

JACKSON HOUSING COMMISSION

REGULAR MEETING – April 27, 2016

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: March 16, 2016
6. Approval of the Previously Paid Liabilities from March 2016
7. RESOLUTIONS
Resolution No. 2016-08: Collection Losses Write Offs April 2016
Resolution No. 2016-09: RFP: 2016-04 Health Care Services

DIRECTOR'S REPORTS

Section 8

Leasing and HAP Utilization Report

Public Housing

Tenant Accounts Receivable

Consolidated TARS

Move Outs

Vacant Unit Turnaround

Executive

S8 Income Statement

PH Income Statement

Petty Cash Fund Register

After Hours/Emergency Response Report

Utility Costs and Consumption

8. OTHER BUSINESS
RFP2016-06: Reed Manor Restoration Project
IT Services
Lawn Care Services

9. ADJOURNMENT

NEXT REGULAR MEETING: **Reed Manor Board Room- May 18, 2016**

Jackson Housing Commission

Regular Meeting

March 16, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on March 16, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark and Michelle Woods. Upon roll call, the following commissioner was absent: Patricia Davis-Dye.

Also present were:

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

16-03-17-001 Public Comments

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

16-03-17-002 Approval of the Minutes of the Regular Meeting Held February 17, 2016

Commissioner Stark mentioned corrections that needed to be made to the minutes.

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

16-03-17-003 Approval of the Previously Paid Liabilities: February 2016

A lengthy discussion of the Previously Paid Liabilities took place. Commissioner Stark asked if means of possible recourse be explored to recoup recent remediation costs associated with a JHC property.

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

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

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

16-03-17-004 Resolution No. 2016-05: Collection Losses Write Off: March 2016

Commissioner Stark expressed concerns regarding collection variances associated with Reed Manor, Chalet and Shahan Blackstone North. Ms. Ingram stated that recent internal changes that will allow a central staff person to pursue past due accounts.

Commissioner Montgomery **MOVED** to approve the Collection Losses, March 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: P. Davis-Dye

16-03-17-005 Resolution No. 2016-06: RFP2016-06: Employee Raises

President Orthaus stated that a motion to reconsider must be made prior to discussing Resolution No. 2016-06: Employee Raises. Therefore President Orthaus made a **MOTION** to reconsider. Commissioner Woods **SECONDED** and upon voice vote the motion was approved.

Commissioner Stark discussed his ongoing concern that wage increases given across the board discourages performance from both high and low performers. Mr. Stark also stated that he previously expressed that a merit based compensation system used to determine wage increases, would encourage employees to perform.

Ms. Ingram confirmed that staff is taking steps to identify a merit based compensation system. Ms. Davis is conducting a salary study of organizations of similar size. Changes will also be made to make employee evaluations reflect predetermined performance benchmarks that correlate with rate increases.

Commissioner Stark **MOVED** to authorize the Executive Director to present a resolution and letter requesting a 2% pay increase for all JHC employees retroactive from April 1, 2015. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: G. Montgomery

ABSTAIN: None

ABSENT: P. Davis-Dye

16-03-17-006 Resolution No. 2016-07: RFP2016-07: Operating Budget- Fiscal Year 2016

Ms. Ingram highlighted significant changes and items remaining consistent in the Operating Budget-Fiscal Year 2016. She also discussed an additional revenue source that would allow expenditures for tenant services and activities.

Commissioner Stark **MOVED** to approve the Operating Budget-Fiscal Year 2016, commencing April 1, 2016. Commissioner Woods **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: P. Davis Dye

16-03-17-07 DIRECTOR'S REPORTS

Staff gave reports concerning their respective areas:

Section 8

A. Leasing HAP Utilization Report

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

President Orthaus discussed ongoing concerns regarding the accuracy of the unit reports presented in the board information.

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

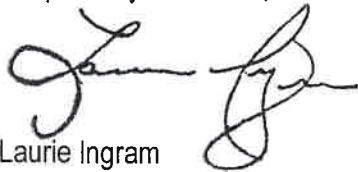
16-03-17-08 OTHER BUSINESS

Ms. Ingram presented outcomes of the Tenant Survey given to each JHC Public Housing household. Of the 105 surveys received, the responses to the survey questions were consistent across the sites.

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

The Regular Meeting held March 16, 2016 adjourned at 12:55pm.

Respectfully submitted,



Laurie Ingram
Executive Director

ATTESTED: _____

Michelle Pultz-Orthaus, President

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061098	03/15/2016	Consumer Energy	Payment	2,616.00	Utility Reimbursement
061099	03/22/2016	REBECCA LOVEJOY	Payment	249.99	STIPEND VICE PRES JAN-MAR 2016
061100	03/22/2016	LENA SHARPE	Payment	249.99	STIPEND TREASURER STIPEND JAN - MARCH 2016
061101	03/22/2016	Danny Stevens	Payment	142.00	ACCT# P-002-3263-10 FINAL ACCOUNTING
061102	03/22/2016	RICKY HURST	Payment	599.00	ACCOUNT# P-001-1158-03 FINAL ACCOUNTING
061103	03/22/2016	MARJORIE MILLER	Payment	226.00	REFUND DECEMBER 2015 RENT ACH WITHDRAW REFUND
061104	03/22/2016	JOHNNIE L. JONES	Payment	124.00	ACCOUNT# P-002-4452-06 FINAL ACCOUNTING
061105	03/22/2016	DENNIS L. PECK	Payment	57.00	ACCOUNT# P-002-4441-04 FINAL ACCOUNTING
061106	03/22/2016	AccuShred, LLC	Payment	270.00	2 INVOICES #31688 SERVICES THROUGH 01.13.2016 #32072 SERVICES THROUGH 02.10.2016
061107	03/22/2016	AFLAC	Payment	30.36	ACCOUNT# VX312 INV# 010552
061108	03/22/2016	AMBS CALL CENTER	Payment	876.37	ACCOUNT# 1909 #160210683 \$401.14 # 160111029 \$475.23
061109	03/22/2016	American Office Solutions	Payment	91.72	ACCOUNT# J1087 INV# IN71868 CT1197-01
061110	03/22/2016	City Of Jackson - Finance Department	Payment	21,483.65	C5486 4500830X MXM364N EE & ER EARNINGS & CONTRIBUTIO DECEMBER 20, 2015 JANUARY 2016 FEBRUARY 2016
061111	03/22/2016	Computer Ties LLC	Payment	1,200.00	2 INVOICES SALES RECEIPT #27160 SALES RECEIPT #26899
061112	03/22/2016	CONSUMERS ENERGY	Payment	37,545.12	27 ACCOUNTS AMP1 \$14,306.79 AMP2 \$21,942.35 AMP3 \$1,295.98

