

# 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

Thursday, September 21, 2017  
at 12:00 noon

HACA's Central Office

1124 S. IH 35  
Austin, Texas

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

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

**COMMENCING AT 12:00 NOON ON THURSDAY, SEPTEMBER 21, 2017, 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 discuss the proposed development by the Housing Authority of property located at the southwest corner of Howard Lane and Dessau Road, Austin 78753, and the use of a newly constructed housing project on the property as affordable housing.*

**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 August 17, 2017

**Michael Gerber**  
President & CEO

**ACTION ITEMS**

**APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:**

**ITEM 2:** Presentation, Discussion, and Possible Action regarding the Approval Resolution No. 2520: Approving Write-off of the Uncollectible Accounts of Vacated Tenants

**Martha Ross**  
CFO

**ITEM 3:** Presentation, Discussion, and Possible Action of Resolution No. 2521: Resolution Approving Resolution Of Austin Affordable PFC, Inc. Providing For The Issuance Of Its Multifamily Housing Governmental Note (Harris Ridge Apartments), Series 2017 And To Take Such Other Actions Necessary Or Convenient To Facilitate The Development of The Harris Ridge Apartments

**Ron Kowal**  
Vice President of AAHC

**ITEM 4:** Update on HACA's Rental Assistance Demonstration Program

**Ann Gass**  
Dir. Of Strategic Housing  
Initiatives

**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.

\*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.

## **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.

## **REPORTS**

The Board accepts the following reports:

- 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**

**Public Hearing**

**To discuss the proposed development by the Housing Authority of property located at the southwest corner of Howard Lane and Dessau Road, Austin 78753, and the use of a newly constructed housing project on the property as affordable housing.**

**September 21, 2017  
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 August 17, 2017**

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

AUGUST 17, 2017

**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 THURSDAY, AUGUST 17, 2017, AND WAS HELD AT HACA'S CENTRAL OFFICE, 1124 S. IH 35, AUSTIN, TEXAS**

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

The Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of August 17, 2017, was called to order by Dr. Tyra Duncan-Hall, HACA 2<sup>nd</sup> Vice Chairperson, at 12:10 p.m. The meeting was held at HACA's Central Office, 1124 S. IH 35, Austin, Texas

Roll call certified a quorum was present.

**MEMBERS PRESENT:**

Tyra Duncan-Hall, 2<sup>nd</sup> Vice Chairperson  
Edwina Carrington, Commissioner  
Isaac Robinson, Commissioner

**MEMBER(S) ABSENT:**

Carl S. Richie, Jr., Chairperson  
Charles Bailey, Vice Chairperson

**STAFF PRESENT:**

Ann Gass, Andrea Galloway, Barbara Jackson, Catherine Crago, Gloria Morgan, Kelly Crawford, Judy Paciocco, Martha Ross, Michael Cummings, Michael Gerber, Michael Roth, Nidia Hiroms, Ron Kowal and Sylvia Blanco.

**ALSO IN ATTENDANCE:**

Jim Ewbank, Cokinos, Bosien & Young  
Jim Walter, Coats Rose  
Arthur Troillo, Troillo Law Firm

**CITIZENS COMMUNICATION – None.**

Presentation by **LaToya Mendez, HACA Communications Intern**. Ms. Mendez is the first intern of the first A.Z. Taylor Morton Internship program and completed her summer placement with HACA.

**CITYWIDE ADVISORY BOARD (CWAB) REPORT – •The CWAB did not report.**

**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 July 13, 2017**

**Commissioner Carrington** moved to approve the Board Minutes Summary for the Board Meeting held on July 13, 2017 as presented. **Commissioner Robinson** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ACTION ITEMS**

**APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS:**

**ITEMS WERE TAKEN OUT OF ORDER.**

**ITEM 5: Update on RAD Activities – Ann Gass, HACA Director of Strategic Housing Initiatives** updated the Board on HACA's Rental Assistance Demonstration program progress.

