

JACKSON HOUSING COMMISSION
REGULAR MEETING – August 16, 2017 at 12:00pm
Reed Manor Board Room
301 Steward Avenue, Bldg. C
Jackson, Michigan 49201

AGENDA

1. MEETING CALLED TO ORDER
 2. PLEDGE OF ALLEGIANCE
 3. ROLL CALL
Michelle Pultz-Orthaus, President
Michelle Woods, Vice-President
Gerald Montgomery, Commissioner
James Stark, Commissioner
Caroline Parker, Commissioner
 4. Public Comments (limited to 3 minutes)
 5. Approval of Regular Meeting Minutes: July 19, 2017
 6. Approval of the Previously Paid Liabilities: July 2017
 7. PUBLIC HEARING
Admission and Continued Occupancy Policy
Administrative Plan
 8. RESOLUTIONS
Resolution No.2017-18: Admission & Continued Occupancy Plan-Revision Approval
Resolution No.2017-19: Administrative Plan-Revision Approval
Resolution No.2017-20: Approval of JHC Opioid Reversal Administration Program Policy
- DIRECTOR'S REPORTS
- Section 8
- Leasing and HAP Utilization Report*
- Public Housing
- Tenant Accounts Receivable*
- Move Outs*
- Vacant Unit Turnaround*
- Executive
- S8 Income Statement*
- PH Income Statement*
- Petty Cash Fund Register*
- After Hours/Emergency Response Report*
- Utility Costs and Consumption*
9. OTHER BUSINESS
 10. ADJOURNMENT

NEXT REGULAR MEETING: September 20, 2017 -Reed Manor Board Room

Jackson Housing Commission

Regular Meeting

July 19, 2017

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on July 19, 2017 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:01pm. Upon roll call the following commissioners were present: Michelle Pultz-Orthaus, Michelle Woods, Gerald Montgomery, James Stark and Caroline Parker.

Also present were:

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

17-07-001

Public Comments

Members of the public were present; Pamela Stilson-Postma made a comment to the BOC.

17-07-002

Approval of the Minutes of the Regular Meeting held June 21, 2017

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the Board of Commissioners meeting held June 21, 2017. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-003

Approval of the Previously Paid Liabilities: June 2017

Questions were asked regarding the Previously Paid Liabilities.

Commissioner Stark **MOVED** to approve Previously Paid Liabilities for June 2017.

Commissioner Woods **SECONDED** and upon voice vote the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

17-07-004

Resolution No. 2017-17: Collection Losses: July 2017

Commissioner Stark **MOVED** to approve the Collection Losses June 2017 in the amount of \$1,385.00. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

AYES: M. Pultz-Orthaus, M. Woods, G. Montgomery, J. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: None

17-07-005

Director's Reports

Staff discussed the Section 8 and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Move Outs

D. Vacant Unit Turnaround

Executive

S8 Income Statement

E. PH Income Statement

F. Petty Cash Fund Register

G. After Hours/Emergency Response Report

H. Utility Costs and Consumption

17-07-06

Executive Session

President Pultz-Orthaus **MOVED** to close the Regular Meeting at 12:15pm to immediately proceed with a Closed Executive Session. Commissioner Parker **SECONDED** and upon voice vote the motion was adopted:

AYES: Pultz-Orthaus, M. Woods, G. Montgomery, J. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: None

17-07-07

Regular Meeting Reconvened

President Pultz-Orthaus **MOVED** to reconvene the Regular Meeting at 12:52pm. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted:

AYES: Pultz-Orthaus, M. Woods, G. Montgomery, J. Stark, C. Parker
NAYS: None
ABSTAIN: None
ABSENT: None

17-07-08 Other Business

- Ms. Ingram stated that Honeywell presented a revised plan for the Energy Performance Contract (EPC) that better meet the needs of the agency. She also informed that the legal review is in progress and that twenty weeks is the estimated timeframe for completion.
- Ms. Ingram informed the BOC that she continues to participate in the RAD review panel for the Melvindale Housing Commission and has gained a wealth of knowledge as a result. She mentioned that a conversation with a RAD consultant resulted in an offer to perform a free property assessment to determine the feasibility of RAD as an option for JHC.
- The HUD Field Office will be on site the week of July 31, 2017, to conduct a VMS audit for the Housing Choice Voucher program.
- Ms. Ingram provided a thorough review of Michigan State Legislation regarding opioid overdose response and Naloxone administration. She also assured that protocols and procedures would be adopted in the event the JHC enacted an opioid reversal administration program. President Pultz-Orthaus suggested that a representative from the health community review any proposed policy to lend their expertise.

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

The Regular Meeting held July 19, 2017 adjourned at 1:07pm

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062590	07/12/2017	Consumer Energy	Payment	1,339.00	Utility Reimbursement
062591	07/13/2017	SAMUEL TOMLIN	Payment	38.48	TRAVEL REIMBURSEMENT TRAVEL REIMBURSEMENT FOR TRAINING. 6/12/2017 & 6/13/2017 \$ 38.48
062592	07/14/2017	Jackson Housing Commission	Payment	26,060.10	PH MANAGEMENT FEES- JULY PH MANAGEMETN FEES-JULY \$26060.10
062593	07/17/2017	AccuShred, LLC	Payment	135.00	1 INVOICE #39308 \$135.00
062594	07/17/2017	ADECCO EMPLOYMENT SERVICES	Payment	1,761.20	SERVICES THROUGH 6/14/2017 CUST# 3075780 #64613940 \$1243.20 #64622510 #518.00
062595	07/17/2017	AMBS CALL CENTER	Payment	425.27	ACCT# 1909 #170610172 \$425.27
062596	07/17/2017	American Office Solutions	Payment	187.69	USAGE 05/31/2017-06/29/2017 ACCT# J1087 #IN127131 \$187.69 247,148-262,515=15,367 15,367 @0.011858
062597	07/17/2017	Aspen One Hour Heating & Air Conditioning	Payment	300.00	ACCT# 159490 #369462 \$300.00
062598	07/17/2017	Brooklyn Plumbing, Heating & A/C, Inc	Payment	735.93	CFP WH INSTALL @ E-21 2 INVOICES
062599	07/17/2017	CASLER HARDWARE	Payment	31.22	#651311 \$353.59 CFP WH INSTALL #651708 \$382.34 CFP WH INSTALL CUST ACCT# 33561 #115298 \$5.97 #115159 \$10.49 #115113 \$14.76
062600	07/17/2017	COLLINS BROTHERS	Payment	588.07	1 INVOICE #51235 \$588.07
062601	07/17/2017	CONSUMERS ENERGY	Payment	7.60	COVE BASE 1 INVOICE 1030 2670 2979 122 SHAHAN DR. FINAL BILL \$7.60
062602	07/17/2017	DBI BUSINESS INTERIORS	Payment	14.96	CUST# 224241 #03JN7235 \$14.96
062603	07/17/2017	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	481.50	CUST# 31919 #4322426 \$481.50 CFP WH WH @ E-21
062604	07/17/2017	Grand River Insurance Agency, LLC	Payment	1,035.55	ACCT# GRB29414 BILL DATE 07/05/2017 \$1035.55 07/30/2017-07/30/2018
062605	07/17/2017	Housing Authority Risk Retention Group	Payment	510.00	CUST ID# 385 #HG00088033 \$510.00

