



## **AGENDA AND NOTICE**

---

**Board of Commissioners Meeting**  
**Tuesday, July 25, 2017**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, July 25, 2017  
04:00 P.M.**

**NOTICE**

The Housing Authority of the City of Spartanburg will hold its regularly scheduled meeting at 04:00 P.M. Tuesday, July 25, 2017, 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—Regular Board Meeting June 27, 2017**
- V. Special Presentation- Commissioner Chuck White**
- VI. Commission Comments**
- VII. Public/Staff Comments**
- VIII. Action Items and Resolutions**
  - 1. Resolution #2017-27 – Bad Debt Write-Off
  - 2. Resolution #2017-28 – Vehicle/Electrical Appliance Disposition
  - 3. Resolution #2017-29 – HCV Utility Allowance Schedules
- IX. Information Item(s)**
  - 1. Technology Report
- X. Monthly Reports**
  - 1. CEO Report (Ms. Bates)
  - 2. Finance (Angela Leopard)
  - 3. SHA Program Dashboard
    - i. Asset Management
    - ii. Housing Choice Voucher
    - iii. Human Resources

The following reports will be presented on a quarterly or bi-annual basis beginning September 2017. In the event that significant activity occurs, a special report will be provided during regularly scheduled board meetings.

- iv. Resident Services – Quarterly Report
  - v. Capital Funds – Twice Annually
  - vi. Development – Quarterly
  - vii. RAD – Quarterly
- XI. Adjournment**



**Approval of Minutes –  
Regular Board Meeting  
June 27, 2017**

---

**Board of Commissioners Meeting  
Tuesday, July 25, 2017**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
June 27, 2017**

**MOMENT OF SILENCE: - *observed***

**PRESENT:** Andrew Poliakoff, Matthew Myers, Thomas Lounds, Jr., Chuck White, Brenda Thomas, Kittie Collins-Tullis, Molly Talbot-Metz

\*Commissioner Collins-Tullis arrived momentarily after the roll call at 4:05 p.m., noted for the record by Commissioner Talbot-Metz.

**ABSENT:** None

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

Chair Molly Talbot-Metz called the meeting to order at 4:03 p.m.

*During the roll call, the audio recording of the minutes ceased at 46 seconds. It was believed that the recorder was in operation for the entire meeting. At the conclusion of the meeting, it was discovered that the recorder was not operational. These minutes reflect the events of the meeting based on limited notes.*

**APPROVAL OF THE AGENDA:**

A motion was made by Commissioner Lounds and seconded by Commissioner White to amend the agenda to include approval of minutes from the May 3, 2017 special board meeting. Copies of the minutes were made available to the Commissioners for review. The vote to amend the agenda was carried unanimously.

**APPROVAL OF THE PREVIOUS MEETING MINUTES:**

Commissioner Myers requested time to review the minutes before he casted his vote.

Commissioner White made a motion to approve the minutes of the May 3, 2017 special meeting. The motion was seconded by Commissioner Lounds, and unanimously carried.

A motion to approve the minutes of the May 23, 2017 regular Board of Commission meeting was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**COMMISSION COMMENTS:**

Commissioner White made comments regarding the Board Strategic Planning Retreat. He stated that he felt the retreat was very good and that the Board was able to get to know one another and the staff better.



Commissioner Lounds stated that The Weather's group did an excellent job in facilitating the retreat. He also stated that the retreat was thought provoking and insightful.

Chair Talbot-Metz stated the retreat was a good experience and thanked the Board for their time.

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

None

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2017-20 – Board of Commissioners By Laws**

Ms. Bates gave a brief overview of the action item.

Chair Talbot-Metz pointed out the difference in the language which satisfied the requests from Board Members with regard to the allotted time for comments. The resolution also addressed the discretion of the Board Chair to determine the length of time permitted for public comment.

Commissioner White pointed out that the language gives the Chair the opportunity to make restrictions as necessary based on the discussion of topics.

Commissioner White asked if this procedure would be followed at any Board meeting. Ms. Bates stated this procedure would be followed in any public meeting with the Board.

A motion to approve **Resolution 2017-20** – as presented was made by Commissioner Lounds, seconded by Commissioner Thomas.

The motion was unanimously carried.

**2. Resolution 2017-24 – Annual and Five Year Plan**

Ms. Bates gave a brief overview of the action item.

A motion to approve **Resolution 2017-24** was made by Commissioner Myers, seconded by Commissioner Lounds, and unanimously carried.

**3. Resolution 2017-25 – Sale of Public Housing Unit**

Brenda Oglesby gave a brief overview of the action item. Chair Talbot-Metz asked for clarity on the number of homes sold verses the remaining homes. Jessica Holcomb stated the number of homes sold is 6 with 18 homes in the inventory, of which 8 are occupied.

Commissioner Myers asked about the possibility of selling more of the remaining homes. Ms. Bates stated the amount of capital it would require to invest in the remaining homes to bring them up to standard is not financially in the best interest of the portfolio. Transitioning those homes through the RAD process is in the best interest of both the residents and the Housing Authority.

A motion to approve **Resolution 2017-25** was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.



WWW.SHASC.ORG

**4. Resolution 2017-26 – Rubino & Co.**

Ms. Bates gave a brief overview of the action item.

Commissioner White asked how many years maximum are allowed with vendor as an auditor. Ms. Bates stated five years is the maximum, after which, a new RFP must be issued.

Commissioner Myers asked for the amount of the auditor's fee for 2015-2016. Joe Calicadan stated the fee was \$37,000.

