

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Charles Bailey

Tyra Duncan-Hall

Isaac Robinson

Edwina Carrington

Michael G. Gerber, President & CEO



BOARD OF COMMISSIONERS Regular Meeting

**Monday, November 21, 2016
at 10:00 am**

HACA Central

**1124 S. IH 35
Austin, TX**

ADDENDUM

PUBLIC NOTICE OF A MEETING THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN REGULAR BOARD MEETING

TO BE HELD AT
HACA Central
1124 S. IH 35, Austin, Texas
(512.477.4488)

COMMENCING AT 10:00 A.M. ON MONDAY, NOVEMBER 21, 2016, TO CONDUCT BUSINESS AS FOLLOWS:

CALL TO ORDER, ROLL CALL
CERTIFICATION OF QUORUM

Carl S. Richie, Jr., Chairperson

Pledge of Allegiance

Citizens Communication - (Note: There will be a three-minute time limitation)

Citywide Advisory Board Update

Public Hearing - (Note: There will be a three-minute time limitation)

To accept public comment on the Housing Authority of the City of Austin's Draft 2017 Public Housing Authority Annual Plan

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Commissioner and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion, or action at this meeting. Under no circumstances does the Consent Agenda alter any requirements under Chapter 551 of the Texas Government Code, Texas Open Meetings Act.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of a Board Minutes Summary for the Board Meeting held on October 21, 2016

Michael Gerber
President & CEO

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 2470: Revised Operating Budgets For the Fiscal Year April 1, 2016 to March 31, 2017

Thomas Cherian
CFO

ITEM 3: Presentation, Discussion and Possible Action regarding Resolution No. 2471: Approval of the Creation of the Azie Taylor Morton Internship Program

Sylvia Blanco
Executive Vice President

EXECUTIVE SESSION

Carl S. Richie, Jr., Chairperson

The Board may go into Executive Session (close its meeting to the public) Pursuant to:

- a. § 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;
- b. §551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property;
- c. §551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, including but not limited to evaluation of the President/CEO.
- d. §551.087, Texas Gov't Code, discuss certain economic development negotiations.

OPEN SESSION

If there is an Executive Session, the Board will return to Open Session for discussion, consideration and possible action of matters discussed in Executive Session.

*The Housing Authority of the City of Austin (HACA) Board of Commissioners reserves the right to discuss and consider items out of order on the agenda on an as needed basis.

The Housing Authority of the City of Austin is committed to compliance with the Americans with Disability Act. Reasonable modifications and equal access to the communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Please call Judy Paciocco or Nidia Hiroms at HACA at 512.477.4488, for additional information; TTY users route through Relay Texas at 711. For more information on HACA, please contact Nidia Hiroms at 512.477.4488 x 2104.

REPORTS

The Board accepts the following reports:

- Status Update on the Rental Assistance Demonstration
- Finance Report
- President's Report
- Other Staff Reports
- Commissioners' Reports/Questions to the Department Staff

ADJOURNMENT

"Pursuant to § 30.06, Penal Code, (trespass by holder of license with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code (trespass by holder of license with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly."

"En virtud del § 30.06, Código Penal, (traspaso titular de licencia con una pistola), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en este reunión con una arma o pistola."

"En virtud del § 30.07, Código Penal (prevaricación por titular de la licencia con un arma o pistola abiertamente llevado), una persona bajo el subcapítulo H, capítulo 411, código de gobierno (Ley de licencia de arma o pistola), no se permiten en esta reunión con un arma o pistola que lleva abiertamente."

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

United States Pledge of Allegiance

**November 21, 2016
Regular Meeting**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

Citizens Communication

**November 21, 2016
Regular Meeting**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

Citywide Advisory Board Report

**November 21, 2016
Regular Meeting**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

PUBLIC HEARING

*To accept public comment on the Housing Authority of the
City of Austin's Draft 2017 Public Housing Authority Annual Plan*

**November 21, 2016
Regular Meeting**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

CONSENT AGENDA

AGENDA ITEM NO. 1

**Presentation, Discussion, and Possible Action regarding the
Approval of a Board Minutes Summary for the Board
Meeting held on October 21, 2016**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA)
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

OCTOBER 21, 2016

SUMMARY OF MINUTES

The **HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA)** Board of Commissioners Public Meeting Notice was posted for **12:00 noon on Friday, October 21, 2016**, and was held at **Manchaca Village located at 3628 Manchaca, Austin, TX.**

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

The Board of Commissioners meeting of the **HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA)** of **OCTOBER 21, 2016**, was called to order by Carl S. Richie, Jr., Chairperson, at 12:26 p.m. The meeting was held at Manchaca Village located at 3628 Manchaca, Austin, TX

Roll call certified a quorum was present.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Charles Bailey, Vice Chairperson
Tyra Duncan-Hall, 2nd Vice Chairperson
Isaac Robinson, Commissioner

MEMBER(S) ABSENT:

Edwina Carrington, Commissioner

STAFF PRESENT:

Ann Gass, Kelly Crawford, Lisa Garcia, Michael Gerber, Nidia Hiroms, Ron Kowal, Suzanne Schwertner, Sylvia Blanco and Thomas Cherian.

ALSO IN ATTENDANCE:

Jim Ewbank, Cokinos, Bosien & Young

CITIZENS COMMUNICATION – Diana Gonzales spoke to the Board about her difficulties in obtaining housing due to income limits. **Ms. Gonzales** is a single mother and is currently working a job, however, she was told that she does not qualify for housing due to the fact that she makes too much money. She feels that her situation does not fit into any specific area to qualify for housing. **Ms. Gonzales** requested that someone look into what can be done to assist individuals that are trying to be self-sufficient but do not qualify for housing. **Michael Gerber**, President, HACA, asked **Michael Roth**, HACA Director of Housing & Policy and **Suzanne Schwertner**, Homeownership Coordinator, to assist **Ms. Gonzales** in accessing HACA programs and to see if there is something in the HACA portfolio that may work for her.

CITYWIDE ADVISORY BOARD REPORT – •Alice Merida, Citywide Advisory Board (CWAB) President reported on behalf of the Citywide Advisory Board. **•Mike Gerber, HACA President/CEO** gave a status update on RAD. **Mr. Gerber** informed residents that at the Thursday, October 13th Board Meeting of the Texas Department of Housing & Community Affairs (TDHCA), the tax credit funding level for the HACA RAD program will be revealed. TDHCA was considering to not provide the same full tax credit funding as they were for the other low income housing projects locally and across the state of Texas. Many residents expressed concern and organized resident groups to attend the TDHCA hearing. Transportation to and from the site and breakfast after the hearing were provided by HACA. **Ms. Merida** reported that over 70 residents attended the hearing. Some residents used their voices and carried signs and stood up during the hearing. TDHCA awarded HACA the tax credits and everyone was overjoyed. **•Eileen Schrandt, HACA Community Development (CD) Supervisor** and Head of the HACA Smoke Free Program, provided updates on the CD team and announced that **Michelle Akers**, HACA Resident Wellness Supervisor, would be leaving HACA and there would be some transition until the end of the year. **Ms. Schrandt** spoke about the first year of the Smoke-Free program and reported that twenty-five residents had successfully quit smoking. To reward successes, “I’ve Quit Smoking” t-shirts and other small token gifts were given to residents who have cut back on their smoking. Year one done, and more residents have said they are coming aboard “The Smoke Free Train”. Congratulations to all. **•Property reports** were tabled.

PRESENTATION OF THE PROPERTY - Cecelia Vargas, HACA Community Director, introduced the Manchaca Village team: **JoAnn Zarate-Rodriguez**, Manager, **Eddie Quintanilla**, Lead Maintenance, **Philip Chefino**, Mechanic B. **Ms. Vargas** also

recognized two Manchaca Village residents for their contributions at Manchaca Village: **Ms. Rita Harrelson** who has been instrumental in spreading the word on RAD and assisting with computer classes and **Samantha Macy** who has been assisting residents with their computer literacy at the Booker T. Washington computer lab. Ms. Vargas also recognized resident **Christine Weir** for receiving a HACA Scholarship. **Ms. Weir** is attending The University of Texas.

