

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN



BOARD OF COMMISSIONERS

Chairperson - Carl S. Richie, Jr.

Vice-Chairperson - Charles Bailey

2nd Vice-Chairperson - Mary Apostolou

Commissioner - Dr. Tyra Duncan-Hall

Commissioner - Edwina Carrington

Michael G. Gerber, President & CEO

BOARD OF COMMISSIONERS

Annual Board Meeting

Thursday, March 21, 2024

12:00 PM

Chalmers Courts East, 1700 E. 3rd Street

To attend via Zoom: <https://tinyurl.com/HACABoard>
Austin, TX

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

**TO BE HELD AT
Chalmers Courts East, 1700 E. 3rd Street
To attend via Zoom: <https://tinyurl.com/HACABoard>
Austin, TX
(512.477.4488)**

**Thursday, March 21, 2024
12:00 PM**

CALL TO ORDER, ROLL CALL

CERTIFICATION OF QUORUM

Pledge of Allegiance

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

Citywide Advisory Board Update

CONSENT ITEMS

1. Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on February 15, 2024
2. Presentation, Discussion, and Possible Action regarding Resolution No. 02835: Approval to ratify all actions taken by the Board of Commissioners during FYE 2024, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolution

ACTION ITEMS

3. Presentation, Discussion, and Possible Action regarding Resolution No. 02836: Election of Officers for the Housing Authority of the City of Austin
4. Presentation, Discussion, and Possible Action regarding Resolution No. 02837: Authorizing HACA to project-base 140 Housing Choice Vouchers (HCV), 77 Veteran Affairs Supportive Housing (VASH), 50 Mainstream (MS), and 25 Foster Youth to Independence (FYI) vouchers in response to a Request for Proposals issued on February 1, 2024
5. Presentation, Discussion, and Possible Action regarding Resolution No. 02838: Operating Budgets for the Fiscal Year April 1, 2024 to March 31, 2025
6. Presentation, Discussion, And Possible Action Regarding Resolution No. 02839: Approving the Replacement of Thirteen (13) Fleet Vehicles
7. Presentation, Discussion, and Possible Action regarding Resolution No. 02840, Request for Approval of a Contract for Architectural and Engineering Services, Related to Renovation Needs at HACA's Central Administration Building

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.
- 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.

REPORTS - The Board will receive program updates from the President/CEO and other senior 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 esta reunión con una arma o pistola.

"En virtud de 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.

*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 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.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

EXECUTIVE

ITEM NO. 1.

MEETING DATE: March 21, 2024

STAFF CONTACT: Nidia Hiroms, Executive Assistant

ITEM TITLE: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on February 15, 2024

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to review and approve the Board Minutes Summary for the Board Meeting held on February 15, 2024.

ATTACHMENTS:

- ▣ **20240215 HACA Minutes Summary**

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

February 15, 2024

SUMMARY OF MINUTES

THE HOUSING AUTHORITY OF THE CITY OF AUSTIN (HACA) BOARD OF COMMISSIONERS REGULAR BOARD MEETING NOTICE WAS POSTED FOR 12:00 PM ON THURSDAY, FEBRUARY 15, 2024, AND WAS HELD AT THE HACA CENTRAL OFFICE, 1124 S. INTERSTATE HIGHWAY 35 AUSTIN, TX AND VIRTUALLY

CALL TO ORDER, ROLL CALL, CERTIFICATION OF QUORUM

Carl S. Richie, Jr., HACA Chairperson called the Board of Commissioners Regular Board Meeting of the Housing Authority of the City of Austin, of February 15, 2024, to order at 12:15 pm. The meeting was held at the HACA Central Office, 1124 S. Interstate Highway 35, Austin, TX and virtually

Roll call certified a quorum was present on the call.

