

AGENDA AND NOTICE

Board of Commissioners Special Meeting Wednesday, April 18, 2018



Spartanburg Housing Authority Special Board Meeting Wednesday, April 18, 2018 12:00 P.M.

NOTICE

The Housing Authority of the City of Spartanburg will hold a Special Board of Commissioner's meeting at 12:00 P.M. Wednesday, April 18, 2018, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

CALL MEETING TO ORDER

Moment of Silence

- I. Roll Call
- **II.** Commissioner Comments
- III. Public/Staff Comments

IV. Executive Session-

- **1.** 30-4-70 subpart A subpart 2 negotiations incident to proposed contractual arrangements (property)
- 2. 30-4-70 subpart A subpart 1-Personnell

V. Action Items and Resolutions

- 1. Resolution #2018-17 New Vehicle Purchase-JC Bull
- 2. Resolution #2018-18 Disposition of Property
- 3. Resolution #2018-19 Bad Debt Write Offs
- 4. Resolution #2018-20 Award to NHP for Victoria Gardens
- 5. Resolution #2018-21 RAD Application Approval
- 6. Resolution#2018-22- Plumbing Contract Amendment
- VI. Information Item- Summer Lunch
- VII. Adjournment



Action Items & Resolution 2018-17

New Vehicle Purchase JC Bull

Board of Commissioners Special Meeting Wednesday, April 18, 2018



April 18, 2018

Spartanburg Housing Authority Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

<u>SUBJECT:</u> New Vehicle Purchase J C Bull Resolution #2018-17

RECOMMENDATION:

Authorize the Chief Executive Officer to purchase, in accordance with the SC State Procurement Materials Purchase Contract Guidelines the following:

- □ One Pick-up Truck
- □ One Full Size Cargo Van

The total number of vehicles in the fleet, including this purchase will be twenty-six. The total cost of the vehicles is not to exceed \$80,000.

CONTACT PERSON:

Tyrone Meadows-Special Projects Supervisor 864-598-6010

SUMMARY:

The agency utilizes vehicles to manage business operations. Maintenance and upkeep cost for the vehicle is associated with the property which owns the vehicle. These units will be in inventory for the J C Bull, multi-family property.

BACKGROUND:

These vehicles will replace vehicles that have been in service for 19 years with odometer readings, which exceed 100K miles. These new purchases will support reductions in vehicle maintenance costs and increase safety for maintenance staff



FINANCIAL CONSIDERATIONS:

The older vehicles will be disposed of by Public Auction. Proceeds will be reflected in the budget of the Amps which currently own them. J C Bull is funded by HUD's Office of Multi-family. The property has significant reserves (over \$1 mil). The purchase of the vehicles is an allowable expense.

POLICY CONSIDERATIONS:

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$60,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

Respectfully Submitted,

Tyrone Meadows Special Projects Supervisor



RESOLUTION NO. 2018-17

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

April 18, 2018

Staff recommends adoption of Resolution No. 2018-17, approving the Purchase of two vehicles used to accomplish maintenance and other necessary work for the JC Bull property in an amount not to exceed \$80,000.

Charles White, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____ 2018-17

DATE ADOPTED: _____ April 18, 2018



Action Items & Resolution 2018-18 Disposition of Property

Board of Commissioners Special Meeting Wednesday, April 18, 2018



April 18, 2018

Spartanburg Housing Authority Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

<u>SUBJECT:</u> Property Disposition Vehicles, Appliances, Electronic/Computer Equipment, Office Furniture, Door Hardware, and Musical Instrumental Equipment (Pianos), Resolution #2018-18

RECOMMENDATION:

Authorize the Executive Director to dispose of by Public Auction the following items:

Vehicles

Up to four vehicles from the current fleet of 28 vehicles, reducing its total number to 24.

Appliances

- □ Six Thu-The Window Air Conditioning Units (cooling only)
- □ Twenty-two obsolete HVAC P-TAC unit dust collection filters
- □ Sixty HVAC Return Grill Filters 16x20x2 (Five Boxes)

Office Furniture

- □ Three Piece Sectional Desk
- □ Four Office Chairs
- □ Two half size metal filing cabinets (2 Drawer)

Electronic/Computer Equipment

Some of the many pieces of computer equipment and electronic accessories are holdovers from past equipment upgrades. They were purchases from previous IT Services Departments over many years. Due to normal ware and tare, these items are now an unneeded surplus.