Manchaca Village is 97% occupied and Goodrich Place is at 98% occupied. The turn time on apartments is 13 days. For the current month both properties have 100% rent collection and are operating under budget. At Manchaca Village, 29 children under the age of 18, 13 adults over the age of 62 and at Goodrich Place, 43 children under the age of 18 and 13 adults over the age of 62.

CONSENT AGENDA

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of a Board Minutes Summary for the Board Meeting held on September 15, 2016

Commissioner Duncan-Hall moved to approve the Board Minutes Summary for the Board Meeting held on September 15, 2016 as presented. **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 2: Presentation, Discussion, and Possible Action regarding Resolution No. 2461 (2468): Write-off of the moved out Public Housing tenants uncollectible accounts as of September 30, 2016

The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the write-off of the uncollectible accounts of vacated tenants. Reasonable effort has been made to collect the balance due to the Housing Authority by notifying the former tenants by certified mail of the amounts due and informing them that they will be reported to the credit bureau. Staff asked for Board approval to write-off the public housing uncollectable accounts in the amount of \$60,180.96 for the fiscal year ending September 30, 2016.

Commissioner Duncan-Hall moved to approve Resolution No. 2461 (2468): Write-off of the moved out Public Housing tenants uncollectible accounts as of September 30, 2016 in the amount of \$60,180.96. **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:

ITEM 3: Presentation and Discussion of the Draft 2017 Public Housing Authority (PHA) Plan

No action needed or taken.

ITEM 4: Presentation, Discussion, and Possible Action regarding Resolution No. 2462 (2469): Approval of Public Housing Flat Rents and Ceiling Rents

The U.S. Department of Housing and Urban Development (HUD) has issued two PIH Notices (PIH Notice 2014-12 and PIH Notice 2015-13) regarding changes in federal law related to Public Housing Flat Rents. These changes require flat rents to be at least 80% of the HUD established Fair Market Rents (FMR), but also allow housing authorities to use the HUD established Small Area Fair Market Rents (SAFMR). Staff recommends updating the Flat and Ceiling Rent schedules to comply with HUD requirements by setting the Flat rents at 85% of the SAFMR.

As HACA continues to move forward with the transition to the Project Based Rental Assistance (PBRA) program through the Rental Assistance Demonstration (RAD), it is important to note that PBRA does not have Flat or Ceiling rents. All residents will pay 30% of their adjusted income in the PBRA program.

If Phase 1 of the RAD conversion is effective by December 1, 2016, the proposed Flat and Ceiling rents would only go into effect for the 10 properties that are in Phase 2. However, to ensure that HACA remains compliant for the entire time that each property remains in Public Housing, this resolution proposes new flat rents for all 18 properties. If the conversion is delayed past January 1, 2017 for any or all properties, the new flat rents would go into effect.

Commissioner Duncan-Hall moved to approve Resolution No. 2462 (2469): Approval of Public Housing Flat Rents and Ceiling Rents. **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion, and Possible Action regarding Resolution No. 2463: Approval of the adoption of the Housing Choice Voucher Program's Payment Standards

The rising Austin rental rates continue to make it difficult for Housing Choice Voucher families to locate affordable homes. Staff's recommendation is to adjust the payment standards to 105% of the currently published fair market rents for efficiency, 1 bedroom, and 2 bedroom unit sizes and to 100% of the currently published FMRS for three, four and five bedroom unit sizes. Staff will continue to exercise the flexibility to approve payment standards up to 110% of the published fair market rents as a reasonable accommodation for persons with disabilities.

Commissioner Robinson moved to approve Resolution No. 2463: Approval of the adoption of the Housing Choice Voucher

Program's Payment Standards. **Commissioner Duncan-Hall** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion, and Possible Action regarding Resolution No. 2464: Approval of Revision to HACA's Personnel Policies and Procedures

In an effort to strengthen HACA's current ethics policy, discussion was held with legal counsel regarding how an employee should disclose to HACA when there may be the potential of a conflict of interest between an employee and those providing services as a vendor, contractor or any similar party to HACA. Counsel has recommended an additional section, **3. Disclosure of Potential Conflict of Interest**, be added to HACA's current policy. This section outlines the procedures an employee and HACA should follow when an employee discloses a potential conflict of interest may exist when engaging the services of those conducting business with HACA.

Commissioner Bailey moved to approve Resolution No. 2464: Approval of Revision to HACA's Personnel Policies and Procedures. **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion, and Possible Action regarding Resolution No. 2465: Approving Resolution of Austin Affordable PFC, Inc. Providing for the Issuance of its Multifamily Housing Governmental Note (ThinkEast Apartments) Series 2016 and to take such other actions Necessary or Convenient to Facilitate the Development of ThinkEast Apartments

Resolution No. 2465 approves the actions of Austin Affordable PFC, Inc., providing for the multifamily housing revenue bonds (ThinkEast Apartments) Series 2016 and to take such other actions necessary or convenient to facilitate the development of the ThinkEast Apartments.

Commissioner Bailey moved to approve Resolution No. 2465: Approving Resolution of Austin Affordable PFC, Inc. Providing for the Issuance of its Multifamily Housing Governmental Note (ThinkEast Apartments) Series 2016 and to take such other actions Necessary or Convenient to Facilitate the Development of ThinkEast Apartments **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ITEM 8: Presentation, Discussion, and Possible Action regarding Resolution No. 2466: Authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions Necessary or Convenient to Facilitate the Development and Rehabilitation of the Pathways at Bouldin Oaks, Pathways at Manchaca II and Pathways at Coronado Hills (the "Projects")

Resolution No. 2466 authorizes the Housing Authority of the City of Austin (the Authority) and Pathways at Coronado Hills, LLC, Pathways at Manchaca II, LLC, and Pathways at Bouldin Oaks, LLC (the "Companies") to enter into ground granting site control of the Land to the Companies. Pursuant to the terms of the Ground Leases, the Companies are required to develop and rehabilitate the Projects as developments dedicated for low-income persons in compliance with the laws and regulations applicable to eligible tenants under the federal low income housing tax credit program. The Authority will convey title to the improvements comprising the Companies via bills of sale. The repairs and renovations will be financed with loan proceeds through Greystone Servicing Corporation, Inc. in an amount not to exceed \$9,000,000.00. The Authority may grant or loan demolition, relocation, capital and/or other financing funds to the Austin Affordable Housing Corporation to facilitate the redevelopment of the Projects.

Commissioner Bailey moved to approve Resolution No. 2466: Authorizing the Housing Authority of the City of Austin (the "Authority") to take such actions Necessary or Convenient to Facilitate the Development and Rehabilitation of the Pathways at Bouldin Oaks, Pathways at Manchaca II and Pathways at Coronado Hills (the "Projects"). **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

ITEM 9: Presentation, Discussion, and Possible Action regarding Resolution No. 2467: Approval of formation of a new nonprofit corporation for property management activities for RAD

The Housing Authority of the City of Austin Board of Commissioners has authorized staff to take the steps necessary to convert the HACA public housing portfolio to the Rental Assistance Demonstration (RAD) Program. In order to facilitate the conversion, ownership of the properties will transfer to a Limited Liability Company or a Limited Partnership. HACA staff possesses the expertise to manage the properties under the regulations of the new programs, including RAD, Project Based Rental Assistance and the low income housing tax credit program, therefore, Counsel has recommended that HACA form a management company to manage the properties on behalf of the new ownership entities. Resolution No. 2467 would create a new non-profit corporation for the formation of Pathways Asset Management, Inc.

Commissioner Duncan-Hall moved to approve Resolution No. 2467: Approval of the formation of a new nonprofit corporation for property management activities for RAD (Pathways Asset Management, Inc.). **Commissioner Robinson** seconded the motion. The motion passed. (4-Ayes and 0-Nays).

