



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 4:00 P.M., Tuesday, August 27, 2019, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes:

A. Regular Board Meeting, June 25, 2019

V. Commissioner Comments

VI. Public/Staff Comments

VII. Recognition – Nadine West

A. Resolution #2019-28 - Nadine West 40th Anniversary (J. Holcomb)

VIII. Information Item

A. SHA 80TH Anniversary (J. Holcomb)

B. Disposition of Vehicle #2019-20 (T. Meadows)

IX. Action Items and Resolutions

A. **Resolution #2019-25 for final ratification** (email motion taken on 7/18, five Commissioners approved) - Housing Quality Standard Inspections (T. Askew)

B. **Resolution #2019-26 for final ratification** (email motion taken on 7/18, five Commissioners approved) - Utility Allowance Schedules (T. Askew)

C. **Resolution #2019-27** - Bad Debt Write-Offs (J. Calicdan)

- D. **Resolution #2019-30** - Authorization of Disposal of Real Property: Cammie Clagett Administration Office (J. Holcomb)
- E. **Resolution #2019-31** - Purchase of Activity Bus (C. Fowler)
- F. **Resolution #2019-32** - Archibald Hi-Rise Elevator Modernization Contract (J. Jackson)
- G. **Resolution #2019-33** - Proposed Extension of Maturity Date (R. Barner)
- H. **Resolution #2019-34** - Authorization of TBRA2 Agreement with Spartanburg County (T. Askew)
- I. **Resolution #2019-35** - FY2020 Initial Budget (J. Calicdan)

X. Monthly Reports

- A. Interim CEO Monthly Report (verbal report) - Reginal Barner
- B. Finance Report – Jose Calicdan
- C. SHA Program Dashboard
 - 1. Asset Management – Jessica Holcomb
 - 2. Capital Fund and Development – Joseph Jackson
 - 3. Housing Choice Voucher – Tiffany Askew
 - 4. Community and Supportive Services – Jessica Holcomb

XI. Executive Session

XII. Other Business

XIII. Adjournment



**Approval of Minutes –
Regular Board Meeting
June 25, 2019**

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
June 25, 2019**

MEETING CALLED TO ORDER: The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

The regular meeting of the Board of Commissioners of the Housing Authority for the City of Spartanburg was called to order at 4:04 P.M.

- I. **Moment of Silence:** Observed.
- II. **Roll Call:** Matthew Myers, John Fairey, Andy Poliakoff, Brenda Thomas, Ralph Settle, and Chuck White were present during roll call.
- III. **Approval of Agenda:** Commissioner White made a motion to approve the agenda. The motion was seconded by Commissioner Thomas and unanimously carried.
- IV. **Approval of Minutes:**
 - A. A motion to accept the minutes of the regular board meeting of May 28th, 2019 as presented was made by Commissioner White. The motion was seconded by Commissioner Thomas and unanimously carried.
- V. **Commissioner Comments**

None.
- VI. **Public/Staff Comments**

Public comments: None.
Staff comments: Interim CEO Reginal Barner stated in the interest of time all staff reports will be received as information and will not be presented formally.

Tiffany Askew introduced new staff member Deloris Washington as the new front desk receptionist. Reginal Barner introduced Cierra Fowler as the new Deputy Director for Resident and Community Engagement effective July 15th, 2019.

Jessica Holcomb delivered t-shirts to the Commissioners from the Strong Family Day event held as part of the Strong Families Initiative. Reginal Barner stated the event was well attended and very enjoyable and thanked the Board for their continued support.

VII. Special Presentation - Rubino & Company (Philippe Lindsay):

A. Housing Authority of the City of Spartanburg FY 2018 Independent Audit Board Presentation

Mr. Lindsay presented information regarding the audit, which was done in accordance with uniform guidance to ensure compliance with all directives and presented the audited financial statements. Questions raised by the Board were addressed.

VIII. Action Items and Resolutions:

A. #2019-21 - Audit FY 2018

This resolution is presented to request acceptance of the FY 2018 audit as presented by the Board of Commissioners. Commissioner White made a motion to approve resolution 2019-21. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2019-21
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
June 25, 2019

B. Resolution #2019-22 - Summer Place Townhomes Right-of-Way and Easement

This resolution is to authorize the interim CEO to release and grant a right-of-way and an easement along Summer Place Townhomes to the city of Spartanburg and county of Spartanburg, in conjunction with Partners for Active Living, for the extension of the Mary Black Foundation Rail Trail.

Questions raised by the board were addressed. Commissioner Fairey made a motion to approve Resolution 2019-22. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2019-22
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
June 25, 2019

C. Resolution #2019-23 - Approval of Annual and Five-Year Plan

This resolution is to authorize the interim CEO to approve and adopt the PHA plan after the public comment period. After approval and following execution of all relevant documents, the interim CEO will submit the plan to HUD by July 18, 2019.

Question raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-23. The motion was seconded by Commissioner Fairey. The motion passed unanimously.

RESOLUTION NO. 2019-23
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
June 25, 2019

D. Resolution #2019-24 - Authorization of Public Housing Flat Rents for Vista Managed Properties

This resolution is to recommend the adoption of the public housing flat rents for the units at Collins Park, Cottage Grove, Country Garden Estates, and the Ridge at Southport, to be effective August 01, 2019.

Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-24. The motion was seconded by Commissioner Settle and unanimously carried.

RESOLUTION NO. 2019-24
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
June 25, 2019

IX. Monthly Reports

- A. The Interim CEO monthly report was presented verbally by Interim CEO Reginal Barner. Mr. Barner stated the July 23rd, 2019 board meeting is cancelled, and the next Board Meeting is to be held on August 27th, 2019. The August meeting will include a presentation to Nadine West in recognition of her 40 years of service to the agency.

Reginal Barner and Jayne Floyd will attend the NAHRO conference in Boston on July 11th and will accept two awards on behalf of the Spartanburg Housing Authority.

Reginal Barner and Joseph Jackson will attend a HUD Emerging Strategies and Affordable Housing Expo in Atlanta July 23rd and 24th, 2019.

The United Way campaign had 96% participation, and raised \$14,247.00, the highest figure reached to date.

The CEO Search Committee will meet the third week in July to narrow the applicant pool for the CEO position. Interviews with candidates by the search committee will be held the last week in July. The final candidates will be presented to the Board the first week in August for a hiring decision. Questions and comments raised by the board were addressed.

B. The written Finance report was presented as information.

C. SHA Program Dashboard

1. The Asset Management report was presented as information.
2. The Capital Fund and Development report was presented as information.
3. The Housing Choice Voucher Program report was presented as information, with additional information presented by Tiffany Askew.
4. The Community and Supportive Services Program report was presented as information.

Questions raised by the Board were addressed.

X. Other Business

Commissioner Myers stated that Commissioner Settle has held further discussions regarding property redevelopment at Star Mill, a building located behind T.K. Gregg Park, which is on the bus line and close to Victoria Gardens, Archibald, and other housing authority properties. Ralph Settle provided information regarding a lease to own development of Star Mill, which is a 12,000 square foot facility with two floors.

Commissioner White made a motion to authorize interim CEO Reginal Barner to move forward based on the information presented by Commissioner Settle, which was seconded by Commissioner Poliakof. The motion passed unanimously.

XI. Adjournment

Commissioner Thomas made a motion to adjourn the meeting, which was seconded by Commissioner White. The meeting was adjourned at 5:09 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Recognition

Nadine West 40th Anniversary

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



Action Items & Resolution

2019-28

Nadine West 40th Anniversary

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



RESOLUTION NO. 2019-28

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

August 27, 2019

WHEREAS, Nadine West began employment with the Housing Authority of the City of Spartanburg on July 16, 1979;

WHEREAS, Nadine West served the Authority in various positions including serving as the property Manager for Phyllis Goins, Prince Hall, Northside (Victoria Gardens), Tobias (Tobe) Booker Hartwell, and Camp Croft Apartments; and currently at Dr. J.C. Bull Apartments, Appian, Liberty, Page Lake Manor and Scattered Sites for over forty years;

WHEREAS, Nadine West's management style is to ensure that the families she serves have the same sense of community as she had growing up in Phyllis Goins; and

WHEREAS, Nadine West faithfully and dutifully has served the Housing Authority of the City of Spartanburg providing excellent management, encouragement and hope for forty years.

WHEREAS, the Board of Commissioners, Interim CEO, and staff of the Spartanburg Housing Authority recognizes the significant contributions of Nadine West over the course of her distinguished career and honors her committed service.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution re-affirms and declares its recognition and acknowledgment of the forty years of service provided by Nadine West, to the Housing Authority of the City of Spartanburg.

Adopted this 27th day of August 2019.

RECORDING OFFICER'S CERTIFICATION

I, Matthew Myers, the duly appointed Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on August 27, 2019.

MATTHEW MYERS, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-28
DATE ADOPTED: August 27, 2019



Information Item

SHA 80th Anniversary

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



Information Item

Disposition of Vehicle

(Resolution #2019-20)

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM
Disposition of Vehicle#2019-20

CONTACT PERSON:

Tyrone Meadows
Special Projects Supervisor
864-598-6032

BACKGROUND:

The Board of Commissioners approved Resolution 2019-20 to disposition of property.

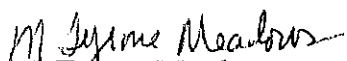
RESULTS:

Description of Item	Qty.	Reserve	Bid Price	Selling Price
1-2004 Chevrolet Express G3500 15 Passenger Montour Bus	1	\$20,000.00	\$14,000.00	\$14,000.00

Total Revenue Collected from the sale of these items were: \$15,050.00

Note: A 7.5% administration fee applied to each item sold to cover fees/services by Gov. Deals.
The buyer(s) paid the administration fees, which was in-turn released to Gov. Deals by SHA in
the amount totaling \$1050.00

Respectively,


M. Tyrone Meadows
Special Projects Supervisor



Action Items & Resolution 2019-25

Housing Quality Standard Inspections

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**HOUSING QUALITY STANDARD INSPECTIONS
Resolution No. 2019-25**

RECOMMENDATION:

Authorize the Interim Chief Executive Officer to enter into a contract with McCright and Associates for Housing Quality Standard (HQS) Inspections of SHA own units, Mod Rehabilitation units and quality control inspections in the Housing Choice Voucher Program. The contract will be for one year with four possible one-year extensions and not to exceed \$20,000 per year.

CONTACT PERSON:

Tiffany Askew
Deputy Director of Leased Housing
864-598-6053

BACKGROUND:


HUD also requires that all units occupied by families receiving Housing Choice Voucher (HCV) assistance meet HUD's Housing Quality Standards (HQS). In the case of SHA-owned units, the inspections must be performed by an independent agency designated by the SHA and approved by HUD. HUD also requires the HCV program to complete quality control inspections.

FINANCIAL CONSIDERATIONS:

The contract will be awarded at a not to exceed value of \$20,000 per fiscal year. This is a budgeted line item with funds available to support the costs of the contract.

POLICY CONSIDERATIONS:

This contract information is being provided to the Board for consideration and approval.

Respectfully Submitted, 
Tiffany Askew, Deputy Director of Leased Housing
Housing Authority of the City of Spartanburg



RESOLUTION NO. 2019-25

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

August 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Authorize the Interim Chief Executive Officer to enter into a contract with McCright and Associates for Uniform Physical Condition Standard Inspections and Housing Quality Standard Inspections. The contract will be for one year with four possible one-year extensions and not to exceed \$20,000 per year.

Mathew Myers, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-25

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-26

Utility Allowance Schedules

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Utility Allowance Schedules
Resolution No. 2019-26**

RECOMMENDATION:

Review and Approve Section 8 Housing Choice Voucher Utility Allowance

CONTACT PERSON:

Tiffany Askew
Deputy Director of Leased Housing
864-598-6053

BACKGROUND:

Housing Urban Development (HUD) requires that the Housing Choice Voucher Program establish and maintain a utility allowance schedule that provides reasonable allowances for tenant-paid utilities. The utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality. HUD requires PHA to review the utility allowance annually. If there has been more than a 10% increase, the PHA must update the allowances


The Nelrod Company completed a comprehensive survey and study to develop utility allowance for the Housing Choice Voucher Program based upon a reasonable consumption of an energy conservative family of modest circumstances to provide for the basic essentials needed for a living environment that is safe, sanitary and healthful.

FINANCIAL CONSIDERATIONS:

There was a minimal increase to electric usage and a decrease in natural gas usage. The increase in electrical allowances will affect the majority of our families. Whereas, not all families have natural gas service. HCV staff and the Finance Department will monitor Housing Assistance Payments and Utility Reimbursement expenses.

POLICY CONSIDERATIONS:

Upon adoption by the Board of Commissioners, the revised utility allowances will be put into effect as of August 1, 2019 and will apply to new tenants as well as all current tenant completing annual recertification and unit transfers.

Respectfully Submitted, 
Tiffany Askew, Deputy Director of Leased Housing
Housing Authority of the City of Spartanburg

Tenant -Furnished Utilities and Other Services

Unit Type: High Rise/ Apartment/ Multi-Family

**Percentage of Change
Current (C) / Proposed (P)**

UTILITY OR SERVICE		0 BR			1 BR			2 BR			3 BR			4 BR			5 BR		
		C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif
Heating	a. Natural Gas	\$ 16	\$ 13	-23%	\$ 19	\$ 16	-19%	\$ 22	\$ 18	-22%	\$ 24	\$ 20	-20%	\$ 27	\$ 22	-23%	\$ 30	\$ 25	-20%
	b. Bottle Gas	\$ 45	\$ 45	0%	\$ 56	\$ 56	0%	\$ 64	\$ 64	0%	\$ 69	\$ 69	0%	\$ 77	\$ 77	0%	\$ 87	\$ 87	0%
	c. Electric	\$ 14	\$ 15	7%	\$ 17	\$ 18	6%	\$ 22	\$ 23	4%	\$ 27	\$ 29	7%	\$ 32	\$ 34	6%	\$ 37	\$ 39	5%
	d. Electric Heat Pump-	\$ 13	\$ 13	0%	\$ 15	\$ 16	6%	\$ 18	\$ 19	5%	\$ 20	\$ 21	5%	\$ 22	\$ 23	4%	\$ 24	\$ 25	4%
	e. Oil/Other	\$ 40	\$ 38	-5%	\$ 45	\$ 43	-5%	\$ 54	\$ 51	-6%	\$ 60	\$ 56	-7%	\$ 65	\$ 62	-5%	\$ 71	\$ 67	-6%
Cooking	a. Natural Gas	\$ 3	\$ 2	-50%	\$ 3	\$ 2	-50%	\$ 5	\$ 4	-25%	\$ 6	\$ 5	-20%	\$ 8	\$ 6	-33%	\$ 9	\$ 7	-29%
	b. Bottle Gas	\$ 8	\$ 8	0%	\$ 8	\$ 8	0%	\$ 13	\$ 13	0%	\$ 19	\$ 19	0%	\$ 24	\$ 24	0%	\$ 27	\$ 27	0%
	c. Electric	\$ 5	\$ 6	17%	\$ 6	\$ 7	14%	\$ 9	\$ 10	10%	\$ 12	\$ 13	8%	\$ 15	\$ 16	6%	\$ 18	\$ 19	5%
Other Electric (lighting & Appliances)		\$ 20	\$ 21	5%	\$ 24	\$ 25	4%	\$ 33	\$ 35	6%	\$ 43	\$ 45	4%	\$ 52	\$ 55	5%	\$ 61	\$ 65	6%
Air Conditioning		\$ 8	\$ 9	11%	\$ 10	\$ 10	0%	\$ 14	\$ 15	7%	\$ 18	\$ 19	5%	\$ 21	\$ 23	9%	\$ 25	\$ 27	7%
Water Heating	a. Natural Gas	\$ 6	\$ 5	-20%	\$ 7	\$ 6	-17%	\$ 11	\$ 9	-22%	\$ 13	\$ 11	-18%	\$ 16	\$ 14	-14%	\$ 19	\$ 16	-19%
	b. Bottle Gas	\$ 19	\$ 19	0%	\$ 21	\$ 21	0%	\$ 32	\$ 32	0%	\$ 40	\$ 40	0%	\$ 50	\$ 50	0%	\$ 58	\$ 58	0%
	c. Electric	\$ 13	\$ 13	0%	\$ 15	\$ 16	6%	\$ 19	\$ 20	5%	\$ 23	\$ 25	8%	\$ 28	\$ 29	3%	\$ 32	\$ 33	3%
	d. Oil/Other	\$ 14	\$ 13	-8%	\$ 7	\$ 16	56%	\$ 26	\$ 24	-8%	\$ 34	\$ 32	-6%	\$ 43	\$ 40	-8%	\$ 48	\$ 46	-4%
Water		\$ 21	\$ 21	0%	\$ 21	\$ 22	5%	\$ 27	\$ 28	4%	\$ 33	\$ 33	0%	\$ 38	\$ 39	3%	\$ 44	\$ 45	2%
Sewer		\$ 30	\$ 30	0%	\$ 31	\$ 31	0%	\$ 41	\$ 41	0%	\$ 51	\$ 51	0%	\$ 61	\$ 61	0%	\$ 72	\$ 72	0%
Range/Microwave		\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%
Refrigerator		\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%
OTHER (Specify)	Monthly Electric Fee	\$ 9	\$ 14	36%	\$ 9	\$ 14	36%	\$ 9	\$ 14	36%	\$ 9	\$ 14	36%	\$ 9	\$ 14	36%	\$ 9	\$ 14	36%
	Monthly Gas Fee	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%

Tenant -Furnished Utilities and Other Services

Unit Type: SingleFamIl/Detached House/Moblie Home

**Percentage of Change
Current (C) / Proposed (P)**

[illegible]



RESOLUTION NO. 2019-26

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

August 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2019-26, approval of updated Utility Allowance schedules effective August 1, 2019.

Matthew Myers, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO 2019-26

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-27

Bad Debt Write-Offs

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Third Quarter FY 2019 Bad Debt Write-offs
Resolution #2019-27**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from April 1, 2019 – June 30, 2019 in the amount of \$9,598.80.

CONTACT PERSON:

Jose Calicdan
Interim Director of Finance
864-598-6041

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of April 1, 2019 – June 30, 2019 (third quarter FY 2019) is \$9,598.80 (please refer to the attached summary) compared to the same period in FY 2018 write offs were \$16,629.00 or \$7,030.20 more than in the third quarter this fiscal year.

BACKGROUND:

(Past due Rent Collection Process)

Tenants are sent a late notice if rent remains unpaid after the eighth day of the month. Indicated in the late notice, the tenant has fourteen days from the date of the letter to pay the outstanding rent amount. The tenant is also advised in the late notice that if rent remains unpaid after the fourteenth day that the landlord would begin eviction proceedings against the tenant. Monthly, subsequent to the above time deadlines if rent is still unpaid and sufficient arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate for processing. These annually uncollected rents are submitted to the Board of Commissioners for approval to be written off.


FINANCIAL CONSIDERATIONS:

The Municipal Association of South Carolina (MASC) does not charge Spartanburg Housing Authority for this service. All fees are paid by the past tenants' set-offs collected.

POLICY CONSIDERATIONS:

Once approved a detailed listing of the tenants with unpaid rents is submitted to the Municipal Association of South Carolina (MASC) who then works with the South Carolina Department of Revenue (DOR) to offset any tax refund that may be generated for the tenant in the future. During this process the MASC system generates notices to the past tenant that advised them of the process. A separate notice is also sent at the time an offset is made and a refund is sent to the Spartanburg Housing Authority.

Respectfully Submitted,


A handwritten signature in black ink, appearing to read 'Jose Calicdan', is written over a horizontal line.

