Weston
01/17	10:00a-10:30a	CT Water heater out	T. Teall	Weston
01/17	02:30p-04:30p	SBN Broken window	S. Russell	Weston
01/17	08:50p-09:20p	RM Lockout	H. Boxley	Weston
01/18	10:00a-11:30a	SBN No heat	C. Dupree	Weston
01/19	01:45p-02:30p	RM Toilet backed up	E. McKenzie	Weston
01/20	12:15a-01:00a	RM Lockout	C. Suddeth	Weston
01/20	04:15p-05:30p	SBN Drain backed up	C. Holley	Weston
01/20	05:30p-06:00p	RM Alarm, ran by-pass 2 times	C-Bldg	Weston
01/20	08:30p-09:30p	RM Leak from ceiling	E. McKenzie	Weston
01/21	05:30p-06:15p	RM Smoke alarm	M. Santana	Weston
01/21	06:15p-06:30p	RM Alarm by-pass, Safety Systems	C-Bldg	Weston
01/21	08:30p-08:45p	SBN Toilet backing into floor drain in furnace rocm	C. Holley	Weston
01/21	10:45p-12:15a	SBN Toilet plugged, coming up in bathtub	T. Caler	Weston
01/22	11:45p-12:15a	RM Lockout	M. Ellinwood	Weston
01/23	09:43p-12:00p	CT No heat	D. Smoot	Neal
01/24	07:30a-09:00a	CT No heat	L. Wade	Neal
01/24	06:45p-08:00p	SBN Stopped up toilet	T. Caler	Neal
01/24	08:19p-09:00p	SBN Door won't lock	J. Trine	Neal
01/24	09:35p-10:00p	RM Lockout	D. Jones	Neal

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF	
01/24	12:00p-01:00p	CT	No heat	D. Smoot	Neal
01/30	07:20p-08:05p	RM	Lockout	J. Elliott	Davis
01/31	10:15a-11:30a	RM	No heat	C. Otto	Davis
01/31	09:30a-10:15a	CT	No hot water	P. Cooper	Davis

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY</u>		<u>GAS</u>		<u>WATER</u>		<u>SEWER</u>	<u>TOTAL</u>	<u>TOTAL</u>
	<u>KW HOURS</u>	<u>NET</u>	<u>MCF</u>	<u>NET</u>	<u>CCF</u>	<u>WATER</u>			
	<u>CONSUMP</u>	<u>BILL</u>	<u>CONSUMP</u>	<u>BILL</u>	<u>CONSUMP</u>	<u>BILL</u>	<u>BILL</u>	<u>BILL</u>	<u>UTILITY 2014</u>
Jan-15	66,858	\$ 7,648.94	22,432.00	\$ 17,503.50	-	-	-	\$ -	\$ 25,152.44
Feb-15								\$ -	
Mar-15								\$ -	
Apr-15								\$ -	
May-15								\$ -	
Jun-15								\$ -	
Jul-15								\$ -	
Aug-15								\$ -	
Sep-15								\$ -	
Oct-15								\$ -	
Nov-15								\$ -	
Dec-15								\$ -	
	66,858.00	\$ 7,648.94	22,432.00	\$ 17,503.50	-	-	-	\$ -	\$ 25,152.44

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		WATER BILL	TOTAL MONTHLY UTILITY 2014
Jan-15					99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24
Feb-15									
Mar-15									
Apr-15									
May-15									
Jun-15									
Jul-15									
Aug-15									
Sep-15									
Oct-15									
Nov-15									
Dec-15					99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 4,266.24

Utility Cost and Consumption Report

Shahar-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY</u>		<u>GAS</u>		<u>WATER</u>		<u>SEWER</u>		<u>TOTAL</u>						
	<u>KW HOURS</u>	<u>CONSUMP</u>	<u>NET</u>	<u>CONSUMP</u>	<u>CCF</u>	<u>CONSUMP</u>	<u>WATER</u>	<u>SEWER</u>	<u>WATER</u>	<u>MONTHLY</u>					
			<u>BILL</u>				<u>BILL</u>	<u>BILL</u>	<u>BILL</u>	<u>UTILITY 2014</u>					
Jan-15	4,478	\$	679.23	10,677.0	\$	8,409.94	218,400	\$	7,622.40	\$	3,707.39	\$	11,329.79	\$	20,418.96
Feb-15															
Mar-15															
Apr-15															
May-15															
Jun-15															
Jul-15															
Aug-15															
Sep-15															
Oct-15															
Nov-15															
Dec-15															
	4,478		679.23	10,677.00		8,409.94	218,400.00		7,622.40		3,707.39		11,329.79		20,418.96

