

# JACKSON HOUSING COMMISSION

REGULAR MEETING – JANUARY 23, 2013

Reed Manor (Building C) - Board Room

## AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL  
Patricia Davis-Dye, Commissioner  
Arlene Robinson, Commissioner  
Derek Dobies, Commissioner  
Patrick Burtch, Commissioner  
Gerald Montgomery, Commissioner
3. Public Comments
4. Approval of the Minutes of the Regular Meeting on December 19, 2012
5. Approval of the Minutes of the Special Meeting on December 21, 2012
6. Nomination and Election of Officers: Chair and Vice Chair
7. RESOLUTIONS  
Resolution No. 2013-01: Collection Losses Write-off  
Resolution No. 2013-02: Promotion of Kim Truman to Assistant Director  
Resolution No. 2013-03: Promotion of Shari Boyce to Section 8 Program Director  
Resolution No. 2013-04: Check Signers Authorization
8. DIRECTORS' REPORTS  
**Section 8**  
*Leasing and HAP Utilization Report*  
  
**Public Housing**  
*Tenant Accounts Receivable*  
*Consolidated TARS*  
*Move Outs*  
*Vacant Unit Turnaround*  
  
**Executive**  
*S8 Income Statement*  
*PH Income Statement*  
*Petty Cash Fund Register*  
*After Hours/Emergency Response Report*  
*Utility Costs and Consumption*
9. OTHER BUSINESS – HUD and Rhoades McKee Legal Opinions
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **February 20, 2013 – Board Room**

# **Jackson Housing Commission**

Minutes of the Regular Meeting

December 19, 2012

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on November 21, 2012.

President Martin called the meeting to order at 12:00 p.m. and upon roll call, the following Commissioners were present: Martin, Anderson, Dobies, and Davis-Dye. Absent: Robinson

Also present were: Herman L. Hill, Executive Director  
Kimberly Truman, Section 8 Program Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary  
Shari Boyce, Section 8 Manager  
Brenda Fridd, Office Manager

President Martin welcomed all in attendance.

## **12-12-001 PUBLIC COMMENTS**

No one from the general public was present.

President Martin introduced new Commissioner Dobies to the meeting and made Commissioner Dobies aware of Conflict of Interest and asks that he abstain from voting in such matters that would cause a conflict.

## **12-12-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD November 31, 2012 & Special Meeting September 26, 2012**

Commissioner Anderson MOVED to approve the minutes of the Regular Meeting held November 21, 2012 and the Special Meeting Minutes held on September 26, 2012. Commissioner Davis-Dye SECONDED motion, and upon the following roll call, the motion was adopted:

AYES: Anderson, Davis-Dye, Martin.  
NAYS: None  
ABSTAIN: Dobies  
ABSENT: Robinson

**12-12-003      RESOLUTIONS**

A. Resolution No. 2012-34:Collection Losses Write-Offs

Commissioner Anderson MOVED to approve Write-Off of Collection Losses in the amount of \$1,177.30. Commissioner Dobies SECONDED the motion and, upon the following roll call, the motion was adopted:

AYES:            Dobies, Anderson, Davis-Dye, Martin.  
NAYS:            None  
ABSTAIN:        None  
ABSENT:         Robinson

B. Resolution No. 2012-35: 2013 Meeting Schedule

Commissioner Anderson MOVED to approve the 2013 Meeting Schedule. Commissioner Dobies SECONDED the motion and, upon the following roll call, the motion was adopted:

AYES:            Dobies, Anderson, Davis-Dye, Martin.  
NAYS:            None  
ABSTAIN:        None  
ABSENT:         Robinson

C. Resolution No. 2012-36: Surveillance Camera Contract

Commissioner Davis-Dye MOVED to approve the Executive Director to execute the contract with M.C. Smith and Associates and Architectural Group, Inc. Commissioner Anderson SECONDED the motion and, upon the following roll call, the motion was adopted:

AYES:            Dobies, Anderson, Davis-Dye, Martin.  
NAYS:            None  
ABSTAIN:        None  
ABSENT:         Robinson

D. Resolution No. 2012-37: Armor Knight Contract

Commissioner Dobies MOVED to approve the execution of a six month contract with Armor Knight Security, Inc. Commissioner Anderson SECONDED the motion and, upon the following roll call, the motion was adopted:

AYES: Dobies, Anderson, Davis-Dye, Martin.  
NAYS: None  
ABSTAIN: None  
ABSENT: Robinson

E. Resolution No. 2012-38: Blue Care Network Contract Confirmation

Commissioner Dobies MOVED to postpone the voting of the Contract until the next Commission Meeting on January 16, 2013 to allow Commissioner Dobies time to process the action the Commission is taking. Commissioner Davis-Dye SECONDED the motion and, upon the following roll call, the motion was NOT adopted:

AYES: Dobies  
NAYS: Anderson, Davis-Dye, Martin  
ABSTAIN: None  
ABSENT: Robinson

Commissioner Anderson MOVED to approve the execution of an agreement with JHC and BCN for health care coverage. Commissioner Davis-Dye SECONDED the motion and, upon the following roll call, the motion was adopted:

AYES: Anderson, Davis-Dye, Martin  
NAYS: None  
ABSTAIN: Dobies  
ABSENT: Robinson

**12-12-004 DIRECTORS' REPORTS**

Section 8

A. Utilization Report

Ms. Truman presented the report as stated. Ms. Truman stated that all vouchers are leased up. Ms. Truman stated that we are leased up two more vouchers than allotted; however, our HUD Representative approved the addition.

