

JACKSON HOUSING COMMISSION

REGULAR MEETING – MARCH 20, 2013

Reed Manor (Building C) - Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Arlene Robinson, President
Derek Dobies, Vice President
Patricia Davis-Dye, Commissioner
Patrick Burtch, Commissioner
Gerald Montgomery, Commissioner
3. Public Comments
4. Approval of the Minutes of the Regular Meeting on February 20, 2013
5. RESOLUTIONS
Resolution No. 2013-08: Collection Losses Write-off
Resolution No. 2013-09 Approve Truman Interim ED and Contracting Officer
Resolution No. 2013-10 FY '14 Budgets
6. 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 –
10. ADJOURNMENT
11. NEXT REGULAR MEETING: **April 17, 2013 – Board Room**

Jackson Housing Commission

Minutes of the Regular Meeting

February 20, 2013

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on February 20, 2013.

Commissioner Robinson called the meeting to order at 12:00 p.m. and upon roll call, the following Commissioners were present: Montgomery, Dobies & Robinson Absent: Burtch & Davis-Dye.

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

13-02-001 PUBLIC COMMENTS

Patricia Ryals, Resident of Reed Manor and Resident Council President addressed the board and expressed her concern about the actions the board has taken in recent weeks that has caused Mr. Hill to leave the agency.

Commissioner Davis-Dye and Commissioner Burtch entered the meeting at 12:04 PM.

Vicki Hester, Resident of Reed Manor addressed the board expressing her dissatisfaction with the recent changes that have caused Mr. Hill to take his leave from the agency.

13-02-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD January 23, 2013.

Commissioner Dobies MOVED to approve the minutes of the Regular Meeting held January 23, 2013. Commissioner Montgomery SECONDED motion, and upon the following roll call, the motion was adopted:

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

13-02-003 RESOLUTIONS

A. Resolution No. 2013-07: Collection Losses Write-Offs

Commissioner Dobies MOVED to approve Write-Off of Collection Losses in the amount of \$1,438.70. Commissioner Montgomery SECONDED the motion and, upon the following roll call, the motion was adopted:

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

13-02-004 DIRECTORS' REPORTS

Section 8

A. Utilization Report

Mrs. Boyce presented the report as stated.

Public Housing

B. Tenant Accounts Receivables

Ms. Crandall presented the Tenant Accounts Receivables as stated.

C. Consolidated TARs

Ms. Crandall presented the Consolidated TARs. Ms. Crandall stated that while the number of accounts has increased, the amount they owe continues to decrease. Collection attempts are showing positive results.

D. Turnaround Time

Ms. Crandall stated that the turnaround time for January was just over twenty days; however, a few units required extensive work to turn them around. Ms. Crandall is very happy with the work the maintenance team and managers did leasing up units for January.

E. Reasons for Move Outs

Ms. Crandall stated the reasons for tenant move outs.

Executive

F. S8 Income Statement

Ms. Truman presented the financial reports as stated.

G. PH Income Statement

Ms. Truman presented the financial reports as stated.

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

Mr. Hill presented the Petty Cash Fund Register, After Hours/Emergency Response Report and Utility Costs and Consumption reports as stated.

13-02-005 OTHER BUSINESS

Mr. Hill explained that there is a letter from HUD regarding the Audit for Fiscal Year ending March 31, 2012. There were no findings thus no response from JHC was required.

Mr. Hill thanked the board and the staff for the accomplishments the organization achieved in the past two years.

Commissioner Montgomery asked why the residents feel the board is to blame for Mr. Hill leaving. Mr. Hill stated he would need to ask the residents but offered the explanation of the information presented in the local news outlets.

Commissioner Burtch asked what the procedure would be for nominating an interim Executive Director. The discussion resulted in the board allowing Mr. Hill to use his discretion in nominating an interim Executive Director.

The regular meeting adjourned at 12:27 p.m.

Respectfully submitted,



Herman L. Hill,
Executive Director

ATTESTED: _____
Arlene Robinson, President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2013-08

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	\$1,061.25
AMP 2: Reed Manor	61.00
AMP 3: Shahan-Blackstone Apts.	<u>1,765.40</u>
Total	\$2,887.65

The attached Collection Losses Report reflects the delinquent amount of **\$2,887.65** 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 March 20, 2013.