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2014
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL			
Jan-15	71,336	\$ 8,328.17	33,109	\$ 25,913.44	317,800	\$ 10,327.89	\$ 5,268.14	\$ 15,596.03	\$ 49,837.64		
Feb-15	0	-	-	-	-	-	-	-	-		
Mar-15	0	-	-	-	-	-	-	-	-		
Apr-15	0	-	-	-	-	-	-	-	-		
May-15	0	-	-	-	-	-	-	-	-		
Jun-15	0	-	-	-	-	-	-	-	-		
Jul-15	0	-	-	-	-	-	-	-	-		
Aug-15	0	-	-	-	-	-	-	-	-		
Sep-15	0	-	-	-	-	-	-	-	-		
Oct-15	0	-	-	-	-	-	-	-	-		
Nov-15	0	-	-	-	-	-	-	-	-		
Dec-15	0	-	-	-	-	-	-	-	-		
	71,336	\$ 8,328.17	33,109.00	\$ 25,913.44	317,800	\$ 10,327.89	\$ 5,268.14	\$ 15,596.03	\$ 49,837.64		

Jackson Housing Commission

Evaluation Scoring Summary

RFP 2014-12: Supply, Delivery & Disposal of Appliances (Refrigerators)

General Electric Co.

Criteria	Max Points	Evaluator #1	Evaluator #2	Evaluator #3	Evaluator #4
Cost of Product to Supply, Delivery & Disposal of Appliance	60	40	40	40	50
Warranty	20	20	20	20	10
Additional Services	10	10	10	7	5
References	10	0	0	0	5
Total	100	70	70	67	65

Lake Region Inc.

Criteria	Max Points	Evaluator #1	Evaluator #2	Evaluator #3	Evaluator #4
Cost of Product to Supply, Delivery & Disposal of Appliance	60	60	50	60	60
Warranty	20	20	20	30	20
Additional Services	10	10	5	5	10
References	10	0	0	0	0
Total	100	90	75	85	90

	General Electric Co.	Lake Region Inc.
Total Points (Possible 400)	272	340

Based off the evaluation committee, Lake Region Inc. will provide the Jackson Housing Commission the best overall value for the Supply, Delivery & Disposal of Appliances (Refrigerators).

Bidders Cost Comparable for Refrigerators

Bidders		Cost
LRI (Lake Region INC) Frigidaire		
Cost of products/per refrigerator	\$528.00	\$64,416.00
Installation	included	
Removal cost*	included	
Uncrating	included	
Installation	included	
Hinge door swing cost	included	
	Total	\$64,416.00
GE Appliances		
Cost of products/per refrigerator	\$494.00	\$60,268.00
Removal cost*	\$65.00	\$6,630.00
Uncrating	\$0.00	\$0.00
Installation	\$23.00	\$2,806.00
Hinge door swing cost	\$0.00	\$0.00
	Total	\$69,704.00

*GE will not charge us for the removal of the twenty refrigerators we will be keeping; LRI will charge us for the twenty we will be keeping.

Leasing and HAP Utilization

CY 14

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	100.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	96.8%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July	208,192	201,506	96.8%	439	458.01	92.4%	475	2,151	5	6,686	145,776
August	208,192	203,292	92.0%	444	457.86	93.6%	475	841	6	4,900	151,523
September	113,107	205,176	181.4%	440	466.31	92.6%	475	1,529	3	(92,069)	60,986
October	201,506	209,944	104.2%	445	471.86	93.7%	475	545	4	(8,438)	53,097
November	203,292	213,504	105.0%	448	476.57	94.3%	475	82	3	(10,212)	42,970
December	163,322	216,178	132.4%	455	475.11	95.8%	475	393	2	(52,856)	-09,491
	2,441,847	2,463,227	105.4%	5360	459.53	94.0%	5700	11,840	49	(21,380)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - December 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: 12/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 121 2. Total Charges: 22,997.35 3. Dwelling Rental: 21,284.90 4. Retroactive Rent: 101.00 5. Excess Utility: 379.50 6. Additional Charges: 1,231.95

