

June 2, 2022  
9:30 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, Meeting ID and Password provided below.  
<https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

Dial by your location: <https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>  
Meeting ID: 854 2371 5742  
Passcode: 079542

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

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*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.*

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**II. CONSENT AGENDA**

A. Approval of the Minutes from the May 5, 2022 Regular Meeting

**III. 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](mailto:Omar.Nesbit@traviscountytexas.gov)
- Maximum three-minute limit per speaker

**IV. CEO / EXECUTIVE DIRECTOR'S REPORT**

- A. Voucher Programs/ Homeless Initiatives - [Christina Montes](#)
- 1.HCV Program (Conventional)
  2. Homeless Initiatives
  3. Special Purpose Vouchers
- B. Affordable Housing Programs - [Carlos Guzman](#)
- C. Real Estate Development - [Robert Onion](#) / [Keith Hoffpauir](#)
1. Eastern Oaks
  2. Manor Town, Phase II
- D. Finance - [Subra Narayanaier](#)
- E. HATC Foundation – [Eric Lindholm](#)
- F. Human Resources/Org. Development – [Steve Peglar](#)

**V. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee
- B. Governance Committee
- C. HR Committee
- D. Quality of Life Committee

**VI. NEW / UNFINISHED BUSINESS**

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

**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**

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
May 5, 2022  
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, TX 78752 and via Zoom.

<https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

Dial by your location: <https://us02web.zoom.us/j/85423715742?pwd=STBYZDNSMWhXem5GVGRoNGtOczdjZz09>

Meeting ID: 854 2371 5742  
Password: 079542

**I. CALL TO ORDER**

Vice-Chair Ann Denton called the meeting to order at 10:00 a.m.

**ROLL CALL / CONFIRMATION OF QUORUM**

Roll Call of Commissioners: Vice-Chair Ann Denton; Commissioner Wilmer Roberts; Commissioner Sharal Brown; Commissioner Christina Rosales. Commissioner Jimmy Paver. Guest: Nora Linares-Moeller, Awais Azhar, Woody Rodgers – Housing Works Austin

CEO/Executive Director Patrick Howard certified the quorum.

Staff in Attendance: CEO/Executive Director Patrick Howard; Executive Assistant Omar Nesbit; Director of Real Estate Development Robert Onion; Asset Manager Keith Hoffpauir; Director of Finance Subra Narayanaier; Housing Manager Carlos Guzman; Foundation Coordinator Eric Lindholm; Deputy Executive Director Steve Peglar.

**II. CONSENT AGENDA**

- A. Approval of the Minutes from the April 7, 2022 Regular Meeting

Commissioner Wilmer Roberts made a **motion** to approve Item II.A. Commissioner Christina Rosales seconded the motion, which **passed** unanimously.

**III. PUBLIC FORUM / CITIZEN COMMUNICATION**

There was no citizen communication.

#### IV. ACTION ITEMS

A. Resolution No. HATC-2022-05	To <u>Approve</u> the addition of Agency Specific Waivers to the Moving to Work (MTW) Supplement to the Annual PHA Plan for fiscal year beginning 1/1/2022
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CEO/Executive Director - Patrick Howard explained that this item mirrored last month's action item, with the only difference being, non-mainstream vouchers would now be added to the MTW Supplement.

Commissioner Christina Rosales made a motion to **approve** item IV.A. Resolution No. HATC-2022-05. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

#### V. CEO / EXECUTIVE DIRECTOR's REPORT

##### A. Voucher Programs/ Homeless Initiatives – *Patrick Howard*

*Patrick Howard* outlined the 30-day priorities to include: submitting the MTW Supplement to the Annual Plan, adding MTW changes to the Administrative Plan, engaging new partners for Continuum of Care supportive services, and working to establish a plan for the HCV waiting list.

Commissioner Wilmer Roberts sought an update on the collection of outstanding payments from other Housing Authorities. Patrick Howard stated that staff is steadfast in their efforts to collect payments, and that a hefty payment was just received from a neighboring Housing Authority.

Commissioner Sharal Brown inquired about the total sum of outstanding payments, in which Subra Narayanaier expressed a rough sum of \$100,000.

##### B. Affordable Housing Programs - *Carlos Guzman*

*Carlos Guzman* discussed his 30-day priorities which included increasing occupancy, resolving subsidy issues, and resolving resident complaints. Additionally, Carlos highlighted occupancy rates for each HATC property.

- SEA Oaks: 80.00% occupancy
- SEA RAD: 63.33% occupancy
- Manor Town: 78.79% occupancy
- Carson Creek: 100.00% occupancy

Carlos Guzman subsequently conveyed that: 2 move-ins occurred the week prior, and there are 6 applications pending. He also elaborated on resolving the subsidy issue by stating that he/his staff is working with TRACSExperts.

Vice-Chair Sharal Brown thanked Carlos Guzman for assisting in a tour of HATC's properties.

C. Real Estate Development - *Keith Hoffpauir*

*Keith Hoffpauir* highlighted his 30-day priorities to include completing the erection of rails/ramps at Eastern Oaks and receiving draw proceeds from TDHCA. Additionally, Keith Hoffpauir is in contact with individuals to apply for a permit with the City of Austin as it relates to Manor Town Phase II.

Patrick Howard expressed his desire for the Real Estate Committee to convene to discuss details surrounding Manor Town Phase II.

Chair Ann Howard verbalized her excitement to use the 'set-aside' for this project.

Vice Chair Sharal Brown sought clarification on if we had a contractor to conduct the work, in which Keith Hoffpauir stated that we did.

D. Finance – *Subra Narayanaier*

*Subra Narayanaier* highlighted his 30-day priorities to include finalizing the audit report for FYE 12/31/21, ensuring accounting tasks are completed timely, and addressing issues regarding portability collection & Rosemont. Additionally, Subra presented a brief outline of "Budget" and "Actual" numbers for major HATC programs.

E. HATC Foundation – *Eric Lindholm*

*Eric Lindholm* highlighted his 30-day priorities to advertising the HATC Foundation Scholarship, promoting Austin Sunshine Camp & other Summer related children-activities, and establishing workforce development initiatives.

F. Human Resources/Org. Development – *Patrick Howard*

*Patrick Howard* underscored Human Resources/Organizational Development's 30-day priorities to include revising the Personnel Policy, amending employee job descriptions, and working with the HATC Foundation to attract partnerships. Additionally, Patrick Howard mentioned scheduled/completed items relating to organizational and professional development:

- Policy/Training development
- Strategic Plan implementation/tracking
- Professional development opportunities
- Collaboration with HATC Foundation's leadership

**VI. BOARD COMMITTEE REPORTS**

- A. Real Estate Development Committee – DNM
- B. Governance Committee – DNM
- C. HR Committee – DNM
- D. Quality of Life – DNM

## **VII. NEW / UNFINISHED BUSINESS**

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

## **VIII. EXECUTIVE SESSION**

There was no Executive Session.

## **IX. SPECIAL ITEM**

- A. Travis County Housing Goals presentation by Housing Works Austin

Nora Linares-Moeller, Awais Azhar, and Woody Rodgers of Housing Works Austin gave a comprehensive/robust presentation on an analysis of Travis County and interim 5-year housing goals. Their presentation covered: the current conditions of affordable housing in Travis County, a calculation of 5-year housing needs, an overview of interim 5-year housing goals, and Travis County's interim 5-year housing goals.

## **X. ADJOURNMENT**

Commissioner Christina Rosales made a **motion** to adjourn the Board meeting. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

The Board meeting adjourned at 10:54 a.m.

Respectfully submitted and approved,

*Patrick B. Howard*

Patrick Howard, CEO/Executive Director

## HATC Discussion Item IV.A.1.

June 2, 2022

**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 Mainstream or EHV.

Housing Choice Vouchers effective 2/01/2020: 632

38 Additional FUP Vouchers effective 11/1/2021

**Housing Choice Vouchers effective 11/1/2021: 670**

As of April 30, 2022, 449 of HATC's HCV allocation were utilized in a conventional fashion.

As of April 30, 2022, the total lease up for the HCV program was **634 of 670**. Occupancy rate was at **94.63%**.

For this reporting period, there were **6** applicants on the waiting list.

**Portable In:** 58 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 April 30, 2022, Cambridge had a total lease up of **18** 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*

Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item IV.A.2.

June 2, 2022

**Subject:** Homeless Initiatives

### **Continuum of Care (CoC)**

HATC was awarded **\$1,126,479** in new federal funds from the **2020** CoC competition to provide housing for chronically homeless clients with a disability for 2021-2022. **This grant began July 1, 2021.**

As of **April 30, 2022**, HATC, provided housing assistance to **75** 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. These agencies currently include: Foundation Communities, and Front Steps. Also included in this group are current Continuum of Care program participants who are no longer in need of intensive case management services from Integral Care. *MOU with FS and FC has terminated effective 10/15/2021.*

As of **April 30, 2022**, HP has **45** 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*

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Patrick B. Howard, *CEO/Executive Director*



## HATC Discussion Item IV.A.3.

June 2, 2022

**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 April 30, 2022, there were **65** 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 April 30, 2022, there were **24** 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. Total MVP: 39.

As of April 30, 2022, there were **30** 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 April 30, 2022, VASH, has **22** 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 April 30, 2022, EHV has **3** 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*

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Patrick B. Howard, *CEO/Executive Director*

ATTACHMENT

Apr-22				
Housing Choice Voucher Programs (ACC)	Leased (First of month)	After First Month	Voucher Allocation	Leased %
Project Based Vouchers (PBV)	18		19	94.74%
Housing Choice Vouchers (HCV)	446	3	417	107.67%
Port Outs (PO) HCV	11		11	100.00%
Non Elderly and Disabled (NED)	65		75	86.67%
**VASH- HUD Awarded Vouchers	22		30	73.33%
**Homeless Preference	45		46	97.83%
**Family Unification Program (FUP)	23	1	72	33.33%
<b>Total</b>	<b>630</b>	<b>4</b>	<b>670</b>	<b>94.63%</b>
Total HCV Leased after the first of the month:		634		

Programs not counted in HCV TOTAL:	Leased (Last Day)	Voucher Allocation	Leased %
**Continuum of Care (COC)	75	74	101.35%
Mainstream (MVP)	30	39	76.92%
**Emergency Housing Vouchers (EHV):	3	34	8.82%

Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	6	14	20
Non Elderly and Disabled (NED)	1	1	2
Project Based Vouchers (PBV)			0
VASH		2	2
Homeless Preference (HP)		1	1
Family Unification Program (FUP)	4		4
Mainstream (MVP)	3	4	7
Emergency Housing Vouchers (EHV)	22		22
<b>TOTAL</b>	<b>36</b>	<b>22</b>	<b>58</b>

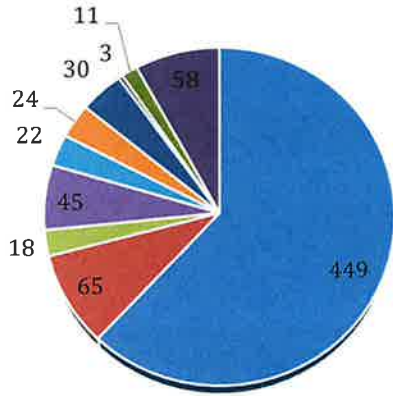
Waiting List (HCV, Choice PBRA, HP, MVP) :				6
Leased Port Ins (last day of month):				58

**\*\* Direct referral only**

*Voucher Allocation Set*

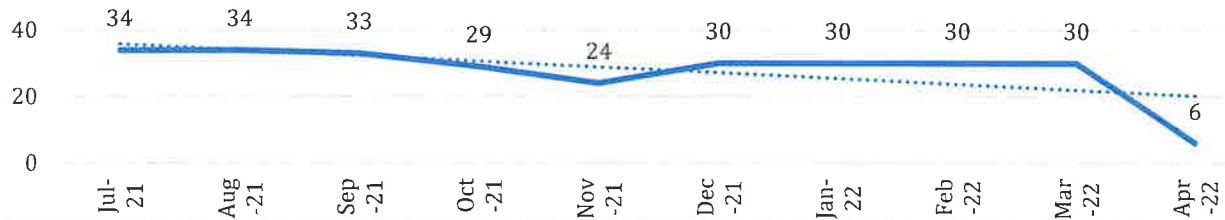
## Attachment IV.A.: Graphs

### April 2022: 725 Total Households Served

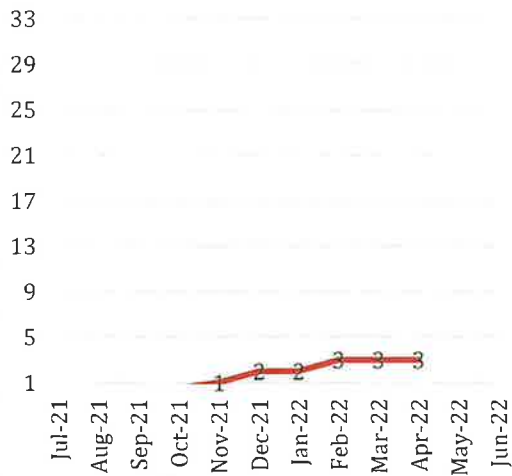


- Housing Choice Voucher (HCV)
- Non-Elderly and Disabled (NED)
- Project-Based Vouchers (PBV)
- Homeless Preference (HP)
- Veterans Assistance Supportive Housing (VASH)
- Family Unification Program (FUP)
- Mainstream (MVP)
- Emergency Housing Vouchers (EHV)
- Port-Outs (PO)
- Port-Ins (PI)