REPORTS

The Board accepts the following reports:

- **President's Report**
 - HACA is working with the Texas Department of Housing & Community Affairs to secure 4% tax credits for Rental Assistance Demonstration (RAD).
 - 100th Homeowner in the Down payment Assistance program.
 - Finance Report

THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.

COMMISSIONER BAILEY LEFT THE MEETING AT 2:39 P.M.

ADJOURNMENT

Commissioner Duncan-Hall moved to adjourn the Board Meeting. **Commissioner Robinson** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

The meeting adjourned at 3:00 p.m.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

ACTION ITEMS

AGENDA ITEM NO. 2

**Presentation, Discussion, and Possible Action regarding
Resolution No. 2470: Revised Operating Budgets For the
Fiscal Year April 1, 2016 to March 31, 2017**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS**

AGENDA ITEM NO. 2

Resolution No. 2470

MEETING DATE: November 21, 2016

STAFF CONTACT: Thomas Cherian, Chief Financial Officer

TITLE: Discussion and Adoption of Resolution No. 2470 Approving an Operating Budget revision for the fiscal year April 1, 2016 to March 31, 2017.

ACTION: Motion to Approve Resolution No. 2470 Approving Revised Operating Budgets for the Fiscal Year April 1, 2016 to March 31, 2017.

SUMMARY: The regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Housing Authority of the City of Austin to approve the agency's Operating Budget revision.

Attachments: Revenue and Expense Revision Summary.
Fiscal Year 2017 Revised Operating Budget Summary.

Fiscal Impact:

☐ **None**

☐ **Budgeted**

All Programs	Approved Original Budget	Proposed Revised Budget	Variance
Revenue excluding inter fund	\$86,998,358	\$92,342,119	\$5,343,761
Expenditure excluding inter fund	\$84,437,630	\$88,744,633	\$4,307,003
Excess Revenue	\$2,560,728	\$3,597,486	\$1,036,758

☐ **Not Budgeted will results in additional receipts of: \$**

STAFF ANALYSIS SUMMARY

PRESIDENT & CEO:

DEPARTMENT HEAD:

FINANCE REVIEW

- ☐ **Proposed action does not require Finance Department review.**
- ☐ **Fiscal Impact was approved by Thomas Cherian, CPA**
The listed attachments have the Chief Financial Officer's signature as noted and/or requires the budget action listed below:
- ☐ **Financial Resolution for**

By:

Chief Financial Officer
Title:

RESOLUTION NO. 2470

Resolution Approving the Revised Operating Budgets For the Fiscal Year April 1, 2016 to March 31, 2017

WHEREAS, the regulations of the U. S. Department of Housing and Urban Development require the Commissioners of a Public Housing Agency to approve Operating Budget revisions; and

WHEREAS, The Commissioners of the Housing Authority of the City of Austin have reviewed the revised Operating Budgets and do find:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
- 2) That the financial plan is reasonable in that:
 - (a) It includes sources of funding adequate to cover all proposed expenditures, and
 - (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract.
- 3) That all proposed rental charges and expenditures are consistent with provisions of law and the Annual Contributions Contract; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the city of Austin is in compliance with the Annual Contributions Contract; and

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Austin hereby certify that the Housing Authority of the City of Austin is in compliance with the requirement of the Annual Contributions Contract, and that rents and utility allowance calculations have been, or will be, adjusted in accordance with current HUD requirements and regulations.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017 Revised Operating Budgets, copies of such budgets attached be hereby approved by the Board of Commissioners of the Housing Authority of the City of Austin.

PASSED, APPROVED AND ADOPTED this 21st day of November 2016.

Carl S. Richie, Jr., Chairman

Michael Gerber, Secretary

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Austin

PHA Code: TX001

PHA Fiscal Year Beginning: 04/01/2016

Board Resolution Number: 2470

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

11/21/2016

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Carl S. Richie, Jr.	Signature:	Date: 11/21/2016
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2016/2017 Budget Revision 1

Revenue Changes	
SHCC Revenue Increase for 3 additional months (HUD contract extension through 03/31/17)	\$ 3,079,343
Additional Fees for Management and Occupancy Review (MOR)	986,037
Additional AAHC Revenue from Park at Summers Grove	1,303,153
HUD Subsidy loss for 4 months of converted PH properties	(603,551)
4 months HAP for converted RAD properties	986,080
Vacancy loss calculation in RAD properties	(75,817)
Bad debt calculation in RAD properties	(12,957)
Income Changes from RAD conversion	(5,938)
Total additional revenue	\$ 5,656,350
Expense Changes	
Salary Changes	\$ 72,477
Performance Incentive (\$500 given to staff in August 2016)	121,819
Performance Incentive (\$1,000 proposed for December)	262,507
Salary, Benefits and Other expense increase due to MOR	643,203
Additional RAD expenses including Below the line items	1,234,933
HCD Amendment	611,932
MIS additions	65,943
HR Intern program (\$10,000)	10,000
Carryover Expenses from prior fiscal year	1,460,000
Other expense changes due to RAD conversion	136,778
Total Additional Expenses	\$ 4,619,592
Total Net Change with the budget revision	\$ 1,036,758
Current Budgeted Excess Revenue	\$ 2,560,728
Expected excess revenue after budget changes	\$ 3,597,486
3/31/16 Unrestricted Reserve	\$ 18,313,354
Oslo and Volente down payment	\$ (5,514,094)
Transfer PH reserve for RAD properties to AAHC	\$ 1,802,033
3/31/17 Estimated Unrestricted Reserve	\$ 18,198,779
Proceeds from RAD Closing	\$ 4,357,877
3/31/17 Estimated Unrestricted Reserve including RAD closing proceeds	\$ 22,556,656

HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1 ALL PROGRAMS BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Rental & Rental Related Income	\$ 13,200,960	\$ 7,345,634	\$ 14,691,268	\$ 13,108,105	\$ (92,855)
Interest	50,000	31,013	62,026	50,000	
HAP Reimbursements	46,561,992	24,533,637	49,067,274	46,561,992	
HUD Subsidy, Fees and Grants	22,393,525	13,309,041	26,618,082	26,841,434	4,447,909
COCC Fees and Revenues	8,642,516	4,862,184	9,724,368	10,564,786	1,922,270
Public Donations	484,500	97,982	195,964	484,500	
Non Federal Donations	1,245,236	522,483	434,558	2,470,306	1,225,069
Other Income	3,994,793	1,006,762	2,013,524	5,296,088	1,301,295
Total Revenues	\$ 96,573,522	\$ 51,708,736	\$ 102,807,064	\$ 105,377,211	\$ 8,803,689
EXPENSE:					
Administrative:					
Salaries	\$ 10,794,552	\$ 5,309,023	\$ 10,618,046	\$ 11,288,766	\$ 494,213
Performance Incentive				384,326	384,326
Legal	310,480	221,672	433,442	287,280	(23,200)
Travel & Training	429,667	172,620	248,618	531,068	101,401
Audit Fees	70,001	60,000	105,065	66,957	(3,044)
Office Rent/Utilities	216,288	108,144	216,288	216,288	
Sundry Administrative	2,699,936	1,163,542	2,036,810	3,226,564	526,628
Property General & Admin. Cocts	1,614,312	955,451	1,910,902	1,614,312	
Mgmt Fees & Commissions	8,329,928	4,978,587	10,136,430	10,564,786	2,234,858
Promotions & Advertising	85,210	45,722	91,444	85,210	
Total Administrative	\$ 24,550,375	\$ 13,014,761	\$ 25,797,045	\$ 28,265,557	\$ 3,715,182
Maintenance:					
Labor	\$ 1,324,888	\$ 671,634	\$ 1,343,268	\$ 1,185,395	\$ (139,492)
Materials	682,204	222,027	444,054	1,030,236	348,032
Contracts	2,949,179	1,544,033	3,088,066	3,057,472	108,293
Total Maintenance	\$ 4,956,271	\$ 2,437,694	\$ 4,875,388	\$ 5,273,103	\$ 316,832
General Expense:					
Insurance	\$ 796,721	\$ 330,217	\$ 660,434	\$ 813,547	\$ 16,826
Employee Benefit Contributions	5,630,011	2,582,874	5,099,772	5,675,489	45,478
Collection Losses	66,100	34,696	69,392	61,400	(4,700)
Performance Contracting	2,304,000	1,230,613	2,304,000	2,304,000	
Interest Expense	1,233,605	728,435	1,456,870	1,233,605	
Property Taxes	88,107	44,053	88,106	88,107	
Total General Expenses	\$ 10,118,544	\$ 4,950,888	\$ 9,678,574	\$ 10,176,148	\$ 57,604
Other Routine Expenses:					
Tenant Services	\$ 1,176,107	\$ 531,028	\$ 1,062,056	\$ 1,501,145	\$ 325,038
Utilities	3,743,701	1,912,537	3,865,652	3,744,085	384
Protective Services	658,729	348,769	697,538	614,815	(43,914)
Total Other Routine Expenses	\$ 5,578,537	\$ 2,792,334	\$ 5,625,246	\$ 5,860,045	\$ 281,508
Non-Routine Expenses:					
Capital Expenditures	297,000	681,632	1,309,170	402,717	105,717
Carryover from Prior Year		531,027	1,062,054	1,460,000	1,460,000
Additional RAD expenditures				605,017	605,017
Total Non-Routine Expenses	\$ 297,000	\$ 1,212,659	\$ 2,371,224	\$ 2,467,734	\$ 2,170,734
Housing Assistance Payments	\$ 46,561,992	\$ 24,533,637	\$ 49,067,274	\$ 46,561,992	\$
Scholarships/ Digital Inclusion	445,375	247,406	494,812	445,375	
Utility Assistance	2,500	3,914	7,828	2,500	
Employee Contributions Match	15,000	5,575	5,575	15,000	
Fin. Lit. ED & Hm. ownership	7,000	120	240	7,000	
Down payment Assistance	80,000	40,000	80,000	80,000	
Community Initiatives	154,964	75,598	7,000	154,964	
Donation to Housing Programs	1,245,236	214,813	286,417	2,470,306	1,225,069
Other Expenses/Donations	\$ 48,512,067	\$ 25,121,063	\$ 49,949,146	\$ 49,737,137	\$ 1,225,069
Total-All Expenses	\$ 94,012,794	\$ 49,529,399	\$ 98,296,622	\$ 101,779,725	\$ 7,766,931
PROVISION FOR RESERVE	\$ 2,560,728	\$ 2,179,337	\$ 4,510,442	\$ 3,597,486	\$ 1,036,758

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HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1A CENTRAL OFFICE BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
COCC Fees and Revenue	\$ 8,642,516	\$ 4,862,184	\$ 9,724,368	\$ 10,564,786	\$ 1,922,270
Interest	50,000	31,013	62,026	50,000	
Other Income					
Total Revenues	\$ 8,754,367	\$ 4,893,197	\$ 9,786,394	\$ 10,614,786	\$ 1,922,270
EXPENSE:					
Administrative:					
Salaries	\$ 4,232,232	\$ 2,212,053	\$ 4,424,106	\$ 4,232,232	\$
Performance Incentive				384,326	384,326
Legal	28,750	26,828	53,656	28,750	
Travel & Training	166,400	66,555	133,110	165,226	(1,174)
Audit Fees	24,496	20,996	41,992	24,496	
Sundry Administrative	1,615,106	682,323	1,364,646	1,694,223	79,117
Total Administrative	\$ 6,066,984	\$ 3,008,755	\$ 6,017,510	\$ 6,529,253	\$ 462,269
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials	25,600	7,480	14,960	25,600	
Contracts	33,750	20,360	40,720	33,750	
Total Maintenance	\$ 59,350	\$ 27,840	\$ 55,680	\$ 59,350	\$
General Expense:					
Insurance	\$ 179,645	\$ 58,319	\$ 116,638	\$ 179,645	\$
Employee Benefit Contributions	1,680,037	787,549	1,575,098	1,680,037	
Scholarships	4,000			4,000	
Utility Assistance	2,500	3,914	7,828	2,500	
Employee Contributions Match	15,000	5,575	5,575	15,000	
Fin. Lit. ED & Hm. ownership	7,000	120	240	7,000	
Down payment Assistance	80,000	40,000	80,000	80,000	
Homeownership Center					
Interest on Notes	265,000	112,813	225,626	265,000	
Total General Expenses	\$ 2,233,182	\$ 1,008,290	\$ 2,011,005	\$ 2,233,182	\$
Other Routine Expenses:					
Utilities	\$ 250,000	\$ 141,006	\$ 282,012	\$ 250,000	\$
FSS Education & Training					
Protective Services	35,500	68,686	137,372	35,500	
Community Initiatives	47,500	3,500	7,000	47,500	
Total Other Routine Expenses	\$ 333,000	\$ 213,192	\$ 426,384	\$ 333,000	\$
Non-Routine Expenses:					
Extraordinary Maintenance	\$	\$	\$	\$	\$
Capital Expenditures		104,094	104,094		
Carryover from Prior Year		531,027	1,062,054	1,460,000	1,460,000
Total Non-Routine Expenses	\$	\$ 635,121	\$ 1,166,148	\$ 1,460,000	\$ 1,460,000
Total-All Expenses	\$ 8,692,517	\$ 4,893,198	\$ 9,676,727	\$ 10,614,786	\$ 1,922,269
PROVISION FOR RESERVE	\$ 61,851	\$ (1)	\$ 109,667	\$	\$ 1

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HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1B LOW RENT PUBLIC HOUSING BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Dwelling Rentals	\$ 4,556,438	\$ 2,508,813	\$ 5,017,626	\$ 4,023,191	\$ (533,247)
Nondwelling Rental	51,069	28,825	57,650	51,069	
Excess Utilities Usage	46,566	58,448	116,896	42,486	(4,080)
Interest					
Other Income	310,827	121,829	243,658	279,106	(31,721)
Inter AMPS Transfer					
Non Federal Donations	284,896			275,033	(9,863)
HUD Subsidy	9,070,194	4,777,009	9,554,018	8,466,643	(603,551)
Total Revenues	\$ 14,319,990	\$ 7,494,924	\$ 14,989,848	\$ 13,137,528	\$ (1,182,462)
EXPENSE:					
Administrative:					
Salaries	\$ 1,288,816	\$ 661,705	\$ 1,323,410	\$ 1,160,276	\$ (128,540)
Legal	152,070	67,518	135,036	138,870	(13,200)
Travel & Training	4,454	4,793	9,586	12,540	8,086
Audit Fees	28,081	24,069	48,138	25,037	(3,044)
Management Fee	1,750,680	785,712	1,750,680	1,560,194	(190,486)
Sundry Administrative	263,372	123,536	247,072	241,100	(22,272)
Total Administrative	\$ 3,487,473	\$ 1,667,333	\$ 3,513,922	\$ 3,138,018	\$ (349,454)
Maintenance:					
Labor	\$ 1,324,888	\$ 671,634	\$ 1,343,268	\$ 1,185,395	\$ (139,492)
Materials	635,691	209,713	419,426	983,723	348,032
Contracts	1,177,357	547,635	1,095,270	1,089,678	(87,679)
Total Maintenance	\$ 3,137,936	\$ 1,428,982	\$ 2,857,964	\$ 3,258,796	\$ 120,860
General Expense:					
Insurance	\$ 232,514	\$ 108,542	\$ 217,084	\$ 207,438	\$ (25,076)
Employee Benefit Contributions	1,473,257	655,309	1,310,618	1,313,934	(159,323)
Collection Losses	61,100	34,166	68,332	56,400	(4,700)
Total General Expenses	\$ 1,766,871	\$ 798,017	\$ 1,596,034	\$ 1,577,772	\$ (189,099)
Other Routine Expenses:					
Tenant Services	\$ 1,171,107	\$ 527,627	\$ 1,055,254	\$ 1,212,777	\$ 41,670
Utilities	2,749,881	1,361,524	2,763,626	2,455,240	(294,641)
Protective Services	519,369	231,109	462,218	475,455	(43,914)
Total Other Routine Expenses	\$ 4,440,357	\$ 2,120,260	\$ 4,281,098	\$ 4,143,472	\$ (296,885)
Non-Routine Expenses:					
Extraordinary Maintenance	\$	\$	\$	\$	\$
Capital Expenditures	22,000	29,445	58,890	30,333	8,333
Performance Contracting	2,304,000	1,230,613	2,304,000	2,304,000	
Inter AMPS Transfer					
Total Non-Routine Expenses	\$ 2,326,000	\$ 1,260,058	\$ 2,362,890	\$ 2,334,333	\$ 8,333
Total-All Expenses	\$ 15,158,637	\$ 7,274,650	\$ 14,611,907	\$ 14,452,392	\$ (706,245)
PROVISION FOR RESERVE	\$ (838,647)	\$ 220,274	\$ 377,941	\$ (1,314,864)	\$ (476,217)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1C PATHWAYS ASSET MANAGEMENT UNITS AVAILABLE - 582 OPERATING REVENUES & EXPENSES BUDGET WORKSHEET

