

October 4, 2023
9:00 A.M.

The Board of Commissioners will meet at 502 E. Highland Mall Blvd., 106-B Austin, Texas 78752 and via Zoom.
Join the Meeting by using the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXI1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

MISSION STATEMENT: HATC staff and resident leaders create and preserve a model, sustainable system of affordable housing and resident empowerment services for those most in need.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- *Anyone desiring to discuss or comment on items directly related to the HATC is always welcome.*
- *If the item is deemed related to an Agenda item at the current meeting, the presiding officer will inform the citizen that pending action(s) remain.*
- *Speakers must sign-in prior to the start of the Board Meeting by emailing Patrick Howard at PatrickB.Howard@traviscountytx.gov*
- *Maximum three-minute limit per speaker.*

III. CONSENT AGENDA

- a. Approval of the Minutes from the September 7, 2023 Regular Meeting

IV. DISCUSSION ITEMS

- a. Interlocal Agreement Termination
- b. Public Information Request

V. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs/ Homeless Initiatives – *Christina Montes*
 - i. HCV Program (Conventional)
 - ii. Homeless Initiatives
 - iii. Special Purpose Vouchers
- b. Affordable Housing Programs – *Carlos Guzman*
 - i. Overview and Summary
 - ii. Portfolio Status – *Carleton Companies*
- c. Real Estate Development – *Keith Hoffpauir*
 - i. Manor Town Phase II
- d. Finance – *Subra Narayanaier*
- e. Human Resources/Organizational Development/HATC Foundation – *Steve Peglar*

VI. BOARD COMMITTEE REPORTS

- a. Governance and Finance Committee
- b. Human Resource Committee
- c. Real Estate Committee
- d. Quality of Life Committee

VII. NEW / UNFINISHED BUSINESS

- a. Discussion and consideration regarding Board of Commissioners issues and concerns.

VIII. EXECUTIVE SESSION

- *The Board of Commissioners may consider any item posted on the Agenda in Executive Session if there are issues that require consideration, and the Board of Commissioners announce that the item will be considered during such time in accordance with one or more of the following:*
 - *Texas Government Code Annotated 551.071, Consulting with Attorney*
 - *Texas Government Code Annotated 551.072, Real Property*
 - *Texas Government Code Annotated 551.074, Personnel Matters*
 - *Texas Government Code Annotated 551.076, Security*
 - *Texas Government Code Annotated 551.087, Economic Development Negotiations*

IX. ADJOURNMENT

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING
502 East Highland Mall Blvd., Suite 106-B
Austin, Texas 78752
September 7, 2023
9:30 a.m.**

MINUTES

The Housing Authority of Travis County, Texas, held a Regular Board of Commissioners meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 and via the link provided below.

<https://us02web.zoom.us/j/88464719746?pwd=U2QzbS8yd1EvQm5aUDF6djgwcXl1Zz09>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

- a. Chair Sharal Brown called the *meeting to order at 9:34 a.m.*
- b. Executive Assistant Madeleine Hoffman conducted a Roll Call of Commissioners: Chair Sharal Brown; Commissioner Wilmer Roberts; Commissioner Janet Wenig; Vice Chair Jimmy Paver; and Commissioner Rebecca Webber.
- c. CEO/Executive Director Patrick Howard confirmed that there was a quorum.
(Staff in Attendance: CEO/Executive Director Patrick Howard; Asset Manager Keith Hoffpauir; Housing Manager Victoria Perez; Director of Finance Subra Narayanaiyer; Deputy Executive Director Steve Peglar).

II. PUBLIC FORUM / CITIZEN COMMUNICATION

N/A

III. CONSENT AGENDA

- a. The Approval of the Minutes from the August 3, 2023, Regular Meeting
Commissioner Wilmer Roberts made a motion for approval and Commissioner Jimmy Paver seconded the motion, which **passed** unanimously.

IV. CEO / EXECUTIVE DIRECTOR'S REPORT

- a. Voucher Programs / Homeless Initiatives (*HCV Program (Conventional), Homeless Initiatives, Support Service Budget Line Item, Special Purpose Vouchers*)
Voucher Programs & Homeless Initiatives Housing Manager Victoria Perez spoke about submitting the application for the renewal of the Continuum of Care grant, as well as working with the HUD Field Office to reconcile any audit issues.
- b. Affordable Housing Programs
Affordable Housing Programs Director Carlos Guzman spoke about the transition to 3rd party property management - Carleton Company – being smooth. As of July 1, Carleton is providing direct day-to-day management of all five of HATC's properties. Mr. Guzman also provided updates on TDHCA deficiencies, for which there is a self-imposed deadline of October 12th and a TDHCA-imposed deadline of October 13th, both of which, he reports, seem easily feasible. Affordable Housing Programs Director Carlos Guzman highlighted

all remaining deficiencies as well as specific ones for severity and length and will email Commissioners with complete list and more information. He is also in the process of two convictions, one of which has a criminal basis, and gave a brief overview of said case.

Carleton

Carleton's Larry Frazier presented on his reactions after inspecting 100% of the units and gameplan for moving forward. Mr. Frazier reported that the biggest issues were physical issues, health and safety, and pest control, as well as delinquencies and recertifications. Going forward, Carleton will provide HATC will a report on financials on the 15th of every month. He also plans on going into units 4x/year as well as bringing in a third-party inspector going into 2024, if approved by the Board.

c. Real Estate Development

Asset Manager Keith Hoffpauir reported that both Eastern Oaks and Manor Town II were slightly behind schedule due to the recent rain.

d. Finance

Finance Director Subra Narayanaier reported that the Finance Department is beginning preparation for the 2024 budget, in collaboration with Carleton. The Finance Department is very pleased with Carleton's accounting. Finance Director Subra Narayanaier will send over the exact numbers on how much money we are losing to SEA OAKS delinquencies to the Commissioners, at the request of Chair Sharal Brown.

e. Human Resources/Organizational Development

Deputy Director Steve Peglar made note of the fact that a red-lined version of the Personnel Policy is on Boardable. He also noted the upcoming *HATC in the Community* event in partnership with the Southeast Branch of the Austin Public Library.

V. DISCUSSION ITEM

a. County Commissioners Session Follow Up

Chair Sharal Brown expressed desire to have a letter to the Commissioners regarding communications. Thus far, CEO/Executive Director Patrick Howard has emailed the Commissioners, but nothing more formal. Chair Sharal Brown wants something on letterhead requesting biannual meetings.

b. CEO/Executive Director's Evaluation

Commissioner Rebecca Webber asks if we have formally adopted the evaluation tool. Chair Sharal Brown states that the contract is in place for three years, along with the evaluation tool, and that it expires next year. A request is made to circulate the contract and the evaluation tool.

VI. BOARD COMMITTEE REPORTS

N/A

VII. NEW / UNFINISHED BUSINESS

N/A

VIII. EXECUTIVE SESSION

Commissioner Wilmer Roberts made a **motion** to move the Board meeting into Executive Session at 11:35 am; Vice Chair Jimmy Paver seconded the motion, which **passed** unanimously.

Chair Sharal Brown reconvened the meeting at 11:24am. Executive Assistant Madeleine Hoffman does roll call and a quorum is confirmed.

IX. ADJOURNMENT

Vice Chair Jimmy Paver made a **motion** to adjourn the Board meeting; Commissioner Jan Wenig seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 11:25 a.m.

Respectfully submitted and approved,

Patrick Howard, CEO/Executive Director

HATC Discussion Item V.a.i.

October 5, 2023

Subject: Housing Choice Voucher (HCV) Program (*Conventional*)

Background Information The HCV program is financed by the U.S. Department of Housing and Urban Development (HUD) to provide rent subsidies in the form of housing assistance payments (HAP) to private Landlords on behalf of extremely low, very low-income individuals/families, senior citizens, and persons with disabilities. *HCV totals do not include COC, Mainstream, or EHV.* **TOTAL Housing Choice Vouchers effective 9/1/23: 686 (HUD awarded 6 additional HCV)**

As of August 31, 2023, 500 of HATC's HCV allocation were utilized in a conventional fashion.

As of August 31, 2023, the total lease up for the HCV program was **680 of 680**. Occupancy rate was at **100%**.

For this reporting period, there were **449** applicants on the waiting list.

Portable In: 37 portable families were served in Travis County.

Cambridge Villas, a Low-Income Housing Tax Credit (LIHTC) project located in Pflugerville, is the recipient of **19** HATC Project-Based Vouchers designated specifically for this development.

As of August 31, 2023, Cambridge had a total lease up of **19** vouchers under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.a.ii.