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061113	03/22/2016	DELISLE ASSOCIATES LTD	Payment	1,095.00	SEE ATTACHMENTS EXHIBIT 1 PR 3437
061114	03/22/2016	ETNA Supply	Payment	412.89	POST DECONTAMINATION ASSESSMENT WITH SAMPLING CUSTOMER# 4218 #S101476528.001
061115	03/22/2016	TALX THE WORK NUMBER	Payment	82.20	CUSTOMER# 8805983 INV# 2027889
061116	03/22/2016	Jackson Housing Commission	Payment	25,032.48	FEBRUARY 2016 MANAGEMENT FEES
061117	03/22/2016	Jackson Transportation Authority	Payment	232.09	INV3 0026567-IN
061118	03/22/2016	JACKSON WATER COLLECTION	Payment	17,098.87	FUEL CHARGES JANUARY 2016 87 ACCOUNTS WATER & SEWER BILLS FEBRUARY 2016 AMP1 \$11,836.96 AMP2 \$5,261.91
061119	03/22/2016	OSBORNE PROCESS SERVICE	Payment	805.15	22 ACCOUNTS AMP1 \$372.59 AMP2 \$260 AMP3 \$172.56
061120	03/22/2016	PURCHASE POWER	Payment	249.97	8000-9000-0062-0884 POSTAGE REFILL
061121	03/22/2016	PLIC - SBD Grand Island	Payment	84.96	1044559-10001 03.01.2016-03.31.2016
061122	03/22/2016	Kose Pest Solutions	Payment	11,140.00	CLIENT'S 70001132 INV3 96896C \$5170 INV# 98091C \$5970
061123	03/22/2016	The SBAM Plan	Payment	14,725.92	CID: 281224 04.01.2016 - 05.01.2016
061124	03/22/2016	SPRINT	Payment	1,187.05	ACCT3 128763256 INV# 1287632506-018
061125	03/22/2016	TDS Metrocom	Payment	1,443.11	4 Accounts AMP1 \$339.04 AMP2 \$765.03 AMP3 \$339.04
061126	03/22/2016	TransUnion Rental Screening	Payment	458.85	CUSTOMER ID: 4408R0064047 #01632350 \$169.10 #02632944 \$358.50
061127	03/22/2016	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 73327

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061129	03/30/2016	A-1 LOCK SHOP	Payment	21.12	2 INVOICES #3663 \$5.67 #3682 \$15.45
061130	03/30/2016	APCO SUPPLY	Payment	67.20	ACCOUNT# 178131 INV# 1254628-00
061131	03/30/2016	Aspen One Hour Heating & Air Conditioning	Payment	99.00	ACCOUNT# 151323 INV# 356718
061132	03/30/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	1,111.70	4 INVOICES #644537 \$254.17 #644294 \$163 #644302 \$513.51 #644643 \$181.02
061133	03/30/2016	CARLETON EQUIPMENT	Payment	46.50	INV# 06-225587 PARTS
061134	03/30/2016	CASLER HARDWARE	Payment	12.27	I 04548 C BLDG PARTS
061135	03/30/2016	COLLINS BROTHERS	Payment	256.85	CUSTOMER# 5994963 INV# 50172
061136	03/30/2016	CREATIVE PROMOTIONS OF JACKSON INC	Payment	130.25	INV# 31326 SUPPLIES
061137	03/30/2016	CUT-RATE PLUMBING	Payment	77.35	ID# 644 #556453 \$15.98 #556455 \$6.28 #683787 \$6.61 #875879 \$48.55
061138	03/30/2016	DBI BUSINESS INTERIORS	Payment	479.31	CUSTOMER# 224241 #03JC2174 \$121.78 #03JC0111 \$31.80 #03JC1496 \$111.26 #03JC0110 #22.10 #03JC0109 \$119.01 #03JC0108 \$73.36
061139	03/30/2016	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	3.34	CUSTOMER# 31919 INV# 3741539
061140	03/30/2016	Firestone Complete Auto Care	Payment	25.99	INVOICE# 095888 2011 FORD E-150
061141	03/30/2016	HAMMOND HARDWARE	Payment	151.47	Customer# 33515 #C180864 \$14.83 #C180582 \$10.73 #B325105 \$21.58

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061142	03/30/2016	HD Supply Facilities Maintenance	Payment	1,411.77	CUSTOMER# 461000 #B324528 \$2.87 #B324958 \$5.84 #B324464 \$14.33 #B327381 \$8.96 #B327470 \$26.98 #C181540 \$20.65 #B325645 \$24.70 #9144601892 \$53.88 #9144268880 \$129.60 #9144249674 \$33.84 #9144213755 \$770.03 #9144268883 \$424.42
061143	03/30/2016	Home Depot Credit Services	Payment	1,475.88	6035 3225 4017 5928 #8020017 \$624.74 #6020133 \$453.60 #5034288 \$397.54
061144	03/30/2016	JACKSON GLASS WORKS INC	Payment	245.00	CUSOTMER# JHOU #392937
061145	03/30/2016	Keepin It Clean	Payment	165.00	3 INVOICES D-16 \$55 I-70 \$55 I-39
061146	03/30/2016	Lammers Heating & A/C	Payment	89.00	CUSTOMER# 12960 #12960-7082
061147	03/30/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	10.00	JACKHOUSIN #10867 ORDER# 152940
061148	03/30/2016	LIBRA INDUSTRIES, INC. OF MI	Payment	198.00	CUSTOMER# 37126 #42558900 \$90 #42558800 \$108
061149	03/31/2016	MENARDS - JACKSON	Payment	3,018.58	ACCOUNT# 31610470 #46585 \$159.43 #47120 \$44.70 #44595 \$259.78 #45107 \$7.98 #46327 \$272.72 #45183 \$64.48 #46843 \$745.56 #45620 \$324.64
061150	03/31/2016	PDQ SUPPLY, INC.	Payment	99.23	CUST ACCT# 118660 #46342 \$89.99 #45160 \$353.64 #45304 \$53.61 #44709 \$116.39 #45245 \$242.97 #46433 \$224.85 #47043 \$57.84

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061151	03/31/2016	Rooney's Sewer Service	Payment	710.00	#SI-226575 \$87.20 #SI-222583 \$12.03 6 INVOICES #1380 \$90 #1391 \$90 #1316 \$90 #1355 \$90 #1390 \$250 #1253 \$100
061152	03/31/2016	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	249.95	1 CPU IT
061153	03/31/2016	TIMOTHY L KANE	Payment	1,750.00	METH DECONTAMINATION SERVICES @1411 MERRIMAN TOTAL COST IS \$3950 PAID \$2200 BALANCE DUE \$1750
061154	03/31/2016	TOMMARK, INC.	Payment	228.17	CUSTOMER# 100596 INV# 812549271
061155	03/31/2016	Trail Supply LLC	Payment	2,621.71	ACCOUNT# 10014 #29896 \$498 #29659 \$498 #29685 \$102.88 #29683 \$1024.83 #29841 \$498
061156	03/31/2016	WEATHERPROOF INC	Payment	147.84	JAC HOUS COM INV# 311756
061157	03/31/2016	WILMAR INDUSTRIES	Payment	228.61	ACCT# 70585 INV# 359608932
061158	03/31/2016	Acuity	Payment	1,948.46	X65676-4 NINTH INSTALLMENT CANCELLATION NOTICE
061159	03/31/2016	Jackson Transportation Authority	Payment	158.16	INVOICE# 0026627-IN \$180.66 INVOICE# 0026648-IN \$11.60 FEBRUARY 2016
061160	03/31/2016	HOUSING DATA SYSTEMS, INC.	Payment	2,805.00	CLIENT# 6083 # 220501 \$5370 # 220234 \$240
061161	03/31/2016	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT# 23056 INV# 51012
061162	03/31/2016	NAN MCKAY & Associates, Inc.	Payment	810.00	ACCT# JAC49201 INV# INV208224