Jose Calicdan, Controller

Spartanburg Housing Authority

		Spartanburg Housing Authority			
		Bad Debt Write Off Receipts			
		October 1, 2018 - June 30, 2019			
	<u>Properties (AMP's)</u>	<u>FY 2019</u>		<u>FY 2019</u>	<u>FY 2019</u>
		<u>1st QTR</u>		<u>2nd QTR</u>	<u>3rd QTR</u>
		<u>Amount</u>		<u>Amount</u>	<u>Amount</u>
1	Camp Croft	\$ -		\$ 124.00	\$ -
2	Archibald Village	\$ -		\$ -	\$ -
3	Archibald Rutledge	\$ 101.00		\$ 197.50	\$ 40.00
4	Scattered Sites	\$ 1,100.00		\$ 61.00	\$ -
5	Prince Hall	\$ 341.01		\$ 2,198.22	\$ 247.05
6	Victoria Garden	\$ -		\$ 1,353.60	\$ 841.72
7	Cambridge Place	\$ -		\$ -	\$ -
8	Page Lake	\$ -		\$ -	\$ -
9	JC Bull	\$ -		\$ -	\$ -
10	Liberty	\$ -		\$ 43.00	\$ -
11	Appian	\$ -		\$ -	\$ -
	Total	\$1,542.01		\$3,977.32	\$1,128.77

		Spartanburg Housing Authority			
		Bad Debt Write Off			
		April 1, 2019 - June 30, 2019			
	<u>Properties (AMP's)</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>Dollars</u>	
		<u>3rd QTR</u>	<u>3rd QTR</u>	<u>Inc./ (Dec.)</u>	
		<u>Amount</u>	<u>Amount</u>		
1	Camp Croft	\$ 1,771.19	\$ 3,526.24	\$ (1,755.05)	
2	Archibald Village	\$ -	\$ 1,054.50	\$ (1,054.50)	
3	Archibald Rutledge	\$ 4,038.80	\$ 256.50	\$ 3,782.30	
4	Scattered Sites	\$ -	\$ -	\$ -	
5	Prince Hall	\$ 1,853.20	\$ 11,008.26	\$ (9,155.06)	
6	Victoria Garden	\$ 1,935.61	\$ -	\$ 1,935.61	
7	Cambridge Place	\$ -	\$ -	\$ -	
8	Page Lake	\$ -	\$ -	\$ -	
9	JC Bull	\$ -	\$ 783.50	\$ (783.50)	
10	Liberty	\$ -	\$ -	\$ -	
11	Appian	\$ -	\$ -	\$ -	
	Total	\$9,598.80	\$16,629.00	\$ (7,030.20)	



RESOLUTION NO.2019-27

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

August 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No.2019-27, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the third quarter of Fiscal Year 2019 (April 1, 2019 – June 30, 2019) in the amount of \$9,598.80. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-27

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-30

Authorization of Disposal of Real Property: Cammie Clagett Administration Office

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



Tuesday, August 27, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Disposal of Real Property: Cammie Clagett Administration Office
Resolution 2019-30**

RECOMMENDATION:

Staff recommends the disposition of the Cammie Clagett Administration Office (400 Highland Ave.) to be donated to the City of Spartanburg for the purpose of providing a public benefit to the entire Highland Community. In addition, an Intergovernmental Agreement shall be executed between the Housing Authority and the City restricting the use of the building for the purpose identified and restricting any future transfer or sale of the building

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

SUMMARY:

The SHA sold all 150 public housing units of the Cammie Clagett Courts property in 2017. The property had been 100% vacant since September 2014. Currently, the only asset left to maintain of the AMP is the 2,800 square foot administrative office that sits on 1.04 ± acres. The SHA pays a monthly security alarm fee and utilities to maintain the community center.

The City of Spartanburg strives to support a vibrant active community and have expressed an interest to use this facility for office space, meeting space, programs and activities that support the Community of Highland. The SHA has determined that the transfer of the Cammie Clagett Administrative Office at no cost to the City of Spartanburg is in the best interest of the community and the SHA.

FINANCIAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

This resolution is contingent upon approval from the U.S. Department of Housing and Urban Development for the disposition of the Cammie Clagett Administrative Offices and the Board of Commissioners of the Housing Authority of the City of Spartanburg. In addition, an Intergovernmental Agreement shall be executed between the Housing Authority and the City restricting the use of the building for the purpose identified and restricting any future transfer or sale of the building; said IGA shall be recorded as a restrictive covenant on the title of the property at the time of transfer.

Respectfully Submitted, Jessica M. Holcomb
Jessica Holcomb, Deputy Director
Spartanburg Housing Authority

RESOLUTION NO. 2019-30

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

AUGUST 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2019-30, approving the disposition of the Cammie Clagett Administration Office (400 Highland Ave.) to be donated to the City of Spartanburg for the purpose of providing a public benefit to the entire Highland Community. In addition, an Intergovernmental Agreement shall be executed between the Housing Authority and the City restricting the use of the building for the purpose identified and restricting any future transfer or sale of the building

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-30

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-31

Purchase of 14-Passenger Activity bus

**Board of Commissioners Meeting
Tuesday, August 27, 2019**

August 27, 2019

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Purchase of 14-passenger Activity bus
Resolution #2019-31**

RECOMMENDATION:

Request board Approval for the purchase of a new 14-passenger Activity vehicle by Interstate Transportation Equipment.

CONTACT PERSON:

Cierra Fowler (Tyrone Meadows)
864-598-6008
Deputy Director of Residential Services/Community Engagement

SUMMARY:

In 2013, the SHA wheelchair accessible bus was totaled. The SHA received an insurance check for \$20,650 for the loss. The SHA residents have expressed a great concern regarding wheelchair bound residents being unable to attend resident functions over the past six years. These residents have missed trips to the grocery store, holiday functions, and other monthly sponsored events. The approval of purchase will allow three wheelchair bound individuals to have transport with other independent mobile residence. In addition, seating will allow parents with car seat needs to utilize the bus for their family.

FINANCIAL CONSIDERATIONS:


The cost of the new bus will be \$60,424. The SHA plans to purchase this vehicle by using the following funds:

Funding Source	Amount
Insurance (insured loss)	\$20,650
Auction Sale	\$14,000
COCC	\$ 25,774

POLICY CONSIDERATIONS:

17.2 All procurements that exceed \$60,000 must have approval from the board prior to award and/or contract.

Respectfully Submitted,


Cierra Fowler, Deputy Director of Residential/Community Engagement
Housing Authority of the City of Spartanburg



INTERSTATE TRANSPORTATION EQUIPMENT, INC.
P.O. Box 9163 Columbia, SC 29290 (800) 726-0779



Thomas Built Buses / Chevrolet 3500 chassis, Dual Rear Wheels BASE UNIT \$42,820.00
Type A Bus, Base Unit: 14-Passenger + Driver (SC Contract # 4400015368)

Optional equipment requested by Spartanburg Housing Authority:

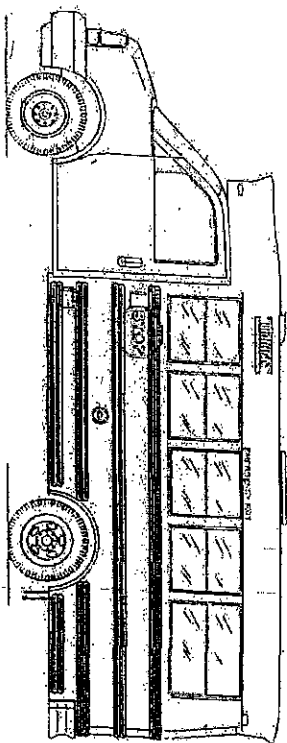
Vandal Lock for Rear Emergency Door	\$87.00
Exterior Painted White (in lieu of base yellow)	\$850.00
Exterior, MFSAB Activity Bus (delete stop arm/4-lt. warning system/no crossing gate/strobe) DEDUCT	(\$570.00)
Body Upgrade, 23' Length bumper-to-bumper (from std base 20' model, 12,300 GVWR vs. base 10K))	\$2,160.00
6.0L Chevrolet Vortec gas engine (in lieu of base model 4.8L)	\$1,110.00
Interior Lighting, 4 additional interior dome lights (in lieu of std)	\$94.00
Fuel Fill Door w/ Lock (in lieu of std open, non-locking fuel fill)	\$59.00
Seating: High Back (w/ Lumbar, Headrest, Aisle Armrest (2 seats: 1 LS and 1 RS)	\$578.00
Seating: Track mounted school bus seats (5 seats: 3 LS and 2 RS, 36" wide)	\$1,460.00
Sound Abatement, Interior: Acoustic Ceiling Panels/Additional Insulation, Complete Bus	\$388.00
Stereo, AM/FM/CD Radio w/ 2 rear speakers	\$375.00
Storage, Interior Racks over Seats (NOT AVAILABLE WITH 3 WHEELCHAIR/TRACK SEATING)	\$0.00
Window Frames, Flat Black (in lieu of std aluminum finish frames)	\$317.00
Special Needs Package (BRAUN Wheelchair Lift and Door)	\$3,950.00
Wheelchair Occupant Restraint (base/non-retractable) (3 @ \$ 495.00/each)	\$1,485.00
Wheelchair Occupant Restraint, Upgraded to SureLok TITAN/retractable (2 @ \$ 165.00/each)	\$495.00
Chassis Upgrade, 14.2K GVWR, 12.3K GVWR (Req'd w/ Flat Floor, 3-W/C's)	\$1,519.00
Flat Floor Option: Raised floor (in lieu of floor with rear wheelwell) (Req'd for 3-W/C's)	\$1,479.00
NOTE: Seating will be 14-passengers + 0-wheelchair (w/ track seat installed) OR 4-passengers + 3-wheelchairs in use.	
Seating Upgrade: ISO Latches (14 @ \$ 26.00/each) (lower anchors to accept applicable child carriers)	\$364.00
Child Restraint Seats: IMM STAR seat (4 @ \$ 139.00/each)	\$556.00
Upgraded AC System, In-Wall (60K BTU in lieu of std 35K BTU ceiling evap)	\$848.00

TOTAL **\$60,424.00**

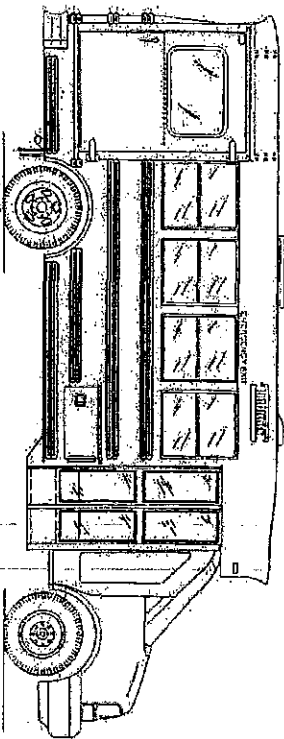
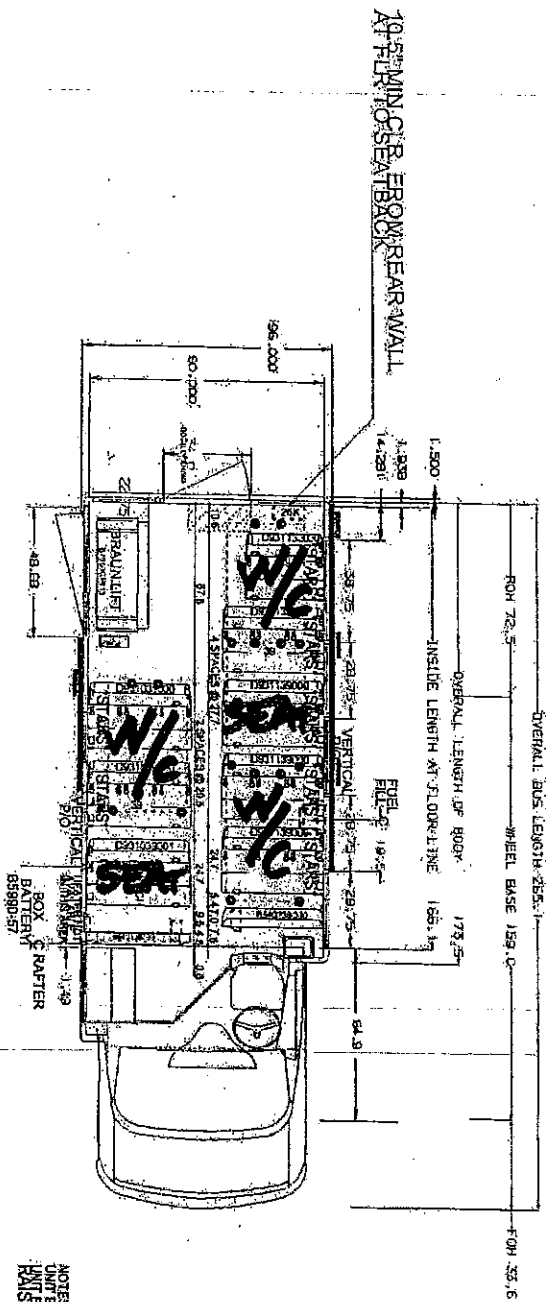
*NOTE: \$ 500.00 SC IMF tax due at DMV at time of registration.



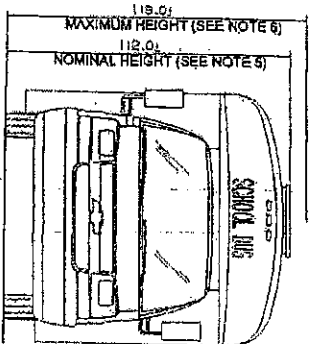
SEATING CAPACITY: ~~23 + DRIVER~~



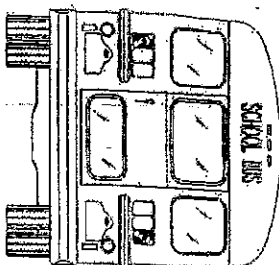
STARS EQUIPPED



NOTES:
UNIT EQUIPPED WITH OVERHEAD TRACK REINFORCEMENT
UNIT EQUIPPED WITH PLYWOOD FLOOR
RAISED FLOOR OPTION



CAUTION! - LEFT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.



ALL DIMENSIONS ARE
FOR REFERENCE ONLY

GENERAL NOTES

Model: Minotaur DRY
Quote Number: 334029
Locality: ~~SECRET~~

[illegible]

We can also track mount seat to cover the unused wheelchair location so that you have
Extra seats when the wheelchair space is not in use. We would equip the bus to stay under the
CGL requirements per your request.

Thanks in advance for viewing the attached and confirming that this seat plan is good.

(I'll have the specs/pricing for you once confirmed.)

Todd

[Quoted text hidden]



Thomas Minibus 3 WC.pdf

388K

RESOLUTION NO. 2019-31

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

August 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

Request Board Approval for the purchase of a new 14-passenger Activity vehicle by Interstate Transportation Equipment.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-31

DATE ADOPTED: AUGUST 27, 2019



Action Items & Resolution

2019-32

Archibald Hi-Rise Elevator Modernization Contract

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Archibald Hi-Rise Elevator Modernization Contract
Resolution #2019-32**

RECOMMENDATION:

Authorize the Interim CEO to enter into a contract for \$571,769 with Schindler Elevator Corporation to perform the modernization of the two elevators at Archibald Hi-Rise Apartments.

CONTACT PERSON:

Nathan Bragg
864-598-6035
Procurement Specialist

SUMMARY:

The Spartanburg Housing Authority requested an Emergency Capital Fund Grant to support a response to critical needs at Archibald Rutledge Hi-Rise, a Public Housing community that serves 150 low-income tenants. The building is primarily occupied by elderly or disabled tenants. Constructed in 1971, the Hi-Rise consists of 90 efficiency units and 60 one-bedroom units. The request was denied, and thus the SHA has chosen to move forward with completing this needed upgrade of the elevators by funding it through the 2017 Capital Fund Program.

This recommendation is a necessity to ensure that the residents at Archibald Hi-Rise have access to a safe means of transportation throughout the 12-story building. In addition it would alleviate the high repair and maintenance cost for SHA associated with the current dilapidated elevators.

BACKGROUND:

The SHA is increasingly concerned about resident safety at the Archibald Hi-Rise as a result of continuing and repetitive break down of the elevator systems. Archibald Hi-Rise was constructed in 1971 and the original elevator and the majority of its parts still exist today.

A staggering 56% of the property is disabled and unable to use the stairs on a frequent basis. A common scenario is a line of residents in the lobby, often waiting 20 minutes or more for an elevator due to medical concerns that will not allow them to take the stairs. Unfortunately, when

only one of the two elevators is working, this wait time could be longer. Replacement of the elevators would result in a reduced wait time. Residents have complained of missing the bus or being late for work or doctor's appointments as a result of the elevators. Just recently, a disabled resident was injured when a piece of the elevator fell from the top panel and hit her on the head. In 2017, the SHA received a formal complaint from the South Carolina Human Affairs Commission. This complaint addressed the concerns of an Archibald resident who felt the elevator is frequently down and an unsafe situation for residents.

SHA currently has a 3-year maintenance contract for \$14,736 per year with Schindler Elevator Corporation. SHA has occurred expenses outside of the maintenance contract to keep these elevators in operation. Under the current contract, SHA has expended the following in repairs for the elevators: \$8,494.24 in 2017; \$8,217.02 in 2018; and \$21,279.80 in 2019. These repairs were necessary in order to keep the elevators safe and functional for the residents. This contract was procured under the National Joint Properties Alliance (NJPA) contract.

FINANCIAL CONSIDERATIONS:

SHA will use funds from the 2017 Capital Fund Program to pay for the elevator modernization.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$60,000.

Respectfully Submitted, _____

Nathan Bragg
Procurement Specialist



RESOLUTION NO. 2019-32

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

August 27, 2019

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

Staff recommends adoption of Resolution No.2019-32, authorizing the interim Chief Executive Officer to enter into a contract with Schindler Elevator Corporation.

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-32

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-33

Proposed Extension of Maturity Date

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Proposed Extension of Maturity Date
Resolution #2019-33**

RECOMMENDATION:

Extension of Maturity Date with respect to that certain Commercial Note dated December 13, 2001, executed by Spartanburg Housing Limited Partnership ("Borrower") in favor of SunTrust Bank ("SunTrust") in the original principal amount of \$900,000.00 (the "Note"), as modified from time to time.

CONTACT PERSON:

Reginal B. Barner
Interim CEO
864-598-6010

PURPOSE:

Pursuant to the terms and conditions set forth in the Letter Agreement, SunTrust hereby agrees to extend the maturity date of the Note from the current maturity date of September 30, 2019 – December 29, 2019.

BACKGROUND:

Existing Commercial Note dated December 13, 2001, executed by Spartanburg Housing Limited Partnership ("Borrower") in favor of SunTrust Bank ("SunTrust") in the original principal amount of \$900,000.00 (the "Note"), as modified from time to time.



FINANCIAL IMPACT:

Extension fee is \$500.00. The check will be sent to SunTrust Bank along with the acknowledgement of the letter.

Respectfully Submitted, *Reginal B. Barner*
Reginal B. Barner, Interim CEO
The Housing Authority of the City of Spartanburg



Carl W. Mazorek
First Vice President
Special Assets Officer

SunTrust Bank Inc.
200 S. Orange Ave.
Mail Code: FI-Orlando-1054
Orlando, FL 32801
Tel 407. 237.5091
Fax 407. 835.1455
Carl.Mazorek@SunTrust.com

August 16, 2019

Mr. Reggie Barner
Spartanburg Housing Limited Partnership
C/O Spartanburg Housing Authority
2271 S. Pine Street
Spartanburg SC 29302

Re: Extension of Maturity Date with respect to that certain Commercial Note dated December 13, 2001, executed by Spartanburg Housing Limited Partnership ("Borrower") in favor of SunTrust Bank ("SunTrust") in the original principal amount of \$900,000.00 (the "Note"), as modified from time to time.

Dear Mr. Barner:

Pursuant to the terms and conditions set forth in this Letter Agreement, SunTrust hereby agrees to extend the maturity date of the Note from the current maturity date of September 30, 2019 to December 29, 2019. Other than the extension of the maturity date as set forth above, all other terms and conditions of the Note remain unchanged, and any collateral or guaranties which currently secure the Note will continue to secure the Note.

The fee for this extension is \$500.00. Please return a check for that amount payable to SunTrust Bank along with your acknowledgement of this letter.

Please understand that the Borrower shall remain obligated to make any and all payments during this extension period in the amounts and at the intervals specified in the payment schedule contained in the Note or any other documents executed in connection with the Note. SunTrust has not waived, and is not by this letter waiving, any Event(s) of Default under the Note now in existence or any other Event(s) of Default which may occur after the date of this Letter Agreement.

To induce SunTrust to agree to the terms set forth in this Letter Agreement, Borrower hereby releases, acquits and forever discharges SunTrust, and SunTrust's officers, directors, agents, employees, successor, and assigns from all liabilities, claims, demands, actions or causes of action of any kind (if any there be), whether absolute or contingent, due or to become due, disputed or undisputed, liquidated or unliquidated, at law or in equity, or known or unknown, that it now has or ever has had against SunTrust, whether arising under or in connection with the Note, related loan documents or otherwise. Furthermore, Borrower acknowledges that Borrower has no defense, offset, or counterclaim to any of Borrower's obligations under the Note. To the extent that any such defenses, claims, or offsets exist as of the date hereof, they are waived by Borrower and released in consideration of SunTrust's agreement to the terms and conditions set forth in this Letter Agreement.

Please indicate your agreement with all of the terms set forth in this Letter Agreement by signing this letter where indicated below and returning to me via email to Carl.Mazorek@SunTrust.com on or before August 23, 2019, with original to follow by mail. Except as expressly provided in this Letter Agreement, the execution and delivery of this Letter Agreement does not and will not amend, modify or supplement any provision of, or constitute a consent to or waiver of, any noncompliance with the provisions of the Note or any document executed in connection therewith, and

except as specifically provided in this Letter Agreement, the Note and related loan documents shall remain in full force and effect.

Please contact me at (407) 237-5091 if you have any questions regarding the information contained in this Letter Agreement.