Chair Talbot-Metz asked if the auditor was the vendor for the affiliates. Ms. Bates stated that the affiliates use a different vendor.

A motion to approve **Resolution 2017-26** was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

Ms. Bates noted that the signature section of the engagement agreement shows Rubino and Company. Per request of Commissioner Lounds, she is asking the vendor to specify an individual as the responsible party. Upon receiving the amended salutation, the agreement will be executed.

**INFORMATION ITEMS:**

**1. Bed Bugs**

Jessica Holcomb provided a presentation which included a table identifying properties and the number of bed bug treatments during the past year.

**Discussion:**

Commissioner Lounds asked if SHA purchased a heat-treatment machine. Ms. Holcomb stated SHA did purchase one in 2016 and has plans to purchase another one.

Commissioner White asked if there was a pattern to the bed bugs. Ms. Holcomb stated there is not a pattern. Ms. Bates stated that bed bugs are found in upholstery made of cloth and those efforts to replace cloth upholstery furniture and carpet are underway.

Ms. Bates stated according to data reported by Gregory Pest Control, 207 treatments were issued for the Spartanburg area, of which, only 9 occurred at SHA properties.

Chair Talbot-Metz asked about the difference in the numbers in the narrative versus the number of treatments in the chart.

Ms. Holcomb stated the chart represents all treatments, by vendors and the maintenance staff. The narrative specifies the treatments by vendor Gregory Pest Control.

Commissioner White asked about the number of treatments concentrated at Archibald.

Ms. Holcomb stated the concentration of treatments which occurred at Archibald Rutledge is due to the structure of the building. Residents share common hallways and community space where the bed bugs can easily spread to multiple units.



Ms. Bates stated that treatment for bed bugs is outsourced if the need occurs in a timeframe when maintenance staff is not available.

## **2. Cammie Clagett**

Joseph Jackson gave brief comments about the item.

Chair Talbot-Metz asked when the demolition will take place. Ms. Bates stated that the demolition will take place once the first properties are sold. The City of Spartanburg is expected to seek additional NIP funds for remaining units.

## **3. Smoke Free Initiative**

Jessica Holcomb gave brief comments about the item.

### Discussion:

Commissioner White asked if there was a shelter in place for those who smoke. Ms. Holcomb stated there is not and the restrictions state smokers must stay 25ft away from the building.

Chair Talbot-Metz asked if there were any success stories. Ms. Holcomb stated at this time there are not any.

Commissioner Lounds asked how the community is responding to the initiative. Ms. Holcomb stated that the initiative is only currently enforced at Archibald and that the residents are for the most part compliant. Violators are addressed according to the HUD protocol.

## **MONTHLY REPORTS:**

### **1. Executive Director (Ms. Bates):**

Ms. Bates provided an overview of her written report.

### **2. Finance (Joe Calicdan):**

- a. Accounting Manager Joe Calicdan provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*

### **3. Asset Management (Jessica Holcomb)**

Jessica Holcomb provided a brief overview of her written report.

### **4. Planning & Development (Joseph Jackson):**

- a. Joseph Jackson provided a brief overview of his written report.
- b. Ms. Bates stated that Mr. Jackson is working one day a week teaching YouthBuild students and is NCCER certified.

### **5. Capital Funds (Joseph Jackson):**

Joseph Jackson provided a brief overview of his written report.

### **6. Human Resources (Shannell Hardwick):**



WWW.SHASC.ORG

Shannell Hardwick provided a brief overview of her written report.

**7. Community and Supportive Services (Shannell Hardwick):**

Shannell Hardwick provided a brief overview of her written report.

**8. Housing Choice Voucher (Tiffany Askew):**

Tiffany Askew provided a brief overview of her written report.

**9. RAD Report (Cindi Herrera):**

No report

**SHA STAFF COMMENTS:**

Jessica Holcomb and Tiffany Askew provided the Board with demographics of residents in the Asset Management program and the Housing Choice Voucher programs.

**PUBLIC COMMENTS:**

• None

**ADJOURN:**

A motion to adjourn was made by Commissioner Thomas, seconded by Commissioner Myers, and unanimously carried.

Meeting Adjourned at 5:13PM.

Respectfully Submitted, \_\_\_\_\_

Rickie D. Sarratt, Executive Assistant

The Housing Authority of the City of Spartanburg





## **Action Items & Resolution**

**2017-27**

### **Bad Debt Write-Off**

---

**Board of Commissioners Meeting  
Tuesday, July 25, 2017**



**July 25, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Third Quarter FY 2017 Bad Debt Write-offs  
Resolution #2017-27**

**RECOMMENDATION:**

Approve write-off of uncollected accounts receivables from April 1, 2017 – June 30, 2017 in the amount of \$20,451.86.

**CONTACT PERSON:**

Angela Leopard  
Director of Finance  
864-598-6138

**SUMMARY:**

The amount presented for board approval for write-off at all properties for the period of April 1, 2017 – June 30, 2017 (third quarter FY 2017) is \$20,451.86 (please refer to the attached summary) compared to the same period in FY 2016 write offs were \$29,762.20 or \$9,310.34 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 lines 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:**

On an annual basis SHA submits a list of tenant whom have uncollected balance to the The Municipal Association of South Carolina (MASC). MASC attempts to attach tenant tax returns to satisfy these debts. SHA is not charged for this service. All fees are paid by the past tenants' set-offs collected. The program is commonly referred to as Debt-Set Off.