Kimberly D. Truman, PHM, SHM
Acting Executive Director/Secretary

Collection Losses Report

Three months or greater

	NAME	ACCT. NO.	MOVE-OUT	AMOUNT
Chalet Terrace	Bobby Major	001-1109	12/17/2012	\$157.75
	Evelyn Watkins	001-1126	12/16/2012	\$ 2.00
	Mary J. Smith	001-1168	12/26/2012	\$ 71.00
	Ashley Clements	001-7631	12/19/2012	\$830.50
Reed Manor	Ebony Watson	002-3313	12/03/2012	\$ 61.00
Shahan	Chris Gearhart	003-6602	12/07/2012	\$1765.40

Board Resolution: 2013-08

Total Write Off: \$2887.65

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. 2013-09

WHEREAS, Commission Executive Director and Contracting Officer Herman L. Hill, resigned effective March 15, 2013;

THEREFORE BE IT RESOLVED THAT Kimberly D. Truman, Acting Executive Director is hereby appointed as Interim Executive Director and Contracting Officer effective immediately.

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 March 20, 2013.

Kimberly D. Truman, PHM, SHM
Acting Executive Director/Secretary

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2013-10

WHEREAS, an operating budget shall be developed for each AMP, Section 8 and COCC;

WHEREAS, the operating budget shall be approved by the Board prior to the start of the fiscal year;

WHEREAS, the operating budgets include estimates of all revenue and expenses that directly or indirectly support the operations of each AMP, Section 8 and COCC ;

THEREFORE BE IT RESOLVED THAT the Commission adopts the attached Fiscal Year 2014 (April 1, 2013 to March 31, 2014) Operating Budgets for each AMP, COCC and Section 8.

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 March 20, 2013.

Kimberly D. Truman, PHM, SHM
Acting Executive Director/Secretary

Jackson Housing Commission
Operating Budget - Recap
For Period Ending March 31, 2014

Operating Budget - Chalet Terrace

Operating Income	\$ 799,566.00
Operating Expenses	\$ 773,255.18
Net Profit / (Loss)	<u>\$ 26,310.82</u>

Operating Budget - Reed Manor

Operating Income	\$ 1,092,500.00
Operating Expenses	\$ 1,073,866.90
Net Profit / (Loss)	<u>\$ 18,633.10</u>

Operating Budget - Shahan Blackstone

Operating Income	\$ 582,550.00
Operating Expenses	\$ 552,792.39
Net Profit / (Loss)	<u>\$ 29,757.61</u>

Operating Budget - COCC

Operating Income	\$ 553,300.00
Operating Expenses	\$ 400,883.38
Net Profit / (Loss)	<u>\$ 152,416.62</u>

Operating Budget - Section 8

Operating Income	\$ 2,603,751.27
Operating Expenses	\$ 2,632,302.62
Net Profit / (Loss)	<u>\$ (28,551.35)</u>

Leasing and HAP Utilization CY 13

Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											57,628
January	195,834	213,813	109.2%	478	447.31	100.6%	475	1,061	52	(17,979)	40,205
February	207,481	209,642	101.0%	474	442.28	100.0%	475	140	59	(2,161)	38,144
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
	403,315	423,455	105.1%	952	444.79	100.3%	950	1,201	111	(20,140)	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - February 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: 02/28/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 26,549.84 3. Dwelling Rental: 24,751.12 4. Retroactive Rent: 499.00 5. Excess Utility: 409.50 6. Additional Charges: 890.22

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	9	-32.00	360.00	32.10	53.00	413.10
Over One Month Delinquent	45	2,258.98	0.00	338.28	6,049.27	8,646.53
Total for TIP	54					9,059.63
Vacated TAR	6					1,888.33
Total	60					10,947.96

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	4,336.85
Under Formal Repayment Agreement with Payments Up-to-Date	21	4,336.85
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	33	4,722.78

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)
	02/28/2013	02/28/2012	02/28/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	43	42	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	18	27	25

F. Collection Losses

1. Amount Charged to Loss this Period	1,300.70
2. Amount Charged to Loss this Year to Date	6,010.15

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 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: 02/28/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 284 2. Total Charges: 49,142.57 3. Dwelling Rental: 47,573.00 4. Retroactive Rent: 104.00 5. Excess Utility: 31.00 6. Additional Charges: 1,434.57

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	11	21.00	0.00	0.00	477.10	498.10
Over One Month Delinquent	47	1,726.20	216.00	11.00	3,501.52	5,454.72
Total for TIP	58					5,952.82
Vacated TAR	15					6,576.31
Total	73					12,529.13