Sincerely,

SUNTRUST BANK



Carl W. Mazorek
First Vice President

By signing below, Borrower agrees to the terms and conditions set forth in this Letter Agreement:

**Spartanburg Housing Limited Partnership,
A South Carolina limited partnership**

**BY: Hope Six Housing Corporation
A South Carolina nonprofit corporation,
Its General Partner**



By: Reginal B. Barner
Its: CEO

CC: Rob Nettina, SunTrust Community Capital



RESOLUTION NO. 2019-33

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

August 27, 2019

Staff recommends approval of Resolution No. 2019-33, to extend a maturing term loan date with respect to that certain Commercial Note dated December 13, 2001, executed by Spartanburg Housing Limited Partnership ("Borrower") in favor of SunTrust Bank ("SunTrust") in the original principal amount of \$900,000.00 (the "Note"), as modified from time to time.

Pursuant to the terms and conditions set forth in the Letter Agreement, SunTrust hereby agrees to extend the maturity date of the Note from the current maturity date of September 30, 2019 – December 29, 2019.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-33

DATE ADOPTED: August 27, 2019



Action Items & Resolution 2019-34

Authorization of TBRA2 Agreement with Spartanburg County

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of TBRA2 Agreement with Spartanburg County
Resolution 2019-34**

RECOMMENDATION:

Authorize the Executive Director to execute an agreement as a subrecipient with Spartanburg County for \$120,000.00 for implementation of the project known as TBRA2 (Tenant Based Rental Assistance 2) as summarized in Action Item 2019-34.

CONTACT PERSON:

Tiffany Askew
Deputy Director of Leased Housing
864-598-6053

SUMMARY:

The Housing Authority of the City of Spartanburg (SHA) will use the funds to provide rental assistance for a period of up to two years to assist working families (earning less than 30% AMI), disabled and elderly families to secure decent, safe and sanitary housing in the private rental market in unincorporated Spartanburg County. In September of 2018, SHA received \$216,062 to begin to administer the program. The additional \$120,000 will be used to continue the program.

FINANCIAL CONSIDERATIONS:

The County of Spartanburg has received HOME funds from the United States Department of Housing and Urban Development (HUD). The grant was awarded to Spartanburg County to benefit low and moderate-income persons and will be transferred to SHA to administer the program.


POLICY CONSIDERATIONS:

The SHA seeks written permission by way of a signed resolution from the Board of Commissioners to extend this agreement with Spartanburg County.

Resolution #2019-34

August 27, 2019

Page 2

Respectfully Submitted, 
Tiffany Askew, Deputy Director of Leased Housing
Housing Authority of the City of Spartanburg



RESOLUTION NO. 2019-34

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

August 27, 2019

Staff recommends adoption of Resolution No. 2019-34, authorizing the Interim Chief Executive Officer to execute an agreement as a subrecipient with Spartanburg County for \$120,000 for implementation of the project known as TBRA2 (tenant based rental assistance)as summarized in Action Item 2019-34 .

Matthew Myers, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-34

DATE ADOPTED: August 27, 2019

A RESOLUTION 2019-34

FOR THE PURPOSE OF AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER
TO EXECUTE AN AGREEMENT TO RECEIVE FUNDING FROM SPARTANBURG
COUNTY

WHEREAS, the County of Spartanburg has received **HOME** funds from the United States Department of Housing and Urban Development (HUD) and

WHEREAS the grant was awarded to Spartanburg County to benefit low and moderate-income persons and

WHEREAS the Spartanburg Housing Authority will use the funds to **implement the Tenant Based Rental Assistance 2 (TBRA) Program.**

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby approve and authorize the Interim Chief Executive Officer to execute an agreement as a subrecipient with Spartanburg County for \$120,000.00 for implementation of the project as summarized above.

ADOPTED AND APPROVED this ____ day of _____, 20__.

SPARTANBURG HOUSING AUTHORITY

ATTESTED

Reginal Barner, Interim CEO

BY: _____
Matthew Myers, Chairman



Action Items & Resolution 2019-35

FY2020 Initial Budget

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



Action Items & Resolution

2019-35

FY2020 Initial Budget Submission

Board of Commissioners Meeting

Tuesday, August 27, 2019



August 27, 2019

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**FY2020 Initial Budget Submission
Resolution 2019-35**

RECOMMENDATION:

Review, approve and adopt the SHA initial operating budget submission for the year ended September 30, 2020.

CONTACT PERSON:

Jose Calicdan
Controller
864-598-6041

SUMMARY:

Spartanburg Housing Authority (SHA) staff has submitted an operating budget with **\$21,298,737** of revenues and **\$21,368,864** of expenses (exclusive of depreciation and debt service). This budget has been balanced by the permissible use of the reserves as follows: Asset Management reserves of **\$11,467**, Housing Choice Voucher HAP Admin reserves of **\$37,599** and RAD Central Office Cost Center Proceeds of **\$268,224**. Use of reserve funds resulted in a projected surplus of **\$247,163** for SHA core operating programs.



BACKGROUND:

N/A

FINANCIAL IMPACT:

The annual operating budget is required to continue business operations. The approved annual operating budget also serves as the guide for the financial management of the organization.

POLICY CONSIDERATIONS:

Per Article IV, Section 1 of the SHA Bylaws, SHA annual operating budgets require review and approval by the Board of Commissioners.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jose Caliedan".

Jose Caliedan, Controller
The Housing Authority of the City of Spartanburg



FY2020

INITIAL BUDGET ASSUMPTIONS

Budget Assumptions

1. Executive Summary
2. Housing Choice Voucher Assumptions
3. Central Office Cost Center Assumptions
4. Asset Management Assumptions
5. JC Bull Multi-Family Assumptions
6. Non-Cash and Estimated Items –Pension and OPEB liability
7. Grants Assumptions

EXECUTIVE SUMMARY

The total proposed operating budget for 2020 is \$21,298,737; total operating expenses \$21,368,864.

This budget has been balanced by the permissible use of the reserves. In 2019, the budget for housing choice voucher administrative fee was prepared using a proration of 70%; the 2020 budget proposes the administrative fee proration of 75%. SHA received notification from HUD in May of 2019 of an actual CY2019 proration of 80%, an increase of 10% over the projected 2019 budget. SHA has historically received notice of fee awards well into the fiscal year. SHA will prepare revisions as required.

The Asset Management budget was prepared using a proration of 90% in 2019. The current proration is the same at 90%. The result of the subsidy funding beyond the PHA's control impacts our ability to forecast.

This budget was prepared to reflect and mirror the annual audited financial statement presentation. As such, non-cash and estimated items are included in the budget as follows:

Depreciation – Depreciation expense is a non-cash item but is reflected in the FY2020 as a part of expenses. This cost is allocated proportionately in relation to the capital assets allocated by project and program.

Pension Expense – This expense is estimated based on prior year contribution amounts into the State plan in which SHA participates. The actual expense is based on actuarially determined amounts not yet available for FY2020. Therefore, the cost is estimated based on contribution and allocated across projects and programs based on salary expense.

OPEB Expense – This expense is estimated based on contribution amount. While retirees now pay 100% of their premiums, there is an actuarial cost of the plan for active employees. This cost is based on the most recent actuarial report for the OPEB plan.

These factors contribute to a projected bottom line operating budget deficit of \$70,127, offset by reserves as shown in the budget summary.

This budget has been balanced by the permissible use of the reserves. Reserves must be utilized in accordance with HUD regulations.

Fiscal Year 2020 Budget Summary

Program Area	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus / Deficit	Reserves Budgeted to use FY20	RAD COCC Proceeds Budgeted	Surplus After transfers	Non Cash Depreciation	Net Operating Income (Loss) after Depreciation
Asset Management	3,260,065	3,201,548	58,517	11,467		69,984	1,082,800	(1,012,816)
JC Bull -100 units (New Construction)	826,550	705,356	121,194			121,194	8,800	112,394
HCV - HAP Payments	11,552,357	11,542,357	10,000			10,000	0	10,000
MOD Rehab - HAP Payments	1,158,516	1,158,516	-			0	0	0
HCV –Admin	1,251,396	1,288,995	(37,599)	37,599		0	0	0
TBRA	110,000	108,683	1,317			1,317	0	1,317
MOD Rehab – Admin	138,646	93,978	44,668			44,668	0	44,668
Central Office - Cost Center Federal	1,194,922	1,463,146	(268,224)		268,224	0	8,200	(8,200)
Business Activities	255,825	255,825	-			0	147,000	(147,000)
PHA GRANTS	1,550,460	1,550,460	-					
FISCAL YEAR 2020 TOTALS	21,298,737	21,368,864	(70,127)	49,066	268,224	247,163	1,246,800	(999,637)

Breakdown of Asset Management

Amp	Budget Revenues	Budgeted Expenses	Budgeted Surplus/Deficit	Reserves Budgeted	Surplus/Deficit after Reserves	Non Cash Depreciation
Cramp Croft (100)	673,386	673,386	0		0	206,200
Archibald Village (20)	330,307	298,174	32,133		32,133	24,400
Archibald Hi-Rise (30)	891,680	891,680	-		-	318,500
Scattered Sites (40)	53,030	64,497	(11,467)	11,467	-	1,500
Prince Hall (108)	665,934	628,083	37,851		37,851	251,000
Victoria Gardens (120)	618,138	618,138	-			264,800
Cambridge/Brawley (180)	27,590	27,590	-			16,400
Totals	3,260,065	3,201,548	58,517	11,467	69,984	1,082,800

SHA operates multiple programs whose funding is restricted. Some programs operate with a surplus, while others reflect a deficit. Regulatory restrictions apply which limit mixed utilization of funds. Each program however, has reserves which are allowed to offset these deficits. This budget requires transferring of \$49,066 in reserves. Below is the audited reserve account balances as of 9/30/2018.

Reserve Balance	
HCV-Admin	\$177,788
COCC Combined	\$1,262,139
JC Bull	\$3,224,185
Asset Management	\$2,288,522
TOTALS	\$6,952,634

SHA holds funds in an account labeled "RAD COCC Proceeds". The \$268,224 in RAD COCC proceeds are applied to the COCC budget, resulting in a breakeven result. The Business Activity budget reflects a portion of expenditures of the COCC, generally salaries and benefits and reclassified as business activity.

The net effect of these necessary transfers is a net operating income in the overall agency wide budget of \$247,163, again offset by the transfers. PHA grants are 100% reimbursed within the approved award and as such have no gain or loss.

HOUSING CHOICE VOUCHER PROGRAM (HCV) ASSUMPTIONS

Proration for Housing Choice Voucher Program (HCV): The 2020 budget is based on an estimated proration of 75%. The 2019 budget was prepared using a proration of 70%.

The past five year's actual proration's are as follows:

ADMINISTRATIVE FEE	
2019	80%
2018	70%
2017	77%
2016	85%
2015	79%

At the estimated proration of 75% there is a net operating loss of \$37,599, in the HCVP Admin program budget. The unrestricted reserve balance as of June 30, 2019 is \$238,801. It should be noted that HUD recaptures unused administrative fee reserves. SHA administration will continue

to monitor the proration and reserve balances and adjust according to HUD guidelines and regulations.

Leasing has been projected at 95%, HUD scores HCV utilization on 98% of vouchers utilized or 98% of funds expended. SHA does not receive adequate funding for the current rent levels to utilize 98% of vouchers; however, we do utilize 98% of funding.

Included in the HCV budget is revenue of \$110,000 related to the subrecipient agreement with Spartanburg County to administer the Tenant Based Rental Assistance program (TBRA) based on HOME funds received. SHA will administer all aspects of the program for the County including policies and procedures, eligibility, inspections, and reporting. The program is intended to serve 15 to 20 low-income families or until funds are depleted.

CENTRAL OFFICE COST CENTER- ASSUMPTIONS

The total projected revenue is \$1,450,747, total projected expenses of \$1,718,971, leaving a net operating deficit of \$268,224, offset by RAD Proceeds funds. It should be noted that the RAD COCC Proceeds are non-recurring.

Major sources of COCC revenue include

- \$810,824 of management fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$368,338 from Asset Management
 - \$326,304 from HCV programs
 - \$ 27,360 from Mod Rehab programs
 - \$13,095 from Liberty, Appian, and Page Lake
 - \$75,727 from JC Bull (Multi-Family)
- \$274,114 of bookkeeping fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$42,724 from Asset Management
 - \$203,940 from HCVP programs
 - \$17,100 from Mod Rehab programs
 - \$1,530 from Liberty, Appian, and Page Lake
 - \$8,820 from JC Bull (Multi-Family)
- \$124,609 of administrative fees to operate the CFP (Capital Fund Program) program, this is allocated to staff cost.
- \$241,200 of other income (consisting primarily of \$13,000 of distributions from tax credit properties, \$15,000 of administrative income from grant programs, \$70,000 from



affiliate partnership distributions and \$143,200 in fee-for-service landscape and special project income).

ASSET MANAGEMENT ASSUMPTIONS

The projected 2020 Asset Management revenue amount is \$3,260,065 with projected expenses of \$3,201,548 resulting to a net operating surplus of \$58,517 except for the scattered sites which shows a deficit of \$11,467, offset by reserves.

The scattered sites are single family homes under the public housing program and are in the process of being sold. Five units are currently occupied and ten units are vacant. The units are older and reach across Spartanburg County. Appraisals were completed in July 2019 with the goal of having the homes sold by January 2020. Due to the uncertainty around the timing of these sales, the budget reflects only rental income from these properties for FY2020 and no gain or loss from possible sales.

Asset Management reserves of \$11,467 will be utilized leaving a net operating income of \$69,984. This budget is estimated on 90% proration for Public Housing Operating Subsidy, which is estimated at \$1,897,450 based upon CY2019 adjusted eligibility, and a 98% occupancy rate. HUD requires an occupancy rate of 98% to earn PHAS points (Public Housing Assessment System), a HUD scoring mechanism.

JC BULL MULTI-FAMILY

The projected 2020 Multi-family revenue is \$826,550 based on leasing rate of 98% of available units. The Multi-family expenses are \$705,356 with a net operating income of \$121,194. The funding stream for Multi-family is different than that of Asset Management or HCV.

GRANT ASSUMPTIONS

CAPITAL FUNDS

The Capital Fund Program grant award amount in 2016 was \$1,289,642 of which \$945,481 was expended. In 2017, the capital fund award amount was \$926,447 of which \$245,852 was expended. The 2018 capital fund award amount was \$1,421,450 of which \$20,498 was expended. SHA will draw \$124,609 administrative fee allocated to staff cost to operate CFP (Capital Fund) program. Additionally replacement housing factor funds of \$607,216 are available for expenditure during FY2020. Of the RHF funds, \$549,136 has been committed to the 18 units in the Northside.



ROSS

The agency administers two ROSS Grants with total unexpended funds of \$154,235 as of August 1, 2019. Of which, \$154,235 is expected to be expended during FY2020. Two positions are funded with these grants.

MULTI-FAMILY RESIDENT SERVICES

The Multi-Family Resident Services grant has a remaining balance of \$2,928 in 2019. The grant cycle is not concurrent with SHA's fiscal year. SHA is awaiting the new grant award amount for 2020.

	BUDGET -FY 2020	100-ccc	102-arv	103-arh	104-sca	108-pha	120-vga	180-cpb		058-jcb
	CONVENTIONAL PUBLIC HOUSING	Camp Croft	Archibald Village	Archibald HI- Rise	Scattered Sites	Prince Hall	Victoria Garden	Brawley/ Cambridge	TOTAL AMOUNT	JC BULL 100-units
399900-000	REVENUES	673,386	330,307	891,680	53,030	665,934	618,138	27,590	3,260,065	826,550
	OPERATING EXPENSES									
419900-000	TOTAL ADMINISTRATIVE EXPENSES	235,760	112,577	372,152	18,386	228,251	205,847	12,489	1,185,462	276,233
									-	
429900-000	TOTAL TENANT SERVICES EXPENSES	2,400	11,727	23,750	-	3,500	3,000	150	44,527	12,500
									-	
439900-000	TOTAL UTILITY EXPENSES	169,800	79,800	227,064	8,200	139,200	163,400	800	788,264	135,000
									-	
449900-000	TOTAL MAINTENACE EXPENSES	238,123	84,304	237,280	34,384	232,635	221,636	12,832	1,061,194	245,087
									-	
459900-000	TOTAL GENERAL EXPENSES	23,053	6,366	28,434	2,677	23,647	20,755	1,319	106,251	31,536
	TOTAL OPERATING EXPENSES	669,136	294,774	888,680	63,647	627,233	614,638	27,590	3,185,698	700,356
599900-000	TOTAL NON-OPERATING ITEMS	4,250	3,400	3,000	850	850	3,500	-	15,850	5,000
900000-000	NET INCOME (LOSS)	-	32,133	-	(11,467)	37,851	-	-	58,517	121,194

SPARTANBURG HOUSING AUTHORITY					
CAMP CROFT - 100-CCC		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
311100-000	Tenant Rent	\$ 167,225	\$ 20,903	\$ 256,798	\$ 249,840
311900-000	Total Rental Income	167,225	20,903	256,798	249,840
312000-000	Other Tenant Income				
312003-000	Damages	160	20	1,500	900
312004-000	Late Charges	2,070	259	2,700	2,700
312005-000	Legal Fees - Tenant	1,035	129	1,080	2,640
312006-000	NSF Charges	25	3	250	175
312007-000	Tenant Owed Utilities - Excess	20,075	2,509	30,000	30,000
312009-000	Misc.Tenant Income	959	120	1,500	1,500
312900-000	Total Other Tenant Income	24,324	3,041	37,030	37,915
319900-000	NET TENANT INCOME	191,549	23,944	293,828	287,755
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	260,592	32,574	380,947	384,151
340111-000	Pet Fee Income	400	50	480	600
349900-000	TOTAL GRANT INCOME	260,992	32,624	381,427	384,751
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	278	35	1,080	480
365002-000	Bad Debt Recovery	124	16		400
369900-000	TOTAL OTHER INCOME	402	50	1,080	880
399900-000	TOTAL INCOME	452,943	56,618	676,335	673,386
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	48,577	6,072	79,660	71,744
411002-000	Administrative Overtime	704	88	-	
411003-000	Administrative: Employer FICA/SUI	3,963	495	8,767	6,852
411004-000	Adm- Emp Benefit-Medical/Dental	9,254	1,157	14,593	6,757
411006-000	Administrative: Emp Incentive	58	7	-	2,250
411008-000	Adm-Emp Benefit-Pension	7,394	924	11,500	8,965
411009-000	PENSION EXPENSE -GASB 68	-	-	-	13,427
411010-000	OPEB EXPENSE -GASB 75	-	-	-	3,369
411099-000	Total Administrative Salaries	69,950	8,744	114,520	113,364
413000-000	Legal Expense				
413001-000	Legal Expense	-	-		-
413002-000	Yardi Resident Screening Checks	622	78		700
413003-000	Credit Reports	26	3		580
413100-000	Total Credit and Legal Expense	648	81	-	1,280
413900-000	Other Admin Expenses				
414000-000	Staff Training	74	9	2,000	2,100
415000-000	Travel	405	51	1,000	750
417000-000	Bookkeeping Fees	5,430	679	8,280	8,460

SPARTANBURG HOUSING AUTHORITY					
CAMP CROFT - 100-CCC		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
417100-000	Auditing Fees	2,060	258	3,250	3,250
417300-000	Management Fee	39,234	4,904	59,826	61,126
417302-000	Asset Management Fee	7,840	980	11,520	11,520
418900-000	Total Other Admin Expenses	55,043	6,880	85,876	87,206
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	222	28	900	700
419003-000	Printing	602	75	1,134	1,000
419004-000	Telephone	3,677	460	6,400	6,000
419005-000	Postage	357	45	550	500
419006-000	Forms and Computer Supplies		-	200	200
419007-000	Court Costs	740	93	2,000	660
419008-000	Subscriptions and Fees	1,928	241	600	2,200
419009-000	Sundry Miscellaneous	642	80	500	1,500
419010-000	Newspaper ADS (Advertising)	9	1	36	100
419011-000	Sundry Service Contracts	15,786	1,973	18,000	18,000
419017-000	Temporary Administrative Labor	-	-		-
419018-000	False Alarms	150	19		250
419022-000	Other Misc Admin Expenses	1,200	150	2,800	2,800
419100-000	Total Miscellaneous Admin Expenses	25,314	3,164	33,120	33,910
419900-000	TOTAL ADMINISTRATIVE EXPENSES	150,955	18,869	233,516	235,760
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	1,610	201	1,440	1,440
422001-000	Tenant Svcs.-Stipend only \$10	31	4	960	960
423000-000	Tenant Svcs-PH ESDC	1,744	218	12,131	
423001-000	Tenant Relocation	-	-	-	-
429900-000	TOTAL TENANT SERVICES EXPENSES	3,384	423	14,531	2,400
430000-000	UTILITIES				
431000-000	Water	18,059	2,257	30,000	28,200
432000-000	Electricity	37,773	4,722	54,000	57,600
433000-000	Gas	37,642	4,705	57,000	57,600
439000-000	Sewer	23,153	2,894	50,000	26,400
439900-000	TOTAL UTILITY EXPENSES	116,627	14,578	191,000	169,800
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	43,909	5,489	65,634	69,410
441002-000	Maintenance: Overtime	1,361	170	2,000	
441003-000	Maintenance: Employer FICA/SUI	4,604	576	6,783	6,934
441004-000	Temp Maintenance Labor	-	-	-	-
441005-000	Maint-Emp Benefit-Medical/Dental	9,941	1,243	16,008	9,996
441006-000	On Call- after hours work	2,711	339	500	1,500
441007-000	Treatment Bedbug Pay	1,222	153		1,716
441008-000	Maint-Emp Benefit-Pension	1,602	200	3,200	7,318
441200-000	Vehicle Repair	2,627	328	1,000	3,000
441300-000	Gasoline Purchases	1,081	135	2,000	1,500
441900-000	Total General Maint Expense	69,057	8,632	97,125	101,374
442000-000	Materials		-		

