

# CHATTANOOGA HOUSING AUTHORITY



# 2020

## OPERATING BUDGETS

ORIGINAL BUDGET  
(SUBMITTED FOR APPROVAL ON 12/3/2019)

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**RESOLUTION 2019-\_\_\_\_\_**

**APPROVING FY2020 OPERATING BUDGETS FOR THE CENTRAL OFFICE COST CENTER (COCC), HOUSING CHOICE VOUCHER PROGRAM (HCVP), AND LOW INCOME PUBLIC HOUSING (LIPH) AMPS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EFFECT THE INTENT OF THIS RESOLUTION.**

WHEREAS, the 2020 budgets for the COCC, HCVP, and LIPH are required to be approved by the Board before the start of the fiscal year, and

WHEREAS, the Asset Management mode of operation implemented by HUD requires separate operating budgets by program, by COCC, by individual AMP/sites, and a Consolidated LIPH budget, and,

WHEREAS, budgets have been prepared for FY2020 based on these parameters, and

WHEREAS, CHA projects that HUD LIPH Operating Subsidy to be calculated at 97.77% of eligibility and 79.38% for HCVP Program Administrative Fees provides for the following operating results:

2020 Budget

PROGRAM	Projected Revenues	Anticipated Expenses	Operating Transfers	Projected Operating Results*
Central Office Cost Center (COCC)	4,005,718	3,731,045	-	274,673
HCVP				
Operations	2,279,800	2,255,822	-	23,978
Grant	22,394,610	22,394,610	-	-
Low Income Public Housing (LIPH)	14,577,775	14,339,331	-	238,444
<b>TOTALS</b>	<b>43,257,903</b>	<b>42,720,808</b>	<b>-</b>	<b>537,095</b>

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\* These calculations exclude depreciation which does not impact unrestricted net asset position.

and

WHEREAS, with the defined parameters above, the 2020 Operating Budget projects total revenues of \$43,257,903 and anticipated expenditures of \$42,720,808 (exclusive of \$3,736,421 of depreciation expense), and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Chattanooga Housing Authority hereby approves the 2020 budget submission and authorizes the Executive Director to implement underlying measures included in this resolution, and

BE IT FURTHER RESOLVED that this Resolution be effective immediately.

## Executive Summary - Finance

### 2020 Operating Budget (Original)

#### Budgetary Results

Based upon the proration of estimated funding eligibility levels as detailed below, we currently anticipate the following operating results:

2020 Budget

PROGRAM	Projected Revenues	Anticipated Expenses	Operating Transfers	Projected Operating Results*
Central Office Cost Center (COCC)	4,005,718	3,731,045	-	274,673
HCVF				
Operations	2,279,800	2,255,822	-	23,978
Grant	22,394,610	22,394,610	-	-
Low Income Public Housing (LIPH)	14,577,775	14,339,331	-	238,444
<b>TOTALS</b>	<b>43,257,903</b>	<b>42,720,808</b>	<b>-</b>	<b>537,095</b>

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\* These calculations exclude depreciation which does not impact unrestricted net asset position.

2019 Budget \*\*

PROGRAM	Projected Revenues	Anticipated Expenses	Operating Transfers	Projected Operating Results*
Central Office Cost Center (COCC)	3,893,207	3,413,186	-	480,021
HCVF				
Operations	2,173,294	2,170,795	-	2,499
Grant	22,257,917	22,257,917	-	-
Low Income Public Housing (LIPH)	14,107,064	13,763,625	-	343,440
<b>TOTALS</b>	<b>42,431,482</b>	<b>41,605,523</b>	<b>-</b>	<b>825,959</b>

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\*\* Cromwell and Scattered Sites removed for comparison purposes.

#### BUDGET DETAILS

##### AGENCY-WIDE

- **Cost of Living Adjustment (COLA)** – It is the CHA’s policy to review the cost of living of our employees. According to our Personnel Policy, changes are based upon the U.S. Bureau of Labor Statistics CPI-U for October of the prior year compared to October of the current year. This year the amount is 1.56%, and will result in a total increase of around \$100,000. CHA positions, and their salary ranges will be adjusted with this increase.