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Dwelling Rentals	\$	\$	\$	\$ 533,247	\$ 533,247
Vacancy				(75,817)	(75,817)
Bad Debts				(12,957)	(12,957)
Interest					
Other Income				29,863	29,863
Inter AMPS Transfer					
Non Federal Donations					
HUD Subsidy				986,080	986,080
Total Revenues	\$	\$	\$	\$ 1,460,416	\$ 1,460,416
EXPENSE:					
Administrative:					
Salaries	\$	\$	\$	\$ 151,293	\$ 151,293
Legal					
Travel & Training					
Audit Fees					
Management Fee				81,259	81,259
Sundry Administrative				134,154	134,154
Total Administrative	\$	\$	\$	\$ 366,707	\$ 366,707
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials					
Contracts				195,972	195,972
Total Maintenance	\$	\$	\$	\$ 195,972	\$ 195,972
General Expense:					
Insurance	\$	\$	\$	\$ 33,236	\$ 33,236
Employee Benefit Contributions				96,730	96,730
Collection Losses					
Total General Expenses	\$	\$	\$	\$ 129,966	\$ 129,966
Other Routine Expenses:					
Tenant Services	\$	\$	\$	\$ 9,763	\$ 9,763
Utilities				295,025	295,025
Protective Services					
Total Other Routine Expenses	\$	\$	\$	\$ 304,788	\$ 304,788
Non-Routine Expenses:					
Extraordinary Maintenance	\$	\$	\$	\$	\$
Capital Expenditures				52,384	52,384
Performance Contracting					
Other				53,791	53,791
Total Non-Routine Expenses	\$	\$	\$	\$ 106,175	\$ 106,175
Total-All Expenses	\$	\$	\$	\$ 1,103,608	\$ 1,103,608
PROVISION FOR RESERVE	\$	\$	\$	\$ 356,808	\$ 356,808

HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 1D HOUSING CHOICE VOUCHER PROGRAM BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Estimated Administrative Fees	\$ 4,085,300	\$ 2,171,931	\$ 4,343,862	\$ 4,085,300	\$
HAP Reimbursements	46,561,992	24,533,637	49,067,274	46,561,992	
Interest Income					
Total Revenues	\$ 50,647,292	\$ 26,705,568	\$ 53,411,136	\$ 50,647,292	\$
EXPENSE:					
Administrative:					
Salaries	\$ 2,385,077	\$ 1,090,039	\$ 2,180,078	\$ 2,385,077	\$
Legal	1,250	3,026	6,052	1,250	
Travel & Training	41,600	10,030	20,060	41,600	
Audit Fees					
Management fees	163,035	374,610	749,220	163,035	
Sundry Administrative	201,505	130,011	260,022	201,505	
Total Administrative	\$ 2,792,467	\$ 1,607,716	\$ 3,215,432	\$ 2,792,467	\$
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials	13,000	4,239	8,478	13,000	
Contracts	7,000	4,963	9,926	7,000	
Total Maintenance	\$ 20,000	\$ 9,202	\$ 18,404	\$ 20,000	\$
Other:					
Insurance	\$ 47,701	\$ 7,821	\$ 15,642	\$ 47,701	\$
Protective Services	27,500	13,704	27,408	27,500	
Employee Benefit Contributions	1,192,632	530,087	1,060,174	1,192,632	
Total Other Expenses	\$ 1,267,833	\$ 551,612	\$ 1,103,224	\$ 1,267,833	\$
Housing Assistance Payments	\$ 46,561,992	\$ 24,533,637	\$ 49,067,274	\$ 46,561,992	\$
FSS Programs	5,000	3,401	6,802	5,000	
Total-All Expenses	\$ 50,647,292	\$ 26,705,568	\$ 53,411,136	\$ 50,647,292	\$
PROVISION FOR RESERVE	\$	\$	\$	\$	\$

HOUSING AUTHORITY OF THE CITY OF AUSTIN

SCHEDULE 4 RAD Conversion BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
HACA Transfer	\$ 620,082	\$ 305,204	\$ 610,408	\$ 1,855,015	\$ 1,234,933
Other Income					
Interest Income					
Total Revenues	\$ 620,082	\$ 305,204	\$ 610,408	\$ 1,855,015	\$ 1,234,933
EXPENSE:					
Administrative:					
Salaries	\$ 192,615	\$ 74,120	\$ 148,240	\$ 230,756	\$ 38,141
Legal	22,000	4,951	9,902	12,000	(10,000)
Travel & Training	70,300	48,311	96,622	78,000	7,700
Other	256,981	143,396	286,792	516,027	259,046
Total Administrative	\$ 541,896	\$ 270,778	\$ 541,556	\$ 836,783	\$ 294,887
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials					
Relocation Assistance		1,703	3,406	273,605	273,605
Total Maintenance	\$	\$ 1,703	\$ 3,406	\$ 273,605	\$ 273,605
Other:					
Insurance	\$	\$	\$	\$	\$
Emp. Benefit	78,186	32,723	65,446	94,610	16,424
Additional RAD expenditures				605,017	605,017
Capital Expenditures				45,000	45,000
Total Other Expenses	\$ 78,186	\$ 32,723	\$ 65,446	\$ 744,627	\$ 666,441
Total-All Expenses	\$ 620,082	\$ 305,204	\$ 610,408	\$ 1,855,015	\$ 1,234,933
PROVISION FOR RESERVE	\$ 0	\$	\$	\$	\$ (0)