**ITEM 8: Presentation, Discussion and Possible Action regarding Resolution No. 2517: Approval to proceed with submission of a 4% low income housing tax credit application for Pathways at Chalmers Courts South to the Texas Department of Housing and Community Affairs (TDHCA)**

To complete the RAD conversion for Chalmers Courts, HACA along with our developer partner, Carleton Residential, plans to demolish the existing buildings at 1640 E. Second Street, Austin, and construct a new multifamily property with additional units and modern amenities in its place. In order to complete the redevelopment, residents must relocate from Chalmers Courts for 14-18 months. To minimize the inconvenience caused by relocation, HACA plans to construct and fund (in part with 4%, non-competitive low-income housing tax credits), a new 86-unit property (Chalmers Courts South) in the parcel of land

already owned by HACA that currently includes two administrative buildings. This will allow the residents to remain in their neighborhood, near current schools, jobs and transportation. Staff members have been working with Carleton to prepare the tax credit application, which is due to TDHCA on September 25<sup>th</sup>.

**Commissioner Robinson** moved to approve Resolution No. 2517: Approval to proceed with submission of a 4% low income housing tax credit application for Pathways at Chalmers Courts South to the Texas Department of Housing and Community Affairs (TDHCA). **Commissioner Carrington** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 9: Presentation, Discussion and Possible Action regarding Resolution No. 2518: 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 Booker T. Washington Terraces and Pathways at Meadowbrook Courts (the "Projects")**

The RAD program provides PHAs an opportunity to make substantial physical improvements to its properties, resulting in a higher quality of life for residents. The conversion process to RAD will allow each property to address the needed repairs and renovations determined by a third party physical needs assessment. Booker T. Washington will receive renovations to its management offices and two community rooms, repairs to subfloors and replacement of flooring in several units, as well as a maintenance garage and new and improved playgrounds with covers. Meadowbrook will receive new covered playgrounds, exterior lighting and exterior brick repairs.

**Commissioner Robinson** moved to approve Resolution No. 2518: 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 Booker T. Washington Terraces and Pathways at Meadowbrook Courts (the "Projects"). **Commissioner Carrington** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 7: Presentation, Discussion and Possible Action regarding Resolution No. 2516: Award of contract for RAD Phase II Construction Services for HACAs Portfolio at Booker T. Washington and Meadowbrook Courts**

This award is to approve a contract for work associated with the Rental Assistance Demonstration Program (RAD) at Booker T. Washington Terraces (BTW) and Meadowbrook Apartments. BTW had significant upgrades made when HACA received funding through the ARRA stimulus funding provided early in the administration of President Obama; therefore, major renovations are not needed. At Meadowbrook, HACA will be performing upgrades necessary to improve quality of life at the property and enable the property to be converted to Project Based Rental Assistance (PBRA), consistent with the requirements of the RAD program. A more extensive redesign of this property will be necessary in future years. Through RAD, HUD does allow for the waiver of certain procurement requirements. For this contract for construction services, HACA received only one bid that was responsive to the Invitation for Bid (IFB). Staff recommends that the contract be awarded to Unity Contractor Service, Inc. Unity's bid was determined to be responsive and HACA has had extensive experience with Unity.

**Commissioner Robinson** moved to approve Resolution No. 2516: Award of contract for RAD Phase II Construction Services for HACAs Portfolio at Booker T. Washington and Meadowbrook Courts to Unity Contractor Service, Inc. **Commissioner Carrington** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 2: Presentation, Discussion and Possible Action regarding Resolution No. 2512: Approval of the updates to the Admissions and Continued Occupancy Policy (ACOP)**

On May 19, 2017, HUD issued PIH Notice 2017-08 titled "Violence Against Women Reauthorization Act (VAWA) of 2013 Guidance." This update to VAWA requires housing authorities to provide notice to all applicants and residents at specific times, establish an emergency transfer plan for VAWA protected residents and provide specific rights to remaining family members when a lease is bifurcated to evict the abuser. Of significant note, in the emergency plan, HUD is allowing residents to transfer across programs (Public Housing to HCV or PBRA, PBRA to Public Housing or HCV, and HCV to Public Housing or PBRA). The addition of the "Upward Mobility" preference for the Chalmers Courts and Booker T. Washington waiting lists is a pilot project designed to bolster the Jobs Plus program and the number of residents who can be served by the program. The preference is equally weighted to the the Elderly and Disabled preferences, but does provide opportunity for more work able families to be admitted at these two properties.