- **Salary and Positions** – This budget shows staffing levels increasing by four positions. See COCC and LIPH sections for explanations.

Program Area	Current	Proposed	Count
Property Management	78	2	80
Housing Choice Voucher	20		20
Central Office	32	2	34
Grants	7		7
<b>Total</b>	<b>137</b>	<b>4</b>	<b>141</b>

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- **Employee Benefits** – The State of Tennessee has announced that the rates for the Health Care Plan options (BCBST and Cigna) will be staying the same as in 2019. You may remember that in 2019, we saw a 2% increase. CHA pays 60% of these costs, and the employee pays 40%.
- **Conversions in 2019** – At the time of this budget submission, the CHA will be finalizing the conversions of both Cromwell Heights and Emerald Villages from LIPH to Low Income Housing Tax Credits. This will remove the units from LIPH and add to HCVP. The effects of this on the budget are wide ranging. Since ownership will be transferred to the Tax Credit investor, the budgets for these two sites have been removed altogether.
- **Paperless2020** – This budget contains \$62,000 for various software and hardware upgrades that will assist in the CHA's conversion to paperless processes. This is spread across all three program areas and includes scanning, workflow, and online tools. CHA started a committee to investigate all the needs of the company and implement tools to solve the major problems. Some will be as simple as scanning existing paper files. Others will involve e-signatures and workflow software. We envision online tools like housing applications for Asset Management and HCVP, employee applications for Human Resources, and online tools for Procurement/Development.

## **CENTRAL OFFICE COST CENTER (COCC)**

- **COCC** is projecting a net income of \$274,673 (exclusive of depreciation which is a non-cash item).
- **2019 Capital Fund Administration Fee** - The COCC gets a 10% fee to administer the Capital Fund grant. The amount available to us in 2020 is ~\$568,000. This is an increase of \$50,000 over 2019. The CHA receives the Capital Fund late in the year. Normally, we get the fees in the 4<sup>th</sup> quarter of the

current year and three quarters of the next year. For budget purposes, we estimate 2020 CFP for the 4<sup>th</sup> quarter.

- **Asset Management Fees** – As part of HUD’s Asset Management, the COCC is allowed to charge fees to the LIPH and HCVP programs.

<b>Schedule of Fees under Asset Management</b>	
Bookkeeping Fee (LIPH & HCVP)	\$7.50 PUM
Asset Management Fee (LIPH)	\$10.00 PUM
Property Management Fee (LIPH)	\$50.37 Occ Unit
Program Management (HCVP)	\$12.00 PUM
Capital Fund Mangement Fee	10% of CFP

- **Property Management Fees for Tax Credit Properties** – The CHA currently earns property management fees for operating Greenwood Terrace, LLC. In 2020, we will enter into a similar arrangement with Cromwell Heights, and Emerald Villages. Revenue will increase for these lines, but will be reduced in the LIPH Asset Management fees.
- **Salary and Positions** – The COCC is adding two employees to the current staff. Both are being proposed to replace Development department Project Managers that will be retiring in the next 3-4 years.
- **Asset Management Screening Pilot** – The Asset Management Department will be testing a new tenant screening process at the LIPH and Tax Credit communities. This is aimed at finding residents that will be successful long term renters. If the pilot works like expected, this cost will be moved out of the COCC.

## **HOUSING CHOICE VOUCHER PROGRAM (HCVP)**

- **Voucher Utilization** – For 2019, the voucher program has been at 92% utilization. We are projecting full utilization by the end of 2020. HCVP hopes to accomplish this through increased leasing efforts, issuing PBV (Project Based Vouchers) for Cromwell, as well as new non-CHA owned projects like the Chestnut Flats.
- **Administrative Fees** – Admin Fee proration is projected at 79.38%. This is the last published amount from HUD for 2019<sup>(9/26)</sup>. HUD adjusts the administrative fees every year, and this year it increased by 4.04% (From \$62.15 to \$64.66/unit).
- **Fees Paid to COCC** – We are projecting an increase over the prior year. This is connected to higher utilization. See Asset Management Fee chart under the COCC section.

