

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
August 3, 2017  
10:00 a.m.**

**AGENDA**

The Board of Commissioners of the Housing Authority of Travis County, Texas (HATC) will consider and possibly act on the following:

**1. CALL TO ORDER, ROLL CALL**

*{John Hernandez}*

**2. CERTIFICATION OF QUORUM**

*{Patrick Howard}*

**3. 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.*

**4. CONSENT AGENDA**

- 4A. Approval of the Minutes from June 12, 2017 Real Estate Committee Meeting
- 4B. Approval of the Minutes from the June 26, 2017 Special Meeting
- 4C. Approval of the Minutes from the June 30, 2017 Regular Meeting
- 4D. Approval of the Minutes from the July 24, 2017 Special Meeting

**5. REPORTS**

- 5A. Voucher Programs / Homeless Initiatives *{Christina Montes}*
  - 5A.1 Housing Choice Voucher (HCV)
    - i. Conventional
    - ii. Cambridge Villas Project-Based Vouchers (PBV)
    - iii. Homeownership Program
  - 5A.2 Homeless Initiatives
    - i. Continuum of Care Program
    - ii. Front Steps Partnership
    - iii. ECHO HCV Set-Aside
    - iv. Criminal Justice PBV for Homeless
    - v. HUD-VASH
  - 5A.3 Other Special Populations
    - i. (Non-Elderly Disabled (NED))
- 5B. Affordable Housing Programs *{Barry Hall}*
  - 5B.1 Project Based Rental Assistance (PBRA) Units
    - i. Alexander Oaks Apartments
    - ii. Summit Oaks Apartments
    - iii. Eastern Oaks Apartments
  - 5B.2 Affordable Housing (non-Subsidized) Units
    - i. Carson Creek Homes (Family)
    - ii. Manor Town Apartments (Senior)
- 5C. Finance/Administration *{Jenilee Ramirez}*

- 5D. CEO/Executive Director {Patrick Howard}
- 5E. Governance, Finance and Administration Committee
- 5F. Real Estate Development Committee

#### 6. REGULAR AGENDA

- 6A. Presentation, discussion and possible action of **Resolution No. HATC-2017-19: To Approve** HATC Annual Leave Buy-Back Program.
- 6B. Discussion of needed changes/updates and development of "Action Plan" for HATC Strategic Plan
- 6C. Discussion and consideration regarding Board of Commissioners issues and concerns

#### EXECUTIVE SESSION

- According to the Texas Government Code Annotated 551.071, Consulting with Attorney
- According to the Texas Government Code Annotated 551.072, Real Property
- According to the Texas Government Code Annotated 551.074, Personnel Matters
- According to the Texas Government Code Annotated 551.076, Security
- According to the Texas Government Code Annotated 551.087, Economic Development Negotiations

The Board of Commissioners may consider any matter posted on the agenda in Executive Session if there are issues that require consideration in Executive Session and the Board of Commissioners announce that the item will be considered during the Executive Session.

Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session Discussions

#### ADJOURNMENT

**NOTE:** The Strategic Housing Finance Corporation Board of Directors Regular Meeting will convene following the adjournment of the Housing Authority of Travis County Board of Commissioners Regular meeting.

#### MISSION STATEMENT

*Preserving and developing affordable housing and vibrant communities  
to enhance the quality of life for all.*

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REAL ESTATE COMMITTEE MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 12, 2017  
10:00 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Real Estate Committee meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date. A quorum was established, and Committee Chairman Eddie Karam called the meeting to order at 10:06 a.m.

**1. CALL TO ORDER, ROLL CALL**

Roll Call of Commissioners: Committee Chairman Eddie Karam, Committee Vice Chairperson Robbye Meyer, Commissioner John Hernandez, Commissioner Wilmer Roberts. Absent: Commissioner Ann Denton. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Debbie Honeycutt.

**2. CERTIFICATION OF QUORUM**

CEO/Executive Director Patrick Howard certified the quorum.

**3. 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.*

There were none at that time.

**4. REGULAR AGENDA**

4A. Discussion regarding the future location of the HATC Administrative offices

Discussion regarding the future location of the HATC administrative offices.

No action taken.

**ADJOURNMENT**

Committee Vice Chairperson Robbye Meyer made a **motion** to adjourn the Committee meeting. Committee Chairman Eddie Karam seconded the motion, which **passed** unanimously.

The Committee meeting was adjourned at 11:04 a.m.

Respectfully submitted,

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Patrick Howard, CEO/Executive Director

**MISSION STATEMENT**

*Preserving and developing affordable housing and vibrant communities  
to enhance the quality of life for all.*

- A copy of these minutes can be found on the web site ([www.hatctx.com](http://www.hatctx.com))
- An audio recording is available upon request, 512-854-8245.

**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 26, 2017  
10:00 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Special meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date. A quorum was established, and Chairman John Hernandez called the meeting to order at 10:00 a.m.

**1. CALL TO ORDER, ROLL CALL**

Roll Call of Commissioners: Chairman John Hernandez, Commissioner Eddie Karam, Commissioner Robbye Meyer, Commissioner Wilmer Roberts. Absent: Vice Chairperson Ann Denton Guest: Cliff Blount with Naman Howell, Smith & Lee. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Debbie Honeycutt.

**2. CERTIFICATION OF QUORUM**

CEO/Executive Director Patrick Howard certified the quorum.

**3. 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.*

There were none at that time.

**4. CONSENT AGENDA**

4A. Presentation, discussion and possible action of **Resolution No. HATC-2017-13:** To Authorize SEA RAD, LP (the "Partnership"), to participate in the redevelopment, rehabilitation and operation of Alexander Oaks and Summit Oaks Apartments including approval of the debt financing, equity financing, ground lease and other matters necessary and To Authorize the execution and delivery of documents and instruments necessary to carry out the contemplated transaction, and take other actions related to the subject. {Patrick Howard}

4B. Presentation, discussion and possible action of **Resolution No. HATC-2017-14:** To Authorize SEA RAD GP, LLC (the "General Partner"), to participate in the redevelopment, rehabilitation, and operation of Alexander Oaks and Summit Oaks Apartments including approval of the debt financing, equity financing, ground lease and other matters necessary and To Authorize the execution and delivery of documents and instruments necessary to carry out the contemplated transaction, and to take other actions related to the subject. {Patrick Howard}

4C. Presentation, discussion and possible action of **Resolution No. HATC-2017-15:** To Authorize the debt financing, equity financing, property acquisition, ground lease and other matters necessary for the Housing Authority of Travis County, Texas to participate in the redevelopment, rehabilitation and operation of Alexander Oaks and Summit Oaks Apartments and To Authorize the execution and delivery of documents and instruments necessary to carry out the contemplated transaction, and to take other actions related to the subject. {Patrick Howard}

Commissioner Eddie Karam made a **motion** to approve Items 4A, 4B, and 4C. Commissioner Robbye Meyer seconded the motion which **passed** unanimously.