**Commissioner Carrington** moved to approve Resolution No. 2512: Approval of the updates to the Admissions and Continued Occupancy Policy (ACOP). **Commissioner Robinson** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 3: Presentation, Discussion and Possible Action regarding Resolution No. 2513: Approval of the Revisions to the Housing Choice Voucher Administrative Plan**

On May 19, 2017, HUD issued PIH Notice 2017-08 titled "Violence Against Women Reauthorization Act (VAWA) of 2013 Guidance." This update to VAWA requires housing authorities to provide notice to all applicants and residents at specific times, establish an emergency transfer plan for VAWA protected residents and provide specific rights to remaining family members when a lease is bifurcated to evict the abuser. Of significant note, in the emergency plan HUD is allowing residents to transfer across program lines (Public Housing to HCV or PBRA, PBRA to Public Housing or HCV, and HCV to Public Housing or PBRA). Staff is asking the Board of Commissioners' approval of revisions to HACA's Housing Choice Voucher Administrative Plan. The proposed changes reflect required changes to the Violence Against Women's Act policies and the required adoption of an emergency transfer plan as require by regulations at 24 CFR 5.2007 (e). Public Comment: The notice of this proposed change was publicly posted and sent to Legal Aid and the Austin Tenants' Council on July 7, 2017. The

public comment period was 30 days and ended at 5:00 pm on August 7, 2017. No public comments were received.

**Commissioner Carrington** moved to approve Resolution No. 2513: Approval of the Revisions to the Housing Choice Voucher Administrative Plan. **Commissioner Robinson** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 4: Presentation, Discussion and Possible Action regarding Resolution No. 2514: Approval of the Revisions to the 2017 Public Housing Authority (PHA) Annual Plan to incorporate language regarding the Violence Against Women Act and other policies that govern Eligibility, Selection and Admissions**

Per the U.S. Department of Housing and Urban Development (HUD) Public and Indian Housing (PIH) notice, PIH-2017-08, guidance was given to Public Housing Agencies (PHAs) and owners on the requirements of the Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs, Final Rule, published in the Federal Register on November 16, 2016, (81 Fed. Reg. 80724 (November 16, 2016)) (VAWA Final Rule) with respect to the Public Housing and Housing Choice Voucher (HCV) programs. The revised Plan incorporates these changes along with addition of Upward Mobility preference.

**Commissioner Robinson** moved to approve Resolution No. 2514: Approval of the Revisions to the 2017 Public Housing Authority (PHA) Annual Plan to incorporate language regarding the Violence Against Women Act and other policies that govern Eligibility, Selection and Admissions. **Commissioner Carrington** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**ITEM 6: Presentation, Discussion and Possible Action regarding Resolution No. 2515: Award of a contract in an amount not to exceed \$145,000 for resident relocation, consulting and implementation services related to the redevelopment of Goodrich Place through the Rental Assistance Demonstration (RAD) Program to Overland, Pacific and Cutler (OPC).**

In October 2016, the U.S. Department of HUD awarded a Commitment to Enter into a Housing Assistance Contract (CHAP) for Goodrich Place under the Rental Assistance Demonstration (RAD) Program. To complete the RAD conversion for Goodrich Place, HACA applied for and was awarded 9%, competitive, low income housing tax credits through the Texas Department of Housing and Community Affairs (TDHCA). The redevelopment of Goodrich will involve demolition of the existing buildings and the construction of a new, larger property with additional units and modern amenities in its place. This will significantly improve the quality of life for the residents of Goodrich Place and allow HACA to provide more affordable housing by increasing density in an area of higher opportunity. In order to complete this redevelopment, residents must relocate from Goodrich Place for 14-18 months. HACA has developed a temporary relocation plan that is designed to minimize the disruption to residents and complete this work as quickly as possible. In order to implement this plan in compliance with all the federal regulations outlined in the RAD notice and the Uniform Relocation Act (URA), HACA procured Overland, Pacific & Cutler (OPC) to provide these services. The contract amount for this work is \$145,000.

**Commissioner Robinson** moved to approve Resolution No. 2515: Award of a contract in an amount not to exceed \$145,000 for resident relocation, consulting and implementation services related to the redevelopment of Goodrich Place through the Rental Assistance Demonstration (RAD) Program to Overland, Pacific and Cutler (OPC). **Commissioner Carrington** seconded the motion. The motion passed. (3-Ayes and 0-Nays).

