

# JACKSON HOUSING COMMISSION

REGULAR MEETING –November 9, 2016

Reed Manor Board Room

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Michelle Pultz-Orthaus, President

Michelle Woods, Vice-President

Teresa Gibson, Commissioner

Gerald Montgomery, Commissioner

James Stark, Commissioner

Public Comments (limited to 3 minutes)

Approval of Regular Meeting Minutes: October 19, 2016

Approval of the Previously Paid Liabilities: October 2016

4. PUBLIC HEARING

Proposed Changes to Section 8/HVC Administrative Plan

5. RESOLUTIONS

Resolution No.2016-28: Collection Losses-November 2016

Resolution No.2016-29: Approval of Non-Dwelling Unit at Shahan Blackstone North Apartments

Resolution No.2016-30: Approval of Changes to the Housing Choice Voucher Admin Plan

6. DIRECTOR'S REPORTS

Section 8

Leasing & 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 Cost and Consumption Report

7. EXECUTIVE SESSION

8. OTHER BUSINESS

9. ADJOURNMENT

NEXT MEETING: Reed Manor Board Room • December 21, 2016

## Jackson Housing Commission

Regular Meeting

October 19, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on October 19, 2016 in the Chalet Terrace Community Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Teresa Gibson, Gerald Montgomery, and James Stark.

Also present were:

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

### 16-10-19-001 Public Comments

Patricia Davis-Dye, former Resident Commissioner, expressed concerns regarding the removal of the reception counter glass at Chalet Terrace. Ms. Davis-Dye informed the board that her concerns were for the safety of the front line staff when residents are disgruntled or disorderly, the security of the building, and the protection of tenant information. Ms. Davis-Dye also described examples of occurrences that allegedly led to the installation of security glass by previous management. In response, Ms. Ingram explained that staff agreed that the removing the glass from Reed Manor and Chalet Terrace would enhance the level of customer service provided to residents. Ms. Ingram informed the board that the entire JHC has received de-escalation training and that key frontline staff will receive soft-skill training. Per Ms. Ingram, the change has been well received by residents and Ms. Davis-Dye's unfavorable sentiments are the first to date. President Pultz-Orthus recommended that Ms. Ingram stay abreast of the environment and make changes if the need occur.

### 16-10-19-002 Approval of the Minutes of the Regular Meeting Held August 17, 2016

Commissioner Montgomery **MOVED** to approve the Regular Meeting Minutes of the meeting held August 17, 2016. Commissioner Stark **SECONDED** and upon voice vote the motion was adopted.

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-003 Approval of the Previously Paid Liabilities: August 2016**

*Ms. Johnson explained that an error was made loading the check documents into the printer which caused the need to void numerous entries.*

Commissioner Woods **MOVED** to approve the Previously Paid Liabilities for August 2016.  
Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-004 Approval of the Previously Paid Liabilities: September 2016**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities for September 2016.  
Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-005 Resolution No. 2016-24: Collection Losses: September 2016**

Commissioner Stark **MOVED** to approve the Collection Losses August 2016 in the amount of \$919.68. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-006 Resolution No. 2016-25: Collection Losses: October 2016**

Commissioner Montgomery **MOVED** to approve the Collection Losses October 2016 in the amount of \$5,533.43. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-007 Resolution No. 2016-26: Fair Market Rents 2016**

Commissioner Stark **MOVED** to approve the Fair Market Rent Schedule 2016. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-008 Resolution No. 2016-27: Fraud, Corruption, Conflict of Interest and Whistleblower Policy**

Commissioner Woods **MOVED** to approve the Fraud, Corruption, Conflict of Interest and Whistleblower Policy as part of the internal controls. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

**16-10-19-009 DIRECTORS' REPORTS**

Staff gave reports regarding the Section 8 and Public Housing Programs.

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

Ms. Ingram mentioned that efforts were made to procure locksmith services to help reduce the operation cost associated with on-call staff responding to lockouts. However, none of the locksmiths contacted expressed an interest. Commissioner Montgomery suggested Biometric

(fingerprint) scanning as an alternative. Commissioner Woods also suggested keypads as another option. Staff will research the reasonableness of both.

## J. Utility Costs and Consumption

### 16-10-19-010 Other Business

#### **Community Partnerships**

Ms. Ingram informed the board that the Community Action Agency has a case manager at Reed Manor to assist JHC residents with issues affecting their housing. Additional on-going efforts to collaborate with community agencies have resulted in partnerships with Lifeways and Legal Services to provide on-site access to services from both agencies. A start date for services is yet to be determined. Ms. Ingram also revealed her participation in the State-Innovation Grant committee which allowed her to submit a proposal requesting funding for a health care center at Reed Manor. The objective of the State Innovation Grant is to reduce the incidents of emergency room visits, improve the overall health outcomes, and foster maternal and infant health of the population served.

#### **Zero Threshold Status**

Ms. Ingram recently met with the Detroit Field Office to discuss removing JHC from Zero Threshold Status. The previous findings were discussed and follow-up information was requested.

#### **Financial Audit**

The JHC recently received a "Qualified" audit opinion from Barry Gaudette, CPA. The justification for the opinion is that the City of Jackson has yet to separate the pension accounts of JHC employees from those of City employees. Ms. Ingram will continue to speak with the appropriate City of Jackson staff to work towards resolving this issue.

#### **Energy Performance Contract**

The Energy Performance RFP was approved by HUD and is out for bid. A mandatory walk-thru will be held Monday, November 7, 2016 and Thursday, November 10, 2016 for all companies intending to respond to the Request for Proposals.

#### **Proposed Changes to the Administration Plan**

A Request for Comments was published for proposed changes to the Administrative Plan. Changes affecting the jurisdiction served by the Section 8/Housing Choice Voucher Program would allow recipients to use their HCVs in Eastern Washtenaw County. In addition, a Request for Proposals for Site Based Vouchers was published.

#### **Ethics Policy**

Ms. Ingram remarked that the Detroit HUD Field Office determined that a clear Ethics Policy governing the behavior/conduct of commissioners and staff was lacking from JHC policy. Further discussion concerning the language and expectations of the policy took place.

#### **Shahan Blackstone North**

Comments were received from Commissioner Gibson concerning the recent separation of the previous manager of Shahan Blackstone North from the JHC. Commissioner Gibson said that she and other residents greatly miss the former manager. She also shared that the initiatives brought to the community by the former manager vastly benefited the residents and improved the overall atmosphere of the property.

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

The Regular Meeting held October 19, 2016 adjourned at 1:19pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM  
Executive Director

ATTESTED: \_\_\_\_\_  
Michelle Pultz-Orthaus, President





# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
------	------	--------------	------	------	------------	--------

Accushred, Llc	01	61662	C	10/13/2016		\$135.00
----------------	----	-------	---	------------	--	----------

Invoice	Date	Description	PO	Amount	Account	Grant
35163.1	09/14/2016	INV# 35163 SHRED REMOVAL- SEPTEMBER	0	\$55.00	4430190001	
35163.1	09/14/2016	INV# 35163 SHRED REMOVAL- SEPTEMBER	0	\$25.00	4430190002	
35163.1	09/14/2016	INV# 35163 SHRED REMOVAL- SEPTEMBER	0	\$55.00	4430190003	

Ambs Call Center	01	61663	C	10/13/2016		\$513.64
------------------	----	-------	---	------------	--	----------

Invoice	Date	Description	PO	Amount	Account	Grant
160910176	10/01/2016	INV# 1060910176	0	\$119.16	4190140001	
160910176	10/01/2016	INV# 1060910176	0	\$279.06	4190140002	
160910176	10/01/2016	INV# 1060910176	0	\$115.42	4190140003	

American Office Solutions	01	61664	C	10/13/2016		\$71.92
---------------------------	----	-------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
IN92906	09/23/2016	SEPTEMBER CT#1197-01	0	\$71.92	4430000002	

Aspen One Hour Heating & Air Conditioning	01	61665	C	10/13/2016		\$2,089.00
---	----	-------	---	------------	--	------------

Invoice	Date	Description	PO	Amount	Account	Grant
360965	08/08/2016	INV# 360965, 360966	0	\$870.00	1460001502	501-15
361720	09/07/2016	INV# 361720 \$ 297.00	0	\$297.00	4430150002	
362130	09/26/2016	#362130 \$99 #354709 \$376	0	\$475.00	4430150002	
362130	09/26/2016	#355305 150	0	\$150.00	4430150003	
362130	09/26/2016	INV# 361720 \$297.00	0	\$297.00	4430150002	

BOONE'S WELDING & FABRICATING INC	01	61666	C	10/13/2016		\$3,506.78
-----------------------------------	----	-------	---	------------	--	------------

Invoice	Date	Description	PO	Amount	Account	Grant
8516	09/20/2016	QUOTE# 8516	0	\$3,506.78	1450001402	501-14

Brooklyn Plumbing, Heating & A/C, Inc	01	61667	C	10/13/2016		\$1,343.83
---------------------------------------	----	-------	---	------------	--	------------

Invoice	Date	Description	PO	Amount	Account	Grant
647309	09/06/2016	INV# 647309	0	\$323.18	4430180002	
647752	08/15/2016	647752; 647016; 647032	0	\$1,020.65	1460001502	501-15

Casler Hardware	01	61668	C	10/13/2016		\$45.06
-----------------	----	-------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
18707	09/02/2016	CUSTOMER# 33561 18707	0	\$16.99	4420000003	
19160	09/29/2016	CUSTOMER# 33561 19160 \$9.58	0	\$9.58	4420000002	
19160	09/29/2016	19773 \$18.49	0	\$18.49	4420000002	

# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Consumers Energy	C1	61669	C	10/13/2016		\$28,129.36
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10256.1	09/16/2016	CHALET ELECTRIC SEPT. BILL	0	\$6,065.11	4320000001	
10256.1	09/16/2016	CHALET GAS BILL FOR SEPT.	0	\$40.09	4330000001	
10256.1	09/16/2016	CHALET LATE FEES FOR AUGUST	0	\$120.24	4390000001	
10256.1	09/16/2016	REED MANOR ELECTRIC SEPT. BILL	0	\$16,866.82	4320000002	
10256.1	09/16/2016	REED MANOR GAS SEPT. BILL	0	\$1,438.38	4330000002	
10256.1	09/16/2016	REED MANOR LATE FEES FOR AUGUST	0	\$283.70	4390000002	
10256.1	09/16/2016	SHAHAN BLACKSTONE ELECTRIC SEPT. BILL	0	\$390.00	4320000003	
10256.1	09/16/2016	SHAHAN BLACKSTONE GAS SEPT. BILL	0	\$43.62	4330000003	
10256.1	09/16/2016	SHAHAN BLACKSTONE LATE FEES FOR AUGUST	0	\$9.40	4390000003	
10264	10/03/2016	OCT. NEG. RENTS. PLEASE SEE ATTACHMENT	0	\$568.00	4390000001	
10264	10/03/2016	OCT. NEG. RENTS. PLEASE SEE ATTACHMENT	0	\$2,304.00	4390000003	
Dbi Business Interiors	01	61670	C	10/13/2016		\$166.48
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
03JH1162	10/04/2016	CUSTOMER# 224241 INV# 03JH1162	0	\$166.48	4190140003	
Dominique Chapman	01	61671	C	10/13/2016		\$1,639.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10282	10/12/2016	Property Damage Reimbursement	0	\$1,639.00	4190000003	
Eradico Services, Inc.	01	61672	V	10/13/2016	10/13/2016	\$4,210.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
453578B	09/01/2016	453578B;453611B;467204B;467235B	0	\$988.00	4430140001	
453578B	09/01/2016	467205B;467233B;453579B;453609B	0	\$2,024.00	4430140002	
453578B	09/01/2016	453577B;453610B;467203B;456385B	0	\$1,198.00	4430140003	
Etna Supply	01	61673	C	10/13/2016		\$406.56
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
S101976003.00	10/04/2016	S101976003.00	0	\$406.56	1460001502	501-15
Ferguson Enterprises, Inc.-Jackson #934	01	61674	C	10/13/2016		\$283.74
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
3995583	09/26/2016	CUSTOMER# 3-919 INV# 3995583	0	\$283.74	4430150001	
FRANCES COLE	01	61675	C	10/13/2016		\$191.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10247	09/22/2016	SEPT. STIPEND CHECK FOR BOARD MEMBERS	0	\$166.00	4210000002	
10247	09/22/2016	RMTA MATERIALS SEPT.	0	\$25.00	4220000000	

# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount																																																	
Glg Print	01	61676	C	10/13/2016		\$194.68																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>47516.1</td> <td>10/06/2016</td> <td>#47516 OFFICE SUPPLIES</td> <td>0</td> <td>\$47.10</td> <td>4190140001</td> <td></td> </tr> <tr> <td>47516.1</td> <td>10/06/2016</td> <td>#47516 OFFICE SUPPLIES</td> <td>0</td> <td>\$ 00.48</td> <td>4190140002</td> <td></td> </tr> <tr> <td>47516.1</td> <td>10/06/2016</td> <td>#47516 OFFICE SUPPLIES</td> <td>0</td> <td>\$47.10</td> <td>4190140003</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$47.10	4190140001		47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$ 00.48	4190140002		47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$47.10	4190140003																						
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$47.10	4190140001																																																		
47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$ 00.48	4190140002																																																		
47516.1	10/06/2016	#47516 OFFICE SUPPLIES	0	\$47.10	4190140003																																																		
Hammond Hardware	01	61677	C	10/13/2016		\$106.95																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>C204877</td> <td>09/29/2016</td> <td>C204877 \$28.87,C240383 \$40.45,B343058 \$14.80,C204</td> <td>0</td> <td>\$ 06.95</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	C204877	09/29/2016	C204877 \$28.87,C240383 \$40.45,B343058 \$14.80,C204	0	\$ 06.95	4420000001																																				
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
C204877	09/29/2016	C204877 \$28.87,C240383 \$40.45,B343058 \$14.80,C204	0	\$ 06.95	4420000001																																																		
Hd Supply Facilities Maintenance	01	61678	C	10/13/2016		\$13,021.46																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>9147177547</td> <td>07/12/2016</td> <td>CUST# 461000 IV#9147177547 CFP</td> <td>0</td> <td>\$11,223.36</td> <td>1450001400</td> <td>501-14</td> </tr> <tr> <td>9149176988</td> <td>09/27/2016</td> <td>INV# 9149117399 \$417.40; INV# 9149076115 \$298.00</td> <td>0</td> <td>\$715.40</td> <td>4420000001</td> <td></td> </tr> <tr> <td>9149176988</td> <td>09/27/2016</td> <td>INV# 1805148929 \$2.64 LATE FEE; 1805206543 \$2.68 L</td> <td>0</td> <td>\$5.32</td> <td>4420000001</td> <td></td> </tr> <tr> <td>9149176988</td> <td>09/27/2016</td> <td>INV# 9149176988 \$311.43; 9147530136 CREDIT -91.20</td> <td>0</td> <td>\$220.23</td> <td>4420000002</td> <td></td> </tr> <tr> <td>9149301583</td> <td>10/03/2016</td> <td>CUSTOMER# 461000 INV# 9149301583</td> <td>0</td> <td>\$268.94</td> <td>4420000002</td> <td></td> </tr> <tr> <td>9149301583</td> <td>10/03/2016</td> <td>CUSTOMER# 461000 INV#9149252688</td> <td>0</td> <td>\$588.21</td> <td>4420000003</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	9147177547	07/12/2016	CUST# 461000 IV#9147177547 CFP	0	\$11,223.36	1450001400	501-14	9149176988	09/27/2016	INV# 9149117399 \$417.40; INV# 9149076115 \$298.00	0	\$715.40	4420000001		9149176988	09/27/2016	INV# 1805148929 \$2.64 LATE FEE; 1805206543 \$2.68 L	0	\$5.32	4420000001		9149176988	09/27/2016	INV# 9149176988 \$311.43; 9147530136 CREDIT -91.20	0	\$220.23	4420000002		9149301583	10/03/2016	CUSTOMER# 461000 INV# 9149301583	0	\$268.94	4420000002		9149301583	10/03/2016	CUSTOMER# 461000 INV#9149252688	0	\$588.21	4420000003	
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
9147177547	07/12/2016	CUST# 461000 IV#9147177547 CFP	0	\$11,223.36	1450001400	501-14																																																	
9149176988	09/27/2016	INV# 9149117399 \$417.40; INV# 9149076115 \$298.00	0	\$715.40	4420000001																																																		
9149176988	09/27/2016	INV# 1805148929 \$2.64 LATE FEE; 1805206543 \$2.68 L	0	\$5.32	4420000001																																																		
9149176988	09/27/2016	INV# 9149176988 \$311.43; 9147530136 CREDIT -91.20	0	\$220.23	4420000002																																																		
9149301583	10/03/2016	CUSTOMER# 461000 INV# 9149301583	0	\$268.94	4420000002																																																		
9149301583	10/03/2016	CUSTOMER# 461000 INV#9149252688	0	\$588.21	4420000003																																																		
Jackson Glass Works Inc	01	61679	C	10/13/2016		\$106.22																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>398402</td> <td>09/02/2016</td> <td>INV# 398402</td> <td>0</td> <td>\$106.22</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	398402	09/02/2016	INV# 398402	0	\$106.22	4420000001																																				
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
398402	09/02/2016	INV# 398402	0	\$106.22	4420000001																																																		
Jackson Housing Commission	01	61680	C	10/13/2016		\$24,416.15																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10277</td> <td>10/10/2016</td> <td>PH MANAGEMENT FEES- SEPTEMBER</td> <td>0</td> <td>\$5,594.38</td> <td>3691100001</td> <td></td> </tr> <tr> <td>10277</td> <td>10/10/2016</td> <td>PH MANAGEMENT FEES- SEPTEMBER</td> <td>0</td> <td>\$13,654.08</td> <td>3691100002</td> <td></td> </tr> <tr> <td>10277</td> <td>10/10/2016</td> <td>PH MANAGEMENT FEES- SEPTEMBER</td> <td>0</td> <td>\$5,167.69</td> <td>3691100003</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$5,594.38	3691100001		10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$13,654.08	3691100002		10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$5,167.69	3691100003																						
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$5,594.38	3691100001																																																		
10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$13,654.08	3691100002																																																		
10277	10/10/2016	PH MANAGEMENT FEES- SEPTEMBER	0	\$5,167.69	3691100003																																																		
Jackson Key Works	01	61681	C	10/13/2016		\$201.25																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>589</td> <td>09/27/2016</td> <td>INV# 589 \$201.25</td> <td>0</td> <td>\$201.25</td> <td>4420000002</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	589	09/27/2016	INV# 589 \$201.25	0	\$201.25	4420000002																																				
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
589	09/27/2016	INV# 589 \$201.25	0	\$201.25	4420000002																																																		
Jackson Water Collection	01	61682	C	10/13/2016		\$6,901.79																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10254</td> <td>08/26/2016</td> <td>PLEASE SEE ATTACHMENT</td> <td>0</td> <td>\$1,274.75</td> <td>4310000001</td> <td></td> </tr> <tr> <td>10254</td> <td>08/26/2016</td> <td>PLEASE SEE ATTACHMENT</td> <td>0</td> <td>\$5,627.04</td> <td>4310000002</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10254	08/26/2016	PLEASE SEE ATTACHMENT	0	\$1,274.75	4310000001		10254	08/26/2016	PLEASE SEE ATTACHMENT	0	\$5,627.04	4310000002																													
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
10254	08/26/2016	PLEASE SEE ATTACHMENT	0	\$1,274.75	4310000001																																																		
10254	08/26/2016	PLEASE SEE ATTACHMENT	0	\$5,627.04	4310000002																																																		
JACKSON YMCA	01	61683	C	10/13/2016		\$173.50																																																	
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>8749.1</td> <td>09/22/2016</td> <td>AUGUST/SEPTEMBER BILL -YMCA</td> <td>0</td> <td>\$91.25</td> <td>4190000002</td> <td></td> </tr> <tr> <td>8749.1</td> <td>09/22/2016</td> <td>AUGUST/SEPTEMBER BILL -YMCA</td> <td>0</td> <td>\$82.25</td> <td>4190000003</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	8749.1	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA	0	\$91.25	4190000002		8749.1	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA	0	\$82.25	4190000003																													
Invoice	Date	Description	PO	Amount	Account	Grant																																																	
8749.1	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA	0	\$91.25	4190000002																																																		
8749.1	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA	0	\$82.25	4190000003																																																		

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount	
Karen Gant	C1	61684	C	10/13/2016		\$444.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
P-001-7643-03	10/12/2016	Final Accounting		0	\$444.00	2114000001	
Keepin It Clean	01	61685	C	10/13/2016		\$55.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
1396	10/04/2016	INV# 1396		0	\$55.00	4430110000	
LESTER BROTHER EXCAVATING INC	01	61686	C	10/13/2016		\$4,991.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
72634	07/13/2016	INV# 72634		0	\$4,991.00	1450001402	501-14
Leutz Cabinets	01	61687	C	10/13/2016		\$225.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
52505	08/12/2016	INV# 52505		0	\$225.00	4420000003	
Menards - Jackson	C1	61688	C	10/13/2016		\$4,401.22	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
60004	03/24/2016	#48419		0	\$362.78	1450001403	501-14
60004	03/24/2016	#60004		0	\$562.34	1450001402	501-14
62874	08/12/2016	#62874 \$429.00		0	\$429.00	4420000001	
62874	08/12/2016	#66733 \$149.97		0	\$149.97	4420000001	
63411	08/17/2016	#63411		0	\$412.78	1450001403	501-14
64026	08/23/2016	#64026;57810;67170;67547		0	\$1,796.20	1465101302	501-13
66028	09/29/2016	66028\$43.46;62908\$12.45;67466\$10.45;67744\$65.00		0	\$131.36	4420000001	
66028	09/29/2016	67550 \$84.76		0	\$84.76	4420000002	
66028	09/29/2016	67026 \$202.19		0	\$202.19	4420000003	
67887	09/30/2016	#67887;#88126		0	\$132.06	4420000002	
67887	09/30/2016	#63408;67650;63210		0	\$137.78	4420000003	
Minuteman Sewer & Drain Inc.	01	61689	C	10/13/2016		\$185.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
161290	09/16/2016	INV# 161290		0	\$185.00	4430180002	
Modern Waste Systems	0	61690	C	10/13/2016		\$7,936.34	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
52904	09/30/2016	ACCT#23056 INV#52904 OCTOBER BILLING		0	\$2,313.98	4430190001	
52904	09/30/2016	ACCT#23056 INV#52904 OCTOBER BILLING		0	\$2,806.46	4430190002	
52904	09/30/2016	ACCT#23056 INV#52904 OCTOBER BILLING		0	\$2,815.90	4430190003	

# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Otis Elevator Company	01	61691	C	10/13/2016		\$593.00

Invoice	Date	Description	PO	Amount	Account	Grant
CJV15560001	06/30/2016	CUSTOMER# 299178 INV# CVJ15560001	0	\$593.00	4430130002	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Pc Solutions	01	61692	C	10/13/2016		\$1,884.90

Invoice	Date	Description	PO	Amount	Account	Grant
10179.1	09/01/2016	M15529 \$158.80	0	\$158.80	4190120001	
10179.1	09/01/2016	M15529 \$158.80	0	\$158.80	4190120001	
10179.1	09/01/2016	M15529\$158.80:M15706\$297.00	0	\$455.80	4190120003	
M15821	09/14/2016	M15821	0	\$24.75	4190120002	
M16008/M1529	07/08/2016	M16008/M15297 \$362.25	0	\$362.25	4190120001	
M16008/M1529	07/08/2016	M16008/M15297 \$362.25	0	\$362.25	4190120002	
M16008/M1529	07/08/2016	M16008/M15297 \$362.25	0	\$362.25	4190120003	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Pdq Supply, Inc.	01	61693	C	10/13/2016		\$469.20

Invoice	Date	Description	PO	Amount	Account	Grant
SI-239735	10/13/2016	CUST# 118660 INV#SI-239735;SI-239699	0	\$469.20	4420000003	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Plic - Sbd Grand Island	01	61694	C	10/13/2016		\$183.10

Invoice	Date	Description	PO	Amount	Account	Grant
002710	10/04/2016	ACCT# 1044559-10001 OCT. BILL	0	\$40.95	4190000001	
002710	10/04/2016	ACCT# 1044559-10001 OCT. BILL	0	\$27.20	4190000002	
002710	10/04/2016	ACCT# 1044559-10001 OCT. BILL	0	\$23.40	4190000003	
002710.1	09/17/2016	1044559-10001 10.1.16-10.31.16 LIFE AD&D	0	\$40.95	4510000001	
002710.1	09/17/2016	1044559-10001 10.1.16-10.31.16 LIFE AD&D	0	\$27.20	4510000002	
002710.1	09/17/2016	1044559-10001 10.1.16-10.31.16 LIFE AD&D	0	\$23.40	4510000003	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Rooney's Sewer Service	01	61695	C	10/13/2016		\$575.00