SPARTANBURG HOUSING AUTHORITY					
CAMP CROFT - 100-CCC		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
442002-000	Appliance-Maint Materials	2,122	265	2,000	4,000
442003-000	Painting-Maint Materials	1,108	139	1,000	2,500
442004-000	Electrical-Maint Materials	2,481	310	2,300	3,000
442005-000	Heating/AC-Maint Materials	650	81	2,000	2,000
442006-000	Janitorial Supplies	-	-	1,000	1,000
442008-000	Plumbing-Maint Materials	4,453	557	4,200	4,800
442009-000	Hand Tools-Maint Materials	740	93	1,000	1,000
442010-000	Maintenance Materials	7,915	989	9,600	9,600
442011-000	Work Supplies/Safety/Materials	594	74	500	600
442012-000	Landscaping Materials	3,484	436	14,448	10,000
442900-000	Total Materials	23,547	2,943	38,048	38,500
443000-000	Contract Costs		-		
443001-000	Alarm/Extinguisher Contract	461	58	2,000	2,000
443002-000	Extermination Contract	3,764	471	10,000	8,000
443003-000	Tenant Repairs-Contract	1,200	150	-	1,500
443005-000	Unit Turnaround-Contract	22,353	2,794	23,000	26,000
443006-000	Electrical-Contract	358	45	1,000	750
443007-000	Disposal Contract	4,019	502	4,500	6,000
443009-000	Landscaping Labor -Outsource	3,004	376	23,930	-
443010-000	Landscaping Labor -Inhouse				21,549
443011-000	Heating/AC-Contract	5,392	674	6,000	8,000
443013-000	Contract: Uniform Rental	517	65	850	850
443018-000	Plumbing-Contract	-	-	6,700	6,700
443019-000	Miscellaneous Contracts	4,853	607		8,400
443099-000	Maintenance Misc-Contracts	1,719	215	3,000	8,500
443900-000	Total Contract Costs	47,639	5,955	80,980	98,249
449900-000	TOTAL MAINTENANCE EXPENSES	140,243	17,530	216,153	238,123
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	6,512	814	8,899	8,900
451100-000	Property Tax	9,660	1,208	9,750	9,750
452100-000	Workers Comp Insurance	3,261	408	6,500	4,403
457000-000	Bad Debt-Tenant Rents	971	121	-	-
459900-000	TOTAL GENERAL EXPENSES	20,404	2,551	25,149	23,053
470000-000	HOUSING ASSISTANCE PAYMENTS				
471503-000	FSS Escrow Payments	8,614	1,077	-	-
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	8,614	1,077	-	-
	TOTAL OPERATING EXPENSES	440,227	55,028	680,349	669,136
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	6,944	868	5,000	4,250
523406-000	Mold Assessment and Abatement	1,500	188		-
599900-000	TOTAL NON-OPERATING ITEMS	8,444	1,056	5,000	4,250
900000-000	NET INCOME	4,271	534	(9,014)	-

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD VILLAGE - 102-ARV					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
311100-000	Tenant Rent	\$ 108,708	\$ 13,589	\$ 144,000	\$ 162,660
311900-000	Total Rental Income	108,708	13,589	144,000	162,660
312000-000	Other Tenant Income				
312002-000	Cleaning Fee	30	4	-	-
312003-000	Damages	273	34	500	360
312004-000	Late Charges	345	43	360	540
312005-000	Legal Fees - Tenant	-	-	270	2,640
312006-000	NSF Charges	50	6	100	1,200
312009-000	Misc.Tenant Income	20	3		100
312900-000	Total Other Tenant Income	718	90	1,230	4,840
319900-000	NET TENANT INCOME	109,426	13,678	145,230	167,500
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	101,952	12,744	150,156	162,567
340111-000	Pet Fee Income	170	21	240	240
349900-000	TOTAL GRANT INCOME	102,122	12,765	150,396	162,807
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	90	11		-
369900-000	TOTAL OTHER INCOME	90	11	-	-
399900-000	TOTAL INCOME	211,637	26,455	295,626	330,307
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	17,874	2,234	24,566	32,752
411002-000	Administrative Overtime	560	70	2,000	
411003-000	Administrative: Employer FICA/SUI	1,492	187	3,066	3,103
411004-000	Adm- Emp Benefit-Medical/Dental	2,436	305	7,331	3,709
411006-000	Administrative: Emp Incentive	(75)	(9)		1,250
411008-000	Adm-Emp Benefit-Pension	5,156	645	8,400	4,244
411009-000	PENSION EXPENSE -GASB 68	-	-	-	4,657
411010-000	OPEB EXPENSE -GASB 75	-	-	-	1,168
411099-000	Total Administrative Salaries	27,443	3,430	45,363	50,883
413000-000	Legal Expense				
413001-000	Legal Expense	-	-		-
413002-000	Yardi Resident Screening Checks	155	19	737	385
413003-000	Credit Reports	77	10		290
413100-000	Total Credit and Legal Expense	232	29	737	675
413900-000	Other Admin Expenses				
414000-000	Staff Training	85	11	1,000	1,000
415000-000	Travel	309	39	450	500
417000-000	Bookkeeping Fees	2,978	372	4,320	4,410
417100-000	Auditing Fees	1,073	134	1,700	1,700

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD VILLAGE - 102-ARV					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed FY 2020 Budget
		Oct-May	Average	FY 2019	
		8 months	monthly	Budget	
417300-000	Management Fee	21,513	2,689	31,213	31,864
417302-000	Asset Management Fee	4,000	500	6,000	6,000
418900-000	Total Other Admin Expenses	29,958	3,745	44,683	45,474
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	53	7	200	150
419003-000	Printing	151	19	400	400
419004-000	Telephone	1,302	163	1,944	2,000
419005-000	Postage	140	18	120	400
419006-000	Forms and Computer Supplies		-	120	120
419007-000	Court Costs	-	-	540	275
419008-000	Subscriptions and Fees	1,015	127	480	1,100
419009-000	Sundry Miscellaneous	498	62	1,000	1,000
419010-000	Newspaper ADS (Advertising)	9	1	96	100
419011-000	Sundry Service Contracts	8,014	1,002	8,400	10,000
419100-000	Total Miscellaneous Admin Expenses	11,181	1,398	13,300	15,545
419900-000	TOTAL ADMINISTRATIVE EXPENSES	68,814	8,602	104,083	112,577
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	400	50	750	750
422001-000	Tenant Svcs.-Stipend only \$10	505	63	500	500
423000-000	Tenant Svcs-PH ESDC	1,954	244	10,477	10,477
429900-000	TOTAL TENANT SERVICES EXPENSES	2,858	357	11,727	11,727
430000-000	UTILITIES				
431000-000	Water	6,733	842	11,100	11,100
432000-000	Electricity	33,826	4,228	55,200	55,200
433000-000	Gas	-	-		-
439000-000	Sewer	9,223	1,153	13,500	13,500
439900-000	TOTAL UTILITY EXPENSES	49,781	6,223	79,800	79,800
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	15,980	1,998	16,640	16,666
441002-000	Maintenance: Overtime	231	29	3,000	
441003-000	Maintenance: Employer FICA/SUI	1,720	215	1,679	1,681
441005-000	Maint-Emp Benefit-Medical/Dental	2,092	262	3,892	3,684
441006-000	On Call- after hours work	393	49	1,000	500
441007-000	Treatment Bedbug Pay	663	83	792	660
441008-000	Maint-Emp Benefit-Pension	1,079	135	1,200	1,738
441200-000	Vehicle Repair	188	24	700	600
441300-000	Gasoline Purchases	238	30	450	450
441900-000	Total General Maint Expense	22,582	2,823	29,353	25,979
442000-000	Materials				
442002-000	Appliance-Maint Materials	58	7	1,800	4,000
442003-000	Painting-Maint Materials	655	82	720	800

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD VILLAGE - 102-ARV					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
442004-000	Electrical-Maint Materials	892	112	1,800	1,800
442005-000	Heating/AC-Maint Materials	876	109	1,200	1,200
442006-000	Janitorial Supplies	-	-	200	200
442008-000	Plumbing-Maint Materials	2,071	259	1,800	2,500
442009-000	Hand Tools-Maint Materials	33	4	300	300
442010-000	Maintenance Materials	2,568	321	3,800	4,200
442011-000	Work Supplies/Safety/Materials	-	-	200	200
442012-000	Landscaping Materials	-	-	7,000	7,000
442900-000	Total Materials	7,154	894	18,820	22,200
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	-	-	180	2,500
443002-000	Extermination Contract	968	121	1,100	1,500
443005-000	Unit Turnaround-Contract	-	-	2,250	4,000
443006-000	Electrical-Contract	1,035	129	800	800
443007-000	Disposal Contract	-	-	2,100	2,100
443009-000	Landscaping Labor -Outsource	1,420	178	16,240	17,000
443010-000	Landscaping Labor -Inhouse				-
443011-000	Heating/AC-Contract	2,925	366	1,000	1,000
443013-000	Contract: Uniform Rental	585	73	300	325
443015-000	Janitorial-Contract	221	28		-
443017-000	Elevator-Contract	-	-	2,000	2,000
443018-000	Plumbing-Contract	-	-	1,200	2,000
443019-000	Miscellaneous Contracts	874	109		1,400
443023-000	Con:Consultant/Mentoring	314	39		-
443099-000	Maintenance Misc-Contracts	12	1	1,500	1,500
443900-000	Total Contract Costs	8,353	1,044	28,670	36,125
449900-000	TOTAL MAINTENANCE EXPENSES	38,089	4,761	76,843	84,304
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	1,664	208	3,199	3,200
451100-000	Property Tax	-	-		1,620
452100-000	Workers Comp Insurance	833	104	2,350	1,546
459900-000	TOTAL GENERAL EXPENSES	2,497	312	5,549	6,366
	TOTAL OPERATING EXPENSES	162,039	20,255	278,002	294,774
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	849	106	5,000	3,400
599900-000	TOTAL NON-OPERATING ITEMS	849	106	5,000	3,400
			-		
900000-000	NET INCOME	48,749	6,094	12,624	32,133

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD HIGH RISE - 103-ARH					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 286,904	\$ 35,863	\$ 432,000	\$ 434,400
311900-000	Total Rental Income	286,904	35,863	432,000	434,400
312000-000	Other Tenant Income				
312002-000	Cleaning Fee	144	18		-
312003-000	Damages	6,683	835	1,200	1,200
312004-000	Late Charges	1,695	212	1,800	2,160
312005-000	Legal Fees - Tenant	626	78	1,620	1,980
312006-000	NSF Charges	100	13	600	600
312009-000	Misc.Tenant Income	2,814	352	3,600	3,600
312900-000	Total Other Tenant Income	12,063	1,508	8,820	9,540
319900-000	NET TENANT INCOME	298,967	37,371	440,820	443,940
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	280,939	35,117	412,772	425,000
340111-000	Pet Fee Income	160	20	240	240
349900-000	TOTAL GRANT INCOME	281,099	35,137	413,012	425,240
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	22,792	2,849	20,550	22,500
365002-000	Bad Debt Recovery	822	103		-
369900-000	TOTAL OTHER INCOME	23,614	2,952	20,550	22,500
399900-000	TOTAL INCOME	603,680	75,460	874,382	891,680
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	79,093	9,887	114,507	124,767
411002-000	Administrative Overtime	2,258	282	5,000	-
411003-000	Administrative: Employer FICA/SUI	6,969	871	11,255	11,609
411004-000	Adm- Emp Benefit-Medical/Dental	8,411	1,051	15,648	12,805
411006-000	Administrative: Emp Incentive	705	88	6,750	6,000
411008-000	Adm-Emp Benefit-Pension	12,501	1,563	19,000	17,609
411009-000	PENSION EXPENSE -GASB 68	-	-	-	12,833
411010-000	OPEB EXPENSE -GASB 75	-	-	-	3,220
411099-000	Total Administrative Salaries	109,938	13,742	172,160	188,843
413000-000	Legal Expense				
413001-000	Legal Expense	1,568	196		-
413002-000	Yardi Resident Screening Checks	665	83	2,547	1,155
413003-000	Credit Reports	555	69		1,392
413100-000	Total Credit and Legal Expense	2,787	348	2,547	2,547
413900-000	Other Admin Expenses				
414000-000	Staff Training	141	18	2,500	2,500
415000-000	Travel	375	47	500	1,000
417000-000	Bookkeeping Fees	8,798	1,100	13,200	13,320

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD HIGH RISE - 103-ARH					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
417100-000	Auditing Fees	3,219	402	5,000	5,000
417300-000	Management Fee	63,565	7,946	96,241	96,241
417302-000	Asset Management Fee	12,000	1,500	18,000	18,000
418900-000	Total Other Admin Expenses	88,098	11,012	135,441	136,061
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	250	31	1,200	900
419003-000	Printing	452	57	1,000	1,000
419004-000	Telephone	5,588	699	8,400	8,400
419005-000	Postage	212	27	280	280
419006-000	Forms and Computer Supplies		-	200	200
419007-000	Court Costs	615	77	1,320	1,320
419008-000	Subscriptions and Fees	2,671	334	1,620	4,100
419009-000	Sundry Miscellaneous	201	25	1,000	756
419010-000	Newspaper ADS (Advertising)	107	13	100	125
419011-000	Sundry Service Contracts	25,116	3,140	27,600	27,600
419018-000	False Alarms	10	1	20	20
419100-000	Total Miscellaneous Admin Expenses	35,221	4,403	42,740	44,701
419900-000	TOTAL ADMINISTRATIVE EXPENSES	236,044	29,505	352,888	372,152
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	808	101	2,250	2,250
422001-000	Tenant Svcs.-Stipend only \$10	1,514	189	1,500	1,500
423000-000	Tenant Svcs-PH ESDC	8,914	1,114	27,020	20,000
429900-000	TOTAL TENANT SERVICES EXPENSES	11,237	1,405	30,770	23,750
430000-000	UTILITIES				
431000-000	Water	16,930	2,116	24,600	24,600
432000-000	Electricity	107,788	13,474	176,000	169,964
433000-000	Gas	1,516	190	2,500	2,500
439000-000	Sewer	21,874	2,734	39,000	30,000
439900-000	TOTAL UTILITY EXPENSES	148,108	18,514	242,100	227,064
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	35,041	4,380	78,360	77,038
441002-000	Maintenance: Overtime	5,314	664	5,000	-
441003-000	Maintenance: Employer FICA/SUI	4,232	529	7,917	7,923
441005-000	Maint-Emp Benefit-Medical/Dental	5,992	749	21,147	16,050
441006-000	On Call- after hours work	3,606	451	2,500	2,500
441007-000	Treatment Bedbug Pay	1,774	222	1,980	2,640
441008-000	Maint-Emp Benefit-Pension	873	109	3,000	9,692
441200-000	Vehicle Repair	1,734	217	1,800	1,800
441300-000	Gasoline Purchases	744	93	1,440	1,440

SPARTANBURG HOUSING AUTHORITY					
ARCHIBALD HIGH RISE - 103-ARH					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed FY 2020 Budget
		Oct-May	Average	FY 2019	
		8 months	monthly	Budget	
441900-000	Total General Maint Expense	59,310	7,414	123,144	119,083
442000-000	Materials				
442002-000	Appliance-Maint Materials	1,331	166	4,000	5,500
442003-000	Painting-Maint Materials	824	103	3,500	1,000
442004-000	Electrical-Maint Materials	2,625	328	3,400	3,400
442005-000	Heating/AC-Maint Materials	238	30	1,200	1,200
442006-000	Janitorial Supplies	1,193	149	2,800	2,400
442008-000	Plumbing-Maint Materials	4,975	622	2,800	3,500
442009-000	Hand Tools-Maint Materials	6	1	400	400
442010-000	Maintenance Materials	2,197	275	6,000	5,147
442011-000	Work Supplies/Safety/Materials	450	56	500	500
442012-000	Landscaping Materials	136	17	1,700	1,700
442900-000	Total Materials	13,974	1,747	26,300	24,747
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	8,759	1,095	17,000	15,000
443002-000	Extermination Contract	3,263	408	5,000	5,000
443003-000	Tenant Repair contract	610	76	-	1,500
443005-000	Unit Turnaround-Contract	5,305	663	5,000	7,000
443006-000	Electrical-Contract	286	36	1,200	1,200
443007-000	Disposal Contract	3,084	386	3,900	4,500
443009-000	Landscaping Labor -Outsource	1,984	248	13,200	6,000
443011-000	Heating/AC-Contract	13,797	1,725	9,700	9,700
443013-000	Contract: Uniform Rental	614	77	1,100	1,100
443015-000	Janitorial-Contract	-	-		1,000
443017-000	Elevator-Contract	22,116	2,765	28,450	28,450
443018-000	Plumbing-Contract	5,749	719	7,200	7,500
443019-000	Miscellaneous Contracts	2,098	262	2,500	2,500
443023-000	Con:Consultant/Mentoring	4,287	536	-	-
443099-000	Maintenance Misc-Contracts	-	-	8,820	3,000
443900-000	Total Contract Costs	71,950	8,994	103,070	93,450
449900-000	TOTAL MAINTENANCE EXPENSES	145,235	18,154	252,514	237,280
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	7,016	877	8,816	10,000
451100-000	Property Tax	1,758	220	1,644	138
452100-000	Workers Comp Insurance	3,511	439	6,228	6,296
457000-000	Bad Debt-Tenant Rents	5,802	725		-
458000-000	All Protective Services	7,821	978	9,900	12,000
459900-000	TOTAL GENERAL EXPENSES	25,908	3,239	26,588	28,434
	TOTAL OPERATING EXPENSES	566,532	70,816	904,860	888,680
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	2,223	278	3,000	3,000
599900-000	TOTAL NON-OPERATING ITEMS	2,223	278	3,000	3,000
			-		
900000-000	NET INCOME	34,926	4,366	(33,478)	-

SPARTANBURG HOUSING AUTHORITY					
SCATTERED SITES- 104-SCA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 21,397	\$ 2,675	\$ 31,200	\$ 30,000
311900-000	Total Rental Income	21,397	2,675	31,200	30,000
312000-000	Other Tenant Income				
312004-000	Late Charges	15	2	360	30
312005-000	Legal Fees - Tenant	10	1	1,080	-
312900-000	Total Other Tenant Income	25	3	1,440	30
319900-000	NET TENANT INCOME	21,422	2,678	32,640	30,030
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	12,966	1,621	20,469	23,000
349900-000	TOTAL GRANT INCOME	12,966	1,621	20,469	23,000
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	11	1		-
365002-000	Bad Debt Recovery	1,161	145		-
369900-000	TOTAL OTHER INCOME	1,172	146	-	-
399900-000	TOTAL INCOME	35,559	4,445	53,109	53,030
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	3,691	461	5,166	5,557
411002-000	Administrative Overtime	42	5		
411003-000	Administrative: Employer FICA/SUI	320	40	503	512
411004-000	Adm- Emp Benefit-Medical/Dental	357	45	570	550
411006-000	Administrative: Emp Incentive	-	-		250
411008-000	Adm-Emp Benefit-Pension	290	36	600	409
411009-000	PENSION EXPENSE -GASB 68	-	-	-	318
411010-000	OPEB EXPENSE -GASB 75	-	-	-	80
411099-000	Total Administrative Salaries	4,700	588	6,839	7,676
413000-000	Legal Expense				
413001-000	Legal Expense	319	40		100
413002-000	Yardi Resident Screening Checks	43	5		49
413100-000	Total Credit and Legal Expense	362	45	-	149
413900-000	Other Admin Expenses				
414000-000	Staff Training	-	-	300	300
415000-000	Travel	-	-		200
417000-000	Bookkeeping Fees	308	38	450	450
417100-000	Auditing Fees	452	57	700	700
417300-000	Management Fee	2,222	278	3,251	3,251