**THE BOARD DID NOT RECESS INTO EXECUTIVE SESSION.**

**REPORTS**

The Board accepts the following reports from the President:

- The HACA Assisted Housing, Housing Choice Voucher program scored 100% on SEMAP.
- Recently HACA was awarded 9% low income housing tax credits for Goodrich Place. Goodrich Place residents were very active and fought for the property.
- HACA received good press mentions through KUT, KLB, and other media outlets.
- Chairperson Richie will be inaugurated at the October NAHRO Conference in Pittsburgh.
- Commissioner Duncan-Hall will be joining the NAHRO Study Exchange Delegation on a trip to Australia.
- The HACA employee picnic was held August 11<sup>th</sup> and everyone had a good time.
- City of Austin and Jobs Plus Winner of a 2001 Crown Victoria is BTW resident Reynaldo Sanchez Guerrero.
- There is a chance that the October Board Meeting will be moved to Wednesday, October 18. Confirmation to the change will be sent out if the date is changed.

**ADJOURNMENT**

**Commissioner Carrington** moved to adjourn the meeting. **Commissioner Robinson** seconded the motion. The Motion passed unanimously. The meeting adjourned at 2:05 p.m.

---

Tyra Duncan-Hall, 2<sup>nd</sup> Vice- Chairperson

---

Michael G. Gerber, Secretary



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

**ACTION ITEMS**

**ITEM NO. 2**

**Presentation, Discussion and Possible Action regarding  
Resolution No. 2520: Approving Write-off of the  
Uncollectible Accounts of Vacated Tenants.**

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

**AGENDA ITEM NO. 2**

**Resolution No. 2520**

**MEETING DATE:** September, 21, 2017

**STAFF CONTACT:** Martha Ross, Chief Financial Officer

**TITLE:** Discussion and Adoption of Resolution No. 2520: Approving Write-off of the Uncollectible Accounts of Vacated Tenants for the Four-month Period Ending July 31, 2017.

**ACTION:** Motion to Approve Resolution No. 2520: Approving Write-off of the Uncollectible Accounts of Vacated Tenants for the four-month Period Ending July 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 write-off of the uncollectible accounts of vacated tenants. The attached list represents amounts due by tenants who moved from the developments, and covers the four-month period ending July 31, 2017. The Finance Department sent notification to the former tenants by certified mail of the amounts due and informed them that they will be reported to the credit bureau. None of the tenants listed have responded.

**Write-off Analysis**

Board Mtg	Accounting Cut-Off Date	W/O Amount	Monthly Average	Monthly Average Tenant Billing	W/O as a Percent of Monthly Billing	
FY18:						
8/21/2017	7/31/2017	\$24,716.04	\$6,179	\$ 274,770	2.2%	
4/20/2017	3/31/2017	\$42,218.50	\$7,036	\$366,005	1.9%	
Prior Years:						
10/21/2016		\$60,180.96	\$10,030	\$418,136	2.4%	
4/21/2016		\$29,077.19	\$17,576	\$412,396	4.3%	
3/24/2016		\$123,295.33	\$17,614	\$405,765	4.3%	
10/27/2015		\$58,546.11	\$11,709	\$388,572	3.0%	
5/21/2015		\$52,312.38	\$26,156	\$388,791	6.7%	*
3/26/2015		\$48,909.77	\$8,152	\$367,780	2.2%	
9/18/2014		\$61,831.58	\$10,305	\$357,586	2.9%	
4/20/2014		\$57,132.56	\$9,522	\$347,145	2.7%	
9/19/2013		\$47,318.99	\$7,886	\$338,433	2.3%	
3/1/2013		\$49,988.60	\$8,331	\$327,679	2.5%	
9/20/2012		\$55,241.00	\$9,207	\$323,068	2.8%	
3/2/2012		\$84,140.75	\$14,023	\$305,487	4.6%	
* One tenant's write-off caused this one-time spike in write-off percentages.						

Note: These balances exclude properties transferred to RAD.