Included are the following:

□ Desk Top Computers



- \Box Surplus of VGA Cables 50+
- \Box Surplus of PSU Cables 50+
- □ Laptop Computer
- □ Printer
- □ Routers
- □ Modems
- □ Battery Backup Units
- □ Mice
- □ Keyboards

Electronic Network Equipment

- □ Fire Wall Protection
- □ Catalyst 24 port switched
- □ Catalyst 48 port switches
- □ Converters

Door Hardware

- □ Not keyed Levered Passage Sets (150)
- \Box Keyed Deadbolt Lock Sets (150)
- □ Keyed Knob Passage Sets (48)

Musical Equipment

 \Box Three pianos

CONTACT PERSON:

Tyrone Meadows Special Projects Supervisor 864-598-6132



SUMMARY:

The agency utilizes vehicles to manage business operations. Maintenance and upkeep cost for each vehicle is associated with departments budget.

The agency has in inventory obsolete, unusable or unnecessary equipment including:

Air Conditioning units, furniture, IT equipment, pianos and lock sets. Some of these items are useable some may be good only for parts.

A list of items proposed for disposition is attached.

BACKGROUND:

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

FINANCIAL CONSIDERATIONS:

Proceeds from the sale of these items will be attributed to the budgets associated with the cost center, which currently owns the item.

POLICY CONSIDERATIONS:

SHA's procurement policy requires Board approval for disposition of SHA property.



YEAR	Make	Model	VIN	Mileage	Car Number & Dept. Current Location	Original Value	Insurance Cost Comp/Col I	Total Yearly Insurance Cost	Reason	Value	Department of Original Purchase	Estimated Return Value
1999	FORD	PICKUP 150	1FTZF1720XNA74194	123,000	116 COCC	15067.00			Disposition High Mileage	Savings to COCC	Not Known	2057.00- 2100.00
1999	FORD	PICKUP 150	1FTZF1725YNB71795	150,000	138 P/H	15000.00			Disposition Department has no use	Savings to PH	Not Known	1743.00- 2000.00
1999	FORD	PICKUP 150	1FTZF1728XNB99296	109,000	131 P/H	15000.00			Disposition High Mileage	Savings to PH	Not Known	2273.00- 2300.00
2006	CHEVEROLET	MINI VAN	1GBDV13LX6D181077	85,000	167 P/H	14,773.00			Disposition Department has no use	Savings to PH	Not Known	3253.00- 3300.00

Respectfully Submitted, _____

Tyrone Meadows, Special Projects Supervisor



RESOLUTION NO. 2018-18

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

April 18, 2018

Staff recommends adoption of Resolution No. 2018-18, approving the Disposition of Property that has been deemed unusable by SHA. Property includes air conditioning units, furniture, IT equipment, pianos, vehicles and lock sets. A full list is included in the background and summary. These items will be disposed of utilizing a public auction.

Charles White, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2018-18

DATE ADOPTED: April 18, 2018

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION APPLIANCE LISTING 2018

		Thru The	e Window Cooling Un	its Only				
ITEM	MAKE	MODEL NUMBER	SERIAL NUMBER	CONDITION	MFG YR.	BTU	ESTIMATED ACTUAL COST	RESERVE
1	GE	AJCS12DCBM2	SL346176	GOOD	2006	12000/11800	\$499.99	\$150.00
1	GE	AJCQ12DCEW1	AA222376	GOOD	2013	12000/11800	\$499.99	\$150.00
1	GE	AJCQ12DCEW1	GA244086	GOOD	2013	12000/11800	\$499.99	\$150.00
1	GE	AJCQ12DCEW1	G2756841	GOOD	2012	12000/11800	\$499.99	\$150.00
1	GE	AJCQ12DCEW1	H2762757	GOOD	2012	12000/11800	\$499.99	\$150.00
1	GE	AJCS12DCM1	GT604573	GOOD	1998	11600/11400	\$499.99	\$150.00
		Reserve price represents	s Bulk Sale of all (6) u	nits			\$2,999.94	\$900.00

Item Name	MAKE	SIZE	QUANITY ON HAND	CONDATION	ESTIMATED ACTUAL COST	RESERVE PRICE
Return Grill Filters	NC Filtration Filters	16x20x2	60 (5 boxes) UNOPENED	Excellent	\$533.40	\$260.00
Thru Window Dust Collection Filters	GEOriginalPartsZonelineFilters	WPX85X3	22	Good	\$321.20	\$160.60
		GE Filters box of	f 35 New \$511.00			

