

JACKSON HOUSING COMMISSION

REGULAR MEETING – July 15, 2015

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. Presentation: Mrs. Janice Fairley, S.W.A.P.P.
6. Approval of the Minutes of the Regular Meeting on June 17, 2015
7. Approval of the Previously Paid Liabilities from June 12, 2015 thru July 10, 2015
8. RESOLUTIONS
Resolution No. 2015-23: Collection Losses Write Off June 2015
Resolution No. 2015-24: First Merit Signer Removal
Resolution No. 2015-25: First Merit Signature Card Update and Additions
Resolution No. 2015-26: County National Bank Signer Removal
Resolution No. 2015-27: County National Bank Signature Card Update and Additions

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

9. OTHER BUSINESS
10. ADJOURNMENT

NEXT REGULAR MEETING: **August 19, 2015 at 12:00pm in the Reed Manor Board Room**

Jackson Housing Commission
Minutes of the Regular Meeting
June 17, 2015

The Jackson Housing Commission's Regular Meeting was held on June 17, 2015, in the Chalet Terrace Multi-purpose Room. President Pultz-Orthaus called the meeting to order at 12:06pm. Upon roll call, the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods. Upon roll call, the following commissioner was absent: Patricia Davis-Dye.

Also present were: Patricia Tyus, Executive Director
Shari Boyce, Section 8 Director
Tremachel Johnson, Comptroller
Chelsea Bryant, Executive Secretary

15-06-001 PUBLIC COMMENTS

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

15-06-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD MAY 20, 2015

No discussion took place.

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held May 20, 2015. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

15-06-003 APPROVAL OF THE MINUTES OF THE ANNUAL MEETING HELD MAY 20, 2015

No discussion took place.

Commissioner Woods **MOVED** to approve the Annual Meeting Minutes of the meeting held May 20, 2015. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

15-06-004 APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM MAY 21, 2015 THRU JUNE 11, 2015

A discussion of the previously paid liabilities took place.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities from May 21, 2015 thru June 11, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

15-06-005 RESOLUTIONS

A. Resolution No. 20¹⁵-5-20: Collection Losses Write Off June 2015

No discussion took place.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

B. Resolution No. 20¹⁵-5-21: Public Housing Utility Allowances

A discussion took place.

Commissioner Stark **MOVED** to approve Public Housing Utility Allowances effective July 1, 2015.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

C. Resolution No. 2015-22 Health Insurance Services for Active Employees and Retirees

A lengthy discussion regarding the proposed health insurance services for active and retired employees took place.

Commissioner Stark **MOVED** to allow the Executive Director to enter a contract with the Craft Agency to provide health insurance services for active employees. Commissioner Woods **SECONDED** the motion, and upon roll call the motion was adopted.

Following an in-depth discussion the board agreed to approve insurance services Proposal 1A, instead of Proposal 3A, as originally submitted for approval by staff.

AYES: M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: G. Montgomery

ABSTAIN: None

ABSENT: P. Davis-Dye

Commissioner Stark **MOVED** to allow the Executive Director to enter a contract with the Craft Agency to provide health insurance services for retired employees. Commissioner Woods **SECONDED** the motion, and upon roll call the motion was adopted.

Following an in-depth discussion, the board agreed to approve insurance services Proposal 1R, instead of Proposal 2R, as originally submitted for approval by staff for in state retirees. There were no changes to the proposed services for out of state retirees from the previous year.

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

15-06-006

DIRECTOR'S REPORTS

Staff gave reports on the following categories:

Section 8

A. Leasing HAP Utilization Report

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

15-06-07 OTHER BUSINESS

The agency' SEMAP scores were reviewed and discussed.

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

The Regular Meeting on June 17, 2015 adjourned at 1:22pm.

Respectfully submitted,

Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002255	06/17/2015	ACQUANTEMS	Payment	1,902.05	CUSTOMER# 02240-001628000 INVOICES: # 43132460 \$645.65 #43156548 \$558.40 #43206794 \$698.00
002256	06/17/2015	First National Bank Omaha	Payment	1,166.73	XXXX XXXX XXXX 4912 P. TYUS TRAINING SAN FRANCISCO
002257	06/17/2015	HOUSING DATA SYSTEMS, INC.	Payment	103.70	CLIENT# 6183 INVOICE# 218814 \$103.70
002258	06/17/2015	J McEldowney Inc.	Payment	211.20	COCC LASER CHECKS STARTING# 2250 KYOCER FS-1135 NR43836099
002259	06/17/2015	MLive Media Group	Payment	120.00	INVOICE# 68891 \$211.20 CUSTOMER# 20008879
002260	06/17/2015	Pentiuk, Couvreur & Kobiliak, P.C	Payment	192.00	AD# 0007304580 ASSISTANT DIRECTOR \$120.00 ACCOUNT# 114310.001
002261	06/17/2015	SMALL BUSINESS ASSOCIATION OF MICHIGAN	Payment	100.00	INVOICE# 20892 \$192.00 MEMBER# 92594 MEMBERSHIP DUES
002262	06/17/2015	AccuShred, LLC	Payment	18.75	INVOICE 28621 DOCUMENT SHRED SERVICE 05.18.2015
002263	06/17/2015	AFLAC	Payment	141.72	ACCOUNT# VX312 INVOICE# 561275 SUPPLEMENTAL INSURANCE JUNE 2015
002264	06/17/2015	American Office Solutions	Payment	52.62	ACCOUNT# J1087 INVOICE# IN49905
002265	06/17/2015	City Of Jackson - Finance Department	Payment	5,948.69	EARNINGS & CONTRIBUTION MAY 2015 SEE ATTACHED DETAILS
002266	06/17/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT #24873 MAY 2015 IT CONTRACT SERVICES
002267	06/17/2015	CONSUMERS ENERGY	Payment	374.35	ACCOUNT# 1000 0012 0764 MAY 2015
002268	06/17/2015	JACKSON WATER COLLECTION	Payment	41.73	STEW-000301-0000-03 WATER & SEWER BILLS MAY 2015
002269	06/17/2015	NAHRO	Payment	264.00	MEMBER# 000000000042 ORDER# 1006311916 09.01.2015 TO 08.31.2016
002270	06/17/2015	PC Solutions	Payment	2,199.98	JACKSON HOUSING CO INVOICE# 12513 \$1929.98 #12508 \$135
002270	06/17/2015	**VOID** PC Solutions	Payment	(2,199.98)	JACKSON HOUSING CO

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002271	06/17/2015	PURCHASE POWER	Payment	158.84	Void Refer 002270 INCORRECT INVOICE AMOUNT
002272	06/17/2015	COMCAST	Payment	836.99	00678952003 METER POSTAGE REFILL CABLE, INTERNET, DIGITAL VOICE 01721 422344-01-1 \$88.66 01721 413438-01-3 \$159.94 01721 276409-02-9 \$188.03 01721 346503-01-6 \$166.47 01721 422342-01-5 \$233.89
002273	06/26/2015	Petty Cash	Payment	136.17	REPLENISH PETTY CASH COH \$217
002274	07/08/2015	AccuShred, LLC	Payment	18.75	REPLENISH PH \$1,646.83 REPLENISH COCC \$136.17 INVOICE# 28960 DOCUMENT SHRED SERVICE
002275	07/08/2015	Acuity	Payment	1,013.68	POLICY# X65676-4 03.26.15 TO 03.26.16 4TH & 5TH PAYMENT
002276	07/08/2015	City Of Jackson - Finance Department	Payment	3,984.58	05.25.2015-06.21.2015 EMPLOYEE EARNINGS & CONTRIBUTIONS
002277	07/08/2015	CONSUMERS ENERGY	Payment	362.92	ACCT#1000 0012 0764 INVOICE# 201359633752
002278	07/08/2015	J. J. KELLER & ASSOCIATES, INC	Payment	24.38	CUSTOMER# 200841719 INVOICE# 9100721125
002279	07/08/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	107.28	LEASE ACCT# 4344602 INVOICE# 4344602-MY15
002280	07/08/2015	The SBAM Plan	Payment	9,798.58	CID: 281224 EMPLOYEE HEAL THE INSURANCE 07.01.2015 - 08.01.2015
002281	07/08/2015	SPRINT	Payment	159.51	ACCOUNT# 128763256 INVOICE# 128763256-009 MAY 2015 CELL PHONE BILLS
002282	07/08/2015	TDS Metrocom	Payment	51.04	ACCOUNT#517 787-9241 MAY 2015 PHONE BILLS
002283	07/08/2015	ACCOMTEMPMS	Payment	523.50	CUSTOMER# 02240-001628000 INVOICE# 43258067 \$523.50
002284	07/08/2015	Computer Ties LLC	Payment	139.99	SALES RECEIPT# 25190 MAINTENANCE EQUIPMENT NEEDED FOR SERVER

