

January 6, 2022
9:00 A.M.

The Board of Commissioners will meet at 502 E. Highland Mall Blvd., 106-B Austin, Texas 78752

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

MISSION STATEMENT: The Housing Authority of Travis County, Texas, preserves and develops affordable housing and vibrant communities which enhance the quality of life for all.

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 Omar Nesbit at Omar.Nesbit@traviscountytexas.gov*
- *Maximum three-minute limit per speaker*

III. ACTION ITEM

A. Resolution No. HATC-2022-01	To <u>Approve</u> the Schedule of Maintenance Changes.
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IV. REGULAR AGENDA

- A. Election of Officers (Chair and Vice-Chair)
- B. Board Committee assignments
- C. Human Resources/Organizational Development update

V. CEO / EXECUTIVE DIRECTOR'S REPORT

- A. 2021 Year at a Glance – [Patrick B. Howard](#)

VI. NEW / UNFINISHED BUSINESS

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

VII. 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*

VIII. ADJOURNMENT

HATC Action Item III.A.

January 6, 2022

Resolution No. HATC-2022-01: To Approve the Schedule of Maintenance Charges.

Background Information:

Under the terms of the HUD Model Lease for Subsidized Housing and HATC House Rules, residents shall be charged for maintenance work that is needed at their units if the reason is other than "normal wear and tear." Charges could be made for damage caused by residents, their household members, or their guests that result in maintenance costs.

The term "normal wear and tear" is designed to cover the normal deterioration of building materials and systems that occurs even with reasonable care and prudent use. In contrast, resident damage can include but not limited to: broken windows, clogged toilet with non-biodegradable materials, lost/damaged keys, or causing holes in the unit's walls or doors.

Charges can be made for maintenance work that arise from resident neglect such as excess cleaning or damage discovered during resident move-out.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2022-01: To Approve the Schedule of Maintenance Charges.

Alternate Option:

The Board of Commissioners could elect to Not Approve the Schedule of Maintenance Charges.

Fiscal Impact:

N/A

Attachment:

- A. Updated Schedule of Maintenance Charges

Prepared by:

Carlos Guzman, Housing Manager

Approval:

Patrick B. Howard

Patrick B. Howard, CEO/Executive Director

Charge_Schedule HATC

Category	Description	Charge
BI-FOLD DOORS	CLOSET/PANTRY REPLACEMENT	\$40.00
CLEANING	HEAVY CLEAN (0 - 2 BEDROOM UNIT)	\$50.00
CLEANING	HEAVY CLEAN (3 - 5 BEDROOM UNIT)	\$60.00
CLEANING	LIGHT CLEAN (0 - 2 BEDROOM UNIT)	\$20.00
CLEANING	LIGHT CLEAN (3 - 5 BEDROOM UNIT)	\$30.00
CLEANING	MEDIUM CLEAN (0 - 2 BEDROOM UNIT)	\$30.00
CLEANING	MEDIUM CLEAN (3 - 5 BEDROOM UNIT)	\$40.00
DOORS	CLOSET ROD	\$12.79
DOORS	CLOSET ROD MOUNTS	\$1.92
DOORS	DEADBOLT - SINGLE CYLINDER	\$33.99
DOORS	DEADBOLT - 2-3/8" ROUND FACE LATCH BRASS	\$6.59
DOORS	DEADBOLT - SINGLE SIDED BRASS	\$8.49
DOORS	DOOR STOPS (RIGID)	\$1.25
DOORS	DOOR STOPS (ROUND PLASTIC)	\$1.25
DOORS	DOOR STOPS (SPRING)	\$0.76
DOORS	FLUSH HOLLOW CORE INTERIOR DOOR 24"	\$28.59
DOORS	6 PANEL STEEL SLAB EXTERIOR DOOR 32"	\$129.00
DOORS	FLUSH HOLLOW CORE INTERIOR DOOR 30"	\$34.09
DOORS	FLUSH HOLLOW CORE INTERIOR DOOR 32"	\$36.29
DOORS	6 PANEL STEEL SLAB EXTERIOR DOOR 36"	\$129.00
DOORS	KEY	\$2.00
DOORS	LOCK CHANGE/REKEY	\$15.00
DOORS	LOCKSET - ENTRY	\$20.89
DOORS	LOCKSET - PASSAGE	\$9.39
DOORS	LOCKSET - PRIVACY BED/BATH	\$10.39
DOORS	REPAIR DOOR JAMBS	\$44.99
DOORS	REPAIR EXT. DOOR	\$40.00
DOORS	REPAIR INT DOOR	\$30.00
DOORS	RING BOLT ASSEMBLY - KEYLESS	\$4.89
DOORS	VIEWER - SECURITY (PEEP HOLE)	\$3.29
DOORS	WEATHER STRIPPING - FOAM	\$3.25
DOORS	WEATHER STRIPPING - KERFED	\$8.40
ELECTRICAL	6 IN GLOBE INTERIOR FIXTURE	\$11.44
ELECTRICAL	7 WATT EXTERIOR BULB	\$3.75
ELECTRICAL	13 WATT EXTERIOR BULB	\$3.30
ELECTRICAL	10" ROUND DRUM GLASS	\$15.90
ELECTRICAL	10" ROUND LIGHT FIXTURE DRUM KITCHEN	\$30.64
ELECTRICAL	12" SQUARE LIGHT FIXTURE	\$10.39
ELECTRICAL	12" SQUARE REPLACEMENT GLASS	\$4.39
ELECTRICAL	25 WATT APPLIANCE BULB 130V	\$0.85
ELECTRICAL	60 WATT BULB	\$0.69
ELECTRICAL	COVER - BASE PLUG	\$0.35
ELECTRICAL	BASE PLUG DUPLEX RECEPTACLE	\$0.76
ELECTRICAL	COVER - SINGLE LIGHT SWITCH	\$0.30
ELECTRICAL	SINGLE POLE SWITCH REPLACEMENT	\$0.90
ELECTRICAL	E. PHOTO - CELL LIGHTS MANOR	\$50.00
ELECTRICAL	E. PHOTO - CELL LIGHTS ALL OAKS	\$20.00
ELECTRICAL	FIXTURE - PORCH LIGHT 7 WATT EXTERIOR ACRYLIC FIXTURE	\$28.59
ELECTRICAL	FIXTURE - PORCH LIGHT 13 WATT EXTERIOR ACRYLIC FIXTURE	\$30.39
ELECTRICAL	GFI COVER	\$0.65