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	528.34	0.00	68.87	1,271.50	1,868.71
Over One Month Delinquent	59	6,073.60	1,153.00	1,057.88	8,132.99	16,417.47
Total for TIP	72					18,286.18
Vacated TAR	7					3,636.09
Total	79					21,922.27

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	17	5,657.15
Under Formal Repayment Agreement with Payments Up-to-Date	17	5,657.15
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	55	12,629.03

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2014	Prior FY (one year to date) 12/31/2013	Previous FY (two years to date) 12/31/2012
1. Percent of Accounts Delinquent to No. of Tenants in Possession	60	56	47
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	55	35	19

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 14,838.92

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 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: 12/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 290 2. Total Charges: 58,328.28 3. Dwelling Rental: 56,078.58 4. Retroactive Rent: 820.00 5. Excess Utility: 7.00 6. Additional Charges: 1,422.70

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	22	1,395.51	0.00	-1.00	656.10	2,040.61
Over One Month Delinquent	65	4,212.07	6,265.00	167.00	11,160.38	21,804.45
Total for TIP	87					23,845.06
Vacated TAR	10					4,752.87
Total	97					28,597.93

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	9,178.14
Under Formal Repayment Agreement with Payments Up-to-Date	21	9,178.14
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	66	14,666.92

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 12/31/2014	Prior FY (one year to date) 12/31/2013	Previous FY (two years to date) 12/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	30	25	22
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	25	9	14

F. Collection Losses

1. Amount Charged to Loss this Period	527.99
2. Amount Charged to Loss this Year to Date	20,274.54

Report of Tenants Accounts Receivable (TARs)

Public Housing - December 2014

Project: 003 - Shahan-Blackstone

A. Basic Identification Data3. Total Units Available: 1205. Fiscal Year Beginning: 04/01/20146. Report Period Ending Date: 12/31/2014**B. Charges to Tenants**1. No. of Units Occupied by TIP on
the Last Day of this Reporting Period:119

2. Total Charges:

15,901.15

3. Dwelling Rental:

14,008.00

4. Retroactive Rent:

478.00

5. Excess Utility:

0.00

6. Additional Charges:

1,415.15**C. Receivables**

Tenants in Possession (TIP)

One Month or
Less Delinquent

10

Over One
Month Delinquent

35

Total for TIP

45

Vacated TAR

4

Total

49

Accounts ReceivableDwelling
RentalRetroactive
RentExcess
UtilityAdditional
ChargesAmounts
Delinquent

989.78

-9.00

0.00

218.75

1,199.53

4,783.00

2,010.00

0.00

3,565.16

10,358.16

11,557.69

460.53

12,018.22

D. TARs

Tenants Accounts Receivable

No. of Accounts

Balances

Under Formal Repayment Agreement

7

915.50

Under Formal Repayment Agreement
with Payments Up-to-Date

7

915.50

Excluding Amounts Covered by Formal
Up-to-Date Repayment Agreements

38

10,642.19

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable

Current Reporting
Period (end date)

12/31/2014

Prior FY
(one year to date)

12/31/2013

Previous FY
(two years to date)