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061163	03/31/2016	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	178.80	SAMUEL TOMLIN HCV HOUSING QUALITY STANDARDS MINNEAPOLIS, MN 02.23.2016 - 02.25.2016 ACCOUNT# 4344602 #4344602-FB16 PR00 1926995
061164	03/31/2016	PURCHASE POWER	Payment	276.49	8000-9000-0062-0884 MARCH 2016
061165	03/31/2016	HAMMOND HARDWARE	Payment	46.70	ACCOUNT# 33515 #C171626 \$21.58 #B305765 \$19.35 #B305874 \$2.58 #B312332 \$43.19
061166	03/31/2016	SAFETY SYSTEMS INC	Payment	1,180.00	CUSTOMER# 00938 #451139 \$196 #452308 \$108 #452311 \$108 #452516 \$768

Total: (170,730.78)

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002474	03/02/2016	STAMPCO	Payment	22.95	#30588 SIGNATURE STAMP
002478	03/02/2016	Computer Ties LLC	Payment	400.00	2 INVOICES # 27160 #26899
002479	03/22/2016	AccuShred, LLC	Payment	50.00	2 INVOICES #31688 SERVICES THROUGH 01.13.2016 #32072 SERVICES THROUGH 02.10.2016
002480	03/22/2016	AFLAC	Payment	47.88	ACCOUNT# VX312 INV# 010552
002481	03/22/2016	City Of Jackson - Finance Department	Payment	9,845.35	EE & ER EARNINGS & CONTRIBUTIO DECEMBER 20, 2015 JANAUARY 2016 FEBRUARY 2016
002482	03/22/2016	PURCHASE POWER	Payment	150.00	8000-9000-0062-0884 POSTAGE METER REFILL
002483	03/22/2016	PLIC - SBD Grand Island	Payment	31.86	1044559-10001
002484	03/22/2016	The SBAM Plan	Payment	8,393.75	03.01.2016-03.31.2016 CID: 281224
002485	03/22/2016	SPRINT	Payment	159.23	04.01.2016 - 05.01.2016 ACCT# 128763256 INV# 128763256-018
002486	03/22/2016	TDS Metrocom	Payment	56.74	5177879241 TELEPHONE BILLS
002487	03/22/2016	TREMACHEL JOHNSON	Payment	437.95	02.28.2016-03.27.2016 TRAVEL EXPENSES
002488	03/22/2016	Pentiuk, Couvreur & Kobijjak, P.C	Payment	840.00	03.23.2016-03.27.2016 CAPITALFUND, ATLANTA GEORGIA ACCOUNT# 114310.001 INV# 25622
002489	03/31/2016	Acuity	Payment	1,169.08	X65676-4 NINTH INSTALLMENT CANCELLATION NOTICE
002490	03/31/2016	First National Bank Omaha	Payment	2,313.82	4988 6591 8367 2469
002491	03/31/2016	HOUSING DATA SYSTEMS, INC.	Payment	1,611.00	MARCH 2016 CREDIT CARD TRANSACTION CLIENT# 6183 #220501 \$5370 #220234 \$240
002492	03/31/2016	NAN MCKAY & Associates, Inc.	Payment	1,742.50	ACCT# JAC49201

From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002493	03/31/2016	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	107.28	#INV209576 \$850 #INV209657 \$892.50 TREMACHEL JOHNSON ACCOUNT# 4344602 INV# 4344602-FB16 PR00 1926995
002494	03/31/2016	PURCHASE POWER	Payment	165.89	8000-9000-0062-0884 MARCH 2016
002495	03/31/2016	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	461.00	2 INVOICES #153280 \$348 #164843 \$113
002496	03/31/2016	BASIC HR SOLUTIONS	Payment	595.00	OPTION#2
002497	03/31/2016	MPA-The Jackson Blazer	Payment	125.00	HIPAA PRIVACY/SECURITY HIPAA FULL COMPLIANCE SERVICES 2 INVOICES #7501 \$50 #7512 \$75
002498	03/31/2016	BLR	Payment	219.00	ORDER# 17339106-B3-B2 OVERTIME EXEMPTION STATURS STRATEGY
002499	03/31/2016	Computer Ties LLC	Payment	169.99	SALES RECEIPT# 27043 IT EQUIPMENT
002500	03/31/2016	DBI	Payment	20.21	CUSTOMER# 224241 #03JC2179
002501	03/31/2016	FAIR HOUSING CENTER OF WEST MICHIGAN	Payment	600.00	03032016 FAIR HOUSING UPDATE TRAINING FOR 24 ATTENDEES @\$25

Total: (29,735.48)

Date: 04/08/2016
Time: 16:47:48

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054296	03/22/2016	AccuShred, LLC	Payment	50.00	2 INVOICES #31688 #32072
054297	03/22/2016	AFLAC	Payment	208.38	ACCOUNT# VX312 INV# 010552
054298	03/22/2016	City Of Jackson - Finance Department	Payment	4,017.94	EE & ER EARNINGS & CONTRIBUTIO DECEMBER 20, 2015 JANUARY 2016 FEBRUARY 2016
054299	03/22/2016	Computer Ties LLC	Payment	400.00	2 INVOICES #27160 #26899
054300	03/22/2016	TALX THE WORK NUMBER	Payment	154.45	CUSTOMER# 8805983 INV# 2027889
054301	03/22/2016	PURCHASE POWER	Payment	99.99	8000-9000-0062-0884 POSTAGE METER REFILL
054302	03/22/2016	PLIC - SBD Grand Island	Payment	15.93	1044559-10001 03.01.2016-03.01.2016
054303	03/22/2016	The SBAM Plan	Payment	2,061.47	CID: 281224 04.01.2016 - 05.01.2016
054304	03/22/2016	TDS Metrocom	Payment	68.35	517-787-6326 02.28.16-03.27.2016
054305	03/22/2016	TransUnion Rental Screening	Payment	68.75	CUSTOMER ID: 4408R0064047 INV# 01632350 12.26.2015 - 01.25.2016
054306	03/31/2016	Acuity	Payment	779.38	X65676-4 NINTH INSTALLMENT CANCELLATION NOTICE
054307	03/31/2016	Jackson Transportation Authority	Payment	34.10	2 INVOICES # 0026627-IN \$180.66 # 0026648-IN \$11.60
054308	03/31/2016	HOUSING DATA SYSTEMS, INC.	Payment	1,194.00	CLIENT# 6183 # 220501 \$5370 #220234 \$240
054309	03/31/2016	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Payment	71.52	ACCOUNT# 4344602 INV# 4344602-FB16 PR00 1926995
054310	03/31/2016	PURCHASE POWER	Payment	110.58	8000-9000-0062-0884 MARCH 2016

Date: 04/08/2016
Time: 16:47:48

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 03/01/2016 To: 03/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054311	03/31/2016	TALX THE WORK NUMBER	Payment	175.65	CUSTOMER# 8805983 INV# 2048398
054312	03/31/2016	DBI BUSINESS INTERIORS	Payment	157.74	CUSTOMER# 224241 INV# 03JB8403

Total: (9,668.23)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-08

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	\$ 14.00
AMP 2: Reed Manor	\$ 1,614.08
AMP 3: Shahan-Blackstone North	<u>\$ 109.67</u>
Total	<u>\$ 1,737.75</u>

The attached Collection Losses Report reflects the delinquent amount of **\$1,737.75** and is hereby approved for fiscal year 2016 write-off.