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062606	07/17/2017	Housing Insurance Services, Inc.	Payment	6,379.00	EXCESS AUTO LIABILITY 07/01/2017-07/01/2018 CUST ID# 385 #HP00079663 \$6379.00 AUTO LIABILITY /AUTO PHYSICAL DAMAGE 07/01/2017-07/01/2018
062607	07/17/2017	HAMMOND HARDWARE	Payment	22.88	CUST#33515 #C235898 \$10.77 #B358509 \$6.72 #C235979 \$5.39
062608	07/17/2017	MICHIGAN BAT CONTROL & WILDLIFE SOLUTIONS	Payment	100.00	1 INVOICE #212403 \$100.00 FOR INSPECTION @316 MOORMAN
062609	07/17/2017	JACKSON GLASS WORKS INC	Payment	203.00	CUST# JHOJ #405068 \$203.00 WINDOW REPAIR @ G-9
062610	07/17/2017	JACKSON KEY WORKS	Payment	405.90	1 INVOICE #1282 \$405.90 9 CORES 12 KEYS
062611	07/17/2017	JACKSON YMCA	Payment	280.50	1 INVOICE JULY, AUGUST AND SEPTEMBER INVOICE PERIOD \$280.50
062612	07/17/2017	MENARDS - JACKSON	Payment	2,279.93	ACCT# 3160470 #92456 \$559.53 (\$29.43 NON) (\$350.10 CFP) #92464 \$6.99 #93074 \$39.99 #93464 \$306.15 #92130 \$53.28 #93129 \$921.66 (\$239.46 NON) (\$682.20 CFP) #92314 \$392.33
062613	07/17/2017	M.Live Media Group	Payment	372.33	CUST ACCT# 20008879 AD# 0008204425 0008227943 0008235084
062614	07/17/2017	MODERN WASTE SYSTEMS	Payment	5,876.56	ACCT#23056 GARBAGE SERVICE JULY 2017 \$5876.56
062615	07/17/2017	OSBORNE PROCESS SERVICE	Payment	360.00	2 INVOICES OBP-2017001788 \$28.00 OBP-2017001784 \$332.00
062616	07/17/2017	Postmaster	Payment	25.00	1 MAILBOX KEY MAILBOX KEY FOR MCMILLER
062617	07/17/2017	Rooney's Sewer Service	Payment	270.00	3 INVOICES #INV-4163 \$90.00 MINOR PLUMBING #INV-4183 \$90.00 MINOR PLUMBING #INV-4196 \$90.00 MINOR PLUMBING

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062618	07/17/2017	SAFETY SYSTEMS INC	Payment	912.00	A5 A1 B2 F12 CUST# 07270 #59646 \$912.00 ANNUAL LEASE MAINT. JUNE-MAY
062619	07/17/2017	SPRINT	Payment	1,030.45	ACCT# 128763256 #128763256-034 \$1030.45 JUNE BILLING
062620	07/17/2017	TALX THE WORK NUMBER	Payment	74.20	CUST# 8805983 #B1-553763 \$74.20
062621	07/17/2017	TEACHOUT SECURITY SOLUTIONS, INC	Payment	3,953.16	CUST ID# JAXHC #0011928093 \$1502.76 #0011928241 \$2450.40
062622	07/17/2017	THE HELPING HAND HANDYMAN	Payment	1,700.00	3 INVOICES #1034 \$850.00 321 MOORMAN #1035 \$450.00 916 BLACKSTONE #1033 \$400.00 152 SHAHAN
062623	07/17/2017	THE HOME DEPOT SUPPLY	Payment	5,129.00	ACCT# 6035322540175928 ACCT# 6035322540175928 \$5129.00 SHED FOR SHAHAN MAINT.
062624	07/17/2017	TRANS UNION LLC	Payment	41.05	CUST ID# 4408R0064047 #06730755 \$41.05 05/26/2017-06/25/2017
062625	07/17/2017	TRUGREEN PROCESSING CENTER	Payment	140.00	CUST# 7004371340 #67312458 \$140.00
062626	07/17/2017	White & Hotchkiss, PLLC	Payment	450.00	FILE#1919 #81703 \$450.00 JUNE SERVICES
062627	07/17/2017	PC Solutions	Payment	476.37	JACKSON HOUSING CO #M18133 \$476.37
062628	07/17/2017	INK CONTRACTING LLC	Payment	33,882.74	1201 LAUREL LN CLAIM#A7UZ9 1201 LAUREL LN CLAIM#A7UZ9 FINAL PAYMENT FIRE RESTORATION #1154 \$33882.74
062629	07/17/2017	STATE OF MICHIGAN	Payment	910.00	5 INVOICES REGARDING SERIAL #S 013570 \$180.00 013569 \$180.00 013568 \$180.00 014551 \$185.00 014550 \$185.00
062630	07/17/2017	AFLAC	Payment	211.56	EVELVATOR CERTIFICATE OF OPERATION RENEWAL APPLICATION ACCT# VX312 #306295 \$211.56 JULY SERVICE PERIOD

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062631	07/19/2017	First National Bank Omaha	Payment	712.52	Training for V Quinn Double tree Hotel training in Ohio
062632	07/20/2017	Jackson Housing Commission	Payment	8,688.00	ASSET MANAGEMENT FEES ASSET MANAGEMENT FEES APRIL, MAY, JUNE, JULY 2017 \$8688.00
062633	07/20/2017	Jackson Housing Commission	Payment	15,784.00	BOOKKEEPING FEES BOOK-KEEPING FEES APRIL MAY JUNE JULY 2017 \$15784.00
062634	07/31/2017	A-1 LOCK SHOP	Payment	17.56	1 INVOICE #4844 \$17.56
062635	07/31/2017	APCO SUPPLY	Payment	43.63	KEYS ACCT# 178131 #1340751-00 \$43.63
062636	07/31/2017	Brooklyn Plumbing, Heating & A/C, Inc	Payment	332.01	1 INVOICE #651979 \$332.01 CFP W/H
062637	07/31/2017	CASLER HARDWARE	Payment	13.99	CUST ACCT# 33561 #1-15249 \$13.99 TRAPS FOR SINKS
062638	07/31/2017	CONSUMERS ENERGY	Payment	10,635.05	10 INVOICES 100035146164 \$1596.94 100035145687 \$267.75 100000120905 \$653.44 100000120798 \$684.29 100000120855 \$433.16 100035145554 \$2958.26 100000120954 \$2405.29 100000120764 \$1500.32 103026538431 \$36.88 100034180867 \$98.72
062639	07/31/2017	CUT-RATE PLUMBING	Payment	108.42	ACCT# 644 #632964 \$48.42 #879670 \$60.00 MARCH 2017
062640	07/31/2017	DAVID GIBSON	Payment	107.50	ACCT# P-001-1175-06 FINAL ACCOUNTING FOR 1216 LAUREL LANE
062641	07/31/2017	DAVID SCHMIDT	Payment	200.00	REED MANOR TENANT ASSOCIATION RMTA STIPEND - AUGUST 2017 5 @ \$40.00 = \$200.00
062642	07/31/2017	DBI BUSINESS INTERIORS	Payment	30.65	CUST# 224241 #03JN9725 \$30.65
062643	07/31/2017	ETNA Supply	Payment	899.62	CUST# 4218 #S102278273.001 \$493.06 CFP W/H #S102269509.001 \$406.56 CFP W/H
062644	07/31/2017	HAMMOND HARDWARE	Payment	185.21	CUST# 33515 C236923 \$71.96