Charge_Schedule HATC

ELECTRICAL	GFI RECEPTACLE	\$21.99
ELECTRICAL	HEAT LAMP	\$6.00
ELECTRICAL	PULL CHAIN FIXTURE/CERAMIC	\$3.44
EXTERMINATING	1 BEDROOM	\$12.00
EXTERMINATING	2 BEDROOM	\$14.00
EXTERMINATING	3 BEDROOM	\$17.00
EXTERMINATING	4 BEDROOM	\$20.00
EXTERMINATING	5 BEDROOM	\$24.00
FENCE REPAIRS	REPLACE 4x4x8 POSTS	\$15.00
FENCE REPAIRS	REPLACE FENCE PICKETS	\$5.00
FIRE PROTECTION	FIRE EXTINGUISHERS (REPLACE/NEW)	\$35.00
FIRE PROTECTION	SMOKE ALARM - 9V BATTERY	\$1.84
FIRE PROTECTION	SMOKE ALARM -BATTERY OPERATED	\$19.99
FIRE PROTECTION	SMOKE ALARM - ELECTRIC (110V) BATTERY BACK-UP	\$15.00
FLOORS	CARPET STRIP DOORWAYS	\$2.99
FLOORS	COVE BASE	\$1.97
FLOORS	FLOOR TILE 1/8" COMPOSITION	\$36.00
FURNACES	ALL RETURN AIR GRILL UP TO 18" x 24"	\$18.00
FURNACES	FILTER ALL SIZES	\$2.79
FURNACES	WALL THERMOSTAT	\$32.74
KITCHEN CABINETS	COUNTER TOP - 10 FOOT MITERED	\$99.00
KITCHEN CABINETS	COUNTER TOP - 10 FOOT STRAIGHT	\$95.00
KITCHEN CABINETS	COUNTER TOP - 6 FOOT STRAIGHT OR MITERED	\$60.00
KITCHEN CABINETS	COUNTER TOP - 8 FOOT STRAIGHT	\$75.00
KITCHEN CABINETS	COUNTER TOP - 8 FOOT MITERED	\$80.00
KITCHEN CABINETS	DOOR	\$28.00
KITCHEN CABINETS	DRAWER	\$28.00
KITCHEN CABINETS	DRAWER FRONT	\$5.04
KITCHEN CABINETS	DRAWER HINGES	\$1.08
KITCHEN CABINETS	GUIDES	\$3.90
KITCHEN CABINETS	MAGNETIC CATCHES	\$0.57
MAIL BOXES	MAILBOX CHANGE	\$10.00
MAIL BOXES	MAILBOX KEYS	\$2.50
MEDICINE CABINETS	INTERIOR SHELF 13-7/8 X 3-1/16"D	\$4.17
MEDICINE CABINETS	MEDICINE CABINET 16 x 26	\$37.39
MISCELLANEOUS	AFTER HOURS LOCK OUT CHARGE	\$30.00
MISCELLANEOUS	GRAFFITI CLEAN UP	\$30.00
MISCELLANEOUS	LABOR PER HOUR	\$15.00
MISCELLANEOUS	SMOKE DETECTOR RE-CONNECT FEE	\$30.00
MISCELLANEOUS	STANDBY (NIGHTS & WEEKENDS)	\$27.50
MISCELLANEOUS	TRASH PICKUP (TRUCK & LABOR)	\$40.00
PLUMBING	24" TOWEL BAR	\$24.69
PLUMBING	AERATOR (WATER SAVINGS) 2.2gpm	\$7.39
PLUMBING	BATHTUB SPOUT	\$20.00
PLUMBING	CERAMIC SOAP DISH	\$7.68
PLUMBING	CERAMIC TOWEL RACK	\$7.45
PLUMBING	CHAIN & STOPPER	\$0.75
PLUMBING	ENDS - SHOWER	\$1.30
PLUMBING	ESCUTCHEON PLATE	\$16.49
PLUMBING	FAUCET - KITCHEN COMPLETE PRICE PFISTER	\$40.49
PLUMBING	FAUCET - LAVATORY COMPLETE PRICE PFISTER	\$40.79
PLUMBING	FLUID MASTER	\$10.49