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002285	07/08/2015	DBI BUSINESS INTERIORS	Payment	26.59	CUSTOMER# 224241 INVOICE# 03IV4974 \$26.59
002286	07/08/2015	PC Solutions	Payment	2,064.98	CUSTOMER ID: JACKSON HOUSING INVOICE# M12513 \$1929.98 #M12508 \$135
002287	07/08/2015	Jackson Housing Commission	Payment	5,318.42	REIMBURSEMENT TO PH FROM COCC INELIGIBLE EXPENSES REIMBURSEMENT FINDING #16 \$3,460 FINDING #17 \$1,050 FINDING #18 \$ 153.99 FINDING #19 \$ 654.43
002288	07/08/2015	Emerge Accounting	Payment	5,250.00	ACCOUNTING SERVICES INVOICE# JULY-001 JUNE 2015 FINANCIALS \$2,625 AUDITED FDS \$2,625

Total: (40,813.74)

Date: 07/10/2015
Time: 08:17:29

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060429	06/17/2015	Aspen One Hour Heating & Air Conditioning	Payment	600.00	ACCOUNT# 151323 INVOICE# 350029 \$300 1219 HEATHER LANE INSTALLED WATER HEATER
060430	06/17/2015	Brooklyn Plumbing, Heating & A/C, Inc	Payment	595.96	#350136 \$300 356 MOORMAN DR INSTALLED WATER HEATER 2 INVOICES INV# 640472 \$271.52 514 SUMMIT WATER HEATER INSTALLED #640473 \$324.44 359 MOORMAN WATER HEATER INSTALLED
060431	06/17/2015	CONSUMERS ENERGY	Payment	4,212.00	MAY 2015 & JUNE 2015 NEG RENTS MAY 2015 NEGATIVE RENTS AMP1 \$ 404 AMP3 \$1,762
060432	06/17/2015	ETNA Supply	Payment	386.89	JUNE 2015 NEGATIVE RENTS AMP1 \$ 278 AMP3 \$1,768 CUSTOMER# 22603 INVOICE3 S101449613.001 \$386.89 359 MOORMAN
060433	06/17/2015	A-1 LOCK SHOP	Payment	37.50	INVOICE 3089
060434	06/17/2015	AccuShred, LLC	Payment	92.50	INVOICE 28621 DOCUMENT SHRED SERVICE 05.18.2015
060435	06/17/2015	AFLAC	Payment	70.32	ACCOUNT# VX312 INVOICE# 561275 SUPPLEMENATAL INSURANCE JUNE 2015
060436	06/17/2015	AMBS CALL CENTER	Payment	334.36	ACCOUNT# 1909 INVOICE3 150510857 ANSERING SERVICE SERVICE PERIOD 06.01.2015 - 06.30.15 USAGE PERIOD 04.30.15 - 05.30.15
060437	06/17/2015	American Office Solutions	Payment	52.62	ACCOUNT# J1087 INVOICE# IN49985 USAGE CHARGES
060438	06/17/2015	AUDITORY RESPONSE SYSTEMS, INC.	Payment	326.40	CUSTOMER# ARS879 INVOICE# MTH0000534 12 MONTHS OF TDD/TY SERVICE
060439	06/17/2015	CASLER HARDWARE	Payment	14.08	MAINTENANCE SUPPLIES INVOICE# I14682 \$4.29 # 114900 \$9.79
060440	06/17/2015	City of Jackson - Finance Department	Payment	11,966.22	EARNINGS & CONTRIBUTION MAY 2015 SEE SPREADSHEET FOR DETAILS
060441	06/17/2015	Computer Ties LLC	Payment	600.00	SALES RECEIPT #24873 MAY 2015 IT CONTRACT SERVICES
060442	06/17/2015	CONSUMERS ENERGY	Payment	11,203.50	ELECTRIC & GAS BILLS

Date: 07/10/2015
Time: 08:1

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060443	06/17/2015	CUT-RATE PLUMBING	Payment	16.99	MAY 2015 SEE ATTACHED FOR BREAKDOWN RECEIPT# 553290
060444	06/17/2015	HD Supply Facilities Maintenance	Payment	1,054.76	1213 PLYMOUTH WATER HEATER SUPPLIES CUSTOMER# 461000 INVOICE# 9137897450 \$749.80 ELECTRICAL SUPPLIES #9137431926 -\$37.76 PLUMBING SUPPLIES #9137124980 \$116.25 LIGHTING SUPPLIES #9135933716 \$226.47 PLUMBING SUPPLIES
060445	06/17/2015	HAMMOND HARDWARE	Payment	58.40	CUSTOMER# 33515 INVOICE# B291712 \$35.96 1233 HEATHER LN SUPPLIES # B286550 \$22.44 PAINT SUPPLIES
060446	06/17/2015	Home Depot Credit Services	Payment	3,265.02	6035 3225 4017 5928 MAINTENANCE SUPPLIES INVOICE# 3571925 \$154 217 SUMMIT STORM DOOR #1974625 \$1,004.10 REFRIGERATOR #974632 \$1,988.94 FLOORING #7713423 \$117.98 MAINTENANCE SUPPLIES
060447	06/17/2015	JACKSON OUTDOOR EQUIPMENT	Payment	499.53	CUSTOMER# 104542 INVOICE# 55434 \$499.53 REPAIR LAWN TRACTOR
060448	06/17/2015	JACKSON WATER COLLECTION	Payment	6,150.33	WATER & SEWER BILLS SEE ATTACHMENTS AMP1 & AMP2
060449	06/17/2015	K & J PLUMBING CO.	Payment	260.00	06.08.2015 INSTALLED WATER HEATER @ 1213 PLYMOUTH ST
060450	06/17/2015	Knibloo Hardware	Payment	0.04	60152
060451	06/17/2015	Jackson Housing Commission	Payment	25,411.76	INVOICE# 191961 \$9.94 MAY 2015 PH MANAGEMENT FEES MAY 2015 MANAGEMENT FEES
060452	06/17/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	107.00	DUMPING INVOICE#9725 ORDER# 148116 \$25 #148144 \$27 #148110 \$35 #147935 \$10 #147918 \$10
060453	06/17/2015	THE LOYAL HANDYMAN	Payment	3,190.00	INVOICE# 185 318 MOORMAN RETAINING WALL
060454	06/17/2015	MCGOWAN ELECTRIC SUPPLY INC	Payment	48.30	INVOICE# 1189809 MAINTENANCE MATERIALS
060455	06/17/2015	M.C. Smith Associates and Architectural Group	Payment	845.00	INVOICE# 7 2013 CAPITAL PROJECT FUND RE-ROOFING OF 8 BUILDINGS (A-1092)

From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060456	06/17/2015	MENARDS - JACKSON	Payment	710.29	ACCOUNT# 31610470 #17741 \$6.99 #18361 \$19.98 #18489 \$19.98 #18431 \$283.61 #18869 \$130.96 #18925 \$17.94 #18162 \$125.05 #18203 \$98.97 #18833 \$6.81
060457	06/17/2015	MINUTEMAN SEWER & DRAIN INC.	Payment	210.00	INVOICE# 15515 1230 & 1240 LAURILL LN
060458	06/17/2015	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCT# 23056 INVOICE# 44583 \$7,936.34 JUNE 2015 TRASH SERVICE
060459	06/17/2015	NAHRO	Payment	792.00	MEMBER# 000000000042 ORDER# 1006311916
060460	06/17/2015	NAN MCKAY & Associates, Inc.	Payment	224.00	MEMBERSHIP 09.01.2015 TO 08.31.2016 CUSTOMER ID# JAC49201
060461	06/17/2015	OSBORNE PROCESS SERVICE	Payment	525.10	INVOICE# 203423 \$224.00 ANNUAL SUBSCRIPTION FEE LEGAL PROCESSING FEE #10868 \$28.10 #10817 \$28.10 #10818 \$28.10 #10867 \$28.10 #10928 \$27.80 #10855 \$191 #10847 \$27 #10598 \$27 #10846 \$27 #10922 \$27 #10906 \$29.25 #10821 \$29.05 #10854 \$27.60
060462	06/17/2015	PC Solutions	Payment	1,201.11	JACKSON HOUSING CO INVOICE# 43336 \$216.14 #12507 \$539.97 #12509 \$445
060463	06/17/2015	PDQ SUPPLY, INC.	Payment	426.18	CUST ACCT# 118660 INVOICE# SI-209815 \$111.50 #SI-209436 \$265.06 #SI-208187 \$49.62