SPARTANBURG HOUSING AUTHORITY					
SCATTERED SITES- 104-SCA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
417302-000	Asset Management Fee	1,840	230	2,760	1,800
418900-000	Total Other Admin Expenses	4,822	603	7,461	6,701
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	-	-	100	100
419003-000	Printing	29	4	100	100
419004-000	Telephone	90	11	32	-
419005-000	Postage	11	1	100	100
419006-000	Forms and Computer Supplies		-	100	100
419007-000	Court Costs	-	-	270	110
419008-000	Subscriptions and Fees	277	35	100	150
419009-000	Sundry Miscellaneous	-	-	200	100
419010-000	Newspaper ADS (Advertising)	-	-	3,000	100
419011-000	Sundry Service Contracts	2,091	261		3,000
419100-000	Total Miscellaneous Admin Expenses	2,498	312	4,002	3,860
419900-000	TOTAL ADMINISTRATIVE EXPENSES	12,382	1,548	18,302	18,386
430000-000	UTILITIES				
431000-000	Water	2,480	310	4,500	4,200
432000-000	Electricity	442	55	500	500
433000-000	Gas	403	50	500	500
439000-000	Sewer	2,252	282	3,000	3,000
439900-000	TOTAL UTILITY EXPENSES	5,577	697	8,500	8,200
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	3,660	458	6,155	6,931
441002-000	Maintenance: Overtime	524	66		
441003-000	Maintenance: Employer FICA/SUI	406	51	625	758
441004-000	Temp Maintenance Labor	-	-		-
441005-000	Maint-Emp Benefit-Medical/Dental	277	35	2,195	1,363
441006-000	On Call- after hours work	73	9		200
441007-000	Treatment Bedbug Pay	37	5		170
441008-000	Maint-Emp Benefit-Pension	-	-		738
441200-000	Vehicle Repair	-	-		100
441300-000	Gasoline Purchases	-	-		200
441900-000	Total General Maint Expense	4,977	622	8,975	10,460
442000-000	Materials				
442002-000	Appliance-Maint Materials	-	-		1,000
442003-000	Painting-Maint Materials	-	-	250	200
442004-000	Electrical-Maint Materials	-	-	250	150
442005-000	Heating/AC-Maint Materials	28	3	1,000	1,000
442008-000	Plumbing-Maint Materials	580	73	2,500	1,000
442009-000	Hand Tools-Maint Materials	-	-		150

SPARTANBURG HOUSING AUTHORITY					
SCATTERED SITES- 104-SCA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
442010-000	Maintenance Materials	135	17	2,500	1,000
442011-000	Work Supplies/Safety/Materials	-	-		150
442012-000	Landscaping Materials	-	-		500
442900-000	Total Materials	743	93	6,500	5,150
443000-000	Contract Costs				
443002-000	Extermination Contract	455	57	1,000	800
443005-000	Unit Turnaround-Contract	-	-		1,500
443006-000	Electrical-Contract	-	-	1,000	500
443007-000	Disposal Contract	1,068	134	750	1,824
443010-000	Landscaping Labor -Inhouse			5,000	4,500
443011-000	Heating/AC-Contract	-	-	10,000	1,000
443013-000	Contract: Uniform Rental	-	-	100	150
443015-000	Janitorial-Contract	47	6		-
443018-000	Plumbing-Contract	-	-	5,000	2,000
443099-000	Maintenance Misc-Contracts	-	-	15,000	1,000
443900-000	Total Contract Costs	1,570	196	37,850	18,774
449900-000	TOTAL MAINTENACE EXPENSES	7,290	911	53,325	34,384
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	568	71	217	800
451100-000	Property Tax	1,397	175	1,495	1,495
452100-000	Workers Comp Insurance	289	36	172	382
459900-000	TOTAL GENERAL EXPENSES	2,254	282	1,884	2,677
			-		
	TOTAL OPERATING EXPENSES	27,503	3,438	82,011	63,647
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	66	8	850	850
599900-000	TOTAL NON-OPERATING ITEMS	66	8	850	850
900000-000	NET INCOME	7,990	999	(29,752)	(11,467)

SPARTANBURG HOUSING AUTHORITY					
PRINCE HALL - 108-PHA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 88,836	\$ 11,105	\$ 137,872	\$ 133,092
311400-000	Less: Non Move Out Refunds	(50)	(6)		
311900-000	Total Rental Income	88,786	11,098	137,872	133,092
312000-000	Other Tenant Income				
312003-000	Damages	4,874	609	7,800	6,500
312004-000	Late Charges	2,775	347	4,320	4,000
312005-000	Legal Fees - Tenant	730	91	2,700	1,500
312007-000	Tenant Owed Utilities - Excess	10,017	1,252	10,474	12,000
312009-000	Misc. Tenant Income	-	-	500	400
312010-000	Maintenance Charges	117	15	1,000	1,000
312900-000	Total Other Tenant Income	18,512	2,314	26,794	25,400
319900-000	NET TENANT INCOME	107,298	13,412	164,666	158,492
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	329,468	41,184	470,059	503,222
340111-000	Pet Fee Income	80	10	120	120
349900-000	TOTAL GRANT INCOME	329,548	41,194	470,179	503,342
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	507	63	100	100
365002-000	Bad Debt Recovery	3,192	399	4,500	4,000
369900-000	TOTAL OTHER INCOME	3,700	463	4,600	4,100
399900-000	TOTAL INCOME	440,546	55,068	639,445	665,934
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	38,693	4,837	60,323	59,820
411002-000	Administrative Overtime	66	8		-
411003-000	Administrative: Employer FICA/SUI	3,377	422	7,722	5,761
411004-000	Adm- Emp Benefit-Medical/Dental	8,011	1,001	12,832	5,708
411006-000	Administrative: Emp Incentive	78	10		2,500
411008-000	Adm-Emp Benefit-Pension	10,816	1,352	18,000	8,127
411009-000	PENSION EXPENSE -GASB 68	-	-	-	11,673
411010-000	OPEB EXPENSE -GASB 75	-	-	-	2,929
411099-000	Total Administrative Salaries	61,041	7,630	98,877	96,518
413000-000	Legal Expense				
413001-000	Legal Expense	-	-		-
413002-000	Yardi Resident Screening Checks	1,028	129	2,635	700
413003-000	Credit Reports	317	40		696
413100-000	Total Credit and Legal Expense	1,345	168	2,635	1,396
413900-000	Other Admin Expenses				
414000-000	Staff Training	654	82	2,000	2,000
415000-000	Travel	577	72	500	1,000
417000-000	Bookkeeping Fees	5,768	721	8,550	8,730
417100-000	Auditing Fees	3,219	402	5,100	5,100
417300-000	Management Fee	41,672	5,209	61,777	63,077
417302-000	Asset Management Fee	8,000	1,000	12,000	12,000
418900-000	Total Other Admin Expenses	59,890	7,486	89,927	91,907
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	354	44	1,000	1,000
419003-000	Printing	843	105	996	1,000
419004-000	Telephone	4,142	518	5,400	6,300
419005-000	Postage	340	43	600	600
419006-000	Forms and Computer Supplies	-	-	200	200
419007-000	Court Costs	655	82	3,600	1,080
419008-000	Subscriptions and Fees	1,685	211	400	2,000
419009-000	Sundry Miscellaneous	761	95	1,700	1,700
419010-000	Newspaper ADS (Advertising)	52	7	100	150
419011-000	Sundry Service Contracts	15,784	1,973	15,600	24,000
419018-000	False Alarms	10	1	50	50
419022-000	Other Misc Admin Expenses	-	-	350	350
419100-000	Total Miscellaneous Admin Expenses	24,627	3,078	29,996	38,430
419900-000	TOTAL ADMINISTRATIVE EXPENSES	146,903	18,363	221,435	228,251

SPARTANBURG HOUSING AUTHORITY					
PRINCE HALL - 108-PHA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	1,466	183	1,500	1,500
422001-000	Tenant Svcs.-Stipend only \$10	-	-	1,000	1,000
423000-000	Tenant Svcs-PH ESDC	186	23	2,200	1,000
429900-000	TOTAL TENANT SERVICES EXPENSES	1,651	206	4,700	3,500
430000-000	UTILITIES				
431000-000	Water	18,310	2,289	39,600	30,000
432000-000	Electricity	9,358	1,170	14,400	19,200
433000-000	Gas	30,071	3,759	62,000	42,000
439000-000	Sewer	28,485	3,561	45,000	48,000
439900-000	TOTAL UTILITY EXPENSES	86,224	10,778	161,000	139,200
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	40,204	5,026	64,230	63,419
441002-000	Maintenance: Overtime	1,898	237	-	
441003-000	Maintenance: Employer FICA/SUI	4,960	620	6,538	6,476
441005-000	Maint-Emp Benefit-Medical/Dental	5,260	658	19,324	9,996
441006-000	On Call- after hours work	7,906	988		1,560
441007-000	Treatment Bedbug Pay	161	20		198
441008-000	Maint-Emp Benefit-Pension	838	105		10,502
441200-000	Vehicle Repair	659	82	2,500	1,500
441300-000	Gasoline Purchases	759	95	1,500	1,000
441900-000	Total General Maint Expense	62,645	7,831	94,092	94,651
442000-000	Materials				
442002-000	Appliance-Maint Materials	1,526	191	2,300	2,000
442003-000	Painting-Maint Materials	2,123	265	2,024	2,500
442004-000	Electrical-Maint Materials	1,692	212	2,500	5,533
442005-000	Heating/AC-Maint Materials	1,949	244	2,500	4,500
442006-000	Janitorial Supplies	317	40	600	500
442008-000	Plumbing-Maint Materials	2,250	281	8,000	10,500
442009-000	Hand Tools-Maint Materials	722	90	996	800
442010-000	Maintenance Materials	6,913	864	8,400	16,051
442011-000	Work Supplies/Safety/Materials	300	38	600	600
442012-000	Landscaping Materials	90	11	3,000	6,500
442900-000	Total Materials	17,883	2,235	30,920	49,484
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	960	120	1,500	1,500
443002-000	Extermination Contract	1,575	197	3,200	3,000
443005-000	Unit Turnaround-Contract	16,510	2,064	15,000	15,000
443006-000	Electrical-Contract	1,913	239	2,500	2,500
443007-000	Disposal Contract	5,724	716	7,000	8,700
443009-000	Landscaping Labor -Outsource	9,285	1,161	25,322	23,000
443011-000	Heating/AC-Contract	2,219	277	7,000	7,000
443013-000	Contract: Uniform Rental	1,508	189	900	1,000
443015-000	Janitorial-Contract	-	-	-	600
443018-000	Plumbing-Contract	8,036	1,004	12,000	10,000
443019-000	Miscellaneous Contracts	-	-	4,000	4,000
443023-000	Con:Consultant/Mentoring	-	-	200	200
443099-000	Maintenance Misc-Contracts	1,769	221	14,000	12,000
443900-000	Total Contract Costs	49,498	6,187	92,622	88,500
449900-000	TOTAL MAINTENACE EXPENSES	130,026	16,253	217,634	232,635
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	3,352	419	8,159	7,800
451100-000	Property Tax	1,890	236	1,919	2,000
452100-000	Workers Comp Insurance	1,679	210	5,900	3,847
457000-000	Bad Debt-Tenant Rents	7,354	919	10,000	10,000
459900-000	TOTAL GENERAL EXPENSES	14,275	1,784	25,978	23,647
	TOTAL OPERATING EXPENSES	379,079	47,385	630,747	627,233
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	451	56	1,000	850
599900-000	TOTAL NON-OPERATING ITEMS	451	56	1,000	850
900000-000	NET INCOME	61,016	7,627	7,698	37,851

SPARTANBURG HOUSING AUTHORITY					
VICTORIA GARDEN - 120-VGA					
FY 2020 - PROPOSED BUDGET					
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000 INCOME					
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 106,750	\$ 13,344	\$ 140,544	\$ 161,412
311900-000	Total Rental Income	106,750	13,344	140,544	161,412
312000-000	Other Tenant Income				
312003-000	Damages	3,687	461	915	6,876
312004-000	Late Charges	3,600	450	4,732	4,500
312005-000	Legal Fees - Tenant	1,028	129	1,500	7,920
312006-000	NSF Charges	25	3	50	-
312007-000	Tenant Owed Utilities - Excess	23,102	2,888	41,287	41,000
312009-000	Misc.Tenant Income	679	85	1,000	1,200
312900-000	Total Other Tenant Income	32,120	4,015	49,484	61,496
319900-000	NET TENANT INCOME	138,870	17,359	190,028	222,908
340000-000	GRANT INCOME		-		
340100-000	HUD PH Subsidy	269,467	33,683	396,932	392,510
340111-000	Pet Fee Income	170	21	140	480
349900-000	TOTAL GRANT INCOME	269,187	33,648	397,072	392,990
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	143	18	800	240
365002-000	Bad Debt Recovery	3,426	428	2,500	2,000
369900-000	TOTAL OTHER INCOME	3,569	446	3,300	2,240
399900-000	TOTAL INCOME	411,626	51,453	590,400	618,138
400000-000 EXPENSES					
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	43,173	5,397	58,567	57,551
411002-000	Administrative Overtime	2,085	261	1,000	-
411003-000	Administrative: Employer FICA/SUI	4,053	507	7,156	5,549
411004-000	Adm- Emp Benefit-Medical/Dental	5,340	668	11,842	5,458
411006-000	Administrative: Emp Incentive	61	8	6,250	2,700
411008-000	Adm-Emp Benefit-Pension	9,416	1,177	15,000	7,644
411009-000	PENSION EXPENSE -GASB 68	-	-	-	11,668
411010-000	OPEB EXPENSE -GASB 75	-	-	-	2,927
411099-000	Total Administrative Salaries	64,127	8,016	99,815	93,497
413000-000	Legal Expense				
413001-000	Legal Expense	-	-	-	-

SPARTANBURG HOUSING AUTHORITY					
VICTORIA GARDEN - 120-VGA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
413002-000	Yardi Resident Screening Checks	473	59	1,885	1,000
413003-000	Credit Reports	221	28		-
413100-000	Total Credit and Legal Expense	694	87	1,885	1,000
413900-000	Other Admin Expenses		-		
414000-000	Staff Training	(105)	(13)	1,500	2,700
415000-000	Travel	276	35	100	2,000
417000-000	Bookkeeping Fees	4,583	573	6,930	7,020
417100-000	Auditing Fees	1,716	215	3,000	2,700
417300-000	Management Fee	33,110	4,139	50,072	50,072
417302-000	Asset Management Fee	6,400	800	9,600	9,600
418900-000	Total Other Admin Expenses	45,980	5,747	71,202	74,092
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	496	62	1,000	1,000
419003-000	Printing	560	70	1,100	830
419004-000	Telephone	2,895	362	4,000	4,800
419005-000	Postage	98	12	500	500
419006-000	Forms and Computer Supplies	-	-	500	378
419007-000	Court Costs	1,075	134	2,000	3,300
419008-000	Subscriptions and Fees	1,429	179	50	2,400
419009-000	Sundry Miscellaneous	294	37	1,250	2,000
419010-000	Newspaper ADS (Advertising)	9	1	100	100
419011-000	Sundry Service Contracts	13,006	1,626	13,500	19,200
419017-000	Temporary Administrative Labor	9,088	1,136	-	-
419018-000	False Alarms	-	-	500	250
419022-000	Other Misc Admin Expenses	1,439	180	2,500	2,500
419100-000	Total Miscellaneous Admin Expenses	30,390	3,799	27,000	37,258
419900-000	TOTAL ADMINISTRATIVE EXPENSES	141,191	17,649	199,902	205,847
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	1,262	158	1,200	1,200
422001-000	Tenant Svcs.-Stipend only \$10	-	-	800	800
423000-000	Tenant Svcs-PH ESDC	239	30	3,300	1,000
429900-000	TOTAL TENANT SERVICES EXPENSES	1,500	188	5,300	3,000
430000-000	UTILITIES				
431000-000	Water	18,021	2,253	30,000	30,000
432000-000	Electricity	28,762	3,595	44,400	44,400
433000-000	Gas	32,436	4,055	55,000	50,000
439000-000	Sewer	25,676	3,210	42,000	39,000
439900-000	TOTAL UTILITY EXPENSES	104,895	13,112	171,400	163,400
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	34,309	4,289	17,142	61,982

SPARTANBURG HOUSING AUTHORITY					
VICTORIA GARDEN - 120-VGA					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
441002-000	Maintenance: Overtime	997	125	2,500	-
441003-000	Maintenance: Employer FICA/SUI	3,920	490	2,013	6,394
441004-000	Temp Maintenance Labor	3,377	422	14,768	9,646
441005-000	Maint-Emp Benefit-Medical/Dental	4,139	517	8,606	-
441006-000	On Call- after hours work	1,958	245	1,000	1,451
441007-000	Treatment Bedbug Pay	551	69	500	792
441008-000	Maint-Emp Benefit-Pension	877	110		10,264
441100-000	Maintenace Uniforms	73	9		-
441200-000	Vehicle Repair	1,706	213	5,000	3,700
441300-000	Gasoline Purchases	1,206	151	1,500	1,500
441900-000	Total General Maint Expense	53,114	6,639	53,029	95,729
442000-000	Materials				
442002-000	Appliance-Maint Materials	1,554	194	1,500	3,000
442003-000	Painting-Maint Materials	1,520	190	3,500	3,000
442004-000	Electrical-Maint Materials	2,301	288	3,000	3,000
442005-000	Heating/AC-Maint Materials	1,683	210	2,500	2,500
442006-000	Janitorial Supplies	230	29	1,200	1,200
442008-000	Plumbing-Maint Materials	10,246	1,281	8,000	6,000
442009-000	Hand Tools-Maint Materials	190	24	700	1,000
442010-000	Maintenance Materials	2,703	338	5,000	4,000
442011-000	Work Supplies/Safety/Materials	290	36	500	500
442012-000	Landscaping Materials	8,624	1,078	14,000	7,000
442900-000	Total Materials	29,341	3,668	39,900	31,200
443000-000	Contract Costs		-		
443001-000	Alarm/Extinguisher Contract	1,786	223	3,900	4,500
443002-000	Extermination Contract	1,863	233	5,000	4,000
443003-000	Tenant Repair contract	2,741	343	-	5,000
443005-000	Unit Turnaround-Contract	6,494	812	9,700	11,875
443006-000	Electrical-Contract	333	42	2,500	1,000
443007-000	Disposal Contract	4,307	538	5,000	6,600
443009-000	Landscaping Labor -Outsource	12,558	1,570	23,240	-
443010-000	Landscaping Labor -Inhouse				20,000
443011-000	Heating/AC-Contract	3,586	448	5,000	10,000
443013-000	Contract: Uniform Rental	686	86	500	832
443015-000	Janitorial-Contract	273	34	50	900
443018-000	Plumbing-Contract	13,446	1,681	10,000	15,000
443019-000	Miscellaneous Contracts	212	27	-	-
443099-000	Maintenance Misc-Contracts	10,958	1,370	15,000	15,000
443900-000	Total Contract Costs	59,242	7,405	78,390	94,707
449900-000	TOTAL MAINTENACE EXPENSES	141,697	17,712	171,319	221,636
450000-000	GENERAL EXPENSES				

SPARTANBURG HOUSING AUTHORITY					
VICTORIA GARDEN - 120-VGA					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
451000-000	General Liability Insurance	3,096	387	8,771	7,600
451100-000	Property Tax	1,200	150	2,950	2,950
452100-000	Workers Comp Insurance	1,546	193	6,200	3,725
457000-000	Bad Debt-Tenant Rents	3,786	473		6,480
458000-000	All Protective Services	-	-		-
459900-000	TOTAL GENERAL EXPENSES	9,628	1,204	17,921	20,755
470000-000	HOUSING ASSISTANCE PAYMENTS				
471503-000	FSS Escrow Payments	2,926	366		-
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,926	366	-	-
	TOTAL OPERATING EXPENSES	401,837	50,230	565,842	614,638
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	1,100	138	5,000	2,500
523406-000	Mold Assessment and Abatement	-	-	3,000	1,000
599900-000	TOTAL NON-OPERATING ITEMS	1,100	138	8,000	3,500
900000-000	NET INCOME	8,689	1,086	16,558	(0)

SPARTANBURG HOUSING AUTHORITY					
Brawley/Cambridge- 180-CPB					
FY 2020 - PROPOSED BUDGET					
		ACTUAL FY 2019	8		Proposed
		Oct-May 8 months	Average monthly	FY 2019 Budget	FY 2020 Budget
300000-000	INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 12,383	\$ 1,548	\$ 20,400	\$ 20,000
311201-000	Utility Reimbursement - Neg Rent	(1,338)	(167)		
311900-000	Total Rental Income	11,045	1,381	20,400	20,000
312000-000	Other Tenant Income				
312003-000	Damages	1,595	199		-
312004-000	Late Charges	180	23	90	90
312005-000	Legal Fees - Tenant	-	-	540	-
312010-000	Maintenance Charges		-		500
312900-000	Total Other Tenant Income	1,775	222	630	590
319900-000	NET TENANT INCOME	12,820	1,603	21,030	20,590
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	4,355	544	7,135	7,000
349900-000	TOTAL GRANT INCOME	4,355	544	7,135	7,000
399900-000	TOTAL INCOME	17,175	2,147	28,165	27,590
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	584	73	4,234	3,058
411002-000	Administrative Overtime	2	0	250	-
411003-000	Administrative: Employer FICA/SUI	36	4	483	291
411004-000	Adm- Emp Benefit-Medical/Dental	587	73	780	350
411006-000	Administrative: Emp Incentive	19	2		250
411008-000	Adm-Emp Benefit-Pension	474	59	600	506
411009-000	PENSION EXPENSE -GASB 68	-	-	-	302
411010-000	OPEB EXPENSE -GASB 75	-	-	-	76
411099-000	Total Administrative Salaries	1,703	213	6,347	4,833
413000-000	Legal Expense				
413001-000	Legal Expense	-	-		-
413002-000	Yardi Resident Screening Checks	-	-	44	75
413100-000	Total Credit and Legal Expense	-	-	44	75
413900-000	Other Admin Expenses				
414000-000	Staff Training	(84)	(10)	300	300
415000-000	Travel	21	3	200	200
417000-000	Bookkeeping Fees	330	41	540	540
417100-000	Auditing Fees	130	16	200	200
417300-000	Management Fee	2,384	298	3,902	3,902
417302-000	Asset Management Fee	480	60	720	720
418900-000	Total Other Admin Expenses	3,261	408	5,862	5,862
419000-000	Miscellaneous Admin Expenses		-		