- **Administrative Results** – We are projecting a net gain of \$23,978 in the Admin side of the HCVP program. This is before depreciation expense.

## **LOW INCOME PUBLIC HOUSING (LIPH)**

- **Operating Results** – The budget is projecting a net gain of \$238,444 before depreciation.
- **Tenant Revenue** – Tenant revenue is projected to be higher than 2019 budget, but in line with 2019 actuals.
- **Operating Subsidy** – Operating Subsidy is the primary source of revenue in the LIPH program. Subsidy actually turned out to be much higher in 2019 than what we originally projected. We projected prorations at 93.69%, and they turned out to be 97.77%. Without any additional knowledge, are using the same proration for 2020.
- **Salary and Positions** – We are replacing a Community Manager and Maintenance Technician.
- **Property/General Liability Insurance** – The CHA is a member/owner of the Tennessee Housing Authority Risk Management Trust (THARMT). THARMT is an insurance risk sharing pool for Tennessee’s housing authorities. Recently, they notified us that all housing authorities would have an average increase in 2020 of 25%. Some would be higher and some lower based upon loss experiences. For budget purposes, we are using 25% increase.
- **Maintenance Costs** – Cost in the budget line is significantly higher than what we projected in the 2019 budget- by \$346,000. We expect costs to be similar in 2020.
- **Water Quality Fees** - The City of Chattanooga charges the CHA (as well as all City residents) a Water Quality Fee as part of property tax collection. The City has increased the bills by 9% this year, and 9% per year till Fiscal year 2023. The impact will be nearly ~\$30,000 in additional expenses to CHA over that period.
- **Refinance of Energy Performance Contract (EPC)** – In preparation for the removal of Cromwell and Scattered Sites (Emerald) from the LIPH inventory in 2019, the CHA paid off the associated debt with Banc of America (BoA) and refinanced the balance. The new interest rate is 3.72% vs our original 4.34% rate. We were also able to extend the payoff from February 2026 to the end of 2026. This allows us to receive longer benefits from the HUD program.
- **Measurement and Valuation (M&V) Fees** – The M&V process is required as part of the EPC program. While CHA worked on the refinance with BoA, we also

switched M&V providers from Honeywell International to Group14. The costs will be 37% cheaper with the new firm.

- **Asset Management Fees** – The fees paid to the CHA COCC is projected to be higher by ~\$328,000. This is primarily due to projections for higher occupancy, and higher reimbursable direct costs (Public Safety and Resident Services).



**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden for** this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Chattanooga Housing Authority** PHA Code: **TN004**

PHA Fiscal Year Beginning: **1/1/2020** Board Resolution Number: **2019-**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on: **12/3/2019**
- ☐ Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- ☐ Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- ☐ Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>James H. Levine</b>	Signature:	Date: <b>12/3/2019</b>
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## **A. CENTRAL OFFICE COST CENTER (COCC)**

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
CENTRAL OFFICE COST CENTERS

	2019 Budget(0)	2020 Budget(0)	Change
<b>Revenue</b>			
Interest Investment	-	-	-
Developer Fee	-	-	-
Gain or Loss on Sale of Property	-	-	-
Management Fee - GWT	43,205	45,000	1,795
Management Fee - Cromwell	-	46,458	46,458
Management Fee - Emerald	-	14,635	14,635
Non-Dwelling Rental	16,200	16,800	600
Other Income	4,600	2,410	(2,190)
Other Gov Grants	-	-	-
Program Management - CFP	516,879	567,903	51,024
<b>Asset Management Fee Revenue</b>			
Asset Management Fee - LIPH	259,320	222,240	(37,080)
Bookkeeping Fee - LIPH	183,350	168,556	(14,794)
Bookkeeping Fee - HCVP	309,795	322,185	12,390
Legal Services - LIPH	153,185	160,799	7,614
Legal Services - HCVP	7,978	8,040	62
Property Management Fee - LIPH	1,239,436	1,139,433	(100,003)
Program Management Fee - HCVP	495,671	515,496	19,825
Protective Services - LIPH	551,600	566,180	14,580
Protective Services - HCVP	11,257	11,555	298
Resident Services Revenue - LIPH	100,731	198,028	97,297
<b>Asset Management Total</b>	<b>3,312,323</b>	<b>3,312,512</b>	<b>189</b>
<b>Total Revenue</b>	<b>3,893,207</b>	<b>4,005,718</b>	<b>112,511</b>