Date: 07/10/2015
Time: 08:1

Jackson Housing Commission
Register Basic Listing
Public Housing

From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060464	06/17/2015	PERFORMANCE AUTOMOTIVE	Payment	6.62	CUSTOMER# 4690 INVOICE# 1674363 \$6.62
060465	06/17/2015	PURCHASE POWER	Payment	276.52	CUSTOMER# 00678952003 #16547366 METER POSTAGE REFILL
060466	06/17/2015	Professional Tree Care	Payment	500.00	INVOICE# 883 REMOVAL OF TREES
060467	06/17/2015	Ralph Friedland & Brothers Inc.	Payment	986.00	ACCOUNT# JACKSO INVOICE# 66592 \$986 MAINTENANCE SUPPLIES
060468	06/17/2015	Rooney's Sewer Service	Payment	670.00	INVOICES # 2158 \$90 #2160 \$90 #2169 \$400 #2170 \$90
060469	06/17/2015	Rose Pest Solutions	Payment	3,732.00	CLIENT# 70001132 INVOICE# 87644C PEST CONTROL SERVICE MAY 2015
060470	06/17/2015	SAFETY SYSTEMS INC	Payment	681.00	CUSTOMER# 00938 INVOICE# 444475 REPAIRS TO SECURITY SYSTEM
060471	06/17/2015	SANDY'S LANDSCAPE SUPPLIES, LLC	Payment	80.00	INVOICE# 115713 TRUCK LOADS OF TOP SOIL
060472	06/17/2015	THE SHERWIN -WILLIAMS CO.	Payment	926.25	ACCOUNT# 5291-3816-6 INVOICE# 8958-8 \$472.95 #8888-7 \$453.30
060473	06/17/2015	U3 Inspection Group, Inc.	Payment	3,762.00	INVOICE# 220595 UPCS ANNUAL INSPECTION 05.18 - 05.22.2015
060474	06/25/2015	CITY OF JACKSON - TREASURER	Payment	41,772.40	PILOT 2015 COMPUTATION OF PAYMENTS IN LIEU OF TAXES 03.31.2015
060475	06/26/2015	Petty Cash	Payment	1,783.00	REPLENISH PETTY CASH CASH ON HAND AS OF 06.26.2015 \$217
060475	06/26/2015	**VOID** Petty Cash	Payment	(1,783.00)	REPLENISH PETTY CASH \$1,783 REPLENISH PETTY CASH Void Refer 060475
060476	06/26/2015	Petty Cash	Payment	1,646.83	INCORRECT AMOUNT REPLENISH PETTY CASH COH \$217
060477	07/08/2015	A-1 LOCK SHOP	Payment	36.46	REPLENISH PH \$1,646.83 REPLENISH COCC \$136.17 INVOICE 3131 KEYS

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060478	07/08/2015	AccuShred, LLC	Payment	92.50	INVOICE# 28960 DOUCMENT SHRED SERVICE 06.30.2015 TKT# 46620 & 46621
060479	07/08/2015	ACE ROOFING	Payment	980.00	REPAIRD ROOF AREA BLDG E-14
060480	07/08/2015	Acuity	Payment	1,689.44	POLICY# X65676-4 03.26.15 TO 03.26.16 FOURTH & FIFTH INSTALLMENT
060481	07/08/2015	All Star Rental	Payment	58.49	ACCOUNT# 1457 INVOICE# 30606-1 \$58.49
060482	07/08/2015	ANDERSON PRINTING	Payment	169.55	INVOICE# 21150 HOUSEKEEPING FORMS
060483	07/08/2015	Aspen One Hour Heating & Air Conditioning	Payment	2,130.00	ACCOUNT# 114052 INVOICE# 350093 \$1650 #350386 \$480
060484	07/08/2015	CASLER HARDWARE	Payment	24.34	CUSTOMER# 33561 I 15180 \$5.96 I 15025 \$18.38
060485	07/08/2015	City Of Jackson - Finance Department	Payment	8,155.74	05.25.2015 - 06.21.2015 EMPLOYEE EARNINGS AND CONTRIBUTIONS
060486	07/08/2015	CONSUMERS ENERGY	Payment	37,486.78	ELECTRIC & GAS BILLS SEE ATTACHMENT
060487	07/08/2015	DBI BUSINESS INTERIORS	Payment	237.62	CUSTOMER# 224241 INV# 03IV5964 \$19.56 #03IV5687 \$4.99 #03IV4972 \$10.79 #03IV6496 \$137.48 #03IV6497 \$64.80
060488	07/08/2015	HAMMOND HARDWARE	Payment	33.88	CUSTOMER# 33515 INVOICE# B292602 \$8.99 #B293399 \$6 #C166822 \$18.89
060489	07/08/2015	HD Supply Facilities Maintenance	Payment	1,434.07	CUSTOMER# 461000 INVOICE# 9138209069 \$47.99 MAINTENANCE SUPPLIES #9138413020 \$966.26 USIG WORK ORDERS SUPPLIES #9138485108 \$439.48 MAINTENANCE SUPPLIES #1804063601 \$-27.65 CREDIT #1804372169 \$3.93 LATE FEE #1804432615 \$4.06 LATE FEE
060490	07/08/2015	Jackson Transportation Authority	Payment	360.86	MAY 2015 FUEL CHARGES INVOICE# 0025965-IN

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060491	07/08/2015	J. J. KELLER & ASSOCIATES, INC	Payment	73.20	CUSTOMER# 200841719 NVOICE# 9100721125
060492	07/08/2015	LIBERTY ENVIRONMENTALISTS, INC.	Payment	41.00	ORDER# 148274 \$11 INVOICE# 9725 #148397 \$10 INVOICE# 9725 #148460 \$10 #149514 \$10
060493	07/08/2015	MCGOWAN ELECTRIC SUPPLY INC	Payment	19.58	INVOICE# 1191766 MAINTENANCE SUPPLIES
060494	07/08/2015	MIDWEST INSULATION	Payment	3,628.00	INVOICE# 50889.00 REPAIR & REPLACE SOFFIT
060495	07/08/2015	OSBORNE PROCESS SERVICE	Payment	125.96	INVOICE# 11000 \$41 #10999 \$41.76 #10998 \$43.20
060496	07/08/2015	PERFORMANCE AUTOMOTIVE	Payment	70.39	INVOICE# 1679335 BLOWE REPAIRED
060497	07/08/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	178.80	LEASE ACCT# 4344602 INVOICE# 4344602-MY15
060498	07/08/2015	Rooney's Sewer Service	Payment	340.00	INVOICE# 2179 \$200 #2183 \$90 #2187 \$50
060499	07/08/2015	The SBAM Plan	Payment	16,379.28	CID: 281224 EMPLOYEE HEALTH INSURANCE 07.01.2015 - 08.01.2015
060500	07/08/2015	SMALL APPLIANCE & VACUUM CLEANER HUSHI AL	Payment	23.95	06.12.2015 MAINTENANCE SUPPLIES
060501	07/08/2015	SPRINT	Payment	1,192.45	ACCOUNT# 128763256 INVOICE# 128763256-009
060502	07/08/2015	TDS Metrocom	Payment	1,408.95	MAY 2015 CELL PHONE BILLS MAY 2015 TELEPHONE BILLS 517 787-1188 \$991.74 517 787-0168 \$314.05 517 780-0620 \$77.37 517 780-0181 \$25.79
060503	07/08/2015	TOMMARK, INC.	Payment	478.72	INVOICE# 812496794 MAINTENANCE SUPPLIES
060504	07/08/2015	Trail Supply LLC	Payment	151.03	INVOICE# 26254 CLEANING SUPPLIES
060505	07/08/2015	TransUnion Rental Screening	Payment	665.07	CUSTOMER ID: 4408R0064047 RENTAL SCREENING AND CREDIT SCREENING INVOICE# 4532891 \$514.65