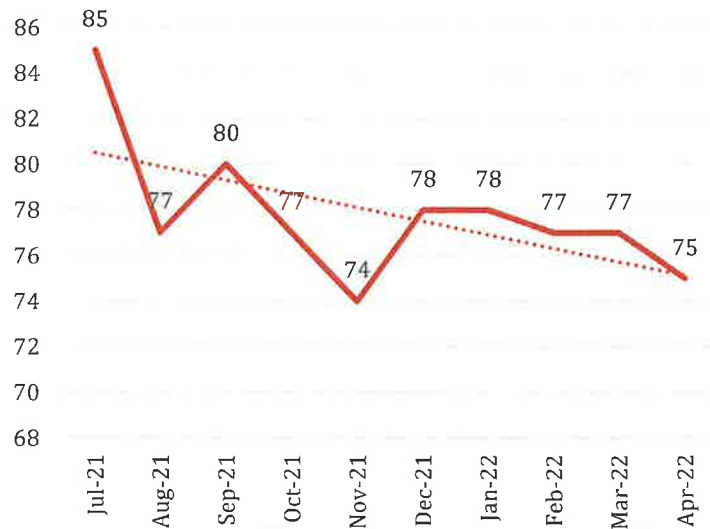
### Applicants on Waiting List



### EHV Households Served



### COC Households Served





## HATC Discussion Item IV.B.

### Affordable Housing Program

June 2, 2022

**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

#### Occupancy and Vacancy

Occupancy rate and vacancy loss are indicators of a property's potential and/or unrealized income, respectively. Both the occupancy and vacancy rate are current as of May 23, 2022. The current occupancy status of each property is as follows: **SEA OAKS:** Vacancies (13) will be filled from the Multifamily Housing Waiting list. **Carson Creek:** 100% occupied. **Manor Town:** Vacancies (7) will be filled from the Manor Town Waitlist. **SEA RAD:** Vacancies (8) will be filled from the Multifamily Housing-Eastern Oaks Waiting list.

#### Eastern Oaks

Eastern Oaks was awarded additional funding with the City of Austin Direct Loan Program which started the process of renovating Eastern Oaks. January 2020 residents were relocated to temporary apartments near Eastern Oaks. Shortly after, F&H begin the full interior renovations of Eastern Oaks. Since the discussion of renovating the apartments, there have been 8 vacancies, 2 are 1-bedroom units and 6 are 2-bedroom units. HATC is approaching the completion of the interior renovations. In preparation of filling the vacancies, staff will conduct virtual orientation on July 21<sup>st</sup>, November 23<sup>rd</sup>, and April 18, 2022. Following orientation, staff is screening the applicant's information for eligibility. Eligibility includes criminal background checks, rental history verification, income/asset verification, and family composition verification. On average, it takes about 30 days to complete the screen. According to HUD Handbook 4350.3 REV-1, "verifications are valid for 120 days from the date of receipt by the owner".

**Subsidy**

Staff has experience delays in submitting 52670's (subsidy voucher) to HUD. Currently, the software HATC use isn't compatible with HUD's system. TRACSExperts was hired to submit subsidy vouchers for SEA OAKS Apartments and SEA RAD Apartments. In preparation of submitting the subsidy vouchers, tenant information was given to TRACSExperts to set up a baseline of subsidy each tenant is receiving. Staff is working with TRACSExperts to submit tenant information and vouchers to HUD. Staff and TRACSExperts will continue to work together until HATC is current on the subsidy. The last voucher that was submitted for SEA OAKS Apartment was February 2021 and regarding SEA RAD apartments we received a message letting us know December, January, and February vouchers are getting paid.

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

Property Occupancy, Vacancy, Subsidy, Income Limits

**Prepared by:**

Gabrielle Jones, Housing Manager

**Approval:**

*Patrick B. Howard*

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Patrick B. Howard, *President/ CEO*

# Attachment A To Discussion Item IV.B.

## PROPERTY DATA – Page 1 of 2

### Occupancy/Vacancy/Subsidy/Market Rate/Zero

Property	Occupancy Total Occupied / Total Units	Occupancy Rate (%)	Tenant Rent	Current HAP Subsidy	Other Revenue	From Business Activities	Current Vacancy Loss (\$)	Pen Evic
SEA OAKS APARTMENTS	62/75	82.67%	\$ 17,693.00	\$ -	\$ -	\$ -	\$ 6,459.00	
SEA RAD APARTMENTS	22/30	73.33%	\$ 4,296.00	\$ -	\$ -	\$ -	\$ 3,870.00	
MANOR TOWN APARTMENTS	26/33	78.79%	\$ 14,559.00	\$ -	\$ -	\$ -	\$ 4,382.00	
CARSON CREEK HOMES	16/16	100.00%	\$ 12,857.00	\$ -	\$ -	\$ -	\$ -	
TOTALS		83.70%	\$ 49,405.00	\$ -			\$ 14,711.00	

### Market Rate Renters

Property	Address	Bedroom Size	Household Size	Allowable Max (2018)	Annual Income (Initial)	Annual Income (Current)	Monthly Rent	Contract Rent
SEA OAKS APARTMENTS	11607 Sierra Nevada #2	2	4	\$41,280	\$15,036	\$30,236	\$578	\$512
	11607 Sierra Nevada #5	1	1	\$36,120	\$22,100	\$21,988	\$444	\$406
	11607 Sierra Nevada #6	1	1	\$36,120	\$24,830	\$20,007	\$485	\$406
	11607 Sierra Nevada #7	1	1	\$36,120	\$0	\$18,798	\$406	\$406
	11607 Sierra Nevada #8	1	1	\$36,120	\$12,055	\$20,532	\$422	\$406
	11607 Sierra Nevada #9	1	1	\$36,120	\$16,340	\$24,616	\$577	\$406
	11607 Sierra Nevada #10	1	1	\$36,120	\$23,343	\$23,351	\$497	\$406
	11607 Sierra Nevada #11	1	1	\$36,120	\$26,674	\$28,036	\$522	\$406
	11607 Sierra Nevada #19	2	2	\$41,280	\$0	\$16,180	\$623	\$512
	11607 Sierra Nevada #22	2	2	\$42,480	\$41,963	\$41,963	\$820	\$512



# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

	5600 Valiant Cove B	3	4	\$51,600	\$3,382	\$3,792	\$694	\$694
	5602 Valiant Cove	4	7	\$64,020	\$5,940	\$7,512	\$840	\$840
	5606 Valiant Cove B	4	8	\$68,160	\$3,108	\$15,360.00	\$840	\$840
	6001 Valiant Circle A	2	1	\$36,120	\$30,682	\$34,968	\$723	\$512
	6003 Valiant Circle A	2	3	\$36,120	\$14,399	\$0	\$512	\$512
	6007 Valiant Circle B	1	2	\$30,100	\$22,275	\$35,498	\$746	\$512
	6101 Valiant Circle B	2	3	\$36,120	\$8,521	\$40,000	\$847	\$512
	6102 Valiant Circle A	1	2	\$30,100	\$14,148	\$28,294	\$572	\$512
	6104 Valiant Circle B	4	2	\$30,100	\$5,460	\$27,262	\$517	\$512
	6122 Valiant Circle B	1	2	\$36,120	\$4,050	\$24,761	\$490	\$406
SEA RAD APARTMENTS	4922 Nuckols Crossing #37	2	3	\$23,330	\$1,936	\$39,745	\$828	\$512
	4922 Nuckols Crossing #40	2	3	\$23,330	\$26,313	\$31,488	\$624	\$512
	4922 Nuckols Crossing #53	2	3	\$38,700	\$29,616	\$46,788	\$1,019	\$512

## Zero Income Renters

Project	Address	Amount
SEA RAD APARTMENTS	4922 Nuckols Crossing, 27, Austin, TX 78744	(\$72.00)
	4922 Nuckols Crossing, 32, Austin, TX 78744	(\$82.00)
	4922 Nuckols Crossing, 33, Austin, TX 78744	(\$184.00)
	4922 Nuckols Crossing, 34, Austin, TX 78744	(\$175.00)
	4922 Nuckols Crossing, 38, Austin, TX 78744	(\$117.00)
	4922 Nuckols Crossing, 39, Austin, TX 78744	(\$117.00)
SEA OAKS APARTMENTS	6008 Valiant Circle, A, Austin, TX 78749	(\$184.00)
	6009 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, A, Austin, TX 78749	(\$116.00)
	6012 Valiant Circle, B, Austin, TX 78749	(\$116.00)
	6101 Valiant Circle, A, Austin, TX 78749	(\$125.00)
	6102 Valiant Circle, B, Austin, TX 78749	(\$82.00)
	6108 Valiant Circle, B, Austin, TX 78749	(\$40.00)

502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752  
 Telephone: (512) 854-8245 | FAX: (512) 854-1899 | Web: [www.hatctx.com](http://www.hatctx.com)

6123 Valiant Circle, A, Austin, TX 78749	(\$82.00)
6123 Valiant Circle, B, Austin, TX 78749	(\$82.00)
11607 Sierra Nevada, 15, Austin, TX 78759	(\$46.00)
11607 Sierra Nevada, 17, Austin, TX 78759	(\$18.00)

## PROPERTY DATA – Page 2 of 2

### Unit Lease-Up and Release

PROPERTY NAME	# UNITS	Leased? Y or N	VACANT UNIT NUMBER	DATE UNIT BECAME VACANT	DATE MAKE- READY COMPLETED	DATE WAITING LIST NOTIFIED	# OFFERS TO LEASE MADE	DATE OFFER ACCEPTED	ANTICIPATED MOVE IN DATE	# REMAINING ON WAITING LIST
SEA OAKS Apartments	75									
		Y	4	03/02/2021	04.02.21	07/08/21	0	N/A	N/A	351
		N	5606A	08/08/2021	09.08.21	N.D.	0	N/A	N/A	351
		N	12	08/12/2021	09.13.21	N.D.	0	N/A	N/A	351
		N	6109B	08/18/2021	09.17.21	N.D.	0	N/A	N/A	351
		N	6005A	09/16/2021	N.D.	N.D.	0	N/A	N/A	351
		N	5600A	09/23/2021	N.D.	N.D.	0	N/A	N/A	351
		N	6113A	10/31/2021	N.D.	N.D.	0	N/A	N/A	351
		N	6110A	11/23/2021	N.D.	N.D.	0	N/A	N/A	351
		N	7	12/10/2021	N.D.	N.D.	0	N/A	N/A	351
		N	6106A	01/02/2022	N.D.	N.D.	0	N/A	N/A	351
		N	6108A	2/15/2022	N.D.	N.D.	0	N/A	N/A	351
		N	6000B	02/21/2022	N.D.	N.D.	0	N/A	N/A	351
		N	6104B	02/28/2022	N.D.	N.D.	0	N/A	N/A	351
SEA RAD Apartments	30	Y	26	08/30/2019	N.D.	04/11/22	0	N/A	N/A	301
		Y	29	04/13/2020	N.D.	07/08/21	0	N/A	N/A	301
		Y	30	4/13/2020	N.D.	07/08/21	0	N/A	N/A	301
		Y	41	07/26/2019	N.D.	07/08/21	0	N/A	N/A	301
		N	46	12/09/2019	N.D.	N.D.	0	N/A	N/A	301
		N	50	11/30/2021	N.D.	N.D.	0	N/A	N/A	301
		N	51	03/31/2019	N.D.	N.D.	0	N/A	N/A	301
		N	54	03/01/2020	N.D.	N.D.	0	N/A	N/A	301

# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

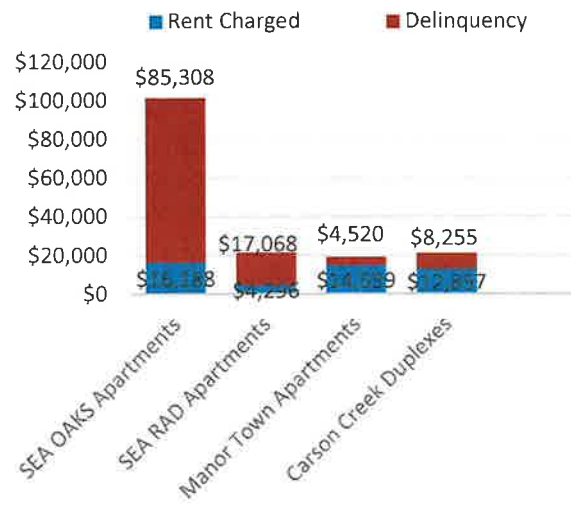
Manor Town Apts.	33	N	209	10/14/2020	02/05/2021	N/A	0	N/A	N/A	72
		N	107	09/13/2021	10/15/2021	09/13/2021	0	N/A	11/15/2021	72
		N	109	09/28/2021	03.23.22	N/A	0	N/A	N/A	72
		N	113	09/30/2021	03.09.22	N/A	0	N/A	N/A	72
		N	212	10/12/2021	N.D	N/A	0	N/A	N/A	72
		N	215	12/31/2021	03.23.22	N/A	0	N/A	N/A	72
		N	216	02/28/2022	N.D	N/A	0	N/A	N/A	72
Carson Creek	16		0	N/A	N/A	N/A	0	N/A	N/A	42
TOTALS	154		28							

## Repayment Agreements

PROPERTY NAME	UNIT #	# DAYS PAST DUE	MONTHLY RENT AMOUNT PAST DUE	MONTHLY TENANT PAID RENT AMOUNT	ADDITIONAL MONTHLY PAYMENT AGREED TO	TOTAL AMOUNT OWING	RENT TO BE CURRENT BY WHAT DATE?	WHAT ARE THE TERMS?	RENT TO BE CURRENT BY WHAT DATE?
---------------	--------	-----------------	------------------------------	---------------------------------	--------------------------------------	--------------------	----------------------------------	---------------------	----------------------------------

SEA OAKS Apartments	6122 B	180	\$4,183	\$406	\$100	\$4,183	1/15/2023	\$100 monthly	1/15/2023
SEA RAD Apartments	0								
Manor Town Apts.	0								
Carson Creek	0								

## Aged Delinquencies



UNCOLLECTED RENT:



# HATC

HOUSING AUTHORITY OF TRAVIS COUNTY

Property	Tenant Account	Delinquent Amount	Aged Delinquency	Comments
Carson Creek	9500B	\$3,400	90+	Dwelling Rent
	9510A	\$1,600	90+	Dwelling Rent
	9510B	\$2,400	90+	Dwelling Rent
	1300B	\$55	30	Window Repair
	9504B	\$800	30	Dwelling Rent
Manor Town Apartments	110	\$700	30	Dwelling Rent
	112	\$1,945	90+	Dwelling Rent
	203	\$1,830	90+	Dwelling Rent
	204	\$44.97	90	Grab Bars
	205	\$1	30	Dwelling Rent
SEA RAD Apartments	28	\$980	90	Dwelling Rent
	31	\$3,138	90+	Damages from Relocation
	37	\$4,295	90+	Dwelling Rent/Damages from Relocation
	39	\$1,781	90+	Damages from Relocation
	40	\$970	90+	Dwelling Rent/Damages from Relocation
SEA OAKS Apartments	47	\$34	30	Dwelling Rent
	52	\$2,008	90+	Damages from Relocation
	53	\$3,862	90+	Dwelling Rent/Damages from Relocation
	10	\$278	30	Dwelling Rent
	11	\$290	30	Dwelling Rent
	13	\$1,564	90+	Dwelling Rent
	15	\$302	30	Dwelling Rent
	18	\$3,060	90+	Paid to District Court
	19	\$623	30	Dwelling Rent
	2	\$2,420	90	Dwelling Rent
	20	\$1,983	90+	Dwelling Rent/Damages
	21	\$3,027	30	Dwelling Rent
	22	\$200	30	Dwelling Rent
	23	\$756	30	Dwelling Rent
	3	\$793	60	Dwelling Rent
	5600B	\$1,963	60	Dwelling Rent
	5602	\$6,640	90+	Dwelling Rent
	5604B	\$7,928	90+	Dwelling Rent
	5606B	\$16,606	90+	Dwelling Rent
	6000A	\$1	30	Dwelling Rent
	6003A	\$4,376	90+	Dwelling Rent

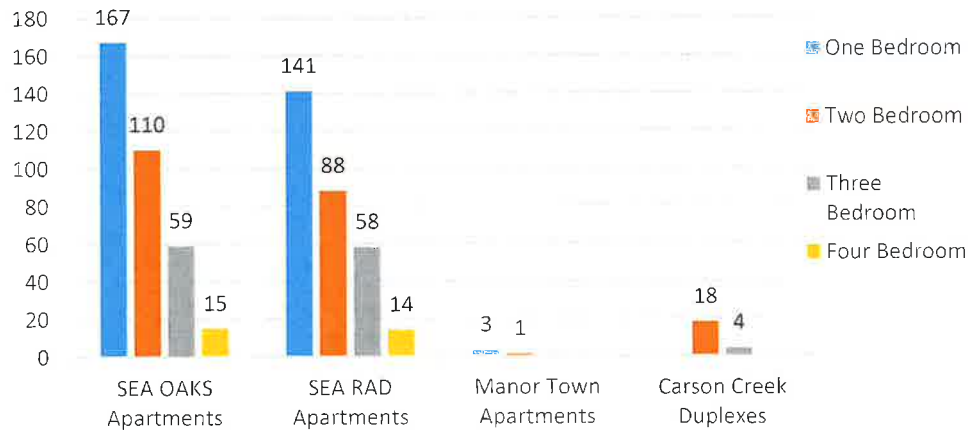
# HATC

## HOUSING AUTHORITY OF TRAVIS COUNTY

	6003B	\$1,820	90+	Dwelling Rent
	6007A	\$232	30	Dwelling Rent
	6007B	\$465	30	Dwelling Rent
	6008A	\$4,839	90+	Dwelling Rent
	6010B	\$777	90+	Dwelling Rent/ Utilities
	6100A	\$5,430	90+	Dwelling Rent
	6104A	\$592	90+	Dwelling Rent
	6105A	\$201	60	Dwelling Rent
	6106B	\$5,098	90+	Dwelling Rent
	6109A	\$76	30	Dwelling Rent
	6110B	\$1,003	30	Dwelling Rent/Utilities/Pest Control
	6112B	\$422	60	Dwelling Rent
	6122B	\$4,251	90+	Dwelling Rent/Damages
	6123B	\$1,367	90+	Dwelling Rent/ Utilities
	8	\$5,922	90+	Dwelling Rent

### Waiting List

Applicants on Waiting List



## Work Orders

Project	***W. O.***			***Emergencies***						***Non-Emergency***				
	Total	Done	Open	Total	Done	Open	Open > 24 Hrs	PHAS Grade	PHAS Pct	Total	Done	Open	PHAS Grade	Av Da to Clo
Work Orders From:														
5/01/2022 Thru: 05/23/2022														
Staff: All Staff														
Manor Town Apartments	4	3	1	2	1	1	1	F	50.00%	2	2		A	
SEA OAKS APARTMENTS	21	20	1	5	5			A	100.00%	16	15	1	A	
SEA RAD APARTMENTS	9	9		6	6			A	100.00%	3	3		A	
Total All Projects Listed:	34	32	2	13	12	1	1	F	92.31%	21	20	1	A	



## HATC Discussion Item IV.C.1.

June 2, 2022

**Subject:** Eastern Oaks

**Background Information:** Eastern Oaks Apartments is a 30-unit duplex community owned by the HATC. The property underwent significant studs-out rehabilitation utilizing \$1,000,000 in funding from the City of Austin, \$2,000,000 from the Texas Department of Housing and Community Affairs, and an \$800,000 equity contribution from the Housing Authority.

**Funding:** All City of Austin funding has been drawn. The HATC's equity portion has been expended. A draw has been submitted to TDHCA in the amount of one million dollars. Upon payment, a second draw will be submitted in the amount of one million dollars for the remainder of the funds.

**Relocation Budget:** Accompanying this report is a breakdown of the key expense items associated with the relocation process to date. It is broken down by month with totals expended to date included.

**Construction:** A small amount of final exterior concrete still needs to be poured and additional safety railing along ramps has been recommended by the architect for ADA compliance. The Contractor contacted staff on 5/17/22 stating that 3 subcontractors had been identified to complete the remaining work. Staff authorized the Contractor to proceed. A draw for \$1,000,000 has been submitted to TDHCA. Staff is following up weekly with TDHCA to check on the status of the draw. TDHCA has confirmed that the draw is in line to be processed but could not provide an estimated completion time.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

N/A

**Prepared by:**

Keith Hoffpauir, Asset Manager

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, *Executive Director*



## HATC Discussion Update IV.C.2.

June 2, 2022

**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.

**RFP Results** – A Successful Bid Notification Letter was provided to F&H Construction, Inc. on 2/22/22. The bid was in the amount of \$3,752,398. Contract discussions have been initiated and are awaiting a final project bid.

**Funding:** The \$3,000,000 funding application to the TDHCA has been approved. The TDHCA Board elected to approve a recommendation for additional funding in the amount of \$352,213 at the 4/22 Board Meeting. TSAHC has committed to \$250,000 in funding. Additionally, the HATC was required to provide assurances that equity in the amount of \$1,022,816 for the development of Phase II. It is anticipated that preparing for closing on these funds will require approximately 90 days.

**Current Funding Sources:**

TDHCA:	\$3,352,213
TSAHC:	\$ 250,000
HATC:	<u>\$1,022,816</u>
<b><u>TOTAL</u></b>	<b><u>\$4,600,029</u></b>

**Construction** – F&H Construction is refining their bid. The Civil Engineer is currently coordinating with the City to establish a street number for the property address and complete the Building Permit Application. Total time on project is estimated to be 14 months from the date of the Notice to Proceed.

**Project Milestones –**

1. HATC ratification of additional funding for equity contribution – (7/22 or 8/22)
2. Close on TDHCA and TSAHC funding – 10/22
3. Issue Notice to Proceed to Contractor – 11/22
4. Contractor to complete mobilization and begin construction – 1/23
5. Construction Completion – 2/24

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

- A. Architects Rendering
- B. Site Plan
- C. Aerial View of Site

**Prepared by:**

Keith Hoffpauir, Asset Manager

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, *Executive Director*





PARKING CALCULATIONS:

20 UNITS @ 1 PER UNIT	20
TOTAL PARKING REQUIRED	20
TOTAL PARKING PROVIDED	22
OPEN SPACES	22

HC PARKING REQUIRED	2
HC PARKING PROVIDED	2

VAN ACCESSIBLE PROVIDED	1
-------------------------	---

BUILDING MATRIX:

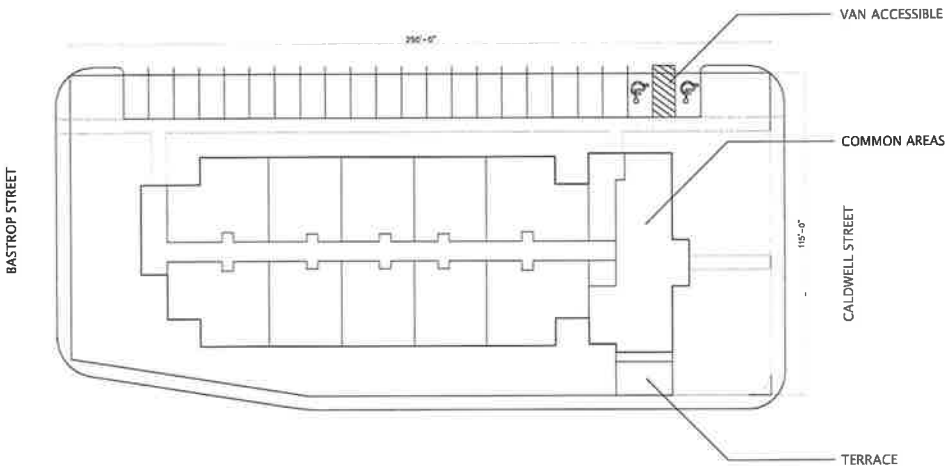
TYPE	#	STORIES	#/TYPE UNITS
1	1	2	12 A, 8 B

UNIT MATRIX:

TYPE	BR/BA	#	NRA
A	1/1	11	687 SQ. FT.
A-HC	1/1	1	687 SQ. FT.
B	2/2	7	892 SQ. FT.
B-HC	2/2	1	892 SQ. FT.