## 5. REGULAR AGENDA

### 5A. Discussion and consideration regarding Board of Commissioners issues and concerns

There were none at that time.

#### EXECUTIVE SESSION

- According to the Texas Government Code Annotated 551.071, Consulting with Attorney
- According to the Texas Government Code Annotated 551.072, Real Property
- According to the Texas Government Code Annotated 551.074, Personnel Matters
- According to the Texas Government Code Annotated 551.076, Security
- According to the Texas Government Code Annotated 551.087, Economic Development Negotiations

The Board of Commissioners may consider any matter posted on the agenda in Executive Session if there are issues that require consideration in Executive Session and the Board of Commissioners announce that the item will be considered during the Executive Session.

There were none at that time.

Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session Discussions.

N/A

## ADJOURNMENT

Ms. Meyer made a **motion** to adjourn the Board meeting. Mr. Karam seconded the motion, which **passed** unanimously.

The Board meeting was adjourned at 10:05 a.m.

Respectfully submitted,

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Patrick Howard, CEO/Executive Director

**NOTE:** The Strategic Housing Finance Corporation Board of Directors Special Meeting will convene following the adjournment of the Housing Authority of Travis County Board of Commissioners Special meeting.

#### **MISSION STATEMENT**

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**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
June 30, 2017  
10:00 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Special meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date. A quorum was established, and Chairman John Hernandez called the meeting to order at 10:00 a.m.

**1. CALL TO ORDER, ROLL CALL**

Roll Call of Commissioners: Chairman John Hernandez, Vice Chairperson Ann Denton, Commissioner Eddie Karam, Commissioner Robbye Meyer. Absent: Commissioner Wilmer Roberts. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Director of Finance and Administration Jenilee Ramirez, Director of Voucher Programs and Homeless Initiatives Christina Montes, Director of Affordable Housing Barry Hall.

**2. CERTIFICATION OF QUORUM**

CEO/Executive Director Patrick Howard certified the quorum.

**3. 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.*

There were none at that time.

**4. CONSENT AGENDA**

4A. Approval of the Minutes from June 1, 2017 Regular Meeting

Commissioner Robbye Meyer made a **motion** to approve Items 4A. Commissioner Eddie Karam seconded the motion which **passed** unanimously.

**5. REPORTS**

5A. Voucher Programs / Homeless Initiatives {Christina Montes}

- 5A.1 Housing Choice Voucher (HCV)
  - i. Conventional
  - ii. Cambridge Villas Project-Based Vouchers (PBV)
  - iii. Homeownership Program

Director of Voucher Programs and Homeless Initiatives Christina Montes presented Item 5A.1

- 5A.2 Homeless Initiatives
  - i. Continuum of Care Program
  - ii. Front Steps Partnership
  - iii. ECHO HCV Set-Aside
  - iv. Criminal Justice PBV for Homeless
  - v. HUD-VASH



Ms. Montes presented Item 5A.2.

- 5A.3 Other Special Populations
  - i. (Non-Elderly Disabled (NED))

Ms. Montes presented Item 5A.3.

5B. Affordable Housing Programs {Barry Hall}

- 5B.1 Project Based Rental Assistance (PBRA) Units
  - i. Alexander Oaks Apartments
  - ii. Summit Oaks Apartments
  - iii. Eastern Oaks Apartments

Director of Affordable Housing Barry Hall presented Item 5B.1.

5B.2 Affordable Housing (non-Subsidized) Units

- i. Carson Creek Homes (Family)
- ii. Manor Town Apartments (Senior)

Mr. Hall presented Item 5B.2.

5C. Finance/Administration {Jenilee Ramirez}

Director of Finance and Administration Jenilee Ramirez presented Item 5C.

5D. CEO/Executive Director {Patrick Howard}

CEO/Executive Director Patrick Howard presented Item 5D.

5E. Governance, Finance and Administration Committee

There were none at that time.

5F. Real Estate Development Committee

There were none at that time.

**6. REGULAR AGENDA**

6A. Presentation, discussion and possible action of **Resolution No. HATC-2017-16: To Approve the write-off of current Uncollectable Tenant Accounts**

6B. Presentation, discussion, and possible action of **Resolution No. HATC-2017-17: To Approve an Interlocal Cooperation Agreement (ICC) for the Procurement of Consulting Services Related to an Assessment of Fair Housing to be entered into by the following parties: the City of Austin, Texas; the City of Round Rock, Texas; the City of Pflugerville, Texas; Travis County, Texas; Williamson County, Texas; the Housing Authority of the City of Austin; the Housing Authority of the City of Georgetown; the Housing Authority of the City of Granger; the Housing Authority of the City of Round Rock; the Housing Authority of the City of Taylor; and the Housing Authority of Travis County.**

Vice Chairperson Ann Denton made a **motion** to approve Items 6A and 6B. Ms. Meyer seconded the motion which **passed** unanimously.

6C. Discussion and consideration regarding Board of Commissioners issues and concerns

There were none at that time.

**EXECUTIVE SESSION**

- According to the Texas Government Code Annotated 551.071, Consulting with Attorney
- According to the Texas Government Code Annotated 551.072, Real Property
- According to the Texas Government Code Annotated 551.074, Personnel Matters
- According to the Texas Government Code Annotated 551.076, Security
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There were none at that time.

Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session Discussions

N/A

**ADJOURNMENT**

Chairman John Hernandez made a **motion** to adjourn the Board meeting. Vice Chairperson Denton seconded the motion, which **passed** unanimously.

The Board meeting was adjourned at 10:47 a.m.

Respectfully submitted,

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Patrick Howard, CEO/Executive Director

**NOTE:** The Strategic Housing Finance Corporation Board of Directors Regular Meeting will convene following the adjournment of the Housing Authority of Travis County Board of Commissioners Regular meeting.