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
060506	07/08/2015	White & Hotchkiss, PLLC	Payment	450.00	#5532811 \$572.95 #3532744 \$-(137.50) FILE# 1919
060507	07/08/2015	WEATHERPROOF INC	Payment	47.00	INVOICE# 67980 05.31.2015 LANDLORD/TENANT CUSOMER# JAC HOUS COM INVOICE# 307916 \$47
060508	07/08/2015	WILMAR INDUSTRIES	Payment	676.31	ACCOUNT# 70585 INVOICE# 340174077 \$619.20 #338194749 \$57.11
060509	07/08/2015	Willie Owens	Payment	184.00	MAINTENANCE SUPPLIES FINAL ACCOUNTING UNIT G-19
060510	07/08/2015	MENARDS - JACKSON	Payment	795.31	ACCOUNT# 31610470 INVOICE# 19878 \$11.84 #19890 \$137.43 #19670 \$482.69 #20409 \$163.35
Total:				(218,292.75)

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 06/12/2015 To: 07/09/2015

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054158	06/17/2015	AccuShred, LLC	Payment	18.75	INVOICE# 28621 DOCUMENT SHRED SERVICE 05.18.2015
054159	06/17/2015	AFLAC	Payment	208.38	ACCOUNT# VX312 INVOICE# 561275 SUPPLEMENTAL INSURANCE JUNE 2015
054160	06/17/2015	AUDITORY RESPONSE SYSTEMS, INC.	Payment	81.60	CUSTOMER# ARS879 INVOICE# MTH0000534 12 MONTHS TDD/TTY SERVICE
054161	06/17/2015	City Of Jackson - Finance Department	Payment	2,418.15	EARNINGS & CONTRIBUTION MAY 2015 SEE ATTACHED DETAILS
054162	06/17/2015	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 24873 MAY 2015 IT CONTRACT SERVICES
054163	06/17/2015	CONSUMERS ENLRY	Payment	374.34	ACCOUNT# 1000 0012 0988 MAY 2015
054164	06/17/2015	JACKSON WATER COLLECTION	Payment	41.73	STEW-000301-0000-03 WATER & SEWER BILL
054165	06/17/2015	NAHIRO	Payment	264.00	MEMBER# 000000000042 ORDER# 1006311916 09.01.2015 TO 08.31.2016
054166	06/17/2015	PURCHASE POWER	Payment	108.84	00678952003 METER POSTAGE REFILL
054167	06/26/2015	NAN MCKAY & Associates, Inc.	Payment	1,100.00	JAC49201 INVOICE# INV203000 \$1,100 REGISTRANT: GEANEE DAVIS
054168	07/08/2015	AccuShred, LLC	Payment	18.75	INVOICE# 28960 DOCUMENT SHRED SERVICE
054169	07/08/2015	Acuity	Payment	675.78	POLICY# X65676-4 03.26.15 TO 03.26.16 4TH & 5TH PAYMENT
054170	07/08/2015	City Of Jackson - Finance Department	Payment	1,553.92	05.25.2015 - 06.21.2015 EMPLOYEE EARNINGS & CONTRIBUTIONS
054171	07/08/2015	CONSUMERS ENERGY	Payment	362.92	ACCT# 1000 0012 0764 INVOICE# 201359633752
054172	07/08/2015	Jackson Transportation Authority	Payment	47.65	MAY 2015 FUEL CHARGES INVOICE# 0025965-IN \$47.65
054173	07/08/2015	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	71.52	LEASE ACCT# 4344602 INVOICE# 4344602-MY15
054174	07/08/2015	The SBAM Plan	Payment	2,054.47	CID: 281224 EMPLOYEE HEALTH INSURANCE 07.01.2015 - 08.01.2015
054175	07/08/2015	TDS Metrocom	Payment	75.27	ACCOUNT# 517 787-6326

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054176	07/08/2015	TransUnion Rental Screening	Payment	285.03	MAY 2015 PHONE BILLS CUSTOMER ID: 4408R0064047 RENTAL SCREENING INVOICE# 4532891 \$514.65 #5532811 \$572.95 #3532744 \$(137.50)
054177	07/08/2015	DBI BUSINESS INTERIORS	Payment	172.61	CUSTOMER# 224241 INVOICE# 03IV5680 \$172.61
054178	07/08/2015	TALX THE WORK NUMBER	Payment	108.63	CUSTOMER# 8805983 INVOICE# 1846935 \$57.79 #1831937 \$50.84
054179	07/08/2015	GEANEE DAVIS	Payment	672.71	TRAINING TRAVEL EXPENSE HCV TRAINING INDIANAPOLIS, IN 07.12.2015 - 07.17.2015
Total:				(10,915.05)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-23

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	\$ 1,271.16
AMP 2: Reed Manor	\$ 75.00
AMP 3: Shahan-Blackstone North	\$ 758.77
Total	\$ 2,104.93

The attached Collection Losses Report reflects the delinquent amount of **\$2,104.93** and is hereby approved for fiscal year 2015 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion and upon 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 July 15, 2015.

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

June 2015

Board Resolution 2015-23

Property	Tenant	Move-Out	Amount
Chalet Terrace	P-001-1189-06	4-22-15	\$111.20
Chalet Terrace	P-001-7647-06	10-9-14	\$273.10
Chalet Terrace	P-001-1193-05	10-13-14	\$886.86
Reed Manor	P-002-4395-06	4-30-15	\$75.00
Shahan Blackstone	P-003-6557-12	10-13-14	\$172.90
Shahan Blackstone	P-003-3264-12	10-17-14	\$585.87
Total Write Off			\$2,104.93

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 President Orthaus, read in full and considered:

RESOLUTION NO. 2015-24

WHEREAS, James Stark served as Vice-President for the Jackson Housing Commission and was an authorized signer for the accounts;

WHEREAS, it is necessary to remove James Stark and sign new FirstMerit Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all FirstMerit Bank accounts.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on July 15, 2015.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-25

WHEREAS, Michelle Woods is the Vice-President of the Jackson Housing Commission and it is necessary to sign new FirstMerit Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all FirstMerit Bank accounts.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on July 15, 2015.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-26

WHEREAS, Connie Crandall served as the Interim Executive Director for the Jackson Housing Commission and was an authorized signer for the accounts;

WHEREAS, Gerald Montgomery serves as a commissioner for the Jackson Housing Commission and was an authorized signer for the accounts;

WHEREAS, it is necessary to remove Connie Crandall, as well as, Gerald Montgomery and sign new County National Bank Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all County National Bank accounts.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on July 15, 2015.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2015-27

WHEREAS, Michelle Woods was elected as the Vice-President for the Jackson Housing Commission and is an authorized signer for the accounts;

WHEREAS, it is necessary to add Michelle Woods and sign new County National Bank Signature Cards for all accounts;

THEREFORE BE IT RESOLVED THAT the Commission hereby authorizes the Executive Director to obtain and execute Signature Cards and Bank Resolutions for all County National Bank accounts.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on July 15, 2015.

Michelle Pultz-Orthaus
President

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											
January	212,043	217,539	102.6%	451	482.35	94.9%	475	611	2	(5,496)	-04,883
February	215,639	214,095	99.3%	454	471.58	95.6%	475	577	2	1,544	-02,760
March	215,639	209,054	96.9%	448	466.64	94.3%	475	637	3	6,585	04,465
April	218,507	201,269	92.0%	442	455.36	93.1%	475	2,542	3	17,238	24,248
May	216,236	199,607	92.0%	440	453.65	92.6%	475	994	4	16,629	41,875
June	216,619	198,029	91.4%	438	452.12	92.2%	475	1,060	4	18,590	61,529
July											
August											
September											
October											
November											
December											
	1,294,683	1,239,593	95.7%	2673	463.62	93.8%	2850	6,421	18	55,090	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - June 2015
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 06/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 127 2. Total Charges: 26,409.50 3. Dwelling Rental: 24,600.60 4. Retroactive Rent: 0.00 5. Excess Utility: 657.00 6. Additional Charges: 1,151.90

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	4	50.00	0.00	36.50	25.00	111.50
Over One Month Delinquent	62	6,931.05	0.00	1,127.14	8,592.29	16,650.48
Total for TIP	66					16,761.98
Vacated TAR	3					718.46
Total	69					17,480.44

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	15	3,043.80
Under Formal Repayment Agreement with Payments Up-to-Date	15	3,043.80
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	51	13,718.18

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	06/30/2015	03/30/2014	06/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	52	50	48
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	52	24	29

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 3,082.33

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - June 2015
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: 06/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 291 2. Total Charges: 58,719.39 3. Dwelling Rental: 55,547.75 4. Retroactive Rent: 775.00 5. Excess Utility: 886.75 6. Additional Charges: 1,509.89

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	23	273.56	0.00	37.00	644.10	954.66
Over One Month Delinquent	95	4,032.15	6,589.00	139.00	10,537.58	21,297.73
Total for TIP	118					22,252.39
Vacated TAR	21					9,200.48
Total	139					31,452.87