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

AYES:
NAYS:
ABSENT:
ABSTAIN:

Presidents Pultz-Orthaus declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on April 27, 2016.

Michelle Pultz-Orthaus
President

Collection Losses Report

Three months or greater

April 2016

Board Resolution 2016-08

Property	Reference Number	EOP Date	Amount
Chalet Terrace	001-1189-07	12-15-15	\$ 14.00
Reed Manor	002-3300-17	12-31-15	\$1,614.08
Shahan Blackstone North	003-5500-14	12-1-15	\$ 103.50
Shahan Blackstone North	003-7608-09	12-3-15	\$ 6.17

Property	Amount
Chalet Terrace	\$ 14.00
Reed Manor	\$1,614.08
Shahan Blackstone North	\$ 109.67
Total Write Off	\$ 1737.75

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 _____, read in full and considered:

RESOLUTION NO. 2016-09

WHEREAS, the Jackson Housing Commission staff followed the agency's procurement policy for procuring professional services for Health Care and Life/AD&D coverages;

WHEREAS, the JHC contract files include the Request for Proposals (RFP), Bidders Proposals, Non-Disclosure Statements, ICE, and the rationale for selection;

WHEREAS, three companies submitted proposals and the Craft Agency was the qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for Health Care coverage for active employees and retirees with the Craft Agency through Blue Care Network (BCN) of Michigan for both active employees and in-state retirees and Blue Cross Blue Shield for out of state employees. The Commission also authorizes the Executive Director to execute a contract for Group Life/A&D for active employees through Principal Financial Group.

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:

_____ 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 April 27, 2016.

Michelle Pultz-Orthaus
President

**RFP2016-04 Health Care Services
Evaluation Form**

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average
Craft Agency	100	99	90	100	97
Richmond Agency	85	96	85	95	90
Walton Insurance	91	81	50	82	76

Rationale

The Jackson Housing Commission (JHC) solicited proposals for Health Care Services-RFP2016-04. As a result, three proposals were received. Based on the combined average scores of each evaluator, it was determined that the Craft Agency provided the most comprehensive health services, group Life/AD&D coverage for both active employees and retired employees. The outcomes of staff evaluations concluded that the Craft Agency designed an insurance package that clearly demonstrated pricing, deductibles, copayments, coverage, limitation of coverages and costs for all parties. Also, the amount and breadth of coverages was fully described. The Craft agency has demonstrated their reliability and service capabilities as a previous insurance provider for the JHC.

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											
May											
June											
July											
August											
September											
October											
November											
December											
	576437	589711	102.56	1325	445.06	93.03	1425	3447	12	(13,274)	

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

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 03/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 28,708.53 3. Dwelling Rental: 26,770.98 4. Retroactive Rent: 0.00 5. Excess Utility: 555.83 6. Additional Charges: 1,381.72

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	7	93.28	0.00	43.00	106.00	242.28
Over One Month Delinquent	50	3,437.00	0.00	871.62	6,753.03	11,061.65
Total for TIP	57					11,303.93
Vacated TAR	7					850.32
Total	64					12,154.25

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	3,966.45
Under Formal Repayment Agreement with Payments Up-to-Date	18	3,966.45
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	39	7,337.48

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prict FY (one year to date)	Previous FY (two years to date)
	03/31/2016	03/31/2015	03/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	46	52	40
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	26	35	30

F. Collection Losses

1. Amount Charged to Loss this Period	341.11
2. Amount Charged to Loss this Year to Date	15,006.34

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

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 03/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 291 2. Total Charges: 56,273.42 3. Dwelling Rental: 55,445.00 4. Retroactive Rent: 82.00 5. Excess Utility: -15.00 6. Additional Charges: 761.42

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	380.00	0.00	0.00	135.00	515.00
Over One Month Delinquent	63	667.74	2,962.00	22.00	14,322.76	17,974.50
Total for TIP	73					18,489.50
Vacated TAR	24					12,409.36
Total	97					30,898.86

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	37	13,283.65
Under Formal Repayment Agreement with Payments Up-to-Date	37	13,283.65
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	36	5,205.85

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Pr or FY (one year to date)	Previous FY (two years to date)
	03/31/2016	03/31/2015	03/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	25	36	19
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	23	6

F. Collection Losses

1. Amount Charged to Loss this Period 2,448.30
 2. Amount Charged to Loss this Year to Date 20,800.40

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

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 03/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120 2. Total Charges: 11,977.90 3. Dwelling Rental: 10,065.00 4. Retroactive Rent: 1,727.00 5. Excess Utility: 0.00 6. Additional Charges: 185.90

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	5	-180.00	1,727.00	0.00	84.50	1,631.50
Over One Month Delinquent	26	1,060.70	60.30	410.35	5,422.35	6,953.70
Total for TIP	31					8,585.20
Vacated TAR	6					3,519.87
Total	37					12,105.07

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	8	2,910.24
Under Formal Repayment Agreement with Payments Up-to-Date	8	2,910.24
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	23	5,674.96

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Pr or FY (one year to date)	Previous FY (two years to date)
	03/31/2016	03/31/2015	03/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	26	26	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	47	70	13

F. Collection Losses

1. Amount Charged to Loss this Period	1,624.30
2. Amount Charged to Loss this Year to Date	5,148.88

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

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2015 6. Report Period Ending Date: 03/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 536 2. Total Charges: 96,959.85 3. Dwelling Rental: 92,280.98 4. Retroactive Rent: 1,809.00 5. Excess Utility: 540.83 6. Additional Charges: 2,329.04

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	22	293.28	1,727.00	43.00	325.50	2,388.78
Over One Month Delinquent	139	5,165.44	3,022.30	1,303.97	26,498.14	35,989.85
Total for TIP	161					38,378.63
Vacated TAR	37					16,779.55
Total	198					55,158.18

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	63	20,160.34
Under Formal Repayment Agreement with Payments Up-to-Date	63	20,160.34
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	98	18,218.29

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 03/31/2016	Prior FY (one year to date) 03/31/2015	Previous FY (two years to date) 03/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	30	38	25
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	19	32	14

F. Collection Losses

1. Amount Charged to Loss this Period	4,413.71
2. Amount Charged to Loss this Year to Date	40,955.62

Jackson Housing Commission Consolidated TARS Report

March 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	94	73	3	3	0	25	6
Reed Manor	292	266	91	1	0	0	22	3
Shahan Blackstone	120	111	93	0	0	0	9	0

Move-Outs Report

March 2016

AMP	Account Number	Move-Out	Reason
Chalet	001-1103-08	3-22-16	Notice Given
Reed Manor	002-4401-08	3-8-16	Eviction
Reed Manor	002-3251-13	3-8-16	Eviction
Reed Manor	002-4411-07	3-10-16	Notice Given
Reed Manor	002-4495-06	3-23-16	Abandoned Apartment