October 5, 2023

Subject: Homeless Initiatives

Continuum of Care (CoC)

HATC was awarded \$1,149,159 in new federal funds from the 2022 CoC competition to provide housing for chronically homeless clients with a disability for 2023-2024 This grant began July 1, 2023 and ends on June 30, 2024.

As of August 31, 2023, HATC, provided housing assistance to **84** Continuum of Care participants.

Homeless Preference (HP HCV)

The adopted homeless preference allocates 1 in every 4 new housing choice vouchers offered to a homeless applicant referred by homeless providing agencies with a current MOU with HATC. An MOU with ECHO was executed effective January 1, 2023.

As of August 31, 2023, HP has **36** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:



Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.a.iii.

October 5, 2023

Subject: Special Purpose Vouchers (SPV's assigned by HUD)

Non-Elderly Disabled Vouchers (NED)

HATC has been awarded **75** Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities. As of **August 31, 2023**, there were **67** tenants under contract.

Family Unification Program (FUP)

The FUP is a program under which Housing Vouchers are provided to two different populations:

1. *Families for whom the lack of adequate housing is a primary factor in:*

- a. The imminent placement of the family's child or children in out-of-home care, or*
- b. The delay in the discharge of the child or children to the family from out-of-home care.*

There is no time limitation on FUP family vouchers.

2. *For a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act and is homeless or is at risk of becoming homeless at age 16 or older.*

Limitation for youth must not exceed 36 months.

HATC was awarded 34 FUP vouchers effective 1/01/2019. An additional 38 vouchers were awarded effective 11/01/2021. As of **August 31, 2023**, there were **25** tenants under contract.

Mainstream Voucher Program (MVP)

HATC was awarded 30 MVP Housing Choice Vouchers effective 2/01/2020 under different special purpose voucher program types to serve nonelderly persons (18-61) with disabilities. The head of household does not have to be the qualifying disabled applicant. A member of the household must meet the qualifications. Preference for homeless status. Effective 8/01/2020, HATC was awarded 9 additional Mainstream Vouchers.

Effective 9/01/2022, HATC was awarded 10 additional Mainstream Vouchers. Total MVP: 49.

As of **August 31, 2023**, there were **33** tenants under contract.

Veteran's Affairs Supportive Housing (VASH)

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016 to serve homeless veterans as identified by the local VA clinic. 15 additional vouchers were awarded effective 2/01/2020. Total VASH vouchers: 30. As of **August 31, 2023**, VASH, has **25** tenants under contract.

Emergency Housing Vouchers (EHV)

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD provided 70,000 housing choice vouchers to local Public Housing Authorities (PHAs) to assist individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability. HATC has an MOU with Integral Care and Travis County Mental Health Public Defender to provide supportive services. Total EHV: 34. As of **August 31, 2023**, EHV has **17** tenants under contract.

Recommended Action:

For discussion/ information only. No action needed.

Fiscal Impact:

N/A

Attachments:

- A. Board Report Data related to each *Voucher-related* program

Prepared by:

Christina Montes, *Director of Voucher Programs and Homeless Initiatives*

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

ATTACHMENT

Aug-23				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	19		19	100.00%
Housing Choice Vouchers (HCV)	498	2	437	114.42%
Port Outs (PO) HCV	7	1	8	100.00%
Non Elderly and Disabled (NED)	67		75	89.33%
**VASH- HUD Awarded Vouchers	25		30	83.33%
**Homeless Preference	36		39	92.31%
**Family Unification Program (FUP)	25		72	34.72%
Total	677	3	680	100.00%
Total HCV Leased after the first of the month:	680			

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	84	74	113.51%
Mainstream (MVP)	33	49	67.35%
**Emergency Housing Vouchers (EHV):	17	34	50.00%

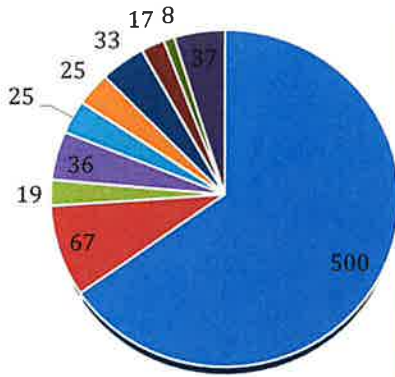
Lookers/ Vouchers Searching	Applicants	Current Participants	Total
Housing Choice Vouchers (HCV)	5	5	10
Non Elderly and Disabled (NED)	2		2
Project Based Vouchers (PBV)			0
VASH	4	1	5
Homeless Preference (HP)	2	1	3
Family Unification Program (FUP)	1		1
Mainstream (MVP)	2	5	7
Emergency Housing Vouchers (EHV)	21	1	22
TOTAL	37	13	50

Waiting List (HCV, Choice PBRA, HP, MVP) :				449
Leased Port Ins (last day of month):				37

**** Direct referral only**

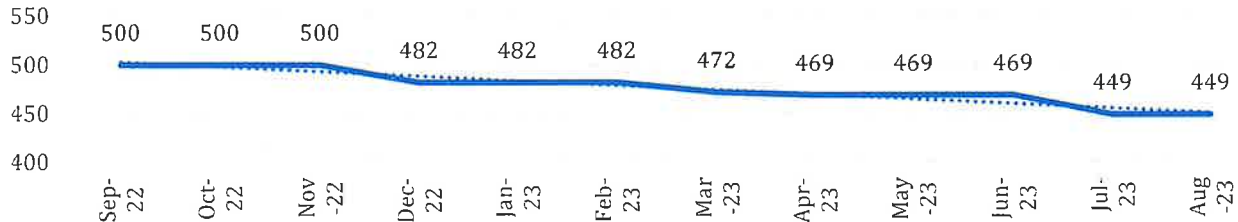
Attachment 5 A: Graphs

August 2023: 767 Total Households Served

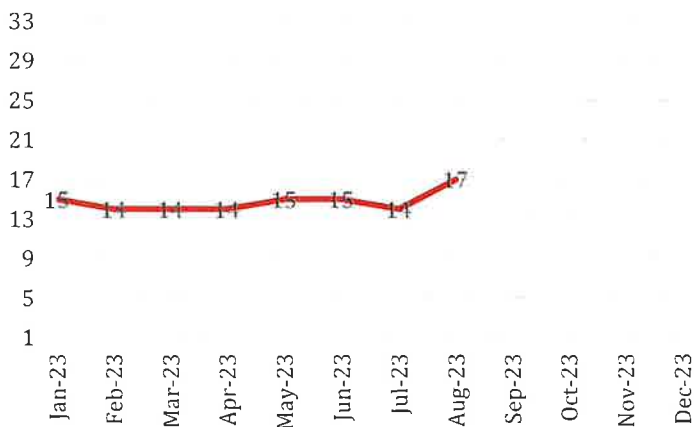


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

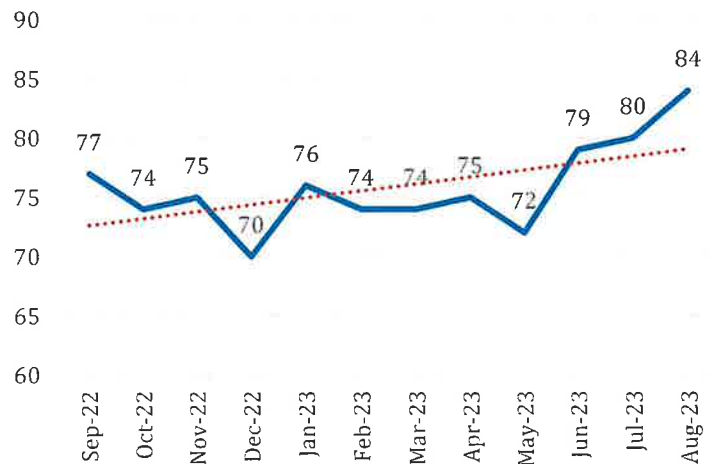
Applicants on Waiting List



EHV Households Served



COC Households Served



**HATC Discussion Item: V.b.
Affordable Housing Program
October 4, 2023**

Subject: An overview and summary of the activities within the Affordable Housing Program (consisting of Multifamily Housing Program and Affordable Housing Program).