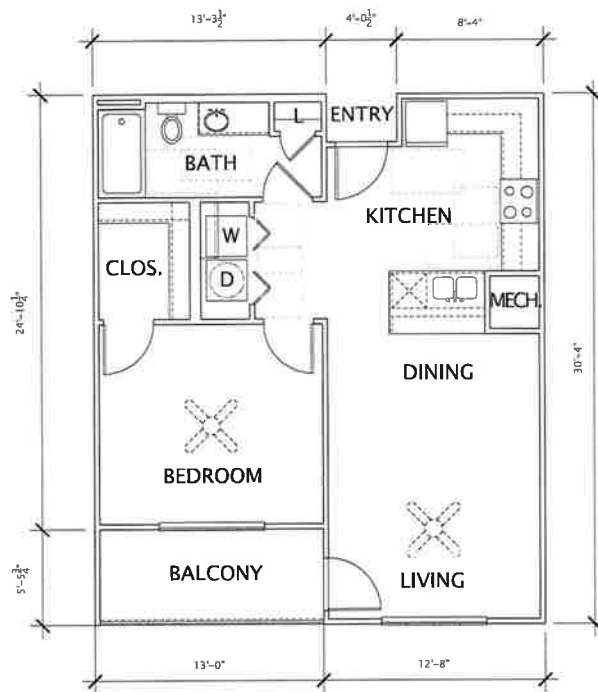
BUILDING COMMON AREAS:

MULTI USE ROOM	972 SQ. FT.
CORRIDORS	3,018 SQ. FT.
STAIRS	354 SQ. FT.
LAUNDRY	184 SQ. FT.
MAIL	49 SQ. FT.
FITNESS	594 SQ. FT.
ARTS/CRAFTS/GAMES	294 SQ. FT.



NOTE: SEE BUILDING PLANS FOR HC UNIT LOCATIONS

NDA	MANOR TOWN APPARTMENTS II	09/20
E1	SITE PLAN	SCALE: 1"= 50'



**NDA**

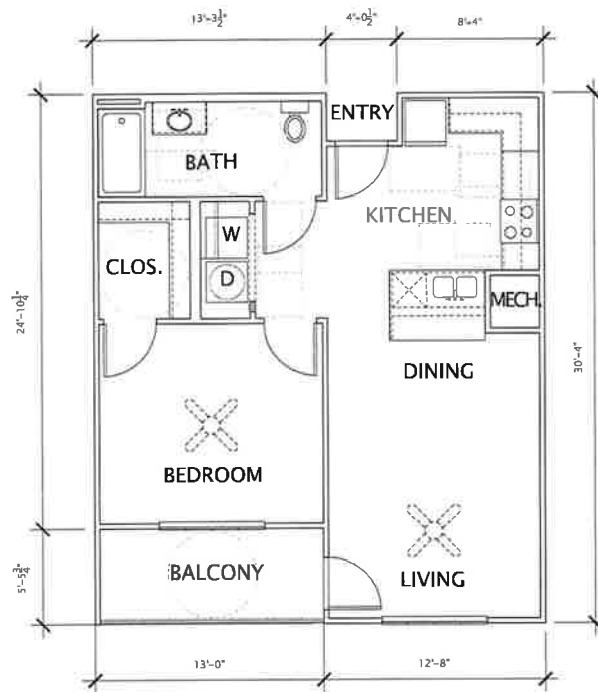
MANOR TOWN APPARTMENTS II

09/20

**E2**

PLAN A - ONE BEDROOM/ONE BATH 687 SQ. FT.

SCALE: 1/8"=1'-0"



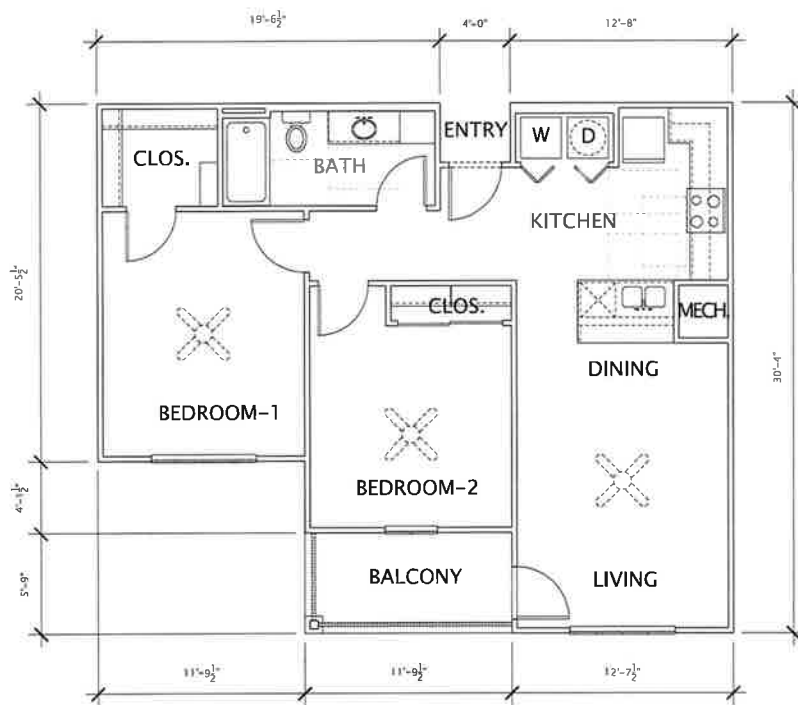
**NDA**

MANOR TOWN APPARTMENTS II

09/20

**E3**

PLAN A - HC - ONE BEDROOM/ONE BATH 687 SQ. FT. SCALE: 1/8"=1'-0"



**NDA**

MANOR TOWN APPARTMENTS II

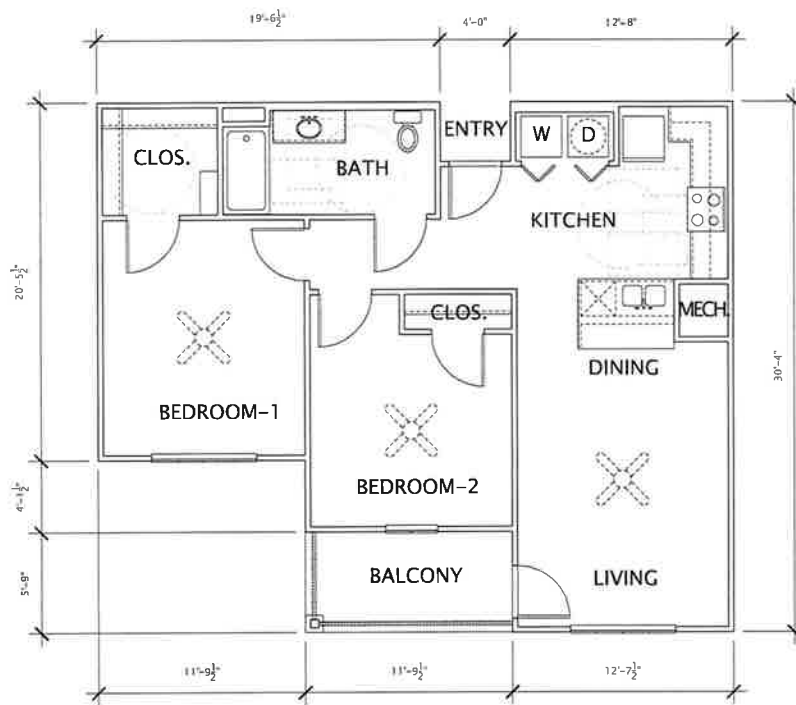
09/20

**E4**

PLAN B - TWO BEDROOM / ONE BATH 892 SQ. FT.

SCALE: 1/8"=1'-0"





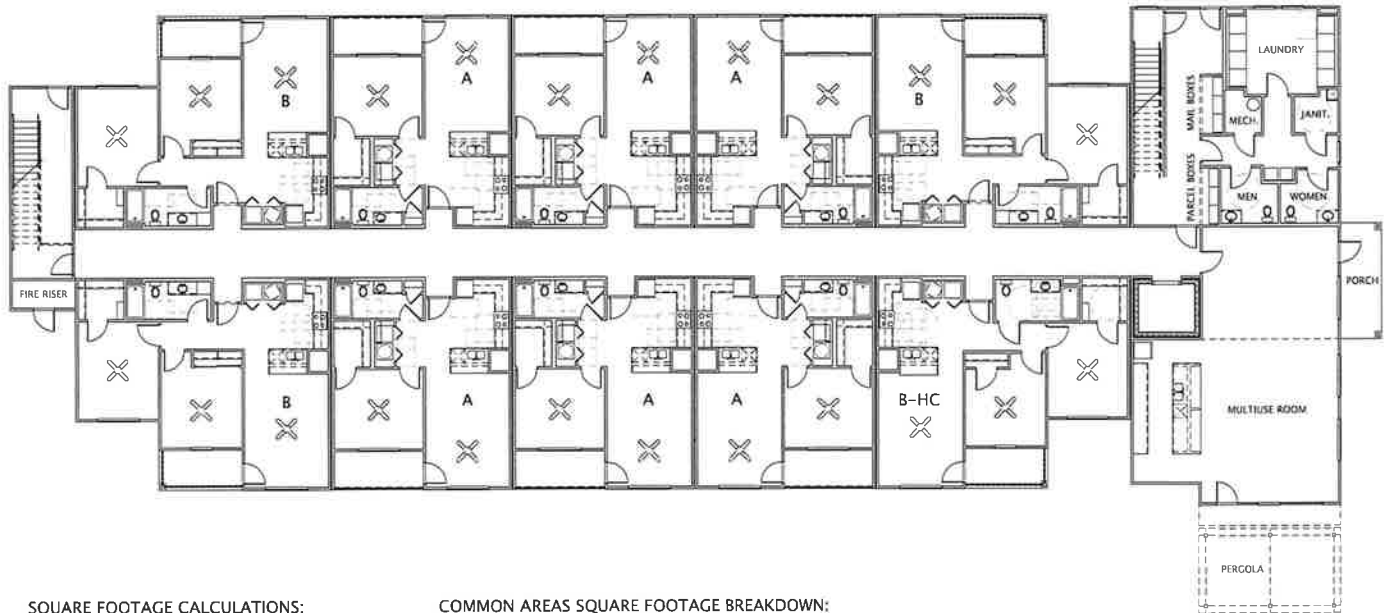
**NDA**

MANOR TOWN APPARTMENTS II

09/20

**E5**

PLAN B -HC - TWO BEDROOM / ONE BATH 892 SQ. FT. SCALE: 1/8"=1'-0"



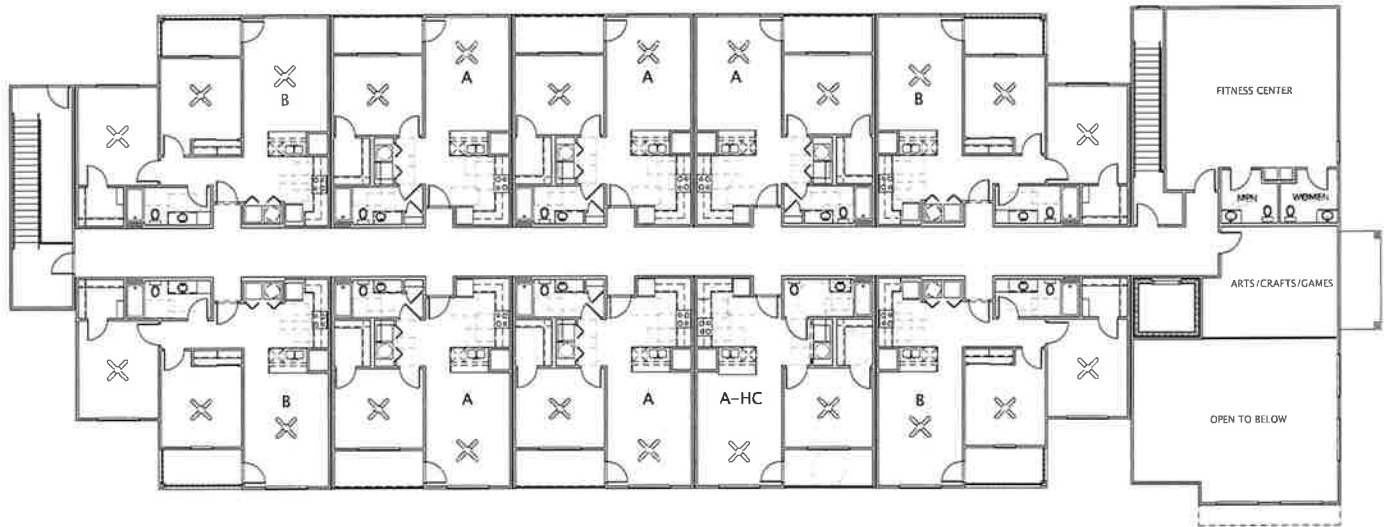
SQUARE FOOTAGE CALCULATIONS:

GROSS BUILDING AREA:	12,134 SQ. FT.
COMMON AREAS:	1,325 SQ. FT.
CORRIDORS:	1,730 SQ. FT.
STAIRS:	177 SQ. FT.
JANITOR ROOM:	35 SQ. FT.
MAIL AND PARCEL BOXES:	49 SQ. FT.
FIRE RISER ROOM:	36 SQ. FT.
PATIOS/BALCONIES:	688 SQ. FT.
UNIT MECHANICAL SPACES:	80 SQ. FT.
AIR GAPS/CHASES/STONE LEDGE:	66 SQ. FT.