Invoice	Date	Description	PO	Amount	Account	Grant
2518	10/03/2016	#INV-2518	0	\$125.00	4430180001	
2518	10/03/2016	#INV-2527	0	\$90.00	4430180003	
INV-1579	04/13/2016	INV#1579; 1672; 1588;	0	\$270.00	4430180001	
INV-1579	04/13/2016	INV#2335	0	\$90.00	4430180002	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Safety Systems Inc	01	61696	C	10/13/2016		\$2,375.12

Invoice	Date	Description	PO	Amount	Account	Grant
460054	09/20/2016	459088 AUGUST LEASE MAINT.	0	\$720.00	4430000001	
460054	09/20/2016	459090;460054 AUGUST LEASE MAINT/ FOBS	0	\$899.12	4430000002	
460054	09/20/2016	459089 AUGUST LEASE MAINT.	0	\$756.00	4430000003	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Sandy's Landscape Supplies, Llc	01	61697	C	10/13/2016		\$39.92

Invoice	Date	Description	PO	Amount	Account	Grant
115657	06/19/2015	INV# 115657	0	\$39.92	4420000003	

Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
SHARPS	01	61698	C	10/13/2016		\$192.07
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
0000757338	09/22/2016	CUSTOMER# 159294	0	\$192.07	442000002	
Sprint	01	61699	C	10/13/2016		\$1,121.87
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10263.1	09/27/2016	INV# 128763255-025	0	\$506.43	418000001	
10263.1	09/27/2016	INV# 128763255-025	0	\$415.77	418000002	
10263.1	09/27/2016	INV# 128763255-025	0	\$199.67	418000003	
Talx The Work Number	01	61700	C	10/13/2016		\$86.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
2208022.1	10/08/2016	CUSTOMER# 8305983 INV# 2208022	0	\$86.00	419000001	
Tds Metrocom	01	61701	C	10/13/2016		\$2,383.28
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10261.1	09/28/2016	517-787-1188	0	\$585.72	418000001	
10261.1	09/28/2016	517-787-1188;5 7-787-0168;517-780-0620;517-780-0181	0	\$1,121.78	418000002	
10261.1	09/28/2016	517-787-6494;5 7-787-1188;	0	\$675.78	418000003	
Trail Supply Llc	01	61702	C	10/13/2016		\$124.61
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
32761	09/28/2016	ACCT# 10014 INV# 32761	0	\$124.61	442000001	
Trans Union Llc	01	61703	C	10/13/2016		\$76.15
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
09632189.1	09/27/2016	4408R0064047 INV# 09632189	0	\$76.15	419000000	
White & Hotchkiss PLLC	0	61704	C	10/13/2016		\$450.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
77294	09/30/2016	FILE# 1919 INV# 77294	0	\$104.41	413000001	
77294	09/30/2016	FILE# 1919 INV# 77294	0	\$244.49	413000002	
77294	09/30/2016	FILE# 1919 INV# 77294	0	\$101.10	413000003	
Wilmar Industries	0	61705	C	10/13/2016		\$786.25
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
373584952	07/27/2016	ACCT# 70585 INV# 373584952; 378958060	0	\$786.25	442000002	

# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount																												
JC Ehrlich Co Inc	01	61706	C	10/13/2016		\$4,210.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>45357B</td> <td>09/01/2016</td> <td>PLEASE SEE ATTACHMENT</td> <td>0</td> <td>\$988.00</td> <td>4430140001</td> <td></td> </tr> <tr> <td>45357B</td> <td>09/01/2016</td> <td>PLEASE SEE ATTACHMENT</td> <td>0</td> <td>\$2,024.00</td> <td>4430140002</td> <td></td> </tr> <tr> <td>45357B</td> <td>09/01/2016</td> <td>PLEASE SEE ATTACHMENT</td> <td>0</td> <td>\$1,198.00</td> <td>4430140003</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$988.00	4430140001		45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$2,024.00	4430140002		45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$1,198.00	4430140003	
Invoice	Date	Description	PQ	Amount	Account	Grant																												
45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$988.00	4430140001																													
45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$2,024.00	4430140002																													
45357B	09/01/2016	PLEASE SEE ATTACHMENT	0	\$1,198.00	4430140003																													
A-1 Lock Shop	01	61707	C	10/26/2016		\$75.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>4229</td> <td>10/05/2016</td> <td>#4229 \$75.00</td> <td>0</td> <td>\$75.00</td> <td>4420000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	4229	10/05/2016	#4229 \$75.00	0	\$75.00	4420000000															
Invoice	Date	Description	PQ	Amount	Account	Grant																												
4229	10/05/2016	#4229 \$75.00	0	\$75.00	4420000000																													
Ace Roofing	01	61708	C	10/26/2016		\$850.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10013</td> <td>10/07/2016</td> <td>Repairs made to D&amp;H building roofs.</td> <td>0</td> <td>\$350.00</td> <td>4430000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	10013	10/07/2016	Repairs made to D&H building roofs.	0	\$350.00	4430000000															
Invoice	Date	Description	PQ	Amount	Account	Grant																												
10013	10/07/2016	Repairs made to D&H building roofs.	0	\$350.00	4430000000																													
Alyssa Willaert	01	61709	C	10/26/2016		\$35.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>P-003-5506-06</td> <td>10/18/2016</td> <td>Final Accounting</td> <td>0</td> <td>\$35.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	P-003-5506-06	10/18/2016	Final Accounting	0	\$35.00	4190000000															
Invoice	Date	Description	PQ	Amount	Account	Grant																												
P-003-5506-06	10/18/2016	Final Accounting	0	\$35.00	4190000000																													
Amanda Freeman	01	61710	C	10/26/2016		\$47.40																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>P-001-7647-07</td> <td>10/13/2016</td> <td>Final Accounting</td> <td>0</td> <td>\$47.40</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	P-001-7647-07	10/13/2016	Final Accounting	0	\$47.40	4190000000															
Invoice	Date	Description	PQ	Amount	Account	Grant																												
P-001-7647-07	10/13/2016	Final Accounting	0	\$47.40	4190000000																													
Anderson Printing & Mailing	01	61711	C	10/26/2016		\$94.23																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>23954.1</td> <td>09/30/2016</td> <td>Inv#23954</td> <td>0</td> <td>\$31.41</td> <td>4190100000</td> <td></td> </tr> <tr> <td>23954.1</td> <td>09/30/2016</td> <td>Inv# 23954</td> <td>0</td> <td>\$31.41</td> <td>4190100000</td> <td></td> </tr> <tr> <td>23954.1</td> <td>09/30/2016</td> <td>Inv#23954</td> <td>0</td> <td>\$31.41</td> <td>4190100000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	23954.1	09/30/2016	Inv#23954	0	\$31.41	4190100000		23954.1	09/30/2016	Inv# 23954	0	\$31.41	4190100000		23954.1	09/30/2016	Inv#23954	0	\$31.41	4190100000	
Invoice	Date	Description	PQ	Amount	Account	Grant																												
23954.1	09/30/2016	Inv#23954	0	\$31.41	4190100000																													
23954.1	09/30/2016	Inv# 23954	0	\$31.41	4190100000																													
23954.1	09/30/2016	Inv#23954	0	\$31.41	4190100000																													
Aspen One Hour Heating & Air Conditioning	01	61712	C	10/26/2016		\$300.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>362402</td> <td>10/03/2016</td> <td>#362402</td> <td>0</td> <td>\$300.00</td> <td>1460001503</td> <td>501-15</td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	362402	10/03/2016	#362402	0	\$300.00	1460001503	501-15														
Invoice	Date	Description	PQ	Amount	Account	Grant																												
362402	10/03/2016	#362402	0	\$300.00	1460001503	501-15																												
Brooklyn Plumbing, Heating & A/C, Inc	01	61713	C	10/26/2016		\$415.23																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>647092</td> <td>08/22/2016</td> <td>#647092</td> <td>0</td> <td>\$279.03</td> <td>4430100000</td> <td></td> </tr> <tr> <td>647092</td> <td>08/22/2016</td> <td>#642818</td> <td>0</td> <td>\$136.20</td> <td>4430100000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	647092	08/22/2016	#647092	0	\$279.03	4430100000		647092	08/22/2016	#642818	0	\$136.20	4430100000								
Invoice	Date	Description	PQ	Amount	Account	Grant																												
647092	08/22/2016	#647092	0	\$279.03	4430100000																													
647092	08/22/2016	#642818	0	\$136.20	4430100000																													

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Casler Hardware	01	61714	C	10/26/2016		\$63.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
19915	10/11/2016	19915 \$19.74, 19957 \$25.80	0	\$45.54	4420000000	
19915	10/11/2016	19961 \$17.46	0	\$17.46	4420000000	
City Of Jackson - Finance Department	01	61715	C	10/26/2016		\$13,973.76
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10688.1	10/03/2016	EE and ER Earnings & Contributions	0	\$4,605.54	4222000000	
10688.1	10/03/2016	EE and ER Earnings & Contributions	0	\$7,443.78	4222000000	
10688.1	10/03/2016	EE and ER Earnings & Contributions	0	\$1,924.44	4222000000	
Community Action Agency	01	61716	C	10/26/2016		\$1,666.40
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10687	08/31/2016	Tenant Services July, September	0	\$833.20	4230000000	
10687	08/31/2016	Tenant Services July, September	0	\$833.20	4230000000	
Cut-Rate Plumbing	01	61717	C	10/26/2016		\$2.93
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
#558991	09/30/2016	Rpt# 558991	0	\$2.93	4420000001	
Daugherty Tree Service	01	61718	C	10/26/2016		\$200.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10290	10/03/2016	Brush Removal 303 Barberry	0	\$200.00	4430000000	
Dawn Cooper	01	61719	C	10/26/2016		\$298.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
P-002-4443-12	10/18/2016	Final Accounting	0	\$298.00	4190000000	
Delvon Curry	01	61720	C	10/26/2016		\$52.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
P-002-4426-10	10/18/2016	Final Accounting	0	\$52.00	4190000000	
Etna Supply	01	61721	C	10/26/2016		\$406.56
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
S101973896.00	10/03/2016	INV3 S101973896.001	0	\$406.56	1460001503	501-15
FRANCES COLE	01	61722	C	10/26/2016		\$166.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10273	10/06/2016	RMTA Stipend- October	0	\$166.00	4210000000	



# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount																												
Gloria Hester	01	61723	C	10/26/2016		\$344.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>P-001-1155--05</td> <td>10/13/2016</td> <td>Final Accounting</td> <td>0</td> <td>\$344.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	P-001-1155--05	10/13/2016	Final Accounting	0	\$344.00	4190000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
P-001-1155--05	10/13/2016	Final Accounting	0	\$344.00	4190000000																													
Grimes Plumbing Company, Inc	01	61724	C	10/26/2016		\$195.76																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>2226</td> <td>09/19/2016</td> <td>INV# 2226</td> <td>0</td> <td>\$195.76</td> <td>4430100000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	2226	09/19/2016	INV# 2226	0	\$195.76	4430100000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
2226	09/19/2016	INV# 2226	0	\$195.76	4430100000																													
Hammond Hardware	01	61725	C	10/26/2016		\$235.35																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>C205836</td> <td>10/07/2016</td> <td>C205836;B344179;B344615</td> <td>0</td> <td>\$41.75</td> <td>4420000001</td> <td></td> </tr> <tr> <td>C205836</td> <td>10/07/2016</td> <td>C205386;B344089;C205629;B343719</td> <td>0</td> <td>\$193.60</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	C205836	10/07/2016	C205836;B344179;B344615	0	\$41.75	4420000001		C205836	10/07/2016	C205386;B344089;C205629;B343719	0	\$193.60	4420000001								
Invoice	Date	Description	PO	Amount	Account	Grant																												
C205836	10/07/2016	C205836;B344179;B344615	0	\$41.75	4420000001																													
C205836	10/07/2016	C205386;B344089;C205629;B343719	0	\$193.60	4420000001																													
Hd Supply Facilities Maintenance	01	61726	C	10/26/2016		\$1,348.65																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>9149648095</td> <td>10/17/2016</td> <td>#9149648095</td> <td>0</td> <td>\$202.00</td> <td>4420000001</td> <td></td> </tr> <tr> <td>9149648095</td> <td>10/17/2016</td> <td>#9149538790;9149516854</td> <td>0</td> <td>\$1,146.65</td> <td>4420000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	9149648095	10/17/2016	#9149648095	0	\$202.00	4420000001		9149648095	10/17/2016	#9149538790;9149516854	0	\$1,146.65	4420000000								
Invoice	Date	Description	PO	Amount	Account	Grant																												
9149648095	10/17/2016	#9149648095	0	\$202.00	4420000001																													
9149648095	10/17/2016	#9149538790;9149516854	0	\$1,146.65	4420000000																													
Hirst Electric Company	01	61727	C	10/26/2016		\$75.85																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>60041</td> <td>05/17/2016</td> <td>INV# 60041</td> <td>0</td> <td>\$75.85</td> <td>4430000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	60041	05/17/2016	INV# 60041	0	\$75.85	4430000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
60041	05/17/2016	INV# 60041	0	\$75.85	4430000000																													
Jackson Key Works	01	61728	C	10/26/2016		\$63.15																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>664</td> <td>10/10/2016</td> <td>#664</td> <td>0</td> <td>\$12.25</td> <td>4420000002</td> <td></td> </tr> <tr> <td>664</td> <td>10/10/2016</td> <td>#663</td> <td>0</td> <td>\$50.90</td> <td>4420000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	664	10/10/2016	#664	0	\$12.25	4420000002		664	10/10/2016	#663	0	\$50.90	4420000000								
Invoice	Date	Description	PO	Amount	Account	Grant																												
664	10/10/2016	#664	0	\$12.25	4420000002																													
664	10/10/2016	#663	0	\$50.90	4420000000																													
Jackson Transportation Authority	01	61729	C	10/26/2016		\$156.85																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>0027147-IN</td> <td>09/30/2016</td> <td>SEPTEMBER FUEL SERVICE</td> <td>0</td> <td>\$74.20</td> <td>4430000000</td> <td></td> </tr> <tr> <td>0027147-IN</td> <td>09/30/2016</td> <td>SEPTEMBER FUEL SERVICE</td> <td>0</td> <td>\$36.29</td> <td>4430000000</td> <td></td> </tr> <tr> <td>0027147-IN</td> <td>09/30/2016</td> <td>SEPTEMBER FUEL SERVICE</td> <td>0</td> <td>\$46.36</td> <td>4430000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$74.20	4430000000		0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$36.29	4430000000		0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$46.36	4430000000	
Invoice	Date	Description	PO	Amount	Account	Grant																												
0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$74.20	4430000000																													
0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$36.29	4430000000																													
0027147-IN	09/30/2016	SEPTEMBER FUEL SERVICE	0	\$46.36	4430000000																													
Jackson Water Collection	01	61730	C	10/26/2016		\$23,297.13																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10686</td> <td>07/27/2016</td> <td>READ DATE 8.5.2016</td> <td>0</td> <td>\$18,381.14</td> <td>4310000000</td> <td></td> </tr> <tr> <td>10686</td> <td>07/27/2016</td> <td>READ DATE 07.27.2016</td> <td>0</td> <td>\$4,915.99</td> <td>4310000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10686	07/27/2016	READ DATE 8.5.2016	0	\$18,381.14	4310000000		10686	07/27/2016	READ DATE 07.27.2016	0	\$4,915.99	4310000000								
Invoice	Date	Description	PO	Amount	Account	Grant																												
10686	07/27/2016	READ DATE 8.5.2016	0	\$18,381.14	4310000000																													
10686	07/27/2016	READ DATE 07.27.2016	0	\$4,915.99	4310000000																													
KAREN PALACIOS	01	61731	C	10/26/2016		\$223.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>P-002-4436-07</td> <td>10/19/2016</td> <td>FINAL ACCOUNTING</td> <td>0</td> <td>\$223.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	P-002-4436-07	10/19/2016	FINAL ACCOUNTING	0	\$223.00	4190000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
P-002-4436-07	10/19/2016	FINAL ACCOUNTING	0	\$223.00	4190000000																													

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount	
Keepin It Clean	C1	61732	C	10/26/2016		\$120.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
1443	10/10/2016	#1443		0	\$120.00	4430000000	
Lammers Heating & A/C	01	61733	C	10/26/2016		\$3,683.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
6467-10993	10/07/2016	#6467-10993		0	\$3,683.00	1475001503	501-15
Leutz Cabinets	01	61734	C	10/26/2016		\$60.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
52506	08/12/2016	#52506		0	\$60.00	4420000000	
Libra Industries, Inc. Of Mi	01	61735	C	10/26/2016		\$171.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
43363400	10/05/2016	#43363400		0	\$171.00	4420000000	
MARILYN LEE	01	61736	C	10/26/2016		\$38.50	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
P-001-1179-11	10/13/2016	FINAL ACCOUNTING		0	\$38.50	4190000000	
Mary Hurt	01	61737	C	10/26/2016		\$130.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
P-002-3248-08	10/18/2016	Final Accounting		0	\$130.00	4190000000	
Menards - Jackson	01	61738	C	10/26/2016		\$675.03	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
68886	10/11/2016	#68886;68755		0	\$452.99	4420000001	
68886	10/11/2016	#68414;30683		0	\$108.92	4420000001	
68886	10/11/2016	#68823;68523;68304		0	\$113.12	4420000000	
Midwest Air Filter, Inc.	01	61739	C	10/26/2016		\$442.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
L0556826	10/17/2016	#L0556826		0	\$442.00	4420000000	
Osborne Process Service	01	61740	C	10/26/2016		\$110.67	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PQ</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
OBP-20160027	10/04/2016	#OBP2016002779		0	\$52.75	4130000000	
OBP-20160027	10/04/2016	#OBP2016002724		0	\$57.92	4130000000	

# Jackson Housing Commission Public Housing

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount																												
ROBERT STULL	01	61741	C	10/26/2016		\$74.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>P-002-4450-08</td> <td>10/19/2016</td> <td>FINAL ACCOUNTING</td> <td>0</td> <td>\$74.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	P-002-4450-08	10/19/2016	FINAL ACCOUNTING	0	\$74.00	4190000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
P-002-4450-08	10/19/2016	FINAL ACCOUNTING	0	\$74.00	4190000000																													
Safety Systems Inc	01	61742	C	10/26/2016		\$70.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>58264</td> <td>10/07/2016</td> <td>#58264</td> <td>0</td> <td>\$70.00</td> <td>4420000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	58264	10/07/2016	#58264	0	\$70.00	4420000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
58264	10/07/2016	#58264	0	\$70.00	4420000000																													
SBAM	01	61743	C	10/26/2016		\$13,852.13																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10691.1</td> <td>10/18/2016</td> <td>EMPLOYEE INSURANCE- NOV</td> <td>0</td> <td>\$4,542.17</td> <td>4222000000</td> <td></td> </tr> <tr> <td>10691.1</td> <td>10/18/2016</td> <td>EMPLOYEE INSURANCE-NOV</td> <td>0</td> <td>\$7,037.00</td> <td>4222000000</td> <td></td> </tr> <tr> <td>10691.1</td> <td>10/18/2016</td> <td>EMPLOYEE INSURANCE-NOV</td> <td>0</td> <td>\$2,272.96</td> <td>4222000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10691.1	10/18/2016	EMPLOYEE INSURANCE- NOV	0	\$4,542.17	4222000000		10691.1	10/18/2016	EMPLOYEE INSURANCE-NOV	0	\$7,037.00	4222000000		10691.1	10/18/2016	EMPLOYEE INSURANCE-NOV	0	\$2,272.96	4222000000	
Invoice	Date	Description	PO	Amount	Account	Grant																												
10691.1	10/18/2016	EMPLOYEE INSURANCE- NOV	0	\$4,542.17	4222000000																													
10691.1	10/18/2016	EMPLOYEE INSURANCE-NOV	0	\$7,037.00	4222000000																													
10691.1	10/18/2016	EMPLOYEE INSURANCE-NOV	0	\$2,272.96	4222000000																													
The Helping Hand Handyman	01	61744	C	10/26/2016		\$350.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>1001</td> <td>10/20/2016</td> <td>#1001</td> <td>0</td> <td>\$350.00</td> <td>4430000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	1001	10/20/2016	#1001	0	\$350.00	4430000000															
Invoice	Date	Description	PO	Amount	Account	Grant																												
1001	10/20/2016	#1001	0	\$350.00	4430000000																													
The Sherwin -Williams Co.	01	61745	C	10/26/2016		\$528.85																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>3418-8</td> <td>10/14/2016</td> <td>#3418-8 \$453.30</td> <td>0</td> <td>\$453.30</td> <td>4420000001</td> <td></td> </tr> <tr> <td>3418-8</td> <td>10/14/2016</td> <td>#3316-4 \$75.55</td> <td>0</td> <td>\$75.55</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	3418-8	10/14/2016	#3418-8 \$453.30	0	\$453.30	4420000001		3418-8	10/14/2016	#3316-4 \$75.55	0	\$75.55	4420000001								
Invoice	Date	Description	PO	Amount	Account	Grant																												
3418-8	10/14/2016	#3418-8 \$453.30	0	\$453.30	4420000001																													
3418-8	10/14/2016	#3316-4 \$75.55	0	\$75.55	4420000001																													
Tommark, Inc.	01	61746	C	10/26/2016		\$153.00																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>812589571</td> <td>10/12/2016</td> <td>#812589571</td> <td>0</td> <td>\$153.00</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	812589571	10/12/2016	#812589571	0	\$153.00	4420000001															
Invoice	Date	Description	PO	Amount	Account	Grant																												
812589571	10/12/2016	#812589571	0	\$153.00	4420000001																													
Trail Supply Llc	01	61747	C	10/26/2016		\$252.18																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>32835</td> <td>10/03/2016</td> <td>#32835</td> <td>0</td> <td>\$252.18</td> <td>4420000001</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	32835	10/03/2016	#32835	0	\$252.18	4420000001															
Invoice	Date	Description	PO	Amount	Account	Grant																												
32835	10/03/2016	#32835	0	\$252.18	4420000001																													
Wilmar Industries	01	61748	C	10/26/2016		\$2,728.77																												
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>379870595</td> <td>09/30/2016</td> <td>379870595;373061050;</td> <td>0</td> <td>\$237.73</td> <td>4420000001</td> <td></td> </tr> <tr> <td>379870595</td> <td>09/30/2016</td> <td>380128470;378125389;380128462;379991193;</td> <td>0</td> <td>\$1,396.98</td> <td>4420000000</td> <td></td> </tr> <tr> <td>379870595</td> <td>09/30/2016</td> <td>380918318</td> <td>0</td> <td>\$1,094.06</td> <td>4420000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	379870595	09/30/2016	379870595;373061050;	0	\$237.73	4420000001		379870595	09/30/2016	380128470;378125389;380128462;379991193;	0	\$1,396.98	4420000000		379870595	09/30/2016	380918318	0	\$1,094.06	4420000000	
Invoice	Date	Description	PO	Amount	Account	Grant																												
379870595	09/30/2016	379870595;373061050;	0	\$237.73	4420000001																													
379870595	09/30/2016	380128470;378125389;380128462;379991193;	0	\$1,396.98	4420000000																													
379870595	09/30/2016	380918318	0	\$1,094.06	4420000000																													

**Grand Total**

**\$185,455.78**

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount	
Dbi Business Interiors	01	54399	C	10/13/2016		\$29.50	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
03JG7412	09/04/2016	ACCT# 224241- C3JG7412; 03JG7121		0	\$29.50	4190140000	
Glg Print	01	54400	C	10/13/2016		\$119.32	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
47516.5	10/06/2016	INV# 47516		0	\$119.32	4190140000	
Pc Solutions	01	54401	C	10/13/2016		\$724.68	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10179.5	09/01/2016	M15529 \$158.79		0	\$158.79	4190140000	
15297.5	09/29/2016	M15297 \$203.65		0	\$203.65	4190140000	
M16008/M1529	07/18/2016	M16008		0	\$158.60	4190000000	
M16008/M1529	07/18/2016	M15297		0	\$203.64	4190000000	
Plic - Sbd Grand Island	01	54402	C	10/13/2016		\$35.10	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
002710.5	09/17/2016	1044559-10001 10.1.16-10.31.16 LIFE AD&D		0	\$17.55	4510000000	
10250.5	09/17/2016	ACCT# 1044559-10001 OCT. BILL		0	\$17.55	4190000000	
Sprint	01	54403	C	10/13/2016		\$47.32	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10263.5	09/27/2016	128763256-025		0	\$47.32	4180000000	
Talk The Work Number	01	54404	C	10/13/2016		\$41.15	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
2208022.5	10/08/2016	CUST# 8805983 INV# 2208022		0	\$41.15	4190000000	
Tds Metrocom	01	54405	C	10/13/2016		\$75.59	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10261.5	09/30/2016	517-787-6326		0	\$75.59	4180000000	
Trans Union Llc	01	54406	C	10/13/2016		\$3.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
09632189.5	09/27/2016	CIST# 4408R0054047 INV# 09632189		0	\$3.00	4190000000	
YMCA	01	54407	C	10/13/2016		\$10.00	
<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
8749.5	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA		0	\$10.00	4190000000	