**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, \_\_\_\_\_  
Angela Leopard, Director of Finance  
The Housing Authority of the City of Spartanburg



**Spartanburg Housing Authority**  
**Bad Debt Write Off**  
**April 1, 2017 - June 30, 2017**

<u>Properties (AMP's)</u>		<u>FY 2017</u>	<u>FY 2016</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	\$ 2,915.33	\$ 2,696.33	\$ 219.00
2	Archibald Village Archibald	\$ 2,309.87	\$ 813.00	\$ 1,496.87
3	Rutledge	\$ 3,535.05	\$ 1,999.67	\$ 1,535.38
4	Scattered Sites	\$ -	\$ -	\$ -
5	Prince Hall	\$ 6,443.44	\$ 6,618.47	\$ (175.03)
6	Victoria Garden	\$ 5,248.17	\$ 14,276.28	\$ (9,028.11)
7	Cambridge Place	\$ -	\$ 85.71	\$ (85.71)
8	Page Lake	\$ -	\$ -	\$ -
9	JC Bull	\$ -	\$ 2,973.00	\$ (2,973.00)
10	SLHC	\$ -	\$ 299.74	\$ (299.74)
11	Liberty	\$ -	\$ -	\$ -
12	Appian	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$20,451.86</b>	<b>\$29,762.20</b>	<b>\$ (9,310.34)</b>



**Spartanburg Housing Authority  
Bad Debt Write Off Receipts  
October 1, 2016 - June 30, 2017**

<u>Properties (AMP's)</u>		<u>FY 2017</u> <u>1st QTR</u> <u>Amount</u>	<u>FY 2017</u> <u>2nd QTR</u> <u>Amount</u>	<u>FY 2017</u> <u>3rd QTR</u> <u>Amount</u>
1	Camp Croft	\$ 384.42	\$ 322.16	\$ -
2	Archibald Village Archibald	\$ -	\$ -	\$ -
3	Rutledge	\$ -	\$ 243.05	\$ -
4	Scattered Sites	\$ -	\$ 202.71	\$ -
5	Tobias	\$ 520.84	\$ 2,340.47	\$ 158.34
6	Cammie Clagett	\$ 83.34	\$ 1,418.46	\$ 378.72
7	Prince Hall	\$ 764.40	\$ 7,607.31	\$ 335.53
8	Watson	\$ -	\$ -	\$ -
9	Victoria Garden	\$ 120.00	\$ 2,933.67	\$ 592.23
10	Barksdale	\$ -	\$ 383.00	\$ -
11	Leland	\$ -	\$ -	\$ 39.00
12	Spruce	\$ -	\$ -	\$ -
13	JC Anderson	\$ -	\$ 162.57	\$ -
14	Cambridge Place	\$ -	\$ -	\$ 85.71
15	Page Lake	\$ -	\$ -	\$ -
16	JC Bull	\$ -	\$ -	\$ -
17	SLHC	\$ -	\$ -	\$ -
18	Liberty	\$ -	\$ 141.00	\$ -
19	Appian	\$ -	\$ -	\$ 145.57
<b>Total</b>		<b>\$1,873.00</b>	<b>\$15,754.40</b>	<b>\$1,735.10</b>

**NOTE: SHA7 properties will not appear in future reports**



**RESOLUTION NO.2017-27**

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

**JULY 25, 2017**

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

Staff recommends adoption of Resolution No.2017-27, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the third quarter of Fiscal Year 2017 (April 1, 2017 – June 30, 2017) in the amount of \$20,451.86. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

---

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

---

SECRETARY

---

FOR CLERK USE ONLY

RESOLUTION NO. 2017-27

DATE ADOPTED: July 25, 2017



**Action Items & Resolution**

**2017-28**

**Vehicle/Electrical Appliance**

**Disposition**

---

**Board of Commissioners Meeting**

**Tuesday, July 25, 2017**



July 25, 2017

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Vehicle and Electrical Appliance Disposition  
Resolution #2017-28**

**RECOMMENDATION:**

Authorize the Chief Executive Officer to disposition by Public Auction the following:

- One (1) vehicle from SHA's current fleet of 33 vehicles, reducing its total number to 32

Year	Make	Model	VIN
2001	Ford	F-350	1FTSW30LX1ED789723

- Six (6) Clothes Dryers

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The agency utilizes vehicles to manage business operations. Maintenance and upkeep cost for the vehicle is associated with its department's budget.

Appliances (Clothes Dryers) were provided for residents to use in assisting property management with the heat-treating of clothing and liens during an infestation of bed bugs several years ago. These machines are no longer utilized.

**BACKGROUND:**

SHA has disposed of its property by Public Auction. SHA is required to insure that disposition occurs in accordance with HUD regulations.

**FINANCIAL CONSIDERATIONS:**

Proceeds from the sale of all items will be assigned to the proper budgets.