COMMON AREAS SQUARE FOOTAGE BREAKDOWN:

AVAILABLE TO RESIDENTS	
LAUNDRY	184 SQ. FT.
RESTROOMS	120 SQ. FT.
MULTIUSE ROOM	972 SQ. FT.
MAIL AND PARCEL BOXES	49 SQ. FT.

<b>NDA</b>	MANOR TOWN APPARTMENTS II	09/20
	<b>E6</b>	BUILDING FIRST FLOOR PLAN - 7,958 NRA



**SQUARE FOOTAGE CALCULATIONS:**

GROSS BUILDING AREA:	12,134 SQ. FT.
COMMON AREAS:	1,008 SQ. FT.
CORRIDORS:	1,288 SQ. FT.
STAIRS:	177 SQ. FT.
PATIOS/BALCONIES:	688 SQ. FT.
UNIT MECHANICAL SPACES:	80 SQ. FT.
AIR GAPS/CHASES/STONE LEDGE:	66 SQ. FT.

**COMMON AREAS SQUARE FOOTAGE BREAKDOWN:**

**AVAILABLE TO RESIDENTS**

FITNESS CENTER	594 SQ. FT.
RESTROOMS	120 SQ. FT.
ARTS/CRAFTS/GAMES	294 SQ. FT.

**NDA**

MANOR TOWN APPARTMENTS II

09/20

**E7**

BUILDING SECOND FLOOR PLAN - 7,958 NRA

SCALE: 1"=20'-0"



SOUTH ELEVATION



EAST ELEVATION

NDA

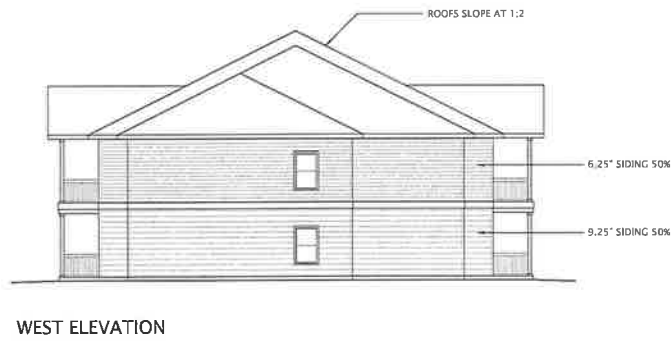
MANOR TOWN APPARTMENTS II

09/20

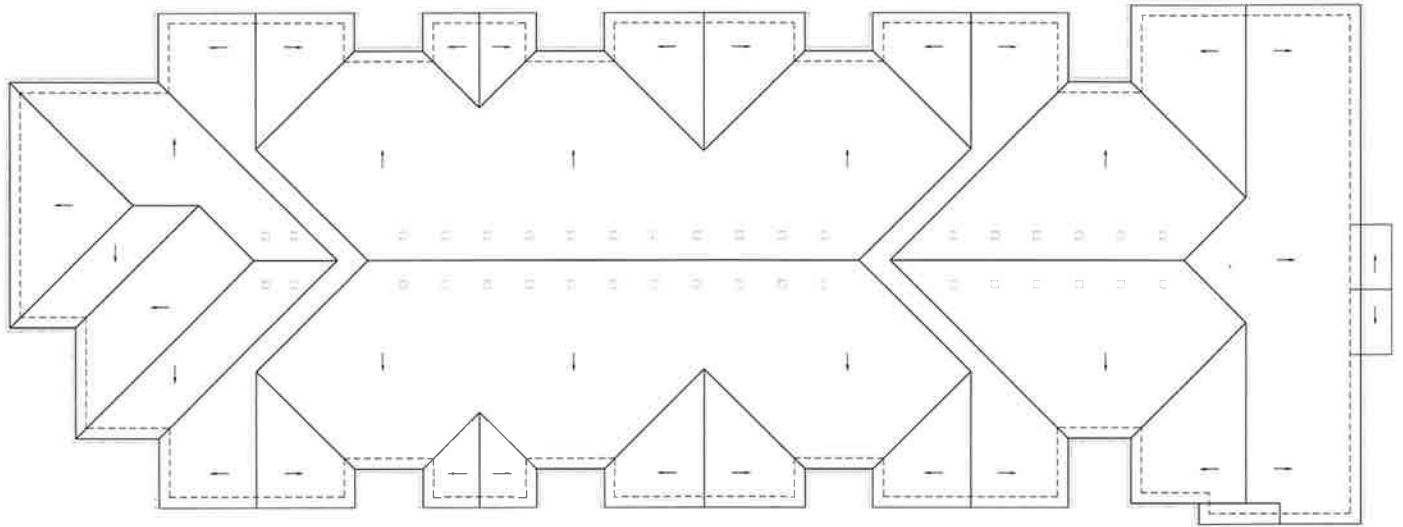
E8

BUILDING ELEVATIONS

SCALE: 1"=20'-0"



NDA	MANOR TOWN APPARTMENTS II	09/20
E9	BUILDING ELEVATIONS	SCALE: 1"=20'-0"



**NDA**

MANOR TOWN APPARTMENTS II

09/20

**E10**

ROOF PLAN

SCALE: 1"=20'-0"

**HATC Discussion Item IV.D.**

**Finance**

**June 2, 2022**

**Subject:** HATC April 2022 Monthly Finance Report

The Monthly Finance Report presented is for the period ending April 30, 2022.  
This report reflects financial activities for four-month period for the 12-month fiscal year ending 12/31/2022.

**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachment:**

HATC Finance Report

**Prepared by:**

Subra Narayanaier, CPA, Director of Finance

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director



**Housing Authority of Travis County  
Finance Report - April 30, 2022**

**Schedule**

<b>No</b>	<b>Report</b>
1	Business Activities - Operating Statements
1A	Balance Sheet - Business Activities & HCV Program
2	Housing Choice Voucher Program - Operating Statements
3	Mainstream Program
3A	Emergency Housing Voucher & Admin Reserve Schedule
4	Continuum of Care
5	MTW - Policy Research & Development Grant
6	SEA RAD PBRA - Eastern Oaks - Operating Statements
6A	Eastern Oaks - Rehabilitation Costs Detail
6B	Balance Sheet - SEA RAD Eastern Oaks
7	Manor Town - Operating Statements
8	Carson Creek - Operating Statement
9	HATC - Travis County Facilities Corp (TCFC)
9A	TCFC - Set Aside Funds for Deeply Affordable Units
10	HATC Foundation - Operating Statements
11	SEA OAKS LP - Operating Statements & Balance Sheet
13	Investment Register for HATC



**Housing Authority of Travis County**

**Business Activities**

Schedule 1

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Mgmt Fees from HATC owned Properties	26,897	8,966	7,769	1,913
Management Fees from SEA OAKS LP	23,237	7,746	2,036	547
Interest Income	1,500	500	2,082	502
Other Revenues	500	167	1,279	140
<b>Total Revenues</b>	<b>52,134</b>	<b>17,378</b>	<b>13,166</b>	<b>3,102</b>
<b>Expenses</b>				
Salaries & Benefits-Executive Staff	447,020	149,007	141,193	31,833
-Finance Staff	297,226	99,075	71,502	16,747
-Affordable Hsg Staff	166,368	55,456	41,265	9,786
-SHFC Staff	39,926	13,309	12,242	2,873
Administrative - Audit Fees	13,500	4,500	-	
- Office Rent	77,572	25,857	25,556	6,389
- Computer & Software	29,560	9,853	14,960	3,366
- Consultants	12,000	4,000	-	
- Training & Travel	14,175	4,725	3,777	1,900
Other Administrative Expenses	30,626	10,209	14,355	2,596
Insurance	5,051	1,684	1,708	427
Capital Expenditures	20,000	6,667	33,166	33,166
Contribution to HATC Properties	75,808	25,269	25,268	6,317
<b>Total Expenses</b>	<b>\$ 1,228,832</b>	<b>\$ 409,611</b>	<b>\$ 384,992</b>	<b>\$ 115,400</b>
Excess/Deficiency Rev over Exp	<b>\$ (1,176,698)</b>	<b>\$ (392,233)</b>	<b>\$ (371,826)</b>	<b>\$ (112,298)</b>
Contribution from SHFC	1,176,698	392,233	392,232	98,058
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,406</b>	<b>\$ (14,240)</b>

**Balance Sheet - Business Activities & HCV Program**  
**Schedule 1B**

<b>Balance Sheet - HCV 04/30/2022</b>		<b>Balance Sheet - Business Activities 04/30/2022</b>	
	<b>Amount</b>		<b>Amount</b>
Cash	453,729	Cash	1,162,296
Acct Receivable - Port In	119,600	Investment - Lone Star Bank	406,032
Allowance WriteOff- AR Port In - over 90 days	(56,150)	AR - Property Mgmt Fee	15,857
AR HUD Admin Fee - YE entry	40,890	AR-SEA RAD LP Developer Fee	356,537
	16,403	Allowance for Doubtful Accts	(356,537)
<b>Total Assets</b>	<b>574,472</b>	Prepaid & Other AR	45,929
		AR InterFund - Eastern Oaks	1,912,223
Month End Accrual	14,358	AR InterFund - Manor Town	288,608
Portability Payable-Unreconciled	251,422	AR InterFund - SEA RAD LP	363,904
Interfund - Business Activities	80,059	AR InterFund - SHFC & Rosemont Relocation	17,272
Estimated Employee Leave Accrual	43,524	AR InterFund - HCV, COC & Other	69,495
<b>Total Liability</b>	<b>389,363</b>	Net Fixed Assets	960,732
		TCDRS Retirement Deferred Outflow	151,923
<b>Equity 04/30/2022</b>	<b>185,109</b>	<b>Total Asset</b>	<b>5,394,271</b>
Admin Fee Equity 01/01/2022	80,028	Month End Accruals	26,746
Provision For Reserve 04/30/2022	(8,349)	SHFC Loan - Manor Town Escrow	400,000
Addback: Capital Purchases	16,404	Eastern Oaks Constr Contribution	800,000
Admin Fee Equity 04/30/2022	88,083	Estimated Employee Leave Accrual	61,786
HAP Equity 04/30/2022 - HUD Reserves	97,026	SHFC Advance - Eastern Oaks Construction	1,391,680
<b>Equity 04/30/2022</b>	<b>185,109</b>	<b>Total Liability</b>	<b>2,680,212</b>
		<b>Equity 04/30/2022</b>	<b>2,714,059</b>
		Beginning Equity 01/01/2022	2,660,487
		Provision for Reserve 04/30/2022	20,406
		Addback : Capital Purchases	33,166
		Ending Equity 04/30/2022	<b>2,714,059</b>