Charge_Schedule HATC

PLUMBING	HANDLE - FAUCET SINGLE HOT/COLD	\$8.89
PLUMBING	METAL BASKET STOPPER	\$1.40
PLUMBING	POP-UP ASSEMBLY	\$16.49
PLUMBING	POP-UP STOPPER	\$4.59
PLUMBING	P-STRAP 1-1/4-1-1/2"	\$2.09
PLUMBING	SHOWER CURTAIN ROD	\$3.30
PLUMBING	SHOWER HEAD	\$11.80
PLUMBING	SHOWER SEAT 32"	\$337.00
PLUMBING	SHOWER ROD COMPLETE SET	\$28.09
PLUMBING	TANK FLAPPER	\$3.95
PLUMBING	TOILET (COMPLETE)	\$100.00
PLUMBING	TOILET BOWL	\$95.00
PLUMBING	TOILET BOWL ADA	\$165.00
PLUMBING	TOILET SEAT (ELONGATED)	\$17.99
PLUMBING	TOILET SEAT (REGULAR)	\$9.99
PLUMBING	TOILET TANK	\$95.00
PLUMBING	TOILET TANK ADA	\$140.00
PLUMBING	UNSTOP COMMODE/HANDHELD AUGER	\$15.00
RANGES	30" GAS RANGE	\$574.00
RANGES	BURNER KNOB - GAS	\$12.55
RANGES	BURNER VALVE	\$52.29
RANGES	COOK TOP GRATE	\$26.36
RANGES	DOOR HANDLE OVEN	\$27.28
RANGES	DOUBLE BURNER ASSEMBLY	\$43.01
RANGES	DRIP PAN - GAS RANGE	\$7.20
RANGES	GAS STOVE RACK	\$66.74
RANGES	OVEN DOOR LOCK	\$12.55
RANGES	OVEN DOOR SEAL	\$58.12
RANGES	OVEN RACK	\$46.85
RANGES	OVEN THERMOSTAT	\$117.52
RANGES	SAFETY VALVE	\$12.14
RANGES	VENT HOOD	\$60.65
RANGES	VENT HOOD FILTER	\$5.26
RANGES	VENT HOOD LIGHT SHIELD	\$6.74
RANGES	VENT HOOD MOTOR	\$17.75
REFRIGERATORS	14.6cu REPLACEMENT	\$637.00
REFRIGERATORS	CRISPER COVER	\$84.15
REFRIGERATORS	DOOR BAR	\$16.09
REFRIGERATORS	DOOR BAR ENDS	\$9.61
REFRIGERATORS	FREEZER DOOR BAR	\$20.85
REFRIGERATORS	GASKET FREEZER	\$53.51
REFRIGERATORS	GASKET FRESH	\$41.57
REFRIGERATORS	ICE BUCKET	\$16.45
REFRIGERATORS	TEMP CONTROLLER	\$30.32
SCREEN DOORS	ALUMINUM RESCREEN FULL DOOR	\$25.00
SCREEN DOORS	ALUMINUM RESCREEN HALF DOOR	\$15.00
SCREEN DOORS	BARREL BOLT COVER PLATES	\$1.50
SCREEN DOORS	BARREL BOLTS	\$2.75
SCREEN DOORS	DOOR CLOSER	\$8.00
SCREEN DOORS	DOOR COMPLETE SECURITY	\$150.00
SCREEN DOORS	DOOR COMPLETE WOOD	\$45.00
SCREEN DOORS	DOOR PULL HANDLE	\$0.99