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	41	8,295.69
Under Formal Repayment Agreement with Payments Up-to-Date	41	8,295.69
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	77	13,956.70

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Pror FY (one year to date)	Previous FY (two years to date)
	06/30/2015	03/30/2014	06/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	41	27	16
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	24	19	12

F. Collection Losses

1. Amount Charged to Loss this Period	3,692.40
2. Amount Charged to Loss this Year to Date	5,617.00

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - June 2015
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2015 6. Repor: Period Ending Date: 06/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 11,261.45 3. Dwelling Rental: 10,940.00 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 321.45

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	4	205.00	0.00	0.00	195.00	400.00
Over One Month Delinquent	35	4,668.89	2,198.10	552.65	5,634.00	13,053.64
Total for TIP	39					13,453.64
Vacated TAR	1					1,359.50
Total	40					14,813.14

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	6	3,237.95
Under Formal Repayment Agreement with Payments Up-to-Date	6	3,237.95
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	10,215.69

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prir FY (one year to date)	Previous FY (two years to date)
	06/30/2015	06/30/2014	06/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	38	25
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	91	27	17

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	539.95

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - June 2015
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 06/30/2015

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 537 2. Total Charges: 96,390.34 3. Dwelling Rental: 91,088.35 4. Retroactive Rent: 775.00 5. Excess Utility: 1,543.75 6. Additional Charges: 2,983.24

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	31	528.56	0.00	73.50	864.10	1,466.16
Over One Month Delinquent	192	15,632.09	8,787.10	1,318.79	24,763.87	51,001.85
Total for TIP	223					52,468.01
Vacated TAR	25					11,278.44
Total	248					63,746.45

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	62	14,577.44
Under Formal Repayment Agreement with Payments Up-to-Date	62	14,577.44
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	161	37,890.57

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	06/30/2015	03/30/2014	06/30/2013
1. Percent of Accounts Delinquent to No. of Tenants In Possession	42	35	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	39	21	18

F. Collection Losses

1. Amount Charged to Loss this Period 3,692.40
2. Amount Charged to Loss this Year to Date 9,239.28

Jackson Housing Commission Consolidated TARS Report

June 2015

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	127	87	69%	0	0%	0	28	12
Reed Manor	291	257	89%	1	1%	0	30	4
Shahan Blackstone	119	99	84%	1	1%	0	15	5

**Jackson Housing Commission
Move-Outs Report
June 2015**

AMP	Tenant	Account Number	Move-Out	Reason
Reed Manor	Tenant 1	P-002-3344-10	6/4/15	Need additional space
Reed Manor	Tenant 2	P-002-4430-13	6/15/15	Unknown
Reed Manor	Tenant 3	P-002-4434-13	6/30/15	Moving closer to family

PHAS - Vacant Units - Turnaround Time

Public Housing

for Units Re-Occupied between: 06/01/2015 and 06/30/2015

Perj-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
002-3346	301 Steward Avenue	G-21	05/25/2015	05/27/2015	1	06/05/2015	10	06/08/2015	2	13	0	0	0	
002-4385	207 Steward Avenue	H-16	05/26/2015	05/26/2015	0	05/29/2015	3	06/05/2015	6	9	0	0	0	
003-6564	321 Moorman Drive		05/27/2015	06/02/2015	5	06/08/2015	7	06/30/2015	21	33	0	0	0	
002-4409	207 Steward Avenue	H-40	05/31/2015	05/31/2015	0	06/01/2015	0	06/01/2015	0	0	0	0	0	
002-3344	301 Steward Avenue	G-19	06/04/2015	06/04/2015	0	06/05/2015	0	06/05/2015	0	0	0	0	0	
002-2210	428 Wildwood Ave	A-10	06/07/2015	06/07/2015	0	06/18/2015	10	06/18/2015	0	10	0	0	0	
002-4430	315 Steward Avenue	I-17	06/15/2015	06/15/2015	0	06/23/2015	6	06/22/2015	0	6	0	0	0	
002-3276	301 Steward Ave	E-3	06/17/2015	06/17/2015	0	06/25/2015	8	06/26/2015	0	8	0	0	0	
Total Units:		8			6		44		29	79	0	0	0	

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 06/01/2015 and 06/30/2015

Element # - Description

V12400 - Total number of turnaround days:	79
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:	8
V12800 - Average number of days units were in down time:	0.75
V12900 - Average number of days units were in make-ready:	5.50
V13000 - Average number of days units were in lease-up:	3.63
V13100 - Average unit turnaround days:	0.88



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

519B Johnson Ferry Road

Suite 300

Atlanta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority

Executive Director: Patricia Tyus

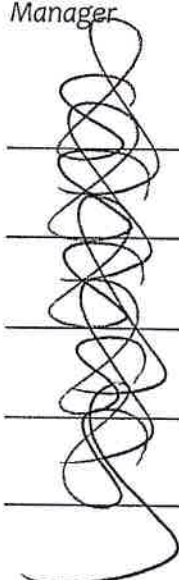

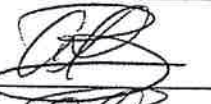



Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date:

7/9/15

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

Manager	Accountant	
		Income Statements
		Balance Sheets
		Bank Reconciliations
		Ratios
		Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

**Jackson Housing Authority
Ratios
For Year Ended 06/30/2015**

Quick Ratio:		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 248,557}{\$ 74,156} =$	3.35	12.00	12.00	100%
RM	$\frac{\$ 334,463}{\$ 99,785} =$	3.35	12.00	12.00	100%
SB	$\frac{\$ 46,039}{\$ 13,736} =$	3.35	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 174,402}{\$ 64,268} =$	2.71	11.00	11.00	100%
RM	$\frac{\$ 234,678}{\$ 84,840} =$	2.77	11.00	11.00	100%
SB	$\frac{\$ 32,304}{\$ 44,762} =$	0.72	6.19	11.00	56%

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>20.19</u>	<u>25.00</u>	<u>81%</u>
Average Weighted Score	<u>23.40</u>	<u>25.00</u>	<u>94%</u>

Jackson Housing Commission

Chalet Terrace

Income Statement
Month Ending June 30, 2015

	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	25,140	20,770	4,370	71,336	62,311	9,025
Interest Income	22	-	22	67	-	67
Operating Subsidy	64,283	40,826	23,458	135,871	122,477	13,393
Other Income	15,614	167	15,447	20,771	500	20,271
Operating Income	105,059	61,763	43,297	228,044	185,288	42,756
Operating Expense						
Administrative Expense						
Administrative Salaries	4,065	3,584	(481)	13,947	10,751	(3,196)
Employee Benefits- Admin	1,331	1,209	(122)	10,698	3,626	(7,071)
Administrative Expense	2,750	792	(1,959)	9,269	2,375	(6,894)
Audit Fees	-	188	188	-	563	563
Legal Expense	140	250	110	827	750	(77)
Management Fees	6,021	4,750	(1,271)	23,705	14,250	(9,455)
Office Supplies	797	417	(381)	2,933	1,250	(1,683)
Postage	64	100	36	84	300	216
Retirees Health Insurance	-	2,917	2,917	6,937	8,750	1,813
Staff Training	130	167	37	296	500	204
Telecommunications	523	833	311	2,324	2,500	176
Total Administrative Expense	15,821	15,205	(616)	71,020	45,614	(25,405)
Maintenance Expense						
Maintenance Salaries	11,105	10,865	(240)	36,754	32,596	(4,159)
Employee Benefits - Maintenance	1,652	3,997	2,345	8,079	11,990	3,911
Maintenance Contracts	5,205	2,083	(3,122)	13,469	6,250	(7,219)
Maintenance Materials	1,232	2,500	1,268	10,951	7,500	(3,451)
Security Contracts	-	375	375	-	1,125	1,125
Total Maintenance Expense	19,194	19,820	626	69,254	59,461	(9,793)
Tenant Services						
Tenant Services - Recreation	-	-	-	-	-	-
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	2,500	2,500
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	2,500	2,500
Utilities & General Expenses						
Electric	682	6,684	6,002	11,724	20,051	8,327
Gas	-	7,500	7,500	15,428	22,500	7,072
Fuel	-	-	-	-	-	-
Insurance	2,473	2,917	443	7,751	8,750	999
Payments in Lieu of Taxes	-	1,088	1,088	-	3,264	3,264
Water & Sewer	1,208	4,167	2,959	17,626	12,500	(5,126)
Total Utilities	4,363	22,355	17,992	52,529	67,066	14,536
TOTAL Operating Expense	39,378	58,213	18,836	192,803	174,640	(18,162)
NET INCOME (LOSS)	65,681	3,549	62,132	35,241	10,647	24,594