SPARTANBURG HOUSING AUTHORITY					
Brawley/Cambridge- 180-CPB					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
419001-000	Office Expense	2	0	100	100
419003-000	Printing	42	5	80	80
419004-000	Telephone	78	10	250	150
419005-000	Postage	7	1		20
419006-000	Forms and Computer Supplies		-	25	100
419007-000	Court Costs	-	-	90	90
419008-000	Subscriptions and Fees	98	12	30	100
419009-000	Sundry Miscellaneous	-	-	100	100
419010-000	Newspaper ADS (Advertising)	-	-	100	-
419011-000	Sundry Service Contracts	953	119	1,100	979
419100-000	Total Miscellaneous Admin Expenses	1,180	148	1,875	1,719
419900-000	TOTAL ADMINISTRATIVE EXPENSES	6,144	768	14,128	12,489
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	-	-	90	90
422001-000	Tenant Svcs.-Stipend only \$10	-	-	60	60
429900-000	TOTAL TENANT SERVICES EXPENSES	-	-	150	150
430000-000	UTILITIES				
431000-000	Water	74	9		150
432000-000	Electricity	638	80		500
433000-000	Gas	-	-		-
439000-000	Sewer	107	13		150
439900-000	TOTAL UTILITY EXPENSES	819	102	-	800
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	2,027	253	2,843	2,248
441002-000	Maintenance: Overtime	22	3	250	
441003-000	Maintenance: Employer FICA/SUI	355	44	319	229
441005-000	Maint-Emp Benefit-Medical/Dental	-	-	480	350
441006-000	On Call- after hours work	223	28	1,000	150
441008-000	Maint-Emp Benefit-Pension	-	-		372
441200-000	Vehicle Repair	111	14	505	250
441300-000	Gasoline Purchases	104	13	250	250
441900-000	Total General Maint Expense	2,865	358	5,647	3,849
442000-000	Materials				
442002-000	Appliance-Maint Materials	752	94		250
442003-000	Painting-Maint Materials	109	14		250
442004-000	Electrical-Maint Materials	117	15		500
442005-000	Heating/AC-Maint Materials	164	21	300	500
442006-000	Janitorial Supplies	53	7		25
442008-000	Plumbing-Maint Materials	181	23		-
442009-000	Hand Tools-Maint Materials	54	7		100

SPARTANBURG HOUSING AUTHORITY					
Brawley/Cambridge- 180-CPB					
FY 2020 - PROPOSED BUDGET		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
442010-000	Maintenance Materials	635	79	500	500
442011-000	Work Supplies/Safety/Materials	10	1	20	25
442012-000	Landscaping Materials	495	62	500	500
442900-000	Total Materials	2,570	321	1,320	2,650
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	-	-		580
443002-000	Extermination Contract	32	4	126	200
443005-000	Unit Turnaround-Contract	1,725	216		1,500
443007-000	Disposal Contract	18	2		50
443009-000	Landscaping Labor -Outsource	775	97	1,900	
443010-000	Landscaping Labor -Inhouse				1,728
443011-000	Heating/AC-Contract	3,471	434	300	500
443013-000	Contract: Uniform Rental	45	6	24	25
443018-000	Plumbing-Contract	-	-		250
443099-000	Maintenance Misc-Contracts	3,551	444		1,500
443900-000	Total Contract Costs	9,617	1,202	2,350	6,333
449900-000	TOTAL MAINTENACE EXPENSES	15,052	1,882	9,317	12,832
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	272	34	511	350
451100-000	Property Tax	792	99	804	804
452100-000	Workers Comp Insurance	138	17	360	165
457000-000	Bad Debt-Tenant Rents	1,532	192		-
458000-000	All Protective Services	-	-		-
459900-000	TOTAL GENERAL EXPENSES	2,734	342	1,675	1,319
470000-000	HOUSING ASSISTANCE PAYMENTS				
471503-000	FSS Escrow Payments	378	47		
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	378	47	-	-
	TOTAL OPERATING EXPENSES	25,127	3,141	25,270	27,590
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	23	3	300	-
523406-000	Mold Assessment and Abatement	-	-	1,000	-
599900-000	TOTAL NON-OPERATING ITEMS	23	3	850	-
900000-000	NET INCOME	(7,975)	(997)	2,045	-

SPARTANBURG HOUSING AUTHORITY					
JC BULL (100 UNITS) - 058-JCB		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
300000-000	INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	\$ 212,514	\$ 26,564	\$ 315,648	\$ 318,612
311900-000	Total Rental Income	212,514	26,564	315,648	318,612
312000-000	Other Tenant Income		-		
312003-000	Damages	150	19	1,000	1,000
312004-000	Late Charges	320	40	1,000	1,000
312005-000	Legal Fees - Tenant	135	17	2,000	1,080
312006-000	NSF Charges	300	38	1,080	2,160
312009-000	Misc.Tenant Income	48	6		100
312010-000	Maintenance Charges	33	4	2,000	2,000
312900-000	Total Other Tenant Income	986	123	7,080	7,340
319900-000	NET TENANT INCOME	213,500	26,688	322,728	325,952
340000-000	GRANT INCOME				
341500-000	Other Govt and Private Grants	325,280	40,660	488,000	488,758
349900-000	TOTAL GRANT INCOME	285,109	35,639	488,000	488,758
360000-000	OTHER INCOME				
361100-000	Investment Income - Restricted	13,448	1,681		11,640
365000-000	Miscellaneous Other Income	179	22	3,000	200
369900-000	TOTAL OTHER INCOME	13,627	1,703	3,000	11,840
399900-000	TOTAL INCOME	552,407	69,051	813,728	826,550
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	56,141	7,018	77,537	79,955
411002-000	Administrative Overtime	166	21	1,500	-
411003-000	Administrative: Employer FICA/SUI	5,119	640	7,229	7,594
411004-000	Adm- Emp Benefit-Medical/Dental	7,402	925	8,876	9,096
411006-000	Administrative: Emp Incentive	78	10		6,000
411008-000	Administrative: Emp Pension	5,594	699	9,000	8,816
411009-000	PENSION EXPENSE -GASB 68	-	-	-	10,482
411010-000	OPEB EXPENSE -GASB 75	-	-	-	2,630
411099-000	Total Administrative Salaries	74,500	9,313	104,142	124,573
413000-000	Legal Expense				-
413002-000	Yardl Resident Screening Checks	232	29	720	870
413100-000	Total Credit and Legal Expense	232	29	720	870
413900-000	Other Admin Expenses				
414000-000	Staff Training	1,748	219	7,500	7,500
415000-000	Travel	1,939	242	5,000	5,000
417000-000	Bookkeeping Fees	5,700	713	8,550	12,000
417100-000	Auditing Fees	2,294	287	4,250	4,250
417300-000	Management Fee	41,184	5,148	61,777	70,000
417302-000	Asset Management Fee	8,000	1,000	12,000	12,000

SPARTANBURG HOUSING AUTHORITY					
JC BULL (100 UNITS) - 058-JCB		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
418900-000	Total Other Admin Expenses	60,865	7,608	99,077	110,750
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	391	49	3,000	3,000
419003-000	Printing	591	74	2,000	2,000
419004-000	Telephone	3,359	420	3,750	3,000
419005-000	Postage	150	19	1,000	500
419007-000	Court Costs	135	17	1,500	270
419008-000	Subscriptions and Fees	525	66	1,980	2,500
419009-000	Sundry Miscellaneous	1,154	144	1,670	1,670
419010-000	Newspaper ADS (Advertising)	81	10	3,000	2,500
419011-000	Sundry Service Contracts	15,584	1,948	500	22,000
419018-000	False Alarms	10	1	15,000	100
419022-000	Other Misc Admin Expenses	95	12	100	1,500
419023-000	Supportive Services	-	-	1,000	1,000
419100-000	Total Miscellaneous Admin Expenses	22,075	2,759	34,500	40,040
419900-000	TOTAL ADMINISTRATIVE EXPENSES	157,672	19,709	238,439	276,233
420000-000	TENANT SERVICES				
422002-000	Tenant Services -JC BULL ONLY	4,275	534	15,000	10,000
423001-000	Tenant Relocation	792			2,500
429900-000	TOTAL TENANT SERVICES EXPENSES	5,067	633	15,000	12,500
430000-000	UTILITIES				
431000-000	Water	9,809	1,226	20,000	20,000
432000-000	Electricity	29,552	3,694	60,000	55,000
433000-000	Gas	23,050	2,881	42,000	40,000
439000-000	Sewer	11,888	1,486	24,000	20,000
439900-000	TOTAL UTILITY EXPENSES	74,299	9,287	146,000	135,000
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	38,307	4,788	56,112	39,108
441002-000	Maintenance: Overtime	743	93	2,500	-
441003-000	Maintenance: Employer FICA/SUI	4,054	507	5,553	4,275
441005-000	Maint-Emp Benefit-Medical/Dental	4,488	561	11,508	7,693
441006-000	On Call- after hours work	2,775	347	6,000	2,000
441007-000	Treatment Bedbug Pay	250	31	6,000	5,148
441008-000	Maint-Emp Benefit-Pension	3,435	429	800	4,163
441200-000	Vehicle Repair	602	75	3,000	1,000
441300-000	Gasoline Purchases	911	114	5,000	3,000
441900-000	Total General Maint Expense	55,565	6,946	96,473	66,387
442000-000	Materials				
442002-000	Appliance-Maint Materials	698	87	2,000	2,000
442003-000	Painting-Maint Materials	27	3	2,500	2,500
442004-000	Electrical-Maint Materials	1,064	133	2,000	2,000
442005-000	Heating/AC-Maint Materials	556	69	10,000	5,000
442006-000	Janitorial Supplies	132	17	500	1,000
442008-000	Plumbing-Maint Materials	2,204	276	30,000	15,000
442009-000	Hand Tools-Maint Materials	76	10	1,000	1,000
442010-000	Maintenance Materials	6,221	778	10,000	10,000

SPARTANBURG HOUSING AUTHORITY					
JC BULL (100 UNITS) - 058-JCB		ACTUAL			
FY 2020 - PROPOSED BUDGET		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
442011-000	Work Supplies/Safety/Materials	-	-	2,000	2,000
442012-000	Landscaping Materials	90	11	10,000	5,000
442900-000	Total Materials	11,068	1,384	70,000	45,500
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	706	88	3,500	5,000
443002-000	Extermination Contract	2,515	314	3,668	4,500
443005-000	Unit Turnaround-Contract	16,115	2,014	24,000	30,000
443006-000	Electrical-Contract	655	82	3,000	3,000
443007-000	Disposal Contract	3,097	387	6,000	6,000
443009-000	Landscaping-Contract	15,583	1,948	21,240	29,000
443011-000	Heating/AC-Contract	1,208	151	25,000	15,000
443013-000	Contract: Uniform Rental	780	98	750	1,500
443015-000	Janitorial-Contract			1,000	3,000
443018-000	Plumbing-Contract	13,077	1,635	15,000	25,000
443019-000	Miscellaneous Contracts	655	82		5,000
443023-000	Con:Consultant/Mentoring	-	-		1,200
443099-000	Maintenance Misc-Contracts	-	-	5,000	5,000
443900-000	Total Contract Costs	54,391	6,799	108,158	133,200
449900-000	TOTAL MAINTENANCE EXPENSES	121,025	15,128	274,631	245,087
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	6,000	750	6,922	7,500
451100-000	Property Tax	2,310	289	2,345	2,345
452100-000	Workers Comp Insurance	3,001	375	4,900	3,691
457000-000	Bad Debt-Tenant Rents	63	8		2,000
458000-000	All Protective Services	1,341	168	18,200	16,000
459900-000	TOTAL GENERAL EXPENSES	12,715	1,589	32,367	31,536
	TOTAL OPERATING EXPENSES	370,778	46,347	706,437	700,356
500000-000	NON-OPERATING ITEMS				
523000-000	Gain/Loss on Sale of Fixed Assets	(3,548)	(443)		
523100-000	Gain/Loss from Disposition of Non-Expend Equip.	248	31		
523401-000	Bedbug expense	1,195	149	5,000	5,000
599900-000	TOTAL NON-OPERATING ITEMS	(2,105)	(263)	5,000	5,000
900000-000	NET INCOME	183,734	22,967	102,291	121,194

SPARTANBURG HOUSING AUTHORITY					
HCV - HAP PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
340000-000	GRANT INCOME				
341001-000	Section 8 HAP Earned	7,283,516	910,440	11,530,310	11,542,357
341006-000	Port In HAP Earned		-	108,000	
341007-000	FSS Forfeitures-Income		-	1,500	-
364001-000	Fraud Recovery - HAP	18,972	2,371	9,500	10,000
399900-000	TOTAL INCOME	7,302,488	912,811	11,649,310	11,552,357
			-		
470000-000	HOUSING ASSISTANCE PAYMENTS		-		
471500-000	Housing Assistance Payments	6,973,257	871,657	10,938,467	10,876,625
471501-000	Tenant Utility Payments	271,922	33,990	477,843	476,632
471502-000	Portable Out HAP Payments	86,906	10,863	162,000	142,000
471503-000	FSS Escrow Payments	36,367	4,546	60,000	47,100
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	7,368,452	921,056	11,638,310	11,542,357
900000-000	NET INCOME	(65,964)	(8,246)	11,000	10,000

SPARTANBURG HOUSING AUTHORITY					
HCV - ADMINISTRATIVE PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
340000-000	GRANT INCOME				
341002-000	Sec 8 Admin. Fee Inc-HCV	850,364	106,296	1,082,862	1,241,396
341004-000	Section 8 Port-In Admin Fees		-	5,000	
364000-000	Fraud Recovery Income-Admin	18,972	2,371	9,000	10,000
399900-000	TOTAL INCOME	869,336	108,667	1,096,862	1,251,396
			-		
410000-000	ADMINISTRATIVE		-		
410099-000	Administrative Salaries		-		
411000-000	Administrative Salaries and Wages	213,537	26,692	373,217	358,071
411002-000	Administrative Overtime	727	91	1,000	1,000
411003-000	Administrative: Employer FICA/SUI	19,499	2,437	36,999	36,507
411004-000	Adm- Emp Benefit-Medical/Dental	40,533	5,067	60,726	62,834
411006-000	Administrative: Emp Incentive	1,083	135	-	-
411008-000	Adm-Emp Benefit-Pension	23,464	2,933	36,000	48,178
411009-000	PENSION EXPENSE -GASB 68	-	-		48,804
411010-000	OPEB EXPENSE -GASB 75	-	-		12,244
411099-000	Total Administrative Salaries	298,843	37,355	507,942	567,638
413000-000	Legal Expense		-		
413001-000	Legal Expense	1,677	210	-	2,000
413002-000	Yardi Resident Screening Checks	1,979	247	1,500	2,500
413100-000	Total Credit and Legal Expense	3,656	457	1,500	4,500
413900-000	Other Admin Expenses		-		
414000-000	Staff Training	6,165	771	4,000	6,000
415000-000	Travel	859	107	2,500	2,500
417000-000	Bookkeeping Fees	123,698	15,462	195,000	203,940
417100-000	Auditing Fees	2,233	279	5,500	5,500
417200-000	Port Out Admin Fee	3,853	482	8,000	6,000
417300-000	Management Fee	197,916	24,740	312,000	326,304
418000-000	Office Rent	29,469	3,684	40,000	44,200
418900-000	Total Other Admin Expenses	364,192	45,524	567,000	594,444
419000-000	Miscellaneous Admin Expenses		-		
419001-000	Office Expense	2,461	308	3,500	3,500
419003-000	Printing	3,242	405	5,000	4,000
419004-000	Telephone	9,489	1,186	15,000	15,000
419005-000	Postage	6,210	776	6,000	7,000
419006-000	Forms and Computer Supplies		-	500	1,000
419008-000	Subscriptions and Fees	20	3	150	150
419009-000	Sundry Miscellaneous	27	3	100	200
419010-000	Newspaper ADS (Advertising)	104	13	500	400
419011-000	Sundry Service Contracts	22,292	2,786	35,000	35,000
419017-000	Temporary Administrative Labor	5,258	657	2,000	3,000
419100-000	Total Miscellaneous Admin Expenses	49,103	6,138	67,750	69,250

SPARTANBURG HOUSING AUTHORITY					
HCV - ADMINISTRATIVE PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL	8		Proposed
		FY 2019			FY 2020
		Oct-May	Average	FY 2019	Budget
		8 months	monthly	Budget	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	715,793	89,474	1,144,192	1,235,832
			-		
440000-000	MAINTENANCE AND OPERATIONS		-		
440099-000	General Maint Expense		-		
441200-000	Vehicle Repair	329	41	2,500	2,500
441300-000	Gasoline Purchases	1,069	134	2,000	2,000
441900-000	Total General Maint Expense	1,399	175	4,500	4,500
443000-000	Contract Costs		-		
443015-000	Janitorial-Contract	3,360	420	5,800	5,000
443019-000	Miscellaneous Contracts		-	-	
443023-000	Con:Consultant/Mentoring	3,177	397	12,000	10,000
443900-000	Total Contract Costs	6,537	817	17,800	15,000
449900-000	TOTAL MAINTENANCE EXPENSES	7,935	992	22,300	19,500
			-		
450000-000	GENERAL EXPENSES		-		
451000-000	General Liability Insurance	14,800	1,850	21,612	22,563
452100-000	Workers Comp Insurance	7,410	926	14,800	11,100
459900-000	TOTAL GENERAL EXPENSES	22,210	2,776	36,412	33,663
			-		
	TOTAL OPERATING EXPENSES	745,938	93,242	1,202,904	1,288,995
900000-000	NET INCOME	123,397	15,425	(106,042)	(37,599)

SPARTANBURG HOUSING AUTHORITY					
MOD REHAB - PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
340000-000	GRANT INCOME				
341011-000	Mod Rehab- HAP EARNED	758,555	94,819	1,241,625	1,158,516
364001-000	Fraud Recovery - HAP	2,056	257	-	-
399900-000	TOTAL INCOME	760,611	95,076	1,241,625	1,158,516
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	706,319	88,290	1,231,625	1,158,516
471501-000	Tenant Utility Payments	-	-	10,000	-
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	706,319	88,290	1,241,625	1,158,516
	TOTAL OPERATING EXPENSES	706,319	88,290	1,241,625	1,158,516
500000-000	NON-OPERATING ITEMS		-		
523418-000	Settlement offset due to HUD overpayment -HAP	(559)	(70)	-	-
599900-000	TOTAL NON-OPERATING ITEMS	(559)	(70)	-	-
900000-000	NET INCOME	54,851	6,856	-	-

SPARTANBURG HOUSING AUTHORITY					
MOD REHAB - AMINISTRATIVE PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8		Proposed
		Oct-May	Average	FY 2019	FY 2020
		8 months	monthly	Budget	Budget
340000-000	GRANT INCOME				
341010-000	Section 8 Admin Fee -Mod Rehab	97,296	12,162	162,841	138,646
399900-000	TOTAL INCOME	97,296	12,162	162,841	138,646
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	10,676	1,334	21,397	19,827
411002-000	Administrative Overtime	14	2	50	-
411003-000	Administrative: Employer FICA/SUI	876	109	2,051	1,890
411004-000	Adm- Emp Benefit-Medical/Dental	2,087	261	3,688	3,958
411006-000	Administrative: Emp Incentive	-	-	-	-
411008-000	Adm-Emp Benefit-Pension	942	118	2,000	2,793
411009-000	PENSION EXPENSE -GASB 68	-	-	-	2,645
411010-000	OPEB EXPENSE -GASB 75	-	-	-	664
411099-000	Total Administrative Salaries	14,593	1,824	29,186	31,777
413900-000	Other Admin Expenses				
414000-000	Staff Training	154	19	-	-
415000-000	Travel	140	18	-	-
417001-000	Bookkeeping Fees-MOD Rehab	12,285	1,536	19,080	16,245
417100-000	Auditing Fees	1,278	160	1,780	1,000
417303-000	Management Fee- MOD Rehab	19,656	2,457	30,528	25,992
418900-000	Total Other Admin Expenses	33,513	4,189	51,388	43,237
419000-000	Miscellaneous Admin Expenses		-		
419001-000	Office Expense	742	93	535	1,500
419003-000	Printing	1,081	135	900	1,200
419004-000	Telephone	2,739	342	2,150	700
419005-000	Postage	1,526	191	1,500	2,200
419006-000	Forms and Computer Supplies		-	120	-
419010-000	Newspaper ADS (Advertising)		-	-	-
419011-000	Sundry Service Contracts	7,431	929	8,600	6,500
419100-000	Total Miscellaneous Admin Expenses	13,518	1,690	13,805	12,100
419900-000	TOTAL ADMINISTRATIVE EXPENSES	61,625	7,703	94,379	87,114
440000-000	MAINTENANCE AND OPERATIONS				
443000-000	Contract Costs				
443023-000	Con:Consultant/Mentoring	(404)	(51)	6,000	5,000
443900-000	Total Contract Costs	(404)	(51)	6,000	5,000
449900-000	TOTAL MAINTENACE EXPENSES	(404)	(51)	6,000	5,000
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	848	106	1,032	1,249
452100-000	Workers Comp Insurance	427	53	1,000	615
459900-000	TOTAL GENERAL EXPENSES	1,275	159	2,032	1,864
	TOTAL OPERATING EXPENSES	62,496	7,812	102,411	93,978
900000-000	NET INCOME	34,800	4,350	60,430	44,668