**MISSION STATEMENT**

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**HOUSING AUTHORITY OF TRAVIS COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL MEETING  
502 East Highland Mall Blvd., Suite 106-B  
Austin, Texas 78752  
July 24, 2017  
8:30 a.m.**

**MINUTES**

The Housing Authority of Travis County, Texas, held a Special meeting at 502 East Highland Mall Blvd., 106-B Austin, Texas 78752 on the above date. A quorum was established, and Chairman John Hernandez called the meeting to order at 8:35 a.m.

**1. CALL TO ORDER, ROLL CALL**

Roll Call of Commissioners: Chairman John Hernandez, Vice Chairperson Ann Denton, Commissioner Eddie Karam, Commissioner Wilmer Roberts. Absent: Commissioner Robbye Meyer. Guest: Cliff Blount with Naman Howell, Smith & Lee. Staff in Attendance: CEO/Executive Director Patrick Howard, Director of Real Estate Development Robert Onion, Executive Assistant Debbie Honeycutt.

**2. CERTIFICATION OF QUORUM**

CEO/Executive Director Patrick Howard certified the quorum.

**3. 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.*

There were none at that time.

**4. CONSENT AGENDA**

4A. Presentation, discussion and possible action of Resolution No. HATC-2017-18: To Authorize a contribution to Travis County Facilities Corporation ("TCFC") to assist the Housing Authority of Travis County, Texas ("HATC") in the redevelopment, rehabilitation and operation of Alexander Oaks and Summit Oaks Apartments, and To Authorize the execution and delivery of documents and instruments necessary to carry out the contemplated transaction, and to take other actions related to the subject.

Vice Chairperson Ann Denton made a **motion** to approve Resolution No. HATC-2017-18. Commissioner Wilmer Roberts seconded the motion, which **passed** unanimously.

4B. Discussion and consideration regarding Board of Commissioners issues and concerns

There were none at that time.

**EXECUTIVE SESSION**

- According to the Texas Government Code Annotated 551.071, Consulting with Attorney
- According to the Texas Government Code Annotated 551.072, Real Property
- According to the Texas Government Code Annotated 551.074, Personnel Matters
- According to the Texas Government Code Annotated 551.076, Security
- According to the Texas Government Code Annotated 551.087, Economic Development Negotiations

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There were none at that time.

Reconvene from Executive Session and take any action deemed necessary as a result of the Executive Session Discussions.

N/A

## **ADJOURNMENT**

Chairman John Hernandez made a **motion** to adjourn the Board meeting. Vice Chairperson Denton seconded the motion, which **passed** unanimously.

The Board meeting was adjourned at 9:05 a.m.

Respectfully submitted,

\_\_\_\_\_  
Patrick Howard, CEO/Executive Director

**NOTE:** The Strategic Housing Finance Corporation Board of Directors Regular Meeting will convene following the adjournment of the Housing Authority of Travis County Board of Commissioners Regular meeting.

## **MISSION STATEMENT**

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**HATC Discussion Item 5A.1**  
**August 3, 2017**

**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.

As of **June 30, 2017**, **409** of HATC's HCV allocation were utilized in a conventional fashion.

As of **June 30, 2017**, the total lease up for the Conventional HCV program was **585**. There was **1** New Admission/ New Lease Contract during this month. Occupancy rate was at **100.17%**.

There were **6 applicants/ tenants** with new vouchers actively searching for suitable housing.

For this reporting period there were **200** applicants on the waiting list.

**75 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 **June 30, 2017**, Cambridge had a total lease up of **19** vouchers under contract which includes **1 new admission**.

**Homeownership** continues to have **1** program participant.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*

## Voucher Programs REPORT June 2017

	Leased	New	Number of Based Units	Occupied %
*Project Based Vouchers (PBV)	18	1	19	100.00%
*Housing Choice Vouchers (HCV)	409		403	101.49%
Front Steps (FS) - <i>Homeless Pref.</i>	18		18	100.00%
Criminal Justice (CJ) - <i>Homeless Pref.</i>	22		22	100.00%
Port Outs (PO) HCV	20		20	100.00%
*Non Elderly and Disabled (NED)	71		75	94.67%
Home Ownership (HO)	1		1	100.00%
VASH- HUD Awarded Vouchers	15		15	100.00%
ECHO- <i>Homeless Pref.</i>	10		11	90.91%
<b>Total</b>	<b>584</b>	<b>1</b>	<b>584</b>	<b>100.17%</b>
<b>Total Leased including new admissions:</b>				<b>585</b>

<b>COC/ Shelter Plus Care Families Served:</b>	<b>98</b>
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Lookers/ Vouchers Searching	Applicants from Waiting List	Tenants not under contract	Total
Housing Choice Vouchers (HCV)	3	2	5
Non Elderly and Disabled (NED)	1		1
Criminal Justice (CJ)			
Front Steps (FS)			
Project Based Vouchers (PBV)			
VASH			
ECHO Homeless			
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>6</b>

*Waiting List (For HCV, PBV, NED) :	200
Leased Port Ins:	75
PIC Reporting Rate:	100.78
(HUD Minimum PIC reporting rate is 94.5%)	

Prepared by: Christina Montes/ Director of Voucher Programs & Homeless Initiatives





## HATC Discussion Item 5A.2

August 3, 2017

Subject: Homeless Initiatives

### Background Information:

#### Continuum of Care

HATC was awarded **\$850,539** in new federal funds from the 2016 CoC competition to provide housing for chronically homeless clients for 2017-2018. **This grant became effective June 1, 2017.**

As of **June 30, 2017**, HATC provided housing assistance to **98** Continuum of Care participants.

#### Front Steps

HATC has entered into a 3- year agreement with the *Front Steps* organization until 2019 to provide **18** Housing Choice Vouchers on an ongoing basis from its allocation to support *Front Steps* homeless prevention programs.

As of **June 30, 2017**, *Front Steps* has **18** (including new admissions) active vouchers under contract.

#### ECHO

HATC entered into a 3-year Agreement until 2019 with *Ending Community Homelessness Coalition, Inc. (ECHO)*, providing **25** Housing Choice Vouchers for the homeless population. **THIS MOU is no longer applicable however, HATC will continue to accept homeless applicant referrals from ECHO. New referrals will be placed on the waiting list and will be issued a voucher according to new homeless preference.**

As of **June 30, 2017**, *ECHO* has **10** tenants under contract and **1** applicant pending a passed inspection.