**Expenses**

**Administration**

Admin. Salaries	1,712,304	1,911,080	198,776
Admin. Security System	30	-	(30)
Advertising	2,700	3,400	700
Auditing Fees	11,703	11,703	-
Accounting Fees	55,000	55,010	10
Background Check	2,300	7,400	5,100
Bank Charges	50	50	-
Cell Phone	8,490	8,455	(35)
Computer Hardware Support	3,450	25,645	22,195
Computer Software Support	37,398	60,700	23,302
Consulting	-	-	-
Contract Svs-Equipment	8,550	15,675	7,125
Contract Svs-Personnel	-	-	-
Copy/Printing	2,550	3,700	1,150
Credit Check	2,100	-	(2,100)
Dues & Subscriptions	14,750	16,545	1,795
Employee Bene Contr-Adm	-	250	250
Employee Benefits	366,540	416,142	49,602
Internet	15,850	17,005	1,155
Legal Expense	106,000	50,150	(55,850)
Marketing	25,100	35,000	9,900
Meetings	6,400	8,900	2,500
Miscellaneous Expense	21,210	78,708	57,498
Equipment < \$5,000	18,771	5,567	(13,204)
Office Rent	188,033	186,251	(1,782)
Office Supplies	12,000	13,250	1,250
Postage	3,655	4,050	395
Property Appraisal	150	-	(150)
Radio Communications	5,200	5,000	(200)
Shipping/Freight	350	550	200
Special Events	20,012	15,612	(4,400)
Staff Training	50,828	51,728	900
Wellness	2,000	3,000	1,000

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
CENTRAL OFFICE COST CENTERS

	2019 Budget(0)	2020 Budget(0)	Change
Telephone	13,300	15,255	1,955
Temp Staff - Admin	-	-	-
Travel	18,100	20,650	2,550
Website Dev. And Maint	175	200	25
<b>Administration Total</b>	<b>2,735,049</b>	<b>3,046,631</b>	<b>311,582</b>
<b>General</b>			
Compensated Absences	-	-	-
Insurance	93,675	87,500	(6,175)
Other General Expenses	-	-	-
Taxes/F&E	103	103	-
<b>General Total</b>	<b>93,778</b>	<b>87,603</b>	<b>(6,175)</b>
<b>Maintenance</b>			
Casualty Losses - Non Cap.	-	-	-
Maintenance Contract Cost	34,150	42,400	8,250
Maintenance Materials	20,100	20,600	500
<b>Maintenance Total</b>	<b>54,250</b>	<b>63,000</b>	<b>8,750</b>
<b>Protective Services</b>			
Protect Serv-Contract Cost	200	-	(200)
Protect Serv-Labor	377,373	381,669	4,296
Protect Serv-Benefits	84,434	84,817	383
Protect Serv-Materials	1,000	2,400	1,400
<b>Protect Serv-Contract Cost Total</b>	<b>463,007</b>	<b>468,886</b>	<b>5,879</b>
<b>Tenant Services</b>			
Tenant Services - Salaries	-	-	-
Tenant Services - Benefits	-	-	-
Recreation & Publications	4,500	-	(4,500)
Tenant Services - Contracts	5,000	5,000	-
<b>Tenant Services Total</b>	<b>9,500</b>	<b>5,000</b>	<b>(4,500)</b>
<b>Utilities</b>			
Electricity	38,200	39,315	1,115
Gas	1,948	1,872	(76)
Sewer	7,900	6,300	(1,600)
Water Quality Fees	5,424	8,093	2,669
Water	4,130	4,345	215
<b>Utilities Total</b>	<b>57,602</b>	<b>59,925</b>	<b>2,323</b>
<b>Total Expenses</b>	<b>3,413,186</b>	<b>3,731,045</b>	<b>317,858</b>
<b>Net Operating Income (Loss)</b>	<b>480,021</b>	<b>274,673</b>	<b>(205,347)</b>
Operating Transfers - OUT	-	-	-
<b>Net Income (Loss)</b>	<b>480,021</b>	<b>274,673</b>	<b>(205,347)</b>
Depreciation Expense	8,219	3,115	(5,104)
<b>Net Income (including Depreciation)</b>	<b>471,801</b>	<b>271,558</b>	<b>(200,243)</b>