Charge_Schedule HATC

SCREEN DOORS	DOOR SWEEP	\$6.00
SCREEN DOORS	LOCK FIR SECURITY SCREEN WHITE BOX	\$12.00
SCREEN DOORS	SAFETY EYE & HOOK	\$1.99
SCREEN DOORS	SECURITY RESCREEN FULL DOOR	\$50.00
SCREEN DOORS	SECURITY RESCREEN HALF DOOR	\$25.00
SCREEN DOORS	SPRING	\$0.99
SCREEN DOORS	WOOD DOOR LOCK	\$4.50
SCREEN DOORS	Z- HEADER FOR 32' OR 36"	\$8.00
SCREEN DOORS	Z-BAR CLOSURE SIDE	\$13.50
SCREEN DOORS	Z-BAR HINGE SIDE	\$18.00
WALL REPAIR	1 x 1 SQ FT	\$5.00
WALL REPAIR	2 x 2 SQ FT	\$10.00
WALL REPAIR	4 x 8 FULL SHEET	\$25.00
WALL REPAIR	CERAMIC 1 x 1 SQ FT	\$12.00
WALL REPAIR	CERAMIC 2 x 2 SQ FT	\$25.00
WALL REPAIR	CERAMIC FULL WALL REPAIR	\$100.00
WINDOW BLINDS	23 X 36	\$3.69
WINDOW BLINDS	35 X 60	\$7.69
WINDOW BLINDS	47 X 48	\$9.19
WINDOW BLINDS	71 X 60	\$16.09
WINDOW GLASS	GLASS 12" x 14"	\$3.22
WINDOW GLASS	GLASS 12" x 18"	\$4.13
WINDOW GLASS	GLASS 12" x 30"	\$6.99
WINDOW GLASS	GLASS 12" x 32"	\$7.34
WINDOW GLASS	GLASS 13" x 30"	\$6.71
WINDOW GLASS	GLASS 13" x 36"	\$9.63
WINDOW GLASS	GLASS 14" x 18"	\$4.81
WINDOW GLASS	GLASS 14" x 20"	\$5.34
WINDOW GLASS	GLASS 14" x 22"	\$5.89
WINDOW GLASS	GLASS 14" x 24"	\$6.10
WINDOW GLASS	GLASS 14" x 26"	\$7.50
WINDOW GLASS	GLASS 14" x 30"	\$8.03
WINDOW GLASS	GLASS 14" x 32"	\$8.60
WINDOW GLASS	GLASS 14" x 34"	\$9.10
WINDOW GLASS	GLASS 14" x 38"	\$9.50
WINDOW GLASS	GLASS 14" x 52"	\$10.10
WINDOW GLASS	GLASS 15" x 31"	\$9.79
WINDOW GLASS	GLASS 16" x 30"	\$8.24
WINDOW GLASS	GLASS 16" x 36"	\$11.00
WINDOW GLASS	GLASS 18" x 30"	\$10.31
WINDOW GLASS	GLASS 18" x 32"	\$10.90
WINDOW GLASS	GLASS 18" x 34"	\$11.24
WINDOW GLASS	GLASS 18" x 38"	\$15.30
WINDOW GLASS	GLASS 18" x 52"	\$17.88
WINDOW GLASS	GLASS 21" x 36"	\$14.53
WINDOW GLASS	GLASS 25" x 36"	\$18.05
WINDOW GLASS	GLASS 28" x 27"	\$14.90
WINDOW GLASS	GLASS 28" x 32"	\$19.47
WINDOW GLASS	GLASS 30" x 30"	\$19.47
WINDOW SCREENS	WINDOW (REMOVABLE)	\$20.00
YARD WORK	REMOVE TRASH (OUTSIDE)	\$25.00

**Housing Authority of Travis County
Damage/Repair Charge List**

Category	Description	Charge
Resurfacing	Bath Sink	\$ 60.00
Resurfacing	Regular Tub	\$ 190.00
Resurfacing	Kitchen Countertops	\$ 160.00
Resurfacing	Kitchen Island	\$ 90.00
Resurfacing	Any Additional Resurface Repair(s)	\$ By estimate
Carpet	Basic Carpet Cleaning (1 bedroom)	\$ 30.00
Carpet	Basic Carpet Cleaning (2 bedroom)	\$ 35.00
Carpet	Basic Carpet Cleaning (Stairs)	\$ 15.00
Carpet	Basic Carpet Stretch	\$ 25.00
Carpet	Power Carpet Stretch	\$4.50/sqyd
Carpet	Additional treatments such as Pet Treatement/Odor Conrol/Repars etc...	\$ By estimate
Cleaning	Heavy Clean (1 bedroom unit)	\$ 135.00
Cleaning	Heavy Clean (2 bedroom unit)	\$ 145.00
Cleaning	Heavy Clean (3 bedroom unit)	\$ 155.00
Cleaning	Heavy Clean (4 bedroom unit)	\$ 200.00
Cleaning	Clean (1 bedroom unit)	\$ 85.00
Cleaning	Clean (2 bedroom unit)	\$ 95.00
Cleaning	Clean (3 bedroom unit)	\$ 105.00
Cleaning	Clean (4 bedroom unit)	\$ 150.00
Cleaning	Any additional Cleaning Services	\$ By estimate
Cleaning	Large furniture Removal	\$100.00 per Item
Cleaning	Small furniture Removal	\$50.00 per item
Cleaning	Small items removal	\$25.00 per bag
Cleaning	Trash Bag Removal	\$25.00 per bag
Paint	Full Paint (1 bedroom unit)	\$0.18 sq.ft.
Paint	Full Paint (2 bedroom unit)	\$0.18 sq.ft.
Paint	Full Paint (3 bedroom unit)	\$0.18 sq.ft.
Paint	Full Paint (4 bedroom unit)	\$0.18 sq.ft.
Paint	Touch up Paint (1 bedroom unit)	\$0.13 sq.ft.
Paint	Touch up Paint (2 bedroom unit)	\$0.13 sq.ft.