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	18	2,173.32
Under Formal Repayment Agreement with Payments Up-to-Date	18	2,173.32
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	40	3,779.50

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)
	02/28/2013	02/28/2012	02/28/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	20	19	21
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	8	8	7

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 - February 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: 02/28/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 120 2. Total Charges: 13,263.15 3. Dwelling Rental: 12,227.50 4. Retroactive Rent: 451.00 5. Excess Utility: 0.00 6. Additional Charges: 584.65

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	11	2.00	-29.50	0.00	307.40	279.90
Over One Month Delinquent	28	-126.25	39.00	0.00	4,970.41	4,883.16
Total for TIP	39					5,163.06
Vacated TAR	4					2,323.65
Total	43					7,486.71

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	14	4,221.71
Under Formal Repayment Agreement with Payments Up-to-Date	14	4,221.71
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	25	941.35

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)
	02/28/2013	02/28/2012	02/28/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	24	25
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	7	20	21

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
2. Amount Charged to Loss this Year to Date 4,882.84

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
 Public Housing - February 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: 02/28/2013

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 529 2. Total Charges: 88,955.56 3. Dwelling Rental: 84,551.62 4. Retroactive Rent: 1,054.00 5. Excess Utility: 440.50 6. Additional Charges: 2,909.44

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	31	-9.00	330.50	32.10	837.50	1,191.10
Over One Month Delinquent	120	3,858.93	255.00	349.28	14,521.20	18,984.41
Total for TIP	151					20,175.51
Vacated TAR	25					10,788.29
Total	176					30,963.80

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	53	10,731.88
Under Formal Repayment Agreement with Payments Up-to-Date	53	10,731.88
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	98	9,443.63

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)
	02/28/2013	02/28/2012	02/28/2011
1. Percent of Accounts Delinquent to No. of Tenants In Possession	29	26	24
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	11	16	15

F. Collection Losses

1. Amount Charged to Loss this Period	1,300.70
2. Amount Charged to Loss this Year to Date	25,995.74

Jackson Housing Commission

Consolidated TARS Report

February, 2013

Category	Chalet Terrace		Reed Manor		Shahan Blackstone		Totals	
Total Rents	126		292		122		540	
Rents Collected	119	94%	277	95%	121	99%	517	96%
Vacant Units	3	2%	9	3%	0	0%	12	2%
Notices to Vacate	4		4		1		9	
14 Day Notices	25		23		18		66	
Court Filings	0		2		0		2	

Move-Outs Report

February, 2013

Account Number	Address	Reason
	<i>Chalet Terrace</i>	
P-001-1122-0	1203 Laurel Lane	Evicted
	<i>Reed Manor</i>	
P-002-2208-03	428 Wildwood A-8	Evicted
P-002-3270-03	301 Steward Ave. D-23	Voluntary
P-002-3321-13	301 Steward Ave. F-22	Evicted
P-002-3344-08	301 Steward Ave. G-19	Evicted
P-002-4385-08	207 Steward Ave. H-16	Evicted
P-002-4440-10	315 Steward Ave. I-27	Deceased
P-002-4469-05	315 Steward Ave. I-56	Evicted
	<i>Shahan</i>	
P-003-5519-06	108 Shahan Drive	Evicted
P-003-6550-07	307 Moorman Drive	Evicted

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing

for Units Re-Occupied between: 02/01/2013 and 02/28/2013

Element # - Description

V12400 - Total number of turnaround days:	255
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:	11
V12800 - Average number of days units were in down time:	0.55
V12900 - Average number of days units were in make-ready:	19.82
V13000 - Average number of days units were in lease-up:	2.82
V13100 - Average unit turnaround days:	23.19