MEMBERS PRESENT:

Carl S. Richie, Jr., Chairperson
Chuck Bailey, Vice-Chairperson (via Zoom)
Edwina Carrington, Commissioner
Mary Apostolou, 2nd Vice-Chairperson
Dr. Tyra Duncan-Hall, Commissioner

MEMBER(S) ABSENT:

ALSO IN ATTENDANCE:

Lauren Aldredge, Cokinos Law Firm (via Zoom)

STAFF PRESENT:

Ann Gass, Barbara Chen, Jorge Vazquez, Keith Swenson, Kelly Crawford, Leilani Lim-Villegas, Lisa Garcia, Michael Cummings, Michael Gerber, Michael Roth, Nidia Hiroms, Nora Velasco, Ron Kowal, and Sylvia Blanco

PUBLIC COMMUNICATION - (3 minute time limit)

Public communication was opened during each item on the agenda. No one provided any additional communication during any of the items.

Zuleika Morales, HUD Field Office Director joined **Mike Gerber** and **Sylvia Blanco** in visiting Santa Rita and the construction site at Rosewood prior to the Board Meeting, was welcomed at the beginning of the Board Meeting. **Ms. Morales** is a real friend of HACA and helps to make sure that HACA issues are well represented to HUD in Washington DC.

CITYWIDE ADVISORY BOARD (CWAB) – Lupe Garcia, CWAB President, reported that the February CWAB Meeting was held on Tuesday, February 13th. •**Michael Gerber**, HACA President & CEO thanked the residents who supported the Santa Rita development during the Austin City Council meeting. Although HACA didn't receive the 9% credits, HACA will be looking for alternative financing for Santa Rita. •**Mike** reported that the Boys & Girls Club at Chalmers West grand opening is tentatively scheduled for March 4th. More details to come. •**Michael Roth**, HACA Vice President of Pathways of Asset Management, thanked everyone for their cooperation during the recent freeze. •**Michael** reported that additional recycling bins will be available to properties and the City of Austin will provide educational material about how to sort items. •**Michael** informed residents that the pull cords/call for aid will be taken out of units due to the cost and insurance liability •**Leilani Lim-Villegas**, HACA Senior Director of Community Development, reported that the Austin Police Department is providing free steering wheel locks to deter auto theft. •**Leilani** reported that the Strategic Planning Meeting for all staff is March 5th. •**Leilani** informed everyone applications are being accepted for Austin Pathways and NAHRO scholarships, and Becky Summersett will conduct a scholarship webinar to educate families about how to finance higher education. Austin Pathways, Austin Community College, Austin Independent School District, Communities in Schools and the Boys & Girls Clubs have distributed flyers and have met with HACA families to assist with the completion of scholarship form applications. •**Murphy Roland**, HACA Workforce Development Manager, reported that the 2-Gen Administrative Assistant Program certification is wrapping up and community partners hosting are ACC and Arly World at Booker T. Washington. •**Borami Lee**, HACA Health & Wellness Manager, reported that Community Health Catalyst Cohort #5 is scheduled at North Loop. •Chalmers CommUnityCare Clinic patient scheduling issues have been resolved and HACA residents are now prioritized to ensure that medical and dental services are readily available for HACA families. •**Daniel Ruiz**, HACA Family Opportunity reported that he has been reaching out to past Family Self Sufficiency (FSS) graduates about

homeownership and finds that 50% of people looking for homes find them online. •**Kioiunis Williams**, HACA i-DADS, the i-DADS met on February 13th over Taco Tuesday. •**Lupe Garcia** shared about the i-MOMS Family Engagement Workshop.

As part of Reporting, **Ann Gass**, HACA Director of Strategic Housing Initiatives, along with Will Henderson (Development Officer), Printice Gary (Principal & CEO), Neal Hildebrandt (Chief Operations Officer) and Jonathon Gary of Carlton Companies, gave an update on RAD Development

Chairman Richie's birthday was acknowledged.

CONSENT ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 1: Presentation, Discussion, and Possible Action regarding the Approval of the Board Minutes Summary for the Board Meeting held on January 18, 2024

2nd Vice-Chairperson Apostolou moved the Approval of the Board Minutes Summary for the Board Meeting held on January 18, 2024. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ACTION ITEMS

APPROVAL OF THE FOLLOWING ITEMS PRESENTED IN THE BOARD MATERIALS

ITEM 2: Presentation, Discussion and Possible Action Regarding Resolution No. 02829: Approval of the revised Utility Allowance Schedules for the Housing Choice Voucher Program

Per 24 CFR 982.517, HUD regulations require housing authorities to review utility allowance schedules annually and adjust the schedules if there has been a 10% or more rate change per category since the last revision.