**Attachments:** List of Tenants and their amounts due by development.

**Fiscal Impact:** \$24,716.04

**RESOLUTION NO. 2520**

**WRITE-OFF OF THE UNCOLLECTIBLE ACCOUNTS OF VACATED  
TENANTS FOR THE FOUR-MONTH PERIOD ENDING  
July 31, 2017**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the write-off of vacated tenants accounts designated as uncollectible, and;

**WHEREAS**, a 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;

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Austin that the Chief Executive Officer is authorized to write off the amount of **TWENTY FOUR THOUSAND SEVEN HUNDRED AND SIXTEEN DOLLARS AND 04 CENTS (\$24,716.04)**, the total of the attached documentation considered to be uncollectible, from the books of the Housing Authority of the City of Austin for the four-month period ending July 31, 2017.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of September 2017.

---

Carl S. Richie, Jr., Chairperson

---

Michael Gerber, Secretary

**Proposed Write-Off Balances from April 1, 2017 to July 31, 2017**

<u>FullName</u>	<u>Entity ID</u>	<u>Unit ID</u>	<u>Move Out Date</u>	<u>Move Out Reason</u>	<u>Rent</u>	<u>Legal</u>	<u>Maintnance</u>	<u>Other</u>	<u>Utility</u>	<u>Fee</u>	<u>Current Elite Account Balance</u>
<b>B T Washington</b>											
Irma Mora-Tinoco	006009	006147	05/01/2017	Scheduled	\$0.00	\$0.00	\$248.69	\$0.00	\$0.00	\$0.00	<b>\$248.69</b>
Delasha C Singleton	111756	005113	06/02/2017	Scheduled	\$0.00	\$0.00	\$220.20	\$0.00	\$0.00	\$0.00	<b>\$220.20</b>
Janey A Satterwhite	107305	005001	05/31/2017	Scheduled	\$0.00	\$0.00	\$721.05	\$0.00	\$0.00	\$0.00	<b>\$721.05</b>
<b>Total for B T Washington Project Number 005 :</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,189.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,189.94</b>
<b>Chalmers Courts</b>											
Timmy Y Johns	010249	001029	06/15/2017	Eviction - Non-Payment	\$435.53	\$281.00	\$849.25	\$128.00	\$0.00	\$0.00	<b>\$1,693.78</b>
Stephanie M Pena	057502	001106	04/03/2017	Other - See Notes	\$0.00	\$0.00	\$200.50	\$0.00	\$0.00	\$0.00	<b>\$200.50</b>
Johneria Y Shackles	100355	001125	04/17/2017	Scheduled	\$0.00	\$0.00	\$438.35	\$14.75	\$0.00	\$0.00	<b>\$453.10</b>
Lakesia L Mitchell	013068	001133	04/07/2017	Deceased	\$111.00	\$0.00	\$428.90	\$0.00	\$0.00	\$0.00	<b>\$539.90</b>
Michelle M Singleton	51416	1007	07/31/2017	Illness	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	\$0.00	<b>\$32.00</b>
<b>Total for Chalmers Courts Project Number 001 :</b>					<b>\$546.53</b>	<b>\$281.00</b>	<b>\$1,917.00</b>	<b>\$174.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,919.28</b>
<b>Gaston Place Apartments</b>											
Quinita D Williams	169924	009032	07/13/2017	Other - See Notes	\$767.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$767.65</b>
Marcus J Rucker	107677	009076	03/15/2017	Eviction - Non-Payment	\$383.00	\$281.00	\$537.00	\$139.30	\$35.40	\$0.00	<b>\$1,375.70</b>
<b>Total for Gaston Place Apartments Project Number 009 :</b>					<b>\$1,150.65</b>	<b>\$281.00</b>	<b>\$537.00</b>	<b>\$139.30</b>	<b>\$35.40</b>	<b>\$0.00</b>	<b>\$2,143.35</b>
<b>Goodrich Place</b>											
Irabel Ybarra	54233	013168	05/01/2017	Scheduled	\$0.00	\$0.00	\$467.14	\$0.00	\$0.00	\$0.00	<b>\$467.14</b>
Leonora M Franklin	111649	013176	05/15/2017	Involuntary/Termination	\$0.00	\$0.00	\$228.40	\$0.00	\$0.00	\$0.00	<b>\$228.40</b>
<b>Total for Goodrich Place Project Number 013 :</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$695.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$695.54</b>
<b>Lakeside Apartments</b>											
Ken L Johnson	039418	007131	04/24/2017	Involuntary/Termination	\$91.00	\$0.00	\$0.00	\$35.50	\$0.00	\$0.00	<b>\$126.50</b>
Jettie W Howell	038236	007078	05/22/2017	Abandoned Unit/Skipped	\$67.00	\$0.00	\$0.00	\$35.50	\$0.00	\$0.00	<b>\$102.50</b>
Joann Tate	044137	007139	07/03/2017	Eviction - Criminal Activity	\$579.00	\$0.00	\$0.00	\$79.00	\$0.00	\$0.00	<b>\$658.00</b>
Joetta M Barton	036990	007090	05/30/2017	Eviction - Non-Payment	\$359.00	\$0.00	\$0.00	\$52.00	\$0.00	\$0.00	<b>\$411.00</b>
<b>Total for Lakeside Apartments Project Number 007 :</b>					<b>\$1,096.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$202.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,298.00</b>
<b>Meadowbrook</b>											
Azure D Snelling	055462	004056	07/19/2017	Scheduled	\$206.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$206.00</b>
Joel F. Perez	101241	004090	04/01/2016	Scheduled	\$0.00	\$0.00	\$108.20	\$5,860.50	\$0.00	\$0.00	<b>\$5,968.70</b>
Samantha D Hervey	055981	004019	07/25/2017	Scheduled	\$128.75	\$0.00	\$321.45	\$15.00	\$0.00	\$0.00	<b>\$465.20</b>
Brenda L Howard	111113	004045	05/17/2017	Scheduled	\$161.00	\$0.00	\$129.30	\$15.00	\$0.00	\$0.00	<b>\$305.30</b>
<b>Total for Meadowbrook Project Number 004 :</b>					<b>\$495.75</b>	<b>\$0.00</b>	<b>\$558.95</b>	<b>\$5,890.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,945.20</b>