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 03/01/2016 and 03/31/2016

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days	
												Down Time	Make Ready
003-5537	204 Janke Street		10/22/2015	11/10/2015	18	12/01/2015	22	03/11/2016	100	140	0	0	0
003-7613	312 Madison		11/24/2015	12/04/2015	9	01/20/2016	48	03/01/2016	40	97	0	0	0
003-5500	146 Shahan Drive		12/01/2015	01/26/2016	55	01/29/2016	4	03/01/2016	31	90	0	0	0
001-1112	1229 Laurel Lane		01/15/2016	01/20/2016	4	02/12/2016	24	03/17/2016	33	61	0	0	0
003-6586	343 Moorman Drive		01/27/2016	01/27/2016	0	02/02/2016	6	03/25/2016	51	57	0	0	0
003-6560	317 Moorman Drive		01/31/2016	02/26/2016	25	03/02/2016	6	03/11/2016	8	39	0	0	0
003-6583	340 Moorman Drive		02/01/2016	01/26/2016	0	01/28/2016	-4	03/12/2016	43	39	-4	0	0
002-4483	315 Steward Avenue	I-70	02/14/2016	02/14/2016	0	02/26/2016	12	03/14/2016	16	28	0	0	0
003-6568	325 Moorman Drive		02/15/2016	03/01/2016	14	03/10/2016	10	03/11/2016	0	24	0	0	0
002-3241	301 Steward Ave	B-18	02/17/2016	02/18/2016	0	02/21/2016	4	03/03/2016	10	14	0	0	0
003-6572	329 Moorman Drive		02/18/2016	02/18/2016	0	02/26/2016	8	03/01/2016	3	11	0	0	0
002-3263	301 Steward Ave	D-16	02/29/2016	03/01/2016	0	03/04/2016	4	03/09/2016	4	8	0	0	0
001-1158	1209 Heather Lane		02/29/2016	03/02/2016	1	03/09/2016	8	03/18/2016	8	17	0	0	0
002-4401	207 Steward Avenue	H-32	03/08/2016	03/08/2016	0	03/11/2016	2	03/11/2016	0	2	0	0	0
002-3251	301 Steward Ave	D-4	03/08/2016	03/09/2016	0	03/14/2016	6	03/18/2016	3	9	0	0	0
002-4411	207 Steward Avenue	H-42	03/10/2016	03/11/2016	0	03/17/2016	7	03/18/2016	0	7	0	0	0
003-6562	319 Moorman Drive		03/11/2016	03/15/2016	3	03/21/2016	7	03/28/2016	6	16	0	0	0
002-3313	301 Steward Ave	F-14	03/13/2016	03/16/2016	2	03/24/2016	8	03/24/2016	0	10	0	0	0
002-3298	301 Steward Ave	E-25	03/16/2016	03/17/2016	0	03/23/2016	7	03/24/2016	0	7	0	0	0
002-4443	315 Steward Avenue	I-30	03/17/2016	03/18/2016	0	03/28/2016	11	03/30/2016	1	12	0	0	0
002-4495	315 Steward Avenue	I-82	03/23/2016	03/24/2016	0	03/31/2016	7	03/31/2016	0	7	0	0	0
Total Units:	21				131		207		357	695	-4	0	0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 03/01/2016 and 03/31/2016

Element # - Description

V12400 - Total number of turnaround days:	695
V12500 - Total number of vacancy days exempted for Capital Funds:	-4
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	21
V12800 - Average number of days units were in down time:	6.24
V12900 - Average number of days units were in make-ready:	10.05
V13000 - Average number of days units were in lease-up:	17.00
V13100 - Average unit turnaround days:	33.29



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTSSM

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority


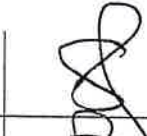








Executive Director: Laurie Ingram

Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date: 4/14/10

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

Manager	Accountant	
		Income Statements
		Balance Sheets
		Bank Reconciliations
		Ratios
		Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

**Jackson Housing Authority
Ratios
For Period Ended 3/31/2016**

Quick Ratio:		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 336,619}{\$ 73,931} =$	4.55	12.00	12.00	100%
RM	$\frac{\$ 452,961}{\$ 99,482} =$	4.55	12.00	12.00	100%
SB	$\frac{\$ 62,351}{\$ 13,694} =$	4.55	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 262,689}{\$ 42,932} =$	6.12	11.00	11.00	100%
RM	$\frac{\$ 353,479}{\$ 88,975} =$	3.97	11.00	11.00	100%
SB	$\frac{\$ 48,657}{\$ 60,249} =$	0.81	6.32	11.00	57%

Debt Service Coverage Ratio:

CT	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>20.32</u>	<u>25.00</u>	<u>81%</u>
Average Weighted Score	<u>23.44</u>	<u>25.00</u>	<u>94%</u>

Jackson Housing Commission

Chalet Terrace

Income Statement
Month Ending March 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	27,642	20,770	6,871	305,480	249,242	56,238
Interest Income	23	-	23	269	-	269
Operating Subsidy	-	40,826	(40,826)	505,863	489,909	15,954
Other Income	3,150	167	2,983	85,865	2,000	83,865
Operating Income	30,814	61,763	(30,948)	897,477	741,151	156,326
Operating Expense						
Administrative Expense						
Administrative Salaries	4,098	3,584	(515)	49,459	43,002	(6,457)
Employee Benefits- Admin	3,055	1,209	(1,846)	24,146	14,505	(9,641)
Administrative Expense	2,341	792	(1,550)	30,313	9,500	(20,813)
Audit Fees	-	188	188	-	2,250	2,250
Legal Expense	672	250	(422)	5,388	3,000	(2,388)
Management Fees	5,974	4,750	(1,224)	75,904	57,000	(18,904)
Office Supplies	1,566	417	(1,149)	8,083	5,000	(3,083)
Postage	55	100	45	646	1,200	554
Retirees Health Insurance	1,350	2,917	1,567	18,721	35,000	16,279
Staff Training	144	167	23	3,381	2,000	(1,381)
Telecommunications	658	833	175	10,413	10,000	(413)
Total Administrative Expense	19,913	15,205	(4,708)	226,455	182,458	(43,997)
Maintenance Expense						
Maintenance Salaries	13,472	10,865	(2,607)	137,382	130,382	(7,000)
Employee Benefits - Maintenance	6,618	3,997	(2,622)	35,128	47,960	12,832
Maintenance Contracts	6,438	2,083	(4,355)	59,940	25,000	(34,940)
Maintenance Materials	3,116	2,500	(616)	46,168	30,000	(16,168)
Security Contracts	-	375	375	-	4,500	4,500
Total Maintenance Expense	29,645	19,820	(9,825)	278,618	237,842	(40,776)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	10,000	10,000
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	10,000	10,000
Utilities & General Expenses						
Electric	7,198	6,684	(514)	71,332	80,205	8,873
Gas	7,677	7,500	(177)	52,013	90,000	37,987
Fuel	-	-	-	-	-	-
Insurance	4,168	2,917	(1,251)	36,996	35,000	(1,996)
Payments in Lieu of Taxes	-	1,088	1,088	-	13,057	13,057
Water & Sewer	11,837	4,167	(7,670)	57,571	50,000	(7,571)
Total Utilities	30,880	22,355	(8,524)	217,912	268,262	50,350
TOTAL Operating Expense	80,438	58,213	(22,224)	722,984	698,562	(24,422)
NET INCOME (LOSS)	(49,623)	3,549	(53,172)	174,492	42,589	131,903