Residential Life Utility Allowances, a Division of the Nelrod Company, recently completed the annual utility allowance review for HACA's Housing Choice Voucher Program. A comparison was made between the utility rates utilized in the previous study compared to the current utility rates. This comparison indicated that Austin Energy's electric tier-1 rates increased by 15%, tier-2 rates decreased by 6%, tier-3 rates increased by 13%, the monthly charge increased by 30%, and taxes increased by 2%.

Texas Gas Services' natural gas rates decreased 14%, the monthly charges increased 12%, and taxes increased 1%. Austin Water's Multi-Family water rates increased 7% and the monthly charges increased 2%, sewer rates increased 7% and the monthly charges increased 2%, and Single-Family water tier-1 rates increased 9%, tier-2 rates increased 7%, tier-3 rates increased 6%, and the monthly charges increased 2% each, sewer rates tier-1 increased 5%, tier-2 increased 6%, and the monthly charges increased 2%. And trash collection monthly charge increased 5% for 0-2 br, 3-5 br increased 6% each, and taxes remained the same.

The review indicated that overall rates and charges changed by more than 10%, and therefore the current utility allowance schedules should be adjusted.

Resident Life also completed a multi-family energy efficient utility allowance schedule for energy-efficient, multi-family tax credit developments. Resident Life used HUD's Utility Schedule Model to calculate the base community-wide consumptions, which take into consideration current usage patterns and more energy-efficient equipment. The tool provides an Energy Star option and this was selected to modify consumption averages for the multi-family energy efficient utility allowance schedule.

Staff recommends approving the six (6) revised utility allowance schedules and the multi-family energy efficient utility allowance schedule.

The revised utility allowance schedules will be effective June 1, 2024, for participants who are issued new vouchers and for annual re-examinations. The multi-family energy efficient utility allowance schedule will be effective February 15, 2024, and be available for use for any qualified energy-efficient multi-family tax credit property, per HACA and HUD approval.

Commissioner Duncan-Hall moved the Approval of Regarding Resolution No. 02829: Approval of the revised Utility Allowance Schedules for the Housing Choice Voucher Program. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEMS PRESENTED OUT OF ORDER.

ITEM 4: Presentation, Discussion and Possible Action Regarding Resolution No. 02831 Approval of the renewal of the Contract for Employee Dental Insurance with United Healthcare

As part of its compensation package, the Housing Authority of the City of Austin currently provides its employee with two (2) options for dental coverage offered by United Healthcare: a Dental Maintenance Organization (DHMO) and a Preferred Provider Plan (PPO) buy-up plan.

On November 29, 2023, the HACA staff met with the Gallagher Group, HACA's insurance brokers, to discuss the upcoming insurance renewal for the 2024-2025 fiscal year. At the meeting Gallagher informed HACA that United Healthcare was proposing a 12% increase to the current dental coverages provide to staff.

HACA entered into a new contract with United Healthcare last year and received a rate pass for both dental plans.

Based on the proposed amount of the premium increase, HACA and Gallagher agreed to issue a Request for Proposals (RFP) to dental insurance carriers, on behalf of HACA, with a submission deadline of January 3, 2024.

A total of seven (7) proposals were distributed for dental insurance coverage. Four (5) carriers submitted proposals for review: United Healthcare, Aetna, BlueCross/BlueShield, Humana and MetLife. Two (2) carriers Cigna and Mutual of Omaha declined to provide quotes.

The proposals were received and reviewed by Gallagher, in order for them to provide a recommendation to HACA.

Aetna's proposal would result in a .08% decrease in premiums for the DHMO and a 3% decrease in premiums in the PPO plan to the agency.

Blue Cross/ Blue Shield's proposal would result in a 72% increase in premiums for the DHMO plan and 4.8% increase in premiums for the PPO plan to the agency.

Human's proposal would result in a 7% increase in premiums for the DHMO plan and a 10% increase in premiums for the PPO plan to the agency.

MetLife's proposal would result in a 17% increase in premiums for the DHMO plan and a 10% increase in premiums for the PPO plan to the agency.