Background Information:

Property	Address	Unit Count
SEA RAD OAKS	11607 Sierra Nevada Austin, TX. 78759 and 6119 Valiant Circle Austin, TX. 78749	75
SEA RAD APARTMENTS	4922 Nuckols Crossing Austin, TX. 78744	30
Carson Creek Homes	1300 Cool Shadow, Del Valle, TX. 78617	16
Manor Town Apartments	200 W. Carrie Manor St., Manor, TX. 78653	33

Texas Department of Housing and Community Affairs (TDHCA) Final Construction Deficiencies

The TDHCA conducted a Final Construction Inspection October 21, 2021 for both Alexander and Summit Oaks also known as SEA RAD OAKS. All the Deficiencies have been completed and submitted to TDHCA for Review.

Manor Town Stairwell Issue

Currently both stairways posing a hazard were demolished, temporary stairs are in place and approved by the city building inspector. All our 2nd floor tenants back in their apartment. TBC Services, a general contractor company has completed the temporary shoring of both stairwells and has an engineer drawing up the plans while coordinating with the city of Manor's building inspector Greg to assure we meet all safety protocols to get this approved and start building the permanent stairs. Greg Eller the Certified Building Official approved the work permit to build the permanent stairs August 30, 2023. TBC Services has submitted the final contract and are pending to receive the initialization payment to start mobilization.

Carleton Companies Takeover

Carleton Companies officially took over effective July 1, 2023. They have filled all the Management and Maintenance positions. Resident meetings at properties are being conducted onsite to introduce all staff and answer any questions/concerns residents may have. Carleton will have offices open Monday Through Friday 8:00 am – 5:00 pm and Saturdays by appointment only. They have identified current issues we are facing and will work to get us back to standard.

Recommended Action:

For discussion/information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- Carleton Affordable Housing Board Report
- Manor Town Final Stair Plan Set

Prepared by:

Carlos Guzman, Director of Affordable Housing Programs

Approval:

Patrick B. Howard, *President/ CEO*

Carleton Companies

An overview highlighting operational statistics through August 31, 2023, and areas of concern related to known issues faced by the properties and efforts to address them.

Manor Town

Occupancy: 90%

Vacant: 3 – (Not Made Ready)

Ready: 0

Delinquency: \$7732.50 July (\$5,706 August 25% Reduction).

Prepaid: \$499.00 July - \$100 August

Major Issues:

- Cash Flow/Collections.
- Interior physical unit conditions very poor; flooring/paint/cabinets fixtures etc.
- Exterior patios may have structural issues/leaning.
- Building exterior requires maintenance.
- Wait List was inaccurate, data is unavailable other than email addresses. 4 applicants on waitlist. Opening waitlist 10/1/23.

100% of units/structures inspected:

- Significant housekeeping/pest control issues – Pest Control in progress. Residents in non-compliance receiving lease violations.
- 2 units identified as probable hoarders.

Initial Goals:

- Schedule resident meeting to announce change and clarify expectations – (October 2023).
- Make ready vacant units – In progress.
- Reduce Rental Delinquency – In progress.
- Clear all known non-compliance – In progress.
- Working with HATC to complete repairs required by City and State.
- Presently, multiple residents are on month-to-month leases. No such requirement exists for this asset. Moving all to an annual lease.



Carleton Companies

Carson Creek

Occupancy: 93.8% - No Change

Vacant: 1 Not Ready

Delinquent: \$13,950 July - \$16,715 August

Prepaid: \$177.00

Major Issues:

- Compliance Report to Monitoring Data Services Inc (MDSI). Carleton gained access to the MDSI database. Upon reviewing the information, it was determined 15 of 16 units is non-compliant. As required, necessary documentation was submitted to MDSI by the established deadline. **Corrective Action:** A request for extension on any fees/findings of non-compliance was requested to allow time for needed corrective actions. To date, 14 of 15 files have been completed and submitted including all required documentation. One unit remains uncorrected, we are working with those residents.
- Cash Flow/Collections
- All resident files unorganized, missing critical documents (Out of compliance)

100% of units/structures inspected:

- Significant Pest Control Issues all units – Pest control to begin 09.15. Residents not complying with preparation/housekeeping receiving lease violations.
- All structures, systems, and unit interiors/exterior in severe physical decline requiring immediate attention to return to reasonable and safe condition – We are working with contractor to access and correct immediate needs.
- Overgrown penetrating vegetation – Landscaping required.
- Appears several units are occupied with persons not on the lease.

Initial Goals:

- Schedule resident meeting to announce change and clarify expectations (October 2023)
- Clear remaining non-compliance – One file remains non-complaint correction anticipated by 09.26.
- Working with vendors to correct immediate health and safety deficiencies.
- Moving to determine accurate delinquency and moving to collect or evict.
- Preparing for resident notifications/lease violations/pest control.
- Working with HATC to correct known ADA, City, State physical issues.



Carleton Companies

Eastern Oaks

Occupancy: 70% July – August 63% (Units vacated or abandoned discovered)

Vacant: 11

Ready: 5 Units (6 units being accessed by contractor for complete Make Ready)

Delinquent: \$29,107.67 July - \$32,250 August ***Note:** Due to incomplete recertifications 3 tenants' subsidy have been ceased by HUD for more than a year. Researching and correcting as quickly as possible). *It appears damages charged to tenant ledgers from another apartment communities when relocated for rehab, investigating).

Prepaid: \$6205.76

Major Issues:

On July 10, 2023, a notification from CMTS that this property failed to upload the necessary corrective action due on January 10, 2023, from a Review that took place in August 2022. This notice informed Carleton and HATC that the property was now under a Penalty Referral with TDHCA's Enforcement Department, and that the owner could be responsible for the penalties/fees. **Correction:** Working with the residents and HATC, we completed and submitted all required documents on August 22, 2023, along with the required Owner's Certifications to TDHCA's Enforcement Specialist. We await further notification from The State. We expect this non-compliance to be cleared.

- Cash Flow/Collections
- Wait List is inaccurate data is unavailable other than email addresses.
- Evidence of Residents reporting income changes – No interim Recertification completed – Working 12 Past due recertifications. (Note: Resident with reduced income which lowers rent may be due retroactive reimbursement).
- All resident files unorganized, missing critical documents (Out of compliance).

Inspected 100% of units/structures:

- Pest Control issues in most units – Pest Control Scheduled, residents not complying with preparation requirements/housekeeping receiving Lease Violations.
- Significant Housekeeping issues.
- Appears occupants living in units not on lease.
- Exterior landscaping/structures general maintenance needed.

Initial Goals:

- Schedule resident meeting to announce change and clarify expectations. Meeting held 09.06.23.
- Moving to determine accurate delinquency and moving to collect or evict.
- Contractors working in the first 6 of 9 vacant units for make ready.
- Working with HATC to correct known HUD, ADA, City, State physical issues.
- The 5/1/2022 OCAF has been submitted to HUD, pending final approval.



Carleton Companies

Alexander/Summit Oaks

Occupancy: 76% July – No Change August

(2) pending evictions

Vacant: 24

Ready: 12

Delinquent-\$162,372.97 - July – August **\$177,998**. *(Note: This delinquency is unjustifiable. It appears charges carried over from another apartment complex when residents relocated for rehab. Late charges being accessed etc.; investigating). Due to incomplete recertifications 6 tenants' subsidy have been ceased by HUD for more than a year.

Prepaid-\$8,962.00

Major Issues Alexander/Summit:

- Cash Flow/Collections.
- Fill vacant units.
- Alexander, duct system in office destroyed by varmints; no AC (Repaired).
- 6 units currently not recertified. Risking loss of HUD subsidy soon; working to correct. (Note: Resident with reduced income which lowers rent may be due retroactive reimbursement).
- All resident files unorganized, missing critical documents (Out of compliance).
- Wait List is inaccurate data is unavailable other than email addresses.

Inspected 100% of units/structures:

- Alexander- Significant housekeeping issues.
- Several potential Hoarder units identified.
- Significant Pest Control issues – Pest Control treatment have started. Residents not complying with preparation or housekeeping are being issued Lease Violations.
- General maintenance required grounds, building exteriors.
- Significant Overgrown penetrating vegetation.