# Jackson Housing Commission Section 8

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Anderson Printing & Mailing	01	54408	C	10/26/2016		\$6.29

Invoice	Date	Description	PO	Amount	Account	Grant
23954.5	09/30/2016	#23954	0	\$6.29	4190140000	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
City Of Jackson - Finance Department	01	54409	C	10/26/2016		\$2,184.89

Invoice	Date	Description	PO	Amount	Account	Grant
10688.5	10/17/2016	EE AND ER EARNINGS & CONTRIBUTIONS	0	\$2,184.89	4540000000	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Jackson Housing Commission	01	54410	C	10/26/2016		\$12,000.00

Invoice	Date	Description	PO	Amount	Account	Grant
10690.5	10/17/2016	S8 Management Fee- June	0	\$3,000.00	4190110000	
10690.5	10/17/2016	S8 Management Fee- July	0	\$3,000.00	4190110000	
10690.5	10/17/2016	S8 Management Fee- August	0	\$3,000.00	4190110000	
10690.5	10/17/2016	S8 Management Fee- September	0	\$3,000.00	4190110000	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Community Action Agency	01	54411	C	10/26/2016		\$833.20

Invoice	Date	Description	PO	Amount	Account	Grant
10687.5	09/30/2016	Tenant Services July, September	0	\$833.20	4190000000	

Name	Bank	Check Number	Type	Date	Reconciled	Amount
SBAM	01	54412	C	10/26/2016		\$2,235.45

Invoice	Date	Description	PO	Amount	Account	Grant
10691.5	10/18/2016	EMPLOYEE INSURANCE- NOV	0	\$2,235.45	4540000000	

**Grand Total** **\$18,345.49**

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount																					
Accushred, Llc	02	2654	C	10/13/2016		\$50.00																					
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>35163.4</td> <td>09/14/2016</td> <td>INV# 35163</td> <td>0</td> <td>\$25.00</td> <td>4430190000</td> <td></td> </tr> <tr> <td>35163.5</td> <td>09/14/2016</td> <td>INV# 35163</td> <td>0</td> <td>\$25.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	35163.4	09/14/2016	INV# 35163	0	\$25.00	4430190000		35163.5	09/14/2016	INV# 35163	0	\$25.00	4190000000	
Invoice	Date	Description	PQ	Amount	Account	Grant																					
35163.4	09/14/2016	INV# 35163	0	\$25.00	4430190000																						
35163.5	09/14/2016	INV# 35163	0	\$25.00	4190000000																						
Allegiance Occupational Health	02	2655	C	10/13/2016		\$65.00																					
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>169651</td> <td>09/30/2016</td> <td>INV# 169651</td> <td>0</td> <td>\$65.00</td> <td>4190000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	169651	09/30/2016	INV# 169651	0	\$65.00	4190000000								
Invoice	Date	Description	PQ	Amount	Account	Grant																					
169651	09/30/2016	INV# 169651	0	\$65.00	4190000000																						
Aspen One Hour Heating & Air Conditioning	02	2656	V	10/13/2016	10/13/2016	\$150.00																					
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>355305</td> <td>12/28/2015</td> <td>#355305 \$150.00</td> <td>0</td> <td>\$150.00</td> <td>1408001503</td> <td>501-15</td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	355305	12/28/2015	#355305 \$150.00	0	\$150.00	1408001503	501-15							
Invoice	Date	Description	PQ	Amount	Account	Grant																					
355305	12/28/2015	#355305 \$150.00	0	\$150.00	1408001503	501-15																					
Blue Sea L.L.C.	02	2657	C	10/13/2016		\$90.00																					
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>2475</td> <td>09/22/2016</td> <td>OCT-DEC WEB HOSTING FEE #2475</td> <td>0</td> <td>\$90.00</td> <td>4190130000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	2475	09/22/2016	OCT-DEC WEB HOSTING FEE #2475	0	\$90.00	4190130000								
Invoice	Date	Description	PQ	Amount	Account	Grant																					
2475	09/22/2016	OCT-DEC WEB HOSTING FEE #2475	0	\$90.00	4190130000																						
Dbi Business Interiors	02	2658	C	10/13/2016		\$256.51																					
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PQ</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>AQ5220</td> <td>09/02/2016</td> <td>AQ5220\$95.70;AQ3345\$90.83;AQ7787\$69.98</td> <td>0</td> <td>\$256.51</td> <td>4190140000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PQ	Amount	Account	Grant	AQ5220	09/02/2016	AQ5220\$95.70;AQ3345\$90.83;AQ7787\$69.98	0	\$256.51	4190140000								
Invoice	Date	Description	PQ	Amount	Account	Grant																					
AQ5220	09/02/2016	AQ5220\$95.70;AQ3345\$90.83;AQ7787\$69.98	0	\$256.51	4190140000																						
First National Bank Omaha	02	2659	V	10/13/2016	10/13/2016	\$0.00																					
Continuation Check																											

# Jackson Housing Commission COCC

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
First National Bank Omaha	02	2660	C	10/13/2016		\$3,343.37

Invoice	Date	Description	PO	Amount	Account	Grant
2253	09/15/2016	4988659183672469 protex	0	\$56.00	4190140000	
2253	09/15/2016	4988659183672469 DOUBLETREE	0	\$125.35	3691400000	
2253	09/15/2016	4988659183672469 DOUBLTREE	0	\$162.25	3691400000	
2253	09/15/2016	4988659183672469	0	\$30.00	4140000000	
2253	09/15/2016	4988659183672469 KROGER STAFF MEETING	0	\$13.02	4140000000	
2253	09/15/2016	4988659183672469 DOLLAR TREE	0	\$15.66	4140000000	
2253	09/15/2016	4988659183672469 DELTA AIR TREMACHEL	0	\$414.00	3691400000	
2253	09/15/2016	4988659183672469 GOOGLE APPS	0	\$257.14	4190140000	
2253	09/15/2016	4988659183672469 SUBWAY STAFF MEETING	0	\$49.00	4140000000	
2253	09/15/2016	4988659183672469 SUBWAY STAFF METTING	0	\$25.00	4140000000	
2253	09/15/2016	4988659183672469 JACKSON 10 STAFF RECOGNITIOI	0	\$25.00	4190000000	
2253	09/15/2016	4988659183672469 FOUR POINTS SHERATON TREMA	0	\$403.35	3691400000	
2253	09/15/2016	4988659183672469 DELTA AIR BAGGAGE TREMACHE	0	\$25.00	3691400000	
2253	09/15/2016	4988659183672469 HOT N JUICY	0	\$159.44	4190000000	
2253	09/15/2016	4988659183672469 DELT AIR BAGGAGE INGRAM	0	\$25.00	3691400000	
2253	09/15/2016	4988659183672469 DELTA AIR INGRAM	0	\$25.00	3691400000	
2253	09/15/2016	4988659183672469 GRUBHUB INGRAM	0	\$27.36	4140000000	
2253	09/15/2016	4988659183672469 DELTA AIR BAGGAGE INGRAM	0	\$50.00	3691400000	
2253	09/15/2016	4988659183672469 METRO AIRPORT PARKING	0	\$138.00	3691400000	
2253	09/15/2016	4988659183672469 WASHINGTON COURT HOTEL ING	0	\$1,253.80	3691400000	
2253	09/15/2016	4988659183672469 DELTA AIR BAGGAGE TREMACHE	0	\$25.00	3691400000	
2253	09/15/2016	4988659183672469 LATE FEE	0	\$39.00	4190000000	

Laurie Ingram	02	2661	C	10/13/2016		\$270.30
---------------	----	------	---	------------	--	----------

Invoice	Date	Description	PO	Amount	Account	Grant
10061602	10/06/2016	PANCAKE BREAKFAST REIMBURSEMENT-WALMART	0	\$25.29	4190000000	
10061602	10/06/2016	PANCAKE BREAKFAST REIMBURSEMENT-GORDONS	0	\$245.01	4190000000	

Pc Solutions	02	2662	C	10/13/2016		\$2,357.93
--------------	----	------	---	------------	--	------------

Invoice	Date	Description	PO	Amount	Account	Grant
10179.4	08/30/2016	M15725\$99:M15529\$158.80	0	\$257.80	4190120000	
M15189	09/29/2016	M15189 \$1509.48 FINAL INSTALLMENT	0	\$1,509.48	3691400000	
M15297.4	09/29/2016	M15297 \$203.65	0	\$203.65	4190120000	
M15821.4	09/14/2016	M15821 \$24.75	0	\$24.75	4190120000	
M16008/M1529	07/18/2016	M16008 \$158.60	0	\$158.60	4190120000	
M16008/M1529	07/18/2016	M15297 \$203.65	0	\$203.65	4190120000	

Plic - Sbd Grand Island	02	2663	C	10/13/2016		\$70.20
-------------------------	----	------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
002710.4	09/17/2016	1044559-10001 10.1.16-10.31.16 LIFE AD&D	0	\$35.10	4510000000	
10250.4	09/17/2016	ACCT# 1044559 10001 OCT. BILL	0	\$35.10	4190000000	

Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount
Safety Systems Inc	02	2664	C	10/13/2016		\$360.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
459087	08/01/2016	CUST# 00938 INV# 459087	0	\$360.00	4430000000	
Sprint	02	2665	C	10/13/2016		\$249.23
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10263.4	09/27/2016	INV# 128763256-025	0	\$249.23	4180000000	
SCOTT ACCOUNTING & COMPUTER SERVICES, INC	02	2666	C	10/13/2016		\$11,455.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
126755	09/09/2016	CUSTOMER# 1 421 INV#126755	0	\$8,500.00	3691400000	
126984	09/30/2016	CUST# 11421 INV# 16984	0	\$2,955.00	3691400000	
YMCA	02	2667	C	10/13/2016		\$248.50
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
8749.4	09/22/2016	AUGUST/SEPTEMBER BILL -YMCA	0	\$248.50	4190000000	
Nonprofit Network	02	2668	C	10/13/2016		\$3,000.00
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
18480	09/30/2016	Bridges out of Poverty Training 9/20	0	\$1,500.00	4140000000	
18480	09/30/2016	Bridges out of Poverty Training 9/21	0	\$1,500.00	4140000000	
Allegiance Occupational Health	02	2669	C	10/26/2016		\$63.26
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
169088	08/31/2016	inv# 169088	0	\$63.26	4190000000	
Anderson Printing & Mailing	02	2670	C	10/26/2016		\$25.13
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
23954.4	09/30/2016	#23954 \$25.13	0	\$25.13	4190140000	
City Of Jackson - Finance Department	02	2671	C	10/26/2016		\$6,994.82
<u>Invoice</u>	<u>Date</u>	<u>Description</u>	<u>PO</u>	<u>Amount</u>	<u>Account</u>	<u>Grant</u>
10688.4	10/17/2016	EE AND ER EARNINGS & CONTRIBUTIONS	0	\$6,994.82	4222000000	



# Jackson Housing Commission COCC

## Check History

Name	Bank	Check Number	Type	Date	Recorded	Amount
Comcast	02	2672	C	10/26/2016		\$592.04

Invoice	Date	Description	PO	Amount	Account	Grant
10692.4	09/28/2016	01721 425384-01-4	0	\$137.67	4180000000	
10692.4	09/28/2016	01721 422342-01-5	0	\$100.03	4180000000	
10692.4	09/28/2016	01721 346503-01-6	0	\$89.90	4180000000	
10692.4	09/28/2016	01721 422344-01-1	0	\$10.13	4180000000	
10692.4	09/28/2016	01721 413438-01-3	0	\$164.78	4180000000	
10692.4	09/28/2016	01721 276409-02-9	0	\$89.53	4180000000	

Dbi Business Interiors	02	2673	C	10/26/2016		\$60.94
------------------------	----	------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
03IF8376001	10/14/2016	#03JH4127	0	\$17.99	4190140000	
03JH3304	10/12/2016	#03JH3304	0	\$42.95	4190140000	