Jackson Housing Commission

Reed Manor

Income Statement
Month Ending June 30, 2015

	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	55,187	49,818	5,369	165,413	149,453	15,960
Interest Income	22		22	67	-	67
Operating Subsidy	85,460	56,411	29,049	233,119	169,233	63,887
Other Income	5,702	833	5,869	12,873	2,500	10,373
Operating Income	147,371	107,062	40,309	411,472	321,185	90,287
Operating Expense						
Administrative Expense						
Administrative Salaries	8,067	6,659	(1,408)	27,739	19,977	(7,762)
Employee Benefits- Admin	463	2,159	1,696	7,948	6,476	(1,471)
Administrative Expense	4,270	417	(3,853)	9,657	1,250	(8,407)
Audit Fees		192	192	-	575	575
Legal Expense	479	500	21	1,361	1,500	139
Management Fees	13,749	22,125	8,376	55,043	66,375	11,332
Office Supplies	1,417	875	(542)	4,226	2,625	(1,601)
Postage	144	100	(44)	192	300	108
Retirees Health Insurance		347	347	-	1,040	1,040
Staff Training	32	458	426	153	1,375	1,222
Telecommunications	506	625	119	5,249	1,875	(3,374)
Total Administrative Expense	29,128	34,456	5,328	111,568	103,368	(8,200)
Maintenance Expense						
Maintenance Salaries	10,552	12,477	1,925	39,427	37,432	(1,994)
Employee Benefits - Maintenance	1,713	7,233	5,520	6,956	21,700	14,744
Maintenance Contracts	5,213	3,750	(1,463)	20,009	11,250	(8,759)
Maintenance Materials	2,641	4,167	1,525	15,414	12,500	(2,914)
Security Contracts		4,167	4,167	-	12,500	12,500
Total Maintenance Expense	20,120	31,794	11,674	81,806	95,382	13,576
Tenant Services						
Tenant Services Participation		-	-	-	-	-
Contract Costs		1,250	1,250	-	3,750	3,750
Lifestart Grant		-	-	-	-	-
Total Tenant Services	-	1,250	1,250	-	3,750	3,750
Utilities & General Expenses						
Electric	10,962	14,583	3,622	30,034	43,750	13,716
Gas	23	10,348	10,325	10,084	31,045	20,961
Fuel		-	-	-	-	-
Insurance	2,462	2,083	(379)	7,754	6,250	(1,504)
Payments in Lieu of Taxes		2,735	2,735	-	8,205	8,205
Water & Sewer	4,397	4,583	186	13,272	13,750	478
Total Utilities	17,844	34,333	16,489	61,144	103,000	41,855
TOTAL Operating Expense	67,092	101,833	34,742	254,519	305,500	50,981
NET INCOME (LOSS)	80,280	5,228	75,051	156,953	15,685	141,268

Jackson Housing Commission

Shahan Blackstone

Income Statement
Month Ending June 30, 2015

	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	12,519	10,832	1,687	39,593	32,495	7,098
Interest Income	22		22	67	-	67
Operating Subsidy	40,674	35,514	5,160	103,885	106,542	(2,657)
Other Income	4,067	417	3,650	5,706	1,250	4,456
Operating Income	57,282	46,762	10,519	149,251	140,287	8,963
Operating Expense						
Administrative Expense						
Administrative Salaries	2,477	3,584	1,107	8,534	10,751	2,216
Employee Benefits- Admin	528	1,306	779	6,299	3,919	(2,380)
Administrative Expense	1,777	750	(1,027)	8,789	2,250	(6,539)
Audit Fees		167	167	-	500	500
Legal Expense	131	83	(48)	758	250	(508)
Management Fees	5,642	9,167	3,525	22,378	27,500	5,122
Office Supplies	1,741	417	(1,325)	3,919	1,250	(2,669)
Postage	69	100	31	90	300	210
Retirees Health Insurance		1,463	1,463	1,892	4,389	2,497
Staff Training	106	83	(23)	159	250	91
Telecommunications	831	625	(206)	2,665	1,875	(790)
Total Administrative Expense	13,301	18,578	5,277	55,483	55,734	251
Maintenance Expense						
Maintenance Salaries	10,812	9,564	(1,248)	36,701	28,691	(8,009)
Employee Benefits - Maintenance	565	4,249	3,684	4,993	12,747	7,754
Maintenance Contracts	4,020	2,083	(1,937)	12,821	6,250	(6,571)
Maintenance Materials	1,081	2,500	1,419	9,407	7,500	(1,907)
Security Contracts		375	375	-	1,125	1,125
Total Maintenance Expense	16,478	18,771	2,293	63,921	56,314	(7,608)
Tenant Services						
Tenant Services Participation		-	-	-	-	-
Contract Costs		833	833	-	2,500	2,500
Lifestart Grant		-	-	-	-	-
Total Tenant Services	-	833	833	-	2,500	2,500
Utilities & General Expenses						
Electric	3,632	625	(3,007)	3,996	1,875	(2,121)
Gas	115	167	52	530	500	(30)
Insurance	1,119	1,667	547	3,658	5,000	1,342
Payments in Lieu of Taxes		460	460	-	1,380	1,380
Water & Sewer		3,750	3,750	6,698	11,250	4,552
Total Utilities	4,867	6,668	1,802	14,882	20,005	5,123
TOTAL Operating Expense	34,646	44,851	10,205	134,287	134,552	265
NET INCOME (LOSS)	22,636	1,912	20,724	14,964	5,736	9,229

Jackson Housing Commission

Section 8 Voucher Program

Income Statement

Month Ending June 30, 2015

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
Income						
Housing Assistance Revenue	216,236	207,833	8,403	649,845	623,498	26,347
Administrative Fee Revenue	18,018	18,018	-	56,078	54,054	2,024
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	2,504	1,167	1,337	9,577	3,500	6,077
Interest Income	9	-	9	24	-	24
Other Income	-	-	-	-	-	-
Operating Income	236,766	227,017	9,749	715,524	681,052	34,472
Operating Expense						
Administrative Expense						
Administrative Salaries	7,380	8,526	1,146	26,573	25,578.67	(994)
Employee Benefits - Admin	896	2,752	1,856	6,914	8,256.30	1,342
Audit Fees	-	-	-	-	-	-
Certification Training	-	-	-	-	-	-
Inspection Expense	1,434	-	(1,434)	3,186	-	(3,186)
Insurance	67	-	(67)	2,066	-	(2,066)
Legal	-	-	-	-	-	-
Management Fee	3,000	3,000	-	9,000	9,000.00	-
Office Supplies	707	-	(707)	3,068	-	(3,068)
Postage	109	-	(109)	145	-	(145)
Staff Travel	1,100	-	(1,100)	1,100	-	(1,100)
Administrative Expense	4,259	-	(4,259)	16,309	-	(16,309)
Telecommunications	-	-	-	288	-	(288)
Total Administrative Expense	18,952	14,278	(4,673)	68,649	42,835	(25,814)
Restricted HAP Expense						
Housing Assisted Payments	201,325	209,916	8,591	601,295	629,748.25	28,453
Total Restricted HAP Expense	201,325	209,916	8,591	601,295	629,748	28,453
HAP Income Less HAP Pymts (Loss)	14,911	(2,083)	(188)	48,550	(6,250)	(2,107)
TOTAL Operating Expense	220,277	224,194	3,918	669,944	672,583	2,639
NET INCOME (LOSS)	16,490	2,823	13,667	45,580	8,469	37,111