**Housing Authority of Travis County
Damage/Repair Charge List**

Paint	Touch up Paint (3 bedroom unit)	\$0.13 sq.ft.
Paint	Touch up Paint (4 bedroom unit)	\$0.13 sq.ft.
Paint	Full Paint (Accent Wall)	\$ 55.00
Paint	Touch up Paint (Accent Wall)	\$0.13 sq.ft.
Paint	Any Additional Paint Services	\$ By estimate
Doors/Locks	Key Card Replacement(s)	\$ 8.00
Doors/Locks	Door Lock Key Copy	\$ 5.00
Doors/Locks	Mailbox Key Copy	\$ 3.00
Doors/Locks	Change Locks	\$ 25.00
Doors/Locks	Mailbox Locks Change	\$ 10.00
Doors/Locks	Deadbolt - Single Cylinder	\$ 34.00
Doors/Locks	Weahter Strip	\$ 10.70
Doors/Locks	Door Handle (Entry)	\$ 25.00
Doors/Locks	Door Handle (Passage)	\$ 25.00
Doors/Locks	Door Stopper	\$ 1.00
Doors/Locks	Privacy Bed/Bath	\$ 25.00
Doors/Locks	Door Knocker	\$ 9.00
Electrical	6 in globe ingerior fixture	\$ 17.00
Electrical	25 watt appliance bulb 130V	\$ 2.00
Electrical	60 Watt Bulb LED	\$ 3.00
Electrical	Cover - Wall Plate	\$ 1.00
Electrical	Base Plug Gang Duplex Receptacle Plate	\$ 1.00
Electrical	Cover - Single Light Switch	\$ 1.00
Electrical	Single Pole Switch Replacement	\$ 2.00
Electrical	GFI Cover - Exterior	\$ 7.00
Electrical	GFI Cover - Interior	\$ 1.00
Electrical	Pull Chain Fixture/Ceramic	\$ 5.00
Electrical	Ceiling Fan	\$ 77.00
Fire Protection	Fire Extinguishers (Replace/New)	\$ 75.00
Fire Protection	Somke Alarm - Electric (110V) Back-up	\$ 16.00
Fire Protection	LED Strobe/Sync Smoke Alarm	\$ 87.00
HVAC	Wall Thermostat (Summit/Eastern/Manor)	\$ 106.00
HVAC	Wall Thermostat (Alexander/Carson)	\$ 53.00
Plumbing	Bathtub Spout	\$ 11.00
Plumbing	Towel Rack Bar	\$ 6.00
Plumbing	Towel Rack Brackets	\$ 7.00
Plumbing	Tub Drain Kit	\$ 12.00
Plumbing	Shower Head	\$ 8.00
Plumbing	Handle - Faucet Single Hot/Cold	\$ 26.00
Plumbing	Pop-up Assembly	\$ 20.00
Plumbing	Pop-up Stopper	\$ 13.00
Plumbing	Shower Curtain Rod	\$ 26.00
Plumbing	Shower Curtain Rod Ends	\$ 9.00
Plumbing	Tank Flapper	\$ 14.00