## **B. HOUSING CHOICE VOUCHER PROGRAM (HCVP)**

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
HCVF FUNDS

	2019 Budget(0)	2020 Budget(0)	Change
<b>HCVF Operations</b>			
<b>Revenue</b>			
Fraud Recovery HCVF (Admin Portion)	44,000	60,000	16,000
Section 8 Admin Fee Earned	2,128,794	2,218,800	90,006
Section 8 Port-In Admin Fee Earned	500	1,000	500
<b>Total Revenue</b>	<b>2,173,294</b>	<b>2,279,800</b>	<b>106,506</b>
<b>Expenses</b>			
<b>Administration</b>			
Admin. Salaries	867,381	922,894	55,513
Admin. Salaries-Temporary	-	-	-
Admin. Security System	-	-	-
Advertising	150	150	-
Auditing Fees	17,868	17,868	-
Background Check	9,500	13,000	3,500
Bank Charges	-	-	-
Cell Phone	1,600	1,975	375
Computer Hardware Support	1,400	3,700	2,300
Computer Software Support	58,000	34,500	(23,500)
Consulting	-	-	-
Contract Svs-Equipment	8,900	9,000	100
Contract Svs-Personnel	425	-	(425)
Copy/Printing	-	1,500	1,500
Credit Check	-	-	-
Dues & Subscriptions	1,600	2,600	1,000
Employee Benefits	179,593	190,612	11,019
Internet	3,700	3,700	-
Legal Expense	-	-	-
Miscellaneous Expense	850	300	(550)
Equipment < \$5,000	2,500	1,000	(1,500)
Office Rent	74,747	74,817	70
Office Supplies	9,000	12,000	3,000
Postage	13,000	13,000	-
Shipping/Freight	-	100	100
Special Events	-	250	250
Staff Training	1,300	1,300	-
Telephone	6,600	7,600	1,000
Temp Staff - Admin	-	-	-
Travel	13,000	13,000	-
<b>Administration Total</b>	<b>1,271,114</b>	<b>1,324,866</b>	<b>53,752</b>
<b>General</b>			
Compensated Absences	-	-	-
Insurance	13,600	13,500	(100)
Interest Expense	200	250	50
Miscellaneous	10,500	10,500	-
Outgoing Port Admin Fee	25,000	21,000	(4,000)
<b>General Total</b>	<b>49,300</b>	<b>45,250</b>	<b>(4,050)</b>
<b>Maintenance</b>			
Maintenance Materials	2,500	2,800	300
Maint. Contract Costs	3,500	5,200	1,700