RESERVE PRICE REPRESENTS BULK SALE OF ALL Appliance ITEMS \$1288.57

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION 2018 DOOR HARDWARE

Door Hardware

Item Name	Number of Pieces	Quantityon Hand	Condition	Actual Value	Reserve
		quantityonnana	Contaition	Actual Value	Value
UNKEYED LEVERED PASSAGE SETS	150	150	FAIR	UNKNOWN	\$200.00
FALCON KEYED DEADBOLT LOCK SET	150	150	FAIR	UNKNOWN	\$300.00
KEYED KNOB PASSAGE SET	48	48	FAIR	UNKNOWN	\$100.00
RESERVE PI	RICE REPRESENTS E	BULK SALE OF ALL I	TEMS		\$600.00

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION IT NETWORK EQUIPMENT 2018

ITEM	MAKE	DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	CONDITION	MFG YR.	ESTIMATED ACTUAL COST	RESERVE
1	CISCO	48 POE	2960	F0C1620Y11R	FAIR	05/13/2012	UNKNOWN	\$100.00
4	CISCO	48 PORT	2960	FOC1210U09V, FOC1210U09D, FOC1210U09X, FOC1210218J	FAIR	3/8/2008	UNKNOWN	\$200.00
1	CISCO	24 PORT	2950	F0C0739X2RK	FAIR	9/26/2003	UNKNOWN	\$25.00
1	CISCO	1841	1800	FTX1337Y2TC	FAIR	UNKNOWN	UNKNOWN	\$30.00
1	CISCO	C-SERIES POE	2960	FOC1623Y2P6	FAIR	06/06/2012	UNKNOWN	\$80.00
1	CISCO	ASA	5508X	JMX1950204W	EXCELLENT	12/07/2015	UNKNOWN	\$850.00
1	SONIC WALL	NETWORK SECURITY APPLIANCE	2400 -1RK25-084	0017C5173780	GOOD		UNKNOWN	\$130.00
		RESERVE PRICE REPRESENTS	S BULK SALE OF ALL ITE	EMS			\$0.00	\$1,415.00

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION LANDSCAPE EQUIPMENT 2018

		TO	RO MOWER PARTS				
ITEM	MAKE	MODEL NUMBER	SERIAL NUMBER	CONDITION	MFG YR.	ESTIMATED ACTUAL COST	RESERVE
1	TORO	Deluxe Seat	546106	Fair	2010	\$191.40	\$50.00
1	TORO	Deluxe Seat	546103	Fair	2010	\$191.40	\$50.00
1	TORO	Mower Seat	N/A	Poor	2009	\$191.40	\$40.00
1	TORO Z580 DESIEL MOWER 60"	TFQT074267	310000171	Poor	2010	\$11,500.00	\$1,747.97
	RESERVE	PRICE REPRESENTS B	ULK SALE OF ALL ITEN	IS		\$12,074.20	\$1,887.97

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION 2018 OFFICE FURNITURE

Item Name	Number of Pieces	QuantityonHand	Condition	Actual Value	Reserve Value
Wooden double pedestal desk with side computer desk attachment and double door vertical storage cabinet	3	3	Poor	649.00	\$125.00
Vertical Double Drawer File Cabinet	2	2	Fair	179.00 ea.	\$150.00
Office Chairs	4	4	Fair	Unknown	\$100.00
RESER	E PRICE REPRESENT	S BULK SALE OF AL	L ITEMS		\$375.00

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION 2018 PIANO

Item Name	Maker	Number of Pieces	QuantityonHand	Condition	Actual Value	Reserve Value
PIANO	BEHAR BOTHERS	1	1	FAIR	UNKNOWN	\$50.00
PIANO	CABLE-NELSON	1	1	FAIR	UNKNOWN	\$50.00
PIANO	CARLISLE	1	1	FAIR	UNKNOWN	\$50.00
	RESERVE PRICE RE	PRESENTS BULK SA	ALE OF ALL ITEMS			\$150.00