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time

Public Housing
for Units Re-Occupied between: 02/01/2013 and 02/28/2013

Prl-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	Make Ready	Lease Up
001-1126	326 Barberrry Drive		12/16/2012	12/17/2012	0	01/31/2013	46	02/01/2013	0	46	0	0	0	0
001-7636	1014 Chittcock		12/26/2012	12/26/2012	0	02/15/2013	50	02/15/2013	0	50	0	0	0	0
002-4392	207 Steward Avenue	H-23	01/07/2013	01/07/2013	0	01/30/2013	23	02/01/2013	1	24	0	0	0	0
002-3296	301 Steward Ave	E-23	01/08/2013	01/08/2013	0	01/31/2013	23	02/08/2013	7	30	0	0	0	0
001-1174	1214 Laurel Lane		01/14/2013	01/14/2013	0	02/21/2013	38	02/22/2013	0	38	0	0	0	0
003-6572	329 Moorman Drive		01/23/2013	01/28/2013	4	02/01/2013	5	02/11/2013	9	18	0	0	0	0
002-4455	315 Steward Avenue	I-42	01/23/2013	01/23/2013	0	02/08/2013	16	02/15/2013	6	22	0	0	0	0
003-6519	108 Shahan Drive		02/05/2013	02/05/2013	0	02/08/2013	3	02/11/2013	2	5	0	0	0	0
002-3344	301 Steward Avenue	G-19	02/07/2013	02/07/2013	0	02/13/2013	6	02/14/2013	0	6	0	0	0	0
003-6550	307 Moorman Drive		02/08/2013	02/11/2013	2	02/14/2013	4	02/19/2013	4	10	0	0	0	0
003-6551	308 Moorman Drive		02/18/2013	02/19/2013	0	02/22/2013	4	02/25/2013	2	6	0	0	0	0
Total Units:	11				6		218		31	255	0	0	0	0

Jackson Housing Commission

Section 8 Voucher Program

Income Statement

Month Ending February 28, 2013

	<u>Monthly Totals</u>	<u>Percentage Of Total</u>	<u>YTD Total</u>	<u>YTD Percentage Of Total</u>
Income				
Housing Assistance Revenue	207,481	91%	2,214,511	91%
Administrative Fees	18,903	8%	217,251	9%
Port-In HAP	150	0%	1,549	0%
Port-In Admin	46	0%	1,639	0%
Fraud Recovery	140	0%	8,189	0%
Interest Income	59	0%	896	0%
Other Income	25	0%	2,275	0%
Operating Income	226,804	100%	2,446,310	100%
Operating Expense				
Administrative Expense				
Administrative Salaries	5,567	34%	94,951	36%
Employee Benefit Contributions	4,954	30%	74,733	28%
Management Fee	4,500	27%	45,000	17%
Certification Training		0%	10,486	4%
Inspection Expense	369	2%	7,369	3%
Legal		0%	-	0%
Telecommunications	256	2%	3,261	1%
Staff Travel		0%	244	0%
Postage	250	2%	1,374	1%
Office Supplies	490	3%	8,522	3%
Accounting Fees		0%	4,750	2%
Audit Fees		0%	1,900	1%
Sundry	162	1%	7,639	3%
Insurance		0%	2,382	1%
Total Administrative Expense	16,547	100%	262,612	100%
General Expense				
Housing Assisted Payments	209,642	100%	2,301,928	100%
Total General Expense	209,642	100%	2,301,928	100%
TOTAL Operating Expense	226,189	100%	2,564,540	97%
NET INCOME (LOSS)	616	0%	(118,230)	3%

	<u>Notes (s)</u>	<u>Notes (s)</u>
HAP Income	207,481	18,903.00
Port In / Repayment Agreement	220	200.24
Total	207,701	19,103.24
Housing Assisted Payments	209,642	16,546.61
Gain (Loss)	(1,941)	2,556.63