Initial Goals Alexander/Summit Oaks:

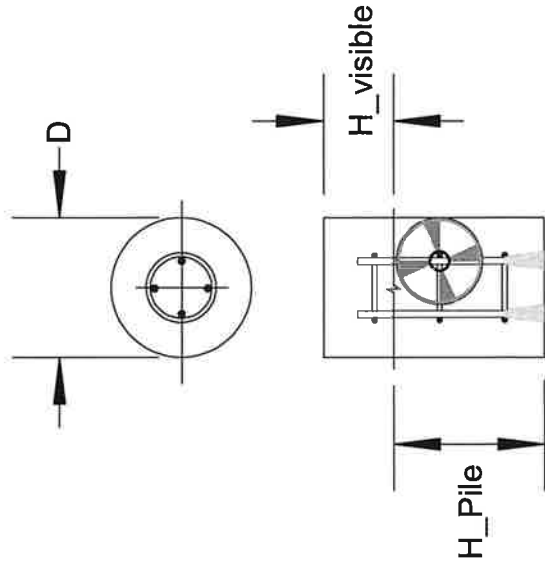
- Schedule resident meeting to announce change and clarify expectations. Meeting held 09.06.23.
- Working through wait list to occupy units.
- Anticipate new move-ins to commence in September. Goal is to occupy at least 6 at that time.
- October 30th our goal is to be 100% occupied.
- Evaluating existing tenant files, identifying any past due recertifications along with upcoming recertifications and correcting.
- The 5/1/2022 OCAF has been submitted to HUD, pending final approval.
- Working with HATC to correct known HUD, ADA, City, State physical issues.





NOTE ALL RAILING, RAILING ASSEMBLIES, TURN ROUND, END ROUNDS FOR HANDRAILS BY OTHERS AND NOT COVERED BY THIS ENGINEERING SEAL

Task No: 23-119 Scale: NTS	Date: 07/27/2023 Page: S - 1
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Drill Shaft Pier Foundation

Pier Notes

1. Concrete: f_c 3000 psi, $3/4"$ Coarse Aggregate with mixed Fines.
2. Steel, F_y = 60 ksi
3. Cover: 3" between ground and outer steel. For end of vertical bars use offset shoes to provide the 3" cover.
4. For shaft depths greater than 6-feet, use a steel cage alignment device similar to that depicted on the detail
5. Circular shear ties are shown, for this project, rectangular can also be used however, cover must be maintained.
6. Exposed steel elements such as the baseplate, anchor bolts, etc are to be protected against corrosion. Prime and Paint is a minimum type of treatment. Contractor to submit type of paint, suggestions include epoxy based paints.

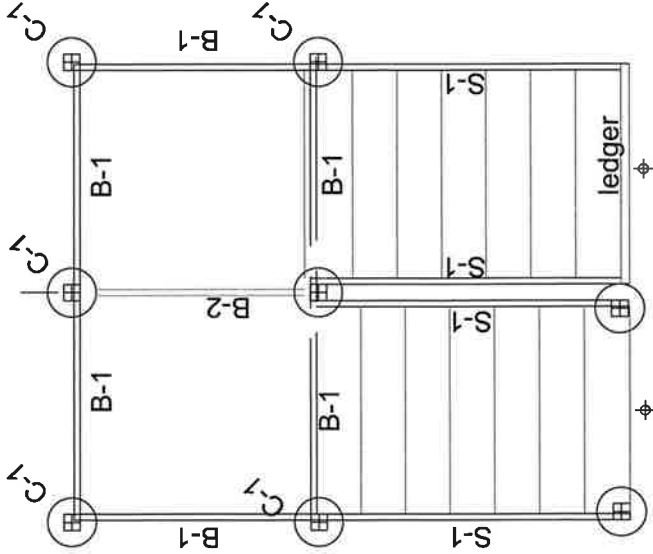
Parameter Table

- H_Visible is at least 8" < as needed < 5 feet
- H_Pile is 18 feet
- D is 12" diameter
- Vertical Steel 4#5 rebar - equally spaced
- Horizontal steel #3 @ 9"
- Anchor bolts: $3/4"$ K bolts (not shown for clarity in drawing)
- Base plates (not shown for clarity in drawing)



Homer W. Parker Jr.,
PE Applied the
signature and seal to
this document. The
original protected
document is available
at the office in Round
Rock, Texas
2023.06.11 09:25:2023

Homer W. Parker Jr.



STEEL FRAMING

n.l.s. (TYPICAL)

STEEL FRAMING NOTES AND SPECIFICATIONS

- Shop drawings to be submitted for final fit and to allow for additional field measurements to confirm matching original location of staircase.
- Structural Steel, Fy = 50 ksi, u.n.o.
- Weld connections are shown. Bolted assemblies especially to the existing building is recommended.
- The drawings does not distinguish between shop and field welding. Contractor may use either. All connections between the steel elements - welded. Steel to concrete or wood - bolted, unless otherwise approved by Engineer.
- All exposed steel to be prime, painted or a engineer approved alternate corrosion protection. **IMPORTANT** maintenance note: paint is to be checked and damage to paint coating restored as soon as practical.
- All welding to be inspected by certified welding inspector and the CWI report is to be forwarded to the Engineer.
- Contact engineer if the size of steel is not available due to supply issues.
- Steel Stairs 1' x 3/16" "X" bracing required between each pair of SC-1 and a "X" brace between B-2 intersections.

BEAM SCHEDULE

SC - 1 | C12 x 20.7
B - 2 | C12 x 20.7

COLUMN SCHEDULE

C - 1 HSS 4 x 4 x 5/16

BASEPLATES

BP-1 8" x 8" x 0.375" w/ 4 QTY 0.75" dia ASTM F1554 Grade 36" J type anchor bolts. Optionally, plate can be poured into the grade beam and the 4 x 4 column or stinger welded directly to Baseplate.



Homer W. Parker Jr.

Homer W. Parker Jr.,
PE Applied the
signature and seal to
this document. The
original protected
document is available
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Rock, Texas
2023.06.11 09:25:2023

Repair Grandfather Stairwell - EXT

200 W Carrie Manor St
Manor, Texas

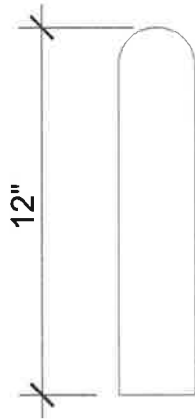
Parker Engineering, LLC
1601 Woodrock
Round Rock, Texas 78681
TX Firm 799



Job Information

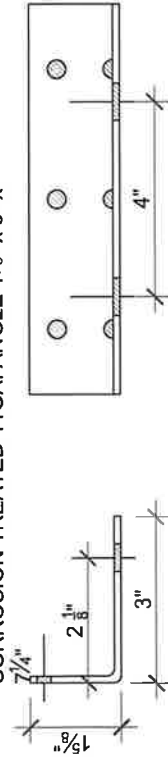
Task No: 23-119
Scale: 3/32" = 1 ft

Date: 07/27/2023
Page: S - 3



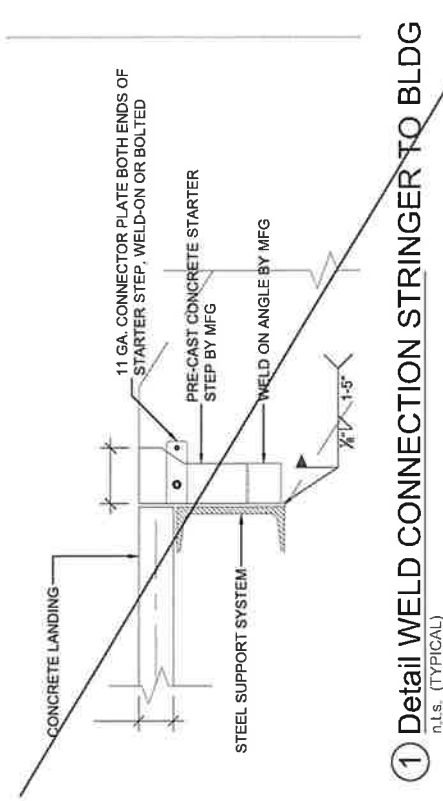
BULL NOSE PROFILE

CORROSION TREATED 11GA. ANGLE $1\frac{5}{8}" \times 3" \times$



② Detail CONNECTION TREAD TO STRINGER

n.l.s. (TYPICAL)



① Detail WELD CONNECTION STRINGER TO BLDG

n.l.s. (TYPICAL)



Homer W. Parker Jr.,
PE Applied the
signature and seal to
this document. The
original protected
document is available
at the office in Round
Rock, Texas
2023.08.11 09:25:2023

Homer W. Parker Jr.

Repair Grandfather Stairwell - EXT
200 W Carrie Manor St
Manor, Texas



Parker Engineering, LLC
1801 Woodrock
Round Rock, Texas 78681
TX Firm 799

Job Information

Task No: 23-119
Scale: 3/32" = 1 ft

Date: 07/27/2023
Page: S - 4

HATC Discussion Item V.c.
October 4, 2023

Subject: Manor Town Apartments Phase II

Background Information: Manor Town Apartments Phase I is a 33-unit Seniors community located in Manor, Texas. It was the first multifamily property to be developed within the city limits of Manor. Originally, the HATC purchased an entire city block encompassing just over 1 acre. Phase I was built in 2004 on one half acre of the property. Phase II will be constructed on the remaining half acre. The HATC has completed the planning and design phases of developing an additional 20 units (Phase II) of Senior housing on the property and has now selected a Contractor for construction.