United Healthcare initially proposed a 12.04% premium increase to the DHMO plan and 12.01% premium increase to the PPO/buy-up plan for the plan year 2024-2025.

Through a series of negotiations between United Healthcare and the Gallagher Group, United Healthcare agreed to a 9.48% increase to the DHMO plan and a 9.5% increase to the PPO dental plan for the fiscal year 2024-2025. Last year HACA received rate passes on both DHMO and PPO dental plans.

After additional review of the plans offered by Aetna, BlueCross/ Blue Shield, Humana and MetLife, HACA and Gallagher believes at this time remaining with United Healthcare for our current dental coverage would be the most beneficial choice for our staff.

In order to continue to provide employees with the best available and affordable dental coverage, HACA recommends that United Healthcare be awarded the renewal contract to provide employee dental coverage for the 2024-2025 fiscal year.

Commissioner Duncan-Hall moved the Approval on Resolution No. 02831 Approval of the renewal of the Contract for Employee Dental Insurance with United Healthcare. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 5: Presentation, Discussion and Possible Action Regarding Resolution No: 02832: Approval of renewal of Employee Medical Insurance with United Healthcare

As part of its comprehensive compensation package, the Housing Authority of the City of Austin (HACA) currently offers its regular full-time employees medical coverage through United Healthcare's Navigate plan.

On November 29, 2023, the HACA staff met with the Gallagher Group, HACA's insurance brokers, to discuss the upcoming insurance renewal for the 2024-2025 fiscal year. At the meeting Gallagher informed HACA that United Healthcare was proposing a 28% increase to our current coverage. HACA entered into a new contract with United Healthcare last year.

Based on the proposed amount of the premium increase, HACA and Gallagher agreed to issue a Request for Proposals (RFP) to insurance carriers, on behalf of HACA, with a submission deadline of January 3, 2024.

A total of eight (8) proposals were distributed for medical insurance coverage. Six (6) carriers submitted proposals for review: United Healthcare, United Healthcare Surest, Aetna and BlueCross/BlueShield, Curative and Imagine360. Two (2) carriers Cigna and T X Health declined to provide quotes. The proposals were received and reviewed by Gallagher, in order for them to provide a recommendation to HACA.

Gallagher received the following proposals:

Aetna's proposal would result in a 31.7% increase of premiums to the agency.

BlueCross/BlueShield' proposal would result in an 18% increase of premiums to the agency.

Curative's proposal would result in a 32% increase of premiums to the agency.

Imagine360's proposal would result in a 39% increase of premiums to the agency.

United Healthcare Surest's proposal would result in a 7.3% increase of premiums to the agency.

Through a series of negotiations between United Healthcare and the Gallagher Group, United Healthcare proposed a 19% rate increase in premiums. This was based on HACA's demographics and claims experience.

Last year HACA received a 12.5% rate increase. After additional review of the plans being offered by the five carriers listed above, it was determined that the proposals submitted by Aetna, BlueCross/BlueShield, Curative, Imagine360 and United Healthcare Surest were not comparable to HACA's current coverage with United Healthcare.

The plans would call for employees to be responsible for an increase in their deductible, more out of pocket expenses such as co-pays for primary care office visits, emergency room visits and other diagnostic services. Also, they were not able to provide coverage that would allow our employees to maintain the same level of coverage that is currently being provided with United Healthcare.

HACA currently offers employees the Navigate plan; however, it is considered a Health Maintenance Organization (HMO). Under this plan employees are required to select a Primary Care Physician (P CP) from United Healthcare and employees are also be required to obtain a referral in order to see a United Healthcare Specialist.

Last year HACA received a 12.5% increase. Based on our current demographics and utilization, HACA believes the proposed increase to renew the Navigate Plan with United Healthcare is reasonable and fiscally responsible. In addition, for the fiscal year 2024-2025, HACA will continue to impose the surcharge of \$50 per month, to employees who choose to continue to use tobacco products. Employees may participate in and complete a tobacco cessation program if they wish to avoid the surcharge.

In an effort to provide employees with the best affordable, available healthcare coverage, HACA recommends United Healthcare be awarded the renewal contract to provide employee health insurance coverage for the 2024-2025 fiscal year by utilizing United Healthcare's Navigate Plan.