**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it involves disposition of SHA property.

Respectfully Submitted, \_\_\_\_\_

Terril Bates, Chief Executive Officer  
The Housing Authority of the City of Spartanburg



**RESOLUTION NO. 2017-28**

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

**July 25, 2017**

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

**Staff recommends adoption of Resolution No. 2017-28 authorizing the Chief Executive Officer, to dispose of by Public Auction, one (1) vehicle from the SHA's fleet of 33 vehicles reducing its total number to 32, and to dispose of six (6) clothes dryers.**

---

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

---

SECRETARY

---

FOR CLERK USE ONLY

RESOLUTION NO. 2017-28

DATE ADOPTED: July 25, 2017



**Action Items & Resolution**

**2017-29**

**Utility Allowance Schedules**

---

**Board of Commissioners Meeting**

**Tuesday, July 25, 2017**



July 25, 2017

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Utility Allowance Schedules  
Resolution #2017-29

**RECOMMENDATION:**

Review and Approve Section 8 Housing Choice Voucher Utility Allowance

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Manager  
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:**

Many of the proposed allowances are lower than the current allowances. However, most of the electrical allowances increased which affects the majority participants. Analysis is being conducted to determine the financial impact to the HCV budget.

**POLICY CONSIDERATIONS:**

Upon adoption by the Board of Commissioners, the revised utility allowances will be put into effect August 1, 2017. They will apply to new participants as well as all current participants completing annual recertification and unit transfers.

Respectfully Submitted,   
Tiffany Askew, HCV Program Administrator  
The Housing Authority of the City of Spartanburg

# **Allowances for Tenant Furnished Utilities and other Services**

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Spartanburg Housing Authority, SC</b>		Unit Type: <b>Apartment (Multi-Family)</b>				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$15.00	\$18.00	\$21.00	\$23.00	\$26.00	\$28.00
	b. Bottle Gas/Propane	\$35.00	\$43.00	\$49.00	\$54.00	\$60.00	\$68.00
	c. Electric	\$14.00	\$16.00	\$21.00	\$26.00	\$31.00	\$36.00
	d. Electric Heat Pump	\$12.00	\$14.00	\$17.00	\$19.00	\$21.00	\$23.00
	e. Oil / Other	\$32.00	\$36.00	\$43.00	\$48.00	\$52.00	\$57.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$14.00	\$19.00	\$21.00
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
Other Electric (Lights & Appliances)		\$19.00	\$23.00	\$32.00	\$41.00	\$50.00	\$59.00
Air Conditioning		\$8.00	\$9.00	\$13.00	\$17.00	\$21.00	\$24.00
Water Heating	a. Natural Gas	\$6.00	\$6.00	\$10.00	\$13.00	\$16.00	\$18.00
	b. Bottle Gas/Propane	\$14.00	\$16.00	\$25.00	\$31.00	\$39.00	\$45.00
	c. Electric	\$12.00	\$15.00	\$18.00	\$23.00	\$27.00	\$30.00
	d. Oil / Other	\$11.00	\$14.00	\$20.00	\$27.00	\$34.00	\$39.00
Water		\$21.00	\$21.00	\$27.00	\$33.00	\$38.00	\$44.00
Sewer		\$30.00	\$31.00	\$41.00	\$51.00	\$61.00	\$72.00
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>Monthly Electric Fee \$9.50</b>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	<b>Monthly Gas Fee \$9.36</b>	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
<b>Actual Family Allowances</b> To be used by the family to compute allowance. Complete below for the actual unit rented.				Utility or Service		per month cost	
Name of Family				Heating		\$	
				Cooking		\$	
Address of Unit				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
Number of Bedrooms				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Total		\$	



# **Allowances for Tenant Furnished Utilities and other Services**

U.S. Department of Housing and Urban  
Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 09/30/2017)

Locality: <b>Spartanburg Housing Authority, SC</b>		Unit Type: <b>Detached House/Mobile Home (Single-Family)</b>				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$22.00	\$26.00	\$29.00	\$33.00	\$36.00	\$40.00
	b. Bottle Gas/Propane	\$52.00	\$60.00	\$70.00	\$78.00	\$84.00	\$95.00
	c. Electric	\$30.00	\$36.00	\$41.00	\$46.00	\$52.00	\$57.00
	d. Electric Heat Pump	\$17.00	\$20.00	\$24.00	\$27.00	\$30.00	\$33.00
	e. Oil / Other	\$45.00	\$54.00	\$61.00	\$68.00	\$75.00	\$82.00
Cooking	a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$7.00	\$8.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$14.00	\$19.00	\$21.00
	c. Electric	\$5.00	\$6.00	\$9.00	\$12.00	\$14.00	\$17.00
Other Electric (Lights & Appliances)		\$29.00	\$34.00	\$47.00	\$60.00	\$73.00	\$87.00
Air Conditioning		\$6.00	\$7.00	\$17.00	\$26.00	\$35.00	\$44.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$12.00	\$16.00	\$19.00	\$23.00
	b. Bottle Gas/Propane	\$19.00	\$21.00	\$29.00	\$39.00	\$47.00	\$56.00
	c. Electric	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$38.00
	d. Oil / Other	\$16.00	\$18.00	\$25.00	\$34.00	\$41.00	\$50.00
Water		\$21.00	\$21.00	\$27.00	\$33.00	\$38.00	\$44.00
Sewer		\$30.00	\$31.00	\$41.00	\$51.00	\$61.00	\$72.00
Trash Collection		N/A	N/A	N/A	N/A	N/A	N/A
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
<b>Other-- specify:</b>	<b>Monthly Electric Fee \$9.50</b>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
	<b>Monthly Gas Fee \$9.36</b>	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00	\$9.00
<b>Actual Family Allowances</b>				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Total		\$	
Number of Bedrooms				Other		\$	
				Total		\$	





**RESOLUTION NO. 2017-29**

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

**July 25, 2017**

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

Staff recommends adoption of Resolution No. 2017-29, approval of updated Utility Allowance schedules effective August 1, 2017.