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending June 30, 2015

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
Income						
Management Fee	53,634	39,042	14,592	110,126	117,125	(6,999)
CFP Revenue		2,172	(2,172)	-	6,516	(6,516)
CFP Management Improvement		1,458	(1,458)	800	4,375	(3,575)
Other Income	699	417	282	849	1,250	(401)
Operating Income	<u>54,333</u>	<u>43,089</u>	<u>11,244</u>	<u>111,775</u>	<u>129,266</u>	<u>(17,491)</u>
Operating Expense						
Administrative Expense						
Administrative Salaries	17,904	21,934	4,030	64,962	65,802	840
Employee Benefits- Admin	11,976	10,398	(1,579)	24,068	31,193	7,126
Administrative Expense	2,301	250	(2,051)	14,360	750	(13,610)
Audit Fees		333	333	-	1,000	1,000
Economic Self Sufficiency		-	-	-	-	-
Fuel		-	-	-	-	-
Insurance	865	417	(449)	3,021	1,250	(1,771)
Legal Expense	192	833	641	2,053	2,500	447
Membership and Dues	264	125	(139)	264	375	111
Office Supplies	5,198	417	(4,781)	7,861	1,250	(6,611)
Postage	159	100	(59)	213	300	87
Retiree Insurance		-	-	-	-	-
Staff Training		-	-	952	-	(952)
Staff Travel	1,130	417	(714)	3,540	1,250	(2,290)
Accounting Fees		2,350	2,350	-	7,050	7,050
Sundry		417	417	-	1,250	1,250
Telecommunications	160	417	257	1,652	1,250	(402)
Total Administrative Expense	<u>40,150</u>	<u>38,407</u>	<u>(1,744)</u>	<u>122,944</u>	<u>115,220</u>	<u>(7,724)</u>
TOTAL Operating Expense	<u>40,150</u>	<u>38,407</u>	<u>(1,744)</u> -	<u>122,944</u>	<u>115,220</u>	<u>(7,724)</u>
NET INCOME (LOSS)	<u>14,182</u>	<u>4,682</u>	<u>9,500</u>	<u>(11,169)</u>	<u>14,046</u>	<u>(25,216)</u>

Jackson Housing Commission

Balance Sheet

Central Office (COCC)

Month Ending June 30, 2015

ASSETS

Current Assets

Cash

General - Non-Federal Funds MM	59,656
CNB Checking	31,317
Petty Cash	2,000
Total Cash	92,973

Other Current Assets

Washington TAR	2,658
Accounts Receivable Due From HCV	9,000
Accounts Receivable Due From PH	25,317
Total Other Current Assets	36,975

Prepaid Assets

Prepaid	7,182
Total Prepaid Assets	7,182

Total Current Assets

\$ 137,130

Fixed Assets

Building, Structure & Equipment	632,905
Accumulated Depreciation	(602,622)
Total Fixed Assets	30,283

Total Fixed Assets

30,283

TOTAL ASSETS

167,413

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372

Total Current Liabilities

44,851

Long Term Liabilities

Total Long Term Liabilities

-

Equity

Net Investment in Capital Assets	30,283
Unrestricted Net Position	103,449
Net Income (Loss)	(11,169)

Total Equity

122,563

TOTAL LIABILITIES & EQUITY

167,413

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending June 30, 2015

ASSETS

Current Assets

Cash

	Cash - General Fund	\$	217,211
Total Cash		\$	217,211

Other Current Assets

	Investments - Citizens	\$	3,633
Total Other Current Assets		\$	3,633

Prepaid Assets

	Prepaid		
Total Prepaid Assets		\$	-

Total Current Assets		\$	220,844
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Fixed Assets

	Furniture and Fixtures	\$	33,341
	Accumulated Depreciation	\$	(33,341)
Total Fixed Assets		\$	-

TOTAL ASSETS		\$	220,844
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

	Accounts Payable	\$	23,583
	Compensated Absences		1,914
	Accrued Wages		4,918
	Accounts Payable Due to COCC	\$	9,000
Total Current Liabilities		\$	39,416

Equity

	Invested in Capital Assets	\$	-
	Restricted Net Position	\$	82,063
	Unrestricted Net Position	\$	53,784
	Net Income (Loss)	\$	45,580
Total Equity		\$	181,427

TOTAL LIABILITIES & EQUITY		\$	220,844
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Jackson Housing Commission

Balance Sheet

Public Housing

Month Ending June 30, 2015

ASSETS

Current Assets

Cash

Cash - General Fund	140,569
General Fund Savings	412,337
	<u>552,907</u>

Total Cash

Other Current Assets

Total Other Current Assets

Accounts Receivable

Tenants	22,660
Allowance For Bad Debts - Tenants	(15,298)
	<u>7,362</u>

Total Accounts Receivable

Prepaid Assets

Prepaid Insurance	67,845
Prepaid Maintenance	945
	<u>68,790</u>

Total Prepaid Assets

Total Current Assets

629,059

Fixed Assets

Land, Structure & Equipment - CT	5,467,893
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,864,451
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,465,892
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932
	<u>8,887,042</u>

Total Fixed Assets

Total Fixed Assets

8,887,042

TOTAL ASSETS

9,516,101

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	25,317
	<u>187,676</u>

Total Current Liabilities

Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603
	<u>160,163</u>

Total Long Term Liabilities

Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	74,062
	<u>207,159</u>

Total Equity

9,168,263

TOTAL LIABILITIES & EQUITY

9,516,101

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

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT USED:	ADJUSTMENT	REMAINING BALANCE
			ACCOUNT#			
6/2/2015	380	Mileage L Neal	91800.3	\$ 23.40		\$ 843.31
6/2/2015	381	Reimbursement for flowers purchased for replacement to tena	91900.1	\$ 19.06		\$ 824.25
6/2/2015	382	Reimbursement for toilet seat purchased for tenant	91900.1	\$ 18.53		\$ 805.72
6/9/2015	383	Mileage J Arnold	91700.1	\$ 65.66		\$ 740.06
6/9/2015	384	Mileage C Davis	91700.3	\$ 82.80		\$ 657.26
6/15/2015	385	Reimbursement to J poole for Family Fathers Event	91900.1	\$ 44.10		\$ 613.16
6/16/2015	386	Reimbursement D Davis for cake for C Davis retirement	91900.4	\$ 21.98		\$ 591.18
			91700.2 \$180			
6/18/2015	387	B Fridd court filings	91700.3 \$45	\$ 225.00		\$ 366.18
6/26/2015	388	Mileage M Oakley	91800.2	\$ 3.16		\$ 363.02
6/26/2015	389	Mileage G Cram	91800.1	\$ 64.40		\$ 298.62
6/26/2015	390	Mileage M Oakley	91800.2	\$ 28.92		\$ 269.70
6/26/2015	391	Reimbursement for Family Fathers CAKE	91900.4	\$ 40.00		\$ 229.70
6/26/2015		Adjustment made to balance verified COH		\$	(12.70)	\$ 217.00
6/26/2015		Replenish Petty Cash \$1,646.83 PH \$136.17 COCC		\$ (1,783.00)		\$ 2,000.00
6/26/2015	392	Patricia Tyus Mileage April 2015	91800.4	\$ 90.85		\$ 1,909.15
6/26/2015	393	Patricia Tyus Mileage May 2015	91800.4	\$ 10.29		\$ 1,898.86
			91700.1 \$15			
6/30/2015	394	B Fridd court filings	91700.2 \$150	\$ 165.00		\$ 1,733.86