2nd Vice-Chairperson Apostolou moved the Approval on Resolution No: 02832: Approval of the Contract for renewal of Employee Medical Insurance with United Healthcare. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 3: Presentation, Discussion and Possible Action Regarding Resolution No. 02830 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to the Bridge at Three Hills (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution

Austin Affordable Housing Corporation (AAHC) was presented with an opportunity to partner with JCI Residential (Journeyman Group) on a 280-unit multi-family rental property called Three Hills Apartments. The development is located at 12001 Heatherly Drive, Austin, Texas 78747. This asset is located in southeast Austin only a few minutes from downtown. This would be the fifth asset AAHC and JCI have partnered on together. This site sits just a few minutes from South of downtown with quick access to major thoroughfares IH35 and SH 45.

AAHC's proposed partner, JCI Residential has a proven record of accomplishment with numerous projects completed in and around the Austin area. JCI has an experienced development team in place and has been an excellent partner on our previous two transactions. JCI is a privately held development firm with a current development pipeline of more than 200 projects. AAHC works with the Managing Partner, Sam Kumar, and President, Kurt Goll.

The Three Hills Apartments are currently in lease up and received their final certificates of occupancy (CO's) in December of 2023. The property sits on 11.94 acres. Some of the property amenities include a resort-style swimming pool with lounge seating and cabanas, elegant clubhouse with gathering spaces and full conference room, full kitchen, coffee bar, and business center. Residents also enjoy the expansive fitness center with beautiful views of the Hill Country. The property feeds into the Austin Independent School District and Blazier Elementary School, Paredes Middle School and Akins High School.

This is an important transaction to HACA and AAHC as we have seen this part of Austin continue to displace the affordable community. This partnership will preserve this asset and add deeper affordability for our current voucher holders and the residents that reside in this area. Being so close to many major employers in and around this location, AAHC and JCI can provide some stable and affordable housing to those stakeholders that are threatened with rising rent costs. This property will provide a home to many individuals and families who work in and around the area with no current affordability in place.

This resolution is asking the Board of Directors of the Austin Affordable Housing Corporation to allow AAHC to enter the existing partnership as the General Partner while the property is still under lease up and construction financing. The ability for us to amend the current partnership documents now and prior to the permanent financing gives us the opportunity to get an early jump on

leasing these units to our affordable community without any push back from the current lender. The property is currently 31.50% occupied. AAHC and JCI are committed to providing 10% of the affordable units at 60% AMI with a goal to achieve 20% at 60% AMI and leasing units to all voucher holders. JCI Management will manage the property. Once the property is ready to convert from construction financing to permanent financing, AAHC will bring this property back to the Board for approval of the financing package. The new name for the property will be Bridge at Three Hills Apartments.

Commissioner Carrington moved the Approval on Resolution No. 02830 by the Board of Commissioners of the Housing Authority of the City of Austin (the "Authority") to take the following actions with regard to the Bridge at Three Hills (the "Development") in Austin, Texas: (i) acquire the site of the Development; (ii) lease the Development site to the owner of the Development; and (iii) such other actions necessary or convenient to carry out this Resolution. **Commissioner Duncan-Hall** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 6: Presentation, Discussion and Possible Action Regarding Resolution No. 02833: Approving the Award of a 5th final Year Renewal Contract For Janitorial and Day Porter Services to M & R Elite Janitorial Solutions, LLC.

The Housing Authority of the City of Austin utilizes the services of contractors to perform janitorial services to ensure our community rooms are cleaned, presentable, and ready for resident programs. Porter services at HACA's administration building provides all day janitorial services, ensuring a cleaner, sanitized building at all times. The scope of this contract includes after hour services at five of our properties' community rooms and day porter services at our main administration office.

An Invitation for Bid, HACA-19-I-0233 was issued for Janitorial and Porter Services on November 21, 2019 with a due date of December 20, 2019. It was advertised in the Austin American Statesman on Sunday, November 24th and December 1st, 2019. The invitation for bid was also posted on HACA's website and the Housing Agency Marketplace, HACA's online bidding service. Twenty-nine (29) proposals were read, recorded, and witnessed by Tina Benson, Purchasing Coordinator and bid official Nora Velasco. M & R Elite Janitorial Solutions, LLC was selected as the most responsive bidder and was awarded the contract upon this Boards' approval on January 14, 2020.