---

Thomas A. Lounds, Jr., VICE-CHAIR

ATTEST:

---

SECRETARY

---

FOR CLERK USE ONLY

RESOLUTION NO. 2017-29

DATE ADOPTED: July 25, 2017



**Information Item:**  
**SHA Information Technology**  
**Ms. Jessica Holcomb**

---

**Board of Commissioners Meeting**  
**Tuesday, July 25, 2017**





July 25, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

SHA INFORMATION TECHNOLOGY

CONTACT PERSON:

Jessica Holcomb  
Deputy Director  
864-598-6023

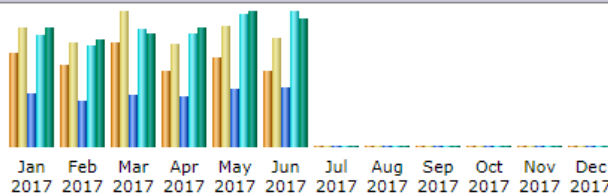
### Background

Information Technology provides internal expertise, control and high-availability for all communication and technology related resources at the Authority. Additional support is provided to staff in analysis of workflows and implementation of beneficial processes and cost reducing measures.

### Website

In July 2016, the SHA relaunched [www.shasc.org](http://www.shasc.org) as a new and interactive web page providing translation services, agency calendar, contact form and more. There were **7,772 unique visitors** to the website for the month of June 2017.

Monthly history



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2017	9,635	12,273	79,514	168,926	6.61 GB
Feb 2017	8,360	10,726	68,887	152,015	5.95 GB
Mar 2017	10,756	13,860	76,857	176,951	6.29 GB
Apr 2017	7,709	10,505	74,505	170,595	6.57 GB
May 2017	9,107	12,464	87,777	199,748	7.47 GB
Jun 2017	7,772	11,233	88,642	202,933	7.10 GB
Jul 2017	0	0	0	0	0
Aug 2017	0	0	0	0	0
Sep 2017	0	0	0	0	0
Oct 2017	0	0	0	0	0
Nov 2017	0	0	0	0	0
Dec 2017	0	0	0	0	0
Total	53,339	71,061	476,182	1,071,168	40.00 GB

The SHA currently utilizes social media platforms to engage with the community, residents, and future residents.

## 1. Facebook

- a. Increased page followers from 202 as of January 2016 to **510** as of June 2017.






Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Hope Center for Children	2.5K	▲0.1%	5	91
2  Mobile Meals of Spartan...	1K	0%	0	0
3  The Spartanburg Soup ...	977	0%	0	0
YOU 4  Spartanburg Housing A...	510	▲0.6%	0	0
Keep up with the Pages you watch. <a href="#">Get More Likes</a>				
5  The Bethlehem Center	136	0%	0	0
6  Regenesis Community ...	14	0%	0	0

## 2. Instagram

A total of **160** followers as of June 2017

## 3. LinkedIn

A total of **148** followers as of June 2017

How You Compare	Total Followers
 Wofford College	13,753
 Greenville Swamp Rabbits	447
 Spartanburg Area Chamber of Commerce	383
 Spartanburg Housing Authority	148
 Upstate Workforce Board	1

## 4. Twitter

Increased page followers from 74 in January 2016 to **285** as of June 2017

### JUN 2017 SUMMARY

Tweet impressions

**470**

Profile visits

**79**

Mentions

**18**

New followers

**9**



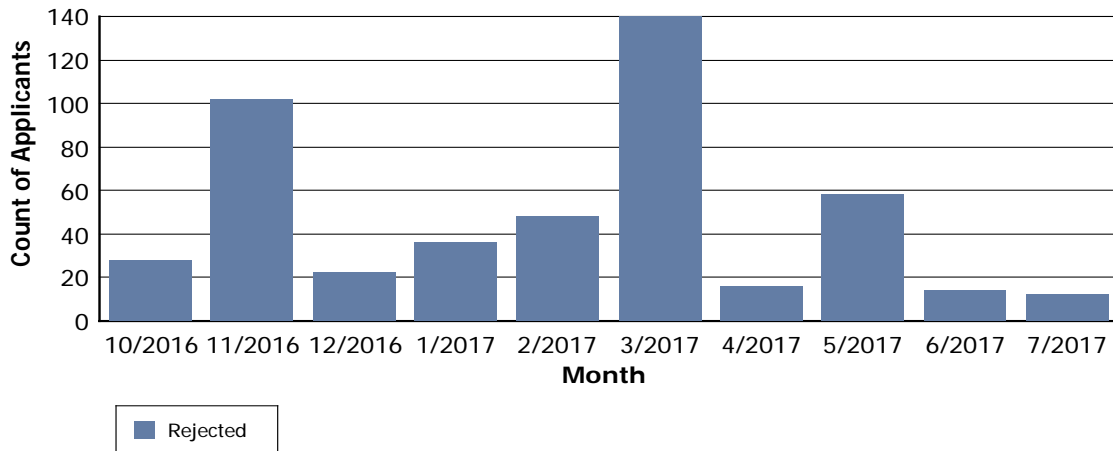
### **Yardi**

The SHA currently utilizes the Yardi Voyager system of record for all property management, accounting and reporting functions. Over the course of the last two years, several new features have been added to increase functionality and reduce staff hours spent on several projects.