Jackson Housing Commission

Chalet Terrace

Income Statement

Month Ending February 28, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
Income				
Operating Subsidy	40,008	42,290	469,254	465,190
Dwelling Rent	25,688	22,413	257,185	246,543
Tenant Appliances	-	-	-	-
Interest Income	-	-	-	-
Other Income	2,946	1,250	27,824	13,750
Laundry Income	-	-	-	-
Operating Income	68,641	65,953	754,264	725,483
Operating Expense				
Administrative Expense				
Administrative Salaries	3,046	2,669	32,117	29,359
Employee Benefit Contributions	2,932	2,126	30,170	23,386
Management Fees	9,525	10,067	104,775	110,737
Administrative Expense	-	792	1,022	8,712
Telecommunications	497	625	6,876	6,875
Accounting Fees	441	441	4,849	4,849
Audit Fees	-	167	1,900	1,837
Staff Travel	57	658	704	7,238
Sundry	449	-	2,425	-
Legal Expense	379	167	2,982	1,837
Postage	118	100	643	1,100
Office Supplies	281	229	2,967	2,519
City Administrative Fees	755	667	8,699	7,337
Total Administrative Expense	18,480	18,708	200,127	205,786
Maintenance Expense				
Maintenance Salaries	10,829	9,729	121,475	107,019
Maintenance Benefits	10,422	7,323	114,183	80,553
Maintenance Materials	3,435	3,333	37,029	36,663
Maintenance Contracts	4,552	3,750	55,502	41,250
Security Contracts	906	375	4,557	4,125
Total Tenant Services	30,144	24,510	332,747	269,610
Tenant Services				
Tenant Services - Recreation	-	-	-	-
TS Res Participation	-	-	-	-
Contract Costs	-	1,539	6,056	16,929
Lifestart Grant	-	-	-	-
Total Tenant Services	-	1,539	6,056	16,929
Utilities & General Expenses				
Water & Sewer - Chalet Terrace	-	4,583	38,190	50,413
Electric 38-1-Charlet Terrace	5,806	3,667	65,277	40,337
Collection Losses	-	-	-	-
Gas	7,921	2,500	44,759	27,500
Insurance	1,772	3,934	14,053	43,274
Payments in Lieu of Taxes	-	1,192	3,525	13,112
General Expense	-	-	1,677	-
Total Utilities	15,499	15,876	167,480	174,636
TOTAL Operating Expense	64,123	60,633	706,410	666,961
NET INCOME (LOSS)	4,519	5,320	47,854	58,522

Jackson Housing Commission

Reed Manor

Income Statement

Month Ending February 28, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
Income				
Operating Subsidy	61,678	42,290	605,837	495,190
Dwelling Rent	46,839	40,255	519,583	442,805
CFP Revenue		9,287	-	102,157
Other Income	2,749	2,833	43,794	31,163
Operating Income	111,266	94,665	1,169,214	1,071,315
Operating Expense				
Administrative Expense				
Administrative Salaries	7,268	4,951	56,938	54,461
Employee Benefit Contributions	5,738	4,393	42,173	48,323
Management Fees	22,500	22,500	247,125	247,500
Administrative Expense	-	417	986	4,587
Telecommunications	505	625	15,796	6,875
Accounting Fees	1,032	1,032	11,355	11,352
Audit Fees	-	167	1,900	1,837
Staff Travel	44	458	2,214	5,038
Sundry	1,830	-	42,589	-
Legal Expense	669	125	4,757	1,375
Postage	338	100	1,855	1,100
Office Supplies	655	292	5,190	3,212
City Administrative Fees	755	-	8,202	-
Total Administrative Expense	41,333	35,060	441,078	385,660
Maintenance Expense				
Maintenance Salaries	13,193	15,886	180,147	174,746
Maintenance Benefits	10,416	10,281	132,577	113,091
Maintenance Materials	2,592	3,333	58,590	36,663
Maintenance Contracts	7,706	3,750	101,059	41,250
Security Contracts	8,078	375	49,205	4,125
Total Tenant Services	41,986	33,625	521,577	369,875
Tenant Services				
Tenant Services - Recreation	-	-	-	-
TS Res Participation	105	-	105	-
Collection Losses	-	-	-	-
Contract Costs	-	1,250	5,035	13,750
Total Tenant Services	105	1,250	5,140	13,750
Utilities & General Expenses				
Water & Sewer	3,571	4,750	44,564	52,250
Electric	12,706	10,000	147,261	110,000
Gas	8,372	3,750	39,196	41,250
Insurance	1,772	2,180	15,521	23,980
Payments in Lieu of Taxes		2,429	7,518	26,719
General Expense		-	2,973	-
Total Utilities	26,421	23,109	257,032	254,199
TOTAL Operating Expense	109,846	93,044	1,224,828	1,023,484
NET INCOME (LOSS)	1,420	1,621	(55,614)	47,831