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
HCVP FUNDS

	2019 Budget(0)	2020 Budget(0)	Change
<b>Maintenance Total</b>	<b>6,000</b>	<b>8,000</b>	<b>2,000</b>
<b>Utilities</b>			
Electricity	15,500	15,700	200
Gas	779	630	(149)
Sewer	1,700	2,400	700
Water Quality Fees	-	-	-
Water	1,700	1,700	-
<b>Utilities Total</b>	<b>19,679</b>	<b>20,430</b>	<b>751</b>
<b>Total Expenses</b>	<b>1,346,093</b>	<b>1,398,546</b>	<b>52,453</b>
<b>Net Profit/Loss from Operations</b>	<b>827,201</b>	<b>881,254</b>	<b>54,053</b>
<b>Fee Expenses</b>			
Bookkeeping Fees	309,795	322,185	12,390
In-House Legal	7,978	8,040	62
Program Management Expense	495,672	515,496	19,824
Protective Services Allocation	11,257	11,555	298
<b>Fee Expenses Total</b>	<b>824,702</b>	<b>857,276</b>	<b>32,574</b>
Depreciation Expense	1,616	443	(1,173)
Transfer in from COCC	-	-	-
<b>Net Profit/Loss from Operations after Fee Exp.</b>	<b>883</b>	<b>23,535</b>	<b>22,652</b>
<b>HCVP Grant Activity</b>			
<b>Revenue</b>			
Fraud Recovery HCVP	-	-	-
Fraud Recovery HCVP (Grant Portion)	44,000	60,000	16,000
Grant Funds	-	-	-
Interest Investment	20	150	130
Subsidy Payments	22,213,897	22,334,460	120,564
Transfer in from COCC	-	-	-
<b>Total Revenue</b>	<b>22,257,917</b>	<b>22,394,610</b>	<b>136,694</b>
<b>Expenses</b>			
<b>Housing Assistance</b>			
<b>Housing Assistance Total</b>	<b>22,257,917</b>	<b>22,394,610</b>	<b>136,694</b>
<b>Total Expenses</b>	<b>22,257,917</b>	<b>22,394,610</b>	<b>136,694</b>
<b>Net Profit/Loss from Grant Activity</b>	<b>-</b>	<b>-</b>	<b>-</b>

**C. LOW INCOME PUBLIC HOUSING (LIPH)**  
**All Sites**



CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
LOW INCOME PUBLIC HOUSING SITES

Description	2019 Budget(0)	2020 Budget(0)	Change
<b>Revenue</b>			
Dwelling Rental	4,366,665	4,638,949	272,284
(-) Less Dwell. Rental Vacancy Loss	(249,785)	(418,443)	(168,658)
<b>Dwelling Rental</b>	<b>4,116,880</b>	<b>4,220,506</b>	<b>103,626</b>
Other Tenant Charges	322,500	327,700	5,200
Fraud Recovery PH	25,600	56,900	31,300
Gain on Sale of Property	-	-	-
Interest Investment	155,080	153,080	(2,000)
Late Fee Revenue	104,600	84,300	(20,300)
Non-Dwelling Rental	19,425	19,425	-
Operating Subsidy (minus EPC)	7,868,876	8,305,867	436,991
Other Income	111,855	118,600	6,745
Transfers in (From COCC)	-	-	-
Transfers in (CFP 1406)	167,458	169,991	2,533
<b>Total Revenue</b>	<b>12,892,274</b>	<b>13,456,369</b>	<b>564,095</b>
<b>Expenses</b>			
<b>Administration</b>			
Admin. Salaries	855,908	755,298	(100,610)
Admin. Security System	-	-	-
Advertising	-	-	-
Auditing Fees	23,739	23,736	(3)
Background Check	10,100	10,860	760
Bank Charges/EBT Machines	11,400	18,325	6,925
Cell Phone	6,552	6,800	248
Computer Hardware Support	4,400	18,310	13,910
Computer Software Support	41,110	51,199	10,089
Consulting	-	-	-
Contract Svs-Equipment	8,250	11,600	3,350
Contract Svs-Personnel	-	-	-
Copy/Printing	1,125	2,250	1,125
Credit Check	-	700	700
Dues & Subscriptions	2,450	2,050	(400)
Employee Bene Contr-Adm	-	100	100
Employee Benefits	203,258	175,564	(27,694)
Equipment < \$5,000	11,063	2,498	(8,565)
Equipment Leasing	-	-	-
Internet	7,360	7,610	250
Legal Expense	75,300	95,950	20,650
M&V Fees (Honeywell EPC)	101,566	61,505	(40,061)
Meetings	-	110	110
Miscellaneous Expense	17,600	10,400	(7,200)
Office Rent	-	-	-
Office Supplies	14,200	13,900	(300)
Outside Management Fees	1,071,860	1,052,669	(19,191)
Postage	7,800	7,450	(350)
Radio Communications	-	-	-
Relocation	2,000	-	(2,000)
Relocation-Temp	-	-	-
Shipping/Freight	-	100	100
Special Events	1,000	-	(1,000)
Staff Training	19,650	15,500	(4,150)
Telephone	25,260	25,800	540
Wellness	-	-	-
Temp Staff - Admin	2,500	1,000	(1,500)