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062645	07/31/2017	JACKSON GLASS WORKS INC	Payment	118.00	C237592 \$3.59 C237083 \$21.58 C237113 \$16.17 C236393 \$11.69 C236385 \$3.59 C236152 \$30.57 C236125 \$26.06
062646	07/31/2017	Jackson Transportation Authority	Payment	233.35	CUST# JHOU #405120 \$80.00 #405367 \$38.00 1 INVOICE #0027821 - IN \$233.35
062647	07/31/2017	MENARDS - JACKSON	Payment	357.09	FUEL SERVICE JUNE 2017 ACCT# 31610470 #93658 \$16.37 #93467 \$191.62 #93665 \$82.85 #93720 \$66.25
062648	07/31/2017	MINUTEMAN SEWER & DRAIN INC.	Payment	300.00	1 INVOICE #17-1041 \$300.00 CFP PLUMBING
062649	07/31/2017	MODERN WASTE SYSTEMS	Payment	12.00	1 INVOICE #759407 \$12.00 BRUSH DROP OFF
062650	07/31/2017	OSBORNE PROCESS SERVICE	Payment	474.00	2 INVOICES #OBP-2017001948 \$142.00 #OBP-2017001940 \$332.00
062651	07/31/2017	PAUL RUIZ	Payment	174.00	P-002-3280-10 FINAL ACCOUNTING VACATED UNIT ON 7/5/2017
062652	07/31/2017	PDQ SUPPLY, INC.	Payment	304.32	CUST ACCT# 118660 #SI-256124 \$46.02 #SI-256305 \$58.80 #SI-255514 \$199.50
062653	07/31/2017	Postmaster	Payment	100.00	TENANT MAILBOX KEYS AMP1 \$25.00 N. RYAN AMP2 \$75.00 CURRY, SQUIRES, SANTANA
062654	07/31/2017	Rooney's Sewer Service	Payment	270.00	3 INVOICES #INV-4164 \$90.00 #INV-4197 \$90.00 #INV-3952 \$90.00
062655	07/31/2017	SAFETY SYSTEMS INC	Payment	1,196.00	CUST# 07270 470194 \$25.00 470144 \$219.00 470196 \$25.00 470145 \$123.00 470197 \$25.00 470142 \$72.00 470198 \$25.00 470143 \$219.00 470202 \$25.00 470184 \$219.00 470105 \$219.00

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
062656	07/31/2017	TEACHOUT SECURITY SOLUTIONS, INC	Payment	1,502.76	CUST ID# JAXHC #0011928354 \$1502.76 PERIOD 07/06/2017-07/12/2017
062657	07/31/2017	Trail Supply LLC	Payment	733.14	ACCT#10014 #36760 \$232.00 #36759 \$501.14
062658	07/31/2017	The SBAM Plan	Payment	14,450.31	CID# 281224 CID# 281224 SBAM ID# 92594 \$144450.31 08/01/2017-08/31/2017
062659	07/31/2017	WESTERN UNION FINANCIAL SVS, INC	Payment	15.00	ATTN: ACCOUNTS RECEIVABLE REGARDING MISSING MONEY ORDER #17590534300 FOR \$690.00 \$15.00PROCESSING FEE ENCLOSED
Total:				(157,135.33)

Date: 08/09/2017
Time: 13:42:02

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002918	07/05/2017	JASON OMO	Payment	689.82	PHM Training Dedham, MA July 9-15, 2017
002919	07/12/2017	GORDON FOOD SERVICE STORE	Payment	45.54	Tenant Appreciation Tenant Appreciation @ Chalet Terrace 7/13/2017
002920	07/17/2017	AccuShred, LLC	Payment	25.00	1 INVOICE #39308 \$25.00
002921	07/17/2017	DBI BUSINESS INTERIORS	Payment	19.49	SERVICE THROUGH 6/14/2017 CUST# 224241 #03JN7571 \$19.49
002922	07/17/2017	GLG PRINT	Payment	86.00	1 INVOICE #51900 \$86.00
002923	07/17/2017	Grand River Insurance Agency, LLC	Payment	621.33	ACCT# GRB29414 ACCT# GRB29414 BILL DATE 07/05/2017 07/30/2017-07/30/2018
002924	07/17/2017	IMAGECRAFT	Payment	98.85	1 INVOICE # PLAQUES W/ ENGRAVINGS \$98.85
002925	07/17/2017	JACKSON YMCA	Payment	372.75	1 INVOICE JULY AUGUST AND SEPT INVOICE \$372.75 MEMBERSHIP DUES
002926	07/17/2017	JASON OMO	Payment	49.06	REED GAME NIGHT REIMBURSEMENT REED GAME NIGHT REIMBURSEMENT WALMART \$9.06 LITTLE CAESARS \$40.00
002927	07/17/2017	SCOTT ACCOUNTING & COMPUTER SERVICES,...	Payment	60.00	CUST# 11421 #131144 \$60.00
002928	07/17/2017	SPRINT	Payment	297.27	JULY COMPUTER SUPPORT ACCT# 128763256 #128763256-034 \$297.27
002929	07/17/2017	PC Solutions	Payment	218.79	JUNE CELL PHONE SERVICE CUST ID# JACKSON HOUSING CO # M18064 \$60.00 COMPUTER SUPPORT # M18133 \$158.79
002930	07/18/2017	GORDON FOOD SERVICE STORE	Payment	83.10	TENANT APPRECIATION DAY - REED TENANT APPRECIATION DAY @ REED ICE CREAM SOCIAL 07/20/2017
002931	07/18/2017	AFLAC	Payment	133.64	ACCT#VX312 #306295
002932	07/31/2017	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	232.00	JULY SERVICE PERIOD 1 INVOICE #177992 \$232.00 MURRAY WILLIAMS

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002933	07/31/2017	DBI BUSINESS INTERIORS	Payment	35.99	CUST# 224241 03JO0076 \$31.90 03JO0061 \$4.09
002934	07/31/2017	GLG PRINT	Payment	14.75	1 INVOICE #51903 \$14.75 LOVELY BUSINESS CARDS
002935	07/31/2017	NAN MCKAY & Associates, Inc.	Payment	1,192.50	ACCT# JAC49201 #INV222454 \$1192.50 OMO, TRAINING 7/10/2017 @ DEDHAM, MA PUBLIC HOUSING MANAGEMENT
002936	07/31/2017	Pentiuk, Couvreur & Kobijak, P.C	Payment	3,751.25	ACCT# 114310.001 #31891 \$3751.25 JUNE LEGAL FEES
002937	07/31/2017	SAFETY SYSTEMS INC	Payment	122.00	CUST# 00938 #470195 \$25.00 #59193 ABC FIRE EXTINGUISHER C-BUILDING
002938	07/31/2017	The SBAM Plan	Payment	8,210.40	CID# 281224 CID# 281224 SBAM ID# 92594 \$8210.40 PERIOD 08/01/2017-09/31/2017
002939	07/31/2017	THE WATER STORE INC	Payment	28.25	1 INVOICE #033898 \$28.25 WATER FOR STAFF & VISITORS.
002940	07/31/2017	AMAZON	Payment	1,043.86	ACCT#6045787810569323 ACCT#6045787810569323 \$1043.86 PAYING INVOICES... 102381077578 265993815662 275658395476 206152899043 193316797081 242646120408 202666409950 141622445332 205656923794 292436495305 232298866785 083846699474 235299817139 235298224490 270501560875 258232909154 046793432166
002941	07/31/2017	COMCAST	Payment	526.45	5 INVOICES 8529114280104708 \$106.54 109 SHAHAN 8529114280363940 \$166.83 301 STEWARD OFC 8529114280369921 \$12.19 221 JANKE ST 8529114280358478 \$114.35 410 E HIGH 8529114280369913 \$126.54 316 BARBERRY
002942	07/31/2017	GORDON FOOD SERVICE STORE	Payment	61.32	TENANT APPRECIATION TENANT APPRECIATION 7/31/2017