12/31/2012

1. Percent of Accounts Delinquent to No. of Tenants In Possession

38

35

33

5. Percent of Amount Delinquent (excluding amounts covered by
formal up-to-date repayment agreement) to Total Charges

67

29

24

F. Collection Losses

1. Amount Charged to Loss this Period

0.00

2. Amount Charged to Loss this Year to Date

7,678.57

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

DECEMBER, 2014

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
12/02	09:15p-10:00p	RM	Reset alarm	Office Neal
12/04	04:45a-06:00a	RM	Pipe broken on water heater flooded house, A-11 & A-19	R. Patefield C. Brayley Neal
12/05	05:45p-06:15	CT	Smells gas from oven, hooked up gas line	T. Tripp Weston
12/05	06:15p-07:30p	RM	Water leak	A-Bldg Weston
12/06	03:15p-06:45p	CT	Blocked toilet, put in new toilet	S. Wright Weston
12/08	05:45p-06:45p	CT	No heat	K. Sherels Weston
12/09	12:30a-01:30a	CT	No heat	T. Lamont Weston
12/09	06:00p-06:30p	RM	Set alarm at garage	I-Bldg Weston
12/10	12:15a-12:45a	RM	Lockout	D. Monroe Weston
12/12	08:00p-09:30p	CT	No heat	L. Wade Davis
12/16	09:00p-10:00p	CT	Lockout	E. Reid Davis
12/18	07:45p-08:25p	CT	No power to unit, reset breaker	R. Patefield Oakley
12/20	06:00p-06:40p	RM	Lockout	T. Keeder Arnold
12/21	12:45p-02:42p	RM	Water coming through kit ceiling	B. Coriell Arnold
12/21	09:14p-10:05p	RM	Water leak in ceiling is getting worse	B. Hatch Arnold
12/21	05:20p-07:05p	RM	Tenant is supposed to be out of apt, plumber will be out to repair leak	B. Coriell Arnold
12/22	04:50p-05:30p	RM	Water bubble in ceiling leaking water	B. Hatch Arnold
12/23	04:58p-06:10p	RM	No hot water	B. Ohlinger Arnold
12/24	10:20a-11:25a	CT	No heat	M. Williams Arnold
12/25	09:45a-11:25a	CT	No heat	B. Ross Arnold
12/26	03:10p-04:30p	RM	help Joe with frig, light water heater	C. Wrentmore Cram
12/26	08:20p-09:20p	RM	Open bathroom door in H-Bldg so tenant could get keys	R. Uribe Cram
12/27	12:40p-01:40p	RM	Door won't latch	E. Stevens Cram
12/27	02:30p-03:40p	CT	No heat	T. Murray Cram
12/28	12:00p-12:55p	CT	No heat	L. Wade Cram
12/28	08:50p-09:35p	CT	Half power to unit	R. Patefield Cram
12/29	04:02p-04:45p	SBN	Alarm tripped, Maintenance garage	I-Bldg Cram
12/29	05:30p-06:30p	RM	Lockout	H. Boxley Cram
12/30	06:15p-07:09p	RM	Alarm not set	C-Bldg Cram
12/30	08:00p-09:00p	CT	No heat	C. Wright Cram
12/31	02:50p-04:20p	CT	No heat	A. McClelland Cram
12/31	09:15p-11:00p	RM	No hot water	B. Ohlinger Cram

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	GAS		WATER		SEWER		TOTAL			
		NET BILL	MCF CONSUMP	CCF CONSUMP	WATER BILL	NET BILL	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2014	
Jan-14	66,827	\$ 7,973.18	1,592.80							\$ -	\$ 22,519.99
Feb-14	49,319	\$ 6,403.01	1,119.10	\$ 14,546.81	1,726	\$ 6,313.83	\$ 4,365.04	\$ 10,678.87	\$ 30,734.39		
Mar-14	58,161	\$ 7,119.25	1,668.30	\$ 13,652.51	224	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 34,275.98		
Apr-14	49,116	\$ 6,324.74	1,057.20	\$ 26,073.37				\$ -	\$ 17,327.20		
May-14	46,151	\$ 5,882.59	700.90	\$ 11,002.46	2,349	\$ 7,643.10	\$ 5,061.05	\$ 12,704.15	\$ 25,372.75		
Jun-14	42,053	\$ 6,033.82	321.40	\$ 6,786.01	224	\$ 696.12	\$ 477.24	\$ 1,173.36	\$ 10,326.97		
Jul-14	53,975	\$ 7,657.03	215.10	\$ 2,092.00				\$ -	\$ 9,749.03		
Aug-14	44,144	\$ 6,557.06	178.10	\$ 1,434.28	2,574	\$ 8,388.67	\$ 3,433.08	\$ 11,821.75	\$ 19,813.09		
Sep-14	52,608	\$ 7,475.55	190.30	\$ 1,800.34	205	\$ 652.32	\$ 326.34	\$ 978.66	\$ 10,254.55		
Oct-14	39,368	\$ 5,231.35	624.70	\$ 5,188.19		8,357.45	\$ 3,397.39	\$ 11,754.84	\$ 22,174.38		
Nov-14	46,609		37,628.40					\$ -	\$ -		
Dec-14	42,879	\$ 5,530.83	1,801.00	16,414.08				\$ -	\$ 21,944.91		
	591,210.00	\$ 72,188.41	47,097.30	\$ 102,109.84	7,302.00	\$ 32,748.74	\$ 17,446.25	\$ 50,194.99	\$ 224,493.24		