Proposed Write-Off Balances from April 1, 2017 to July 31, 2017

<u>FullName</u>	<u>Entity ID</u>	<u>Unit ID</u>	<u>Move Out Date</u>	<u>Move Out Reason</u>	<u>Rent</u>	<u>Legal</u>	<u>Maintnance</u>	<u>Other</u>	<u>Utility</u>	<u>Fee</u>	<u>Current Elite Account Balance</u>
<b>Rosewood Courts</b>											
Matt A Bragg	052898	002006	05/23/2017	Deceased	\$47.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	<b>\$62.00</b>
Toni L County	110195	002062	05/08/2017	Scheduled	\$119.60	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	<b>\$134.60</b>
Mark P Zapata	042895	002021	06/14/2017	Eviction - Non-Payment	\$920.50	\$281.00	\$380.47	\$105.00	\$52.05	\$0.00	<b>\$1,739.02</b>
Patrick Richardson	108034	002079	04/26/2017	Eviction - Non-Payment	\$1,686.00	\$397.00	\$197.50	\$45.00	\$34.01	\$0.00	<b>\$2,359.51</b>
<b>Total for Rosewood Courts Project Number 002 :</b>					<b>\$2,773.10</b>	<b>\$678.00</b>	<b>\$577.97</b>	<b>\$180.00</b>	<b>\$86.06</b>	<b>\$0.00</b>	<b>\$4,295.13</b>
<b>Santa Rita Courts</b>											
Robert J Dobmeier	053826	003071	04/10/2017	Eviction - Non-Payment	\$2,369.00	\$281.00	\$130.00	\$75.00	\$0.00	\$0.00	<b>\$2,855.00</b>
<b>Total for Santa Rita Courts Project Number 003 :</b>					<b>\$2,369.00</b>	<b>\$281.00</b>	<b>\$130.00</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,855.00</b>
<b>Scattered Sites AMP 5</b>											
Flor H Olvera Velazquez	041797	027005	06/02/2017	Scheduled	\$0.00	\$0.00	\$292.74	\$0.00	\$0.00	\$0.00	<b>\$292.74</b>
<b>Total for Scattered Sites AMP 5 Project Number 028 :</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$292.74</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$292.74</b>
<b>Thurmond Heights Apartments</b>											
Patsy Trevino	010521	011074	05/08/2017	Eviction - Non-Payment	\$535.00	\$860.00	\$611.86	\$75.00	\$0.00	\$0.00	<b>\$2,081.86</b>
<b>Total for Thurmond Heights Apartments Project Number 011 :</b>					<b>\$535.00</b>	<b>\$860.00</b>	<b>\$611.86</b>	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,081.86</b>
<b>Grand Total for all Developments</b>					<b>\$8,966.03</b>	<b>\$2,381.00</b>	<b>\$6,511.00</b>	<b>\$6,736.55</b>	<b>\$121.46</b>	<b>\$0.00</b>	<b>\$24,716.04</b>
<b>Write-Offs by Type as Percent of Total:</b>					<b>36%</b>	<b>10%</b>	<b>26%</b>	<b>27%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>