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
LOW INCOME PUBLIC HOUSING SITES

Description	2019 Budget(0)	2020 Budget(0)	Change
Travel	12,100	9,050	(3,050)
<b>Administration Total</b>	<b>2,537,552</b>	<b>2,380,334</b>	<b>(157,218)</b>
<b>General</b>			
Collection Losses	175,025	176,700	1,675
Compensated Absences	-	-	-
Miscellaneous	-	-	-
Insurance	-	-	-
Workmans Comp Ins.	86,082	92,826	6,744
Auto Liab & Physical Damage Ins.	3,865	4,178	313
Property/Fidelity/Gen. Liab. Ins.	251,353	327,697	76,344
Payment In Lieu Of Taxes	120,453	101,071	(19,382)
<b>General Total</b>	<b>636,778</b>	<b>702,472</b>	<b>65,694</b>
<b>Maintenance</b>			
Casualty Losses - Non Capitalized	-	-	-
Maintenance Contract Cost	10,000	-	(10,000)
Contract Costs-Miscellaneous	33,780	39,100	5,320
Contract Costs-Pest Control	77,952	85,932	7,980
Contract Costs-Elevator Maintenance	64,740	84,500	19,760
Contract Costs-Auto Maintenance	4,900	7,400	2,500
Contract Costs-Lawn Care	226,186	163,700	(62,486)
Contract Costs-Tree Care	19,200	16,150	(3,050)
Contract Costs-Equipment Rental	2,100	21,800	19,700
Contract Costs-UPCS Inspection	17,658	15,100	(2,558)
Contract Costs-Fire System	32,841	59,350	26,509
Contract Costs-Security System	16,245	54,500	38,255
Contract Costs-Plumbing & Heating	26,450	43,150	16,700
Contract Costs-Equipment Maint & Repair	5,150	10,550	5,400
Contract Costs-Uniforms	11,492	15,800	4,308
Contract Costs-Electrical	35,400	28,300	(7,100)
Contract Costs-Temp Staff Maint	130,816	195,198	64,382
Contract Costs-Painting	5,000	35,000	30,000
Contract Costs-Answering Service	7,937	7,850	(87)
Contract Costs-Unit Cleaning	4,900	28,500	23,600
Contract Costs-Mold Related	2,000	2,000	-
Contract Costs-Pest Control (Bed Bugs)	116,813	109,550	(7,263)
Contract Costs-Bldg Rpr	26,600	57,900	31,300
Contract Costs-Garbage and Trash Remova	45,932	66,900	20,968
Maintenance Labor	1,551,709	1,509,766	(41,943)
Maintenance - Benefits	371,970	355,633	(16,337)
Maintenance Materials	-	9,900	9,900
Mat-Vehicle Maintenance	2,650	3,700	1,050
Mat-Gas/Fuel	3,960	5,560	1,600
Mat-Hardware Supplies	83,850	96,900	13,050
Mat-Exterminating Supplies	2,900	5,000	2,100
Mat-Electrical Supplies	47,025	61,700	14,675
Mat-Exterminating Supplies (Bed Bugs)	250	450	200
Mat-Plumbing Supplies	59,450	73,500	14,050
Mat-Refrigeration Supplies	110	2,500	2,390
Mat-Water Heater & Parts	30,550	37,800	7,250
Mat-Tools And Equip	10,460	20,610	10,150
Mat-Heating/Air Cond	39,700	76,400	36,700
Mat-Janitorial Supplies	60,900	106,000	45,100
Mat-Fire Protection Equipment	5,450	10,700	5,250
Mat-Paint & Supplies	58,670	86,625	27,955