Development Overview: The proposed Phase II of Manor Town Apartments is to be a single, two-story building consisting of 8 two-bedroom, two bath units and 12 one-bedroom, one bath units. The two-bedroom units will have a square footage of 900 sq. ft. and the one-bedroom units will have a square footage of 688 sq. ft. The building will be ADA compliant and elevator served. The property is 100% reserved for seniors. Section 8 vouchers will be welcomed. Amenities will include a large common area and kitchen for socializing and special events. A library will also be provided along with an open outdoor sitting area. All units will include washer/dryer connections. Public transportation will be provided, which will yield access to shopping, medical facilities, houses of worship, and other key locations. All Manor Town residents will have access to all property amenities and services.

Income Set-Asides: As a result of the Texas Department of Housing and Community Affairs' (TDHCA) financial underwriting review, TDHCA is requiring that two of the twenty units be set aside for persons at or below 50% of Area Median Family Income (AMFI). The Texas State Affordable Housing Corporation (TSAHC) requires that three units be set-aside for Medicare/Medicaid's Long-Term Services and Supports (LTSS) program. LTSS tenants may have financial assistance at move-in through Transition Assistance Services (TAS) and Supplemental Transition Support (STS) if they are exiting nursing homes or congregate care facilities and need support for utility deposits, furnishings, and other move-in expenses. These 3 units must be reserved for persons at 30% AMFI or below.

Current Funding Sources:

TDHCA:	\$3,352,213
TSAHC:	\$ 250,000
HATC:	<u>\$ 815,781</u>
<u>TOTAL</u>	<u>\$4,367,994</u>

Construction: Slab and Elevator tower complete. First floor wall framing is 75% complete. Draw #5 inspection was held on 9/28/23. Draw #5 approved and submitted for payment processing on 9/28/23. Project completion was at 23%.

Project Milestones:

- First floor framing and sub-floor completed by 10/31
- Second floor framing completed by 11/24
- Roof trusses and decking 12/15

Recommended Action:

For discussion/ information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachment:

Northfield Design Associates, Inc. Field Report 9/28/23

Prepared by:

Keith Hoffpauir, Asset Manager

Approval:



Patrick B. Howard, *Executive Director*

**Field Report****Date 09/28/23****Manor Town II Apartments****DISTRIBUTION:**

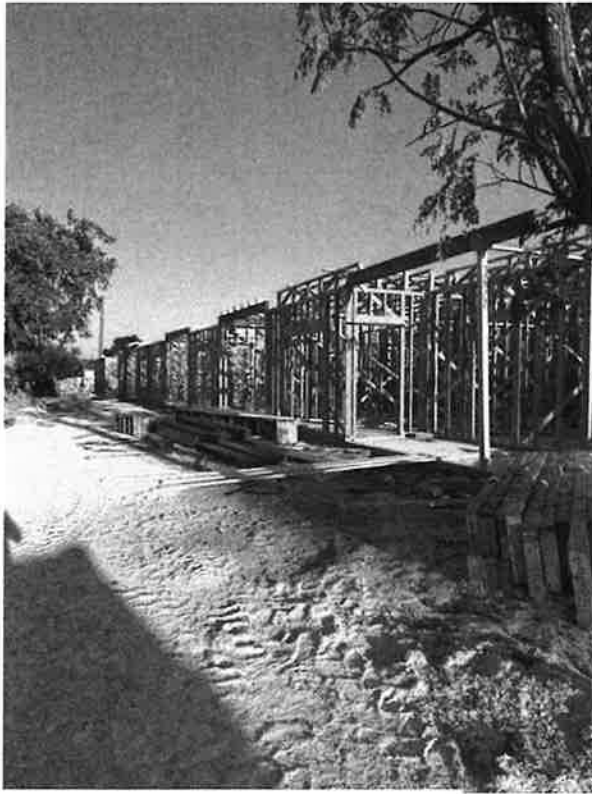
Patrick B. Howard, Owner
Keith Hoffpauir, Owner
Benjamin Farmer, Contractor
Samuel Long, Contractor

E mail:

PatrickB.Howard@traviscountytexas.gov
Keith.Hoffpauir@traviscountytexas.gov
BFarmer@fhcci.com
SLong@fhcci.com

NDA File: 2020-12

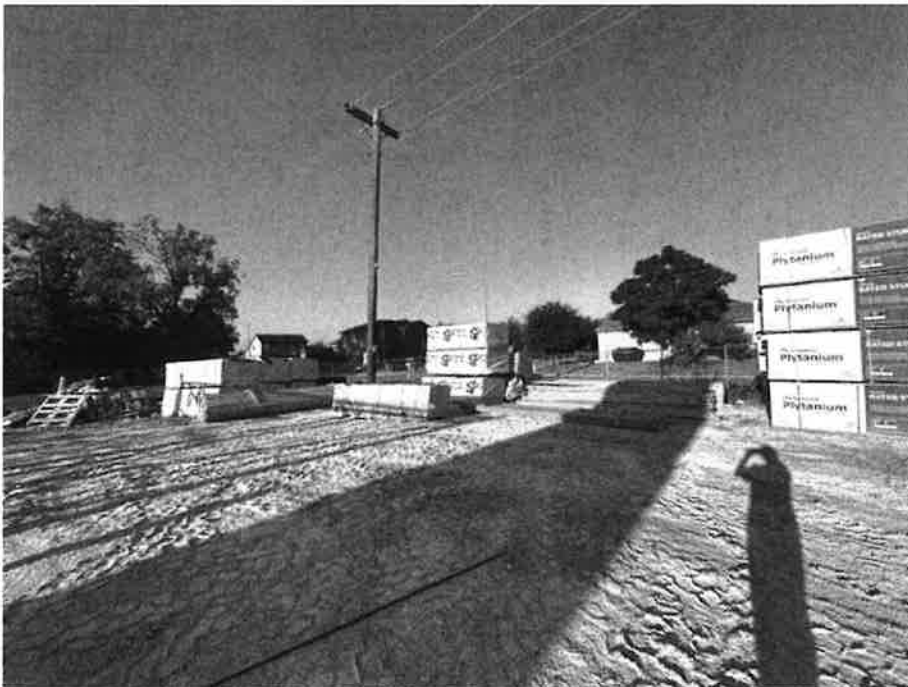
1. Weather: Mostly sunny and 74°.
2. Site Conditions: Dry.
3. Trades Working: None.
4. Jennifer Chaparro arrived at the site at 8:05 a.m. on Thursday, 09/28 and departed at 8:35 am.
5. Wall framing has begun, about 75% completed. Waiting on clubhouse long span studs to arrive to finalize clubhouse framing. Elevator shaft completed. Floor trussing has slowly begun, expected to continue through as clubhouse framing is finalized. Sub-Flooring, wood trusses and left over CMU stocked on-site.
6. The Contractor's Application for Payment was reviewed and approved.



Framed Walls



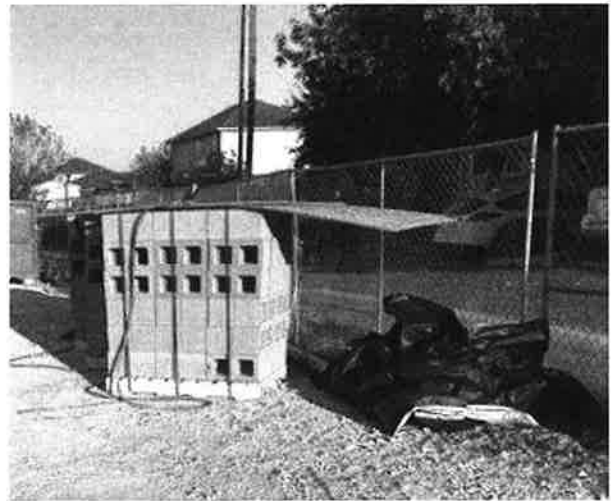
Elevator Shaft



Sturd I - Flooring



Wood Trusses



CMU Blocks

End of Report Dated 09/28/23

HATC Discussion Item V.d.
Finance
October 4, 2023

Subject: HATC August 2023 Monthly Finance Report

The Monthly Finance Report presented is for the period ending August 31, 2023.
This report reflects financial activities for the 8-month period for the fiscal year beginning January 1, 2023

Recommended Action:
For discussion/information only. No action needed.