**Housing Choice Voucher**

Schedule 2

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				630 vcr
HUD HCV Rental Subsidy	7,075,200	2,358,400	2,327,061	577,260
Estimated HCV Administrative Fees	594,280	198,093	190,390	47,647
Est Collection Loss - Port In HAP & AF	(15,000)	(5,000)	-	
Interest Income	2,500	833	1,054	322
Other revenues - Port In Fees, Inspection	53,278	17,759	12,282	2,849
<b>Revenues eligible for Admin Expenses</b>	<b>635,058</b>	<b>211,686</b>	<b>203,726</b>	<b>50,818</b>
<b>Total Revenues</b>	<b>\$ 7,710,258</b>	<b>\$ 2,570,086</b>	<b>\$ 2,530,787</b>	<b>\$ 628,078</b>
<b>Expenses</b>				
Salaries & Benefits - Direct S8 Staff	448,305	149,435	133,957	29,373
Administrative -Audit	32,500	10,833	16,459	15,459
-Office Rent	55,409	18,470	18,252	4,563
- Computer & Software	43,820	14,607	7,895	394
- Training	3,600	1,200	-	
Other Administrative Expenses	47,350	15,783	17,636	5,064
Insurance	3,469	1,156	1,472	368
Capital Expenditures	NB	NB	16,404	16,404
<b>Administrative Expenses</b>	<b>634,453</b>	<b>211,484</b>	<b>212,075</b>	<b>71,625</b>
Rental Assistance	7,075,200	2,358,400	2,327,061	577,260
<b>Total Expenses</b>	<b>\$ 7,709,653</b>	<b>\$ 2,569,884</b>	<b>\$ 2,539,136</b>	<b>\$ 648,885</b>
Excess/Deficiency Rev over Exp	605	202	(8,349)	(20,807)
<b>Provision for Administrative Reserve</b>	<b>\$ 605</b>	<b>\$ 202</b>	<b>\$ (8,349)</b>	<b>\$ (20,807)</b>

**Mainstream Program**  
Schedule 3

Budget Line Item	FY2022 Approved Budget	FYTD Budget April 2022	FYTD Actual April 2022	MTD Actual Apr 2022
<b>Revenues</b>				30 vrh
Rental Assistance	424,560	141,520	108,478	27,644
Estimated Administrative Fees	34,537	11,512	9,003	2,328
<b>Total Revenues</b>	<b>\$ 459,097</b>	<b>\$ 153,032</b>	<b>\$ 117,481</b>	<b>\$ 29,972</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	34,539	11,513	10,870	2,995
Rental Assistance	424,560	141,520	108,478	27,644
<b>Total Expenses</b>	<b>\$ 459,099</b>	<b>\$ 153,033</b>	<b>\$ 119,348</b>	<b>\$ 30,639</b>
<b>Provision for Reserve</b>	<b>\$ (2)</b>	<b>\$ (1)</b>	<b>\$ (1,867)</b>	<b>\$ (667)</b>

**Emergency Housing Voucher**  
Schedule 3A

Budget Line Item	FY2022 Approved Budget	FYTD Budget April 2022	FYTD Actual April 2022	MTD Actual Apr 2022
<b>Revenues</b>				
Rental Assistance	NA	NA	10,304	2,875
Service Costs Reimbursement	NA	NA	3,632	
Estimated Administrative Fees	NA	NA	100	100
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,036</b>	<b>\$ 2,975</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	NA	NA	5,466	1,202
Service Costs Expenses	NA	NA	3,632	
Rental Assistance	NA	NA	10,304	2,875
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,402</b>	<b>\$ 4,077</b>
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,366)</b>	<b>\$ (1,102)</b>

Administrative Reserves by S8 program	HCV	Mainstream	EHV
Administrative Reserves 01/01/2022	80,028	4,050	18,532
Current Provision for Reserve 4/30/2022	(8,349)	(1,867)	(5,366)
Addback: Capital Purchases	16,404		
Est Administrative Reserves 04/30/2022	88,083	2,183	13,166

**Continuum of Care Grant TX0037L6J031811**

**July 1, 2021 - June 30, 2022**

Schedule 4

<b>Budget Line Item</b>	<b>Approved Grant</b>	<b>FYTD Budget April 2022</b>	<b>Cumulative Total</b>	<b>MTD Actual Apr 2022</b>
Grant Revenues	1,126,479	938,733	774,181	75,288
<b>Expenses</b>				
Housing Assistance	1,025,859	854,883	695,576	65,286
Direct Salaries & Benefits	50,253	41,878	41,724	4,905
Total Rental Assistance & Direct Salaries	1,076,112	896,760	737,300	70,191
Administrative Costs	50,367	41,973	36,881	5,097
<b>Total Expenses</b>	<b>\$ 1,126,479</b>	<b>\$ 938,733</b>	<b>\$ 774,181</b>	<b>75,288</b>
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**MTW - Policy Development & Research Grant**

**Feb 16, 2021 - Feb 15, 2023**

Schedule 5

<b>Budget Line Item</b>	<b>Grant Award</b>	<b>FYTD Budget April 2022</b>	<b>Cumulative Total</b>	<b>MTD Actual Apr 2022</b>
Grant Revenues	25,000	22,917	-	
<b>Expenses</b>				
MTW conversion - Software & Hardware	25,000	22,917	-	
<b>Total Expenses</b>	<b>\$ 25,000</b>	<b>\$ 22,917</b>	<b>\$ -</b>	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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

Budget Line Item	FY2022 Approved Budget	FYTD Budget April 2022	FYTD Actual April 2022	MTD Actual Apr 2022
Gross Potential Rent (Contract Rent)	198,106	66,035	62,595	15,732
Vacancy LOSS-budgeted 90% occupancy	(19,811)	(6,604)	(20,868)	(5,420)
<b>Revenues</b>				
Dwelling Rent	53,489	17,830	14,018	3,457
HUD Subsidy - Accrued	124,807	41,602	27,709	6,855
Collection Losses	(1,070)	(357)	(17,116)	
Other Revenues	-	-	17,429	56
<b>Total Revenues</b>	<b>177,226</b>	<b>59,075</b>	<b>42,040</b>	<b>10,368</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	30,955	10,318	9,127	2,240
Other Administrative Expenses	4,350	1,450	9,935	381
Management Fees	8,861	2,954	2,102	518
Maintenance Salaries & Benefits	45,266	15,089	10,071	2,498
Maintenance Materials	2,000	667	246	144
Maintenance Contracts	22,566	7,522	8,131	2,464
Utilities	30,240	10,080	5,552	1,547
Insurance	8,084	2,695	2,695	674
Capital Improvement/Non-Routine Exp	8,500	2,833		
Contribution to Repl Reserve	16,404	5,468	5,468	1,367
<b>Total Expenses</b>	<b>177,226</b>	<b>59,075</b>	<b>53,327</b>	<b>11,833</b>
Excess/Deficiency Rev over Exp	-	-	(11,287)	(1,465)
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (11,287)</b>	<b>\$ (1,465)</b>

**SEA RAD - Eastern Oaks Rehabilitation Costs Detail**  
Schedule 6A

Eastern Oaks - Rehab Costs Detail	Original Budget	Revised Budget	Actual through 04/30/2022	Estimated Total Cost
Construction Hard Costs	2,933,089	3,054,875	2,749,388	3,054,875
Other Construction HC		11,400	11,400	11,400
Relocation Costs	451,637	451,637	597,848	597,848
Predev & Other Costs	304,541	282,088	241,682	241,682
Contingencies	110,733	-	-	
	<b>3,800,000</b>	<b>3,800,000</b>	<b>3,600,318</b>	<b>3,905,805</b>
<b>Sources of Funding</b>				
City of Austin - AHFC 99 Year forgivable Loan				1,000,000
TDHCA - 30 year forgivable loan				2,000,000
SHFC - \$800K contribution				800,000
				<b>3,800,000</b>
Shortfall/Cost Overrun				<b>(105,805)</b>

**SEA RAD Eastern Oaks - Balance Sheet**  
**Schedule 6B**

<b>Balance Sheet as of 04/30/2022</b>	<b>Eastern Oaks</b>
IBC - Reserve for Replacements - Restricted	1,578,783
Cash - Rehab Account Restricted	79,328
Cash - SEA RAD Apts EO Tenant Security Deposit	4,023
Cash--Maintenance/Replacement Reserve Budgeted	40,298
Cash - IBC -EO	51,084
A/R Tenants EO	23,589
Allowance Doubtful Accounts	(21,629)
A/R HUD-EO - 5 month HUD Subsidy	48,472
Land	221,791
Buildings	3,655,905
Dwelling Furn, Equip& Machinery	25,313
Furniture Equip& Mach	103,446
Leasehold Improvements	407,900
AccumulatedDepreciation	(1,215,693)
Construction In Progress	63,278
<b>Assets</b>	<b>5,065,888</b>
Tenant Sec Deps/EO-Low Rent	3,086
Accrued Payable-EO	1,975
DueTo/DueFrom Operations	1,912,233
Property Management Fee Payable	3,874
Comp Absences Payable	3,163
N/P - SHFC	1,561,000
Deferred Revenue-PH-EO	22,341
Loan - COA AHFC	1,000,000
<b>Liabilities</b>	<b>4,507,672</b>
<b>Equity 04/30/2022</b>	<b>558,216</b>
<b>Equity - 01/01/2022</b>	561,343
Provision For Reserve 04/30/2022	(11,287)
Add-back Maintenance Reserve	5,468
Deduct Depreciation Expense	-
Rehab. Contribution - YTD	-
Interest Earned on Restricted Cash	2,692
Soft Cost Expensed through 04/30/2022	-
<b>Equity - 04/30/2022</b>	<b>558,216</b>

**Manor Town**  
Schedule 7

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Dwelling Rent - budgeted 95% occpy-avg rent \$570	211,956	70,652	60,122	14,559
Collection Losses	(4,239)	(1,413)	-	
Other Tenant Revenues	NA	NA	91	46
Other Revenues (Laundry Commissions, etc)	1,800	600	1,290	330
<b>Total Revenues</b>	<b>209,517</b>	<b>69,839</b>	<b>61,503</b>	<b>14,935</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	33,528	11,176	9,891	2,426
Other Administrative Expenses	5,824	1,941	1,409	545
Management Fees	10,476	3,492	3,075	747
Maintenance Salaries & Benefits	50,031	16,677	11,540	2,777
Maintenance Materials	12,299	4,100	5,185	380
Maintenance Contracts	34,698	11,566	22,118	9,304
Utilities	19,530	6,510	6,939	1,547
Insurance	12,188	4,063	4,062	1,016
Maintenance Reserve-\$500 unit/year	16,500	5,500	5,500	1,375
Capital Item/Non-Routine Expenses	4,500	1,500		
Debt Service - Principal & Interest	85,752	28,584	28,584	7,146
<b>Total Expenses</b>	<b>285,326</b>	<b>95,109</b>	<b>98,303</b>	<b>27,263</b>
Excess/Deficiency Rev over Exp	(75,809)	(25,270)	(36,800)	(12,328)
Contribution from Business Activities	75,809	25,270	25,664	6,713
<b>Provision for Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (11,136)</b>	<b>\$ (5,615)</b>

**A-** Emergency Elevator repair totaling \$6,845 in 03/2022 & \$5,344 in 04/2022

Manor Town II PreDevelopment Costs as of 3/31/2022 - \$212,780



**Carson Creek**  
**Schedule 8**

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Dwelling Rent - budgeted 100% occpy-avg rent \$804	154,284	51,428	51,428	12,857
Collection Losses/Collection on Write-Off	(3,086)	(1,029)	-	
Other Tenant Revenues	-	-	-	
Other Revenues	-	-	399	103
<b>Total Revenues</b>	<b>151,198</b>	<b>50,399</b>	<b>51,827</b>	<b>12,960</b>
<b>Expenses</b>				
Adminstrative Salaries & Benefits	16,218	5,406	4,779	1,174
Other Administrative Expenses	4,300	1,433	2,440	204
Management Fees - 5% of Revenues	7,560	2,520	2,591	648
Maintenance Salaries & Benefits	23,824	7,941	5,903	1,418
Maintenance Materials	6,322	2,107	1,178	603
Maintenance Contracts	24,120	8,040	2,247	285
Utilities	300	100	-	
Insurance	3,702	1,234	1,236	309
Maintenance Reserve-\$500 unit/year	8,000	2,667	2,668	667
<b>Total Expenses</b>	<b>94,346</b>	<b>31,449</b>	<b>23,042</b>	<b>5,308</b>
Excess/Deficiency Rev over Exp	56,852	18,951	28,785	7,652
<b>Provision for Reserve</b>	<b>\$ 56,852</b>	<b>\$ 18,951</b>	<b>\$ 28,785</b>	<b>\$ 7,652</b>

**HATC - Travis County Facilities Corporation (TCFC) - Fund 12**  
Schedule 9

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Other Revenues - Embry & Appl Fees	2,000,000	666,667	925,053	369,923
Interest Income	4,500	1,500	3,121	853
<b>Total Revenues</b>	<b>2,004,500</b>	<b>668,167</b>	<b>928,174</b>	<b>370,776</b>
<b>Expenses</b>				
Contribution TCFC Set-Aside-50%	1,000,000	333,333	462,527	184,962
Contribution to HATC Foundation	125,247	41,749	41,748	10,437
<b>Total Expenses</b>	<b>\$ 1,125,247</b>	<b>\$ 375,082</b>	<b>\$ 504,275</b>	<b>\$ 195,399</b>
<b>Provision for Reserve</b>	<b>\$ 879,253</b>	<b>\$ 293,084</b>	<b>\$ 423,899</b>	<b>\$ 175,377</b>