Jackson Transportation Authority	02	2674	C	10/26/2016		\$49.06
----------------------------------	----	------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
0027147-IN.4	09/30/2016	FUEL SERVICE- SEPT	0	\$49.06	4430220000	

Mlive Media Group	02	2675	C	10/26/2016		\$145.00
-------------------	----	------	---	------------	--	----------

Invoice	Date	Description	PO	Amount	Account	Grant
0007827924	09/30/2016	#0007827924	0	\$145.00	4190140000	

Pentiuk, Couvreur & Kobiljak, P.C	02	2676	C	10/26/2016		\$804.00
-----------------------------------	----	------	---	------------	--	----------

Invoice	Date	Description	PO	Amount	Account	Grant
28314	09/29/2016	#28314	0	\$804.00	4130000000	

Stampco	02	2677	C	10/26/2016		\$66.95
---------	----	------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
31108.4	10/18/2016	#31108	0	\$66.95	4190140000	

SCOTT ACCOUNTING & COMPUTER SERVICES, INC	02	2678	C	10/26/2016		\$6,330.83
---	----	------	---	------------	--	------------

Invoice	Date	Description	PO	Amount	Account	Grant
126802	09/27/2016	SOFTWARE TRAINING	0	\$6,330.83	1408001504	501-15

FAST SIGNS	02	2679	C	10/26/2016		\$29.94
------------	----	------	---	------------	--	---------

Invoice	Date	Description	PO	Amount	Account	Grant
166-57361	09/22/2016	#166-57361	0	\$29.94	4190140000	

## Check History

Name	Bank	Check Number	Type	Date	Reconciled	Amount														
Community Action Agency	02	2680	C	10/26/2016		\$1,666.40														
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10687.4</td> <td>09/30/2016</td> <td>Tenant Services July, September</td> <td>0</td> <td>\$1,666.40</td> <td>4230000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10687.4	09/30/2016	Tenant Services July, September	0	\$1,666.40	4230000000	
Invoice	Date	Description	PO	Amount	Account	Grant														
10687.4	09/30/2016	Tenant Services July, September	0	\$1,666.40	4230000000															
SBAM	02	2681	C	10/26/2016		\$8,710.13														
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10691.4</td> <td>10/18/2016</td> <td>EMPLOYEE INSURANCE- NOV</td> <td>0</td> <td>\$8,710.13</td> <td>4222000000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10691.4	10/18/2016	EMPLOYEE INSURANCE- NOV	0	\$8,710.13	4222000000	
Invoice	Date	Description	PO	Amount	Account	Grant														
10691.4	10/18/2016	EMPLOYEE INSURANCE- NOV	0	\$8,710.13	4222000000															
Michigan Nonprofit Association	02	2682	C	10/26/2016		\$50.00														
<table border="1"> <thead> <tr> <th>Invoice</th> <th>Date</th> <th>Description</th> <th>PO</th> <th>Amount</th> <th>Account</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>10-03F-6505</td> <td>10/03/2016</td> <td>#10-03F-6505</td> <td>0</td> <td>\$50.00</td> <td>4190140000</td> <td></td> </tr> </tbody> </table>							Invoice	Date	Description	PO	Amount	Account	Grant	10-03F-6505	10/03/2016	#10-03F-6505	0	\$50.00	4190140000	
Invoice	Date	Description	PO	Amount	Account	Grant														
10-03F-6505	10/03/2016	#10-03F-6505	0	\$50.00	4190140000															
<b>Grand Total</b>						<b>\$47,404.54</b>														

# Jackson Housing Commission

Jackson, Michigan

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

## RESOLUTION NO. 2016-28

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	\$ 1,886.50
AMP 2: Reed Manor	\$ 1,330.75
AMP 3: Shahan Blackstone North	<u>\$ 1,774.37</u>
<b>Total</b>	<b>\$ 4,991.62</b>

The attached Collection Losses Report reflects the delinquent amount of **\$4,991.62** and is hereby approved for fiscal year 2016 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution with noted corrections. Commissioner \_\_\_\_\_ **SECONDED** the motion and upon roll call vote the "AYES" and "NAYS" were as follows:

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

President 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 November 9, 2016.

\_\_\_\_\_  
Michele Pultz-Orthaus  
President

# Collection Losses Report

*Three months or greater*

November 2016

Board Resolution 2016-28

<b>Property</b>	<b>Account #</b>	<b>Move-Out</b>	<b>Amount</b>
Chalet Terrace	1-1176	08-24-16	\$ 229.00
Chalet Terrace	1-1126	08-01-16	\$ 1,300.40
Chalet Terrace	1-1134	08-10-16	\$ 357.10
Reed Manor	2-3269	08-30-16	\$ 184.00
Reed Manor	2-3279	08-31-16	\$ 120.00
Reed Manor	2-4436	08-31-16	\$ 515.00
Reed Manor	2-4446	03-30-16	\$ 223.00
Reed Manor	2-4450	08-19-16	\$ 74.00
Reed Manor	2-4474	08-31-16	\$ 135.00
Reed Manor	2-4446	08-02-16	\$ 53.00
Reed Manor	2-4473	08-04-16	\$ 26.75
Shahan	3-5506	08-31-16	\$ 35.00
Shahan	3-6563	08-02-16	\$ 32.17
Shahan	3-6581	08-26-16	\$ 832.20
Shahan	3-6585	08-31-16	\$ 875.00
<b>Total Write Off</b>			<b>\$ 4,991.62</b>

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

**Jackson Housing Commission**  
Jackson, Michigan

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

**RESOLUTION NO. 2016-29**

**WHEREAS**, currently there is no community space at Shahan Blackstone North Apartments, as the only potential space is currently occupied and there is a need for resident activities and services on the property;

**WHEREAS**, the Department of Housing and Urban Development authorizes a PHA to designate a unit as a non-dwelling unit, under the category "Special Use: Other Resident Activities";

**WHEREAS**, a request is made to designate 120 Shahan Drive, PIC Number 506-1 as a non-dwelling unit;

**THEREFORE BE IT RESOLVED THAT** the Commission authorizes the Executive Director to designate 120 Shahan Drive; PIC Number: 506-1; AMP: MI038000003/Shahan Blackstone North Apartments as a non-dwelling unit, under the category "Special Use: Other Resident Activities".

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as read.

Commissioner \_\_\_\_\_ **SUPPORTED** the motion, and, upon roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Commissioner \_\_\_\_\_ 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 November 9, 2016.

\_\_\_\_\_  
Michelle Pultz-Orthaus  
President

Administrative Offices  
301 Steward Avenue, Bldg. C  
Jackson, MI 49201-1132



Phone: (517) 787-9241  
Fax: (517) 787-6143  
www.jacksonhousing-mi.org

November 4, 2016

Chandra Broadnax  
Program Analyst  
HUD Detroit Field Office  
477 Michigan Ave. #1700  
Detroit, MI 48226

Dear Ms. Broadnax:

Please accept this letter as my official request to designate a unit as a non-dwelling unit, under the category "Special Use: Other Resident Activities".

The specific unit information is as follows:

Address: 120 Shahan Dr.  
PIC Number: 506-1  
AMP: MI038000003/Shahan Blackstone North Apts.

Currently, there is no community space at Shahan Blackstone North, as the only other potential congregation space is occupied by a HeadStart program operated through our local Community Action Agency. It would be unreasonably burdensome for the HeadStart staff to break down equipment and clear the room when not in use, so that it may be used for Shahan Community activities. There is, however, a need for a space for resident activities on the property.

This unit is currently vacant, and no family will be displaced by this re-designation.

We plan to offer various activities out of this space, for the benefit and enjoyment of JHC tenants at Shahan Blackstone North. These activities will include:

- o Meeting space for our Case Manager with tenants in crisis, or at risk of eviction
- o Group meeting space for Community Mental Health advocates and therapists
- o Space for tenant private or community gatherings
- o Space for meetings of the Shahan Blackstone North Tenants' Association
- o Use for JHC activities currently offered at other properties (video game night, BINGO, pancake breakfast, exercise classes, healthy cooking classes)
- o Distribution space for monthly food bank

Ideally, this change in designation will not have an impact on our subsidy for AMP 3. This re-designation to Other Resident Activities is supported by the fact that the unit will still be in use for tenant activities by Shahan Blackstone North residents. The activities described above are already taking place at other JHC properties, and are absent from this property only because of the lack of community activity space.

*"Housing Jackson, one family at a time."*

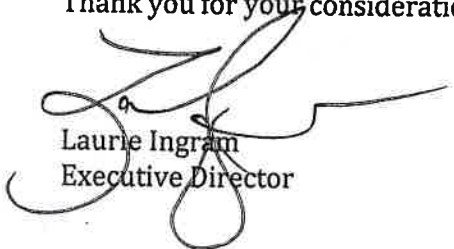


This Resident Activity space would be available for tenant use at any time during JHC regular business hours, and during off-hours by request. Activity spaces at other properties are utilized in the evenings and on weekends, as needed, by both tenants and staff planning activities.

I have attached a Board of Commissioners resolution approving this request.

Please let me know if you need anything else from me, or if you have any questions about this request. I can be reached at 517-990-3650.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Laurie Ingram', written over the typed name and title.

Laurie Ingram  
Executive Director



**JACKSON HOUSING COMMISSION  
JACKSON, MICHIGAN**

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

**RESOLUTION NO. 2016-30**

**WHEREAS**, the Jackson Housing Commission held a thirty-day Public Comment Period , as well as conducted a Public Hearing to discuss proposed changes to the jurisdictions served by the Section 8/Housing Choice Voucher (HCV) program;

**WHEREAS**, the Board of Commissioners approved the geographic additions for the jurisdiction of City of Jackson/county of Jackson and Wester Washtenaw Courty inclusive of and through the eastern portion of Dexter, Lima, Freedom and Bridgewater Townships;

**WHEREAS**, the Board of Commissioners reviewed and approved the modified language to adapt the Section 8- HCV Administrative Plan to jurisdiction served;

**THEREFORE BE IT RESOLVED THAT** the heretofore stated revisions are hereby approved for immediate implementation.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission November 9, 2016.

\_\_\_\_\_  
Michelle Pultz-Orthaus  
President



# Leasing and HAP Utilization

Cy 2016

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRP Available
Balance Forward											54,518
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	60,582
February	180,945	197,887	109.4%	441	448.72	92.9%	475	1,365	4	(16,942)	45,009
March	196,972	198,837	101.0%	448	443.83	94.4%	475	1,555	4	(1,865)	44,703
April	197,361	206,280	104.6%	454	454.36	95.6%	475	1,230	4	(8,919)	37,018
May	204,356	210,732	103.2%	459	459.11	96.7%	475	2,026	4	(6,376)	32,672
June	162,565	207,618	127.8%	465	446.49	97.9%	475	534	3	(45,053)	-11,844
July	203,684	210,720	103.5%	459	459.09	96.7%	475	747	3	(7,036)	-18,130
August	270,484	203,889	75.4%	456	447.13	96.0%	475	781	3	66,595	67,379
September	214,947	210,017	97.7%	461	455.57	97.1%	475	724	4	4,930	73,037
October	215,398	206,845	96.1%	454	455.61	95.6%	475	488	5	8,553	82,083
November											
December										(580)	
	2045232	1838967	101.6%	4533	451.25	95.5%	4750	9977	38		



# Report of Tenants Accounts Receivable (TARs)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



Please refer to the instructions when filling out this form.