**Housing Authority of Travis County
Damage/Repair Charge List**

Plumbing	Toilet Seat	\$ 24.00
Plumbing	Aerator	\$ 8.00
Plumbing	Garbage Disposal	\$ 95.00
Plumbing	Garbage Disposal Stopper	\$ 5.00
Plumbing	Kitchen Strainer Basket	\$ 8.00
Ranges	Burner Knob - Gas	\$ 16.00
Ranges	Drip Pan - Gas Range	\$ 4.00
Ranges	Vent Hood Filter	\$ 5.00
Ranges	Vent Hood Filter (Manor only)	\$ 13.00
Ranges	Vent Hood Light Shield	\$ 7.00
Ranges	Microwave	\$ By estimate
Ranges	Stove	\$ By estimate
Refrigerators	Crisper Cover Pan	\$ 80.00
Refrigerators	Door Bar	\$ 38.00
Refrigerators	Freezer Door Bar	\$ 38.00
Refrigerators	Gasket - Freezer	\$ 88.00
Refrigerators	Gasket Fresh	\$ 161.00
Refrigerators	Ice Bucket	\$ 17.00
Refrigerators	Refrigerator	\$ By estimate
Windows/ Blinds	Manor Town - Blinds - 23x36	\$ 9.00
Windows/ Blinds	Manor Town - Blinds - 29x36	\$ 10.00
Windows/ Blinds	Manor Town - Blinds - 29x60	\$ 14.00
Windows/ Blinds	Manor Town - Blinds - 32x64	\$ 18.00
Windows/ Blinds	Carson Creek - Blinds - 35x70	\$ 23.00
Windows/ Blinds	Carson Creek - Blinds - 47x48	\$ 20.00
Windows/ Blinds	Eastern Oaks - Blinds - 33x36	\$ 11.00
Windows/ Blinds	Eastern Oaks - Blinds - 33x48	\$ 14.00
Windows/ Blinds	Eastern Oaks - Blinds - 33x60	\$ 16.00
Windows/ Blinds	Summit Oaks - Blinds - 23x36	\$ 9.00
Windows/ Blinds	Summit Oaks - Blinds - 29x70	\$ 19.00
Windows/ Blinds	Summit Oaks - Blinds - 31x48	\$ 13.00
Windows/ Blinds	Summit Oaks - Blinds - 31x72	\$ 21.00
Windows/ Blinds	Summit Oaks - Blinds - 35x36	\$ 12.00
Windows/ Blinds	Summit Oaks - Blinds - 43x72	\$ 28.00
Windows/ Blinds	Summit Oaks - Blinds - 59x48	\$ 25.00
Windows/ Blinds	Alexander Oaks - Blinds - 23x36	\$ 9.00
Windows/ Blinds	Alexander Oaks - Blinds - 34x48	\$ 14.00
Windows/ Blinds	Alexander Oaks - Blinds - 34x60	\$ 16.00
Windows/ Blinds	Alexander Oaks - Blinds - 35x48	\$ 15.00
Windows/ Blinds	Alexander Oaks - Blinds - 46x48	\$ 19.00
Windows/ Blinds	Alexander Oaks - Blinds - 47x48	\$ 20.00
Windows/ Blinds	Alexander Oaks - Blinds - 71x48	\$ 30.00
Windows/ Blinds	Alexander Oaks - Blinds - 71x60	\$ 33.00
Window Blinds	Mini Blind Rods	\$ 13.00
Window Blinds	Patio 78x84 Vertical Blind	\$ 82.00
Window Blinds	Patio Vertical Blind Strips	\$3.00 Each
Window Glass	Window Replacement	\$ By estimate

Housing Authority of Travis County

Damage/Repair Charge List

Wall Repair	Drywall Patch Repair 8x8	\$	4.00
Wall Repair	Drywall Patch Repair 6x6	\$	3.00
Wall Repair	Drywall Patch Repair 4x4	\$	2.00
****For any additional items not listed above, you will be charged actual replacement cost plus labor and service charges. All prices are subject to change at any time based off pricing updates from vendors.****			

HATC Action Item III.A.

January 6, 2022

Resolution NO. HATC-2021-18: To Approve the Schedule of Maintenance Charges.

WHEREAS, The Schedule of Maintenance Charges should be updated at least annually to ensure that the site budget is not subsidizing damage or neglect by residents; and

WHEREAS, Residents shall be charged for repairs at their units that is other than normal "wear and tear." Normal "wear and tear" is designed to cover the normal deterioration of building materials and systems that occur even with the most prudent care; and

WHEREAS, Charges could be made for damages caused by residents, their household members or their guests that result in maintenance costs; and

WHEREAS, Acceptable reasons for Maintenance Charges to tenant accounts are as follow:

- A. Replacement of loss/damaged keys,
- B. Tenant(s)/Tenant Guest(s) caused damages,
- C. Damages and costs associated with tenant move-out; and

WHEREAS, The Schedule of Maintenance Charges is quite specific as to what materials and tasks are covered; and

WHEREAS, This proposed Schedule of Maintenance Charges will supersede any previous or existing Board approved Charge Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2022-01
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved on the 6th day of January 2022.

_____, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, *CEO/Executive Director*

HATC Discussion Item V.A.

January 6, 2022

Subject: HATC Human Resources & Organizational Development Update

Background Information:

HATC 2022-2025 Strategic Plan

- Adoption and implementation of HATC's 2022-2025 Strategic Plan occurred at the end of 2021. Specifically, relevant demographic data, program metrics, and current service data elements were compiled and incorporated into the final document in graphical format.