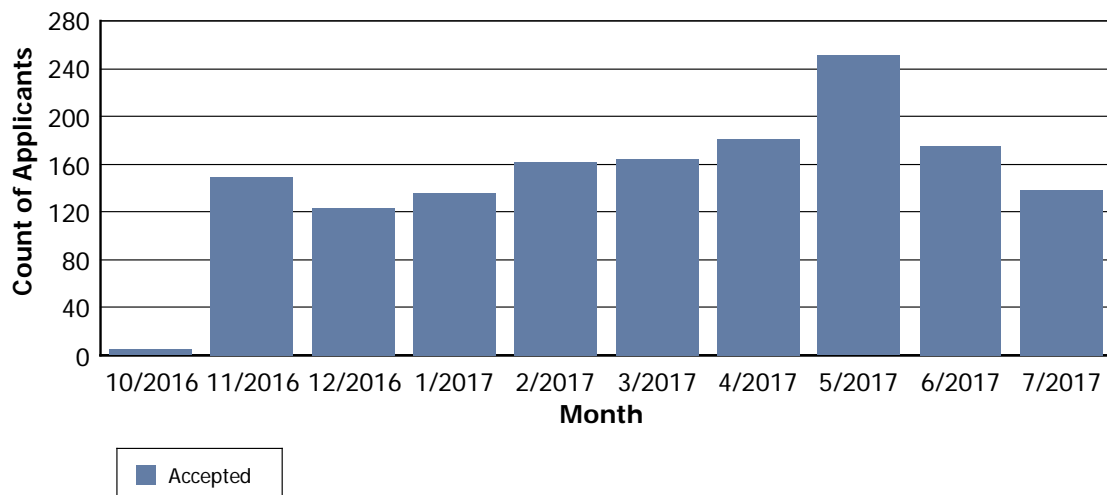
1. **Maintenance Mobile** allows maintenance technicians the ability to access, create, and complete work orders from their SHA mobile phones while out in the field. In the month of June 2017, maintenance technicians completed 552 work orders with an average turnaround time of 4.38 days. Maintenance Mobile can operate in areas without a cellular or wireless connection and synchronize data once the connection is reestablished.
2. **Inspection Mobile** enables HCV Inspectors to access and enter inspection data from their SHA mobile phones. Assigned inspections appear on an inspector's device instantly, and completed results automatically update in Voyager. Inspection Mobile can operate in areas without a cellular or wireless connection and synchronize data once the connection is reestablished.
3. **Resident Screening** is an online tenant screening system featuring comprehensive reports, reliable data and automated recommendations built into Yardi Voyager. It provides credit reports from the three major bureaus, plus terrorist, drug trafficker, sex offender, and Social Security fraud screening, rental payment history records, and eviction and landlord/tenant civil court records. The resident screening is completed for all new move-ins (credit and criminal) and for all residents (criminal) at their yearly recertification.
4. **PO Module** streamlines the purchasing process by providing an online approval process that helps staff to work more efficiently. Staff produces over 500 purchase orders each month.
5. **Walk in Payment System (WIPS®)** allows residents to pay rent in cash at over 20,000 participating retail locations. The walk-in payment processing solutions is integrated with Yardi Voyager to streamline rent collection, cut operational costs, and reduce processing errors. Residents currently have the option to pay rent through WIPS or automatic draft only.
6. **Rent Café Landlord Portal** provides basic owner profile information, ledgers, caseworker information, information on scheduled and completed inspections, and more. There are currently 171 registered landlords on the SHA Rent Café Landlord Portal.
7. **Rent Café Resident Portal** provides a convenience to our resident allowing them to submit maintenance requests, view important announcements, confirm payment history, and more. There are currently 1,644 registered HCV and public housing residents on the SHA Rent Café Resident Portal.


8. **Rent Café Online Applications** is a simplified and expedited housing application process replacing paper forms and applications. Built-in system checks ensure applicants do not skip any required steps in the process, meaning staff will spend less time following up on incomplete applications and applicants can be more quickly screened for eligibility. Applicants have access to review their application status and make updates as necessary. There are currently **2,924 registered applicants** on the SHA Rent Café Applications Portal. A total of **2,088 electronic applications** have been processed since November 2016; 1,491 were approved and 476 were rejected for having duplicate SSN's, invalid data, etc. SHA has processed **3,096 application changes** since November 2016; these changes include updates to contact info, preferences, wait lists etc. This process would have normally involved the applicant visiting the office in which they applied and completed the changes on paper and then the SHA staff would key the changes into the system.

**Count of Applicants / Month**



**Count of Applicants / Month**



Respectfully Submitted,   
 Jessica Holcomb, Deputy Director  
 The Housing Authority of the City of Spartanburg



## **Monthly Reports:**

**CEO**

**Terril Bates**

---

**Board of Commissioners Meeting**

**Tuesday, July 25, 2017**



**July 25, 2017**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**CHIEF EXECUTIVE OFFICER REPORT FOR THE MONTH OF JUNE 2017**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**OVERVIEW:**

This report provides an update of activities of the CEO during the month of June. The month's activity included a United Way Campaign luncheon for SHA staff. A total of \$7,630.72 was pledged from staff.

There were several interviews for the Director of Finance position conducted, with candidate Angela Leopard offered the position, and on-boarded during the month. SHA is in the process of preparing its 2018 budget. Numerous meetings have occurred with finance and other staff with regard to budget strategies and outcomes. I participated in interviews for vacant YouthBuild Case Manager and Construction Supervisor positions.