SPARTANBURG HOUSING AUTHORITY PUBLIC AUCTION VARIOUS ELECTRONIC AND COMPUTER ITEMS 2018

ТЕМ	MAKE	DESCRIPTION	MODEL NUMBER	SERIAL NUMBER	CONDITION	MFG YR.	ESTIMATED ACTUAL COST	DECEDVI
4	DELL	DESKTOP COMPUTER	OPTIPLEX 390	3TJR1R1,3TJM1R1,3T HY1R1,3TGW1R1	POOR	UNKNOWN	UNKNOWN	TBD
2	HP COMPAQ	DESKTOP COMPUTER	UNKNOWN	MXL0450MJ9,MXL04 80M83	POOR	UNKNOWN	UNKNOWN	TBD
1	DELL	DESKTOP COMPUTER	OPTIPLEX 745	JX6LXD1	POOR	UNKNOWN	UNKNOWN	TBD
1	DELL	DESKTOP COMPUTER	DHM	BCLQG31	POOR	UNKNOWN	UNKNOWN	TBD
1	UNKNOWN	BOX OF VGA CABLES QTY. 50+	UNKNOWN	UNKNOWN	GOOD/EXCELLENT	UNKNOWN	UNKNOWN	TBD
1	UNKNOWN	BOX OF PSU CABLES QTY 50+	UNKNOWN	UNKNOWN	GOOD/EXCELLENT	UNKNOWN	UNKNOWN	TBD
8	VARIOUS	WIRED KEYBOARDS	UNKNOWN	UNKNOWN	FAIR	UNKNOWN	UNKNOWN	TBD
2	UNKNOWN	WIRED MICE	UNKNOWN	UNKNOWN	FAIR	UNKNOWN	UNKNOWN	TBD
1	DELL	LAPTOP LATITUDE E5500	3Z0F1L1	UNKNOWN	POOR	UNKNOWN	UNKNOWN	TBD
1	HP	LAZER JET PRINTER	P1102W	VNB6P84085	POOR	UNKNOWN	UNKNOWN	TBD
2	CISCO	ADSL INTERFACE	837	FHK1028245W, AMB072808HW	FAIR	UNKNOWN	UNKNOWN	TBD
2	LINKSYS	5 PORT SWITCH	UNKNOWN	R913037012016, R913056015177	FAIR	UNKNOWN	UNKNOWN	TBD
1	WEBESTER	CABLE MODEM	UNKNOWN	202815295	FAIR	UNKNOWN	UNKNOWN	TBD
1	OLYMPUS DIGITAL	RECORDER	UNKNOWN	411559YKP	GOOD	UNKNOWN	UNKNOWN	TBD
1	LINKSYS	8 PORT ROUTER	UNKNOWN	UNKNOWN	FAIR	UNKNOWN	UNKNOWN	TBD
1	LINKSYS	WIRELESS ROUTER	UNKNOWN	CSV01H3T5883	FAIR	UNKNOWN	UNKNOWN	TBD
1	SMC	MODUEM/ROUTER	UNKNOWN	U215390056F2	FAIR	UNKNOWN	UNKNOWN	TBD
1	ARRIS	CABLE MODEUM	UNKNOWN	F3CBRE9DS205508	FAIR	UNKNOWN	UNKNOWN	TBD
2	LINKSYS	CISCO ROUTER	UNKNOWN	C2220F203319,CGN6 0EB20947	FAIR	UNKNOWN	UNKNOWN	TBD
1	LINKSYS	4 PORT SWITCH	UNKNOWN	CSV01J288288	FAIR	UNKNOWN	UNKNOWN	TBD
2	SIGAMAX	MEDIA CONVERTER	UNKNOWN	F00651110, F0065110	FAIR	UNKNOWN	UNKNOWN	TBD
20	APC	SMALL DESK BATTERY BACKUP	UNKNOWN	UNKNOWN	POOR	UNKNOWN	UNKNOWN	TBD
1	APC	BATTERY BACKUP	UNKNOWN	AS1004221629	POOR	UNKNOWN	UNKNOWN	TBD
2	N/A	LARGE BATTERY BACKUP	UNKNOWN	AS0821333220, AS06282221232	POOR	UNKNOWN	UNKNOWN	TBD
1	N/A	LARGE BATTERY BACKUP	UNKNOWN	JS0725006637	POOR	UNKNOWN	UNKNOWN	TBD