#### Criminal Justice

HATC provides **22** Housing Choice Vouchers for a project-based housing initiative that supports offender re-entry and former offender reintegration into our community. Project Based Contract was signed with Foundation Communities to serve these clients effective 6/25/2013 and is effective for 5 years (2018). The applicants are provided housing at Garden Terrace and Spring Terrace.

As of **June 30, 2017**, Criminal Justice has **22** (including new admissions) active vouchers under contract.

#### VASH

HATC received an allocation of 15 HUD-VASH Vouchers in June 2016.

As of **June 30, 2017**, VASH has **15** tenants under contract.

### Recommended Action:

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A


**Attachments:**

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

**Prepared by:**

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

**Approval:**



Patrick B. Howard, *CEO/Executive Director*



## HATC Discussion Item 5A.3

August 3, 2017

**Subject:** Other Special Programs

### Background Information:

#### Non-Elderly Disabled Vouchers

HATC has been awarded **75** Housing Choice Vouchers (HCVs) under different special purpose voucher program types to serve non-elderly persons with disabilities (NED).

As of **June 30, 2017**, there were **71** active vouchers under contract.

There are currently **4** vacancies in the NED program. **2 applicants/ 2 tenants** have been offered vouchers and are currently searching.

### Recommended Action:

For discussion/ information only. No action needed.

### Alternate Option:

N/A

### Fiscal Impact:

N/A

### Attachments:

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

### Prepared by:

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

### Approval:



Patrick B. Howard, *CEO/Executive Director*



**HATC Discussion Item 5B.1**  
**August 3, 2017**

**Subject:** An overview and summary of the activities within the Multifamily Housing Program (formerly the Public Housing Program.)

**Background Information:**

Property	Address	Unit Count
Summit Oaks	11607 Sierra Nevada Austin, TX. 78759	24
Eastern Oaks	4922 Nuckols Crossing Austin, TX. 78744	30
Alexander Oaks	6119 Valiant Circle Austin, TX. 78749	51

HATC's multifamily housing portfolio consists of 105 units located in the southeast, southwest, and northwest sectors of Austin throughout Travis County. Alexander Oaks and Summit Oaks are mixed-financed properties layered with both Project Based Rental Assistance (PBRA) and Low-income housing tax credits (LIHTC). Eastern Oaks is PBRA only property. All of the units are maintained at a high level of property management. Staff continues to focus on increasing supportive services for its multifamily residents.

Staff continues to prepare for the upcoming rehabilitation of Alexander Oaks and Summit Oaks. Staff has leased four (4) two bedroom apartments and four (4) three bedroom apartments at Monterey Ranch. Monterey Oaks is located at 4701 Staggerbrush Road approximately 1.1 miles from Alexander Oaks.



**Recommended Action:**

For discussion/information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- A. Property Data
- B. Statistics
- C. Income Limits & Rent Schedules

**Prepared by:**

Barry E. Hall, Director of Affordable Housing Programs

**Approval:**

Patrick B. Howard, CEO/Executive Director

# Attachment A To Action Item 5B.1

## PROPERTY DATA – Page 1 of 2

*(Collections / Occupancy / Renewals / Work Orders / Zero Income Renters)*

Collection Status					
	Current Month Budgeted Income	Current Month Billed	Previous Moved Out Residents Delinquencies	Repayment Plan Totals	Evictions Pending
Summit Oaks	\$ 5,808.00	\$ 3,475.00	\$ 0.00		
Alexander Oaks	\$ 11,966.00	\$ 7,693.00	\$ 0.00		2
Eastern Oaks	\$ 5,313.00	\$ 4,322.00	\$ 0.00		1
Total	\$ 23,087.00	\$ 15,490.00	\$ 0.00	\$ 0	3

Renewals	
Late Re-certifications	0
Leases Exp. This Month	12
Leases Exp. Next Month	0
Lease Renewals This Week	0
Lease Renewals This Month	12

Work Orders	
W/O carried over	0
New W/O This Month	9
Emergency Work Order	5
W/O Completed	9
Total Pending W/O	0

## PROPERTY DATA – Page 2 of 2

*(Collections / Occupancy / Renewals / Work Orders / Zero Income Renters)*

6 month collections			
02/20/2017		\$19,931.00	86.33%
03/20/2017		\$19,274.00	83.48%
04/21/2017		\$17,836.00	77.25%
05/22/2017		\$16,082.00	69.65%
06/19/2017		\$14,804.00	64.12%
07/24/2017		\$15,490.00	67.09%

8 Zero Income Renters	
Amount	Address
(111.00)	5602 Valiant Circle B, Austin, TX 78749
(53.00)	5600 Valiant Circle A, Austin, TX 78749
(80.00)	5600 Valiant Circle B, Austin, TX 78749
(53.00)	6000 Valiant Circle A, Austin, TX 78749
(53.00)	6008 Valiant Circle B, Austin, TX 78749
(28.00)	6010 Valiant Circle B, Austin, TX 78749
(31.00)	11607 Sierra Nevada #17, Austin, TX 78759
(53.00)	11607 Sierra Nevada #20, Austin, TX 78759

# Attachment B To Action Item 5B.1



## PROPERTY STATISTICS – Page 1 of 2

(Information current as of July 24, 2017)

### Breakdown of Current Residents (By Race)

	Summit Oaks	Eastern Oaks	Alexander Oaks			Total
White	6	32	45			83
Black	39	47	84			170
Native Am.	0	0	0			0
Asian	1	0	2			3
<b>Total</b>	<b>46</b>	<b>79</b>	<b>131</b>			<b>256</b>

### Breakdown of Current Residents (By Ethnicity)

	Summit Oaks	Eastern Oaks	Alexander Oaks			Total
Non-Hispanics	38	50	90			178
Hispanics	7	29	40			76
<b>Vacancies</b>	<b>3</b>	<b>0</b>	<b>4</b>			<b>7</b>

### Vacancies and Waiting Lists Totals

Bedroom Size	Vacancies	Ready	Waiting List	Offered
0 & 1	5	0	40	0
2	2	0	18	0
3	1	0	17	0
4	1	0	1	0
<b>Totals</b>	<b>9</b>	<b>0</b>	<b>76</b>	<b>0</b>