Special meetings this month included Dr. Perez, of Re-genesis. This meeting resulted in SHA signing a grant request by Regenesis to provide on-site medical services at Archibald Rutledge. A meeting was held with Dr. Close and Kerry Easler of Spartanburg County to discuss how we might assist with the number of youth living in hotels on a long term basis. Other meetings included Kathy Dunlevy to discuss how to gain better participation in Way to Wellville programs. I attended the dedication of the home which YouthBuild participated in on June 16, 2017. I held meetings with the SHA, IT contractor, IT Pros, where I requested quotes for having either a redundant server or having our server moved off site. This is in response to no less than four power outages during the past 30-45 days. Karen Floyd requested a meeting between Bill Sherbert of Sherbert Consulting and me to have a conversation about PHA finance work.

Special Events included the unveiling ceremony for the Early Learning Center by the Mary Black Foundation, and the United Way Annual Event at the Chapman Cultural Center. I continue to participate in a weekly call with the development group for the 78 units in the Northside. There are concerns which involve a potential partner and mill credits, which may impact the project.



SHA celebrated Father's Day with an event for boys at Barnet Park and a Daddy Daughter Dinner at CC Woodson. The events were well supported by City of Spartanburg, the Spartanburg County Foundation, the Rotary Club, the AKA Sorority, BRUH Mentor, the Clerk of Court and several others who donated time and services. An RFP for Fee Developer was issued with a Pre-Bid Conference scheduled for July 18, 2017. Planning for the RAD Community Committee was conducted, with a first meeting scheduled for July 13, 2017 at the Thornton Center.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Chief Executive Officer  
The Housing Authority of the City of Spartanburg



## **Monthly Reports:**

### **FINANCE**

**Angela Leopard/Joe Calicdan**

---

**Board of Commissioners Meeting**

**Tuesday, July 25, 2017**





WWW.SHASC.ORG

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG				
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS				
Actual to Budget Variance Comparison				
For nine months ending June 30, 2017				
		PTD Actual	PTD Budget	PTD Variance
<b>1</b>	<b>Public Housing</b>			
	Total Revenue	\$ 2,953,850	\$ 2,296,967	\$ 656,883
	Total Operating Expenses	2,500,183	2,175,461	(324,722)
	Total Non- operating Expenses	207,888	490	(207,398)
	Net Operating Income	\$ 245,779	\$ 121,016	\$ 124,763
The YTD revenue is \$124K higher than budgeted due to conservative assumptions and the timing of HUD funding of subsidy.				
<b>2</b>	<b>HCV Program - HAP only</b>			
	Total Revenue	\$ 8,138,723	\$ 7,928,849	\$ 209,874
	Total Expenses	\$ 7,943,066	\$ 8,043,501	100,435
	Net Operating Income	\$ 195,657	\$ (114,652)	\$ 310,309
This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements. Due to voucher under utilization, the YTD excess cash received is \$196K.				
<b>3</b>	<b>HCV Program - Admin only</b>			
	Total Revenue	\$ 847,387	\$ 865,483	\$ (18,096)
	Total Expenses	\$ 888,149	\$ 868,133	(20,016)
	Net Operating Income (loss)	\$ (40,762)	\$ (2,650)	\$ (38,112)
The YTD net loss is higher by \$38K than budgeted due to lower vouchers utilized which resulted to lesser admin fees earned.				
<b>4</b>	<b>Mod Rehab Program - HAP only</b>			
	Total Revenue	728,362	994,544	\$ (266,182)
	HUD offset due to overpayment last year	341,544	-	341,544
	Total Expenses	985,307	979,029	(6,278)
	Net Operating Income	\$ 84,599	\$ 15,515	69,084
Settlement last year with HUD resulted to overpayment of \$ 406,278 due to under utilization of vouchers. HUD is gradually recapturing the excess cash to the current year up to July disbursement.				
<b>5</b>	<b>Mod Rehab Program - Admin only</b>			
	Total Revenue	\$ 84,401	\$ 123,327	\$ (38,926)
	HUD offset due to overpayment last year	41,109	-	41,109
	Total Expenses	140,911	140,139	(772)
	Net Operating Income (loss)	\$ (15,401)	\$ (16,812)	1,411
Due to lesser vouchers utilized, the admin fee resulted to a net loss of \$15K.				
<b>6</b>	<b>COCC Program Only</b>			
	Total Revenue	\$ 1,168,035	\$ 1,163,646	\$ 4,389
	Total Expenses	\$ 1,060,223	\$ 1,099,577	\$ 39,354
	Net Operating Income	\$ 107,813	\$ 64,069	\$ 43,744
The YTD net income is higher by \$108K than budgeted primarily due to tax credit cash distribution .				
<b>7</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>			
	Total Revenue	\$ 788,195	\$ 780,019	\$ 8,176
	Total Operating Expenses	\$ 615,992	\$ 683,535	\$ 67,543
	Net Operating Income	\$ 172,203	\$ 96,484	\$ 75,719
Revenue is higher than budgeted due to lower operating expenses incurred.				