Alternate Option:
N/A

Fiscal Impact:
N/A

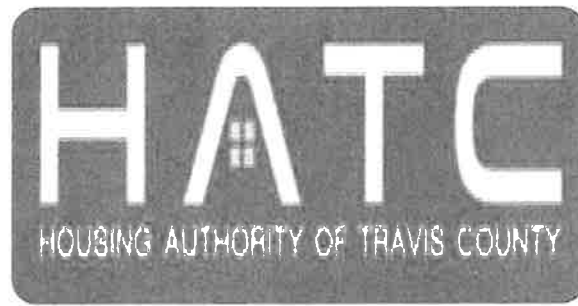
Attachment:
A. HATC Finance Report

Prepared by:
Subra Narayanaier, CPA, Director of Finance

Approval:



Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County
Finance Report - August 31, 2023**

Schedule

No	Report
1	Business Activities - Operating Statements
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
3A	Emergency Housing Voucher
4	Continuum of Care
5	MTW - Policy Research & Development Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement
9	HATC Foundation - Operating Statements
10	SEA OAKS LP - Operating Statements
11	Carleton Mgmt Analysis on August 2023 HATC Property Financial

Housing Authority of Travis County
Business Activities/Central Office Cost Center

Schedule 1

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Mgmt Fees from HATC owned Properties	27,662	18,441		11,039	(7,402)	(40%)
Management Fees from SEA OAKS LP	23,436	15,624		11,243	(4,381)	(28%)
Management Fees - HCV	NA	NA		NA	NA	NA
Interest Income	1,500	1,000	241	5,125	4,125	413%
Other Revenues	500	333		1,240	907	272%
Total Revenues	\$ 53,097	\$ 35,398	\$ 241	\$ 28,647	\$ (6,751)	(13%)
Expenses						
Salaries & Benefits-Executive staff	476,299	317,532	33,127	305,937	(11,595)	(4%)
Salaries & Benefits-Finance staff	214,844	143,229	15,047	132,819	(10,410)	(7%)
Salaries & Benefits-SHFC staff	102,808	68,539	7,696	63,057	(5,482)	(8%)
Salaries & Benefits-Affordable Hsg staff	252,560	168,373	7,934	106,214	(62,159)	(37%)
Audit Fees	6,750	4,500		5,000	500	11%
Office Rent	81,148	54,099	6,679	53,432	(667)	(1%)
Computer & Software	80,460	53,640	7,217	27,754	(25,886)	(48%)
Consultants	70,000	46,667		12,420	(34,247)	(73%)
Staff Training & Travel	33,275	22,183	1,993	23,956	1,773	8%
Other Administrative Expenses	31,592	21,061	5,151	54,402	33,341	158%
Insurance	5,820	3,880	957	4,826	946	24%
Capital Expenditures	20,000	13,333		-	(13,333)	(100%)
Advance to SEA OAKS	NA	NA	75,000	75,000	NA	NA
Contribution to HATC Properties	88,541	59,027	7,378	59,024	(3)	(0%)
Total Expenses	\$ 1,464,097	\$ 976,065	\$ 168,179	\$ 923,841	\$ (127,224)	(9%)
Excess/Deficiency Operating Rev over Exp	\$ (1,411,000)	\$ (940,667)	\$ (167,938)	\$ (895,194)	\$ 120,472	(9%)
Contribution from TCFC	1,411,000	940,667	117,583	940,664	(3)	(0%)
Provision for Reserve	\$ -	\$ -	\$ (50,355)	\$ 45,470	\$ 120,470	NA

Housing Choice Voucher Program

Schedule 2

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
HUD HCV Rental Subsidy	7,405,200	4,936,800	740,549	5,468,692	531,892	11%
Estimated HCV Administrative Fees	656,122	437,414	50,558	433,952	(3,462)	(1%)
Est Collection Loss - Port In HAP & AF	(15,000)	(10,000)		-	10,000	(100%)
Other revenues - Port In Fees, Inspection	53,278	35,519	1,930	11,379	(24,140)	(68%)
Interest Income	2,500	1,667	1,484	4,846	3,179	191%
Revenues eligible for Admin Expenses	696,900	464,600	53,972	450,177	(14,423)	(3%)
Total Revenues	\$ 8,102,100	\$ 5,401,400	\$ 794,521	\$ 5,918,869	\$ 517,469	10%
Expenses						
Salaries & Benefits - Direct S8 staff	506,057	337,371	31,891	262,439	(74,932)	(22%)
Audit Fee	18,000	12,000	2,625	12,625	625	5%
Mgmt Fees to COCC - 20% of HCV Admin Fee	NA	NA		-	NA	NA
Office Rent	57,963	38,642	4,771	38,168	(474)	(1%)
Staff Training & Travel	3,600	2,400		1,234	(1,166)	(49%)
Computer & Software	46,620	31,080	2,914	27,233	(3,847)	(12%)
Other Administrative Expenses	60,350	40,233	4,553	26,745	(13,488)	(34%)
Insurance	2,074	1,383	261	2,088	705	51%
Capital Outlay	0	NA		-	NA	NA
Administrative Expenses	694,664	463,109	47,015	370,532	(92,577)	(20%)
Rental Assistance	7,405,200	4,936,800	740,549	5,468,692	531,892	11%
Total Expenses	\$ 8,099,864	\$ 5,399,909	\$ 787,564	\$ 5,839,224	\$ 439,315	8%
Excess/Deficiency Rev over Exp	2,236	1,491	6,957	79,645	78,154	5243%
Draw from HCV Admin Reserves	-	-			-	NA
Provision for Administrative Reserve	\$ 2,236	\$ 1,491	\$ 6,957	\$ 79,645	\$ 78,154	NA

Audited FY2022 HCV Administrative Reserves - \$238,756

Mainstream Program
Schedule 3

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	418,860	279,240	33,530	302,370	23,130	8%
Administrative Fees	39,007	26,005	5,662	30,002	3,997	15%
Total Revenues	\$ 457,867	\$ 305,245	\$ 39,192	\$ 332,372	\$ 27,127	6%
Expenses						
Adminstrative Salaries & Benefits	37,988	25,325	1,781	16,651	(8,674)	(34%)
Other Administrative Expenses	744	496	65	627	131	26%
Administrative Expenses	38,732	25,821	1,846	17,278	(8,543)	(33%)
Rental Assistance	418,860	279,240	33,530	302,370	23,130	8%
Total Expenses	\$ 457,592	\$ 305,061	\$ 37,222	\$ 319,648	\$ 14,587	5%
Provision for Administrative Reserve	\$ 276	\$ 184	\$ 1,970	\$ 12,724	\$ 12,540	6826%

Audited FY2022 Mainstream Administrative Reserves \$20,072

Emergency Housing Vouchers
Schedule 3A

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Rental Assistance	243,600	162,400	18,838	131,157	(31,243)	(19%)
Administrative Fees	19,779	13,186	1,554	11,275	(1,911)	(14%)
Total Revenues	263,379	175,586	20,392	142,432	(33,154)	(0)
Adminstrative Salaries & Benefits	19,565	13,043	743	6,411	(6,632)	(51%)
Other Administrative Expenses		NA		500	NA	NA
Administrative Expenses	19,565	13,043	743	6,911	(6,132)	(47%)
Rental Assistance	243,600	162,400	18,838	131,157	(31,243)	(19%)
Total Expenses	\$ 263,165	\$ 175,443	\$ 20,324	\$ 138,068	\$ (37,375)	(21%)
Provision for Administrative Reserve	\$ 214	\$ 143	\$ 68	\$ 4,364	\$ 4,221	2955%