Item Name	Vehicle Number	Department	Year	Mileage	Model	Condition	Trade Value	Private sale Value	Set Reserve
Ford Pick Up Truck	138	Housing Operations	1999	147453	F-150	Fair	845.00	1,743.00	1,743.00
Ford Pick Up Truck	131	Housing Operations	1999	107276	F-150	Fair	1,375.00	2,273.00	2,273.00
Ford Pick Up Truck	116	Housing Operations	1999	120306	F-150	Fair	1,159.00	2,057.00	2,057.00
Chevy Mini Van	167	Housing Operations	2006	84288	Uplander	Fair	1,551.00	3,253.00	3,253.00
		RESERVES	SET PRIC	ES ARE B	ASED ON		SALE		9,326.00



Action Items & Resolution 2018-19 Write-Offs/Bad Debt

Board of Commissioners Special Meeting Wednesday, April 18, 2018



April 18, 2018

Housing Authority of the City of Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Second Quarter FY 2018 Bad Debt Write-offs Resolution #2018-19

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from January 1, 2018 – March 31, 2018 in the amount of \$14,605.67.

CONTACT PERSON:

Angela Leopard Director of Finance 864-598-6138

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of January 1, 2018 – March 31, 2018 (second quarter FY 2018) is \$14,605.67 (please refer to the attached summary) compared to the same period in FY 2017 write offs were \$10,421.76 or \$4,183.91 less than in the second 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, _____

Angela Leopard, Director of Finance Housing Authority of the City of Spartanburg



RESOLUTION NO. 2018-19

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

April 18, 2018

Staff recommends adoption of Resolution No. 2018-17, that the Board of Commissioners approve the write-offs of uncollected rents and other charges incurred by vacated tenants for the second quarter of Fiscal Year 2018 (January 1, 2018 – March 31, 2018) in the amount of \$14,605.67. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Charles White, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____20

2018-19

DATE ADOPTED: April 18, 2018

		Sp	partanburg	jН	οι	usingAuth	ority
		Ba	ad Debt Wri	te	Of	f Receipts	
		00	ctober 1, 2	01	7 -	March 31	, 2018
	Properties (AMP's)		<u>FY 2018</u>			<u>FY 2018</u>	
			<u>1st QTR</u>			<u>2nd QTR</u>	
			<u>Amount</u>			<u>Amount</u>	
1	Camp Croft	\$	-		\$	-	
2	Archibald Village	\$	-		\$	-	
3	Archibald Rutledge	\$	-		\$	139.00	
4	Scattered Sites	\$	-		\$	-	
5	Cammie Clagett	\$	83.34		\$	250.01	
6	Prince Hall	\$	338.93		\$	3,017.63	
7	Victoria Garden	\$	-		\$	16.00	
8	Cambridge Place	\$	-		\$	-	
9	Page Lake	\$	-		\$	-	
10	JC Bull	\$	-		\$	-	
11	SLHC	\$	-		\$	-	
12	Liberty	\$	-		\$	-	
13	Appian	\$	-		\$	-	
	Total		\$422.27			\$3,422.64	

		Sp	artanburg	ј Но	usingAut	hori	ity	
		Ba	d Debt Wr	ite C	Off		-	
		Jar	nuary 1, 20	018	- March 3	1, 20	018	
								_
	Properties (AMP's)		<u>FY 2018</u>		<u>FY 2017</u>		<u>Dollars</u>	Percent
			2nd QTR	2	2nd QTR	<u> Ir</u>	nc./(Dec.)	Inc/(Dec)
			Amount		Amount			
1	Camp Croft	\$	244.64	\$	2,432.06	\$	(2,187.42)	-89.9%
2	Archibald Village	\$	-	\$	6.00	\$	(6.00)	-
3	Archibald Rutledge	\$	2,012.00	\$	542.50	\$	1,469.50	270.9%
4	Scattered Sites	\$	-	\$	-	\$	-	-
5	Prince Hall	\$	5,658.32	\$	4,271.65	\$	1,386.67	32.5%
6	Victoria Garden	\$	5,886.71	\$	3,169.55	\$	2,717.16	85.7%
7	Cambridge Place	\$	-	\$	-	\$	-	-
8	Page Lake	\$	-	\$	-	\$	-	-
9	JC Bull	\$	804.00	\$	-	\$	804.00	-
10	SLHC	\$	-	\$	-	\$	-	-
11	Liberty	\$	-	\$	-	\$	-	-
12	Appian			\$	-	\$	-	-
	Total		\$14,605.67		\$10,421.76		\$4,183.91	40.1%



Action Items & Resolution 2018-20

Fee Developer

NHP for Victoria Gardens Apartments

Board of Commissioners Special Meeting Wednesday, April 18, 2018



April 18, 2018

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

HONORABLE MEMBERS IN SESSION:

<u>SUBJECT:</u> Fee Developer Resolution 2018-20 NHP for Victoria Gardens

RECOMMENDATION:

Authorize the CEO to execute a contract with the NHP Foundation for Fee Developer Services at Victoria Gardens. Authorize the CEO to enter into an Early Start Agreement and or Development Agreements upon review by Legal Counsel that will enable the NHP Foundation to commence predevelopment tasks for the projects including preparation and submission of financing applications. Authorize the CEO to execute documents necessary for the creation of a related affiliate to serve as members of the General Partner for the owner entities to be formed for the properties.

CONTACT PERSON:

Terril Bates CEO 864-598-6010

BACKGROUND:

SHA sought a fee developer whose role was to provide professional services related to the repositioning of its public housing communities, generally incorporating the HUD, RAD (Rental Assistance Demonstration Program). The fee developer was to provide Architectural, Financial, Construction, and Property Management services. They will work with the SHA, the Community at Large, Municipal interest, State and Federal funders, as well as investors. An award was made pursuant to resolution 2017-47. Scores are as below:

Development Team	Evaluation Score
Douglas & Schaumber Development	416
NHP Foundation	393
Spartanburg Housing Partners	380
Hunt-Pennrose-Tapestry Developers	349
PIHRL-Buckeye Community HOPE	306
Foundation	
SE Clark and Associates	255
Community Preservation Partners	203
The Benoit Group	Withdrew



FINANCIAL IMPACT:

It is estimated that a 9% tax credit application will be submitted for Victoria Gardens with an estimated cost of \$16-20mil. SHA will be responsible for 50% of the pre development fees and will seek to be a co-developer with NHP.



POLICY CONSIDERATIONS:

Per SHA operating policies and procedures all contracts exceeding \$60,000 must be authorized by the Board of Commissioners prior to the establishment of an account.

RESOLUTION NO. 2018- 20

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG April 18, 2018

WHEREAS, the Housing Authority of the City of Spartanburg (SHA) received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration (RAD) program to reposition all Public Housing communities; and

WHEREAS, SHA has four remaining properties for which it must prepare a redevelopment plan under RAD; and

WHEREAS, the Authority determined that a development partner was needed to assist with the redevelopment efforts of the remaining four properties and provide the necessary guarantees to finance the projects; and

WHEREAS, a Request for Qualifications was publicly advertised and an evaluation committee consisting of representatives from South State Bank, Northside Development Group, SHA and the City of Spartanburg reviewed and scored proposals received in accordance with the criteria set forth in the RFQ, resulted in an award to Douglas & Schaumer for Victoria Gardens and the NHP Foundation for Archibald Highrise and Towers, Camp Croft and Prince Hall;

WHEREAS, an award for Victoria Gardens was made to Douglas & Schaumer, who subsequently withdrew citing Sec 3 compliance concerns;

WHEREAS, SHA proposes to award the Victoria Gardens project to the current remaining fee developer, NHP Foundation, the second highest score in the competitive process:

Development Team	Evaluation Score
Douglas & Schaumber Development	416
NHP Foundation	393
Spartanburg Housing Partners	380
Hunt-Pennrose-Tapestry Developers	349
PIHRL-Buckeye Community HOPE	306
Foundation	
SE Clark and Associates	255
Community Preservation Partners	203
The Benoit Group	Withdrew

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 hereby approves the addition of Victoria Gardens to the fee developer, NHP Foundation:

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

April 18, 2018

Charles White, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. ______2018-20

DATE ADOPTED: _____ April 18, 2018



Where You Live Matters

April 2, 2018

Terril Bates Chief ExecutiveOfficer Spartanburg Housing Authority of South Carolina 2271 South Pine Street Spartanburg, SC 29302

Dear Ms. Bates:

Thank you for your continued support and confidence in our firm to provide quality development services to the Spartanburg Housing Authority. I have discussed the Victoria Gardens Apartments redevelopment opportunity with Mansur Abdul-Malik, the project manager for the Spartanburg portfolio, and believe this is a great opportunity. The **NHP** Foundation would like to formally express its interest in being the developer for the redevelopment of Victoria Gardens Apartments. If anything else is needed to move forward with securing our interest in this project, please contact me or Mansur Abdul-Malik.