Commissioner Robinson entered the meeting.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs.

D. Turnaround Time

Mr. Crandall pointed out that the turnaround time is over 15 days but this is due to units at Chalet-Terrace requiring extensive drywall and plumbing repairs and units at Reed Manor with clearing up bed bug issues before the units were leased again. Reed Manor units are also having flooring replaced as units become available.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

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

Mr. Hill presented the written reports for the items listed above.

**12-12-005 EMPLOYEE "YEARS OF SERVICES" RECOGNITION**

Mr. Hill recognized the following employees for their years of service:

Kimberly Truman, 25 Years

Brenda Fridd, 25 Years

Connie Crandall, 20 Years

Shari Boyce, 10 Years

Larry Young, 10 Years (Not Present at the meeting).

The regular meeting adjourned at 12:42 p.m.

Respectfully submitted,

Herman L. Hill,  
Executive Director

ATTESTED: \_\_\_\_\_  
Patricia Davis-Dye, Commissioner

# Jackson Housing Commission

## Minutes of the Special Meeting

December 21, 2012

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at 4:00 PM on December 21, 2012.

Executive Director Herman Hill called the meeting to order at 4:00 p.m. and upon roll call, the following Commissioners were present: Arlene Robinson, Patricia Davis-Dye, Derek Dobies, Gerald Montgomery, and Patrick Burtch. Absent: None

Also present were: Herman L. Hill, Executive Director  
Kimberly Truman, Section 8 Program Director  
Connie Crandall, Public Housing Program Director  
Katie Dickerson, Executive Secretary

Mr. Hill welcomed everyone in attendance.

### 12-12-006 ELECTION OF OFFICERS

The Commissioners discussed the election of officers, and given the nature of the meeting, Commissioner Dobies **MOVED** to postpone the election of officers until the next regular meeting to be held on January 16, 2012. Commissioner Montgomery **SECONDED** the motion, upon vote, the motion was adopted.:

AYES:	Robinson, Davis-Dye, Dobies, Burtch, Montgomery
NAYS:	None
ABSTAIN:	None
ABSENT:	None

### 12-09-007 OTHER BUSINESS

Commissioner Burtch explained to the Commission and the public that the City's temporary restraining order may be rescinded if the Board moves to rescind the previous Board's resolution 2012-38, which would nullify the Health Care Contract the Board and Executive Director have already executed. Commissioner Burtch explained that the City was concerned that the employees would be paying the 20% of their share for both plans. The City wanted to ensure they would not. The Mayor also has no objections to JHC obtaining their own health care coverage, so long as the City Council and Mayor approve it at the next City Council meeting. Commissioner Dobies **MOVED** to rescind previous Board Resolution 2012-38 thus nullifying the previous Health Care Contract. Commissioner Montgomery **SECONDED** the motion.

Commissioner Robinson raised questions on the motion and wanted to know why there was a need to rescind the motion. The previous board already approved it. Commissioner Burtch explained that it is considered compensation and thus the mayor must approve it. And the board moves to rescind the motion, there will be no need to have the hearing to be held on January 4, 2013, thus saving the City and JHC money.

Commissioner Dobies **MOVED** to rescind previous Board Resolution 2012-38 thus nullifying the previous Health Care Contract. Commissioner Montgomery **SECONDED** the motion, upon vote, the motion was adopted:

AYES: Dobies, Burtch, Montgomery  
NAYS: None  
ABSTAIN: Robinson, Davis-Dye.  
ABSENT: None

**12-09-008 DESIGNATION OF CHECK SIGNERS**

Mr. Hill informed the Board that with the Removal of Mr. Harris, Mr. Anderson, and Ms. Martin, the Commission has no check signers. Without the check signers, the Commission was unable to pay bills.

Commissioner Dobies **MOVED** to appoint Commissioners Robinson and Montgomery as Check Signers. Commissioner Robinson **SECONDED** the motion and, upon vote, the motion was adopted:

AYES: Robinson, Davis-Dye, Dobies, Burtch, Montgomery.  
NAYS: None  
ABSTAIN: None  
ABSENT: None

Commissioner Burtch informed the Board that the point of the meeting was not to discuss Mr. Hill's employment contract or to remove Mr. Hill. He is an administrator and doing a fine job. The room then erupted into applause from those in attendance.

Commissioner Davis-Dye expressed her concern over the recent intervention by the City. There was no reason to change what was working so well and working cohesively. Commissioner Robinson agreed with her.

Commissioner Dobies **MOVED** to adjourn the meeting. Commissioner Davis-Dye **SECONDED** the motion. All were in favor. The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Herman L. Hill, PHM, SHM  
Executive Director

ATTESTED: \_\_\_\_\_



**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-01**

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

AMP 3: Shahan-Blackstone Apartments	<u>368.70</u>
<b>Total</b>	<b>\$368.70</b>

The attached Collection Losses Report reflects the delinquent amount of **\$368.70** and is hereby approved for fiscal year 2013 write-off.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and 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 January 23, 2013.

\_\_\_\_\_  
Herman L. Hill, MPA, PHM  
Executive Director/Secretary

# Collection Losses Report

Three months or greater

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	None			
Reed Manor				
Shahan	Shelley Eaddy Denisa Marizette	003-5525 003-6575	10/09/2012 10/30/2012	\$254.60 \$114.10

**Board Resolution: 2013-01**

**Total Write Off: \$368.70**

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

**JACKSON HOUSING COMMISSION**  
**Jackson, MI**

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

**RESOLUTION NO. 2013-02**

**WHEREAS**, the Executive Director has the authority to promote employees based on their experience, performance and qualifications;

**THEREFORE BE IT RESOLVED THAT** Kimberly D. Truman be promoted to Assistant Director with a salary increase equal to Step 7 of the Commission's Merit Compensation Schedule and the authorization to serve as Contracting Officer and sign checks only in the absence of the Executive Director.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and 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 held January 23, 2013.