## PROPERTY STATISTICS – Page 2 of 2

### Rental & Subsidy Income as of July 24, 2017

Rental Income	Uncollected Amount	Rent Charge	Percentage of Delinquency
Summit Oaks	\$ 994.80	\$ 3,475.00	28.63%
Alexander Oaks	\$ 1,064.00	\$ 7,693.00	13.83%
Eastern Oaks	\$ 1,876.00	\$ 4,322.00	43.41%
<b>Overall Total</b>	<b>\$ 3,934.80</b>	<b>\$ 15,490.00</b>	<b>25.40%</b>

# Attachment C To Action Item 5B.1

## INCOME LIMITS & RENT SCHEDULES

Median Area Income (Travis County): (4 Persons @ L100)

Effective Date: 2017

		1 Person	2 Person	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
L30	Extremely Low Income	16,350	18,700	21,050	24,300	28,440	32,580	36,730	40,890
L50	Very Low Income	27,250	31,150	35,050	38,900	42,050	45,150	48,250	51,350
L80	Low Income	43,600	49,800	56,050	62,250	67,250	72,250	77,200	82,200
L100	Median Area Income	53,750	61,450	69,100	77,800	82,950	89,100	95,250	101,400

## Fair Market Rent Rates (FMR): Travis County

Effective Date: 2017

	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
Fair Market Rent	968	1195	1619	1948

## Multifamily Housing Flat Rent Schedule

Effective Date: 2017

	Alexander Oaks	UA	Eastern Oaks	UA	Summit Oaks	UA			
1 Bedroom	968.00	81	968.00	81	968.00	81			
2 Bedrooms	1,195.00	103	1,195.00	103	1,195.00	103			
3 Bedrooms	1,619.00	144	1,619.00	144	1,619.00	144			
4 Bedrooms	1,948.00	161							

*NOTE: Public Housing residents have a choice of rental payments based on 30% of their adjusted income/ 10% of their gross income -or- the above Public Housing Flat Rent Schedule.*





**HATC Discussion Item 5B.2**  
**August 3, 2017**

**Subject: An overview and summary of the activities for HATC's Non-Subsidized Affordable Housing**

**Background Information:**

Property	Address	Unit Count
Carson Creek	Del Valle, TX. 78617	16
Manor Town	200 W. Carrie Manor St. Manor, TX. 78653	33

Carson Creek Homes (family development) and Manor Town Apartments (seniors and person with disabilities) are both HATC owned affordable housing developments. Both are managed without federal subsidy.

HATC owns **8** family duplexes within the Carson Creek development and provides housing for individuals whose annual income fall within the ranges of **very-low income** (50%) and **low-income** (80%) of the Austin-Round Rock-San Marcos Metropolitan Statistical Area (MSA) median income. According to rent and income limits published by the Texas Department of Housing and Community Affairs (TDHCA), the area median income (AMI) for a family of 4 persons is **\$77,800** in 2016. Annual income limits for eligible tenants range between **\$28,050** for a **1** member household to **\$64,080** for a four (4) member household in Carson Creek. Rent limits ranges from **\$901** for a **2** bedroom duplex to **\$1,667** for a **3** bedroom. Carson Creek rents average **\$809** for a **3** bedroom and **\$706** for a **2** bedroom.

Manor Town Apartments is a two-story monolithic building located in the heart of northeast Travis County in the city of Manor. HATC provides affordable housing for Seniors (55 years and older) and Persons with Disabilities whose annual income fall within the ranges of **very low-income** (30%) and **the low-income** (60%) of the Austin-Round Rock-San Marcos MSA. According to rent and income limits published by the Texas Department of Housing and Community Affairs (TDHCA), the area median income (AMI) for a family of 4 persons is **\$77,800** in 2016. Annual income limits for eligible tenants range between **\$16,830** for a **1** member household to **\$48,060** for a four (4) member household for Manor Town Apartments. Rent limits ranges from **\$450** for a **1** bedroom duplex to **\$1,081** for a **2** bedroom. Manor Town Apartments rents average **\$350** for a **1** bedroom and **\$500** for a **2** bedroom.



**Recommended Action:**

For discussion/information only. No action needed.

**Alternate option:**

N/A

**Fiscal Impact:**

N/A

**Attachments:**

- A. Property Data
- B. Statistics
- C. Income Limits & Rent Schedules

**Prepared by:**

Barry E. Hall, Director of Affordable Housing Programs

**Approval:**



Patrick B. Howard, CEO/Executive Director

# Attachment A To Action Item 5B.2

## PROPERTY DATA – Page 1 of 2

*(Collections / Occupancy / Renewals / Work Orders )*

Collection Status					
	Current Month Budgeted Income	Current Month Billed	Previous Moved Out Residents Delinquencies	Repayment Plan Totals	Evictions Pending
Carson Creek	\$10,758.00	\$10,893.00	\$0.00		
Manor Town Apt	\$16,587.00	\$16,519.00	\$0.00		1
Total	\$27,345.00	\$27,412.00	\$0.00	\$0	1

Renewals	
Late Re-certifications	0
Leases Exp. This Month	12
Leases Exp. Next Month	0
Lease Renewal/s This Week	0
Lease Renewals This Month	12

Work Orders	
W/O carried over	0
New W/O This Month	7
Emergency Work Order	2
W/O Completed	9
Total Pending W/O	0

**PROPERTY DATA – Page 2 of 2**

*(Collections / Occupancy / Renewals / Work Orders)*

6 month collections			
02/20/2017		\$27,929.57	100.02%
03/20/2017		\$27,980.00	102.32%
04/21/2017		\$28,241.00	103.27%
05/22/2017		\$27,739.00	101.44%
06/19/2017		\$28,105.00	102.77%
07/24/2017		\$27,412.00	100.25%

# Attachment B To Action Item 5B.2



## PROPERTY STATISTICS – Page 1 of 2

(Information current as of July 24, 2017)

### Breakdown of Current Residents (By Race)

	Carson Creek	Manor Town				Total
White	13	9				22
Black	13	19				32
Native Am.	0	0				0
Asian	0	0				
<b>Total</b>	<b>26</b>	<b>28</b>				<b>54</b>

### Breakdown of Current Residents (By Ethnicity)

	Carson Creek	Manor Town				Total
Non-Hispanics	13	27				40
Hispanics	13	1				14

Vacancies	1	4				5
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### Vacancies and Waiting Lists Totals