**Set Aside Funds - Deeply Affordable Units**

Schedule 9A

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Contribution SHFC-bond only & new RE transactions	140,000	46,667	-	
Contribution TCFC-50% proceeds	1,000,000	333,333	462,527	184,962
Interest	3,500	1,167	3,605	1,007
<b>Total Revenues</b>	<b>1,143,500</b>	<b>381,167</b>	<b>466,132</b>	<b>185,969</b>
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess/Deficiency Rev over Exp	1,143,500	381,167	466,132	185,969
<b>Provision for Reserve</b>	<b>\$ 1,143,500</b>	<b>\$ 381,167</b>	<b>\$ 466,132</b>	<b>\$ 185,969</b>

<b>TCFC Balance Sheet as of 04/30/2022</b>	<b>Amount</b>
Cash TCFC	2,162,950
Cash TCFC Set-Aside	2,541,990
Land	7,686,113
<b>Total Assets</b>	<b>12,391,053</b>
Prepaid Land Lease	7,552,290
Other Current Liabilities	-
<b>Total Liabilities</b>	<b>7,552,290</b>
Beginning Equity - 01/01/2022	3,948,732
Provision For Reserve	890,031
Ending Equity - 04/30/2022	4,838,763

**HATC - Foundation - Fund 56**  
Schedule 10

<b>Budget Line Item</b>	<b>FY2022 Approved Budget</b>	<b>FYTD Budget April 2022</b>	<b>FYTD Actual April 2022</b>	<b>MTD Actual Apr 2022</b>
<b>Revenues</b>				
Donations & Other Revenues	12,000	4,000	-	
<b>Total Revenues</b>	<b>12,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>				
Administrative Salaries & Benefits	61,599	20,533	19,511	\$ 4,580
Other Administrative Expenses	8,550	2,850	222	74
Job Training & Youth Development	30,000	10,000		
Tenant Services/Scholarships	37,000	12,333	5	
Insurance	98	33	20	5
<b>Total Expenses</b>	<b>137,247</b>	<b>45,749</b>	<b>19,758</b>	<b>4,659</b>
<b>Contribution from TCFC Unrestricted Funds</b>	125,247	41,749	41,748	10,437
<b>Provision for Reserve</b>	\$ -	\$ -	\$ 21,990	\$ 5,778

**SEA RAD LP**  
**CY 2022 Monthly Operating Statement**  
**Schedule 11**

	<b>CY2022 Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>MTD April 2022</b>
<b>Revenues</b>				
Rental Income	143,351	47,784	91,196	27,210
Vacancies - budgeted 97% occupancy	(14,335)	(4,778)	(25,086)	(7,872)
HUD Subsidy - Accrued	334,486	111,495	73,402	17,879
Other Tenant Revenue	3,000	1,000	4,133	1,167
Collection Loss Estimate	(2,867)	(956)	-	
Other Revenue	1,100	367	1,016	261
<b>Total Operating Revenues</b>	<b>464,735</b>	<b>154,912</b>	<b>144,661</b>	<b>38,645</b>
<b>Expenses</b>				
Legal & Eviction Fees	2,500	833	-	
Other Administrative Costs	7,392	2,464	4,056	1,450
Management Fee	23,237	7,746	2,036	547
Audit & Tax Fees	10,000	3,333	3,084	771
Payroll and Benefits			-	
Manager	40,021	13,340	11,902	2,839
Maintenance	54,684	18,228	14,056	3,365
Taxes and Benefits	28,622	9,541	7,464	1,845
Repairs and Maintenance			-	
Extermination	3,400	1,133	760	190
Grounds	12,000	4,000	3,792	993
Make Ready	3,000	1,000	4,086	1,193
Maintenance Materials	18,833	6,278	8,057	2,783
Other Routine Contract Costs	11,360	3,787	1,054	351
Utilities	37,080	12,360	13,168	3,214
Trash	42,000	14,000	16,040	4,252
Property Insurance	28,356	9,452	11,594	2,981
Other Insurance - Liability & Workers Comp	8,473	2,824	1,136	284
<b>Total Operating Expenses</b>	<b>330,958</b>	<b>110,319</b>	<b>102,285</b>	<b>27,058</b>
<b>Net Operating Income/(Loss) - NOI</b>	<b>133,777</b>	<b>44,592</b>	<b>42,375</b>	<b>11,587</b>
<b>Other Income/Expenses</b>				
Contribution to Replacement Reserve	23,523	7,841	7,840	1,960
NOI less Reserves	110,254	36,751	34,535	9,627
Debt Service - Principal & Interest	65,703	21,901	21,940	5,485
Debt Service Coverage Ratio	1.68	1.68	1.57	1.76
<b>Operating Cash Flow</b>	<b>44,551</b>	<b>14,850</b>	<b>12,595</b>	<b>4,142</b>
<b>Other Expenses/Outflows</b>				
Asset Management Fee	7,316	2,439	2,440	610
Non Routine & Capital Expenditures	36,000	12,000	13,843	5,944

## SEA RAD LP

## Monthly Balance Sheet - CY2022

	April 2022
Cash - Unrestricted	44,257
Cash - Security Deposit	13,160
Cash - Pledged Account	102,032
Cash - Operating Deficit	204,260
Cash - Replacement Reserves	53,178
Tenant Accounts Receivable	105,999
Allowance Doubtful Accounts	(19,129)
A/C Receivable - HUD - 12 months HAP Subsidy	305,093
Prepaid Insurance & Expense	34,743
Land & Land Improvement	164,519
Building & Equipment	9,860,239
Accum Depreciation	(1,443,809)
Tax Credit Monitoring Fees	27,896
<b>Assets</b>	<b>9,452,438</b>
Accrued Expenses	11,055
Property Management Fee Payable	8,081
Accrued Interest Payable	171,427
Tenant Security Deposit	11,199
Prepaid Rent	22,645
HATC Loan	1,000,000
Mortgage Payable	1,075,665
Note Payable-Additional Construction	179,702
Note Payable-Operating Deficit & Pledge Acct	301,035
Deferred Developer Fees	356,537
Due to Related Party	720,898
<b>Liabilities</b>	<b>3,858,244</b>
<b>Partners Equity</b>	<b>5,594,194</b>
Partner's Equity -Beginning	5,631,450
Cash Flow-Income Statement	4,142
Add back Replacement Reserve	1,960
Add back Loan Principal	978
Deduct Asset Management Fee	(610)
Deduct Amortization Expenses	(399)
Deduct Depreciation Expenses	(34,465)
Deduct Interest - HATC Loan	(2,917)
Deduct Capital & NonRoutine	(5,944)
Partners Equity, Ending Balance	5,594,194

# HATC

## Schedule 13

### Investment Register

Investment Type	Maturity Date	Rate	Amount	Funding Source
Certificate of Deposit (CD)	Jan 29, 2023	0.20%	\$ 400,000	HATC CD at Lone Star National Bank

**The HATC Foundation Discussion Item IV.E.**

**June 2, 2022**

**Subject:** Austin Runners Club Agreement/Deck the Halls 5k

**Background Information:**

Foundation staff finalized a partnership agreement with Austin Runners Club (ARC) to organize the Deck the Halls 5k Fun Run and Walk, to be held concurrently with the annual Decker Challenge in December. HATC previously facilitated the race in 2018 and 2019. This event is a valuable fundraising and public relations opportunity for HATC. The HATC Foundation and ARC have come to terms on a three-year agreement.

As part of the agreement, ARC agrees to the following terms:

- Race registration and marketing
- Collection of race registration fees
- Coordination and execution of all race day logistics, to include timing, course mapping, permitting, road closures, barricades, police escorts, etc.
- Distribution of payment post-race to HATC, to include all 5k registration fees less the per runner specific costs (timing, photos, t-shirts, medals, etc.)

The HATC Foundation agreed to the following terms:

- Pay a sum of \$4,000 up front to ARC for race production expenses
- Co-sign or authorize as needed the Travis County Expo Center venue agreement to secure local government discount

Collaborative efforts between the HATC Foundation and ARC will include:

- Market race registration to garner event participation
- Procure race-day volunteers to support event

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

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Patrick B. Howard, CEO/Executive Director

**The HATC Foundation Discussion Item IV.E.**

**June 2, 2022**

**Subject:** Girl Scouts of Central Texas Partnership

**Background Information:**

The HATC Foundation initiated a partnership with Girl Scouts of Central Texas (GSCTX), with the goal of enrolling HATC youth in GSCTX community programming and the possibility of facilitating on-site programming at HATC communities. Foundation staff are currently working to survey residents and clients to assess demand. Programs currently offered by GSCTX include:

**Gamma Sigma Girls:** Middle and high school girls involved in Gamma Sigma Girls participate in a unique college and career readiness, advocacy, and service-learning program that enhances in-school learning and encourages exploration of their future possibilities.

**Discovery Girls:** Discovery Girls ask questions and want to learn more about the world around them. The program's Texas Essential Knowledge and Skills (TEKS) and Social-Emotional Learning core competency-aligned curriculum explores the relationship between different topics and themes, encourages the discovery of and an appreciation for STEM connections, and responds to girls' desire for knowledge.

**Girl Scouts Rise:** Girls whose families experience housing insecurity often face significant economic challenges and uncertainties that affect many aspects of their lives. Girl Scouts Rise provides a space where girls can remove themselves from chronic issues and just be themselves as they connect with others with a shared experience. In Girl Scouts Rise, girls are in control and take the lead as they work with positive female role models and mentors.

**SISTERS:** Stay In School To Enjoy Real Success, or SISTERS, seeks to decrease the school dropout rate by offering girls experiences and tools that help them build their own bright futures. Programming combines Girl Scouts' curriculum with four key Texas Education Agency (TEA) dropout prevention strategies: personalized learning environments, one-on-one mentoring, academic support, and career and technology education.

**Tech Girls:** Middle and high school girls involved in Tech Girls participate in a weekly afterschool program that combines a hands-on STEM curriculum with an informal environment to support student-driven exploration and experimentation. Tech Girls investigate a variety of STEM topics and gain encouragement to pursue STEM-related education and career paths.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director



**The HATC Foundation Discussion Item IV.E.**

**June 2, 2022**

**Subject:** Summer Camp Opportunities for Youth Residents

**Background Information:**

The HATC Foundation is currently working with four community partners—Austin Public Library, Latinitas, Austin Sunshine Camps, and Girl Scouts of Central Texas—who offer youth summer camp programs.

Foundation staff will continue to coordinate with these agencies and conduct outreach to enroll resident youth in these summer camps.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

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Patrick B. Howard, CEO/Executive Director

**The HATC Foundation Discussion Item IV.E.**

**June 2, 2022**

**Subject:** HATC Foundation Scholarship

**Background Information:**

Foundation staff have extended the deadline for residents and clients to apply for the HATC Foundation Scholarship to July 15. This will give staff time to conduct optimal outreach efforts and better accommodate the needs of potential applicants.

Foundation staff continues to solicit applications for the HATC Foundation Scholarship. This scholarship is available for graduating high school seniors living in HATC communities. It is available in two forms:

- A full ride scholarship (tuition and fees included) for an Associate's Degree
- A \$2,500 lump sum to be used towards a Bachelor's Degree

To be eligible, applicants must submit a completed application with two essays, their high school transcript, and a letter of recommendation.

**Attachment:**

None

**Prepared by:**

Eric Lindholm, Project Coordinator

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, CEO/Executive Director

## HATC Discussion Item IV.F.

June 2, 2022

**Subject:** HATC Human Resources & Organizational Development Update

### Background Information:

#### 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 and currently being held 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 in late Q2 or early Q3 2022. Additionally, revised COVID protocols and Remote Work policy continue to be updated as appropriate.

#### Job Description Revision & Development

- All HATC/SHFC job descriptions are undergoing a full review and revision, to be completed during late Q2 or early Q3 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.

#### 2022 HR Training Curriculum

- 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). Multiple programs have already been delivered thus far in 2022.

#### 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.

#### HATC 2022-2025 Strategic Plan Updates

- Finalization of HATC's 2022-2025 Strategic Plan occurred at the end of 2021. Updates will be provided on goal tracking and progress as we move through 2022. Update summaries will be available electronically on Boardable.