\_\_\_\_\_  
Herman L. Hill, MPA, PHM  
Executive Director

**JACKSON HOUSING COMMISSION**  
Jackson, MI

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

**RESOLUTION NO. 2013-03**

**WHEREAS**, the Executive Director has the authority to promote employees based on their experience, performance and qualifications;

**THEREFORE BE IT RESOLVED THAT** Shari Boyce be promoted to Section 8 Program Director with a salary increase equal to Step 7 of the Commission's Merit Compensation Schedule.

Commissioner \_\_\_\_\_ **MOVED** to adopt the foregoing Resolution as introduced and 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 held January 23, 2013.

\_\_\_\_\_  
Herman L. Hill, MPA, PHM  
Executive Director

**Jackson Housing Commission**  
Jackson, MI

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

**RESOLUTION NO. 2013-04**

**WHEREAS**, banking institutions require new signature cards anytime check signers are added or removed;

**THEREFORE BE IT RESOLVED THAT** the Commission designates Arlene Robinson, Gerald Montgomery, Herman Hill and Kimberly Truman as authorized check signers and hereby authorizes them to sign Signature Cards and Bank Resolutions for all Citizens Bank and County National Bank accounts.

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:  
ABSENT:  
ABSTAIN:

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

I hereby certify that the above Resolution was adopted at a Special Meeting of the Jackson Housing Commission on January 23, 2013.

\_\_\_\_\_  
Herman L. Hill, MPA, PHM  
Executive Director/Secretary



**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
Public Housing - January 2013  
Project: 001 - Chalet Terrace

**A. Basic Identification Data**

3. Total Units Available: 128      5. Fiscal Year Beginning: 04/01/2012      6. Report Period Ending Date: 01/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 124      2. Total Charges: 27,318.95      3. Dwelling Rental: 24,775.35      4. Retroactive Rent: 225.00      5. Excess Utility: 408.25      6. Additional Charges: 1,910.35

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	4	0.00	0.00	0.00	403.77	403.77
Over One Month Delinquent	51	2,284.43	0.00	370.40	7,611.40	10,266.23
Total for TIP	55					10,670.00
Vacated TAR	8					3,269.93
<b>Total</b>	<b>63</b>					<b>13,939.93</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	4,613.15
Under Formal Repayment Agreement with Payments Up-to-Date	19	4,613.15
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	36	6,056.85

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	01/31/2013	01/31/2012	01/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	44	48	46
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	22	39	42

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	4,709.45

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
 Public Housing - January 2013  
 Project: 002 - Reed Manor

**A. Basic Identification Data**

3. Total Units Available: 292      5. Fiscal Year Beginning: 04/01/2012      6. Report Period Ending Date: 01/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287      2. Total Charges: 49,076.89      3. Dwelling Rental: 47,398.75      4. Retroactive Rent: 104.00      5. Excess Utility: 5.00      6. Additional Charges: 1,569.14

**C. Receivables**

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	Amounts Delinquent
One Month or Less Delinquent	19	644.00	0.00	0.00	1,011.66	1,655.66
Over One Month Delinquent	46	1,944.68	112.00	23.00	4,067.76	6,147.44
Total for TIP	65					7,803.10
Vacated TAR	8					2,315.48
<b>Total</b>	<b>73</b>					<b>10,118.58</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	2,412.77
Under Formal Repayment Agreement with Payments Up-to-Date	18	2,412.77
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	47	5,390.33

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	01/31/2013	01/31/2012	01/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	23	21	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	11	10	11

**F. Collection Losses**

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	15,102.75



**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - January 2013**  
**Project: 003 - Shahan-Blackstone**

**A. Basic Identification Data**

3. Total Units Available: 120      5. Fiscal Year Beginning: 04/01/2012      6. Report Period Ending Date: 01/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 119      2. Total Charges: 10,823.70      3. Dwelling Rental: 9,483.60      4. Retroactive Rent: 451.00      5. Excess Utility: 0.00      6. Additional Charges: 889.10

**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	6	83.00	0.00	0.00	332.20	415.20	
Over One Month Delinquent	34	-146.00	115.00	0.00	6,095.56	6,064.56	
Total for TIP	40					6,479.76	
Vacated TAR	3					2,043.90	
<b>Total</b>	<b>43</b>					<b>8,523.66</b>	

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	12	4,085.71
Under Formal Repayment Agreement with Payments Up-to-Date	12	4,085.71
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	28	2,394.05

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	01/31/2013	01/31/2012	01/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	<u>34</u>	<u>29</u>	<u>32</u>
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	<u>22</u>	<u>16</u>	<u>44</u>

**F. Collection Losses**

1. Amount Charged to Loss this Period	368.70
2. Amount Charged to Loss this Year to Date	4,882.84

**Jackson Housing Commission**  
**Report of Tenants Accounts Receivable (TARs)**  
**Public Housing - January 2013**  
**Project: ALL - Summary**

**A. Basic Identification Data**

3. Total Units Available: 540      5. Fiscal Year Beginning: 04/01/2012      6. Report Period Ending Date: 01/31/2013

**B. Charges to Tenants**

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 530      2. Total Charges: 87,219.54      3. Dwelling Rental: 81,657.70      4. Retroactive Rent: 780.00      5. Excess Utility: 413.25      6. Additional Charges: 4,368.59