Jackson Housing Commission

Reed Manor

Income Statement
Month Ending March 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	57,169	49,818	7,351	657,927	597,811	60,116
Interest Income	23	-	23	269	-	269
Operating Subsidy		56,411	(56,411)	679,798	676,931	2,867
Other Income	2,198	833	1,365	142,562	10,000	132,562
Operating Income	59,389	107,062	(47,672)	1,480,556	1,284,742	195,814
Operating Expense						
Administrative Expense						
Administrative Salaries	8,266	6,659	(1,607)	105,619	79,907	(25,711)
Employee Benefits- Admin	3,803	2,159	(1,644)	21,739	25,905	4,166
Administrative Expense	1,190	417	(773)	20,639	5,000	(15,639)
Audit Fees	-	192	192	2,000	2,300	300
Legal Expense	619	500	(119)	6,769	6,000	(769)
Management Fees	13,701	22,125	8,424	177,977	265,500	87,523
Office Supplies	2,897	875	(2,022)	11,624	10,500	(1,124)
Postage	135	100	(35)	1,573	1,200	(373)
Retirees Health Insurance	-	347	347	-	4,160	4,160
Staff Training	1,350	458	(892)	4,880	5,500	620
Telecommunications	1,246	625	(621)	17,666	7,500	(10,166)
Total Administrative Expense	33,207	34,456	1,249	370,485	413,472	42,987
Maintenance Expense						
Maintenance Salaries	10,737	12,477	1,740	156,937	149,729	(7,207)
Employee Benefits - Maintenance	8,654	7,233	(1,421)	53,394	86,800	33,406
Maintenance Contracts	13,452	3,750	(9,702)	125,865	45,000	(80,865)
Maintenance Materials	4,795	4,167	(629)	57,771	50,000	(7,771)
Security Contracts	-	4,167	4,167	-	50,000	50,000
Total Maintenance Expense	37,639	31,794	(5,845)	393,967	381,529	(12,438)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	500	1,250	750	1,649	15,000	13,351
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	500	1,250	750	1,649	15,000	13,351
Utilities & General Expenses						
Electric	13,307	14,583	1,276	163,341	175,000	11,659
Gas	8,356	10,348	1,992	43,553	124,179	80,626
Fuel	-	-	-	-	-	-
Insurance	6,120	2,083	(4,036)	36,996	25,000	(11,996)
Payments in Lieu of Taxes	-	2,735	2,735	-	32,820	32,820
Water & Sewer	5,262	4,583	(679)	57,710	55,000	(2,710)
Total Utilities	33,045	34,333	1,288	301,599	411,999	110,400
TOTAL Operating Expense	104,391	101,833	(2,557)	1,067,701	1,222,001	154,300
NET INCOME (LOSS)	(45,002)	5,228	(50,230)	412,855	62,741	350,115

Jackson Housing Commission

Shahan Blackstone

Income Statement

Month Ending March 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	11,336	10,832	504	138,759	129,980	8,779
Interest Income	23	-	23	329	-	329
Operating Subsidy	-	35,514	(35,514)	408,969	426,170	(17,201)
Other Income	603	417	187	59,208	5,000	54,208
Operating Income	11,962	46,762	(34,801)	607,265	561,150	46,115
Operating Expense						
Administrative Expense						
Administrative Salaries	3,573	3,584	10	41,689	43,002	1,313
Employee Benefits- Admin	3,693	1,306	(2,387)	25,364	15,676	(9,688)
Administrative Expense	2,627	750	(1,877)	35,846	9,000	(26,846)
Audit Fees	-	167	167	-	2,000	2,000
Legal Expense	304	83	(220)	4,314	1,000	(3,314)
Management Fees	5,357	9,167	3,809	72,063	110,000	37,937
Office Supplies	1,715	417	(1,298)	9,226	5,000	(4,226)
Postage	60	100	40	704	1,200	496
Retirees Health Insurance	-	1,463	1,463	4,695	17,556	12,861
Staff Training	95	83	(11)	3,145	1,000	(2,145)
Telecommunications	727	625	(102)	10,395	7,500	(2,895)
Total Administrative Expense	18,151	18,578	427	207,441	222,934	15,493
Maintenance Expense						
Maintenance Salaries	6,910	9,564	2,654	106,380	114,766	8,386
Employee Benefits - Maintenance	4,287	4,249	(38)	33,476	50,989	17,513
Maintenance Contracts	5,296	2,083	(3,213)	46,341	25,000	(21,341)
Maintenance Materials	3,649	2,500	(1,149)	43,592	30,000	(13,592)
Security Contracts	-	375	375	-	4,500	4,500
Total Maintenance Expense	20,142	18,771	(1,371)	229,789	225,254	(4,535)
Tenant Services						
Tenant Services Participation	-	-	-	-	-	-
Contract Costs	-	833	833	-	10,000	10,000
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	833	833	-	10,000	10,000
Utilities & General Expenses						
Electric	2,567	625	(1,942)	16,404	7,500	(8,904)
Gas	801	167	(634)	2,412	2,000	(412)
Insurance	2,806	1,667	(1,139)	17,734	20,000	2,266
Payments in Lieu of Taxes	-	460	460	-	5,519	5,519
Water & Sewer	-	3,750	3,750	41,404	45,000	3,596
Total Utilities	6,173	6,668	495	77,954	80,019	2,065
TOTAL Operating Expense	44,467	44,851	384	515,184	538,207	23,023
NET INCOME (LOSS)	(32,505)	1,912	(34,417)	92,080	22,942	69,138

Jackson Housing Commission
Public Housing
Balance Sheet
Month Ending March 31, 2016

ASSETS

Current Assets
Cash

Cash - General Fund	293,783
General Fund Savings	412,943
	706,726

Total Cash

Other Current Assets

Total Other Current Assets

Accounts Receivable

Tenants	23,543
Allowance For Bad Debts - Tenants	(15,298)
	8,245

Total Accounts Receivable

Prepaid Assets

Prepaid Insurance	124,392
Prepaid Maintenance	12,569
	136,960

Total Prepaid Assets

Total Current Assets

851,931

Fixed Assets

Land, Structure & Equipment - CT	5,482,077
Accumulated Depreciation - CT	(3,926,213)
Construction in Progress - CT	6,847
Land, Structure & Equipment - RM	15,871,659
Accumulated Depreciation - RM	(10,289,424)
Construction in Progress - RM	6,637
Land, Structure & Equipment - SB	6,470,793
Accumulated Depreciation - SB	(4,799,973)
Construction in Progress - SB	90,932
	8,913,336

Total Fixed Assets

TOTAL ASSETS

9,765,267

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences	20,414
Payments in Lieu Of Tax	9,366
Accrued Wages	22,996
Security Deposits	109,583
Accounts Payable Due to COCC	24,748
	187,107

Total Current Liabilities

Long Term Liabilities

OPEB Liability	147,560
Compensated Absence - Noncurrent	12,603
	160,163

Total Long Term Liabilities

Equity

Net Investment in Capital Assets	8,887,042
Unrestricted Net Position	60,339
Net Income(Loss)	470,617
	9,417,998