SOUTHWEST HOUSING COMPLIANCE CORPORATION

SCHEDULE 2 SHCC PROGRAMS COMBINED BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Estimated Administrative Fees	\$ 9,238,031	\$ 6,360,101	\$ 12,720,202	\$ 13,303,411	\$ 4,065,380
Other Income					
Interest Income					
Total Revenues	\$ 9,238,031	\$ 6,360,101	\$ 12,720,202	\$ 13,303,411	\$ 4,065,380
EXPENSE:					
Administrative:					
Salaries	\$ 2,475,133	\$ 1,134,951	\$ 2,269,902	\$ 2,908,452	\$ 433,319
Legal	100,000	115,974	231,948	100,000	
Travel & Training	110,964	33,677	67,354	197,753	86,789
Audit Fees	17,424	14,935	14,935	17,424	
Management Fees	3,580,978	2,787,570	5,575,140	5,745,690	2,164,712
Office Rent/Utilities	216,288	108,144	216,288	216,288	
Other	244,910	47,287	94,574	267,701	22,791
Total Administrative	\$ 6,745,696	\$ 4,242,538	\$ 8,470,141	\$ 9,453,308	\$ 2,707,611
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials	7,850	454	908	7,850	
Contracts	1,647	937	1,874	1,647	
Total Maintenance	\$ 9,497	\$ 1,391	\$ 2,782	\$ 9,497	\$
Other:					
Insurance	\$ 119,252	\$ 40,604	\$ 81,208	\$ 127,918	\$ 8,666
Emp. Benefit Contrib. -SHCC	1,118,349	525,349	1,050,698	1,209,996	91,647
Donation to Housing Programs	1,245,236			2,470,306	1,225,069
Capital Expenditures					
Total Other Expenses	\$ 2,482,838	\$ 565,953	\$ 1,131,906	\$ 3,808,220	\$ 1,325,383
Total-All Expenses	\$ 9,238,031	\$ 4,809,882	\$ 9,604,829	\$ 13,271,025	\$ 4,032,994
PROVISION FOR RESERVE	\$	\$ 1,550,219	\$ 3,115,373	\$ 32,386	\$ 32,386

SOUTHWEST HOUSING COMPLIANCE CORPORATION

SCHEDULE 2C BLUEPRINT HOUSING SOLUTIONS BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Estimated Administrative Fees	\$	\$	\$	\$	\$
Other Income	300,000	69,592	139,184	300,000	
Interest Income					
Total Revenues	\$ 300,000	\$ 69,592	\$ 139,184	\$ 300,000	\$
EXPENSE:					
Administrative:					
Salaries	\$ 105,256	\$ 94,719	\$ 189,438	\$ 105,256	\$
Legal	3,510	3,375	6,750	3,510	
Travel & Training	26,349	7,351	14,702	26,349	
Audit Fees					
Management Fees					
Other	24,634	9,990	19,980	24,634	
Total Administrative	\$ 159,749	\$ 115,435	\$ 230,870	\$ 159,749	\$
Maintenance:					
Labor	\$	\$	\$	\$	\$
Materials	63	141	282	63	
Contracts					
Total Maintenance	\$ 63	\$ 141	\$ 282	\$ 63	\$
Other:					
Insurance	\$ 2,105	\$ 581	\$ 1,162	\$ 2,105	\$
Emp. Benefit	37,541	40,755	81,510	37,541	
Capital Expenditures					
Total Other Expenses	\$ 39,646	\$ 41,336	\$ 82,672	\$ 39,646	\$
Total-All Expenses	\$ 199,458	\$ 156,912	\$ 313,824	\$ 199,458	\$
PROVISION FOR RESERVE	\$ 100,542	\$ (87,320)	\$ (174,640)	\$ 100,542	\$

HACA SCHOLARSHIP FOUNDATION

SCHEDULE 5 AUSTIN PATHWAYS BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Public Donations	\$ 484,500	\$ 97,982	\$ 195,964	\$ 484,500	\$
HACA Donations	340,258	217,279	434,558	340,258	
HACA Donations Carryover					
Other Income					
Grants	25,000			25,000	
Total Revenues	\$ 849,758	\$ 315,261	\$ 630,522	\$ 849,758	\$
EXPENSE:					
Administrative:					
Salaries	\$ 115,424	\$ 41,436	\$ 82,872	\$ 115,424	\$
Legal					
Travel & Training	9,600	1,903	3,806	9,600	
Audit Fees					
Management Fees					
Other	58,700	13,414	26,828	58,700	
Total Administrative	\$ 183,724	\$ 56,753	\$ 113,506	\$ 183,724	\$
Scholarships/Digital inclusion					
Resident Children Scholarship	\$ 50,000	\$ 83,698	\$ 167,396	\$ 50,000	\$
Scholarship Marketing	3,500	98	196	3,500	
Training Content Licenses	7,000			7,000	
Youth Stem/Steam Proframming	96,302	105,640	211,280	96,302	
Adult Digital Inclusion Training	118,125	8,087	16,174	118,125	
Apprenticeship Stipends	37,148	13,740	27,480	37,148	
Transportation Assistance	3,000	3,217	6,434	3,000	
Transportation Counseling Assistance	7,000			7,000	
Incentives	10,000			10,000	
FSS Luncheon	10,000	25,388	50,776	10,000	
Google fiber signup Fees	10,000	104	208	10,000	
HCV Support Services	16,800	6,433	12,866	16,800	
HCV GED Incentives	2,500			2,500	
Workforce Development Services	10,000			10,000	
Smoking Cessation Program Support	10,000			10,000	
ACC Tech Support Program	10,000			10,000	
Devices	40,000	1,001	2,002	40,000	
Total Scholarship/Digital Inclusion	\$ 441,375	\$ 247,406	\$ 494,812	\$ 441,375	\$
Other:					
Insurance	\$	\$	\$	\$	\$
Workers Comp	2,308	265		2,308	
Emp. Benefit	47,700	10,837	21,674	47,700	
Capital Expenditures					
Total Other Expenses	\$ 50,008	\$ 11,102	\$ 21,674	\$ 50,008	\$
Total-All Expenses	\$ 675,107	\$ 315,261	\$ 629,992	\$ 675,107	\$
PROVISION FOR RESERVE	\$ 174,651	\$	\$ 530	\$ 174,651	\$

AUSTIN AFFORDABLE HOUSING CORPORATION

SCHEDULE 3 ALL AAHC PROGRAMS COMBINED BUDGET ANALYSIS

	2016/2017 Approved	Y-T-D Actual As of 9/30/2016	Fiscal Year End Projection	2016/2017 Revision 1	Over (Under) Prior Budget
REVENUE:					
Rental & Rental Related Income	\$ 8,546,887	\$ 4,749,548	\$ 9,499,096	\$ 8,546,887	\$
Interest Income					
Other Income	3,358,966	815,341	1,630,682	4,662,119	1,303,153
Total Revenues	\$ 11,905,853	\$ 5,564,889	\$ 11,129,778	\$ 13,209,006	\$ 1,303,153
EXPENSE:					
Administrative:					
HACA In-House Salaries	\$	\$	\$	\$	\$
HACA Other Admin Costs	34,728	13,585	23,688	34,728	
Legal Expense	2,900			2,900	
Property Mgmt - Fees & Commis.	276,857	150,745	301,490	276,857	
Property Mgmt - Payroll Costs	1,122,255	620,442	1,240,884	1,122,255	
Property Admn. Costs	215,200	184,264	368,528	215,200	
HACA Management Fees	2,835,235	1,030,695	2,061,390	3,014,607	179,372
Promotions & Advertising	85,210	45,722	91,444	85,210	
Total Administrative	\$ 4,572,385	\$ 2,045,453	\$ 4,087,424	\$ 4,751,757	\$ 179,372
Maintenance:					
Materials & Contracts	\$ 1,217,800	\$ 682,765	\$ 1,365,530	\$ 1,217,800	\$
Cleaning & Decorating	511,625	287,373	574,746	511,625	
Total Maintenance	\$ 1,729,425	\$ 970,138	\$ 1,940,276	\$ 1,729,425	\$
General Expense:					
Insurance	\$ 215,504	\$ 114,350	\$ 228,700	\$ 215,504	\$
Protective Services	76,360	35,270	70,540	76,360	
Collection Loss	5,000	530	1,060	5,000	
Property Taxes	88,107	44,053	88,106	88,107	
Other - Interest on Note	968,605	615,622	1,231,244	968,605	
Community Initiatives	107,464	72,098		107,464	
Total General Expenses	\$ 1,461,040	\$ 881,923	\$ 1,619,650	\$ 1,461,040	\$
Other Routine Expenses:					
Utilities	\$ 743,820	\$ 410,007	\$ 820,014	\$ 743,820	\$
Total Other Routine Expenses	\$ 743,820	\$ 410,007	\$ 820,014	\$ 743,820	\$
Non-Routine Expenses:					
Capital Expenditures	\$ 275,000	\$ 548,093	\$ 1,146,186	\$ 275,000	\$
Other Non-Routine					
Total Non-Routine Expenses	\$ 275,000	\$ 548,093	\$ 1,146,186	\$ 275,000	\$
Total-All Expenses	\$ 8,781,670	\$ 4,855,614	\$ 9,613,550	\$ 8,961,042	\$ 179,372
PROVISION FOR RESERVE	\$ 3,124,183	\$ 709,275	\$ 1,516,228	\$ 4,247,964	\$ 1,123,781