Bedroom Size	Vacancies	Ready	Waiting List	Offered
0 & 1	1	0	40	0
2	4	0	18	0
3	0	0	17	0
4	0	0	1	0
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>76</b>	<b>0</b>



## PROPERTY STATISTICS – Page 2 of 2

### Rental & Subsidy Income as of July 24, 2017

Rental Income	Uncollected Amount	Rent Charge	Percentage of Delinquency
Carson Creek	\$3,062.00	\$10,893.00	28.11%
Manor Town	\$8,560.90	\$16,519.00	51.28%
<b>Overall Total</b>	<b>\$11,622.90</b>	<b>\$27,412.00</b>	<b>42.40%</b>

# Attachment C To Action Item 5B.2

## INCOME LIMITS & RENT SCHEDULES

### Affordable Housing Flat Rent Schedule

Effective Date: 2017

	Carson Creek 50%	80%	Manor Town 30%	60%					
1 Bedroom	751.00	1,202.00	450.00	901.00					
2 Bedrooms	901.00	1,442.00	540.00	1,081.00					
3 Bedrooms									
4 Bedrooms									



**HATC Discussion Item: 5C**

**August 3, 2017**

**Subject:** Finance Report

**Background Information:**

Variance analysis is the quantitative investigation of the difference between actual and planned behavior. The results of this process are used to maintain control over business activities, allows management to understand why fluctuations occur, and provides opportunities to change the situation and future forecasting. When comparing the actual to budgeted amount, the outcome is favorable partially due to the increase in subsidy received from the HCV program.

The Finance Department produced a variance report dated June 30, 2017 (Attachment A) for today's HATC Board Report. The report displays three columns: Current Year (actual revenues and expenses), Year to Date Budget (2017 Annual Operating Budget), and Variance. The Current Period column is compared to the Period Budget column; which results in a difference that is listed in the Variance column.

**Recommended Action:**

For discussion/ information only. No action needed.

**Alternate Option:**

N/A

**Fiscal Impact:**

See Attachment

**Attachment:**

A. HOUSING AUTHORITY OF TRAVIS COUNTY Income & Expenses-HATC Report

**Prepared by:**

Jenilee Ramirez, Director of Finance & Administration

**Approval:**

Patrick Howard

Patrick B. Howard, CEO/Executive Director

**HOUSING AUTHORITY OF TRAVIS COUNTY**  
**BUDGET VARIANCE ANALYSIS - HATC**  
**June 30, 2017**

**Income Statement**

	<u>Current Year</u>	<u>Year To Date Budget</u>	<u>Variance</u>
<b>Operating Revenues:</b>			
Rental revenue	\$ 533,465	\$ 591,918	\$ (58,453)
Other tenant revenue	18,638	27,209	(8,571)
Operating subsidies and grants	6,222,580	5,601,737	620,843
Other revenue	701,073	743,426	(42,353)
<b>Total operating revenues</b>	<b>7,475,756</b>	<b>6,964,290</b>	<b>511,466</b>
<b>Operating expenses:</b>			
Administration and general:			
Administrative salaries and benefits	585,744	632,067	(46,323)
Auditing expense	-	47,495	(47,495)
Advertising and marketing	2,813	134	2,679
Office supplies and related expense	52,572	119,827	(67,255)
Legal expense	4,676	8,988	(4,312)
Travel expense	15,603	24,200	(8,597)
Insurance	26,634	30,124	(3,490)
Other administrative and general expense	60,126	103,956	(43,830)
Tenant services	1,189	1,241	(52)
Utilities	71,955	62,403	9,552
Bad debt	153	3,550	(3,397)
Ordinary maintenance and operations:			
Maintenance salaries and benefits	194,482	130,909	63,573
Maintenance material	212,841	87,145	125,696
Contract costs	134,646	112,604	22,042
Housing assistance payments	5,625,648	5,391,773	233,875
Housing assistance payments - Port-in	659,679	698,051	(38,372)
Depreciation	152,218	201,567	(49,349)
<b>Total operating expenses</b>	<b>7,800,978</b>	<b>7,656,034</b>	<b>144,945</b>
<b>Net operating income (loss)</b>	<b>(325,222)</b>	<b>(691,744)</b>	<b>366,522</b>
<b>Non-operating income (expense):</b>			
Interest income	2,116	-	2,116
Interest expense	(14,787)	(16,052)	1,265
Contribution income (expense)	-	-	-
<b>Total non-operating income (expense)</b>	<b>(12,671)</b>	<b>(16,052)</b>	<b>3,381</b>
<b>Net Income (Loss)</b>	<b>\$ (337,893)</b>	<b>\$ (707,796)</b>	<b>\$ 369,903</b>





## HATC Discussion Item 5D

August 3, 2017

**Subject:** CEO/Executive Director's Report

### Background Information:

FY 2018 Federal Budget discussions are heating up. On July 11, the House of Representatives Transportation-Housing and Urban Development Appropriations Subcommittee marked up an FY 2018 spending bill. As expected, the bill underfunds public and assisted housing programs, but not to the severity of the previously proposed Trump Administration budget. Much of the measure addresses the public housing operating fund which no longer applies to HATC since converting the Section 8 Project Based Rental Assistance (PBRA) on 1 November 2016, there is mention of the Housing Choice Voucher (HCV)/Section 8 Program.

The Section 8 tenant based account, which is presently prorated at about 97 percent for rent subsidies, would likely be prorated again based on the subcommittee's allocation. The draft bill includes \$18.7 billion for Section 8 tenant based assistance, which is a significant increase compared to the current Administration's request of just \$17.5 billion. Some advocates have argued that the Trump Administration's proposed cuts could result in the loss of as many as 250,000 vouchers.

What are the implications of the aforementioned to future federal program funding for HATC? This is still "To Be Determined;" however, several organizations like NAHRO (National Association of Housing and Redevelopment Officials) and PHADA (Public Housing Authorities Directors Association) are lobbying daily on behalf of public housing agencies.

Staff will continue to monitor.

### Recommended Action:

For discussion / information only. No action needed.