**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	29	727.00	0.00	0.00	1,747.63	2,474.63
Over One Month Delinquent	131	4,083.11	227.00	393.40	17,774.72	22,478.23
Total for TIP	160					24,952.86
Vacated TAR	19					7,629.31
<b>Total</b>	<b>179</b>					<b>32,582.17</b>

**D. TARs**

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	49	11,111.63
Under Formal Repayment Agreement with Payments Up-to-Date	49	11,111.63
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	111	13,841.23

**E. Percentage Analysis**

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	01/31/2013	01/31/2012	01/31/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	<u>30</u>	<u>30</u>	29
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	16	19	26

**F. Collection Losses**

1. Amount Charged to Loss this Period      368.70  
2. Amount Charged to Loss this Year to Date      24,695.04

# Jackson Housing Commission

## Consolidated TARS Report

January, 2013

Category	Chalet Terrace		Reed Manor		Shahan Blackstone		Totals	
Total Rents	126		292		122		540	
Rents Collected	114	90%	280	96%	116	95%	510	94%
Vacant Units	4	3%	5	2%	1	1%	10	2%
Notices to Vacate	4		5		4		13	
14 Day Notices	33		30		11		74	
Court Filings	4		2		1		7	

# Move-Outs Report

January, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
P-001-1139-09	301 Barberry Drive	Evicted
P-001-1174-02	1214 Laurel Lane	Deceased
	<i>Reed Manor</i>	
P-002-3296-11	301 Steward Ave. E-23	Evicted
P-002-3304-11	301 Steward Ave. F-05	Evicted
P-002-3337-07	301 Steward Ave. G-12	Voluntary
P-002-3353-07	301 Steward Ave. G-28	Evicted
P-002-4392-06	207 Steward Ave. H-23	Evicted
P-002-4455-05	315 Steward Ave. I-42	Evicted
	<i>Shahan</i>	
P-003-5510-11	126 Shahan Drive	Evicted
P-003-5511-06	124 Shahan Drive	Voluntary
P-003-6571-08	328 Moorman Drive	Evicted
P-003-6572-05	329 Moorman Drive	Evicted

### PHAS - Vacant Unit Turnaround Time

Public Housing  
for Units Re-Occupied between: 01/01/2013 and 01/31/2013

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	Lease Up
002-3338	301 Steward Avenue	G-13	11/08/2012	11/08/2012	0	01/10/2013	63	01/11/2013	0	63	0	0	0	
001-1109	1237 Laurel Lane		12/17/2012	12/19/2012	1	01/08/2013	21	01/11/2013	2	24	0	0	0	
003-6553	310 Moorman Drive		12/17/2012	12/17/2012	0	12/21/2012	4	01/03/2013	12	16	0	0	0	
001-7631	329 E Robinson		12/19/2012	12/19/2012	0	01/25/2013	36	01/25/2013	0	36	0	0	0	
002-3329	301 Steward Avenue	G-4	12/26/2012	12/26/2012	0	01/17/2013	22	01/18/2013	0	22	0	0	0	
001-1168	317 Barberry Drive		12/26/2012	12/26/2012	0	12/28/2012	2	01/02/2013	4	6	0	0	0	
003-5511	124 Shahan Drive		01/05/2013	01/07/2013	1	01/14/2013	8	01/15/2013	0	9	0	0	0	
003-5510	126 Shahan Drive		01/09/2013	01/10/2013	0	01/16/2013	7	01/18/2013	1	8	0	0	0	
002-3353	301 Steward Avenue	G-28	01/14/2013	01/14/2013	0	01/25/2013	10	01/25/2013	0	10	0	0	0	
003-6571	328 Moorman Drive		01/15/2013	01/15/2013	0	01/24/2013	9	01/28/2013	3	12	0	0	0	
<b>Total Units:</b>					2		182		22	206	0	0	0	

**PHAS - Vacant Unit Turnaround Time**  
Public Housing  
for Units Re-Occupied between: 01/01/2013 and 01/31/2013

<u>Element # - Description</u>	
V12400 - Total number of turnaround days:	206
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	10
V12800 - Average number of days units were in down time:	0.20
V12900 - Average number of days units were in make-ready:	18.20
V13000 - Average number of days units were in lease-up:	2.20
V13100 - Average unit turnaround days:	20.60