Personnel Policy Manual Revisions

- Extensive revisions are still underway on the HATC Personnel Policy Manual. Updates and modifications to nearly every previous policy statement have been, or will soon be, drafted, and review sessions are scheduled with the Executive Director to further refine the new policy drafts. It is currently estimated that a final complete draft Personnel Policy Manual will be presented to the Board early in Q1 2022.

2022 HR Training Curriculum

- The 2022 HR Training Curriculum for HATC/SHFC staff has been developed and distributed to staff. Impactful, relevant, and exciting programs will be available for all staff during 2022. Many programs will require attendance for all employees (i.e., Harassment & Discrimination, Workplace Communication, etc.) for compliance purposes, and special programs are being developed specifically for directors/managers (i.e., interviewing & selection, performance management, etc.). Other programs will provide general employee development opportunities (i.e., specialized leadership development, personality/workplace profile systems, etc.) which will be considered as HR "best practices" (and correlate directly with strategic planning goals).

Job Description Revision & Development

- All HATC/SHFC job descriptions will be going through a full review and revision, to be completed during Q1 2022. Accurate and up-to-date job descriptions are essential for a wide variety of compliance and HR best practices purposes – including Department of Labor Wage & Hour compliance, recruiting, ADA compliance, compensation structure development, and more.

Employee Development Plans

- All HATC/SHFC employees will undergo individual personal development plan updates and revisions during 2022. These plans will include individualized training planning, identification of certifications or other skill enhancement requirements, and personalized coaching. Personal development plans will ultimately align with other ongoing organizational development and business process design activities within the organization and will also serve to fulfill HATC strategic planning "best practices" efforts.

Recommended Action:

For discussion / information only. No action needed.

Alternate Option:

N/A

Fiscal Impact:

N/A

Attachments:

N/A

Prepared by:

Steve Peglar, SPHR, SHRM-SCP
Deputy Executive Director / HR & Organizational Development

Approval:

Patrick B. Howard

Patrick B. Howard, *CEO/Executive Director*

Discussion Item V.A.

Memo

To: HATC Board of Commissioners, SHFC Board of Directors

From: Patrick B. Howard, *CEO/Executive Director*

Copy: File

Date: January 6, 2022

Subject: 2021 Summary of Accomplishments

Board members, 2021 began with the management of lingering difficulties attributed to a global pandemic, followed by a heavy snowstorm that effected millions of Texans. Throughout the course of this year, we have been provided with opportunities to display our resolve in the midst of unforeseen adversity. With the collective efforts of stakeholders, staff, and the community, we have been able to effectively respond time and again. As we embark upon a new year, it is important to take time and reflect upon what has been accomplished by HATC and its affiliates.

The snapshot below is intended to serve as a summary of accomplishments by HATC, SHFC, TCFC, TCDC, and HATC Foundation. These accomplishments are organized by functional area.

I. Voucher Programs:

- **Family Unification Program (FUP):** HATC was allocated 38 Family Unification Program vouchers to serve families who have lost or are at risk of losing their children due to an inability to secure stable housing, and youth between the ages of 18-24 who are aging out of the foster care system and are at risk for homelessness. Our partners, who assist in providing referrals, consist of Lifeworks and Texas Department of Family and Protective Services.
- **Moving-To-Work (MTW):** We have collaborated with Nan McKay and are diligently working towards the final development of the MTW plan and MTW supplement. Over the next 60 days, we will continually work to refine policies for submission to HUD and hope to implement MTW policies by early spring.

- **Emergency Housing Voucher (EHV):** In partnership with MHPD, we have sought to provide housing to applicants who are homeless and actively receiving support services through MHPD. Currently, we have one leased household and 12 searching for suitable housing. As EHV tenants taper in their need of supportive services, HATC plans to issue a traditional voucher to provide the opportunity for stable housing.
- **Mainstream Vouchers:** HATC has 39 mainstream vouchers to administer. 100% of the mainstream vouchers are currently accounted for and we hope to be 100% leased within the next 90 days.
- **Utilization Rate:** The voucher program plans to open its waiting list in 2022 to increase utilization.
- **Continuum of Care (COC);** HATC has worked diligently with Integral Care to determine how to expend all funds and is exploring the idea of a possible COC grant change to include Integral Care as a sub recipient. This change would allow HATC to provide funding from the grant to Integral Care in order to hire a case manager specifically for HATC's COC program participants. The case manager would provide an array of support services.