HCD Budget Amendment Request updated 10.27.16

Property	Request Description	Amount	Notes for finance
Chalmers, Rosewood, Meadowbrook, Thurmond, Lakeside, Northloop	Additional Officer Patrol Hours to curb crime	\$ 10,000	244 additional hours. Divide by number of units in each property listed.
BTW, Bouldin Oaks, Chalmers, Santa Rita, Meadowbrook	Add \$100,000 to CIS contract (keeps it at \$600,000)	\$ 100,000	Divide by number of units in each property listed.
Meadowbrook, Santa Rita, Thurmond Heights	Add \$50,000 to budget for Boys&Girls Club contract; keeps contract at \$180,000	\$ 50,000	\$17K each property listed
All 18 properties	HVAC equipment to make repairs on AC units	\$ 6,000	Split charge to all properties by number of units.
All properties except BTW and Santa Rita (also remove Man Village and Shadowbend)	Monies to prepare for UPCS Inspections; it is about \$196/unit;	\$ 392,230	Divide by number of units in each property listed. (Removed \$25K removed TX18 and TX17)
All properties	UPCS refresher training for all staff	\$ 9,730	Divide by number of units in each property (all 18 properties)
8 RAD Properties in 1st Phase	Office supplies for conversion; creating new tenant files.	\$ 8,500	Divide by number of units in each of 1st 8 properties.
Chalmers Courts	Sprucing up grounds for Jobs Plus kick off event	\$ 3,000	Paint, landscaping items, labor and improved lighting to improve security
All properties	Overtime for staff to participate in RAD meetings after hours	\$ 5,472	4 meetings per property; 2 hours; 2 staff
Meadowbrook	Storage unit for chemical hazards (paint)	\$ 12,000	Per fire dept cannot store paint next to day care.
TX1,2,3,4,5,7,9,10,12,13,16,18,22	ACM Abatement	\$ 15,000	divide by number of units in each property except TX8,11,15,17,19
Manchaca II	Roof replacements/repairs	\$8,508.41.	Was left out of RAD scope; but needed to be done.
TOTAL		\$ 611,932	

Per my conversation with Sylvia, it was approved to purchase new bank deposit scanners for 7 properties this fiscal year at about \$600 each. But was not included in this amendment because total amount was so low.

RAD
Chart of Accounts
Supporting Notes

Account Code	2016/2017 Budget	FYTD as of 08/31/16		Budget Balance	Annualized to 12 months	2016/17 Amended Budget	Variance	Account Name	Account Explanation
		5 Months Budget	Months Actual						
4110.01	192,615		52,863	139,752	126,871	230,756	38,141	ADMINISTRATIVE SALARIES	Adds 8 months of Julie's salary + 10,642.02 for temp
4110.03				-	-			ADMINISTRATIVE SALARIES - O/T	
4130.01	22,000		2,851	19,149	6,841	12,000	(10,000)	LEGAL EXPENSE-MISC.	Reduced due to some atty's fees (Coats Rose) being included in closing budget
4140.00	65,300		22,820	42,480	54,768	67,000	1,700	STAFF TRAINING	Added \$1,700 for Julie's resident training. Asked Jeanette for updated figures. Using current budgeted amount + \$1,700 for current estimate of need
4150.10	0		675	(675)	1,620	-		TRAVEL - CONVENTION & MEETINGS	Moved expenses to Travel - Out of Town
4150.20	5,000		2,990	2,010	7,176	11,000	6,000	TRAVEL - OUT OF TOWN	Add 3 trips to DC for remainder of budget period - \$2K each
4190.01	0		220	(220)	527	-	-	OFFICE SUPPLIES	Moved expenses to Meeting Expense
4190.03	50		3,050	(3,000)	7,320	6,855	6,805	POSTAGE EXPENSE	Add 4 all-property mailings @ \$1K each + \$500 for overnight fees
4190.04	10,000		2,738	7,262	6,572	8,000	(2,000)	ADVERTISING	No additions. Assumes 2-3 additional RFP/RFQ postings
4190.06	7,700		740	6,960	1,776	23,048	15,348	PRINTING	Assumes 2 additional similar rounds of printing. Confirmed this with Beth's estimates from previous meetings. Adds \$11,663 for Julie's lease signings.
4190.08	0		3,843	(3,843)	9,223	4,383	4,383	TELEPHONE	Phone stipend for Ann (12 months) and Angie (6 months) & \$3663 needed for phone information line
4190.22	55,981		10,413	45,568	24,990	26,898	(29,083)	MEETING EXPENSE	Includes Julie's forecasted amounts for food, childcare, prizes, supplies (\$7,820). Rounded up from \$13,509.34 to \$17K
4190.23	0		370	(370)	888	52,239	52,239	MISC. EXPENSES	Critical Repairs needed before closing/ Pre closing construction
4190.40	122,700		69,482	53,218	166,757	316,664	193,964	CONSULTANTS	Adds \$20,000 for Hahn and adds \$3K for LACAL for Gaston and Construction Management
4190.57	1,000		2,069	(1,069)	4,966	18,390	17,390	INTERPRETER FEE	Adds \$17,530 and \$1,186 from Julie's budget - CUT IN HALF
4190.63	59,550		59,550	-	59,550	59,550	-	ANNUAL SOFTWARE FEES	
4540.00	78,186		43,020	35,166	103,248	94,610	16,424	Benefits	
4430.37	0		185	(185)	444	273,605	273,605	RAD- RELOCATION ASSISTANCE	Relocation costs above and beyond what is in closing budget. Includes relocation costs for over- income families.
7540.03	0					45,000	45,000	PROPERTY BETTERMENTS & ADDITIONS	Model Unit contract
	0					605,017	605,017		Amount to cover difference between property proforma and old budget, and EPC payments
Total	620,082	-	234,834	385,248	480,231	1,855,017	1,234,935		

	BOULDIN OAKS TX10		GEORGIAN MANOR TX12		NORTH LOOP TX15	
	Annual	4 Months	Annual	4 Months	Annual	4 Months
RAD Income	388,113.00	129,371.00	234,270.00	78,090.00	387,696.00	129,232.00
Vacancy	(65,027.00)	(21,675.67)	(54,982.00)	(18,327.33)	(70,408.00)	(23,469.33)
Bad Debt	(26,011.00)	(8,670.33)		-		-
Other Income	19,026.00	6,342.00	5,860.00	1,953.33	2,151.00	717.00
HUD SUBSIDY	893,391.00	297,797.00	545,322.00	181,774.00	615,984.00	205,328.00
Total Income	1,209,492.00	403,164.00	730,470.00	243,490.00	935,423.00	311,807.67
Payroll		-	161,960.00	53,986.67	210,694.00	70,231.33
Tenant Services	3,600.00	1,200.00	-	-	-	-
Admin	151,819.00	50,606.33	34,149.00	11,383.00	38,453.00	12,817.67
Management	49,420.00	16,473.33	29,219.00	9,739.67	37,417.00	12,472.33
Utilities	203,500.00	67,833.33	164,700.00	54,900.00	214,500.00	71,500.00
Maintenance	201,977.00	67,325.67	50,441.00	16,813.67	72,560.00	24,186.67
Taxes	-	-	-	-	-	-
Insurance	42,248.00	14,082.67	9,250.00	3,083.33	12,850.00	4,283.33
Other	36,000.00	12,000.00	28,960.00	9,653.33	46,450.00	15,483.33
Total Expenses	688,564.00	229,521.33	478,679.00	159,559.67	632,924.00	210,974.67
RR Deposit	50,400.00	16,800.00	32,900.00	10,966.67	45,500.00	15,166.67
Net Income	470,528.00	156,842.67	218,891.00	72,963.67	256,999.00	85,666.33