Staff recommends awarding the 5th and final year renewal to M & R Elite Janitorial Solutions, LLC. Staff's experience with this firm has been positive and consistent for the past four years. Problems and issues are minimal and are resolved quickly. M & R has continued to be a great partner in our efforts in keeping our facilities clean and sanitized.

2nd Vice-Chairperson Apostolou moved the Approval on Regarding Resolution No. 02833: Approving the Award of a 5th final Year Renewal Contract For Janitorial and Day Porter Services to M & R Elite Janitorial Solutions, LLC in an amount not to exceed \$ 98,000.00. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

ITEM 7: Presentation, Discussion and Possible Action Regarding Resolution No. 02834: Approval of the Revisions to the Travel Policy of the Housing Authority of the City of Austin

The Travel Policy is revised to make minor changes and eliminate inconsistent wording to make the policy more understandable and follow the current practices.

It is staff's responsibility to review and update the Travel Policy periodically to ensure compliance with the IRS regulations and reflect current practices.

2nd Vice-Chairperson Apostolou moved the Approval on Regarding Resolution No. 02834: Approval of the Revisions to the Travel Policy of the Housing Authority of the City of Austin. **Commissioner Carrington** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

EXECUTIVE SESSION

The Board did not recesses into Executive Session.

REPORTS

- **Mr. Gerber** announced that **Commissioners Richie, Bailey and Apostolou** are all up for Reappointment, and Mike has been working with the Mayor's office on getting these done.
- **Ron Kowal**, AAHC Vice-President, reminded the Board about the fire at Bent Tree Apartments that was reported on at the January meeting. **Ron** received an email from Troy at Central Texas American Red Cross that he read to the Commissioners. The email praised the management staff, maintenance staff, and the residents of Bent Tree on the way they handled the fire and how everyone went out of their way coordinating donations and responding to the situation positively in different ways.

Commissioner Carrington moved to adjourn the meeting. **2nd Vice-Chairperson Apostolou** seconded the motion. The motion Passed (5-Ayes and 0-Nays).

The meeting adjourned at 3:13 pm.

Michael G. Gerber, Secretary

Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02835

EXECUTIVE

ITEM NO. 2.

MEETING DATE: March 21, 2024

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02835: Approval to ratify all actions taken by the Board of Commissioners during FYE 2024, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolution

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02835: which ratifies all actions taken by the Board of Commissioners during the 2023-2024 Fiscal Year, in order to resolve any irregularities which may have occurred regarding a quorum or vote by the Commissioners as reflected within the approved minutes and resolutions.

SUMMARY

Background:

Upon past advisement of legal counsel, Resolution No. 02835 was drafted to ensure all actions taken by the Board during FYE 2024 be ratified, thus ensuring resolution of any irregularities during the voting process taken by the Commissioners. This is an action that will be presented for board action on an annual basis.

This Resolution resolves any irregularities in the voting process found in the Board meeting minutes and/or resolutions, and all actions taken during the 2023-2024 Fiscal Year by the Board of Commissioners are fully enforceable.

Staff Recommendation:

Staff recommends Board approval of Resolution No. 02835 to ratify all actions taken by the Board of Commissioners during the 2023-2024 Fiscal Year.

RESOLUTION NO. 02835

APPROVAL TO RATIFY ALL ACTIONS TAKEN BY THE BOARD OF COMMISSIONERS DURING FYE 2024, IN ORDER TO RESOLVE ANY IRREGULARITIES WHICH MAY HAVE OCCURRED REGARDING A QUORUM OR VOTE BY THE COMMISSIONERS AS REFLECTED WITHIN THE APPROVED MINUTES AND RESOLUTIONS

WHEREAS, in the event that there were any irregularities in any action or vote taken by HACA's Board of Commissioners during the 2023-2024 Fiscal Year, the Housing Authority of the City of Austin desires to ratify and affirm all of the actions and votes taken by the Board of Commissioners regardless of the irregularity, as each action and vote taken represents the true intention of a quorum or more of HACA's Board of Commissioners.