Total Equity

TOTAL LIABILITIES & EQUITY

9,765,267

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending March 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Management Fee	28,032	39,042	(11,009)	435,727	468,500	(32,773)
CFP Operatinal Income	-	2,172	(2,172)	8,644	26,064	(17,420)
CFP Management Improvement	-	1,458	(1,458)	800	17,500	(16,700)
Other Income	5	417	(411)	27,239	5,000	22,239
Operating Income	28,038	43,089	(15,051)	472,410	517,064	(44,654)
Operating Expense						
Administrative Expense						
Administrative Salaries	19,896	21,934	2,038	229,178	263,207	34,029
Employee Benefits- Admin	13,186	10,398	(2,788)	74,391	124,772	50,382
Administrative Expense	1,416	250	(1,166)	43,034	3,000	(40,034)
Audit Fees	-	333	333	2,000	4,000	2,000
Insurance	1,946	417	(1,530)	14,747	5,000	(9,747)
Legal Expense	840	833	(7)	5,427	10,000	4,573
Membership and Dues	-	125	125	264	1,500	1,236
Office Supplies	2,381	417	(1,965)	18,234	5,000	(13,234)
Postage	386	100	(286)	1,541	1,200	(341)
Retiree Insurance	3,838	-	(3,838)	32,011	-	(32,011)
Staff Training	4,819	-	(4,819)	11,683	-	(11,683)
Staff Travel	594	417	(178)	4,754	5,000	246
Accounting Fees	-	2,350	2,350	15,750	28,200	12,450
Sundry	-	417	417	960	5,000	4,040
Telecommunications	216	417	201	4,188	5,000	812
Total Administrative Expense	49,519	38,407	(11,113)	458,162	460,879	2,717
TOTAL Operating Expense	49,519	38,407	(11,113)	458,162	460,879	2,717
NET INCOME (LOSS)	(21,482)	4,682	(26,164)	14,248	56,185	(41,937)

Jackson Housing Commission
Central Office (COCC)
Balance Sheet
Month Ending March 31, 2016

ASSETS

Current Assets

Cash

General - Non-Federal Funds MM	174,879
CNB Checking	31,247
Petty Cash	484

Total Cash **206,610**

Other Current Assets

Washington TAR	2,345
Accounts Receivable Due From HCV	6,000
Accounts Receivable Due From PH	24,748

Total Other Current Assets **33,093**

Prepaid Assets

Prepaid	8,129
---------	-------

Total Prepaid Assets **8,129**

Total Current Assets

\$ 247,832

Fixed Assets

Building, Structure & Equipment	634,970
Accumulated Depreciation	(602,622)

Total Fixed Assets **32,348**

TOTAL ASSETS

280,180

LIABILITIES & EQUITY

Liabilities

Current Liabilities

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

Total Current Liabilities **44,851**

Long Term Liabilities

Total Long Term Liabilities **-**

Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	188,734
Net Income (Loss)	14,248

Total Equity **235,329**

TOTAL LIABILITIES & EQUITY

280,180

Jackson Housing Commission
Section 8 Voucher Program
Income Statement
Month Ending March 31, 2016

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
Income						
Housing Assistance Revenue	196,756	207,833	(11,077)	2,378,057	2,493,993	(115,936)
Administrative Fee Revenue	19,609	18,018	1,591	244,728	216,216	28,512
Port-In HAP Revenue	-	-	-	-	-	-
Port-In Admin Revenue	-	-	-	-	-	-
Fraud Recovery	3,327	1,167	2,160	29,090	14,000	15,090
Interest Income	9	-	9	108	-	108
Other Income	-	-	-	-	-	-
Operating Income	219,701	227,017	(7,317)	2,651,983	2,724,209	(72,226)
Operating Expense						
Administrative Expense						
Administrative Salaries	7,950	8,526	576	101,656	102,315	658
Employee Benefits - Admin	7,713	2,752	(4,961)	28,870	33,025	4,156
Audit Fees	-	-	-	2,000	-	(2,000)
Training	-	-	-	3,552	-	(3,552)
Inspection Expense	740	-	(740)	10,190	-	(10,190)
Insurance	874	-	(874)	7,105	-	(7,105)
Legal	-	-	-	-	-	-
Management Fee	-	3,000	3,000	27,000	36,000	9,000
Office Supplies	2,208	-	(2,208)	12,030	-	(12,030)
Postage	172	-	(172)	927	-	(927)
Staff Travel	-	-	-	1,100	-	(1,100)
Administrative Expense	3,413	-	(3,413)	59,549	-	(59,549)
Telecommunications	68	-	(68)	1,008	-	(1,008)
Total Administrative Expense	23,138	14,278	(8,859)	254,987	171,340	(83,647)
Restricted HAP Expense						
Housing Assisted Payments	198,837	209,916	11,079	2,359,173	2,518,993	159,820
Total Restricted HAP Expense	198,837	209,916	11,079	2,359,173	2,518,993	159,820
HAP Income Less HAP Pymts (Loss)	(2,081)	(2,083)	(22,156)	18,884	(25,000)	(275,756)
TOTAL Operating Expense	221,974	224,194	2,220	2,614,160	2,690,333	76,173
NET INCOME (LOSS)	(2,273)	2,823	(5,096)	37,823	33,876	3,947

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending March 31, 2016

ASSETS

Current Assets

Cash

Cash - General Fund

\$ 201,752

Total Cash

\$ 201,752

Other Current Assets

Investments - Citizens

\$ 3,636

Total Other Current Assets

\$ 3,636

Prepaid Assets

Prepaid

\$ 5,493

Total Prepaid Assets

\$ 5,493

Total Current Assets

\$ 210,881

Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

Total Fixed Assets

\$ -

TOTAL ASSETS

\$ 210,881

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 6,000

Total Current Liabilities

\$ 12,833

Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 97,924

Unrestricted Net Position

\$ 62,300

Net Income (Loss)

\$ 37,823

Total Equity

\$ 198,047

TOTAL LIABILITIES & EQUITY

\$ 210,881

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

MARCH, 2016

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
03/04	05:35a-06:15a	CT	No heat	J. Farr Stevens
03/04	07:10p-07:45p	RM	Lockout	M. Diggins Neal
03/05	11:05a-12:10p	SBN	Kitchen pipes came loose	M. Barczak Neal
03/07	10:20p-11:15p	CT	Alarm not set	Ayioko Neal
03/09	04:52p-06:00p	RM	Lockout, changed lock (damaged)	P. Ely Neal
03/10	04:15p-05:15p	RM	Refrigerator not working replaced	R. Daugherty Neal
03/10	09:55p-10:30p	RM	Lockout	V. Gibson Neal
03/10	10:30p-11:15p	RM	Oven not shutting off	R. Davis Neal
03/12	06:15p-07:00p	RM	Fire door would not open	G-Bldg Tomlin
03/12	08:30p-09:15p	SBN	No heat	K. Benedict Tomlin
03/13	09:25a-10:35a	RM	Frig went out switched with used one	M Santana Tomlin
03/13	10:05a-10:35a	RM	Check on her pet	B. Collier Tomlin
03/13	01:05p-02:00p	RM	Co2 out	L. Tedder Tomlin
03/16	09:00p-10:00p	RM	Lockout	C. Fuse Cram
03/19	06:55p-07:25p	RM	Broken door knob	R. Trosper Stevens
03/20	07:30p-08:00p	CT	Alarm going off	Office Stevens
03/21	05:03p-05:45p	SBN	Alarm not set	Maint Garage Stevens
03/22	04:00a-05:00a	SBN	Plugged toilet	L. Jackson Stevens
03/23	04:20p-05:30p	SBN	Gas leak, turned gas off will return in AM	T. Ross Stevens
03/24	06:20p-07:05p	CT	Safety systems called alarm going off	Ayioko Stevens
03/25	08:14a-09:00a	CT	No heat	P. Davis Parks
03/25	10:30a-11:00a	RM	Lockout	T. Hoyer Parks
03/25	12:20p-12:30p	RM	Lockout	J. Wallace Parks
03/25	12:30p-01:45p	RM	Broken door, someone tried to break in	E. McKenzie Parks
03/27	09:15p-10:00p	RM	No power	C. McGuire Parks
03/28	05:30p-07:00p	CT	No heat	A. Jordan Parks
03/29	11:20a-11:50a	SBN	Police wanted in gave them a key	L. Hall Parks
03/29	08:40p-09:40p	RM	Toilet tank leaking	B. Squires Parks
03/30	08:20p-09:05p	CT	No heat	I. Glaspie Parks
03/31	08:50p-09:20p	RM	Lockout	C. Fuse Parks