Sincerest Regards,

Stephen Green Chief Operating & Investment Officer The NHP Foundation



Action Items & Resolution 2018-21 RAD Application Approval

Board of Commissioners Special Meeting Wednesday, April 18, 2018



April 18, 2018

Spartanburg Housing Authority Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

RAD Application Approval Resolution #2018-21

RECOMMENDATION:

Authorize the CEO to submit amended RAD applications for Archibald Rutledge, Victoria Gardens, Camp Croft and Prince Hall.

CONTACT PERSON:

Terril Bates CEO 864-598-6010

SUMMARY:

On February 26, 2015, the Housing Authority received a conditional commitment of a portfolio award under the Rental Assistance Demonstration (RAD) application. Properties in the portfolio included in this award have already closed or have received a CHAP (Commitment to Enter into a Housing Assistance Payments Contract) with the exception of Archibald Rutledge, Victoria Gardens, Camp Croft and Prince Hall.

Due to the time that has elapsed since the portfolio award, we were informed by HUD that we will need to submit new applications for the 4 remaining properties. This resolution is to approve the submission of the RAD applications for these four remaining properties.

POLICY CONSIDERATIOS:

The Housing Authority of the City of Spartanburg (the "Authority" or "SHA") is participating in the United States Department of Housing and Urban Development's ("HUD") Rental Assistance Demonstration ("RAD") program, the requirements of which are set forth in The Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 111-55) and HUD Notice PIH 2012-32 (HA), REV-1, each as amended from time to time (the "RAD Requirements").

Prior to conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA shall continue to comply with the procurement standards of SHA's Annual Contributions Contract ("ACC") between the PHA and the U.S. Department of



Housing and Urban Development ("HUD"), the HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities" ("Procurement Handbook"), the procurement standards of 24 CFR 85.36 (collectively, the ACC, Procurement Handbook and 24 CFR 85.36 referred to herein as "Federal Public Housing Procurement Requirements"), and all applicable state and local laws regarding procurement. After conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA not be mandated to follow Federal Public Housing Procurement Requirements but shall comply will all applicable state and local laws regarding procurement.

Respectfully Submitted,

Terril Bates, CEO Spartanburg Housing Authority



RESOLUTION NO. 2018-21 ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY April 18, 2018

WHEREAS, funding for the Public Housing Program has continuously decreased under the federal annual appropriations and HUD has initiated the Rental Assistance Demonstration (RAD) Program to permit the conversion of public housing to Project Based Vouchers; and,

WHEREAS, SHA completed a financial analysis of it Public Housing portfolio and determined that the Rental Assistance Demonstration Program is a viable option to maintain funding levels to continue to support the Public Housing Portfolio; and,

WHEREAS, SHA submitted a portfolio RAD application in 2014 for all properties Archibald Rutledge, Victoria Gardens, Camp Croft and Prince Hall pending a redevelopment plan for these properties;

WHERAS, On February 26, 2015, the Housing Authority received a conditional commitment of a portfolio award under the Rental Assistance Demonstration (RAD) application which has now expired; SHA seeks to submit an amended RAD application;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Spartanburg Housing Authority hereby approves the submission of amended Rental Assistance Demonstration applications for the remaining public housing properties: Archibald Rutledge, Victoria Gardens, Camp Croft and Prince Hall;

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Spartanburg Housing Authority hereby authorizes the Chief Executive Officer to execute all documents necessary to submit the RAD applications.

RECORDING OFFICER'S CERTIFICATION

I, Charles White, the duly appointed Chairman of The Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on April 18, 2018

Charles White, CHAIR

Attest:

Secretary

FOR CLERK USE ONLY RESOLUTION NO. 2018-21 DATE ADOPTED: April 18, 2018

Action Items & Resolution 2018-22

Plumbing

Board of Commissioners Special Meeting Wednesday, April 18, 2018

April 18, 2018

Spartanburg Housing Authority Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Authorization of Plumbing Services Contract Amendment Resolution 2018-22

RECOMMENDATION:

Authorize the CEO to execute a change order to the contract with Rayle Construction dba Electric-Rooterman to increase the contract value by \$108,291 to cover a two year period.

CONTACT PERSON:

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

SUMMARY:

On May 17, 2016, the SHA Board of Commissioners approved Resolution 2016-35 authorizing the CEO to enter into contract with a qualified vendor NTE \$75,000 for plumbing services at SHA properties. The SHA awarded a contract to Rayle Construction dba Electric-Rooterman on December 12, 2016 for two years at \$75,000 per year with the option of 3 one-year renewals thereafter.