WHEREAS, the purpose of this resolution is to give full legal force and effect to each action or vote of the Board of Commissioners taken during the 2023-24 Fiscal Year as if each action was taken by a quorum of the board without any irregularity, and therefore, every action taken by the Board of Commissioners during the 2023-24 Fiscal Year is fully enforceable.

NOW, THEREFORE, BE IT RESOLVED, the Housing Authority of the City of Austin Board of Commissioners hereby ratifies and affirms all actions and votes taken by the Board of Commissioners during 2023-2024 Fiscal Year.

PASSED, APPROVED AND ADOPTED this 21st day of March 2024.

Michael G. Gerber, Secretary

Chairperson

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02836

EXECUTIVE

ITEM NO. 3.

MEETING DATE: March 21, 2024

STAFF CONTACT: Michael Gerber, President & CEO

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02836: Election of Officers for the Housing Authority of the City of Austin

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Motion to approve Resolution No. 02836: Approving board officers for positions of Chairperson, Vice-Chairperson and 2nd Vice-Chairperson.

SUMMARY

Background:

With the current officer terms expiring at the end of April 2023, and new terms beginning May 1, 2024, it is necessary for the Board to elect officers for the Housing Authority of the City of Austin Board of Commissioners. A list of current officers is attached.

ATTACHMENTS:

- ▣ **2024 HACA Slate of Officers**
- ▣ **HACA Bylaws, Section 8**

RESOLUTION NO. 02836

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

WHEREAS, the Housing Authority of the City of Austin has established bylaws for the operation of the public housing authority;

WHEREAS, Section 8 of the bylaws, state the election of the Chairperson, Vice-Chairperson and 2nd Vice-Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified;

WHEREAS, per the bylaws, the Board must elect for the vacant position of the Chairperson, and the vacancy of any officer who no longer holds a position as the Vice-Chairperson or 2nd Vice-Chairperson;

NOW, THEREFORE, BE IT RESOLVED that effective March 21, 2024 the Board of Commissioners for the Housing Authority of the City of Austin approves board officers for the positions of the Chairperson, Vice- Chairperson and 2nd Vice-Chairperson.

Chairperson _____

Vice-Chairperson _____

2nd Vice-Chairperson _____

PASSED, APPROVED, AND ADOPTED this 21st day of March 2024.

Michael G. Gerber, Secretary

Chairperson

Housing Authority of the City of Austin
Board of Commissioners
Election of Officers
March 21, 2024

Current Officers

Chairperson: Carl S. Richie, Jr.
Vice-Chairperson: Chuck Bailey
2nd Vice-Chairperson: Mary Apostolou

Chairperson: _____
Nominated by: _____
Seconded by: _____

Vice-Chair: _____
Nominated by: _____
Seconded by: _____

2nd Vice-Chair: _____
Nominated by: _____
Seconded by: _____

APPROVED:

Chairperson: _____
Vice-Chairperson: _____
2nd Vice-Chairperson: _____

Section 7- Additional Duties

The officers of the Authority shall perform such other duties and functions as may be required by the Authority, the Bylaws or rules and regulations of the Authority.

Section 8- Election or Appointment

The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall be elected at the annual meeting of the Authority from the Commissioners of the Authority, and shall hold office for two years or until their successors are elected and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible for this office.

Section 9- Removal of Commissioners

The Mayor may remove a Commissioner of the Authority for inefficiency, neglect of duty or misconduct in office.

It shall be considered a neglect of duty for a Commissioner to be absent from four (4) or more regularly scheduled board meetings during any twelve (12) month period.

Section 10- Vacancies

Should the offices of the Chairperson, Vice-Chairperson, or Second Vice-Chairperson become vacant, the Authority shall elect a successor from the current Commissioners at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 11- Additional Personnel

The Authority may employ technical experts and other officers, agents and employees, as it deems necessary to exercise its powers, duties, and functions as prescribed by the Housing Authorities law of the State of Texas and all other laws of the State of Texas applicable thereto. The selection and compensation of such personnel (including the Secretary), shall be determined by the Authority subject to the laws of the State of Texas.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02837

ASSISTED HOUSING

ITEM NO. 4.