# Jackson Housing Commission

## Section 8 Voucher Program

### Income Statement

Month Ending January 31, 2013

	Monthly Totals	Percentage Of Total	YTD Total	YTD Percentage Of Total
<b>Income</b>				
Housing Assistance Revenue	195,834	91%	2,007,030	90%
Administrative Fees	18,903	9%	198,348	9%
Port-In HAP	151	0%	1,399	0%
Port-In Admin	45	0%	1,593	0%
Fraud Recovery	1,061	0%	8,049	0%
Interest Income	53	0%	837	0%
Other Income		0%	2,250	0%
<b>Operating Income</b>	<b>216,047</b>	<b>100%</b>	<b>2,219,506</b>	<b>100%</b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	5,679	29%	89,384	36%
Employee Benefit Contributions	4,996	25%	69,779	28%
Management Fee	4,500	23%	40,500	16%
Certification Training		0%	10,486	4%
Inspection Expense	1,024	5%	7,001	3%
Legal		0%	-	0%
Telecommunications	291	1%	3,006	1%
Staff Travel		0%	244	0%
Postage	100	1%	1,124	0%
Office Supplies	1,347	7%	8,032	3%
Accounting Fees	475	2%	4,750	2%
Audit Fees		0%	1,900	1%
Sundry	1,515	8%	7,478	3%
Insurance		0%	2,382	1%
<b>Total Administrative Expense</b>	<b>19,926</b>	<b>100%</b>	<b>246,065</b>	<b>100%</b>
<b>General Expense</b>				
Housing Assisted Payments	213,813	100%	2,092,286	100%
<b>Total General Expense</b>	<b>213,813</b>	<b>100%</b>	<b>2,092,286</b>	<b>100%</b>
<b>TOTAL Operating Expense</b>	<b>233,739</b>	<b>108%</b>	<b>2,338,351</b>	<b>97%</b>
<b>NET INCOME (LOSS)</b>	<b>(17,692)</b>	<b>-8%</b>	<b>(118,845)</b>	<b>3%</b>

	<u>Notes (s)</u>	<u>Notes (s)</u>
HAP Income	195,834	18,903.00
Port In / Repayment Agreement	682	628.22
Total	196,516	19,531.22
Housing Assisted Payments	213,813	19,926.14
Gain (Loss)	(17,298)	(394.92)

# Jackson Housing Commission

## Chalet Terrace

### Income Statement

Month Ending January 31, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
<b>Income</b>				
Operating Subsidy	40,008	42,290	429,247	422,900
Dwelling Rent	23,546	22,413	231,497	224,130
Tenant Appliances		-	-	-
Interest Income		-	-	-
Other Income	1,817	1,250	24,878	12,500
Laundry Income		-	-	-
<b>Operating Income</b>	<b><u>65,371</u></b>	<b><u>65,953</u></b>	<b><u>685,622</u></b>	<b><u>659,530</u></b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	2,646	2,669	29,071	26,690
Employee Benefit Contributions	2,544	2,126	27,238	21,260
Management Fees	9,525	10,067	95,250	100,670
Administrative Expense		792	1,022	7,920
Telecommunications	506	625	6,378	6,250
Accounting Fees	441	441	4,409	4,408
Audit Fees		167	1,900	1,670
Staff Travel		658	647	6,580
Sundry	205	-	1,976	-
Legal Expense	239	167	2,602	1,670
Postage	35	100	525	1,000
Office Supplies	83	229	2,686	2,290
City Administrative Fees	755	667	7,944	6,670
<b>Total Administrative Expense</b>	<b><u>16,980</u></b>	<b><u>18,708</u></b>	<b><u>181,647</u></b>	<b><u>187,078</u></b>
<b>Maintenance Expense</b>				
Maintenance Salaries	10,862	9,729	110,646	97,290
Maintenance Benefits	10,443	7,323	103,761	73,230
Maintenance Materials	4,557	3,333	33,594	33,330
Maintenance Contracts	4,022	3,750	50,950	37,500
Security Contracts	321	375	3,651	3,750
<b>Total Tenant Services</b>	<b><u>30,205</u></b>	<b><u>24,510</u></b>	<b><u>302,603</u></b>	<b><u>245,100</u></b>
<b>Tenant Services</b>				
Tenant Services - Recreation		-	-	-
TS Res Participation		-	-	-
Contract Costs		1,539	6,056	15,390
Lifestart Grant		-	-	-
<b>Total Tenant Services</b>	<b><u>-</u></b>	<b><u>1,539</u></b>	<b><u>6,056</u></b>	<b><u>15,390</u></b>
<b>Utilities &amp; General Expenses</b>				
Water & Sewer - Chalet Terrace	1,040	4,583	38,190	45,830
Electric 38-1-Charlet Terrace	6,294	3,667	59,470	36,670
Collection Losses		-	-	-
Gas	9,551	2,500	36,838	25,000
Insurance	1,772	3,934	14,053	39,340
Payments in Lieu of Taxes		1,192	3,525	11,920
General Expense		-	1,677	-
<b>Total Utilities</b>	<b><u>18,657</u></b>	<b><u>15,876</u></b>	<b><u>153,753</u></b>	<b><u>158,760</u></b>
<b>TOTAL Operating Expense</b>	<b><u>65,842</u></b>	<b><u>60,633</u></b>	<b><u>644,059</u></b>	<b><u>606,328</u></b>
<b>NET INCOME (LOSS)</b>	<b><u>(471)</u></b>	<b><u>5,320</u></b>	<b><u>41,563</u></b>	<b><u>53,202</u></b>