SPARTANBURG HOUSING AUTHORITY					
TBRA PROGRAM					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	8	FY 2019	Proposed
		Oct-May	Average	ZERO	FY 2020
		8 months	monthly	Budget	Budget
360000-000	OTHER INCOME				
364002-000	TBRA -HAP Earned	52,584	6,573	-	100,000
365000-000	Miscellaneous Other Income	5,306	663	-	10,000
369900-000	TOTAL OTHER INCOME	57,891	7,236	-	110,000
399900-000	TOTAL INCOME	57,891	7,236	-	110,000
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	4,043	505	-	8,445
411002-000	Administrative Overtime	10	1	-	-
411003-000	Administrative: Employer FICA/SUI	359	45	-	817
411004-000	Adm- Emp Benefit-Medical/Dental	-	-	-	1,775
411008-000	Adm-Emp Benefit-Pension	-	-	-	1,052
411099-000	Total Administrative Salaries	4,412	551	-	12,089
419900-000	TOTAL ADMINISTRATIVE EXPENSES	4,412	551	-	12,089
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	280	35	-	532
452100-000	Workers Comp Insurance	138	17	-	262
459900-000	TOTAL GENERAL EXPENSES	418	52	-	794
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	52,151	6,519	-	95,000
471501-000	Tenant Utility Payments	477	60	-	800
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	52,628	6,579	-	95,800
	TOTAL OPERATING EXPENSES				108,683
900000-000	NET INCOME	433	54	-	1,317

SPARTANBURG HOUSING AUTHORITY					
CENTRAL OFFICE CENTER					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	9		PROPOSED
		Oct - June	Average	FY 2019	FY 2020
		9 months	Monthly	BUDGET	BUDGET
360000-000	OTHER INCOME				
362000-000	Management Fee Income	529,615	58,846	781,436	797,729
362001-000	Bookkeeping fee income	185,213	20,579	259,641	272,584
365000-000	Miscellaneous Other Income	19,764	2,196	142,145	124,609
369900-000	TOTAL OTHER INCOME	734,592	81,621	1,183,222	1,194,922
			-		
399900-000	TOTAL INCOME	734,592	81,621	1,183,222	1,194,922
			-		
410000-000	ADMINISTRATIVE		-		
410099-000	Administrative Salaries		-		
411000-000	Administrative Salaries and Wages	362,533	40,281	559,044	551,139
411002-000	Administrative Overtime	4,495	499	5,000	2,000
411003-000	Administrative: Employer FICA/SUI	22,153	2,461	52,953	47,651
411004-000	Adm- Emp Benefit-Medical/Dental	46,804	5,200	79,158	59,524
411005-000	Administrative: Retirees Medical ER share	24,685	2,743		-
411006-000	Administrative: Emp Incentive	7,324	814		6,000
411008-000	Adm-Emp Benefit-Pension	44,813	4,979	60,000	86,778
411009-000	Pension Expense -GASB 68		-		98,380
411010-000	OPEB -retiree medical -GASB 75		-		24,682
411099-000	Total Administrative Salaries	512,807	56,979	756,155	876,154
413000-000	Legal Expense		-		
413001-000	Legal Expense	5,536	615	49,700	10,000
413002-000	Yardi Resident Screening Checks	83	9	200	200
413003-000	Credit Reports	320	36		100
413100-000	Total Credit and Legal Expense	5,940	660	49,900	10,300
413900-000	Other Admin Expenses		-		
414000-000	Staff Training	5,854	650	6,550	10,000
415000-000	Travel	18,741	2,082	14,245	20,000
417100-000	Auditing Fees	4,791	532	7,500	7,500
418000-000	Office Rent	77,420	8,602	102,960	104,000
418900-000	Total Other Admin Expenses	106,805	11,867	131,255	141,500
419000-000	Miscellaneous Admin Expenses		-		
419001-000	Office Expense	8,948	994	6,200	9,000
419003-000	Printing	6,637	737	11,500	9,000
419004-000	Telephone	15,427	1,714	22,000	23,000
419005-000	Postage	3,828	425	9,200	5,000
419006-000	Forms and Computer Supplies	5,491	610		
419008-000	Subscriptions and Fees	8,050	894	9,650	7,060
419009-000	Sundry Miscellaneous	998	111	13,400	12,000
419010-000	Newspaper ADS (Advertising)	33,347	3,705	3,600	4,200
419011-000	Sundry Service Contracts	2,369	263	17,556	29,000
419012-000	Software	12,243	1,360	2,275	1,000
419013-000	Internet/Google Vault Fees			12,300	10,000
419016-000	Payroll Processing fee				14,000
419017-000	Temporary Administrative Labor	5,242	582	7,000	2,000
419018-000	False Alarms	-60	(7)		
419020-000	Bank Fees	56	6	100	100
419021-000	Discretionary			500	500
419022-000	Other Misc Admin Expenses	979	109	500	500
419100-000	Total Miscellaneous Admin Expenses	103,554	11,506	115,781	126,360
419900-000	TOTAL ADMINISTRATIVE EXPENSES	729,107	81,012	1,053,091	1,154,314

SPARTANBURG HOUSING AUTHORITY					
CENTRAL OFFICE CENTER					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	9		PROPOSED
		Oct - June	Average	FY 2019	FY 2020
		9 months	Monthly	BUDGET	BUDGET
430000-000	UTILITIES		-		
431000-000	Water	793	88	1,500	1,500
432000-000	Electricity	8,611	957	18,400	14,000
433000-000	Gas	3,039	338	5,225	5,000
439000-000	Sewer	259	29	600	600
439900-000	TOTAL UTILITY EXPENSES	12,702	1,411	25,725	21,100
440000-000	MAINTENANCE AND OPERATIONS		-		
440099-000	General Maint Expense		-		
441000-000	Labor Maintenance	503	56	14,871	16,150
441002-000	Maintenance: Overtime	514	57		-
441003-000	Maintenance: Employer FICA/SUI	363	40	882	1,650
441005-000	Maint-Emp Benefit-Medical/Dental				2,500
441008-000	Maint-Emp Benefit-Pension				2,680
441200-000	Vehicle Repair	6,886	765	11,540	12,000
441210-000	Equipment Repair	2,165	241	500	2,000
441300-000	Gasoline Purchases	6,163	685	7,900	8,000
441900-000	Total General Maint Expense	16,595	1,844	35,693	44,980
442000-000	Materials		-		
442006-000	Janitorial Supplies	431	48	2,200	1,000
442008-000	Plumbing-Maint Materials		-		
442010-000	Maintenance Materials	2,647	294	6,907	4,000
442011-000	Work Supplies/Safety/Materials			300	-
442012-000	Landscaping Materials	484	54	500	2,000
442900-000	Total Materials	3,561	396	9,907	7,000
443000-000	Contract Costs		-		
443001-000	Alarm/Extinguisher Contract	643	71	1,705	1,000
443002-000	Extermination Contract	605	67	1,040	1,000
443007-000	Disposal Contract	1,162	129	2,400	2,400
443009-000	Landscaping-Contract	8,807	979	36,000	13,200
443013-000	Contract: Uniform Rental	475	53	890	700
443015-000	Janitorial-Contract	6,480	720	10,665	9,000
443018-000	Plumbing-Contract	325	36		-
443019-000	Miscellaneous Contracts	252	28	1,256	1,000
443023-000	Con:Consultant/Mentoring	94,128	10,459	88,560	100,000
443099-000	Maintenance Misc-Contracts	4,395	488	12,418	10,000
443900-000	Total Contract Costs	117,273	13,030	154,934	138,300
449900-000	TOTAL MAINTENANCE EXPENSES	137,429	15,270	200,534	190,280
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	33,630	3,737	53,990	29,501
451100-000	Property Tax	24,238	2,693	22,789	24,000
452100-000	Workers Comp Insurance	11,667	1,296	24,708	16,951
452500-000	Relocation exp-		-		7,000
452501-000	Recruiters fee	15,391	1,710		-
453010-000	SHA-Board/Commissioner exp	7,732	859	16,975	20,000
457002-000	Bad debts -others		-		
459900-000	TOTAL GENERAL EXPENSES	92,659	10,295	118,462	97,452
			-		
	TOTAL OPERATING EXPENSES	971,896	107,988	1,397,812	1,463,146
900000-000	NET INCOME	(237,305)	(26,367)	(214,590)	(268,224)

SPARTANBURG HOUSING AUTHORITY					
COCC -BUSINESS ACTIVITIES					
FY 2020 - PROPOSED BUDGET					
		ACTUAL			
		FY 2019	9		PROPOSED
		Oct - June	Average	FY 2019	FY 2020
		9 months	Monthly	BUDGET	BUDGET
360000-000	OTHER INCOME				
362000-000	Management Fee Income	68,039	7,560	36,703	13,095
362001-000	Bookkeeping fee Income	7,605	845	4,266	1,530
365000-000	Miscellaneous Other Income	261,744	29,083	232,865	241,200
369900-000	TOTAL OTHER INCOME	337,388	37,488	273,834	255,825
			-		
399900-000	TOTAL INCOME	337,388	37,488	273,834	255,825
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	66,265	7,363	207,343	123,376
411002-000	Administrative Overtime	222	25	1,000	-
411003-000	Administrative: Employer FICA/SUI	5,502	611	18,563	11,225
411004-000	Adm- Emp Benefit-Medical/Dental	15,586	1,732	30,365	15,153
411006-000	Administrative: Emp Incentive	(227)	(25)		-
411008-000	Adm-Emp Benefit-Pension	12,867	1,430	21,000	18,847
411009-000	Pension Expense -GASB 68				1,074
411010-000	OPEB -retiree medical -GASB 75				269
411099-000	Total Administrative Salaries	100,214	11,135	278,271	169,944
419900-000	TOTAL ADMINISTRATIVE EXPENSES	100,214	11,135	278,271	169,944
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	26,679	2,964	29,549	46,500
441002-000	Maintenance: Overtime	623	69		-
441003-000	Maintenance: Employer FICA/SUI	2,960	329	2,539	4,750
441005-000	Maint-Emp Benefit-Medical/Dental				7,200
441008-000	Maint-Emp Benefit-Pension				7,750
441200-000	Vehicle Repair			400	-
441300-000	Gasoline Purchases			300	-
441900-000	Total General Maint Expense	30,261	3,362	32,788	66,200
449900-000	TOTAL MAINTENANCE EXPENSES	30,261	3,362	32,788	66,200
			-		
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	9,180	1,020		15,856
452100-000	Workers Comp Insurance	4,704	523		3,825
459900-000	TOTAL GENERAL EXPENSES	13,884	1,543	-	19,681
	TOTAL OPERATING EXPENSES	144,359	16,040	311,059	255,825
900000-000	NET INCOME	193,029	21,448	(37,225)	-

Spartanburg Housing Authority Grants Portfolio For Fiscal Year - 2020																
Major Segments	Grand Period	Disbursement end	Awarded Amount	Expended Amount	Remianing Amount as of 7/2019	FY 2020	Notes									
						Projected Expenditures										
Capital Fund Program																
Year 2016	2016	4/12/20	\$ 1,289,642	\$ 945,481	\$ 344,161	\$ 344,161	Pay RAD consultant, capital expenses as needed at properties									
Year 2017	2017	8/15/21	926,477	245,852	680,625	200,000	capital expenses at properties as needed, relocation and RAD									
Year 2018	2018	5/28/22	1,246,092	20,498	1,225,594	300,000	Elevator, RAD, appliances, capital expenses for Cedar Springs, Country Garden Estates									
Year 2019	2019	4/15/23	1,289,028	-	1,289,028	-										
Capital Replacement Fund																
Year 2015	2015	4/12/22	218,757	58,080	160,677	160,677	Committed to Northside									
Year 2016	2016	4/12/23	225,533	-	225,533	225,533	Committed to Northside									
Year 2017	2017		162,926		162,926	162,926	Committed to Northside									
Resident Opportunity and Self Sufficiency (ROSS GRANT)																
FSS18SC02129	2019	2/18/20	62,637	36,834	25,803	25,803	FSS Coordinator									
SC003RPS111A015	2015-2019	3/24/20	229,293	100,861	128,432	128,432	Connections Coordinator									
Multi family																
MFSC179397	2018		142,401	139,473	2,928	2,928	Awaiting new grant award amount for 2019									
TOTAL GRANTS						1,550,460										



RESOLUTION NO. 2019-35

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

August 27, 2019

Staff recommends adoption of Resolution No. 2019-35, approving the initial operating budget submission for the year ended September 30, 2020.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-35

DATE ADOPTED: August 27, 2019



Interim CEO

Monthly Report (verbal)

Reginal Barner

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, August 27, 2019**

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

For ten (10) months ending July, 2019

	Month To Date				Period to Date				Annual Budget		
	MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1 Public Housing											
Total Revenue	\$ 281,466	\$ 263,125	\$ 18,341	7%	\$ 2,819,850	\$ 2,631,250	\$ 188,600	7%	3,157,458	89.3%	83.3%
Total Operating Expenses	314,308	262,957	51,351	20%	2,670,222	2,667,314	2,908	0%	3,181,812	83.9%	83.3%
Reserve transfer out (in)		(5,272)				(52,720)			(63,264)		
↑ Net Operating Income	\$ (32,842)	\$ 5,440	\$ (38,282)	-704%	\$ 149,628	\$ 16,656	\$ 132,972	798%	38,910		
*Operating expenses under budget. No concerns at this time.											
2 HCV Program - HAP only											
Total Revenue	\$ 975,698	\$ 970,776	\$ 4,922	1%	\$ 9,098,319	\$ 9,707,760	\$ (609,441)	-6%	11,649,310	78.1%	83.3%
Total Expenses	\$ 972,341	\$ 969,859	2,482	0%	\$ 9,284,481	\$ 9,698,590	(414,109)	-4%	11,638,310	79.8%	83.3%
← Net Operating Income (loss)	\$ 3,357	\$ 917	\$ 2,440	266%	\$ (186,162)	\$ 9,170	\$ (195,332)	-2130%	11,000		
Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. An additional 61 vouchers were issued in July (above 41) to offset prior under utilization . SHA is expecting more vouchers to be issued in the ensuing months. The cash shortfall of \$186k was offset by reserve.											
3 HCV Program - Admin only											
Total Revenue	\$ 118,273	\$ 91,406	\$ 26,867	29%	\$ 1,093,207	\$ 914,060	\$ 179,147	20%	1,096,862	99.7%	83.3%
Total Expenses	\$ 94,668	\$ 100,181	(5,513)	-6%	\$ 933,153	\$ 1,003,810	(70,657)	-7%	1,202,904	77.6%	83.3%
Reserve transfer out (in)	\$ -	\$ (8,837)			\$ -	\$ (88,368)			(106,042)		
← Net Operating Income (loss)	\$ 23,604	\$ 62	\$ 23,543	38074%	\$ 160,054	\$ (1,382)	\$ 161,436	-11684%	-		
*PHA's received notice that HCV Admin will be funded at a 76% proration for CY2018. Admin program was budgeted conservatively at zero income or break even by using the reserve of \$106K to offset the expenses due to HUD unpredictable allocation by using a lower pro-ration rate at 70%. As of July, 2019 -SHA shows a net income of \$160K due to HUD increased in pro-ration rate at 80%.											
4 Mod Rehab Program - HAP only											
Total Revenue	97,549	103,469	\$ (5,920)	-6%	1,150,736	1,034,690	\$ 116,046	11%	1,241,625	92.7%	83.3%
Total Expenses	109,311	103,468	5,843	6%	1,050,225	1,034,680	15,545	2%	1,241,625	84.6%	83.3%
↑ Net Operating Income	\$ (11,762)	\$ 1	\$ (11,763)		\$ 100,511	\$ 10	\$ 100,501		0		
* HUD is funding the program at the budget level. Annual cash settlements report is submitted to HUD. As of July, 2019, SHA received \$100K as excess disbursements due to voucher underutilization.											
5 Mod Rehab Program - Admin only											
Total Revenue	\$ 12,162	\$ 13,570	\$ (1,408)	-10%	\$ 139,652	\$ 135,700	\$ 3,952	3%	162,841	85.8%	83.3%
Total Expenses	7,954	8,560	(606)	-7%	83,768	85,200	(1,432)	-2%	102,411	81.8%	83.3%
↑ Net Operating Income (loss)	\$ 4,208	\$ 5,010	\$ (802)	-16%	\$ 55,884	\$ 50,500	\$ 5,384	11%	60,430		
*Calculated as percentage allocation of HCV Admin budget. Operating expenses with no concerns.											
6 COCC Program Only											
Total Revenue	\$ 112,057	\$ 121,422	\$ (9,365)	-8%	\$ 1,261,254	\$ 1,214,220	\$ 47,034	4%	1,501,617	84.0%	83.3%
Total Expenses	\$ 130,671	\$ 141,632	\$ (10,961)	-8%	\$ 1,252,721	\$ 1,422,109	\$ (169,388)	-12%	1,718,752	72.9%	83.3%
Reserve transfer out (in)	\$ -	\$ (18,333)			\$ -	\$ (183,333)			(220,000)	0.0%	
← Net Operating Income	\$ (18,614)	\$ (1,877)	\$ (16,738)	892%	\$ 8,533	\$ (24,556)	\$ 33,089	-135%	2,865		
*Operating expenses under budget. No concerns at this time.											
7 JC BULLS (100 units)											
Total Revenue	\$ 69,185	\$ 67,811	\$ 1,374	2%	\$ 690,056	\$ 678,110	\$ 11,946	2%	813,728	84.8%	83.3%
Total Operating Expenses	\$ 52,395	\$ 58,094	\$ (5,699)	-10%	\$ 462,113	\$ 591,785	\$ (129,672)	-22%	711,437	65.0%	83.3%
↑ Net Operating Income	\$ 16,790	\$ 9,717	\$ 7,073	73%	\$ 227,943	\$ 86,325	\$ 141,618	164%	102,291		
*Operating expenses under budget. No concerns at this time.											
8 OVERALL RESULTS											
Net Operating Income	\$ (15,260)				\$ 516,391	\$ 136,724	\$ 379,667	277.69%			

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
July 31, 2019													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177	956,358	956,358	959,434	818,974	974,538			9,077,028
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304	103,304	103,304	104,439	117,113			1,047,124
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224	116,720	116,720	95,131			923,203
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416	14,416	14,416	12,162			127,490
Public Housing Subsidy	160,918	160,918	180,301	153,756	153,756	151,534	151,534	147,092	248,245	167,133			1,675,186
Tax Credit Properties Subsidy	33,804	33,804	37,874	31,761	31,761	31,301	31,302	30,383	40,070	32,682			334,740
TBRA-HCV	5,094	3,731	8,557	6,232	11,156	6,699	8,587	7,835	8,469	12,342			78,702
SLHC PBV Subsidy	1,469	1,238	0	0	0	0	-	-	-	-			2,707
SC State Grant for JCB	40,723	39,554	40,038	40,815	41,235	41,393	41,351	40,171	41,086	40,546			406,912
1) HUD & State Subsidy	1,310,859	1,059,199	1,451,437	1,430,265	1,442,291	1,294,545	1,421,076	1,419,355	1,392,419	1,451,647	-	-	13,673,091
ROSS	25,462	43,284	33,151	5,925	4,009	-	53,474	15,934	4,905	8,580			194,721
Youthbuild - 022-yb -NEW GRANT	10,554	12,103	12,394	13,413	13,443	12,862	20,241	6,656	-				101,665
CFP and RHF	53,153	18,652	22,181	56,867	11,139	50,811	33,815	40,315	13,436	2,885			303,254
2) Other Grant Revenue	89,168	74,038	67,726	76,205	28,590	63,673	107,529	62,905	18,341	11,465	-	-	599,641
Public Housing Rents	95,431	98,776	99,418	98,317	96,580	100,785	104,200	98,695	99,374	99,254			990,830
JC Bull Rents	26,680	25,799	26,311	26,830	26,708	26,574	26,962	26,650	27,179	28,539			268,232
SLHC Rents	164	(22)	(125)	0	-	-	-	-	-	-			17
3) Rent Revenue	122,275	124,552	125,604	125,147	123,288	127,359	131,162	125,345	126,553	127,793	-	-	1,259,078
4) Misc Receipts	97,686	14,897	10,732	13,353	15,311	37,248	261,517	12,671	5,369	39,050			507,834
5) Other Cash-In													
Section 8 Reserves Transfer In		250,000		-	-	-	-	-	-	-		-	250,000
	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,619,988	1,522,687	1,655,500	1,644,971	1,609,480	1,522,826	1,921,283	1,620,275	1,542,681	1,629,955	-	-	16,289,644
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income.													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