CHATTANOOGA HOUSING AUTHORITY  
INCOME STATEMENT - BUDGET  
LOW INCOME PUBLIC HOUSING SITES

Description	2019 Budget(0)	2020 Budget(0)	Change
Mat-Appliances & Parts	88,500	107,900	19,400
Mat-Hardware, General	200	250	50
Mat-Landscaping Supplies	7,700	20,600	12,900
<b>Maintenance Total</b>	<b>3,350,096</b>	<b>3,739,724</b>	<b>389,628</b>
<b>Protective Services</b>			
Protect Serv-Contract Cost	72,000	95,000	23,000
<b>Protect Serv-Contract Cost Total</b>	<b>72,000</b>	<b>95,000</b>	<b>23,000</b>
<b>Tenant Services</b>			
Resident Participation	50,738	50,838	100
Tenant Services-Salary	200,397	206,974	6,577
Tenant Services-Benefits	46,251	48,463	2,212
Tenant Services-Contracts	-	-	-
<b>Tenant Services Total</b>	<b>297,386</b>	<b>306,275</b>	<b>8,889</b>
<b>Utilities</b>			
Electricity	2,131,400	2,070,300	(61,100)
Gas	199,698	188,300	(11,398)
Sewer	780,000	848,500	68,500
Water Quality Fees	99,548	129,624	30,076
Water	337,000	338,000	1,000
<b>Utilities Total</b>	<b>3,547,646</b>	<b>3,574,724</b>	<b>27,078</b>
<b>Total Expenses</b>	<b>10,441,458</b>	<b>10,798,529</b>	<b>357,071</b>
<b>Net Operating Income (Loss)</b>	<b>2,450,816</b>	<b>2,657,839</b>	<b>207,023</b>
<b>Asset Management Fees</b>			
Asset Management Fee Expense	222,240	222,240	-
Bookkeeping Fee Expense	156,982	168,556	11,574
In-House Legal	127,655	160,799	33,144
Property Management Fee Expense	1,061,195	1,139,433	78,238
Protective Services Fees Expense	472,728	566,180	93,452
Resident Services Expense	86,327	198,028	111,701
<b>Asset Management Fees Total</b>	<b>2,127,127</b>	<b>2,455,236</b>	<b>328,109</b>
<b>Net Operating Income (Loss) after Fee. Exp.</b>	<b>323,689</b>	<b>202,603</b>	<b>(121,086)</b>
<b>EPC Activity/Depreciation</b>			
Operating Subsidy (EPC portion)	(1,214,790)	(1,121,406)	93,384
EPC Debt - Principal	865,442	828,735	(36,707)
EPC Debt - Interest	329,598	256,831	(72,767)
<b>EPC Portion Subtotal</b>	<b>(19,750)</b>	<b>(35,840)</b>	<b>(16,090)</b>
Depreciation Expense	4,072,598	3,732,863	(339,735)
<b>EPC Activity/Depreciation Total</b>	<b>4,052,848</b>	<b>3,697,023</b>	<b>(371,915)</b>
<b>Net Income (Loss) after Debt Payments/Depreciation</b>	<b>(3,729,158)</b>	<b>(3,494,420)</b>	<b>250,829</b>

# CHATTANOOGA HOUSING AUTHORITY



## **2020 AMP BUDGETS**

ORIGINAL BUDGET  
(SUBMITTED FOR APPROVAL ON 12/3/2019)

(For Detail Purposes Only)

### Discussion

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For more information, contact

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