### Alternate Option:

N/A

### Fiscal Impact:

N/A

### Attachments:

- A. U.S. House of Representatives Committee on Appropriations excerpt
- B. United States Senate Committee on Appropriations excerpt

### Prepared and Approved by:



Patrick B. Howard, CEO/Executive Director

# Attachment A

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## TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

### Transportation, Housing and Urban Development, and Related Agencies

2358-A Rayburn House Office Building  
(202) 225-2141  
Chairman: [Rep. Mario Diaz-Balart, Florida](#)



- **Appropriations Committee Approves Fiscal Year 2018 Transportation, Housing and Urban Development Funding Bill**  
Posted in Press Releases on July 17, 2017
- **Appropriations Committee Releases Fiscal Year 2018 Transportation, Housing and Urban Development Funding Bill**  
Posted in Press Releases on July 10, 2017
- **Chairman Frelinghuysen Floor Statement on Final, Full-Year FY 2017 Funding Legislation**  
Posted in Statements on May 3, 2017
- **Comprehensive Government Funding Bill Released**  
Posted in Press Releases on May 1, 2017
- **Chairman Frelinghuysen Names Vice Chairs of the Appropriations Subcommittees**  
Posted in Press Releases on March 2, 2017

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# Attachment B

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## Press Releases

### Appropriations Committee Approves Fiscal Year 2018 Transportation, Housing and Urban Development Funding Bill

*Legislation targets funding to essential infrastructure that will help keep the nation moving, and community improvement and housing programs*

Washington, July 17, 2017 -

The House Appropriations Committee today approved the fiscal year 2018 Transportation, Housing and Urban Development funding bill on a vote of 31-20. The legislation includes funding for the Department of Transportation, the Department of Housing and Urban Development, and other related agencies.

In total, the bill reflects an allocation of \$56.5 billion in discretionary spending – \$1.1 billion below fiscal year 2017 and \$8.6 billion above the request. This funding is targeted to essential investments in transportation infrastructure investments, as well as fundamental community development and housing programs.

"Now more than ever, it is critical to our economy and to our quality of life to have safe and well-functioning transportation infrastructure. This bill makes investments in essential highway, air, rail, and maritime programs that will keep our people and our goods moving efficiently," Committee Chairman Rodney Frelinghuysen said. "In addition, it includes responsible funding to ensure communities across the nation have access to necessary community development funds, and to provide housing to those who need it the most – including the poor, elderly, and disabled."

"I am pleased to introduce this critical legislation that will keep our housing and transportation programs efficient, while making the most of taxpayer dollars. The bill provides for infrastructure improvement and safety, as well as essential housing programs that are serving needy populations. I look forward to working with Chairman Frelinghuysen and Ranking Member Price to keep Americans moving and to provide for vulnerable communities across our country," Subcommittee Chairman Mario Diaz-Balart said.

The following amendments to the bill were adopted by the full committee today:

**Rep. Diaz-Balart** – The manager's amendment makes technical and noncontroversial changes to the bill and report. The amendment was adopted on a voice vote.

The bill was approved by the Committee on a vote of 31-20.

**For a summary of the bill, please visit:**

<https://appropriations.house.gov/news/documentsingle.aspx?DocumentID=394975>

**For the text of the bill, please visit:**

<https://appropriations.house.gov/uploadedfiles/bills-115hr-sc-ap-fy2018-transhud-transportationhousingandurbandevelopment.pdf>

**For the text of the report, please visit:**

<https://appropriations.house.gov/uploadedfiles/23928.pdf>

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[Print version of this document](#)

## SUBCOMMITTEES

**Agriculture, Rural Development, Food and Drug Administration, and Related Agencies**

**Commerce, Justice, Science, and Related Agencies**

**Defense**

**Energy and Water Development, and Related Agencies**

**Financial Services and General Government**

**Homeland Security**

**Interior, Environment, and Related Agencies**

**Labor, Health and Human Services, Education, and Related Agencies**

**Legislative Branch**

**Military Construction, Veteran Affairs, and Related Agencies**

**State, Foreign Operations, and Related Programs**

**Transportation, Housing and Urban Development, and Related Agencies**

**Archived Hearings**



prohibitions, at least 90 calendar days from the date of bifurcation of the lease or until expiration of the lease, depending on the covered housing program, to establish eligibility for a covered housing program, or find alternative housing.

The components discussed above are only some of the many changes and clarifications within the final rule; PHADA encourages all agencies to read the final notice and accompanying guidance in full. PIH Notice 2017-08 does include some helpful guidance and examples, despite some of the more burdensome features of the final rule. Overall the final VAWA rule is exceptionally nuanced. PHADA encourages agencies to become very familiar with the final rule and HUD notice in order to be best equipped to deal with VAWA scenarios when they arise.

For example, agencies should be attentive to the fact that the VAWA final rule provides that an applicant for assistance or a tenant receiving assistance may not be denied admission to, denied assistance under, terminated from participation in, or evicted from housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation or occupancy. Section 7.2 of the notice provides some examples in which adverse factors may be a direct result of VAWA protected violence. Section 7.3 assists an agency in determining this and reminds agencies that the request for additional information of the survivor must be in accordance with HA practices, must not require evidence of

the violence and should not violate the final rule's confidentiality requirements.

There are a number of things agencies should have done, or should be in the process of completing:

- An Emergency Transfer Plan should have been in place no later than June 14, 2017, or as soon as possible.
- All applicants admitted or denied assistance since December 16, 2016 should receive statutorily required notification of their VAWA rights through a Notice of Occupancy Rights (form HUD-5380) and accompanying certification (form HUD-5382) no later than December 16, 2017.
- Each current adult participant should receive statutorily required notification of their VAWA rights through a Notice of Occupancy Rights (form HUD-5380) and accompanying certification (form HUD-5382) no later than December 16, 2017, as well as at any notification of eviction or termination of assistance.
- The final rule requires that updates are made to applicable plans, including: 5-Year and Annual Plans; Administrative Plans, HCV Tenancy Addendum and Housing Assistance Payments Contracts, Admissions and Continued Occupancy Plans and public housing leases.

In addition to the information provided above, a number of PHADA members have questions and/or concerns for the Department related to the final rule and accompanying guidance. For example:

*See "VAWA Rule Guidance" continued on page 14*



HAI Group  
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with our one-minute self-assessment quiz!

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**HATC Discussion Item 5E**  
**August 3, 2017**

**GOVERNANCE, FINANCE, AND ADMINISTRATION**

**STANDING COMMITTEE MEETING**

Friday, July 21, 2017 / 9:30 a.m.