Total: (18,019.41)

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 07/01/2017 To: 07/31/2017

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054580	07/12/2017	Jackson Housing Commission	Payment	3,000.00	S8 MANAGEMENT FEES- JULY SECTION 8 MANAGEMENT FEES- JULY \$3000.00
054581	07/17/2017	AccuShred, LLC	Payment	25.00	1 INVOICE #39308 \$25.00 SERVICES THOURGH 6/14/2017
054582	07/17/2017	Grand River Insurance Agency, LLC	Payment	414.23	ACCT# GRB29414 #GRB29414 \$414.23 BILL DATE 07/05/2017 07/30/2017-07/30/2018
054583	07/17/2017	MLive Media Group	Payment	124.09	CUST ACCT# 20008879 ADVT#20008879 \$124.09
054584	07/17/2017	SPRINT	Payment	10.00	0008204425 0008227943 0008235084 ACCT# 128763256 #128763256-034 \$10.00 JUNE TABLET SERVICE
054585	07/17/2017	PC Solutions	Payment	158.83	JACKSON HOUSING CO #M18133 \$158.83
054586	07/18/2017	Jackson Housing Commission	Payment	4,373.58	S8 INSPECTION FEES 68 INSPECTION FEES WEEK OF 6/5/2017-6/16/2017 \$3309.63 WEEK OF 6/19/2017-6/30/2017 \$1063.95
054587	07/18/2017	AFLAC	Payment	250.44	ACCT#VX312 #306295 \$250.44 JULY SERVICE PERIOD
054588	07/19/2017	TALX THE WORK NUMBER	Payment	334.15	CUST# 8805983 #D1-553763 \$334.15
054589	07/19/2017	TRANS UNION LLC	Payment	125.15	CUST ID#4408R0064047 #06730755 \$125.15
054590	07/31/2017	Jackson Housing Commission	Payment	1,738.37	SECTION 8 INSPECTION FEES SECTION 8 INSPECTION FEES \$1738.37 WEEK OF 07/07/2017-07/14/2017
054591	07/31/2017	Jackson Transportation Authority	Payment	89.25	1 INVOICE #0027821-IN \$89.25 FUEL SERVICE FOR JUNE 2017
054592	07/31/2017	The SBAM Plan	Payment	2,320.29	CID# 281224 CID# 281224 SBAM ID# 92594 PERIOD 08/01/2017-08/31/2017
Total:				(12,963.38)

**JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN**

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

RESOLUTION NO. 2017-18

WHEREAS, under recent Nan McKay updates to the Model Admission & Continued Occupancy Policy (ACOP), a number of items within the ACOP need revisions to be compliant with current regulations and procedures;

WHEREAS, JHC Staff has secured the Nan McKay and Associates current version of the updates for the ACOP and has modified language applicable to JHC's programs;

THEREFORE BE IT RESOLVED THAT the 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:

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 August 16, 2017.

Michelle Pultz-Orthaus
President

**JACKSON HOUSING COMMISSION
JACKSON, MICHIGAN**

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

RESOLUTION NO. 2017-19

WHEREAS, under recent Nan McKay updates to the Model Administrative Plan, a number of items within the Jackson Housing Commission's Housing Choice Voucher Administrative Plan need updates with current regulations and procedures;

WHEREAS, JHC Staff has secured the Nan McKay and Associates current version of the updates for the Administrative Plan and has modified language to adapt to JHC's programs;

THEREFORE BE IT RESOLVED THAT the 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:

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 August 16, 2017.

Michelle Pultz-Orthaus
President

JACKSON HOUSING COMMISSION
JACKSON, MI

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

RESOLUTION NO. 2017-20

WHEREAS, the Jackson Housing Commission Board of Commissioners requires JHC Administration to have an Opioid Reversal Administration Program Policy to establish a written set procedures when administering an opioid reversal drug to save the life of a person on the premises of JHC properties;

WHEREAS, an Opioid Reversal Administration Program Policy provides reasonable assurance that the Jackson Housing Commission staff understand the specific protocols and procedures that must be adhered to when administering an opioid reversal drug;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the JHC Opioid Reversal Administration Program Policy as part of the JHC Internal Control Policy.

Commissioner _____ **MOVED** to adopt foregoing Resolution with noted changes.
Commissioner _____ **SUPPORTED** the motion and upon roll call 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 August 16, 2017.

Michelle Pultz-Orthaus
President

Naloxone Use Policy

Purpose

Naloxone, or Narcan, is a prescription nasal spray that reverses opioid drug overdose by temporarily blocking the drug's effects. Naloxone kits are located in locations designated, secured, and widely known to JHC staff.

Scope

Naloxone is safe to administer to anyone, including children, pregnant women, and the elderly. If naloxone is administered to an individual who is not overdosing on an opioid, the drug will have no negative effect.

Staff may only administer naloxone if they have received the appropriate training. If staff is interested in receiving this training, they should speak with their direct supervisor. All kits must remain at the agency.

Policy

Symptoms of an opioid overdose can include unconsciousness, lethargy, and confusion, as well as shallow or no breathing. You may also notice a change in skin color, especially the lips and fingernails. If it is suspected that someone is suffering from an opioid overdose:

1. **Try to rouse the individual.** Yell their name and rake your fingers into their breastbone (sternum rub). If you have to leave the person, put them on their side in the rescue position. If it is during programming, safely clear the floor if possible.
2. **Call 911**, or have someone else call 911, if possible. Tell them where you are and that you are with someone who is not responding and not breathing. When the medics arrive, tell them what drugs the person was taking (if you know).
3. **Begin rescue breathing/chest compressions.** Make sure the airway is not blocked, and put your cheek near the person's nose/mouth to check for breathing. If they are not breathing, begin rescue breaths (with protective mask) and chest compressions.
4. **Administer Naloxone** according to directions in pack. Half of one dose should go in each nostril.
5. **Continue rescue breathing and chest compressions for 3-5 minutes.** If the person does not respond, administer a second dose of naloxone.

When paramedics arrive, continue rescue breathing until they instruct you to stop or until they can take over. Inform them of the situation and remain nearby in case you are needed and to advocate for the individual, if necessary.

JHC staff may not, under any circumstances, transport anyone who is currently having a medical emergency - including any individual directly following Naloxone administration. Paramedics MUST be called.

An incident report should be completed any time a naloxone dose is administered by a JHC employee.