**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT
JUNE 2015**

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
06/01	07:15p-07:50p	SBN Alarm not set	Office	Arnold
06/02	04:45p-05:25p	CT Water backing up	B. Ross	Arnold
06/02	07:30p-08:20p	SBN Toilet leaking	M. Young	Arnold
06/02	08:25p-09:20p	RM Toilet leaking	D. Rutkowski	Arnold
06/05	12:10a-12:42a	RM Lockout	R. Kempainen	Oakley
06/05	05:40p-06:35p	RM Frig not working	S. Lewis	Cram
06/05	06:40p-07:30p	SBN Alarm not set	Office	Cram
06/05	09:00p-10:00p	RM Lockout	S. Hayslip	Cram
06/06	09:10a-10:00a	RM Make key for Pam	Office	Cram
06/06	10:00a-10:45a	RM Leaking toilet	C. Lewis	Cram
06/06	01:30p-02:30p	CT No hot water	R. Hobbs	Cram
06/06	02:30p-03:30p	SBN No hot water	M. Barczak	Cram
06/06	04:10p-06:16p	RM Sewer coming up in trash room drain	C. Lewis	Cram
06/07	06:16p-07:00p	CT Main plugged D-1, D-8, D-9, D-13, 1 ST FLOOR	D-Bldg	Cram
06/07	12:50p-01:45p	RM Lockout	J. Cross	Cram
06/09	05:30p-06:30p	RM Lockout	E. McKenzie	Cram
06/09	08:00p-08:50p	RM Lockout	M. Adams	Cram
06/10	05:50p-06:50p	RM Co2 beeping	T. Hoyer	Cram
06/12	09:40p-10:20p	RM No hot water	R. Kenton	Oakley
06/13	01:40p-02:20p	RM Lockout	W. Putnam	Oakley
06/14	03:50p-04:20p	RM 2 nd floor smoke alarm going off	E-Bldg	Oakley
06/14	04:20p-04:50p	SBN Kitchen outlet's not working	T. Styles	Oakley
06/14	11:02p-11:30p	RM Lockout	C. Suddeth	Oakley
06/16	04:55p-05:25p	RM Lockout	D. Jimenez	Oakley
06/18	01:58a-02:30a	RM Allow police into apt, tenant fell	S. Kemmer	Oakley
06/18	04:44p-05:20p	RM Lockout	C. Fuse	Arnold
06/18	08:02p-08:32p	RM Lockout	D. Monroe	Arnold
06/19	06:45p-07:15p	RM Plugged toilet	G. Dow	Weston
06/20	09:00a-9:30a	RM toilet backed up	T. Keeder	Weston
06/20	09:30a-10:30a	CT No hot water, kit sink no water	R. Hobbs	Weston
06/20	10:30p-11:00p	RM Lockout	J. Ausborn	Weston
06/21	05:20p-07:25p	CT Bath sink overflow	D. Gibson	Weston
06/21	07:45p-08:15p	RM Lockout	D. Siefken	Weston
06/23	07:05p-07:37p	RM Nephew threw keys on top of garage	S. Owens	Weston
06/25	06:15p-07:30p	RM Lockout, lock broken had to install new cead bolt	L. Tedder	Weston
06/26	04:50p-05:20p	CT Drop off key to cleaning contractors for cay care center	Office	Nethercott
06/27	12:05p-02:10p	RM Water leaking from kit lite, water from existing leak in B-20	V. Johnston	Nethercott
06/27	04:15p-04:45p	RM No hot water	R. Kenton	Nethercott
06/28	11:10a-11:45a	RM Beeping smoke alarm	M. Ellinwood	Nethercott
06/28	05:15p-06:15p	CT Spigot at back of building broke	R. Goodall	Nethercott
06/28	09:15p-09:45p	RM Front door not secure, no idea where 305 Steward So checked all alarmed doors, everything secure		Nethercott

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY		GAS		WATER		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015	
Jan-15	66,858	\$ 7,648.94	22,432	\$ 17,503.50	19,300	620.64		342.53	\$ 963.17	\$ 26,115.61		
Feb-15	45,567	\$ 5,710.74	23,340	\$ 19,871.54					\$ -	\$ 25,582.28		
Mar-15	57,426	\$ 6,691.49	9,452	\$ 14,486.26	187,840	\$ 6,670.98		\$ 3,491.89	\$ 10,162.87	\$ 31,340.62		
Apr-15	45,210	\$ 5,522.67	15,281	\$ 8,731.51	18,500	605.10		332.11	\$ 937.21	\$ 15,191.39		
May-15	40,463	\$ 5,009.10	9,185	\$ 6,696.43	295,450	\$ 9,045.91		\$ 4,952.30	\$ 13,998.21	\$ 25,703.74		
Jun-15	41,683	\$ 15,004.91	4,842	\$ 4,207.42	17,500	\$ 577.26		\$ 296.67	\$ 873.93	\$ 20,086.26		
Jul-15									\$ -	\$ -		
Aug-15									\$ -	\$ -		
Sep-15									\$ -	\$ -		
Oct-15									\$ -	\$ -		
Nov-15									\$ -	\$ -		
Dec-15									\$ -	\$ -		
	297,207.00	\$ 45,587.85	84,532	\$ 71,496.66	538,590	\$ 17,519.89		\$ 9,415.50	\$ 26,935.39	\$ 144,019.90		

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	141,080	\$ 16,136.50	9,650.0	\$ 7,523.53	99,400	\$ 2,705.49	\$ 1,560.75	\$ 4,266.24	\$ 27,926.27
Feb-15	121,200	\$ 13,960.04	13,367	\$ 11,369.37	123,700	\$ 3,273.23	\$ 1,921.95	\$ 5,195.18	\$ 30,524.59
Mar-15	117,640	\$ 13,817.34	14,436	\$ 12,151.92	97,600	\$ 2,624.27	\$ 1,527.04	\$ 4,152.21	\$ 30,121.47
Apr-15	111,560	\$ 12,770.55	8,819	\$ 6,561.30	113,500	\$ 2,960.68	\$ 1,761.61	\$ 4,722.29	\$ 24,054.14
May-15	100,000	\$ 10,961.68	5,906	\$ 4,315.98	105,300	\$ 2,829.78	\$ 1,641.21	\$ 4,470.99	\$ 19,748.65
Jun-15	124,480	\$ 15,364.70	2,453.0	\$ 2,136.87				\$ -	\$ 17,501.57
Jul-15								\$ -	\$ -
Aug-15								\$ -	\$ -
Sep-15								\$ -	\$ -
Oct-15								\$ -	\$ -
Nov-15								\$ -	\$ -
Dec-15								\$ -	\$ -
	715,960	\$ 83,010.81	54,631	\$ 44,058.97	539,500	\$ 14,393.45	\$ 8,413.46	\$ 22,806.91	\$ 149,876.69

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		WATER		SEWER		TOTAL	
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	WATER BILL	SEWER BILL	WATER BILL	TOTAL MONTHLY UTILITY 2015	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2015
Jan-15	4,478	\$ 679.23	10,677	\$ 8,409.94	218,400	\$ 7,622.40	\$ 3,707.39	\$ 11,329.79	\$ 20,418.96		\$ 11,329.79	\$ 20,418.96
Feb-15	4,352	\$ 654.65	10,565	\$ 8,310.07	245,400	\$ 7,619.40	\$ 3,707.39	\$ 11,326.79	\$ 20,291.51		\$ 11,326.79	\$ 20,291.51
Mar-15	3,307	\$ 520.97	1,012	\$ 830.70	185,250	\$ 6,239.46	\$ 3,149.57	\$ 9,389.03	\$ 10,740.70		\$ 9,389.03	\$ 10,740.70
Apr-15	2,227	\$ 363.81	521	\$ 414.95				\$ -	\$ 778.76		\$ -	\$ 778.76
May-15	452	\$ 102.34	136	\$ 115.02				\$ -	\$ 217.36		\$ -	\$ 217.36
Jun-15	1,755	\$ 287.28	56	\$ 67.06				\$ -	\$ 354.34		\$ -	\$ 354.34
Jul-15								\$ -	\$ -		\$ -	\$ -
Aug-15								\$ -	\$ -		\$ -	\$ -
Sep-15								\$ -	\$ -		\$ -	\$ -
Oct-15								\$ -	\$ -		\$ -	\$ -
Nov-15								\$ -	\$ -		\$ -	\$ -
Dec-15								\$ -	\$ -		\$ -	\$ -
	16,571	2,608.28	22,967.00	18,147.74	649,050.00	21,481.26	10,564.35	32,045.61	52,801.63		32,045.61	52,801.63

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY		GAS		WATER		WATER		SEWER		NET		TOTAL	
	KW HOURS	NET BILL	MCF	CONSUMP	CCF	CONSUMP	BILL	BILL	BILL	BILL	BILL	BILL	BILL	MONTHLY UTILITY 2015
Jan-15	212,416	\$ 24,464.67	42,759		337,100		\$ 33,436.97	\$ 10,948.53	\$ 5,610.67	\$ 16,559.20	\$ 74,460.84			
Feb-15	171,119	\$ 20,325.43	47,272		369,100		\$ 39,550.98	\$ 10,892.63	\$ 5,629.34	\$ 16,521.97	\$ 76,398.38			
Mar-15	178,373	\$ 21,029.80	24,900		470,690		\$ 27,488.88	\$ 15,534.71	\$ 0,169.40	\$ 23,704.11	\$ 72,202.79			
Apr-15	158,997	\$ 18,657.03	24,621		132,000		\$ 15,707.76	\$ 3,565.78	\$ 2,093.72	\$ 5,659.50	\$ 40,024.29			
May-15	140,915	\$ 16,073.12	15,227		400,750		\$ 11,127.43	\$ 11,875.69	\$ 6,593.51	\$ 18,469.20	\$ 45,669.75			
Jun-15	167,918	\$ 30,656.89	7,351		17,500		\$ 6,411.35	\$ 577.26	\$ 296.67	\$ 873.93	\$ 37,942.17			
Jul-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
Aug-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
Sep-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
Oct-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
Nov-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
Dec-15	0	\$ -	-		-		\$ -	\$ -	\$ -	\$ -	\$ -			
	1,029,738	\$ 131,206.94	162,130.00		1,727,140		\$ 133,703.37	\$ 53,394.60	\$ 28,393.31	\$ 81,787.91	\$ 346,698.22			