# Jackson Housing Commission

## Reed Manor

### Income Statement

Month Ending January 31, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
<b>Income</b>				
Operating Subsidy	61,678	42,290	544,160	452,900
Dwelling Rent	48,123	40,255	472,744	402,550
CFP Revenue		9,287	-	92,870
Other Income	5,481	2,833	41,045	28,330
<b>Operating Income</b>	<b>115,282</b>	<b>94,665</b>	<b>1,057,948</b>	<b>976,650</b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	9,136	4,951	53,396	49,510
Employee Benefit Contributions	7,166	4,393	39,278	43,930
Management Fees	22,500	22,500	224,625	225,000
Administrative Expense		417	986	4,170
Telecommunications	1,362	625	15,290	6,250
Accounting Fees	1,032	1,032	10,323	10,320
Audit Fees		167	1,900	1,670
Staff Travel		458	2,170	4,580
Sundry	1,218	-	40,759	-
Legal Expense	594	125	4,088	1,250
Postage	135	100	1,517	1,000
Office Supplies	251	292	4,535	2,920
City Administrative Fees	755	-	7,447	-
<b>Total Administrative Expense</b>	<b>44,149</b>	<b>35,060</b>	<b>406,314</b>	<b>350,600</b>
<b>Maintenance Expense</b>				
Maintenance Salaries	12,927	15,886	166,953	158,860
Maintenance Benefits	10,140	10,281	121,972	102,810
Maintenance Materials	8,924	3,333	55,998	33,330
Maintenance Contracts	11,055	3,750	93,352	37,500
Security Contracts	7,356	375	41,127	3,750
<b>Total Tenant Services</b>	<b>50,401</b>	<b>33,625</b>	<b>479,402</b>	<b>336,250</b>
<b>Tenant Services</b>				
Tenant Services - Recreation	-	-	-	-
TS Res Participation	-	-	-	-
Collection Losses	-	-	-	-
Contract Costs		1,250	5,035	12,500
<b>Total Tenant Services</b>	<b>-</b>	<b>1,250</b>	<b>5,035</b>	<b>12,500</b>
<b>Utilities &amp; General Expenses</b>				
Water & Sewer	4,454	4,750	40,993	47,500
Electric	12,846	10,000	134,555	100,000
Gas	6,785	3,750	30,824	37,500
Insurance	1,772	2,180	13,749	21,800
Payments in Lieu of Taxes		2,429	7,518	24,290
General Expense		-	2,973	-
<b>Total Utilities</b>	<b>25,857</b>	<b>23,109</b>	<b>230,611</b>	<b>231,090</b>
<b>TOTAL Operating Expense</b>	<b>120,406</b>	<b>93,044</b>	<b>1,121,362</b>	<b>930,440</b>
<b>NET INCOME (LOSS)</b>	<b>(5,125)</b>	<b>1,621</b>	<b>(63,414)</b>	<b>46,210</b>

# Jackson Housing Commission

## Shahan Blackstone

### Income Statement

Month Ending January 31, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
<b>Income</b>				
Operating Subsidy	34,959	42,290	361,863	422,900
Dwelling Rent	10,240	9,296	93,828	92,960
Tenant Appliances		-	-	-
Other Income	1,856	1,333	14,225	13,330
<b>Operating Income</b>	<b>47,055</b>	<b>52,919</b>	<b>469,916</b>	<b>529,190</b>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	2,354	2,550	25,856	25,500
Employee Benefit Contributions	2,201	2,323	22,842	23,230
Management Fees	9,273	9,273	92,982	92,730
Administrative Expense		750	230	7,500
Accounting Fees	427	427	4,270	4,269
Audit Fees		167	1,900	1,670
Telecommunications	563	625	5,821	6,250
Staff Training/Travel		708	1,298	7,080
Sundry	29	-	1,394	-
Legal Expense	242	500	2,633	5,000
Postage	35	100	563	1,000
Office Supplies	40	417	3,433	4,170
City Administrative Fees	755	-	7,301	-
<b>Total Administrative Expense</b>	<b>15,919</b>	<b>17,840</b>	<b>170,520</b>	<b>178,399</b>
<b>Maintenance Expense</b>				
Maintenance Salaries	8,556	9,203	86,925	92,030
Maintenance Benefits	8,003	7,222	68,435	72,220
Maintenance Materials	2,073	3,333	25,084	33,330
Maintenance Contracts	3,383	3,750	37,427	37,500
Security Contracts	413	375	3,996	3,750
<b>Total Tenant Services</b>	<b>22,428</b>	<b>23,883</b>	<b>221,867</b>	<b>238,830</b>
<b>Tenant Services</b>				
Tenant Services - Recreation			-	-
TS Res Participation			-	-
Collection Losses			-	-
Contract Costs		1,539	1,768	15,390
<b>Total Tenant Services</b>	<b>-</b>	<b>1,539</b>	<b>1,768</b>	<b>15,390</b>
<b>Utilities &amp; General Expenses</b>				
Water & Sewer	283	3,750	39,709	37,500
Electric	381	500	2,766	5,000
Gas	522	500	1,532	5,000
Insurance	1,772	3,296	12,506	32,960
Payments in Lieu of Taxes		963	3,051	9,630
General Expense		-	3,591	-
<b>Total Utilities</b>	<b>2,959</b>	<b>9,009</b>	<b>63,156</b>	<b>90,090</b>
<b>TOTAL Operating Expense</b>	<b>41,305</b>	<b>52,271</b>	<b>457,312</b>	<b>522,709</b>
<b>NET INCOME (LOSS)</b>	<b>5,750</b>	<b>648</b>	<b>12,604</b>	<b>6,481</b>