Leasing and HAP Utilization

CY 2017

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											289,281
January	000,000	209,149	0.0%	460	454.67	96.9%	475	452	5		80,589
February	214,217	215,112	100.5%	469	458.66	98.8%	475	1,031	3	(895)	80,728
March	212,241	219,062	103.3%	469	467.08	98.8%	475	1,286	2	(6,821)	75,195
April	212,241	215,003	101.3%	461	466.38	97.1%	475	727	6	(2,762)	73,166
May	212,241	216,861	102.2%	463	468.38	97.5%	475	1,232	5	(4,620)	69,783
June	212,820	225,389	105.9%	469	480.57	98.8%	475	757	5	(12,569)	57,976
July	208,794	225,080	107.8%	464	485.09	97.7%	475	430	5	(16,286)	42,125
August											
September											
October											
November											
December	\$1,272,554	\$1,525,656	103.5%	3255	\$468.69	97.9%	3325	\$5,915	\$31	(\$43,953)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - July 2017
Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 07/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 29,755.62 3. Dwelling Rental: 27,871.77 4. Retroactive Rent: 0.00 5. Excess Utility: 506.00 6. Additional Charges: 1,377.85

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	10	161.25	0.00	0.00	546.50	707.75
Over One Month Delinquent	55	7,900.39	0.00	337.50	18,496.32	26,734.21
Total for TIP	65					27,441.96
Vacated TAR	4					937.50
Total	69					28,379.46

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	37	15,888.83
Under Formal Repayment Agreement with Payments Up-to-Date	37	15,888.83
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	28	11,553.13

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 07/31/2017	Prior FY (one year to date) 07/31/2016	Previous FY (two years to date) 07/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	52	45	54
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	39	44	45

F. Collection Losses

1. Amount Charged to Loss this Period	128.00
2. Amount Charged to Loss this Year to Date	7,724.30

Report of Tenants Accounts Receivable (TARs)

Public Housing - July 2017

Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2017 6. Repor: Period Ending Date: 07/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 283 2. Total Charges: 60,185.00 3. Dwelling Rental: 57,878.00 4. Retroactive Rent: 59.00 5. Excess Utility: 974.00 6. Additional Charges: 1,274.00

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	21	541.50	0.00	60.00	637.00	1,238.50
Over One Month Delinquent	76	4,181.99	0.00	97.00	20,242.36	24,521.35
Total for TIP	97					25,759.85
Vacated TAR	10					14,012.50
Total	107					39,772.35

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	53	18,491.21
Under Formal Repayment Agreement with Payments Up-to-Date	53	18,491.21
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	44	7,268.64

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 07/31/2017	Prior FY (one year to date) 07/31/2016	Previous FY (two years to date) 07/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	34	29	40
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	12	9	24

F. Collection Losses

1. Amount Charged to Loss this Period	6,575.30
2. Amount Charged to Loss this Year to Date	7,445.50

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - July 2017
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 07/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119 2. Total Charges: 16,915.61 3. Dwelling Rental: 15,896.78 4. Retroactive Rent: 0.00 5. Excess Utility: 234.81 6. Additional Charges: 784.02

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	11	636.00	0.00	0.00	155.00	791.00
Over One Month Delinquent	33	2,866.55	0.00	316.93	11,785.68	14,969.16
Total for TIP	44					15,760.16
Vacated TAR	0					0.00
Total	44					15,760.16

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	10,269.00
Under Formal Repayment Agreement with Payments Up-to-Date	19	10,269.00
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	25	5,491.16

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	07/31/2017	07/31/2016	07/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	37	25	44
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	32	27	73

F. Collection Losses

1. Amount Charged to Loss this Period	1,179.00
2. Amount Charged to Loss this Year to Date	1,179.00

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2017
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2017 6. Report Period Ending Date: 07/31/2017

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 527 2. Total Charges: 106,856.23 3. Dwelling Rental: 101,646.55 4. Retroactive Rent: 59.00 5. Excess Utility: 1,714.81 6. Additional Charges: 3,435.87

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	42	1,338.75	0.00	60.00	1,338.50	2,737.25
Over One Month Delinquent	164	14,948.93	0.00	751.43	50,524.36	66,224.72
Total for TIP	206					68,961.97
Vacated TAR	14					14,950.00
Total	220					83,911.97

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	109	44,649.04
Under Formal Repayment Agreement with Payments Up-to-Date	109	44,649.04
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	97	24,312.93

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 07/31/2017	Prior FY (one year to date) 07/31/2016	Previous FY (two years to date) 07/31/2015
1. Percent of Accounts Delinquent to No. of Tenants In Possession	39	32	44
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	23	21	37

F. Collection Losses

1. Amount Charged to Loss this Period	7,882.30
2. Amount Charged to Loss this Year to Date	16,348.80

Jackson Housing Commission
 Move Out Report
 July 2017

AMP	Account	Move Out Date	Reason
Chalet Terrace	P -001-1175-06	7/5/2017	Passed Away
Chalet Terrace	P -001-7607-01	7/5/2017	Purchased a Home
Chalet Terrace	P -001-1104-10	7/5/2017	Notice Given
Reed Manor	P -002-3280-10	7/5/2017	Notice Given
Reed Manor	P -002-3334-09	7/11/2017	Eviction
Reed Manor	P -002-3256-10	7/11/2017	Eviction
Reed Manor	P -002-2209-09	7/14/2017	Eviction
Reed Manor	P -002-3235-09	7/28/2017	Eviction
Reed Manor	P -002-4465-16	7/31/2017	Notice Given

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 07/01/2017 and 07/31/2017

Proj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-4371	207 Steward Avenue	H-2	06/01/2017	06/02/2017	0	06/16/2017	15	07/10/2017	23	38	0	0	0	0
001-7639	929 Maple		06/02/2017	06/02/2017	0	06/20/2017	18	07/07/2017	16	34	0	0	0	0
001-7653	1213 Plymouth		06/17/2017	06/19/2017	1	07/18/2017	30	07/20/2017	1	32	0	0	0	0
002-3236	301 Steward Ave	B-13	06/19/2017	06/20/2017	0	06/27/2017	8	07/05/2017	7	15	0	0	0	0
003-6559	316 Moorman Drive		06/19/2017	06/19/2017	0	07/05/2017	16	07/28/2017	22	38	0	0	0	0
001-1104	1255 Laurel Lane		07/05/2017	07/05/2017	0	07/24/2017	18	07/24/2017	0	18	0	0	0	0
Total Units:							6	105	69	175	0	0	0	0

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT
Jul-17**

AMP#	AMOUNT	ADJUSTMENT	AMP#	AMOUNT	ADJUSTMENT	REMAINING
				USED:		BALANCE
07.10.2017	656	Dustin Williams Reed Manor bed bug preparation I-12	92400.2	\$ 10.00		\$ 1,978.60
07.10.2017	657	Dustin Williams Reed Manor bed bug preparation G-36	92400.2	\$ 10.00		\$ 1,968.60
07.11.2017	658	Dustin Williams Reed Manor bed bug preparation I-25	92400.2	\$ 10.00		\$ 1,958.60
07.12.2017	659	Dustin Williams-Reed bed bug prerp. F22,F25,E7,I15,G34	92400.2	\$ 50.00		\$ 1,908.60
			91700.1	\$275.00		
			91700.2	\$275.00		
07.12.2017	660	Tammy Lovely court filings	91700.3	\$220.00		\$ 1,138.60
07.12.2017	661	Tammy Lovely bed bug prep @ Chalet Apts.	92400.1	\$ 20.00		\$ 1,118.60
07.12.2017	662	Tammy Lovely bed bug prep @ Shahan Apts.	92400.3	\$ 30.00		\$ 1,088.60
07.14.2017	663	USPS for missing postage on a mail item received for Reed.	91610.4	\$ 2.18		\$ 1,086.42
07.17.2017	664	Denny Parks mileage reimbursement 07.08.2017-07.12.2017	91800.3	\$ 47.62		\$ 1,038.80
07.18.2017	665	Jannaa Pool mileage reimbursement 05/05/17-05/19/2017	91800.1	\$ 36.92		\$ 1,001.88
07.18.2017	666	Gary Cram mileage reimbursement 06.16.2017-06.20.2017	91800.2	\$ 26.22		\$ 975.66
07.18.2017	667	Michael Spang mileage reimbursement 06.24.2017-06.29.2017	91800.1	\$ 12.31		\$ 963.35
07.18.2017	668	Roy Nethrcott mileage reimbursement 07.01.2017-07.06.2017	91800.1	\$ 39.27		\$ 924.08
07.18.2017	669	Tammy Lovely mileage reimbursement 06.13.2017-06.22.2017	91800.4	\$ 30.98		\$ 893.10
07.19.2017	670	Dustin Williams Reed Manor bed bug preparation I-82 & G-24	92400.2	\$ 20.00		\$ 873.10
			91700.1	\$15.00		
07.20.2017	671	Tammy Lovely court filings	91700.2	\$30.00		\$ 828.10
07.31.2017	672	Replenish Petty Cash		\$ (1,171.90)		\$ 2,000.00