Updated 8/24/17

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

**ITEM NO. 3**

**Presentation, Discussion and Possible Action regarding Resolution No. 2521: Resolution Approving Resolution Of Austin Affordable PFC, Inc. Providing For The Issuance Of Its Multifamily Housing Governmental Note (Harris Ridge Apartments), Series 2017 And To Take Such Other Actions Necessary Or Convenient To Facilitate The Development Of The Harris Ridge Apartments**

**HOUSING AUTHORITY OF THE CITY OF AUSTIN**

**BOARD ACTION REQUEST**

**RESOLUTION NO. 2521**

**MEETING DATE:** September 21, 2017

**STAFF CONTACT:** Ron Kowal

**ITEM TITLE:** Discussion, Consideration and Possible Action of Resolution No. 2521: Resolution approving a resolution of the Austin Affordable PFC, Inc. providing for the issuance of its multifamily housing revenue bonds (Harris Ridge Apartments), Series 2017 and to take such other actions necessary or convenient to facilitate the development of the above mentioned properties.

**BUDGETED ITEM:** NA

**TOTAL COST:** Not Applicable

**ACTION**

Motion to Approve Resolution No. 2521: Approval of resolution of the Austin Affordable PFC, Inc. providing for the issuance of its multifamily housing revenue bonds (Harris Ridge Apartments), Series 2017 and to take such other actions necessary or convenient to facilitate the development of the above mentioned properties.

**SUMMARY**

HACA's subsidiary, Austin Affordable Housing Corporation, will partner with the NRP group, LLC to develop a 24+/- acre tract of land located at the intersection of Howard Lane and Dessau Road. The project (Harris Ridge Apartments) will consist of 324 family units serving tenants at or below 60% of median family income. The development will use a mixture of 4% tax credits and bonds to finance the development with a total project cost of approximately \$51,000,000. The planned development will consist of 12 one bedroom and one bath units, 132 two bedroom and two bath units, 144 three bedroom and two bath units, and 36 four bedroom and two bath units. All units will be marketed to HACA's Housing Choice Voucher residents. HACA, through its Public Facility Corporation is requesting the approval of an issuance of tax-exempt bonds in an amount not to exceed \$38,000,000. This approval will begin the initial process to submit applications for tax credits and bond approval, and staff will be presenting back to the Board in future months on the progress and specifically any and all agreements and approvals. Staff will bring this matter fully back to the Board for final approval to proceed, likely mid-year 2017.

The development will be financed using 4% tax credits through the Texas Department of Housing and Community Affairs and Tax Exempt Bond proceeds from the issued by the Austin Affordable PFC, Inc. The Housing Authority of the City of Austin created the Austin Affordable PFC, Inc. in November of 2012. And as a subsidiary of the Housing Authority all actions require board approval by the Housing Authority. Resolution 2520 approves the actions of Austin Affordable PFC, Inc., providing for the issuance of its multifamily housing revenue bonds (Harris Ridge Apartments), Series 2017 and to take such other actions necessary or convenient to facilitate the development of the property.