Housing Authority of Travis County
SEA RAD - Eastern Oaks
Schedule 6

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg \$ & %	
Gross Potential Rent	204,049	136,033	16,466	118,658	(17,375)	(13%)
Vacancy Loss	(10,202)	(6,802)	(5,575)	(33,805)	(27,003)	397%
Revenues						
Dwelling Rent	\$ 58,154	38,769	\$ 4,331	41,775	3,006	8%
HUD Subsidy	135,693	90,462	6,560	57,714	(32,748)	(36%)
Collection Losses - Estimated	(1,163)	(775)		(17,675)	(16,900)	2180%
Other Revenues	-	-		4,339	4,339	NA
Total Revenues	\$ 192,684	\$ 128,456	\$ 10,891	\$ 86,153	\$ (42,303)	(33%)
Expenses						
Administrative Salaries & Benefits	\$ 32,725	21,817	\$ 1,673	12,081	(9,736)	(45%)
Other Administrative Expenses	13,380	8,920	2,871	8,234	(686)	(8%)
Management Fees	9,634	6,423	876	4,804	(1,619)	(25%)
Maintenance Salaries & Benefits	36,852	24,568	1,396	18,477	(6,091)	(25%)
Maintenance Materials	12,250	8,167	144	7,030	(1,137)	(14%)
Maintenance Contracts	35,496	23,664	4,298	25,039	1,375	6%
Utilities	23,718	15,812	4,222	17,972	2,160	14%
Insurance	10,468	6,979	893	6,721	(258)	(4%)
Security	NA	NA		5,558	-	NA
Capital - Replacements	NA	NA		11,291	-	NA
Contribution to Repl Reserve	16,404	10,936	1,367	9,569	(1,367)	(13%)
Total Expenses	\$ 190,927	\$ 127,285	\$ 17,740	\$ 126,776	\$ (17,357)	(14%)
Excess/Deficiency Rev over Exp	\$ 1,757	\$ 1,171	\$ (6,849)	\$ (40,623)	(24,945)	(2130%)
Contribution from Business Activities		-		-		NA
Provision for Reserve	\$ 1,757	\$ 1,171	\$ (6,849)	\$ (40,623)	\$ (24,945)	NA

Housing Authority of Travis County

Manor Town

Schedule 7

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Dwelling Rent	210,658	140,438	16,978	129,903	(10,535)	(8%)
Collection Losses	(4,213)	(2,809)		(3,874)	(1,065)	38%
Other Tenant Revenues	-	-		-	-	NA
Other Revenues	1,800	1,200		3,415	2,215	185%
Total Revenues	\$ 208,244	\$ 138,830	\$ 16,978	\$ 129,444	\$ (9,386)	(5%)
Expenses						
Administrative Salaries & Benefits	35,456	23,637	1,851	13,292	(10,345)	(44%)
Other Administrative Expenses	6,580	4,387	3,849	10,152	5,765	131%
Management Fees	10,412	6,941	1,219	7,347	405	6%
Maintenance Salaries & Benefits	40,731	27,154	1,541	20,478	(6,676)	(25%)
Maintenance Materials	23,450	15,633	148	2,480	(13,153)	(84%)
Maintenance Contracts	33,420	22,280	681	22,778	498	2%
Utilities	19,200	12,800	1,907	11,057	(1,743)	(14%)
Insurance	16,283	10,855	1,368	10,428	(427)	(4%)
Maintenance Reserve-\$500 unit/year	16,500	11,000	1,375	11,000	-	0%
Capital Item/Non-Routine Expenses	9,000	6,000	-	93,912	87,912	1465%
Relocation	NB	NB		34,240	NA	NA
Debt Service - Principal & Interest	85,752	57,168	7,146	57,168	-	0%
Total Expenses	\$ 296,785	\$ 197,857	\$ 21,085	\$ 294,332	\$ 62,235	21%
Excess/Deficiency Rev over Exp	\$ (88,541)	\$ (59,027)	\$ (4,107)	\$ (164,888)	(71,621)	121%
Contribution from Business Activities	88,541	59,027	7,378	59,024	(3)	(0%)
Provision for Reserve	\$ -	\$ -	\$ 3,271	\$ (105,864)	\$ (71,624)	NA

Housing Authority of Travis County

Carson Creek

Schedule 8

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg \$ & %	
Revenues						
Dwelling Rent	\$ 155,412	103,608	\$ 12,079	\$ 102,736	(872)	(1%)
Collection Losses - Estimated	(3,108)	(2,072)	(4,836)	(9,786)	(7,714)	372%
Other Tenant Revenues	-	-		505	505	NA
Other Revenues	-	-		783	783	NA
Total Revenues	\$ 152,304	\$ 101,536	\$ 7,243	\$ 94,238	\$ (7,298)	(5%)
Expenses						
Administrative Salaries & Benefits	\$ 17,139	11,426	\$ 969	6,414	(5,012)	(44%)
Other Administrative Expenses	5,100	3,400	946	5,887	2,487	73%
Management Fees - 5% of Revenues	7,615	5,077	1,392	5,741	664	13%
Maintenance Salaries & Benefits	19,396	12,931	807	9,570	(3,361)	(26%)
Maintenance Materials	11,200	7,467	125	2,281	(5,186)	(69%)
Maintenance Contracts	26,760	17,840	485	4,661	(13,179)	(74%)
Utilities	450	300		-	(300)	(100%)
Insurance	4,644	3,096	421	3,082	(14)	(0%)
Capital - Replacements	NA	NA		852	NA	NA
Maintenance Reserve-\$500 unit/year	8,000	5,333	667	5,336	3	0%
Total Expenses	\$ 100,304	\$ 66,869	\$ 5,812	\$ 43,824	(23,897)	(36%)
Excess/Deficiency Rev over Exp	52,000	34,666	1,431	50,414	16,600	48%
Provision for Reserve	\$ 52,000	\$ 34,666	\$ 1,431	\$ 50,414	\$ 16,600	48%

Housing Authority of Travis County
HATC - Foundation
Schedule 9

Budget Line Item	FY 2023 Approved Budget	FYTD Budget Aug 2023	MTD Actual Aug 2023	FYTD Actual Aug 2023	Incr/(Decr) Chg Prior Budget- 12 mths \$ & %	
Revenues						
Donations & Other Revenues	5,000	3,333		-	(3,333)	(100%)
Total Revenues	\$ 5,000	\$ 3,333	\$ -	\$ -	\$ (3,333)	(100%)
Expenses						
Salaries & Benefits - Project Coordinator	\$ 72,009	48,006		32,032	(15,974)	(33%)
Other Administrative Expenses	8,550	5,700		680	(5,020)	(88%)
Job Training & Youth Development	21,000	14,000		-	(14,000)	(100%)
Tenant Services/Scholarships	25,000	16,667	6,945	39,021	22,354	134%
Insurance	-	-		20	20	NA
Total Expenses	\$ 126,559	\$ 84,372	\$ 6,945	\$ 71,753	\$ (12,619)	(15%)
Excess/Deficiency Rev over Exp	(121,559)	(81,039)	(6,945)	(71,753)	9,286	(11%)
Contribution from TCFC Unrestricted Funds	71,559	47,706	5,963	47,704	(2)	(0%)
Draw from Reserve	50,000	33,333		29,167	(4,166)	(12%)
Provision for Reserve	\$ -	\$ -	\$ (982)	\$ 5,118	NA	NA

Manor Town II	Amount	Actual thru' Aug 2023
Sources		
TDHCA loan - 40 year, forgivable term, compliance with LURA	3,352,213	345,994
TSAHC loan - 10 year forgivable term, 3 unit set aside for Medicaid LT Services & Support	225,000	225,000
TCFC Set Aside Funds - Approved for MT II	655,680	377,136
TCFC Set Aside Funds - Est. Addt'l for MT II	769,253	
Total Sources/Funding	5,002,146	948,130
Projected Uses		
Pre-dev & Other Costs - thru' 8/31/2023	604,152	343,098
F&H Construction - Contract	4,397,994	605,032
Total Uses	5,002,146	948,130