**JHC Emergency Work Orders
July 2017**

WO #	Date On	Time On	Date Off	Time Off	Problem	Unit	Elapsed Hrs
88770	6/23/2017	10:25 AM	7/13/2017	12:30 AM	Pilot light on stove keeps trying to ignite on its own.	112 Laurel Court, Jackson	470.08
88929	7/5/2017	11:34 AM	7/5/2017	02:00 PM	Fridge is not cold, freezer is working ok.	1218 Laurel Lane, Jackson	2.43
88936	7/5/2017	01:09 PM	7/5/2017	01:55 PM	Pipes leaking in washing area	330 Barbary Drive, Jackson	0.77
88964	7/6/2017	01:08 PM	7/6/2017	03:45 PM	Carbon Monoxide detector keeps going off.	1236 Laurel Lane, Jackson	2.62
88982	7/7/2017	11:51 AM	7/7/2017	01:05 PM	Kitchen sink is flooding.	1228 Heather Lane, Jackson	1.23
88983	7/7/2017	11:53 AM	7/7/2017	01:30 PM	Fridge temperature running warm	304 Barbary Drive, Jackson	1.62
89086	7/11/2017	12:00 PM	7/11/2017	12:45 PM	Stove will not light up its making a clicking sound when turned on.	217 Summit, Jackson	0.75
89105	7/12/2017	10:23 AM	7/12/2017	11:15 AM	Stove not working - she has to light it with a lighter	1415 Merriman, Jackson	0.87
89177	7/12/2017	11:15 AM	7/12/2017	12:00 PM	Change locks ASAP	1205 Laurel Lane, Jackson	0.75
89210	7/18/2017	10:44 AM	7/18/2017	11:15 AM	Bath Tub backing up and stove wont light up.	326 Barbary Drive, Jackson	7.4
89213	7/18/2017	01:12 PM	7/18/2017	02:45 PM	Pilot went out . Reoccurring issue.	116 Laurel Court, Jackson	0.52
89286	7/20/2017	02:48 PM	7/20/2017	03:45 PM	Faucet completely falling apart unable to use.	100 Laurel Court, Jackson	1.55
89314	7/24/2017	03:38 PM	7/24/2017	04:00 PM	Fridge not working.	514 Summit, Jackson	115.25
89319	7/25/2017	07:42 AM	7/25/2017	01:05 PM	Leak under sink.	1203 Merriman, Jackson	0.95
89385	7/26/2017	12:00 PM	7/26/2017	12:45 PM	Bad leak by toilet	218 Janke Street, Jackson	0.37
89396	7/28/2017	10:43 AM	7/28/2017	11:45 AM	Water dripping in her closet	1224 Laurel Lane, Jackson	5.38
89413	7/31/2017	09:37 AM	7/31/2017	11:15 AM	Gas leak.	110 Laurel Court, Jackson	0.75
89416	7/31/2017	12:06 PM	7/31/2017	01:15 PM	No hot water. Light in bathroom repair, light needed in hallway, install 3 window screens	1228 Laurel Lane, Jackson	1.03
89580	7/30/2017	12:30 PM	7/30/2017	01:15 PM	Toilet needs fixed, not flushing.	1220 Laurel Lane, Jackson	1.63
89581	7/29/2017	10:30 AM	7/29/2017	11:15 AM	Leak coming from vent by back door.	1265 Laurel Lane, JACKSON	1.15
89582	7/29/2017	03:00 PM	7/29/2017	03:30 PM	lock out	301 Steward Ave #D-4, Jackson	0.75
89583	7/8/2017	12:27 PM	7/8/2017	12:48 PM	toilet leaking	1220 Laurel Lane, Jackson	0.75
89584	7/18/2017	05:30 PM	7/18/2017	06:00 PM	lock out	301 Steward Ave #F-1, Jackson	0.5
89585	7/16/2017	12:45 PM	7/16/2017	01:30 PM	no hot water	914 N Blackstone, Jackson	0.35
89586	7/16/2017	02:30 PM	7/16/2017	03:15 PM	toilet clogged overflow	301 Steward Ave #D-1, Jackson	0.75
89587	7/16/2017	08:15 AM	7/16/2017	09:30 AM	no hot water	1207 Merriman, Jackson	0.75
89597	7/11/2017	07:21 PM	7/11/2017	07:56 PM	water leak	315 Steward Avenue #I-63, Jackson	1.25
89598	7/12/2017	08:15 PM	7/12/2017	09:15 PM	broken lock door handle	341 W. Monroe, Jackson	0.58
89599	7/8/2017	06:32 PM	7/8/2017	07:25 PM	Refrigerator not getting cold.	304 Barbary Drive, Jackson	1
89600	7/8/2017	04:16 PM	7/8/2017	04:58 PM	All smoke alarms going off.	1227 Heather Lane, Jackson	0.88
89601	7/8/2017	05:34 PM	7/8/2017	06:03 PM	Close for party.	Chalet Community Room	0.7
89602	7/23/2017	11:20 PM	7/24/2017	12:30 AM	Open for party.	Chalet Community Room	0.48
89603	7/22/2017	11:00 PM	7/23/2017	12:00 AM	Lock out.	1217 Heather Lane, Jackson	1.17
89604	7/25/2017	06:30 PM	7/25/2017	07:00 PM	Locks were changed because house key was stolen. Police were called also.	1207 Merriman, Jackson	1
89606	7/21/2017	07:00 PM	7/21/2017	08:30 PM	Tenant smelled smoke and called the fire dept. They found no smoke or fire.	1211 Laurel Lane, Jackson	0.5
89607	7/4/2017	11:28 PM	7/5/2017	12:20 AM	Alarm going off in community building.	Chalet Community Room	1.5
89608	7/4/2017	06:01 PM	7/4/2017	06:48 PM	Burner sparking and sink stopped up.	1234 Laurel Lane, Jackson	0.87
89613	7/3/2017	02:30 PM	7/3/2017	02:58 PM	Backed up bath sink.	301 Steward Avenue #G-9, Jackson	0.78
89614	7/3/2017	09:37 AM	7/3/2017	11:03 AM	Partial power in apartment.	116 Shahan Drive, Jackson	0.47
89615	7/2/2017	07:57 AM	7/2/2017	08:35 PM	Toilet handle loose.	207 Steward Avenue #H-15, Jackson	1.43
89616	7/2/2017	08:35 PM	7/2/2017	09:19 PM	No hot water.	1419 Plymouth, Jackson	0.63
89617	7/2/2017	07:27 PM	7/2/2017	07:56 PM	Clogged drains.	301 Steward Avenue #G-20, Jackson	0.73
89618	7/2/2017	05:30 PM	7/2/2017	05:57 PM	No hot water.	1265 Laurel Lane, JACKSON	0.48
89619	7/2/2017	11:00 PM	7/2/2017	11:20 PM	Security guards code didnt work.	Shahan	0.45
89620	7/2/2017	04:47 AM	7/2/2017	05:34 AM	No hot water.	312 Madison, Jackson	0.33
89621	7/1/2017	05:56 PM	7/1/2017	06:22 PM	Lock out.	301 Steward Ave #B-4, Jackson	0.78
89622	7/1/2017	03:45 PM	7/1/2017	04:06 PM	Alarm malfunction.	Reed Manor	0.43
					S.S reported alarm at community room.	Reed Manor	0.35
					Lock community room.	Reed Manor	