Jackson Housing Commission

Shahan Blackstone

Income Statement

Month Ending February 28, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
Income				
Operating Subsidy	34,959	42,290	396,822	465,190
Dwelling Rent	11,106	9,296	104,934	102,256
Tenant Appliances		-	-	-
Other Income	2,491	1,333	16,716	14,663
Operating Income	48,556	52,919	518,472	582,109
Operating Expense				
Administrative Expense				
Administrative Salaries	2,454	2,550	28,309	28,050
Employee Benefit Contributions	2,278	2,323	25,120	25,553
Management Fees	9,273	9,273	102,255	102,003
Administrative Expense		750	230	8,250
Accounting Fees	427	427	4,697	4,696
Audit Fees		167	1,900	1,837
Telecommunications	528	625	6,349	6,875
Staff Training/Travel	81	708	1,379	7,788
Sundry	188	-	1,583	-
Legal Expense	256	500	2,889	5,500
Postage	125	100	688	1,100
Office Supplies	558	417	3,991	4,587
City Administrative Fees	775	-	8,076	-
Total Administrative Expense	16,944	17,840	187,464	196,239
Maintenance Expense				
Maintenance Salaries	8,557	9,203	95,482	92,030
Maintenance Benefits	7,946	7,222	76,381	72,220
Maintenance Materials	2,206	3,333	27,290	33,330
Maintenance Contracts	4,952	3,750	42,379	37,500
Security Contracts	108	375	4,104	3,750
Total Tenant Services	23,768	23,883	245,636	238,830
Tenant Services				
Tenant Services - Recreation			-	-
TS Res Participation			-	-
Collection Losses			-	-
Contract Costs		1,539	1,768	15,390
Total Tenant Services	-	1,539	1,768	15,390
Utilities & General Expenses				
Water & Sewer	12,102	3,750	51,811	37,500
Electric	664	500	3,430	5,000
Gas	484	500	2,016	5,000
Insurance	1,772	3,296	14,278	32,960
Payments in Lieu of Taxes		963	3,051	9,630
General Expense		-	3,591	-
Total Utilities	15,022	9,009	78,178	90,090
TOTAL Operating Expense	55,734	52,271	513,046	540,549
NET INCOME (LOSS)	(7,178)	648	5,427	41,560

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending February 28, 2013

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>YTD Totals</u>	<u>YTD Budget</u>
Income				
Management Fee	45,798	44,840	503,655	448,400
Other Income	3,355	833	12,079	8,330
Interest Income	89	-	2,156	-
Operating Income	<u>49,241</u>	<u>45,673</u>	<u>517,890</u>	<u>456,730</u>
Operating Expense				
Administrative Expense				
Administrative Salaries	21,978	25,252	271,627	252,520
Employee Benefit Contributions	13,120	11,440	142,215	114,400
Member Dues & Fees		125	2,848	1,250
Telecommunications	663	417	7,791	4,170
Auditing Fees		333	2,073	3,330
Staff Travel		250	8,681	2,500
Sundry	3,003	417	12,162	4,170
Legal Expense	3,000	500	14,820	5,000
Postage	480	100	2,808	1,000
Office Supplies		250	11,495	2,500
Other Administrative Fees	975	250	3,007	2,500
Insurance	1,772	417	8,137	4,170
Security	670	-	815	-
Total Administrative Expense	<u>45,661</u>	<u>39,751</u>	<u>488,480</u>	<u>397,510</u>
TOTAL Operating Expense	<u>45,661</u>	<u>39,751</u>	<u>488,480</u>	<u>397,510</u>
NET INCOME (LOSS)	<u><u>3,581</u></u>	<u><u>5,922</u></u>	<u><u>29,410</u></u>	<u><u>59,220</u></u>