OMB Approval No. 2577-0040 (exp. 10-31-90)

## A. Basic Identification Data

1. a. Name of Public Housing Agency (PHA)

Jackson Housing Commission AMP 1

b. Address of PHA

316 Barberry Jackson MI 49203

2. Type of Program (check <input checked="" type="checkbox"/> one) <input checked="" type="checkbox"/> PHA-Owned Rental Housing <input type="checkbox"/> PHA-Leased Sec.23		3. Total Units Available 128	4. Projects Covered by Report (check <input checked="" type="checkbox"/> one) <input checked="" type="checkbox"/> All projects in the program (list ACC nos. & the first project no. if program-wide): 01
5. Fiscal Year (FY) Beginning Date: 4/1/2016		6. Report Period Ending Date: 10/31/2016	<input type="checkbox"/> Only the following projects (list specific project nos.):

B. Charges to Tenants	1. No. of Units Occupied by Tenants in Possession (TIP) on the Last Day of this Reporting Period:	2. Total Charges (see instructions)	3. Dwelling Rental	4. Retroactive Rent	5. Excess Utility	6. Additional Charges
	118	\$ 26645.11	\$ 23649.00	\$ 1195.80	\$ 342.50	\$ 1457.81

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	1. 8	2. \$ 258.35	3. \$ 123.75	4. \$ 19.00	5. \$ 77.00	6. (C2+C3+C4+C5) \$ 478.10
	Over One Month Delinquent	7. 55	8. \$ 8665.14	9. \$ 5978.07	10. \$ 963.50	11. \$ 4871.40	12. (C8+C9+C10+C11) \$ 20478.11
	Total for TIP	13. (C1+C7) 63					14. (C6+C12) \$ 20956.21
	Vacated Tenants Accounts Receivable (TAR)	15. 18	16. \$ 3216.40	17. \$ 759.85	18. \$ 4.50	19. \$ 997.69	20. (C16+C17+C18+C19) \$ 4978.44
	Total	21. (C13+C15) 81					22. (C14+C20) \$ 25934.65

D. TARs	Tenants Accounts Receivable	No. of Accounts	Balances
	Under Formal Repayment Agreement	1. 24	2. \$ 8100.67
	Under Formal Repayment with Payments Up-to-Date	3. 10	4. \$ 3234.82
	Excluding Amounts Covered by Formal Up-to-Date Repayment Agreement	5. (C13 minus D3) 53	6. (C14 minus D4) \$ 17721.39

E. Percentage Analysis	Tenants in Possession (TIP) Accounts Receivable	a. Current Reporting Period (end date):	b. Prior FY (one year to date):	c. Previous FY (two years to date):
		10/31/2016		
1.	Percent of Accounts Delinquent to Number of Tenants in Possession (C13 divided by B1)	53.39 %	%	%
2.	Percent of Amount Delinquent to Total Charges (C14 divided by B2)	78.65 %	%	%
3.	Percent of Amount Delinquent to Charges for Current Dwelling Rental (C14 divided by B3)	88.61 %	%	%
4.	Percent of Dwelling Rental Receivable to Charges for Current Month Dwelling Rental (C2+C3) divided by (B3+B4)	1.54 %	%	%
5.	Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges (D6 divided by B2)	65.51 %	%	%

F. Collection Losses	1. Amount Charged to Loss this Period	2. Amount Charged to Loss this Year to Date
	\$ 0	\$ 0

# Report of Tenants Accounts Receivable (TARs)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



Please refer to the instructions when filling out this form.

OMB Approval No. 2577-0040 (exp. 10-31-90)

## A. Basic Identification Data

1. a. Name of Public Housing Agency (PHA)

Jackson Housing Commission AYP 2

b. Address of PHA

301 Steward Avenue Jackson MI 49201

2. Type of Program (check  one)

- PHA-Owned Rental Housing  
 PHA-Leased Sec.23

3. Total Units Available

292

4. Projects Covered by Report (check  one)

- All projects in the program (list ACC nos. & the first project no. if program-wide):  
01

3. Fiscal Year (FY) Beginning Date:

4/1/2016

6. Report Period Ending Date:

10/31/2016

Only the following projects (list specific project nos.):

## B. Charges to Tenants

1. No. of Units Occupied by Tenants in Possession (TIP) on the Last Day of this Reporting Period: 287

2. Total Charges (see instructions) \$ 58829.65

3. Dwelling Rental \$ 51923.73

4. Retroactive Rent \$ 5668.78

5. Excess Utility \$ 7.00

6. Additional Charges \$ 1230.14

## 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	1. 24	2. \$ 212.94	3. \$ 1046.94	4. \$ 0.00	5. \$ 232.01	6. (C2+C3+C4+C5) \$ 1491.89	
Over One Month Delinquent	7. 72	8. \$ 1358.50	9. \$ 17981.49	10. \$ 100.50	11. \$ 2378.43	12. (C8+C9+C10+C11) \$ 21818.92	
Total for TIP	13. (C1+C7) 96						14. (C6+C12) \$ 23310.81
Vacated Tenants Accounts Receivable (TAR)	15. 42	16. \$ 12754.01	17. \$ 711.00	18. \$ 153.87	19. \$ 2911.55	20. (C16+C17+C18+C19) \$ 16530.43	
Total	21. (C13+C15) 138						22. (C14+C20) \$ 39841.24

## D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	1. 49	2. \$ 19162.33
Under Formal Repayment with Payments Up-to-Date	3. 31	4. \$ 12519.73
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreement	5. (C13 minus D3) 65	6. (C14 minus D4) \$ 10791.08

## E. Percentage Analysis

Tenants In Possession (TIP) Accounts Receivable	a. Current Reporting Period (end date):	b. Prior FY (one year to date):	c. Previous FY (two years to date):
	10/31/2016		
1. Percent of Accounts Delinquent to Number of Tenants in Possession (C13 divided by B1)	33.45 %	%	%
2. Percent of Amount Delinquent to Total Charges (C14 divided by B2)	39.62 %	%	%
3. Percent of Amount Delinquent to Charges for Current Dwelling Rental (C14 divided by B3)	44.89 %	%	%
4. Percent of Dwelling Rental Receivable to Charges for Current Month Dwelling Rental (C2+C3) divided by (B3+B4)	2.19 %	%	%
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges (D6 divided by B2)	18.34 %	%	%

## F. Collection Losses

1. Amount Charged to Loss this Period: \$ 0  
2. Amount Charged to Loss this Year to Date: \$ 0

# Report of Tenants Accounts Receivable (TARs)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing



Please refer to the instructions when filling out this form.

OMB Approval No. 2577-0040 (exp. 10-31-90)

## A. Basic Identification Data

1. a. Name of Public Housing Agency (PHA)

Jackson Housing Commission AMP 3

b. Address of PHA

109 Shahan Dr. Jackson MI 49202

2. Type of Program (check <input checked="" type="checkbox"/> one) <input checked="" type="checkbox"/> PHA-Owned Rental Housing <input type="checkbox"/> PHA-Leased Sec.23		3. Total Units Available 120	4. Projects Covered by Report (check <input checked="" type="checkbox"/> one) <input checked="" type="checkbox"/> All projects in the program (list ACC nos. & the first project no. if program-wide): 01
5. Fiscal Year (FY) Beginning Date: 4/1/2016	6. Report Period Ending Date: <input type="checkbox"/> Only the following projects (list specific project nos.): 10/31/2016		

<b>B. Charges to Tenants</b>	1. No. of Units Occupied by Tenants in Possession (TIP) on the Last Day of this Reporting Period: 104	2. Total Charges (see instructions) \$ 6302.52	3. Dwelling Rental \$ 5714.81	4. Retroactive Rent \$ 0.00	5. Excess Utility \$ 0	6. Additional Charges \$ 587.71
------------------------------	---	--	-------------------------------	-----------------------------	------------------------	---------------------------------

C. Receivables	Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
			Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
	One Month or Less Delinquent	1. 3	2. \$ 58.00	3. \$ 0.00	4. \$ 0.00	5. \$ 40.54	6. (C2+C3+C4+C5) \$ 98.54
	Over One Month Delinquent	7. 17	8. \$ 921.90	9. \$ 2797.30	10. \$ 246.48	11. \$ 1506.19	12. (C8+C9+C10+C11) \$ 5471.87
	Total for TIP	13. (C1+C7) 20					14. (C6+C12) \$ 5570.41
	Vacated Tenants Accounts Receivable (TAR)	15. 10	16. \$ 3981.50	17. \$ 904.10	18. \$ 0.00	19. \$ 4546.25	20. (C16+C17+C18+C19) \$ 9431.85
	Total	21. (C13+C15) 30					22. (C14+C20) \$ 15002.26

D. TARs	Tenants Accounts Receivable	No. of Accounts	Balances
	Under Formal Repayment Agreement	1. 10	2. \$ 4611.65
	Under Formal Repayment with Payments Up-to-Date	3. 8	4. \$ 4533.90
	Excluding Amounts Covered by Formal Up-to-Date Repayment Agreement	5. (C13 minus D3) 12	6. (C14 minus D4) \$ 1036.51

E. Percentage Analysis	Tenants in Possession (TIP) Accounts Receivable	a. Current Reporting Period (end date):	b. Prior FY (one year to date):	c. Previous FY (two years to date):
		10/31/2016		
1.	Percent of Accounts Delinquent to Number of Tenants in Possession (C13 divided by B1)	19.23 %	%	%
2.	Percent of Amount Delinquent to Total Charges (C14 divided by B2)	88.38 %	%	%
3.	Percent of Amount Delinquent to Charges for Current Dwelling Rental (C14 divided by B3)	97.47 %	%	%
4.	Percent of Dwelling Rental Receivable to Charges for Current Month Dwelling Rental (C2+C3) divided by (B3+B4)	1.01 %	%	%
5.	Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges (D6 divided by B2)	16.45 %	%	%

<b>F. Collection Losses</b>	1. Amount Charged to Loss this Period \$ 0	2. Amount Charged to Loss this Year to Date \$ 0
-----------------------------	--	--



# Jackson Housing Commission

## Consolidated TARS Report

October 2016

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	107	84	10	8	N/A	45	11
Reed Manor	292	283	97	5	1	N/A	59	4
Shahan Blackstone	120	102	85	16	13	N/A	13	2

# Move-Outs Report

October 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	1-1147	10-03-16	Marriage
Chalet Terrace	1-1155	10-03-16	Needed change
Chalet Terrace	1-1159	10-24-16	Needed More Space
Reed Manor	2-3321	10-09-16	Marriage
Reed Manor	2-3331	10-10-16	Transfer to Shahan
Reed Manor	2-4377	10-30-16	Transfer to another unit
Reed Manor	2-4393	10-18-16	Moved with family
Reed Manor	2-4419	10-06-16	Moved to another complex
Reed Manor	2-4452	10-13-16	Transfer to Chalet
Reed Manor	2-4460	10-26-16	Transfer to another unit
Reed Manor	2-4482	10-24-16	Transfer to another unit
Reed Manor	2-4487	10-27-16	Unknown
Shahan	3-6602	10-12-16	Unknown
Shahan	3-7613	10-13-16	Unknown
Shahan	3-5509	10-30-16	Right-Size
Shahan	3-5509	10-31-16	Right-Size
Shahan	3-6568	10-30-16	Right-Size
Shahan	3-6582	10-06-16	Unknown



# Jackson Housing Commission AMP 1

## Units Turned Over To Maintenance

<u>Project</u>	<u>/Unit</u>	<u>Status</u>	<u>Date To Maintenance</u>	<u>Days Vacant</u>	<u>Days In Maintenance</u>	<u>Room Size</u>	<u>Address</u>
01	/1130		09/23/2016	43	42	5	304 Barberry Drive
01	/1147		10/21/2016	15	14	3	1226 Heather Lane
01	/1155		10/04/2016	32	31	1	1219 Heather Lane
01	/1159		10/29/2016	11	6	1	1211 Heather Lane
01	/1171		11/02/2016	3	2	1	325 Barberry Drive
01	/1176		08/25/2016	72	71	1	1218 Laurel Lane
01	/7625		09/08/2016	57	57	3	1421 Plymouth
01	/7633		09/08/2016	57	57	3	217 Summit
01	/7639		08/23/2016	73	73	3	929 Maple
01	/7643		09/09/2016	57	56	3	122 Stanley
01	/7647		09/19/2016	46	46	3	1415 Merriman

Total Units 11

## Units Turned Over To Maintenance

<u>Project</u>	<u>/ Unit</u>	<u>Status</u>	<u>Date To Maintenance</u>	<u>Days Vacant</u>	<u>Days In Maintenance</u>	<u>Room Size</u>	<u>Address</u>
01	/ 4377		10/31/2016	5	4	0	207 Steward Avenue H-8
01	/ 4393		10/18/2016	17	17	0	207 Steward Avenue H-24
01	/ 4460		10/27/2016	9	8	0	315 Steward Avenue I-47
01	/ 4487		10/28/2016	8	7	1	315 Steward Avenue I-74