Jackson Housing Commission

Consolidated TARS Report

December, 2014

Category	Chalet Terrace*		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	122	98%	287	98%	116	95%	525	97%
Vacant Units	0	0%	3	1%	2	2%	5	1%
Notices to Vacate	0		0		0		0	
14 Day Notices	24		42		24		90	
Court Filings	3		2		4		9	

*One unit off line due to casualty loss

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - December 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: 12/31/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 530 2. Total Charges: 97,225.78 3. Dwelling Rental: 91,371.48 4. Retroactive Rent: 1,399.00 5. Excess Utility: 386.50 6. Additional Charges: 4,069.80

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	45	2,913.63	-9.00	57.87	2,146.35	5,108.85
Over One Month Delinquent	159	15,068.67	9,428.00	1,224.88	22,858.53	48,580.08
Total for TIP	204					53,688.93
Vacated TAR	21					8,849.49
Total	225					62,538.42

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	45	15,750.79
Under Formal Repayment Agreement with Payments Up-to-Date	45	15,750.79
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	159	37,938.14

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)
	12/31/2014	12/31/2013	12/31/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	38	35	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	39	19	17

F. Collection Losses

1. Amount Charged to Loss this Period 527.99
2. Amount Charged to Loss this Year to Date 42,792.03

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

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 2014	
Jan-14	1,992	\$ 337.35	92.9	\$ 815.82	2,164	\$ 7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 12,326.45	
Feb-14	1,201	\$ 276.95	68.6	\$ 838.94				\$ -	\$ 1,115.89	
Mar-14	945	\$ 1,009.60	68.2	\$ 178.37				\$ -	\$ 1,187.97	
Apr-14	929	\$ 208.22	43.9	\$ 433.33	1,010.39	\$ 6,714.77	\$ 4,496.53	\$ 11,211.30	\$ 11,852.85	
May-14	1,008	\$ 259.79	28.4	\$ 294.04				\$ -	\$ 553.83	
Jun-14	968	\$ 176.66	13.8	\$ 145.24				\$ -	\$ 321.90	
Jul-14	492	\$ 115.84	3.6	\$ 53.51	3,080	\$ 7,496.50	\$ 2,963.30	\$ 10,459.80	\$ 10,629.15	
Aug-14	860	\$ 168.57	5.1	\$ 71.92				\$ -	\$ 240.49	
Sep-14	805	\$ 176.21	6.8	\$ 100.63				\$ -	\$ 276.84	
Oct-14	1,021	\$ 199.50	6.8	\$ 97.89				\$ -	\$ 297.39	
Nov-14	9,061		29.2					\$ -	\$ -	
Dec-14	10,781	\$ 566.64	279.1	\$ 635.99				\$ -	\$ 1,202.63	
	30,063	3,495.33	646.40	3,665.68	6,254.39	21,641.71	11,202.67	32,844.38	40,005.39	