[illegible]

SPARTANBURG HOUSING AUTHORITY													
Section 8 Reserved & Restricted Cash Flow													
July 31, 2019													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177	956,358	956,358	959,434	818,974	973,351			9,075,841
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304	103,304	103,304	104,439	103,417			1,033,428
Section 8 Port-In Admin Fees													-
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224	116,720	116,720	95,131			923,203
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416	14,416	14,416	12,162			127,490
FSS Forfeitures income													-
TBRA- HAP Earned	5,094	3,731	8,557	6,232	11,156	6,699	8,586	7,835	8,468	12,342			78,700
HCV Recovery/Interest/Refunds	3,685	3,685	2,765	18,404	2,840	2,503	3,038	3,681	2,602	4,737			47,939
HUD Subsidy	1,077,631	827,370	1,195,989	1,222,338	1,218,379	1,072,820	1,199,926	1,205,390	1,065,619	1,201,140	-	-	11,286,601
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	920,003	915,639	924,339	906,799	920,758	896,546	942,934	941,434	943,688	972,891			9,285,031
Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872	102,661	108,979	86,970	109,461	109,311			1,051,483
Sec 8 Admin Expenses	76,831	89,117	88,595	106,353	88,582	101,974	100,179	94,016	92,546	94,668			932,861
Mod Rehab Admin	6,311	7,737	7,838	9,968	8,657	8,784	9,561	9,222	7,737	7,954			83,768
TBRA - Vouchers	4,631	3,392	7,779	5,665	10,142	6,090	7,806	7,123	7,699	11,220			71,547
Total Payments	1,114,634	1,116,478	1,138,244	1,138,869	1,135,011	1,116,054	1,169,459	1,138,764	1,161,132	1,196,044	0	0	11,424,690
Net Inflow (Outflow)	(37,003)	(289,108)	57,746	83,469	83,368	(43,235)	30,467	66,626	(95,513)	5,096	0	0	(138,089)
MOD Rehab settlement with HUD						129,674							
Net inflow (outflow) offset by reserve						86,439							
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	37,116	(333,118)	29,168	75,782	46,259	62,315	16,462	21,681	(122,112)	5,197	-	-	
Net Mod Rehab HAP	(102,625)	21,465	7,027	6,636	9,848	(98,705)	5,245	29,750	7,259	(14,180)	-	-	
Section 8 Admin	22,192	13,272	14,194	(3,964)	20,488	1,330	3,125	9,288	11,893	8,749	-	-	
TBRA	463	339	778	567	1,014	609	780	712	769	1,122	-	-	
Mod Rehab Admin	5,851	8,933	6,578	4,448	5,759	(8,784)	4,855	5,194	6,679	4,208	-	-	
Total	(37,003)	(289,108)	57,746	83,469	83,368	(43,235)	30,467	66,626	(95,513)	5,096	-	-	
Check	0.00	-	-	-	0.00	0.00	0.00	(0.00)	0.00	(0.00)	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	444,252	304,570	366,345	447,780	519,960	408,578	393,307	445,712	322,561	335,447			
Sec 8 HAP -NRA	468,656	220,377	221,825	224,114	226,764	230,119	232,453	234,071	236,258	237,800			
Sec 8 - Operations -UNA	177,788	177,788	177,788	177,788	177,788	177,788	177,788	177,788	177,788	177,788			
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399			
	1,183,095	795,134	858,357	942,081	1,016,911	908,884	895,947	949,970	829,006	843,434	0	0	



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, August 27, 2019**



August 27, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—JULY 2019

CONTACT PERSON:

Jessica Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

OCCUPANCY

As part of HUD's Public Housing Utilization Project, as of July 31, 2019, Asset Management ended the month at 93.96% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have a 95.85% overall occupancy. Total Vacant Units excluding Scattered Sites is 20 Units; 6 of which are off-line for extensive repairs (2 Camp Croft Courts, 1 Victoria Gardens, and 2 at Archibald Hi-Rise and 1 Prince Hall).

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	93.96%	95.85%	96.67%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 83.57% for all public housing properties and 99.47% for SHA managed market units and multi-family properties. The Deputy Director of Asset Management continues to reiterate the importance of improving collections as it is a major component to the PHAS score. The Asset Management team continues to aggressively act to collect all debts. A change in management at Victoria Gardens grossly affected the rent collection for the month.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	83.57%	99.47%



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TENANT CHARGE ANALYSIS REPORT FOR JULY 2019

Property					AGED TENANT ACCOUNTS			YTD ACTUAL NOI	OCCUPANCY
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL		
Camp Croft	\$ 24,124.28	3,819.84	80.05%	1104.30	\$ 2,715.54	2,096.73	\$4,812.27	\$7,584.00	⊗ 90.63%
Archibald Village	13,791.00	98.00	104.81%	365.78	\$ (267.78)	(396.00)	\$(663.78)	\$78,887.00	✓ 100.00%
Archibald Rutledge	40,143.50	2,635.00	99.02%	2382.28	\$ 252.72	141.50	\$394.22	\$39,659.00	✓ 99.33%
Scattered Sites	2,693.00	-	102.38%	63.00	\$ (63.00)	(1.00)	\$(64.00)	\$12,315.00	⊗ 33.33%
Prince Hall	14,586.36	2,010.53	94.42%	2391.77	\$ (381.24)	1,195.07	\$813.83	\$122,642.00	⊗ 97.00%
Victoria Gardens	18,254.08	3,182.40	69.00%	528.28	\$ 2,654.12	3,004.54	\$5,658.66	\$38,119.00	⊗ 92.50%
Cambridge Place/Brawley	1,188.82	-	122.89%	272.00	\$ (272.00)	(0.18)	\$(272.18)	\$(9,073.00)	⊗ 83.33%
PH TOTAL	114,781.04	11,745.77	83.57%	7,107.41	4,638.36	6,040.66	\$10,679.02	\$290,133.00	⊗ 93.96%
Page Lake	2,898.00	-	100.00%	0.00	\$ -	-	\$0.00	\$(4,785.00)	✓ 100.00%
JC Bull	28,681.00	-	96.84%	149.00	\$ 1,445.00	(538.00)	\$907.00	\$244,547.00	⊗ 94.00%
Liberty	1,924.00	-	101.61%	31.00	\$ (31.00)	-	\$(31.00)	\$2,082.00	✓ 100.00%
Appian	228.00	-	100.00%	0.00	\$ -	-	\$0.00	\$(22,678.00)	✓ 100.00%
Fisher	395.00	-	100.13%	0.50	\$ (0.50)	-	\$(0.50)	\$(8,095.00)	✓ 100.00%
Total	\$ 34,126.00	-	99.47%	180.50	1,413.50	(538.00)	\$875.50	\$211,071.00	⊗ 94.92%

MILESTONES, CONCERNS, ETC.:

- Page Lake: Green Earth Partners completed repairs in July to the damaged unit as a result of the failed fire sprinkler system on May 24, 2019. The IRF is presently investigating the cause of the flooding as the system was installed at the opening of the property in 2016.
- Camp Croft: A preventative maintenance repair to the gas lines at Camp Croft Courts was completed. Several residents were displaced from their units and received temporary housing from the SHA during that time. Residents were provided stipends for the time away from their units to offset costs of travel to and from the hotel, meals and incidentals. An installation of new cabinets for all 96 units is expected to be completed in October 2019. All costs associated with the temporary relocation, cabinet installation, and preventative maintenance repair has been approved by HUD to be paid from the Capital Fund. In addition, there was a fire started in a bedroom of an apartment on July 26, 2019. The cause of the fire is currently under investigation; however, it has been filed with our insurance for the damages. No one was injured and the resident was transferred to another unit.

- Archibald: There was a small kitchen fire on July 30, 2019 which resulted in minimal fire damage. The building experienced significant flooding due to the activation of the sprinkler system and residents were displaced from 8:30 AM – 4:00 PM as a result.
- Country Gardens: On July 08, 2019 there was a significant fire to a duplex at Country Gardens Estates. No one was injured, however, both families were displaced. This has been filed with the insurance of the property management company with targeted completion date for repairs by December 31, 2019.
- Collins Park: A driver lost control of his car and crashed into an apartment causing major structural damage to a unit on July 19, 2019. No one was injured and the family was displaced. This has been filed with the insurance of the property management company.
- Scattered Sites: On July 24, 2019 there was a fire at a vacant scattered sites home causing significant damage. The fire is currently under a criminal investigation for arson. The SHA has a pending insurance claim once completed.

Respectfully Submitted, Jessica M. Holcomb
Jessica Holcomb, Deputy Director
Spartanburg Housing Authority

CAPITAL FUND TABLE
REPLACEMENT HOUSING FACTOR FUNDS
CAPITAL FUND

Replacement Housing Factor Grant No. SC16R003502-15					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$218,757	4/12/2020*	4/12/2022	\$58,080.34	\$58,080.34	\$160,676.66
Replacement Housing Factor Grant No. SC16R003502-16					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor Grant No. SC16R003502-17					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2021	\$146,634		\$162,926
Capital Fund Program Grant No. SC16P003501-16					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,642	4/12/2018	4/12/2020	\$1,244,642	\$929,160.05	\$344,160.53
Capital Fund Program Grant No. SC16P003501-17					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$926,447	8/15/2019	8/15/2021	\$833,803	\$237,495.91	\$688,951.09
Capital Fund Program Grant No. SC16P003501-18					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,246,092	5/28/2022	5/28/2020	\$28,853.91	\$28,853.91	\$1,246,092
Capital Fund Program Grant No. SC16P003501-19					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,028	5/28/2022	5/28/2020			\$1,289,028

*Approved extension deadlines from HUD

Compliance/ Regulatory: The Capital Fund is awarded by HUD annually based in part on the number of units in the PHA portfolio. SHA must submit a proposed budget to HUD for approval. Funds must be obligated within 24 months and expended within 48 months. The funds are generally approved for projects directly associated with asset management. Ten percent of the award may be committed to the COCC and categories such as "Management Improvement" may be approved by HUD. (an example would be computer upgrades which benefit the overall operation of the authority). Much of SHA's historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to be utilized in the project on the Northside, currently underway. The expenditure date has been extended by HUD:

- 2016 Capital Fund Obligation and Disbursement End dates
 - 1) April 13, 2016 Obligation Start Date
 - 2) April 12, 2018 Obligation End Date
 - 3) April 12, 2020 Disbursement End Date
- 2017 Capital Fund Obligation and Disbursement End dates
 - 1) August 16, 2017 Obligation Start Date
 - 2) August 15, 2019 Obligation End Date
 - 3) August 15, 2021 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End dates
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2020 Obligation End Date
 - 3) May 28, 2022 Disbursement End Date
- 2019 Capital Fund Obligation and Disbursement End dates
 - 1) April 16, 2019 Obligation Start Date
 - 2) April 15, 2021 Obligation End Date
 - 3) April 15, 2023 Disbursement End Date
- Monthly reporting by the 5th of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

OUTLIERS

- Anticipating not receiving Capital Funds in 2020
- Majority of 2018 Capital Fund have been obligated for RAD
- Lack of Capital Funds to meet SHA's physical needs of the properties

MILESTONE

- SHA will use a portion of the 2017 CFP to perform the modernization of the elevators at Archibald Hi-Rise
- SHA met the obligation date for the 2017 CFP

DEVELOPMENT

COMPLIANCE/REGULATORY

- SHA must issue RFP's and RFQ's for developer and contractor activity while adhering to SHA and HUD procurement policies

OUTLIERS

- SHA experiences challenges in attracting interested and qualified vendors
- SHA received disqualification notices for the 9% tax credit applications at Archibald Towers and Victoria Gardens

MILESTONES

- Attended HD423 Computer Spread Sheet Analysis for Rental Housing in Los Angeles, CA
- Attended the HUD Emerging Strategies Conference in Atlanta, GA

SHA prepared and submitted responses to the disqualification notices for the 9% tax credit applications at Archibald Towers and Victoria Gardens. SHA and PGIM continue to work through and discuss checklist items on the weekly calls for Country Garden Estates. The submittal of the HUD 223(f) application for Country Garden Estates is set for early September. SHA is anticipating a RAD closing for the 19 units at Cedar Springs that were transferred to Parkside at Drayton via transfer of assistance (TOA). The amended CHAP for the 18 units at Northside via transfer of assistance (TOA) from Cammie Claggett was approved.

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding.
- The **Housing Choice Voucher Program's (HCV)** cumulative leasing and budget utilization from the 24 Month Tool.

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
91.2%	99.5 %	93.8%	102.1%

- The current monthly lease up rate for **HCV** which includes **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs:

HCV	PBV	RAD
90%	97%	94%

- The **Mod Rehab Program (MOD)** leasing rate is 99%:

Norris Ridge
99%

- The **Tenant Based Rental Assistance Program (TBRA)**

Veterans	Working Families
100%	45%

OUTLIERS

- The HCV Department is working to maintain leasing within our budget allocation in the HCV, RAD, PBV, and MOD Rehab programs to ensure that the program meets HUD requirements.
- The Mod Rehab Program leasing is at the required 90%. SHA received replacement voucher for Morningside Apartments. Norris Ridge is the only remaining Mod Rehab property. The owners are continuing to work with developers to convert the property.
- The TBRA Program for veterans has sixteen (15) participants. SHA will not receive additional funds to continue to administer this program. The veterans are being transfer to the HCV program as the assistance ends.
- The TBRA2 Program for working families has ten (10) participants, six (6) families are pending lease up and one (1) family searching for housing.

MILESTONES

- Housing Choice Voucher Program issued one hundred and six (106) vouchers, one hundred and sixty-five (165) families are searching for housing and twelve (12) vouchers expired.
- There were forty (40) new move ins and twenty-four (24) move outs.

Program	Units Allocated	Units Leased	Unused
HCV	1755	1580	175
PBV	273	267	6
RAD	338	319	19
MOD	190	189	1
Totals	2556	2355	201

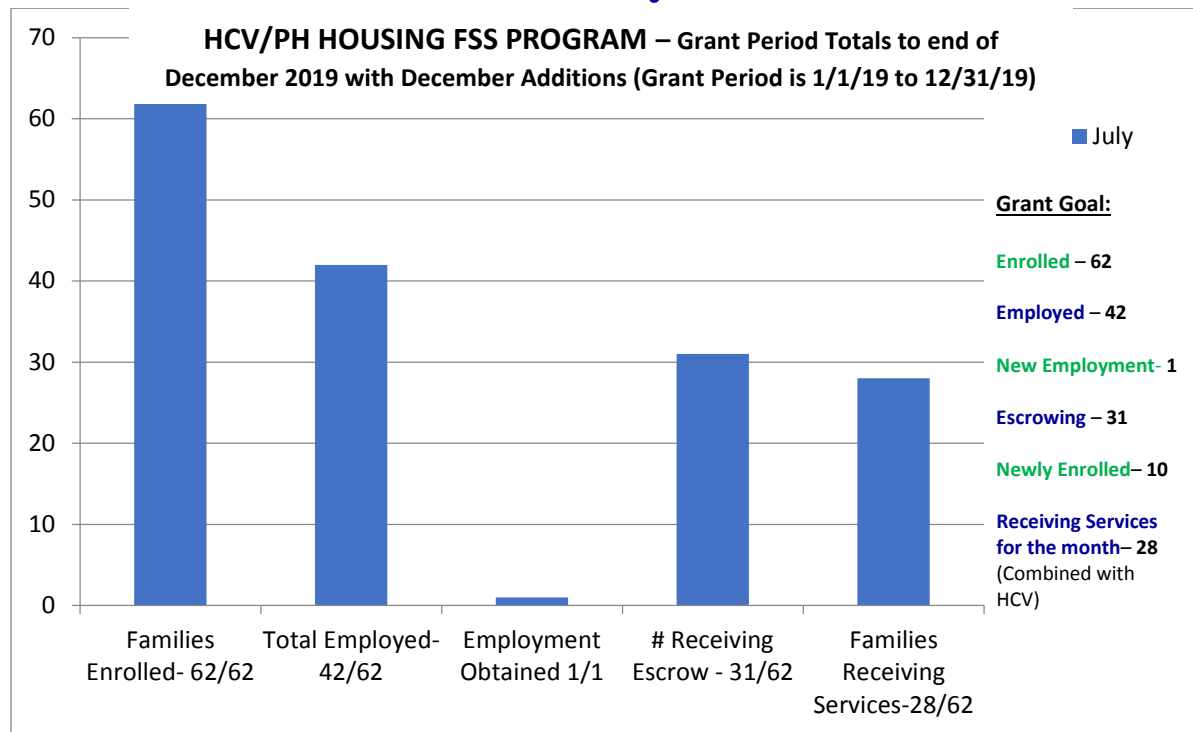
COMMUNITY AND SUPPORTIVE SERVICES-August 2019

- **MFSC179397** - Grant renewal status- Funding approved- July 2019.
- Jayne attended the NAHRO 2019 Agency Awards of Merit to accept the Partnering for Health Outcomes for Senior's and Partnering to Eliminate Healthcare Barriers awards with Mr. Barner. These awards were a tribute to the partnerships that the SHA has with The Shepherd Center and ReGenesis Healthcare at Archibald Rutledge Apartments.
- **The Summer Food Service Program** began on Monday, June 3rd with 11 sites. The program ends on Friday, August 16th
- **Current Escrow Account for FSS total is \$76,530.00.**
 - **HCV** Escrow Amount \$67,637.00
 - **PH** Escrow Amount \$8,893.00.

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	MultiFamily	12/31/2018	\$56,490.71	Reallocation Finalized \$17,350.83
SC003RPS11A015	ROSS	3/24/2020	\$124,924.34	Position filled as of July 22, 2019
FSS18SC2129	FSS	2/18/2020	\$25,803.33	Project Period began 2/18/2019- PreAward Cost have been captured. FSS Coordinators last day will be 8/23/19

FSS Program-Grant Period

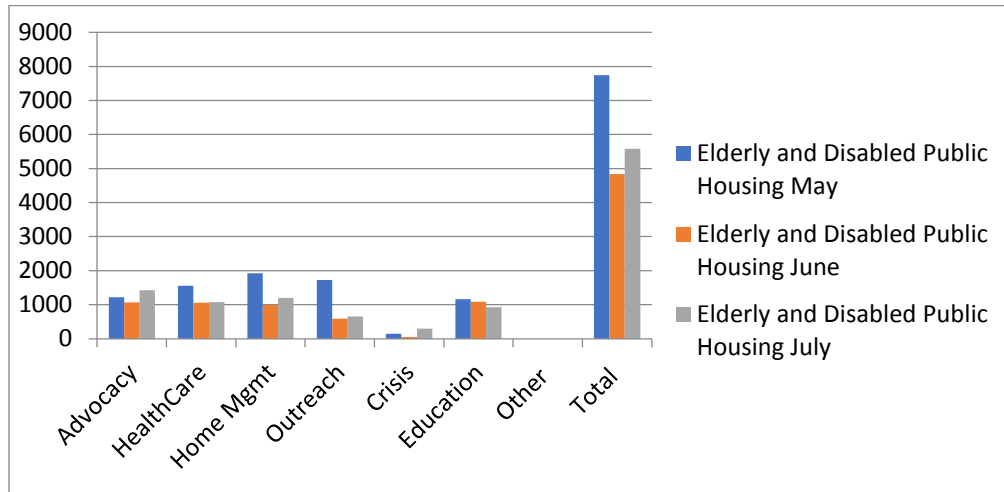
July 2019



MILESTONES

- MFSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 – Vacant position and no current data. (JC Bull and Cedar Springs)
- EDSC ELDERLY AND DISABLED PROGRAM # of Services (May, June, and July) Properties: Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, and Prince Hall.

Elderly and Disabled Public Housing Case Management



Summer Food Service Program (SFSP)

- June three sites closed (South Carolina School for the Deaf & Blind, Urban League, and Pacolet Library) Pacolet was closed due to lack of participation.
- The July SFSP started out with 8 sites, one of these sites ended services on July 11th.
- August will have only 5 sites (YMCA, Bethlehem Center, Camp Croft Courts, Middle Tyger YMCA, and Prince Hall) Apartments.

Summer Food Service Program Meal Data