II. Real Estate Development:

- **Closed Deals:**
 - Wildhorse Flats Apartments (310 Units), Yager Lane Apartments (300 Units), The Beckett Apartments (Conversion)
- **Potential Deal:**
 - South First Apartments (251 Units), 900 Old Koenig Apartments (291 Units)
- **Eastern Oaks:** Eastern Oaks Apartments has achieved significant progress towards completion and is scheduled to be completed as of 12/31/21. The scope of work for rehabilitation included all new roofing, gutters, sheetrock, flooring, appliances, windows, cabinets, countertops and more. Additionally, drainage improvements were made for flood prevention around the units. More walkways were poured to improve accessibility, additional handrails were added, and new privacy fencing around the property was installed. A new sign for the property was also created.

III. Finance & Administration:

- **Audit Reports** – Two audits were conducted; HATC YE 06/30/2020 (BG&C) and SEA RAD LP YE 12/31/2020 (Tidwell). Both audit reports concluded no findings.
- **New Payroll System** – We successfully implemented new payroll software – Harpers Payroll – on 1/1/2021.

- **COVID Funding** – HATC received COVID funds via HUD and has expended all \$215,838 of funding before the 12/31/2021 deadline. Approximately \$33K was expended for direct expenses related to COVID – which included purchase of new laptops, printers, scanners, and other supplies. The remaining \$182K was used for payroll related costs, which enabled the HCV program to have an anticipated surplus of HCV funds at year-end 12/31/2021.

IV. Human Resources & Organizational Development:

- **HR study:** In early 2021, a human resources functional assessment was conducted within HATC by an external management consulting firm. Recommendations were provided for improving critical areas of HATC's human resources and organizational development efforts, primarily including the employment of an individual in a newly-created director position to spearhead these implementation efforts, in addition to providing other aspects of executive leadership to HATC.
- **Hired HR Director:** Steve Peglar was hired in August 2021 as Deputy Executive Director / HR & Organizational Development. Steve is a seasoned HR professional and brings several decades of highly relevant experience in human resources & organizational development.
- **Strategic Plan:** In coordination with both internal staff and external consulting resources, a new Strategic Plan was developed and adopted by the organization. The new Plan will cover the time period from January 2022 through December 2025. The Plan outlines a new Mission, Vision and Values statements for HATC, along with key strategic focus areas and related goals which will be pursued by the organization.
- **Professional Development:** Despite continuing COVID restrictions, HATC staff took advantage of available training and development activities during 2021. Regular in-house training opportunities were provided monthly within HATC, and 80% of HATC employees engaged in additional externally available training and development activities during the year. Over 30 separate training and development programs, both in-person and virtual, were attended by HATC staff.

V. HATC Foundation:

- **UT Quality of Life Assessment:** In conjunction with the UT School of Nursing, the HATC Foundation was able to conduct door-to-door surveys related to healthcare, childcare, and quality of life at Alexander Oaks, Eastern Oaks, Summit Oaks, and Manor Town Apartments. Nursing school faculty also conducted COVID-19 vaccine clinics at each site, resulting in 21 HATC residents receiving their first, second, and/or booster shots.

- **St. David's grant:** The HATC Foundation successfully administered a \$50,000 COVID-19 Recovery Grant courtesy of the St. David's Foundation, allowing for the creation of a financial safety net for 100 HATC families affected by the pandemic. The safety net provided emergency financial assistance to households in the unrestricted amount of \$500. In partnership with BCL of Texas and community banks such as Frost Bank, South Star Bank, and Bank CorpSouth, families also received financial capability coaching to build their assets and make smart financial choices.
- **TEF grant:** In December, the HATC Foundation finished distributing a total of \$25,000 to HATC residents and clients through the Transit Empowerment Fund. These funds were disbursed in the form of gas cards and transit passes to reduce transportation barriers for residents seeking workforce development and educational/vocational training.
- **Library Partnership:** HATC Foundation staff finalized a Memorandum of Understanding (MOU) with Austin Public Library to engage in a new partnership that will provide an array of on-site services for HATC residents and clients. These services are set to include: literacy training, STEM, workforce development programming, laptops for use by residents, digital navigation courses, children's educational programming, and access to telehealth services.
- **STEM Explorers:** The HATC Foundation continues to develop its partnership with Capitol Area BSA Exploring Clubs to offer programming for youth of all ages. Exploring Clubs (for youth aged 10-13) and Exploring Posts (for youth aged 14-20) work to teach important life and career skills to young people from all backgrounds through immersive career experiences and mentorship provided by community and business leaders. In addition, Cub Scout age youth (K-5th grade) will be enrolled into neighboring Pack 395, whose leadership has agreed to expand its membership and make use of the Alexander Oaks community center as its new meeting space.
- **Job Coaching:** Through Texas Family Literacy AmeriCorps, the HATC Foundation has continued to employ the services of a volunteer on-site job coach and placement specialist. As of December 2021, at least five HATC residents have been able to secure new employment opportunities with the help of this program.