SEA OAKS
Schedule 10

	CY2022 Budget	8-mth Budget YTD	Actual August 2023	Actual YTD Aug 2023	Incr/(Decr) \$ & %	
Revenues						
Gross Potential Rent	492,173	328,115	41,552	315,284	(12,831)	-4%
Vacancy Loss	(24,609)	(16,406)	(11,161)	(64,768)	(48,362)	295%
Rental Income	140,269	93,513	20,529	176,615	83,102	89%
HUD Subsidy	327,295	218,197	9,862	73,901	(144,296)	-66%
Other Tenant Revenue	3,000	2,000	40	4,800	2,800	140%
Collection Loss - Vacated Tenant	(2,953)	(1,969)	(62)	(2,756)	(787)	40%
Other Revenue	1,100	733		153	(581)	-79%
Total Operating Revenues	468,711	312,474	30,369	252,713	(59,761)	-19%
Expenses						
Legal & Eviction Fees	2,000	1,333		6,722	5,389	404%
Other Administrative Costs	18,000	12,000	6,533	19,660	7,660	64%
Management Fee	23,436	15,624	2,772	16,787	1,163	7%
Audit & Tax Fees	10,000	6,667	-	5,397	(1,270)	-19%
Payroll and Benefits						
Manager	42,402	28,268	3,769	19,300	(8,968)	-32%
Maintenance	45,293	30,195	3,436	22,307	(7,888)	-26%
Taxes and Benefits	25,496	16,997	709	10,058	(6,939)	-41%
Repairs and Maintenance						
Extermination	3,900	2,600	280	1,665	(935)	-36%
Grounds	11,196	7,464	933	7,864	400	5%
Make Ready	7,500	5,000		885	(4,115)	-82%
Maintenance Materials	32,920	21,947	2,052	20,768	(1,179)	-5%
Other Routine Contract Costs	6,500	4,333	812	9,469	5,136	119%
Utilities	41,000	27,333	4,489	29,887	2,554	9%
Trash	54,000	36,000	3,838	38,065	2,065	6%
Property Insurance	30,173	20,115	8,622	58,102	37,987	189%
Other Insurance - Liab & Work Comp	9,651	6,434	1,122	6,221	(213)	-3%
Total Operating Expenses	363,466	242,311	39,367	273,157	30,846	13%
Net Operating Income/(Loss) - NOI	105,245	70,163	(8,998)	(20,444)	(90,607)	(0)
Contribution to Replacement Reserve	24,226	16,150	2,020	16,160	10	0%
NOI less Reserves	81,019	54,013	(11,018)	(36,604)	(90,617)	-168%
Debt Service - Principal & Interest	65,703	43,802	9,022	64,076	20,274	46%
Debt Service Coverage Ratio	1.23	1.23	(1.22)	(0.57)	NA	NA
Operating Cash Flow	15,316	10,211	(20,040)	(100,680)	(15,316)	-150%
Asset Management Fee	7,535	5,024	629	5,030	6	0%
Non Routine & Capital Expenditures	60,000	40,000	34,758	68,302	28,302	71%

Carleton Companies

Property Management

The accompanying August 2023 financial reports for Sea Rad (aka Eastern Oaks Apartments) have been reviewed and analyzed for accuracy and completeness.

INCOME STATEMENT

Income

- Vacancy Loss sequentially increased \$1.3k or 30.1% as the occupancy rate decreased 1,000 basis points to 63.33%.
- Write-Offs for two residents total \$11.6k.
- Total Income nets to a loss this month due to write-offs which resulted in a shortfall to budget of \$16.5k or 102.7% for August and of \$51.3k or 39.9% year to date.

Administrative Expenses

- Computer Software Costs include \$1.1k for RealPage one time fees for conversion and layering.
- Consultants cost is for July HAP voucher transmission processing.
- Dues/Subscriptions was for Austin Apartment Association dues.
- Office Supplies includes \$205 for a desk.
- Property Management Software includes \$110 in retro billing from (7/20-9/30/23). Real Page bills two months in advance.

Operating and Maintenance

- Contract-HVAC cost was for duct work repair.

Maintenance and Repairs

- Contract Repairs-Phone/Data Lines cost was to drop a phone line to the front desk.

Total Operating Expenses are unfavorable to budget by \$2.0k or 13.6% for August, while they are favorable to budget year to date by \$12.6k or 10.9%.

Net Operating Loss is unfavorable to budget by \$18.4k for the month and by \$38.7k or 295.2% year to date.

Net Loss is unfavorable to budget by \$18.3k for August and by \$52.1k year to date.

Carleton Companies

Property Management

The accompanying August 2023 financial reports for Manor Town Apartments have been reviewed and analyzed for accuracy and completeness.

INCOME STATEMENT

Income

- Vacancy Loss remained unchanged from last month at \$2.3k with an occupancy rate of 90.91%.
- Loss to Lease of \$5.4k is flat compared with last month.
- Total Income falls short of budget by \$369 or 2.1% for August and by \$7.6k or 5.5% year to date.

Administrative Expenses

- Computer Software Costs include \$111 for annual TAA Click & Lease.
- Dues/Subscriptions was for Austin Apartment Association dues.
- Professional Fees were for structural engineering preliminary investigation and engineering report and sketches.

Total Operating Expenses are favorable to budget by \$2.4k or 15.9% for August, while they are unfavorable to budget year to date by \$12.7k or 10.7%.

Net Operating Income for the month exceeds budget by \$2.0k or 83.1%. Net Operating Loss year to date is unfavorable to budget by \$20.4k or 105.6%.

Net Income exceeds budget by \$2.8k or 283.7% for August. Year to date Net Loss is unfavorable to budget by \$19.0k or 240.0%.

Carleton Companies

Property Management

The accompanying August 2023 financial reports for Carson Creek Duplexes have been reviewed and analyzed for accuracy and completeness.

INCOME STATEMENT

Income

- Vacancy Loss of \$929 represents one vacant unit from 7/26-8/31/23. Occupancy rate for August is 93.75%.
- Gain to Lease is \$8 this month.
- Write-Off for one resident totals \$4.8k.
- Total Income falls short of budget by \$5.4k or 42.9% for August and by \$7.3k or 7.2% year to date.

Administrative Expenses

- Computer Software Costs include \$111 for annual TAA Click & Lease.
- Dues/Subscriptions was for Austin Apartment Association dues.
- Travel-Lodging/Meals was for Compliance trip.

Total Operating Expenses are favorable to budget by \$2.4k or 31.5% for August and by \$22.7k or 37.7% year to date.

Net Operating Income falls short of budget by \$3.1k or 59.4% for the month, while it exceeds budget year to date by \$15.4k or 37.2%.

Net Income falls short of budget by \$2.9k or 58.0% for August, while it exceeds budget year to date by \$15.8k or 39.5%.

Carleton Companies

Property Management

The accompanying August 2023 financial reports for Sea Oaks Apartments (aka Sea Rad LP) have been reviewed and analyzed for accuracy and completeness.

INCOME STATEMENT

Income

- Vacancy Loss sequentially increased \$2.5k or 32.3% as the occupancy rate decreased 533 basis points to 74.67%.
- Loss to Lease remained essentially flat compared with last month.
- Write-Off for one resident totals \$62.
- Total Income falls short of budget by \$7.6k or 19.4% for August and by \$52.2k or 16.7% year to date.

Administrative Expenses

- Computer Software Costs include \$1.1k for RealPage one time fees for conversion and layering, and \$706 for annual TAA Click & Lease.
- Consultants cost is for July and August HAP voucher transmission processing.
- Dues/Subscriptions was for Austin Apartment Association dues.
- Legal Fees relate to Fabeolia Johnson case.
- Property Management Software includes \$270 in retro billing from (7/20-9/30/23). Real Page bills two months in advance.

Total Operating Expenses are unfavorable to budget by \$9.5k or 31.3% for August and by \$48.7k or 20.0% year to date.

Net Operating Loss is unfavorable to budget by \$17.1k or 198.9% for the month and by \$100.9k or 146.7% year to date.

Net Loss is unfavorable to budget by \$90.0k for August and by \$452.2k year to date.

HATC Discussion Item V.e.
October 4, 2023

Subject: HATC Human Resources / Organizational Development *and* HATC Foundation Updates

Background Information:

Personnel Policy Revisions

- An amended version of the HATC Personnel Policy Manual, approved by the Board during the May 2023 meeting, has undergone an external review by an employment attorney, and the recommended modifications/changes suggested by the attorney have been incorporated within the document. The new version is available on Boardable.

2023 HR Training & Development

- Training and development plans continue for HATC, with sessions continuing to be developed and scheduled. Sessions are being coordinated with external 3rd party speakers, following an internal employee survey regarding training preferences. All training will continue to be delivered in alignment with the HATC Strategic Plan.

HATC in the Community Series

- Our dedicated series of programs presented to the community via our brand new *HATC in the Community* series for 2023 continues, with the most recent event having taken place Thursday, September 21, and relating directly to *Hispanic Heritage Month*.

The HATC Foundation

- The HATC Foundation moves ahead with its new partnership with BiGAustin to provide a full range of supportive services to HATC affordable property residents and voucher holders. The ability to leverage the capabilities of this dynamic local organization is expected to have a tremendous impact on achieving the mission of the HATC Foundation.
- Services in planning stages to be provided by the BiGAustin team to our residents and voucher holders mirror in many respects those which have been provided in the past to these populations (i.e., digital literacy, career development, summer camps for kids, scholarship programs, financial literacy, etc), but with the utilization of BiGAustin as an outsourced provider the partnership will allow us to leverage their much larger staff and broader community reach than was previously within our capability.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

- None

Prepared by:

Steve Peglar, SPHR, SHRM-SCP

Deputy Executive Director / HR & Organizational Development

Approval:



Patrick B. Howard, CEO/Executive Director