## RESOLUTION NO. 2521

RESOLUTION APPROVING RESOLUTION OF AUSTIN AFFORDABLE PFC, INC. PROVIDING FOR THE ISSUANCE OF ITS MULTIFAMILY HOUSING GOVERNMENTAL NOTE (HARRIS RIDGE APARTMENTS), SERIES 2017 (THE "GOVERNMENTAL NOTE") AND TO TAKE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE HARRIS RIDGE APARTMENTS

WHEREAS, Austin Affordable PFC, Inc. (the "Governmental Lender") was created by the Housing Authority of the City of Austin (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Governmental Lender's bonds or note;

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF AUSTIN THAT:

Section 1. The President and CEO of the Sponsor and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "**Agreements**") the President and CEO shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

Section 2. The Resolution authorizing the issuance of the Governmental Lender's Multifamily Housing Governmental Note (Harris Ridge Apartments) Series 2017 adopted by the Board of Directors of the Governmental Lender (the "**Governmental Lender Resolution**"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 3. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$38,000,000, to finance the acquisition and construction a multifamily housing residential rental development as described in the Governmental Lender Resolution including, without limitation, utilities, foundation, structures and equipment, and owned and operated by Harris Ridge Apartments, Ltd., a Texas limited partnership (the "**Project**") are hereby approved pursuant to Section 303.071 of the Act.

Section 4. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Note shall never constitute and indebtedness or pledge of the Sponsor, the City of Austin or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Austin or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution).

Section 5. The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 6. An income that is greater than 80% of Median Gross Income for the Austin area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 7. The programs and expenditures authorized and contemplated by the Governmental Lender Resolution are hereby in all respects approved.

Section 8. The President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 9. This resolution shall be in full force and effect from and upon its adoption.

PASSED this 21st day of September, 2017.

*[End of Resolution.]*

**Exhibit A**

**GOVERNMENTAL LENDER RESOLUTION**

*[To be attached]*

**CERTIFICATE FOR RESOLUTION**

THE STATE OF TEXAS            §  
  §  
COUNTY OF TRAVIS            §

I, the undersigned officer of the Housing Authority of the City of Austin (the "Authority") do hereby make and execute this Certificate for the benefit of all persons interested in the validity of all actions and proceedings of the Authority. I do hereby certify as follows:

1. I am the duly chosen, qualified and acting officer of the Authority for the office shown beneath my signature, and in such capacity I am familiar with the matters contained in this Certificate.

2. The Board of Commissioners of the Authority convened on September 21, 2017, the meeting place open to the public and notice of said meeting giving the date, place and subject thereof having been posted as prescribed by Chapter 551, Texas Government Code, and the roll was called of the duly constituted officers and members of said Board of Commissioners, to wit:

- Carl S. Richie, Chairperson
- Charles C. Bailey, Vice-Chairperson
- Edwina Carrington, Commissioner
- Dr. Tyra Duncan-Hall, Commissioner
- Isaac Robinson, Commissioner
- Michael Gerber, President and CEO

and all of said persons were present at said meeting, with the exception of \_\_\_\_\_ Whereupon, among other business considered at the meeting, the attached resolution (the "Resolution") entitled:

**RESOLUTION APPROVING RESOLUTION OF AUSTIN AFFORDABLE PFC, INC. PROVIDING FOR THE ISSUANCE OF ITS MULTIFAMILY HOUSING GOVERNMENTAL NOTE (HARRIS RIDGE APARTMENTS), SERIES 2017 AND TO TAKE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE HARRIS RIDGE APARTMENTS**

was introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be passed; after due discussion, the motion, carrying with it the passage of the Resolution, prevailed and carried by the following vote:

AYES:

NAYS:

ABSTENTIONS:

2. A true, full, and correct copy of the Resolution as passed is attached to and follows this certificate; the Resolution has been duly recorded in the Board minutes of the Meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting and that the Resolution would be introduced and considered for passage at the Meeting, and each of the officers and members consented, in advance, to the holding of the Meeting for such purpose; the Meeting was open to the public as required by law; and public notice of the time, place, and subject of the Meeting was given as required by Chapter 551, Government Code, as amended.

SIGNED: September 21, 2017.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

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

**ITEM NO. 4**

**Update on RAD Activities**

**September 21, 2017  
Regular Meeting**

**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**

**REPORTS**

**September 21, 2017  
Regular Meeting**



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

**ADJOURNMENT**

**September 21, 2017  
Regular Meeting**