

**HOUSING AUTHORITY OF TRAVIS COUNTY
BOARD OF COMMISSIONERS
SPECIAL MEETING
502 E. Highland Mall Blvd., Suite 106-B
Austin, TX 78752
May 4, 2015
10:00 a.m.**

AGENDA

The Board of Commissioners of the Housing Authority of Travis County will consider and possibly act on the following:

May 4, 2015

**CALL TO ORDER, ROLL CALL
CERTIFICATION OF QUORUM**

Melvin G. Wrenn

CITIZEN COMMUNICATION

Anyone desiring to discuss or comment on items directly related to the HATC is always welcome; sign-in must be completed prior to the opening of the meeting. Please limit all presentations to 3 minutes or less. 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.

REPORTS

- Item 1: Presentation
A. The Interim Executive Director's Report

ACTION ITEMS – CONSENT

- Item 2: Discussion and possible action to purchase a maintenance truck for the Housing Authority's Public Housing Program and establish a fleet maintenance plan.

ACTION ITEMS – DISCUSSION

- Item 3: Presentation, deliberation and possible action regarding transition management, organizational and operational processes and program implementation procedures regarding the departure of the Executive Director of the Housing Authority of Travis County (HATC) and Executive Secretary of Strategic Housing Finance Corporation (SHFC). The discussion will cover impact to daily operations, budget, finance and progress reporting during the interim phase while both HATC and SHFC are seeking personnel replacements.
- Item 4: Discussion, deliberation and possible action regarding the Maintenance Management Plan Intergovernmental Agreement with Southwest Housing Compliance Corporation (SHCC) and Housing Authority City of Austin (HACA).
- Item 5: Discussion, deliberation and possible action on establishing a contract with the Portfolio Manager and Asset Manager of Strategic Housing Finance Corporation once the two positions are filled.
- Item 6: Discussion of the roles and responsibilities of the Interim Executive Director with a planned starting date in June (TBA).
- Item 7: Discussion, deliberation and possible action regarding implementing a long-term plan for office equipment replacement.
- Item 8: Discussion, presentation, and possible action on coordinating, cooperation and establishing a working relationship with all departments of Travis County Government.

- Item 9: Discussion, deliberation and possible action on establishing a Property Security Plan that will include weekend security guards and possible security systems.
- Item 10: Review, discussion, deliberation and possible action regarding the delineation of duties, roles and responsibilities of Board members and Interim Executive Vice President in hiring the Asset Manager and/or Portfolio Manager.
- Item 11: Discussion, deliberation and possible action regarding the financial plan for developing 2015 – 2016 Strategic Housing Finance Corporation.
- A. Financial sustainability
 - B. Day-to-day management
 - C. Outstanding request from property partnerships
 - D. Property status reports
- Item 12: Discussion, deliberation and possible action regarding authorization to put out for Request for proposals for the following:
- A. Landscaping
 - B. Pest Control
 - C. Make Ready/Clean Up of Public Housing and Parking Lot Stripping
 - D. Trash Hauling
- Item 13: Discussion, consideration and deliberation regarding Board of Commissioners concerns.
- Item 14: Discussion, deliberation and possible action regarding the financial condition and budget of the Housing Authority.
- Item 15: Executive Session – Pursuant to the Texas Government Code Annotated, the Commissioners may discuss the following agenda items. In addition the Commissioners may also discuss and consider any other item posted on this agenda if there are issues that require consideration in Executive Session and the Commissioners announce that the item will be considered during the Executive Session.
- A. According to the Texas Government Code Annotated 551.071, Consulting with Attorney.
 - B. According to the Texas Government Code Annotated 551.072, Real Property.
 - C. According to the Texas Government Code Annotated 551.074, Personnel Matters.
- Item 16: Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session discussions.

ADJOURN

Please take notice that the Board of Commissioners of the Housing Authority of Travis County, Texas will hold a Special Meeting beginning at 10:00 a.m. on May 4, 2015. The Housing Authority of Travis County will meet at 502 East Highland Mall Blvd., Suite 106-B Austin, Texas 78752.

The Housing Authority of Travis County offers accommodations for persons accessing its facilities, as required by the Americans with Disabilities Act. If you require special accommodations, please contact the Housing Authority of Travis County office at 512-480-8245 for assistance. Hearing impaired may contact Relay Texas 1-800-735-2989 or TDD.

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Seal

**Melvin G. Wrenn, Interim Secretary
Housing Authority of Travis County &
Board Chairman**