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 2017</u>
Jan-16	50,674	\$ 6,395.37	927	\$ 7,314.07	-	\$ -	-	\$ -	\$ 13,709.44
Jan-17	52,856	\$ 6,850.81	1,193	\$ 8,693.31	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 15,544.12
Feb-16	53,802	\$ 6,630.98	946	\$ 7,676.79	253,700	\$ 9,066.86	\$ 4,876.41	\$ 13,943.27	\$ 26,144.73
Feb-17	48,896	\$ 5,515.38	923	\$ 7,825.76	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 27,284.41
Mar-16	48,672	\$ 5,923.22	1,127	\$ 8,346.41	21,300	\$ 733.73	\$ 407.16	\$ 1,140.89	\$ 15,439.02
Mar-17	62,449	\$ 8,096.95	1,426	\$ 7,997.86	866	\$ 10,760.42	-	\$ -	\$ 17,235.70
Apr-16	51,640	\$ 6,539.83	866	\$ 10,760.42	8	\$ 76.92	-	\$ -	\$ 17,300.25
Apr-17	36,254	\$ 12,559.54	8	\$ 76.92	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 12,636.46
May-16	45,200	\$ 5,914.46	470	\$ 5,666.76	262,900	\$ 9,189.57	\$ 4,962.93	\$ 14,152.50	\$ 23,993.55
May-17	45,552	\$ 5,735.68	312	\$ 2,489.97	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 22,378.15
Jun-16	47,380	\$ 6,146.72	361	\$ 2,411.12	22,500	\$ 770.40	\$ 426.93	\$ 1,197.33	\$ 9,814.15
Jun-17	42,298	\$ 5,724.13	386	\$ 3,106.90	324,379	\$ 10,798.27	\$ 5,912.81	\$ 16,711.08	\$ 10,028.36
Jul-16	45,216	\$ 5,350.28	224	\$ 501.48	19,000	\$ 745.56	\$ 393.26	\$ 1,138.82	\$ 22,562.84
Jul-17	55,164	\$ 7,235.60	223	\$ 1,798.73	24,400	\$ 818.77	\$ 455.98	\$ 1,274.75	\$ 9,034.33
Aug-16	40,419	\$ 5,640.32	172	\$ 522.53	301,821	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 9,814.15
Aug-17	44,245	\$ 6,065.11	188	\$ 40.09	21,900	\$ 754.96	\$ 417.72	\$ 1,172.68	\$ -
Sep-16	49,928	\$ 6,378.64	201	\$ 706.64	6,680	\$ 50,051.07	\$ 21,689.16	\$ 61,722.60	\$ 7,379.95
Sep-17	68,661	\$ 5,422.74	418	\$ 2,129.16	4,471	\$ 31,989.45	\$ 10,673.43	\$ 30,433.99	\$ -
Oct-16	23,930	\$ 6,296.30	780	\$ 3,975.60	560,400	\$ 19,760.56	\$ 10,673.43	\$ 30,433.99	\$ 7,085.28
Oct-17									\$ -
Nov-16									\$ 22,302.18
Nov-17									\$ -
Dec-16									\$ 11,444.58
Dec-17									\$ -
2016	569,767	\$ 72,703.97	6,680	\$ 50,051.07	1,227,200	\$ 40,033.44	\$ 21,689.16	\$ 61,722.60	\$ 184,477.64
2017	343,469	\$ 51,718.09	4,471	\$ 31,989.45	560,400	\$ 19,760.56	\$ 10,673.43	\$ 30,433.99	\$ 114,141.53

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		NET		WATER		WATER		SEWER		TOTAL		TOTAL	
	KW HOURS	NET BILL	MCF	CONSUMP	NET BILL	CCF	CONSUMP	WATER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL	WATER BILL	SEWER BILL
Jan-16	137,240	\$ 16,186.52	980	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72							
Jan-17	129,480	\$ 16,272.98	1,203	\$ 9,046.28	131,000	\$ 3,644.42	\$ 2,199.35	\$ 5,843.77	\$ 31,163.03							
Feb-16	107,320	\$ 13,307.44	1,096	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25							
Feb-17	111,280	\$ 14,391.81	1,165	\$ 9,844.46	120,000	\$ 3,416.79	\$ 2,031.79	\$ 5,448.58	\$ 29,684.85							
Mar-16	102,320	\$ 12,133.57	1,021	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23							
Mar-17	104,600	\$ 13,646.19	886	\$ 7,289.52	111,000	\$ 3,242.66	\$ 1,893.91	\$ 5,136.57	\$ 26,072.28							
Apr-16	101,640	\$ 12,748.07	769	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80							
Apr-17	114,960	\$ 13,721.92	819	\$ 6,369.58	103,000	\$ 3,063.25	\$ 1,768.47	\$ 4,831.72	\$ 24,923.22							
May-16	102,360	\$ 11,363.36	548	\$ 25.60	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82	\$ 15,683.78							
May-17	97,240	\$ 12,027.30	517	\$ 3,991.10	121,000	\$ 3,286.58	\$ 2,011.52	\$ 5,298.10	\$ 21,316.50							
Jun-16	114,200	\$ 14,106.71	292	\$ 1,939.95	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49	\$ 19,719.15							
Jun-17	124,280	\$ 16,314.56	338	\$ 2,723.58	142,000	\$ 3,754.34	\$ 2,343.38	\$ 6,097.72	\$ 25,135.86							
Jul-16	138,600	\$ 16,657.41	228	\$ 25.04	104,900	\$ 3,147.82	\$ 1,813.32	\$ 4,961.14	\$ 21,643.59							
Jul-17	150,720	\$ 18,870.67	194	\$ 1,532.92	153,000	\$ 4,746.42	\$ 2,942.28	\$ 7,688.70	\$ 28,092.29							
Aug-16	160,440	\$ 19,393.01	189	\$ 1,427.16	418,779	\$ 13,637.57	\$ 7,542.58	\$ 21,180.15	\$ 42,000.32							
Aug-17																
Sep-16	135,120	\$ 16,866.82	185	\$ 1,438.38	125,600	\$ 3,508.83	\$ 2,118.21	\$ 5,627.04	\$ 23,932.24							
Sep-17																
Oct-16	114,200	\$ 14,689.27	268	\$ 2,062.35	147,700	\$ 4,064.60	\$ 2,470.82	\$ 6,535.42	\$ 23,287.04							
Oct-17																
Nov-16	120,160	\$ 13,237.76	371	\$ 2,817.99	142,100			\$ -	\$ 16,055.75							
Nov-17																
Dec-16	126,280	\$ 14,082.56	890	\$ 7,016.59	291,831	\$ 3,006.33	\$ 1,760.06	\$ 4,766.39	\$ 25,865.54							
Dec-17																
2016	1,459,880	\$ 174,772.50	6,837	\$ 45,542.25	1,896,793	\$ 44,949.15	\$ 26,040.51	\$ 70,989.66	\$ 291,304.41							
2017	832,560	\$ 105,245.43	5,122	\$ 40,797.44	881,000	\$ 25,154.46	\$ 15,190.70	\$ 40,345.16	\$ 186,388.03							