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		NET BILL	WATER		SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
			MCF CONSUMP	CONSUMP		CCF CONSUMP	WATER BILL			
Jan-12	128,240	\$ 13,134.58	921.7	\$ 8,124.17	1,164	\$ 3,084.13	\$ 1,990.65	\$ 5,074.78	\$ 26,333.53	
Jan-11	124,120	\$ 12,042.92	1,174.7	\$ 11,341.13	1,377	\$ 2,790.27	\$ 1,781.27	\$ 4,571.54	\$ 27,955.59	
Feb-12	104,040	\$ 11,205.88	978.5	\$ 8,605.97	979	\$ 2,473.29	\$ 1,644.83	\$ 4,118.12	\$ 23,929.97	
Feb-11	135,880	\$ 12,568.28	1,260.3	\$ 12,000.30	1,204	\$ 2,588.21	\$ 1,598.41	\$ 4,184.62	\$ 28,821.20	
Mar-12	114,160	\$ 11,669.51	871.0	\$ 7,679.57	987	\$ 2,585.93	\$ 1,663.90	\$ 4,249.83	\$ 23,598.91	
Mar-11	118,080	\$ 11,535.89	1,015.0	\$ 9,316.57	1,150	\$ 2,736.25	\$ 1,527.87	\$ 4,264.12	\$ 25,116.58	
Apr-12	95,920	\$ 10,220.10	477.2	\$ 3,567.85	761	\$ 2,160.13	\$ 1,401.02	\$ 3,561.15	\$ 17,349.10	
Apr-11	100,480	\$ 10,235.55	873.1	\$ 7,951.10	1,018	\$ 2,490.12	\$ 1,346.28	\$ 3,836.40	\$ 22,023.05	
May-12	90,720	\$ 9,757.22	446.2	\$ 3,340.64	961	\$ 2,479.78	\$ 1,592.06	\$ 4,071.84	\$ 17,169.70	
May-11	96,480	\$ 10,092.29	570.3	\$ 5,233.27	802	\$ 2,195.45	\$ 1,137.89	\$ 3,333.34	\$ 18,658.90	
Jun-12	122,640	\$ 13,991.44	287.0	\$ 1,786.91	730	\$ 2,128.40	\$ 1,366.62	\$ 3,495.02	\$ 19,273.37	
Jun-11	134,360	\$ 15,687.98	598.4	\$ 5,646.56	1,126	\$ 2,603.15	\$ 1,772.71	\$ 4,375.86	\$ 25,710.40	
Jul-12	173,720	\$ 20,349.39	228.7	\$ 1,727.43	1,055	\$ 2,835.35	\$ 1,846.02	\$ 4,681.37	\$ 26,758.19	
Jul-11	157,560	\$ 17,842.27	2.2	\$ 33.18	1,230	\$ 3,264.67	\$ 1,841.13	\$ 5,105.80	\$ 22,981.25	
Aug-12	151,000	\$ 18,341.63	183.2	\$ 1,377.17	1,132	\$ 3,001.86	\$ 1,957.92	\$ 4,959.78	\$ 24,678.58	
Aug-11	181,840	\$ 19,822.56	212.8	\$ 1,943.80	895	\$ 2,421.70	\$ 1,585.72	\$ 4,007.42	\$ 25,773.78	
Sep-12	132,120	\$ 16,452.76	223.9	\$ 1,668.28	833	\$ 2,296.01	\$ 1,492.58	\$ 3,788.59	\$ 21,909.63	
Sep-11	138,840	\$ 16,042.63	225.7	\$ 2,056.28	1,294	\$ 3,104.77	\$ 2,070.62	\$ 5,175.39	\$ 23,274.30	
Oct-12	93,360	\$ 10,126.05	265.6	\$ 1,968.53	818	\$ 2,200.81	\$ 1,412.81	\$ 3,613.62	\$ 15,708.20	
Oct-11	96,360	\$ 9,783.31	335.3	\$ 3,011.75	876	\$ 2,250.78	\$ 1,478.43	\$ 3,729.21	\$ 16,524.27	
Nov-12	107,240	\$ 11,338.69	417.8	\$ 3,064.92	972	\$ 2,722.18	\$ 1,731.38	\$ 4,453.56	\$ 18,857.17	
Nov-11	92,840	\$ 9,489.10	418.9	\$ 3,740.64	1,013	\$ 2,644.40	\$ 1,747.66	\$ 4,392.06	\$ 17,621.80	
Dec-12	103,040	\$ 11,131.67	780.7	\$ 5,537.05				\$ -	\$ 16,668.72	
Dec-11	122,120	\$ 11,966.31	718	\$ 6,346.47				\$ -	\$ 18,312.78	
2012	1,416,200	\$ 157,718.92	6,081.50	\$ 48,448.49	10,392.00	\$ 27,967.87	\$ 18,099.79	\$ 46,067.66	\$ 252,235.07	
2011	1,498,960	\$ 157,109.09	7,412.70	\$ 68,689.05	11,985	\$ 29,087.77	\$ 17,887.99	\$ 46,975.76	\$ 272,773.90	



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www.jacksonhousing-mi.org

January 9, 2015

RFP: 2014-13 IT Services

The Jackson Housing Commission issued a Request for Proposals for IT Services. The RFP ran publicly in four different locations from November 17, 2014 until December 15, 2014.