## HATC Foundation Leadership

- Leadership for the HATC Foundation now exists under the purview of the Deputy Executive Director / HR & Org. Development. As such, current activities include connection and regular communication with new Board representation (and new HATC Foundation President), Jimmy Paver re: Foundation status; an initial meeting with a re-formed HATC Foundation Advisory Committee has occurred, and follow-up meetings are being scheduled; planning for near-term events is occurring; and various partner outreach and recruitment efforts. Subsequent activities expected in 2022 include strategy development and monitoring, partnership growth, investigation of grant opportunities, and planning for charitable contribution fund generation.

## **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*

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Patrick B. Howard, *CEO/Executive Director*

## HATC Discussion Item VI.A.1.

June 2, 2022

**Subject:** Proposed Message Board for HATC Commissioners

**Background Information:** The Texas Open Meetings Act prohibits walking quorums, which occur when members of a governmental body gather in numbers that do not physically constitute a quorum at any one time, but who, through successive gatherings, discuss a public matter with a quorum of that body without notice to the public. In an effort to avoid walking quorum-related issues, Senate Bill 1297 was passed by the Texas Legislature in 2013, which authorized governmental bodies to utilize online message boards. Online message boards allow for the exchange of written, business-related communication between members of a governmental body, which is open and accessible to the public.

HATC Staff is working with Travis County Attorney's Office, alongside Travis County Informational Technology, to gather additional information and discuss the possible implementation of an online message board, similar to Travis County's.

**Recommend Action:**

For discussion/informational purposes.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- A. Texas Government Code 551.006
- B. Sample Message Board – Travis County
- C. Sample Message Board – City of Austin

**Prepared By:**

Patrick B. Howard – CEO/Executive Director

**Approval:**

*Patrick B. Howard*

Patrick B. Howard, *CEO/Executive Director*

AN ACT

relating to written electronic communications between members of a governmental body.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter A, Chapter 551, Government Code, is amended by adding Section 551.006 to read as follows:

Sec. 551.006. WRITTEN ELECTRONIC COMMUNICATIONS ACCESSIBLE TO PUBLIC. (a) A communication or exchange of information between members of a governmental body about public business or public policy over which the governmental body has supervision or control does not constitute a meeting or deliberation for purposes of this chapter if:

(1) the communication is in writing;

(2) the writing is posted to an online message board or similar Internet application that is viewable and searchable by the public; and

(3) the communication is displayed in real time and displayed on the online message board or similar Internet application for no less than 30 days after the communication is first posted.

(b) A governmental body may have no more than one online message board or similar Internet application to be used for the purposes described in Subsection (a). The online message board or similar Internet application must be owned or controlled by the



1 governmental body, prominently displayed on the governmental  
2 body's primary Internet web page, and no more than one click away  
3 from the governmental body's primary Internet web page.

4 (c) The online message board or similar Internet  
5 application described in Subsection (a) may only be used by members  
6 of the governmental body or staff members of the governmental body  
7 who have received specific authorization from a member of the  
8 governmental body. In the event that a staff member posts a  
9 communication to the online message board or similar Internet  
10 application, the name and title of the staff member must be posted  
11 along with the communication.

12 (d) If a governmental body removes from the online message  
13 board or similar Internet application a communication that has been  
14 posted for at least 30 days, the governmental body shall maintain  
15 the posting for a period of six years. This communication is public  
16 information and must be disclosed in accordance with Chapter 552.

17 (e) The governmental body may not vote or take any action  
18 that is required to be taken at a meeting under this chapter of the  
19 governmental body by posting a communication to the online message  
20 board or similar Internet application. In no event shall a  
21 communication or posting to the online message board or similar  
22 Internet application be construed to be an action of the  
23 governmental body.

24 SECTION 2. This Act takes effect September 1, 2013.

S.B. No. 1297

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President of the Senate

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Speaker of the House

I hereby certify that S.B. No. 1297 passed the Senate on April 4, 2013, by the following vote: Yeas 30, Nays 0.

---

Secretary of the Senate

I hereby certify that S.B. No. 1297 passed the House on May 22, 2013, by the following vote: Yeas 148, Nays 0, two present not voting.

---

Chief Clerk of the House

Approved:

---

Date

---

Governor



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## Online Message Board



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Commissioners Court



### Commissioners Court (/forum/cc) 398 topics

Category		Last Post
<a href="#">(/forum/cataa-lyst)</a>	<b>CATAA-lyst (/forum/cataa-lyst)</b> 216 topics <a href="#">(/forum/cataa-lyst?format=feed&amp;type=rss)</a>	19-08-15 CATAA-lyst <a href="#">(/forum/cataa-lyst/414-19-08-15-cataa-lyst#659)</a> by JoeHon <a href="#">(/forum/user/46-joehon)</a> 5 days 18 hours ago
<a href="#">(/forum/emergency-services)</a>	<b>Emergency Services (/forum/emergency-services)</b> 10 topics <a href="#">(/forum/emergency-services?format=feed&amp;type=rss)</a>	Email from Judge Eckhardt re: ... <a href="#">(/forum/emergency-services/259-email-from-judge-eckhardt-re-team-mgmt-of-es#424)</a> by JoeHon <a href="#">(/forum/user/46-joehon)</a> 1 year 2 months ago
<a href="#">(/forum/health-human-services)</a>	<b>Health &amp; Human Services (/forum/health-human-services)</b> 7 topics <a href="#">(/forum/health-human-services?format=feed&amp;type=rss)</a>	Sept 11, 2018 Agenda item 10 <a href="#">(/forum/health-human-services/299-sept-11-2018-agenda-item-10#477)</a> by BrigidShea <a href="#">(/forum/user/74-brigidshea)</a> 11 months 1 week ago
<a href="#">(/forum/justice-planning)</a>	<b>Justice Planning (/forum/justice-planning)</b> 6 topics <a href="#">(/forum/justice-planning?format=feed&amp;type=rss)</a>	Re: Travis County Jail Dashboards <a href="#">(/forum/justice-planning/78-travis-county-jail-dashboards?start=186#662)</a> by EfrainDavila <a href="#">(/forum/user/101-efraindavila)</a> 20 hours 48 minutes ago

<a href="/forum/planning-budget">(/forum/planning-budget)</a>	<b>Planning &amp; Budget</b> <b>(/forum/planning-budget)</b> 23 topics <a href="/forum/planning-budget?format=feed&amp;type=rss">(/forum/planning-budget?format=feed&amp;type=rss)</a>	Re: FY 2020 Budget Hearings <a href="/forum/planning-budget/408-fy-2020-budget-hearings#653">(/forum/planning-budget/408-fy-2020-budget-hearings#653)</a> by JessicaRio <a href="/forum/user/82-jessicario">(/forum/user/82-jessicario)</a> 2 weeks 18 hours ago
<a href="/forum/purchasing-office">(/forum/purchasing-office)</a>	<b>Purchasing Office</b> <b>(/forum/purchasing-office)</b> 2 topics <a href="/forum/purchasing-office?format=feed&amp;type=rss">(/forum/purchasing-office?format=feed&amp;type=rss)</a>	Re: request to delay Ch 32 Purchas ... <a href="/forum/purchasing-office/302-request-to-delay-ch-32-purchasing-policies#482">(/forum/purchasing-office/302-request-to-delay-ch-32-purchasing-policies#482)</a> by JoeHon <a href="/forum/user/46-joeHon">(/forum/user/46-joeHon)</a> 11 months 1 week ago
<a href="/forum/transportation-natural-resources">(/forum/transportation-natural-resources)</a>	<b>Transportation &amp; Natural Resources</b> <b>(/forum/transportation-natural-resources)</b> 8 topics <a href="/forum/transportation-natural-resources?format=feed&amp;type=rss">(/forum/transportation-natural-resources?format=feed&amp;type=rss)</a>	Flood Control ILA between Trav ... <a href="/forum/transportation-natural-resources/319-flood-control-ila-between-travis-hays-counties#515">(/forum/transportation-natural-resources/319-flood-control-ila-between-travis-hays-counties#515)</a> by PeterEinhorn <a href="/forum/user/44-petereinhorn">(/forum/user/44-petereinhorn)</a> 10 months 1 week ago
<a href="/forum/other">(/forum/other)</a>	<b>Other (/forum/other)</b> 126 topics <a href="/forum/other?format=feed&amp;type=rss">(/forum/other?format=feed&amp;type=rss)</a>	Re: Judge's proposed consent motio ... <a href="/forum/other/415-judge-s-proposed-consent-motion-for-8-20-vs#661">(/forum/other/415-judge-s-proposed-consent-motion-for-8-20-vs#661)</a> by JoeHon <a href="/forum/user/46-joeHon">(/forum/user/46-joeHon)</a> 1 day 17 hours ago

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 <b>Item 90</b> by Nici Huff » Thu May 19, 2022 11:03 am	0	352	by Nici Huff  Thu May 19, 2022 11:03 am
 <b>Item 12 Motion Sheet</b> by Steve Adler » Thu May 19, 2022 9:34 am	0	248	by Steve Adler  Thu May 19, 2022 9:34 am
 <b>Draft Proposal on Compatibility and Parking on Corridors</b> by Allison Alter » Tue May 17, 2022 4:32 pm	2	1713	by Jose Chito Vela  Wed May 18, 2022 4:12 pm
 <b>Reproductive Health Agenda</b> by Vanessa Fuentes » Tue May 17, 2022 1:34 pm	2	319	by Allison Alter  Tue May 17, 2022 9:09 pm
 <b>Text of VMU Amendments</b> by Jose Chito Vela » Tue May 17, 2022 11:34 pm	0	334	by Jose Chito Vela  Tue May 17, 2022 1:34 pm
 <b>Texas Peace Officers Memorial Parade fee waiver co-sponsors</b> by Mackenzie Kelly » Mon May 09, 2022 11:02 am	1	410	by Jose Chito Vela  Mon May 16, 2022 1:48 pm
 <b>Amendments for Items 21, 34, and 35</b> by Mackenzie Kelly » Thu May 05, 2022 11:59 am	0	423	by Mackenzie Kelly  Thu May 05, 2022 11:59 am
 <b>AFD Item</b> by Ann Kitchen » Fri Apr 29, 2022 12:44 pm	4	877	by Vanessa Fuentes  Thu May 05, 2022 10:22 am
 <b>Item 33 Additional Direction (ATP)</b> by Ann Kitchen » Wed May 04, 2022 12:07 am	0	422	by Ann Kitchen  Wed May 04, 2022 12:07 am
 <b>Guaranteed income pilot additional direction</b> by Steve Adler » Thu Apr 28, 2022 3:03 pm	1	720	by Vanessa Fuentes  Tue May 03, 2022 10:13 am

## AFD Item

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5 posts • Page 1 of 1

## AFD Item

by Ann Kitchen » Fri Apr 29, 2022 12:44 pm

Colleagues

I have posted an item for our agenda next week with cosponsors (Mayor Adler, CM Harper-Madison, CM Kelly, CM Vela) which clearly states the city's intent to respect the will of the voters with regard to binding arbitration.

<http://assets.austintexas.gov/austincou...101326.pdf>

In 2021, the citizens of Austin voted by an 81%-19% margin to adopt an amendment to the City Charter which allows either the City or Austin Firefighters Association to request binding interest arbitration by an impartial panel to settle an impasse regarding the negotiation of a collective bargaining agreement.

The City has a long history of bargaining in good faith with its employees and their labor organizations. It is important, however, as the voters recognized, to provide a mechanism for resolving disputes. Binding interest arbitration has been adopted and used successfully in cities across the State of Texas as a fair and cost-effective way to resolve differences between labor and management during negotiations with public safety employees.

We welcome additional co-sponsors and invite colleagues to sign on as a co-sponsor through this Message Board post.

Best Regards  
Ann Kitchen  
City Council D5

Ann Kitchen  
Council Member District 5



Ann Kitchen

Posts: 266  
Joined: Fri Jan 09, 2015 4:04 pm

## Re: AFD Item

by Mackenzie Kelly » Fri Apr 29, 2022 1:02 pm

Colleagues,

I'm thankful to co-sponsor this important resolution. In 2021, voters approved binding arbitration in support of the Austin Firefighters Association in the event they reach an impasse regarding negotiations of their collective bargaining agreement.

I support this resolution as this will set a good foundation for the City of Austin and the Austin Firefighters Association as they approach the negotiation table.

I look forward to this resolution passing and the will of the voters being realized. Most importantly, I would like to thank the men and women of the Austin



Mackenzie Kelly

Posts: 26  
Joined: Tue Jan 12, 2021 2:56 pm