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	51,542	\$ 6,395.37	9,749	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	9,973	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16	48,814	\$ 5,923.22	13,462	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Apr-16								\$ -	\$ -
May-16								\$ -	\$ -
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	153,761.00	\$ 18,949.57	33,184	\$ 23,337.27	258,900	\$ 8,464.57	\$ 4,541.78	\$ 13,006.35	\$ 55,293.19

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									\$ -
May-16									\$ -
Jun-16									\$ -
Jul-16									\$ -
Aug-16									\$ -
Sep-16									\$ -
Oct-16									\$ -
Nov-16									\$ -
Dec-16									\$ -
	347,380	\$ 41,627.53	31,322	\$ 23,712.84	355,983	\$ 9,226.24	\$ 5,493.59	\$ 14,719.83	\$ 80,060.20

Utility Cost and Consumption Report

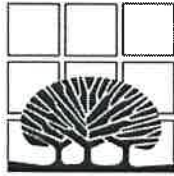
Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
			MCF	CONSUMP					
Jan-16	1,975	\$ 308.55	338		186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Feb-16	2,925	\$ 517.53	1,034					-	\$ 1,318.66
Mar-16	2,111	\$ 352.59	439					-	\$ 722.92
Apr-16								-	\$ -
May-16								-	\$ -
Jun-16								-	\$ -
Jul-16								-	\$ -
Aug-16								-	\$ -
Sep-16								-	\$ -
Oct-16								-	\$ -
Nov-16								-	\$ -
Dec-16								-	\$ -
7,011	1,178.67	1,430.32	1,811.00		186,800.00	6,571.76	3,238.58	9,810.34	12,419.33

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	GAS		WATER		SEWER		NET		TOTAL MONTHLY UTILITY 2016
		NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	NET BILL	
Jan-16	190,757	\$ 22,890.44	19,905	14,897.71	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91	
Feb-16	163,912	\$ 20,455.95	21,981	\$ 16,833.82	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64	
Mar-16	153,483	\$ 18,409.38	24,431	\$ 16,748.90	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17	
Apr-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
May-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Jun-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Jul-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Aug-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Sep-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Oct-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Nov-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
Dec-16	0	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ -	
	508,152	\$ 61,755.77	66,317.00	\$ 48,480.43	801,683	\$ 24,262.57	\$ 13,273.95	\$ 37,536.52	\$ 147,772.72	



**M.C. SMITH
ASSOCIATES AND
ARCHITECTURAL GROUP**

Landscape Architecture
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Architecture • Urban Design
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April 22, 2016

Ms. Laurie Ingram, Director
Jackson Housing Commission
301 Steward Ave.
Jackson, MI 49201

RE: Jackson Housing Commission – Reed Manor Complex Apartment #11 (in Building A) &
Rubbish Room (in Building G) Restoration Projects

Dear Laurie,

On Friday, April 15, 2016, one (1) bid was received by the Jackson Housing Commission for each of the two Bid Packages for the above-mentioned project.

The Bid Tabulation is recorded as follows:

Location of Bid Package work:	Bidder #1: INK Contracting, LLC	
Apartment #11 (in Building A)	Restoration Bid Amount Total:	\$15,000.00
	Adjustor List :	\$?
	Additional Items : n/a	
Rubbish Room (in Building G)	Restoration Bid Amount :	\$29,500.00
	Adjustor List :	\$22,028.65
	Additional Work Item - Electrical wiring at attic code compliance:	\$ 8,300.00
	Total Restoration Bid Amount:	\$37,800.00

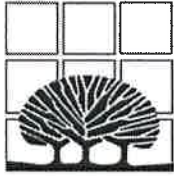
The Bid Opening record document prepared by JHC is included with this letter.
The Bid Package submittal was forwarded to our office on April 13, 2016.

We would consider submitted Bid Package submittal as complete and acceptable.

Our office has not worked with INK Contracting, LLC company previously. We conducted a phone interview with Mr. Karl Hunt, INK Contracting, LLC on April 21st, 2016 and we are confident that this contractor is capable to successfully perform scope of work as outlined in the project manual. Mr. Hunt indicated that this will be his company first time working with the JHC, however he is very familiar with this type of commercial work requirements having work on many projects for various the municipalities.

We checked two references via phone interviews as follows:

529 Greenwood Avenue S.E. • East Grand Rapids, Michigan 49506 • 616-451-3346 • FAX 616-451-1935



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1. Mr. Ken Lipps, Dir. of Operations, Community Action Agency (517-745-6120)
2. Mr. Tim Pocket, Dir. of Rehabilitation projects, City of Jackson (517-414-7562)

Both individuals were very enthusiastic in providing an excellent rating for the quality of work, diligent paperwork, and timely (or early) execution. Both Directors made statement that they invited Mr. Hunt to bid on any other forthcoming project's solicited by them.

Bid Submittal (for Rubbish Room Restoration) came in higher than the insurance adjuster's estimates.

We have no information available to us what was the insurance adjuster's estimate for the Apt #11 Restoration work.

It is worth to note that the insurance adjuster's estimates are dated: 4/29/2015 and 2/5/2015 respectively. There is also a factor of estimated prices being too low comparing to the current market and that the small but frequent quantities of various materials, when fixing the damage, are major factor in the labor cost since this is most time consuming way of installation.

Considering that the proposed Bids came in at price higher than the adjuster's estimate (based on Rubbish Room bid) our recommendation would be for the Owner (JHC) to follow HUD Procurement Handbook Section 10.3 and Instruction to Bidders (HUD Form 5369-A ; included in the Project Manual), in which the Owner is allowed to request that the Bidder provide separate elements of the bid, e.g. labor, material, overhead and profit, etc., in order to justify the bid amount. As the bid amount falls below the HUD threshold for sealed bids (\$100,000), negotiations between the Bidder and the Owner, with participation from the insurance adjuster, can bring the pricing to within the budget per section 5.12.

Given the very favorable and glowing reviews from previous project's Directors, and pending your reconciliation of the budget / funding for the project, we propose acceptance and award of the two Bid Packages submitted by INK Contracting, LLC .

Please contact me with any comments or questions.

Sincerely,
M. C. Smith Associates and Architectural Group, Inc.

Jolanta Stecka, R.A.
Vice President
M. C. Smith Architectural Group, Inc.