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2017
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	TOTAL		
Jan-16	1,975	\$ 308.55	33	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75		
Jan-17	2,823	\$ 501.07	90	\$ 724.74	217,600	\$ 8,058.63	\$ 4,041.48	\$ 12,100.11	\$ 13,325.92		
Feb-16	1,375	\$ 517.53	28	\$ 801.13					\$ 1,318.66		
Feb-17	2,623	\$ 468.39	79	\$ 627.20					\$ 1,095.59		
Mar-16	1,447	\$ 352.59	21	\$ 370.33					\$ 722.92		
Mar-17	2,454	\$ 436.65	68	\$ 524.70					\$ 961.35		
Apr-16	1,685	\$ 266.59	19	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81		
Apr-17	1,690	\$ 332.20	32	\$ 283.12	190,500	\$ 7,333.36	\$ 3,619.33	\$ 10,952.69	\$ 11,568.01		
May-16	1,172	\$ 197.90	6	\$ 65.96					\$ 263.86		
May-17	1,524	\$ 274.12	16	\$ 145.75					\$ 419.87		
Jun-16	1,974	\$ 315.79	3	\$ 47.94					\$ 363.73		
Jun-17	1,950	\$ 339.09	10	\$ 85.50					\$ 424.59		
Jul-16	2,722	\$ 416.02	2	\$ 39.23	256,050	\$ 8,885.56	\$ 4,610.25	\$ 13,495.81	\$ 13,951.06		
Jul-17	2,191	\$ 377.68	4	\$ 85.72	301,600	\$ 11,490.10	\$ 5,936.11	\$ 17,426.21	\$ 17,889.61		
Aug-16	2,606	\$ 408.82	1	\$ 38.56					\$ 447.38		
Aug-17									\$ -		
Sep-16	2,346	\$ 378.34	1	\$ 39.33					\$ 417.67		
Sep-17									\$ -		
Oct-16	1,795	\$ 381.43	4	\$ 128.24	323,200	\$ 10,805.40	\$ 5,653.59	\$ 16,458.99	\$ 16,968.66		
Oct-17									\$ -		
Nov-16	1,431	\$ 427.27	9	\$ 365.06					\$ 792.33		
Nov-17									\$ -		
Dec-16	1,687	\$ 722.53	26	\$ 895.90					\$ 1,618.43		
Dec-17									\$ -		
2016	22,215	\$ 4,693.36	153	\$ 3,192.93	1,011,800	\$ 32,833.83	\$ 16,788.14	\$ 49,621.97	\$ 57,508.26		
2017	15,255	\$ 2,729.20	299	2,476.73	709,700	\$ 26,882.09	\$ 13,596.92	\$ 40,479.01	\$ 45,684.94		

Utility Cost and Consumption Report

All Amps

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>NET WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2017</u>
Jan-16	189,889	\$ 22,890.44	1,940	\$ 14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Jan-17	185,159	\$ 23,624.86	2,486	\$ 18,464.33	348,600	\$ 11,703.05	\$ 6,240.83	\$ 17,943.88	\$ 60,033.07
Feb-16	162,497	\$ 20,455.95	2,070	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Feb-17	162,799	\$ 20,375.58	2,167	\$ 17,670.22	373,700	\$ 12,483.65	\$ 6,908.20	\$ 19,391.85	\$ 58,064.85
Mar-16	152,439	\$ 18,409.38	2,169	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17
Mar-17	169,503	\$ 22,179.79	2,380	\$ 15,812.08	132,300	\$ 3,976.39	\$ 2,301.07	\$ 6,277.46	\$ 44,269.33
Apr-16	154,965	\$ 19,554.49	1,654	\$ 15,979.16	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86
Apr-17	152,904	\$ 26,613.66	859	\$ 6,729.62	293,500	\$ 10,396.61	\$ 5,387.80	\$ 15,784.41	\$ 49,127.69
May-16	148,732	\$ 17,475.72	1,024	\$ 5,758.32	350,500	\$ 10,796.07	\$ 5,911.08	\$ 16,707.15	\$ 39,941.19
May-17	144,316	\$ 18,037.10	845	\$ 6,626.82	383,900	\$ 12,476.15	\$ 6,974.45	\$ 19,450.60	\$ 44,114.52
Jun-16	163,554	\$ 20,569.22	656	\$ 4,399.01	110,700	\$ 3,155.77	\$ 1,773.03	\$ 4,928.80	\$ 29,897.03
Jun-17	168,528	\$ 22,377.78	734	\$ 5,915.98	164,500	\$ 4,524.74	\$ 2,770.31	\$ 7,295.05	\$ 35,588.81
Jul-16	186,538	\$ 22,423.71	454	\$ 565.75	685,329	\$ 22,831.65	\$ 12,336.38	\$ 35,168.03	\$ 58,157.49
Jul-17	208,075	\$ 26,483.95	421	\$ 3,417.37	454,600	\$ 16,236.52	\$ 8,878.39	\$ 25,114.91	\$ 55,016.23
Aug-16	203,465	\$ 19,801.83	362	\$ 1,988.25	437,779	\$ 14,383.13	\$ 7,935.84	\$ 22,318.97	\$ 49,749.37
Aug-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Sep-16	181,711	\$ 23,310.27	374	\$ 1,517.80	150,000	\$ 4,327.60	\$ 2,574.19	\$ 6,901.79	\$ 31,729.86
Sep-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Oct-16	165,923	\$ 21,449.34	473	\$ 2,897.23	470,900	\$ 14,870.00	\$ 8,124.41	\$ 22,994.41	\$ 47,340.98
Oct-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Nov-16	190,252	\$ 19,087.77	798	\$ 5,312.21	443,921	\$ 9,568.10	\$ 5,182.18	\$ 14,750.28	\$ 39,150.26
Nov-17	0	\$ 16,272.98	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
Dec-16	151,897	\$ 21,101.39	1,696	\$ 11,888.09	313,731	\$ 3,761.29	\$ 2,177.78	\$ 5,939.07	\$ 38,928.55
Dec-17	0	\$ -	0	\$ -	-	\$ -	\$ -	\$ -	\$ -
2016	2,051,862	\$ 246,529.51	13,670	\$ 98,786.25	4,135,793	\$ 117,816.42	\$ 64,517.81	\$ 182,334.23	\$ 527,649.99
2017	1,191,284	\$ 175,965.70	9,892	\$ 74,636.42	2,151,100	\$ 71,797.11	\$ 41,762.12	\$ 113,559.23	\$ 364,161.35