The Commission's file includes an Independent Cost Estimate, Evaluations of Proposals, and a Cost Comparison of the proposals received.

Upon completion of the evaluations and cost comparisons, it would be in the best interest of the Commission to contract with Computer Ties, LLC. Not only did Computer Ties come in the lowest responsive bidder, they also know our computer systems inside and out.

The total yearly cost of the IT Services contract will be \$12,000.00 per year.





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IT Support Services 2014 Record of Solicitations

The Request for Proposals for legal services was advertised at the following:

1. The Jackson Housing Commission Website at www.jacksonhousing-mi.org
2. PHADA's website at www.phada.org
3. The NonProfit Network email blast
4. Builder's Exchange of Michigan
4461 Cascade Rd SE
Grand Rapids, MI 49546
(616) 949-8650
(616) 949-6831 Fax

The RFP was also sent directly to the following:

1. Computer Ties
2416 W. Michigan Ave
Jackson, MI 49202
(517) 788-6393
brad@computer-ties.com
2. PC Solutions
1200 SW Ave
Jackson, MI 49203
(517) 787-9934
support@PCSolutionsNow.com
3. CVR Associates, Inc.
2309 S. MacDill Ave, Suite 200
Tampa, FL 33629
(813) 223-3100
(813) 228-7713



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Independent Cost Estimate (ICE) For IT Support Services

Source of Information

2013 Historical Financial Data for previous IT Support Company, Computer Ties.

Services

IT Support Services

Level of Detail

- **Experience**
A minimum of 5 years' experience managing firms IT needs with same scope as the JHC.
- **References**
References should be available. IT Support Companies should have references similar in size and scope as the JHC and public housing experience.
- **Technical**
Firm should be able to successfully complete all aspects of the SLA to include, but not limited to data backup, management of Small Business Server, network support & maintenance, and software/application maintenance & updates. Firm should provide response time within outlined time frames.

Independent Cost Estimate (ICE)

The firm should be reasonable in their pricing for hourly rates. Qualifications should include experience and specialized areas that will address all aspects of the JHC's IT systems.

Service Level Agreement should not exceed \$2,500 per month
Software/Application updates should not exceed \$100 per hour

Prepared: 11/13/2014



Evaluation Scoring Summary

RFP 2014-13 IT Services

COMPUTER TIES, LLC

Criteria	Max Points	Evaluator #1	Evaluator #2	Evaluator #3
Monthly Fee & Hourly Rate	50	50	50	45
Response Time	20	20	18	17
Experience	15	10	15	15
Company Profile	10	10	10	10
References	5	5	5	5
Total	100	95	98	92

FUTURE NET GROUP

Criteria	Max Points	Evaluator #1	Evaluator #2	Evaluator #3
Monthly Fee & Hourly Rate	50	35	40	35
Response Time	20	18	19	15
Experience	15	15	15	15
Company Profile	10	10	10	10
References	5	3	5	5
Total	100	81	89	80

ALL COVERED

Criteria	Max Points	Evaluator #1	Evaluator #2	Evaluator #3
Monthly Fee & Hourly Rate	50	30	30	30
Response Time	20	15	20	15
Experience	15	15	15	15
Company Profile	10	10	10	10
References	5	3	5	5
Total	100	73	80	75

	Computer Ties, LLC	ALL COVERED	FUTURE NET GROUP
Total Points (Possible 300)	285	250	228

Based off the evaluation committee, Computer Ties, LLC will provide the Jackson Housing Commission the best overall value.

**Cost Comparison
2014-13: IT Services**

	Computer Ties, LLC	Future Net Group	All Covered
Total Monthly Fee	\$1,000.00	\$1,980.00	\$2,470.00
*Included in Monthly Fee	General Scope of Work & twice weekly visit by a tech to ensure back ups are being done and addressing any issues. Also, 1 year each of antivirus, spam filter & backup of server	General Scope of Work	General Scope of Work
Hourly Labor Rate (outside of SOW)	\$80.00	\$30.00-\$50.00	\$100.00-\$150.00
Total Yearly Cost	\$12,000.00	\$23,760.00	\$29,640.00