MAINTENANCE EMERGENCY RESPONSE REPORT

FEBRUARY, 2013

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
02/02	09:45a-11:00a	CT	Tub will not drain	L. Larkin Young
02/02	10:00a-11:30a	CT	No heat	K. Triplett Young
02/02	12:30p-01:45p	CT	Refrigerator not working	V. Lusby Young
02/02	05:45p-06:30p	CT	Alarm not set (income taxes)	Ayieko Young
02/03	10:45p-11:30p	CT	No power	K. Triplett Young
02/06	04:45p-05:45p	CT	Alarm not set	Office Young
02/09	06:15a-06:45a	RM	Clogged Toilet	T. Hoyer Spang
02/09	12:45p-01:15p	RM	Lockout	D. Jones Spang
02/10	01:15p- 01:45p	RM	Lockout	J. Bradley Spang
02/11	04:45p-05:30p	CT	No lights, clogged drain, broken bannister	A. Swinney Spang
02/11	06:30p-06:45p	CT	Let Campbell's in to clear drain for 1249/1251	D. Griffin Spang
02/12	11:05p-11:07p	RM	Lockout	L. Saxton AKS
02/14	04:15p-04:30p-	CT	No heat	D. Milligan Spang
02/16	01:30p-02:30p	SBN	No heat	M. Coolbaugh Caddell
02/16	04:00p-04:06p	RM	Lockout	J. Purdy Walker
02/17	12:15p-01:00p	CT	Tub backing up	A. Rider Caddell
02/17	01:00p-02:15p	SBN	No heat	M. Barczak Caddell
02/17	02:15p-02:45p	CT	No heat	A. McClelland Caddell
02/17	03:15p-03:20p	RM	Lockout	R. Kempainen Walker
02/17	04:15p- 05:00p	SBN	Sink backing up	D. Selby Caddell
02/17	06:30p-07:15p	CT	No heat	A. McClelland Caddell
02/18	02:55p-03:00p	RM	Lockout	M. Ellinwood Walker
02/18	05:15p-05:20p	RM	Lockout	K. Crenshaw Walker
02/18	08:45p-09:45p	SBN	Stove, smells gas	R. Jones Caddell
02/19	06:15p-07:00p	CT	Water leak at washer hook up	V. Lusby Caddell
02/23	11:00a-12:10p	CT	Tub plugged up	A. Rider Cram
02/23	11:20a-11:25a	RM	Lockout	D. Fairley Walker
02/23	02:45a-03:45a	RM	Fire alarm going off	I-Bldg Cram
02/24	01:00p-02:15p	RM	Water leaking from apt upstairs	J. Lambert Cram
02/26	08:31p-08:32p	RM	Lockout	D. Fairley AKS
02/28	04:30p-05:00p	CT	Reset office alarm	Office Cram

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY</u> KW HOURS <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>GAS</u> MCF <u>CONSUMP</u>	<u>NET</u> <u>BILL</u>	<u>WATER</u> CCF <u>CONSUMP</u>	<u>WATER</u> <u>BILL</u>	<u>SEWER</u> <u>BILL</u>	<u>TOTAL</u> <u>WATER</u> <u>BILL</u>	<u>TOTAL</u> <u>MONTHLY</u> <u>UTILITY 2012</u>
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	53,055	\$ 5,806.43	1,066.60	\$ 7,920.98				\$ -	\$ 13,727.41
Feb-12	55,561	\$ 5,868.09	1,130.60	\$ 9,951.85				\$ -	\$ 15,819.94
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								\$ -	\$ -
2013	112,464.00	\$ 12,100.80	2,370.40	\$ 17,472.04	-	-	-	\$ -	\$ 29,572.84
2012	111,321.00	\$ 11,929.74	2,161.90	\$ 19,052.56	-	-	-	\$ -	\$ 30,982.30

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		SEWER		TOTAL	TOTAL
	KW/HOURS CONSUMP	NET BILL	MCF CONSUMP	NET BILL	CCF CONSUMP	WATER BILL	SEWER BILL	WATER BILL	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	121,560	\$ 12,706.02	1,135.3	\$ 8,372.26	-	-	-	-	\$ 21,078.28	
Feb-12	104,040	\$ 11,205.88	978.5	\$ 8,605.97	-	-	-	-	\$ 19,811.85	
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									\$ -	
2013	244,920	\$ 25,552.51	2,069.90	\$ 15,157.31	-	\$ -	-	\$ -	\$ 40,709.82	
2012	232,280	\$ 24,340.46	1,900.20	\$ 16,730.14	-	\$ -	-	\$ -	\$ 41,070.60	

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

	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	4,896	\$ 630.55	57.4	\$ 462.59					\$ 1,093.14
Feb-12	1,967	\$ 347.46	43.9	\$ 510.52					\$ 857.98
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									\$ -
2013	7,470	\$ 1,011.61	119.50	\$ 984.93	2,327	\$ 7,746.23	\$ 4,355.76	\$ 12,101.99	\$ 14,098.53
2012	4,316	\$ 691.64	97.30	\$ 1,007.81	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98	\$ 16,438.43

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	179,511	\$ 19,143.00	2,259	\$ 16,755.83	-	-	-	-	\$ 35,898.83
Feb-12	161,568	\$ 17,421.43	2,153	\$ 19,068.34	-	-	-	-	\$ 36,489.77
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	-	-	-	-	-	-	-	-	-
2013	364,854	\$ 38,664.92	4,560	\$ 33,614.28	2,327	\$ 7,746.23	\$ 4,355.76	\$ 12,101.99	\$ 84,381.19
2012	347,917	\$ 36,961.84	4,159	\$ 36,790.51	3,043	\$ 9,175.46	\$ 5,563.52	\$ 14,738.98	\$ 88,491.33