	NORTHGATE TX16		SHADOW BEND TX17		MANCHACA II TX18		MANCHACA VILLAGE TX19	
	Annual	4 Months	Annual	4 Months	Annual	4 Months	Annual	4 Months
RAD Income	157,259.00	52,419.67	135,846.27	45,282.09	75,819.00	25,273.00	98,941.00	32,980.33
Vacancy	-	-	-	-	(13,611.00)	(4,537.00)	-	-
Bad Debt	(500.00)	(166.67)	(5,000.00)	(1,666.67)	(5,444.00)	(1,814.67)	(250.00)	(83.33)
Other Income	2,829.00	943.00	55,566.00	18,522.00	844.00	281.33	1,738.00	579.33
HUD SUBSIDY	200,540.00	66,846.67	166,641.00	55,547.00	195,548.00	65,182.67	105,753.00	35,251.00
Total Income	360,128.00	120,042.67	353,053.27	117,684.42	253,156.00	84,385.33	206,182.00	68,727.33
Payroll	151,013.00	50,337.67	131,294.00	43,764.67	-	-	89,107.00	29,702.33
Tenant Services	11,057.00	3,685.67	8,074.00	2,691.33	825.00	275.00	4,533.00	1,511.00
Admin	31,138.00	10,379.33	27,544.00	9,181.33	32,199.00	10,733.00	19,633.75	6,544.58
Management	44,567.00	14,855.67	36,211.00	12,070.33	10,344.00	3,448.00	22,980.00	7,660.00
Utilities	66,739.00	22,246.33	84,689.00	28,229.67	40,550.00	13,516.67	54,396.00	18,132.00
Maintenance	56,344.00	18,781.33	41,214.00	13,738.00	62,992.00	20,997.33	30,450.00	10,150.00
Taxes	-	-	-	-	-	-	-	-
Insurance	6,200.00	2,066.67	5,056.00	1,685.33	8,371.00	2,790.33	3,250.00	1,083.33
Other	15,840.00	5,280.00	10,300.00	3,433.33	5,900.00	1,966.67	6,900.00	2,300.00
Total Expenses	382,898.00	127,632.67	344,382.00	114,794.00	161,181.00	53,727.00	231,249.75	77,083.25
RR Deposit	-	-	-	-	11,550.00	3,850.00	-	-
Net Income	(22,770.00)	(7,590.00)	8,671.27	2,890.42	80,425.00	26,808.33	(25,067.75)	(8,355.92)

CORONADO TX20

	Annual	4 Months
RAD Income	121,797.00	40,599.00
Vacancy	(17,922.00)	(5,974.00)
Bad Debt	(7,169.00)	(2,389.67)
Other Income	1,579.00	526.33
HUD SUBSIDY	235,059.00	78,353.00
Total Income	333,344.00	111,114.67
Payroll	-	-
Tenant Services	1,200.00	400.00
Admin	67,526.00	22,508.67
Management	13,621.00	4,540.33
Utilities	56,000.00	18,666.67
Maintenance	71,937.00	23,979.00
Taxes	-	-
Insurance	12,486.00	4,162.00
Other	11,025.00	3,675.00
Total Expenses	233,795.00	77,931.67
RR Deposit	16,800.00	5,600.00
Net Income	82,749.00	27,583.00

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

AGENDA ITEM NO. 3

**Presentation, Discussion and Possible Action regarding
Resolution No. 2471: Approval of the Creation of the Azie
Taylor Morton Internship Program**

Housing Authority of the City of Austin

BOARD OF COMMISSIONERS

Resolution No. 2471

MEETING DATE: November 21, 2016

STAFF CONTACT: Sylvia Blanco, Executive Vice President

TITLE: Discussion and Adoption of Resolution No. 2471: Approval of the creation of the Azie Taylor Morton Internship Program.

ACTION: Motion to Approve Resolution No. 2471 to establish the Azie Taylor Morton Internship Program of the Housing Authority of the City of Austin.

SUMMARY:

To increase interest in public housing, public policy and government as a career choice and to foster talent by providing real world experience, the Housing Authority of the City of Austin resolves to establish the Azie Taylor Morton Internship Program. The program honors the late Azie Taylor Morton's passion for public service and legacy of federal and municipal leadership; Ms. Taylor Morton was the first and is the only African American to serve as Treasurer of the United States, and served on the HACA Board of Commissioners from 1999 to 2001.

Detail:

The Housing Authority of the City of Austin envisions neighborhoods where poverty is alleviated, communities are health and safe, and all people can achieve their full potential. To enable future leaders to gain the real world experience they need; to equip students for future careers that are built with an understanding of the needs of the poorest among us; to heighten the awareness and encourage participation of minorities, women, and economically disadvantaged college/university students regarding public and affordable housing, and to develop a leadership pipeline for Austin's public and affordable housing ecosystem, HACA aims to give undergraduate and graduate students the opportunity to serve as interns at the Housing Authority of the City of Austin and its subsidiaries.

An Azie Taylor Morton intern has the opportunity to participate for one or more academic semesters and to be provided with the experience of serving low-income public and affordable housing residents firsthand. Azie Taylor Morton interns receive experiential learning that integrates the knowledge and theory they learn in the classroom with practical application and skills development in a public agency setting.

STAFF ANALYSIS SUMMARY

PRESIDENT & CEO:

DEPARTMENT HEAD:

By:

Title:

FINANCE REVIEW

☐

Proposed action does not require Finance Department review.

☐

**Fiscal Impact was approved by _____
The listed attachments have the Vice President & CFO signature as noted and/or
require the budget action listed below:**

☐

Financial Resolution for \$_____ (proposed Resolution Number: 2471)

By:

Title:

RESOLUTION NO. 2471

RESOLUTION APPROVING THE CREATION OF THE AZIE TAYLOR MORTON INTERNSHIP PROGRAM

WHEREAS, Azie Taylor Morton's passion for public service and legacy of federal and municipal leadership is an inspiration to current and future public agency leaders and because Ms. Taylor Morton was the first and is the only African American to serve as Treasurer of the United States, and served on the HACA Board of Commissioners from 1999 to 2001;

WHEREAS, HACA believes that our vision of neighborhoods where poverty is alleviated, communities are healthy and safe, and all people can achieve their full potential is more easily achieved when students gain the real world experience they need and that students equipped with an understanding of the needs of the neediest among us are best suited to lead;

WHEREAS, HACA aims to give undergraduate and graduate students the opportunity to serve as interns at the Housing Authority of the City of Austin and its subsidiaries;

NOW, THEREFORE BE IT RESOLVED that the HACA Board of Commissioners authorizes the President and CEO to establish the Azie Taylor Morton Internship Program.

PASSED, APPROVED AND ADOPTED this 21st day of November, 2016.

Carl S. Richie, Chairperson

Michael G. Gerber, President & CEO

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

EXECUTIVE SESSION

**The Board may go into Executive Session (close its meeting to the public)
Pursuant to:**

- a. § 551.071, Texas Gov't Code, consultations with Attorney regarding legal advice, pending or contemplated litigation; or a settlement offer;**
- b. §551.072, Texas Gov't Code, discussion about the purchase, exchange, lease or value of real property;**
- c. §551.074, Texas Gov't Code, discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee; including but not limited to the evaluation of the President/CEO**
- d. §551.087, Texas Gov't Code, discuss certain economic development negotiations.**

Return to Open Session for discussion, consideration and possible action of matters discussed in Executive Session

**HOUSING AUTHORITY OF THE CITY OF AUSTIN
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

ADJOURNMENT

**November 21, 2016
Regular Meeting**