**Jackson Housing Commission**  
**Central Office (COCC)**  
**Income Statement**  
**Month Ending January 31, 2013**

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
<b>Income</b>				
Management Fee	45,798	44,840	457,857	448,400
Other Income	7	833	8,724	8,330
Interest Income	89	-	2,067	-
<b>Operating Income</b>	<u><b>45,894</b></u>	<u><b>45,673</b></u>	<u><b>468,649</b></u>	<u><b>456,730</b></u>
<b>Operating Expense</b>				
<b>Administrative Expense</b>				
Administrative Salaries	19,581	25,252	245,032	252,520
Employee Benefit Contributions	11,629	11,440	128,396	114,400
Member Dues & Fees		125	2,848	1,250
Telecommunications	544	417	7,128	4,170
Auditing Fees	173	333	2,073	3,330
Staff Travel		250	8,681	2,500
Sundry	3,032	417	9,159	4,170
Legal Expense	5,725	500	11,820	5,000
Postage	195	100	2,328	1,000
Office Supplies	1,226	250	11,495	2,500
Other Administrative Fees	1,068	250	2,032	2,500
Insurance	1,772	417	6,365	4,170
Security		-	145	-
<b>Total Administrative Expense</b>	<u><b>44,945</b></u>	<u><b>39,751</b></u>	<u><b>437,502</b></u>	<u><b>397,510</b></u>
<b>TOTAL Operating Expense</b>	<u><b>44,945</b></u>	<u><b>39,751</b></u>	<u><b>437,502</b></u>	<u><b>397,510</b></u>
<b>NET INCOME (LOSS)</b>	<u><u><b>948</b></u></u>	<u><u><b>5,922</b></u></u>	<u><u><b>31,147</b></u></u>	<u><u><b>59,220</b></u></u>



EMERGE  
CERTIFIED  
PUBLIC  
ACCOUNTANTS

3473 Satellite Boulevard

Suite 210 North

Duluth, GA 30096

Phone: 678.733-2299

Fax: 888.852.7528

## Jackson Housing Authority

Executive Director: Herman Hill







*Monthly Financial Report*

301 Steward Avenue  
Jackson, MI 49201

Date:

2/18/13

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

Manager	Accountant	
		Income Statements
		Balance Sheets
		Ratios



EMERGE  
CERTIFIED  
PUBLIC  
ACCOUNTANTS



## MAINTENANCE EMERGENCY RESPONSE REPORT

### JANUARY, 2013

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
01/01	11:35a-12:15a	CT-1 No heat	D. Brewer	Oakley
01/01	02:15p-02:45p	SB-6 Toilet clogged	P. Jackson	Oakley
01/01	07:45p-08:15p	SB-6 Toilet plugged	K. Williams	Oakley
01/03	06:30p-07:00p	RM-2 Water leaking over kit sink	A. Hummel	Oakley
01/03	07:00p-07:35p	RM-4 Elevator not working	H-Bldg	Oakley
01/05	01:30p-02:30p	CT-1 No heat	D. Smoot	Cram
01/05	02:30p-03:15p	SB-6 No hot water	C. Saxton	Cram
01/05	08:10p-09:15p	SB-6 Plugged toilet had something in it	K. Williams	Cram
01/05	10:40p-10:42p	RM-3 Lockout	L. Wolff	AKS
01/05	11:20p-11:25p	RM-4 Lockout	G. Murray	Walker
01/06	08:30p-09:45p	SB-6 No heat	B. Williams	Cram
01/06	11:25p-11:27p	RM-3 Lockout	J. Powell	AKS
01/08	07:10p-07:15p	RM-3 Lockout	A. Fields	Walker
01/10	06:20p-07:20p	CT-1 No heat, gave her space heater	G. Burton	Cram
01/12	05:15p-05:45p	SB-5 No hot water	M. Perusse	Jackman
01/13	12:00p-12:45p	CT-1 No heat	A. Rider	Jackman
01/13	08:45p-09:15p	RM-3 Safety Systems called alarm not set, Mr. Hill in office	C-Bldg	Jackman
01/13	06:53p-07:18p	RM-4 Lockout	P. Wisniske	AKS
01/14	05:40p-05:50p	RM-3 Lockout	D. Jones	Walker
01/14	06:05p-06:15p	RM-4 Lockout	W. Gray	Walker
01/19	02:15P-03:00p	RM-3 Elevator not working, called Otis	G-bldg	Spang
01/19	04:30p-05:00p	CT-1 Water heater not working & leaking	P. Taylor	Spang
01/19	08:36p-08:45p	RM-3 Lockout	B. Boone	Walker
01/20	06:15p-07:00p	SB-6 No heat	K. Grubbs	Spang
01/21	10:45p-10:50p	RM-3 Lockout	M. Scott	Walker
01/22	06:45p-07:30p	RM-2 No heat	R. Patefield	Spang
01/22	09:00p-09:30p	CT-1 No heat	K. Sherels	Spang
01/23	05:30p-06:15p	RM-3 No heat	L. Watkins	Spang
01/24	05:30p-06:00p	CT-1 No heat 2 <sup>nd</sup> time this week	K. Sherels	Spang
01/25	06:55p-08:00p	SB-6 No heat	L. Hall	Arnold
01/27	05:00p-05:10p	RM-3 Lockout	A. King	Walker
01/27	07:50p-10:25p	SB-5 Office flooding, busted pipe	Office	Arnold
01/28	08:15p-08:50p	SB-5 Alarm not set	Maint Garage	Arnold
01/31	06:25p-06:30p	RM-3 Lockout	A. King	Walker

# 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 2012
Jan-13	59,409	\$ 6,294.37	1,303.80	\$ 9,551.06				\$ -	\$ 15,845.43
Jan-12	55,760	\$ 6,061.65	1,031.30	\$ 9,100.71				\$ -	\$ 15,162.36
Feb-13								\$ -	\$ -
Feb-12								\$ -	\$ -
Mar-13								\$ -	\$ -
Mar-12								\$ -	\$ -
Apr-13								\$ -	\$ -
Apr-12								\$ -	\$ -
May-13								\$ -	\$ -
May-12								\$ -	\$ -
Jun-13								\$ -	\$ -
Jun-12								\$ -	\$ -
Jul-13								\$ -	\$ -
Jul-12								\$ -	\$ -
Aug-13								\$ -	\$ -
Aug-12								\$ -	\$ -
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
<b>2013</b>	<b>59,409.00</b>	<b>\$ 6,294.37</b>	<b>1,303.80</b>	<b>\$ 9,551.06</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 15,845.43</b>
<b>2012</b>	<b>55,760.00</b>	<b>\$ 6,061.65</b>	<b>1,031.30</b>	<b>\$ 9,100.71</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 15,162.36</b>

# Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	123,360	\$ 12,846.49	934.6	\$ 6,785.05				\$ -	\$ 19,631.54
Jan-12	128,240	\$ 13,134.58	921.7	\$ 8,124.17				\$ -	\$ 21,258.75
Feb-13								\$ -	\$ -
Feb-12								\$ -	\$ -
Mar-13								\$ -	\$ -
Mar-12								\$ -	\$ -
Apr-13								\$ -	\$ -
Apr-12								\$ -	\$ -
May-13								\$ -	\$ -
May-12								\$ -	\$ -
Jun-13								\$ -	\$ -
Jun-12								\$ -	\$ -
Jul-13								\$ -	\$ -
Jul-12								\$ -	\$ -
Aug-13								\$ -	\$ -
Aug-12								\$ -	\$ -
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
<b>2013</b>	<b>123,360</b>	<b>\$ 12,846.49</b>	<b>934.60</b>	<b>\$ 6,785.05</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,631.54</b>
<b>2012</b>	<b>128,240</b>	<b>\$ 13,134.58</b>	<b>921.70</b>	<b>\$ 8,124.17</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,258.75</b>



# Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

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 2012
Jan-13	2,574	\$ 381.06	62.1	\$ 522.34	2,327	\$ 7,746.23	\$ 4,355.76	\$ 12,101.99	\$ 13,005.39
Jan-12	2,349	\$ 344.18	53.4	\$ 497.29	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98	\$ 15,580.45
Feb-13								\$ -	\$ -
Feb-12								\$ -	\$ -
Mar-13								\$ -	\$ -
Mar-12								\$ -	\$ -
Apr-13								\$ -	\$ -
Apr-12								\$ -	\$ -
May-13								\$ -	\$ -
May-12								\$ -	\$ -
Jun-13								\$ -	\$ -
Jun-12								\$ -	\$ -
Jul-13								\$ -	\$ -
Jul-12								\$ -	\$ -
Aug-13								\$ -	\$ -
Aug-12								\$ -	\$ -
Sep-13								\$ -	\$ -
Sep-12								\$ -	\$ -
Oct-13								\$ -	\$ -
Oct-12								\$ -	\$ -
Nov-13								\$ -	\$ -
Nov-12								\$ -	\$ -
Dec-13								\$ -	\$ -
Dec-12								\$ -	\$ -
<b>2013</b>	<b>2,574</b>	<b>\$ 381.06</b>	<b>62.10</b>	<b>\$ 522.34</b>	<b>2,327</b>	<b>7,746.23</b>	<b>\$ 4,355.76</b>	<b>\$ 12,101.99</b>	<b>\$ 13,005.39</b>
<b>2012</b>	<b>2,349</b>	<b>\$ 344.18</b>	<b>53.40</b>	<b>\$ 497.29</b>	<b>3,043</b>	<b>9,175.46</b>	<b>\$ 5,563.52</b>	<b>\$ 14,738.98</b>	<b>\$ 15,580.45</b>

# Utility Cost and Consumption Report

*All Amps*

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2012
Jan-13	185,343	\$ 19,521.92	2,301	\$ 16,858.45	2,327	\$ 7,746.23	\$ 4,355.76	\$ 12,101.99	\$ 48,482.36
Jan-12	186,349	\$ 19,540.41	2,006	\$ 17,722.17	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98	\$ 52,001.56
Feb-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
Feb-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
Mar-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
Mar-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
Apr-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
Apr-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
May-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
May-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
Jun-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
Jun-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
Jul-13	0	-	-	\$ -	-	-	-	\$ -	\$ -
Jul-12	0	-	-	\$ -	-	-	-	\$ -	\$ -
Aug-13	-	-	-	\$ -	-	-	-	\$ -	\$ -
Aug-12	-	-	-	\$ -	-	-	-	\$ -	\$ -
Sep-13	-	-	-	\$ -	-	-	-	\$ -	\$ -
Sep-12	-	-	-	\$ -	-	-	-	\$ -	\$ -
Oct-13	-	-	-	\$ -	-	-	-	\$ -	\$ -
Oct-12	-	-	-	\$ -	-	-	-	\$ -	\$ -
Nov-13	-	-	-	\$ -	-	-	-	\$ -	\$ -
Nov-12	-	-	-	\$ -	-	-	-	\$ -	\$ -
Dec-13	-	-	-	\$ -	-	-	-	\$ -	\$ -
Dec-12	-	-	-	\$ -	-	-	-	\$ -	\$ -
<b>2013</b>	<b>185,343</b>	<b>\$ 19,521.92</b>	<b>2,301</b>	<b>\$ 16,858.45</b>	<b>2,327</b>	<b>7,746.23</b>	<b>\$ 4,355.76</b>	<b>\$ 12,101.99</b>	<b>\$ 48,482.36</b>
<b>2012</b>	<b>186,349</b>	<b>\$ 19,540.41</b>	<b>2,006</b>	<b>\$ 17,722.17</b>	<b>3,043</b>	<b>9,175.46</b>	<b>\$ 5,563.52</b>	<b>\$ 14,738.98</b>	<b>\$ 52,001.56</b>