	<b>THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG</b>		
	<b>CASH BALANCES AS OF June 30, 2017</b>		
	<b>SUMMARY OF MONTHLY CASH FLOW:</b>	<b>Amount</b>	<b>Total</b>
	<b>SOURCES: ( INFLOW)</b>		
	Section 8 -HAP funds	\$ 1,185,136	
	Public Housing subsidy	302,559	
	SLHC PBV subsidy	10,421	
	State grant for JC Bull	41,224	
	Other Grant Revenue	334,360	
	Rent Revenue	137,183	
1	Misc receipts	95,502	2,106,385
	<b>USES: ( OUTFLOW)</b>		
	Section 8 HAP payments	\$ 1,137,257	
	Payroll and Benefits	162,175	
	State insurance and rent	22,790	
	Operating expenses	598,337	
	Grant expenses	210,802	2,131,361
2	<b>TOTAL NET INFLOW (OUTFLOW)</b>		<b>\$ (24,976)</b>
	<b>Note:</b>		
1	<b>Include the sale of scattered site home at \$77,200</b>		
2	<b>Net outflow of \$24K offset by reserve due to additional payroll.</b>		
	<b>SUMMARY OF MONTHLY BANK BALANCES:</b>		
	General Fund -Operating		\$ 1,836,506
	Section 8 HAP Disbursement	456,227	
	Section 8 -Net Restricted	539,088	
	Section 8 - Unrestrcited	241,381	1,236,696
	Mod Rehab - Admin		92,399
	JC Bull Operating		1,062,889
	SLHC Operating		318,485
	<b>TOTAL BANK BALANCES</b>		<b>\$ 4,546,975</b>



# **Monthly Reports:**

## **Programs Dashboard**

---

**Board of Commissioners Meeting**  
**Tuesday, July 25, 2017**



## The Housing Authority of the City of Spartanburg Programs Dashboard JUNE 2017

---

### **ASSET MANAGEMENT**

#### **Public Housing Occupancy**

As part of HUD's Public Housing Utilization Project, as of June 30, 2017, Asset Management ended the month at 86.05%. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Cammie Clagett and Scattered Sites, the SHA would have reached that goal with a 98.33% overall occupancy.

<b>HUD GOAL</b>	<b>SHA Actual</b>	<b>Excluding Outliers</b>
97%	86.05%	98.33%

#### **TARS**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 94.58% for all public housing properties and 99.23% for SHA managed market units and multi-family properties. Due to a change in management and high balances in excess of \$1,000 each from 4 families, Victoria Gardens' collection rate was a dismal 82.09% for the month. In addition, the collection rate for Prince Hall was 80.76% as a result of 6 families with larger balances ranging from \$100 - \$600 each. The HUD goal is 98.5% collection rate.

<b>HUD GOAL</b>	<b>SHA PH Actual</b>	<b>SHA MF and Market Actual</b>
98.5%	94.58%	99.23%

#### **Recertifications**

The Asset Management department is current with all recertifications; the department completes an average of 40 per month. Staff makes great strides to keep the number of late recertifications (exceeds 12 months since last annual) to a minimum.

#### **Milestones**

On June 29, 2017, an SHA scattered sites resident closed on the home she has rented from SHA for nineteen year through the Section 32 program. On June 06, 2017, an SHA resident of nine years and recent resident of Cambridge Place/Brawley Street purchased a home through the SHA Homeownership Program.



June 22 – 30 Nan Mckay completed 100% UPCS inspections for Camp Croft Courts, Victoria Gardens Apartments, Archibald Village, Prince Hall Apartments, and Cambridge Place Townhomes. The scores were as follows:

Property	Score
Archibald Village	91.36%
Cambridge Place Townhomes	80.67%
Camp Croft Courts	75.77%
Prince Hall Apartments	73.84%
Victoria Gardens Apartments	74.23%

The Uniform Physical Condition Standards inspection code (UPCS) is a standardized inspection code created by HUD and Congress in 1998 as a way of establishing a dynamic inspection code that could satisfy the diverse housing stock monitored by the Department of Housing and Urban Development (HUD). SHA staff has begun the process of completing the recommended repair work as notated from the inspection.

## **HOUSING CHOICE VOUCHER**

### **Compliance/Regulatory**

HUD requires that the PHA utilize 98% of its allocated vouchers or 98% of its allocated funding.

### **Outcomes**

The Housing Choice Voucher Program's (HCV) cumulative budget utilization is 98.0%. The current monthly lease up rate is 95%, which includes the Project Based Voucher (PBV) and Rental Assistance Demonstration (RAD) Programs. The Mod Rehab Program (MOD) leasing rate is 91%. The Tenant Based Rental Assistance Program (TBRA) leasing rate is 33%.

### **Outliers**

The HCV Department continues efforts to improve leasing. The TBRA Program has eleven (11) veterans searching for housing. This program must be used in unincorporated areas of the county per HOME regulations.

### **Milestones**

In the HCV program, thirty-nine (39) vouchers were issued and fifty-two (52) families are currently searching for housing. Two (2) vouchers expired. There are twenty-two (22) applications approved for move in at the RAD properties. All programs combined reflect a net 26 voucher gain. The TBRA Program has four (4) participants. The HCV FSS Program currently has 72 participants with a total escrow balance of \$70,606.00.



## **HUMAN RESOURCES**

### **COMPLIANCE/REGULATORY**

- The staffing-level, at SHA, remains unchanged at a count of 51, as three new employees were on-boarded and three existing employees resigned.
- The agency is currently recruiting for three full-time positions:
  - Administrative Specialist
  - Youth Build Construction Supervisor
  - Community Manager
- The Personnel Guidebook is currently under review/revision.

### **OUTLIERS**

- SHA continues to struggle to find qualified applicants with the necessary skills to fill vacant positions.
- There were multiple candidates selected, with the desired skill set, who had criminal history flags and/or failed SHA's pre-employment drug screen.

### **MILESTONES**

- SHA employees pledged a total of \$7,630.72 to the United Way