The year one contract costs reflect an additional \$88,290.65 primarily due **to** the replacement of hot water heaters at Prince Hall Apartments and Camp Croft Courts. New city codes, which do not permit the SHA Maintenance Technicians to replace hot water heaters without requisite licensure, were unanticipated. SHA was forced to use its contracted plumber to complete this task, once water heaters had been ordered and received, utilizing RAD proceeds. Modifications to the affected units due to space limitations at Camp Croft apartments, including gas lines, plumbing and exhaust vents and drain lines contributed to the cost. The total cost of the hot water heater labor cost is \$601.67 and the cost of the hot water heater is \$394.09. The modifications at Camp Croft incurred additional costs based on the unit size.

In 2018, JC Bull Apartments will be utilizing the services of the plumbing contractor for upgrades of fixtures in the bathrooms and kitchens (and associated plumbing) to the 100 units at an estimated cost of \$50,000. The anticipated estimates exceed the approved contract budget by \$20,000. Excess cash in the J C Bull budget permits SHA to consider this project.

BACKGROUND:

SHA procured a licensed plumber through the RFP process in accordance with HUD and SHA regulations. A change order is required due to unanticipated expenses involved in planned projects resulting from changes in city codes.

FINANCIAL CONSIDERATIONS:

SHA has budgeted \$224,178 in total for plumbing expenses. Each AMPs budget line item supports plumbing projects.

POLICY CONSIDERATIONS:

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$60,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceed \$60,000, or will exceed \$60,000 if such change order is approved.

b. Any change order that would increase the contract to an amount that exceeds \$60,000.

Respectfully Submitted, Jessica M. Arland

Jessica Holcomb, Deputy Director, Asset Management and Special Projects Spartanburg Housing Authority



RESOLUTION NO. 2018-22

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

April 18, 2018

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

Staff recommends adoption of Resolution No.2018-22, authorizing the CEO to execute a change order to the contract with Rayle Construction dba Electric-Rooterman to increase the contract value by \$108,291 to cover a two year period, as submitted, effective April 18, 2018

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-22

DATE ADOPTED: _April 18, 2018____

Information Item: Summer Food Service Program (SFSP)

Board of Commissioners Special Meeting

April 18, 2018



April 18, 2018

The Housing Authority of the City of Spartanburg

HONORABLE MEMBERS IN SESSION:

SUBJECT: INFORMATION ITEM

SHA SFSP Sponsor- Summer Lunch Program

CONTACT PERSON:

Natalie L. Smith Business Manager 864-598-6008

Purpose:

The SHA Business Manager has attended orientation training with regard to the summer lunch program . SHA is considering a Sponsor role for Summer Food Service Program (SFSP) through the South Carolina Department of Education. The oversight responsibilities of the programs were covered during the training.

SHA has received summer lunch during the past few years, as a recipient. We have provided stipends to residents to manage the requirements of receiving lunch and a snack with costs charged to the AMPs and COCC. As a sponsor, these costs may be absorbed by the reimbursement provided by the state.

The greater issue is the recognition supported by data by Spartanburg Academic Movement, the Mary Black Foundation and other subject matter experts, of food insecurities experienced by children living in public housing. The summer presents an even more serious issue for these children because food served at school is no longer available to them. This program would permit SHA to sponsor food to both our residents and other local low income school aged children. Representatives that support approximately 450children in the Spartanburg area, have expressed interest in this program.

<u>*Purpose:*</u> These programs are designed to provide free meals to children during the summer months. When school is out for the summer, many children are at risk of hunger and malnutrition. The lack of nutrition during the summer months can result in poor performance once the school year begins and makes children more prone to illnesses and other health issues. These programs fill that nutrition gap and make sure children can get the nutritious meals.

<u>Sponsor's Responsibilities:</u> SHA will receive further training, establish meal sites, arrange meal preparation and delivery (largely through a third party), and manage meal sites.

<u>*Reimbursements:*</u> SHA would be approved to receive reimbursement for a daily lunch and snack of up to \$4.85 per child per day.

SHA's pre-application for the summer food service program (SFSP) has been approved. We intend to serve summer lunch beginning June 2018. Staff is developing a budget.

This program is being considered as a pilot to a year round food program, Child and Adult Care Food Program (CACFP). If successful SHA will seek board approval to move forward with the year round program.