**MEMBERS PRESENT**

Ann Denton

Wilmer Roberts

**STAFF PRESENT**

Patrick Howard

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**MEETING NOTES (Prepared by Ann Denton)**

Summary of discussion:

**Agency management:**

1. The Committee discussed the Annual Buy-back Leave plan. The Committee reviewed the details and discussed this as part of the overall strategy to reduce non-standard practices that are holdovers from previous years. Ann stated that Patrick has introduced structure to Annual Leave Policy, and has instituted firm standards for the accrual and spend-down of comp time. This Annual Leave Buy-back Policy is one more improvement in the overall management of employee time.
2. Brief discussion of upcoming mediation regarding personnel issues

**Performance evaluations:**

1. The Committee looked at the goals in the Strategic plan as a possible basis for performance evaluation for the Executive Director and the Director of Real Estate. Ann Denton will write something up as a sample for the full Board to review next month.

**Strategic Plan:**

1. In looking at the Strategic Plan, the Committee discussed pulling out the SHFC goals and perhaps putting them into a separate strategic plan or possibly develop an "Action Plan". Ann will bring this up for discussion at the next Board meeting.



**HATC Action Item 6A**  
**August 3, 2017**

**Resolution No. HATC-2017-19, To Approve HATC Annual Leave Buy-Back Program.**

**WHEREAS**, Annual leave is paid time off work granted to each full-time HATC employee to be used for whatever the employee wishes; and

**WHEREAS**, The proposed *Program* is structured similar to a vast majority of municipal entities throughout the U.S. with similar programs; and

**WHEREAS**, The proposed *Program* affords the organization to reduce its long-term liability by reducing the amount of annual leave to be paid out to employees in a more deliberate, consistent fashion over time.

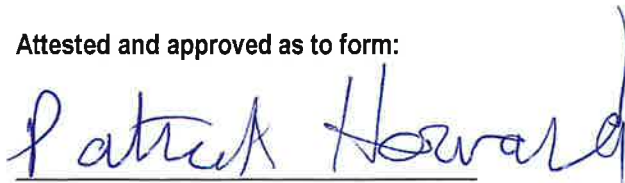
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2017-19,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 3<sup>rd</sup> day of August 2017.**

  
John Hernandez, Chair, Board of Commissioners

**Attested and approved as to form:**



Patrick B. Howard, CEO/Executive Director

**HATC Action Item 6A**  
**August 3, 2017**

**Subject:** HATC Annual Leave Buy-Back Program

**Background Information:**

In an effort to: (1) reduce large employee accrued Annual Leave balances, and (2) provide full-time employees the opportunity to earn additional income toward year's end, HATC Annual Leave Buy-Back Program is proposed, subject to funding availability.

Here are the basic tenets of the proposed program:

- Any eligible full-time HATC employee may "sell back" a portion of unused Annual/Vacation Leave, depending on years of service completed. Annual Leave Buyback would typically occur during the month of November each year.
- Only an employee who is on active employment status, on Family and Medical Leave (FMLA), Short-term disability, or Workers' Compensation on the date of the Buy-Back payments would be eligible to participate in the buy-back program.
- An employee who is on extended Military Leave may participate in the buy-back program upon return to active employment status. All leave accrued over the time the employee was on Military Leave will be restored and the employee may sell back hours that would have been eligible for buy-back during the leave of absence.
- To be eligible to participate in the *Annual Leave Buy-Back Program*, employees must have taken at least 24 hours of Annual Leave, and must maintain a minimum balance of 24 hours of unused annual leave subsequent to the leave buy-back.
- *Annual Leave Buy-Back Program* does not take into account leave accrued for Sick, Personal, Military, etc., but rather it is only associated with Annual Leave only.
- Accrual and buy-back hours are indicated in the Annual Leave Buy-Back table below.

**ANNUAL LEAVE BUY BACK TABLE**

<b>YEARS OF EMPLOYMENT (AS OF 1 NOVEMBER OF THE CURRENT YEAR)</b>	<b>HOURS ELIGIBLE FOR BUY-BACK</b>
Less than 1 year	16 hours
1 year	24 hours
2 years	32 hours
3 years	48 hours
4 years	64 hours
5 years through 10 years	72 hours
10 years and above	80 hours



**Requested Action:**

Consideration and appropriate action regarding **Resolution No. HATC-2017-19**, To Approve HATC Annual Leave Buy-Back Program.

**Alternate Option:**

The Board of Commissioners could elect to Not Approve the proposed *Annual Leave Buy-Back Program*.

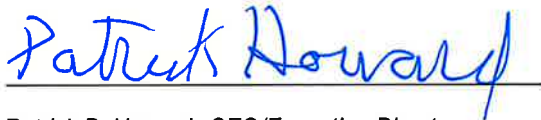
**Fiscal Impact:**

See Attachment

**Attachment:**

- A. Potential FY18 Fiscal Impact of Proposed Annual Leave Buy-Back Program

**Prepared and Approved by:**



Patrick B. Howard, CEO/Executive Director

## ATTACHMENT A

### Potential FY18 Fiscal Impact of Proposed Annual Leave Buy-Back Program

Current Employee Tenure - Years	Potential Buy-Back Hours Total Vacation Hours	Potential Impact
10 or more years (6 staffers)	80	~\$9,104.24
5 to 10 years (3 staffers)	72	~\$5784.62
3 years (1 staffer)	48	~\$865.20
2 years (2 staffers)	32	~\$4586.50
1 year (2 staffers)	24	~\$1100.04
Less than one year (3 staffers)	16	~\$1545.02
TOTAL	~ \$23K x 1.1 % (Retirement) = ~\$25.3K	

**HATC Action Item 6A**  
**August 3, 2017**

**Resolution No. HATC-2017-19, To Approve HATC Annual Leave Buy-Back Program.**

**WHEREAS**, Annual leave is paid time off work granted to each full-time HATC employee to be used for whatever the employee wishes; and

**WHEREAS**, The proposed *Program* is structured similar to a vast majority of municipal entities throughout the U.S. with similar programs; and

**WHEREAS**, The proposed *Program* affords the organization to reduce its long-term liability by reducing the amount of annual leave to be paid out to employees in a more deliberate, consistent fashion over time.

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

1. Approves Resolution No. HATC-2017-19,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

**Passed and approved the 3<sup>th</sup> day of August 2017.**

---

**John Hernandez, Chair, Board of Commissioners**

**Attested and approved as to form:**

---

Patrick B. Howard, *CEO/Executive Director*