**Total Units**      4

# Jackson Housing Commission AMP 3

## Units Turned Over To Maintenance

<u>Project</u>	<u>/ Unit</u>	<u>Status</u>	<u>Date To Maintenance</u>	<u>Days Vacant</u>	<u>Days In Maintenance</u>	<u>Room Size</u>	<u>Address</u>
01	/ 5498		10/07/2016	29	28	2	150 Shahan Drive
01	/ 5506		09/05/2016	65	60	2	134 Shahan Drive
01	/ 5509		11/01/2016	4	3	2	128 Shahan Drive
01	/ 5513		08/25/2016	72	71	4	120 Shahan Drive
01	/ 5522		09/13/2016	53	52	2	104 Shahan Drive
01	/ 5526		08/26/2016	94	70	2	103 Shahan Drive
01	/ 5533		07/20/2016	108	107	2	212 Janke Street
01	/ 6550		08/01/2016	96	95	3	307 Moorman Drive
01	/ 6567		09/09/2016	57	56	2	324 Moorman Drive
01	/ 6568		10/31/2016	5	4	3	325 Moorman Drive
01	/ 6581		08/29/2016	70	67	2	338 Moorman Drive
01	/ 6582		10/07/2016	29	28	3	339 Moorman Drive
01	/ 6585		09/01/2016	65	64	2	342 Moorman Drive
01	/ 6591		10/06/2016	30	29	2	348 Moorman Drive
01	/ 6602		10/15/2016	23	20	2	359 Moorman Drive
01	/ 7613		10/14/2016	22	21	3	312 Madison
01	/ 7619		10/15/2016	35	20	3	911 Spring

**Total Units**      17



**JACKSON HOUSING COMMISSION**  
**COMMISSION MEETING**  
**PETTY CASH REPORT**  
**Oct-16**

DATE:	NUMBER:	DESCRIPTION: Petty Cash October 2016	ACCT/INT#	USED:	AMOUNT	ADJUSTMENT	REMAINING
10.12.2016	551	Roy Nethercott mileage reimbursement 9.30.2016-10.4.2016	4150.0000.01	\$ 25.81			\$ 1,676.89
10.12.2016	552	Tammy Lovely mileage reimbursement 9.26.2016-10.6.2016	4150.0000.04	\$ 34.13			\$ 1,642.76
10.17.2016	553	Laura Stevens mileage reimbursement 9.10.2016-9.15.2016	4150.0000.01	\$ 69.23			\$ 1,573.53
10.28.2016	554	Michael Spang mileage reimbursement 10.21.2016-10.27.2016	4150.0000.02	\$ 17.28			\$ 1,556.25
10.28.2016	555	Denny Parks mileage reimbursement 10.7.2016-10.21.2016	4150.0000.03	\$ 27.00			\$ 1,529.25
10.28.2016	556	Samuel Tomlin mileage reimbursement 10.14.2016-10.19.2016	4150.0000.03	\$ 14.31			\$ 1,514.94
10.28.2016	557	Chelsea Bryant reimbursement for BOC supplies on 10.21.2016	4190.0000.04	\$ 5.14			\$ 1,509.80
10.28.2016	558	Tammy Lovely mileage reimbursement 10.10.2016-10.28.2016	4150.0000.04	\$ 30.02			\$ 1,479.78



# Jackson Housing Commission AMP 1

## Completed Work Orders

### 10/1/2016 To 10/31/2016

Project /Unit	Work Order	Type	Issued	Completed	Disposition
01/1102	184	E T	10/21/2016	10/21/2016	Defrosted freezer.
01/1137	183	E T	10/21/2016	10/25/2016	Replaced 3 bad smoke alarms. 227 MAINT/CLEAN/MISC - Smoke Alarm - Electric 227 MAINT/CLEAN/MISC - Smoke Alarm - Electric 227 MAINT/CLEAN/MISC - Smoke Alarm - Electric
01/1139	153	E T	10/14/2016	10/14/2016	Rrplaced a broken ignitor.
01/1143	207	E T	10/10/2016	10/10/2016	Ignitor 1 \$25.00 Tightened the best I could, slowed the leak down.
01/1167	166	E T	10/17/2016	10/25/2016	Replaced batteries and prograded thermostat. Instructed tenant on how to use thermostat. Faucet only leaks when handle is forced back. Asked tenant to not force faucet handle back. Replaced the thermostat.
01/1177	186	E T	10/21/2016	10/21/2016	
01/1190	130	E T	10/11/2016	10/11/2016	There was an broken wire, strip and reattach, and replaced the furnace filter.
01/7639	208	E T	10/11/2016	10/11/2016	Gas was turned off, turned the gas back on.
01/7649	209	E T	10/16/2016	10/16/2016	Replaced the GFCI by the sink.
01/CommRm	210	E T	10/16/2016	10/16/2016	Unlock the community room for a party.
01/CommRm	211	E T	10/16/2016	10/16/2016	Tenant was not ready for me to lock up the building. She ask me to come back at 8:30pm.
01/CommRm	212	E T	10/16/2016	10/16/2016	Locked the room and set the alarm.

TOTALS	Type	Completed	Average Days
	Emergency:	12	1.05
	Total Completed:	12	1.05

# Jackson Housing Commission AMP 2

## Completed Work Orders

### 10/1/2016 To 10/31/2016

Project /Unit	Work Order	Type	Issued	Completed	Disposition
01/3228	526	E A	10/01/2016	10/01/2016	replace batteries
01/3231	445	E T	10/24/2016	10/24/2016	turn thermostat switch back on heat
01/3242	522	E A	10/09/2016	10/09/2016	let tenant in
01/3259	527	E A	10/16/2016	10/16/2016	let tenant in
01/3336	331	E T	09/10/2016	10/13/2016	exchanged for fridge from 1:13 had to turn doors around
01/3346	520	E A	10/07/2016	10/07/2016	called minute man, waited til 7PM, went back at 8
01/3347	524	E A	10/01/2016	10/01/2016	situation resolved before arrival to apartment
01/4378	521	E A	10/09/2016	10/09/2016	breaker popped off right front burner
01/4447	525	E A	10/01/2016	10/01/2016	plunged until cleared out
01/4449	343	E T	10/14/2016	10/14/2016	Kitchen sink backed up both sides
01/4482	519	E A	10/14/2016	10/14/2016	replace battery in CO2 detector
01/4487	350	E T	09/13/2016	10/14/2016	let tenant in

TOTALS	Type	Completed	Average Days
	Emergency:	12	5.40
	Total Completed:	12	5.40



# Jackson Housing Commission AMP 3

## Completed Work Orders

### 10/1/2016 To 10/31/2016

Project /Unit	Work Order	Type	Issued	Completed	Disposition
01/5515	156	E T	10/14/2016	10/14/2016	Replaced mother board and roll out in furnace. * NO Space Heaters.
01/5534	129	E T	10/20/2016	10/20/2016	Plunged and snaked toilet.
01/5536	121	E T	10/17/2016	10/18/2016	Replaced batteries. 226 MAINT/CLEAN/MISC - Smoke Alarm Battery 226 MAINT/CLEAN/MISC - Smoke Alarm Battery 226 MAINT/CLEAN/MISC - Smoke Alarm Battery 226 MAINT/CLEAN/MISC - Smoke Alarm Battery 226 MAINT/CLEAN/MISC - Smoke Alarm Battery 226 MAINT/CLEAN/MISC - Smoke Alarm Battery
01/6547	132	E T	10/21/2016	10/21/2016	Checked for gas leak, shut off gas in unit, tenant called consumers, source of gas was tenants boyfriend gas treatment left in the unit.
01/6588	113	E T	10/14/2016	10/14/2016	Replaced the GFCI in the bathroom.
01/6595	112	E T	10/14/2016	10/17/2016	GFCI 1 \$11.29 Switched out capacitor/ relay to condensor, and thaw freezer.
01/6598	91	E T	10/01/2016	10/01/2016	Lit pilot- hot water heater has a bad leak at bottom. Shut it down until Monday.
01/6598	96	E T	10/13/2016	10/13/2016	Replaced the 9v Battery.
01/6598	159	E T	10/01/2016	10/01/2016	226 MAINT/CLEAN/MISC - Smoke Alarm Battery Lit the pilot light, hot water heater has a bad leak at the bottom Shut it down until Monday.
01/Garage	157	E T	10/14/2016	10/14/2016	Set the alarm
01/Garage	158	E T	10/19/2016	10/19/2016	Reset the alarm.

TOTALS	Type	Completed	Average Days
	Emergency:	11	0.41
	Total Completed:	11	0.41



# Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		WATER		SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2016
			MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL			
Jan-16	190,757	\$ 22,890.44	19,431	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Feb-16	162,362	\$ 20,455.95	20,721	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Mar-16	152,819	\$ 18,409.38	22,039	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17
Apr-16	157,042	\$ 19,554.49	24,316	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86
May-16	144,162	\$ 17,475.72	2,179	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19
Jun-16	164,176	\$ 20,569.22	3,134	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03
Jul-16	186,538	\$ 22,423.71	735	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49
Aug-16	203,868	\$ 19,801.83	2,600	\$ 1,988.25	437,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 44,109.05
Sep-16	178,191	\$ 23,310.27	1,909	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86
Oct-16	168,347	\$ 21,449.34	3,638	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98
Nov-16	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-16	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
	<b>1,708,262</b>	<b>\$ 187,979.62</b>	<b>100,702.00</b>	<b>\$ 81,585.95</b>	<b>3,378,141</b>	<b>\$ 104,487.03</b>	<b>\$ 57,157.85</b>	<b>\$ 161,644.88</b>	<b>\$ 353,264.23</b>

# Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY</u> <u>KW HOURS</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> <u>MCF</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> <u>CCF</u> <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>	<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2016</u>
Jan-16	51,542	\$ 6,395.37	9,275	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	9,460	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16	48,814	\$ 5,923.22	11,298	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Apr-16	53,717	\$ 6,539.83	16,417	\$ 10,760.42					\$ 17,300.25
May-16	47,590	\$ 5,914.46	2,095	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
Jun-16	48,002	\$ 6,146.72	159	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15
Jul-16	45,216	\$ 5,350.28	696	\$ 501.48	324,379	\$ 10,798.27	\$ 5,912.81	\$ 16,711.08	\$ 22,562.84
Aug-16	40,822	\$ 5,640.32	671	\$ 522.53	19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 1,661.35
Sep-16	44,245	\$ 6,065.11	24	\$ 40.09	24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 7,379.95
Oct-16	50,058	\$ 6,378.64	877	\$ 706.64				\$ -	\$ 7,085.28
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	<b>483,411.00</b>	<b>\$ 60,984.93</b>	<b>50,972</b>	<b>\$ 43,946.31</b>	<b>903,479</b>	<b>\$ 29,710.38</b>	<b>\$ 16,089.26</b>	<b>\$ 45,799.64</b>	<b>\$ 145,090.56</b>

# 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 2016
Jan-16	137,240	\$ 16,186.52	9,818	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72
Feb-16	107,582	\$ 13,307.44	10,974	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25
Mar-16	102,558	\$ 12,133.57	10,530	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23
Apr-16	101,640	\$ 12,748.07	7,709	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80
May-16	95,400	\$ 11,363.36	20	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78
Jun-16	114,200	\$ 14,106.71	2,940	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15
Jul-16	138,600	\$ 16,657.41	19	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59
Aug-16	160,440	\$ 19,393.01	1,911	\$ 1,427.16	418,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32
Sep-16	131,600	\$ 16,866.82	1,866	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24
Oct-16	116,120	\$ 14,689.27	2,696	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04
Nov-16									
Dec-16									
	<b>1,205,380</b>	<b>\$ 147,452.18</b>	<b>48,483</b>	<b>\$ 35,707.67</b>	<b>1,462,862</b>	<b>\$ 41,942.82</b>	<b>\$ 24,280.45</b>	<b>\$ 66,223.27</b>	<b>\$ 249,383.12</b>

# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY</u> KW HOURS <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u>		<u>WATER</u>		<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2016</u>
			<u>MCF</u> <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>CCF</u> <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>			
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Feb-16	1,375	\$ 517.53	287	\$ 801.13				\$ -	\$ 1,318.66
Mar-16	1,447	\$ 352.59	211	\$ 370.33				\$ -	\$ 722.92
Apr-16	1,685	\$ 266.59	190	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81
May-16	1,172	\$ 197.90	64	\$ 65.96				\$ -	\$ 263.86
Jun-16	1,974	\$ 315.79	35	\$ 47.94				\$ -	\$ 363.73
Jul-16	2,722	\$ 416.02	20	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,951.06
Aug-16	2,606	\$ 408.82	18	\$ 38.56				\$ -	\$ 447.38
Sep-16	2,346	\$ 378.34	19	\$ 39.33				\$ -	\$ 417.67
Oct-16	2,169	\$ 381.43	65	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,968.66
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	<b>19,471</b>	<b>3,543.56</b>	<b>1,247.00</b>	<b>1,931.97</b>	<b>1,011,800.00</b>	<b>32,833.83</b>	<b>16,788.14</b>	<b>49,621.97</b>	<b>55,097.50</b>