MEETING DATE: March 21, 2024

STAFF CONTACT: Lisa Garcia, Vice President of Assisted Housing

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02837: Authorizing HACA to project-base 140 Housing Choice Vouchers (HCV), 77 Veteran Affairs Supportive Housing (VASH), 50 Mainstream (MS), and 25 Foster Youth to Independence (FYI) vouchers in response to a Request for Proposals issued on February 1, 2024

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

The Board is being asked to approve Resolution No. 02837 authorizing HACA to enter into an agreement to enter into a Housing Assistance Payments (HAP) Contract with nine projects that best fulfilled the requirements of a Request for Proposals issued on February 1, 2024 to provide permanent supportive housing to homeless persons in the City of Austin. The nine projects are recommended to receive Housing Choice Vouchers (HCV), Veteran Affairs Supportive Housing (VASH), Mainstream (MS), or Foster Youth to Independence (FYI) project-based vouchers.

SUMMARY

Background:

Project-basing vouchers reflects HACA's dedication to expanding supportive housing and services to vulnerable homeless individuals and those experiencing chronic homelessness. HUD regulations and HACA's Housing Choice Voucher Administrative Plan allows HACA to project-base up to 20 percent of its allocated vouchers.

Considering the great need for affordable housing to house the homeless, staff recommends project-basing 140 Housing Choice Vouchers (HCV), 77 Veteran Affairs Supportive Housing (VASH), 50 Mainstream (MS), and 25 Foster Youth to Independence (FYI) vouchers for a total of 292 project-based vouchers. The 292 additional project-based vouchers, plus the current approved project-based vouchers, reflects a total of 1,173 project-based vouchers. This PBV total represents 17% of HACA's voucher allocation, just under HACA's 20 percent limit.

Process:

On February 1, 2024, the Housing Authority of the City of Austin (HACA) issued a Request for Proposals soliciting proposals from developers/owners to provide rental units under the project-based voucher program to serve vulnerable homeless individuals with a "housing first" approach. The "housing first" approach removes unnecessary barriers, provides immediate access to housing and offers supportive services to foster long-term stability.

Nine proposals were received. A review committee evaluated all proposals and assigned points based upon the Respondent's demonstrated competence, experience, capacity to provide supportive services, financial feasibility, project design, commitment to serve the homeless, location in or near a high opportunity area, and project readiness. All nine proposals were deemed to be responsive to the RFP.

Staff Recommendation:

HACA staff is excited to help so many worthwhile projects to create new opportunities to provide homes and supportive services to serve the homeless. Staff recommends allocating project-based Housing Choice Vouchers (HCV), Veteran Affairs Supportive Housing (VASH), Mainstream (MS), or Foster Youth to Independence (FYI) project-based vouchers to the nine projects/properties. The allocation of VASH project-based vouchers is contingent on applicants obtaining a letter of support from the Veterans Administration. The recommendation for allocating project-based vouchers is reflected below:

Project Name	HCV	VASH	MS	FYI	Total PBV
The Works III at Tillery, LLC (Lifeworks)				25	25
Skyline Terrace Housing Corporation - Foundation Communities			10		10
Austin Area Urban League – Urban Empowerment Zone I	15	25	40		80
SAFE Alliance Affordable Housing Corporation, The Sasha	5				5
Family Eldercare - Real Gardens	20	5			25
Family Eldercare/The Vecino Group/ - Cairn Point Montopolis	50	15			65
Bailey at Berkman, LP	10	16			26
Bailey at Stassney, LP	10	16			26
Integral Care/ Kensington Apartments Austin, LP	30				30
Total	140	77	50	25	292

RESOLUTION NO. 02837

**AUTHORIZING HACA TO PROJECT-BASE
140 Housing Choice Vouchers (HCV), 77 Veteran Affairs Supportive Housing (VASH), 50
Mainstream (MS), and 25 Foster Youth to Independence (FYI)
Housing Choice Vouchers**

WHEREAS, HUD regulations allow communities that are participating in the Housing Choice Voucher Program to project-base up to 20 percent of its allocated vouchers;

WHEREAS, HACA's Housing Choice Voucher Programs Administrative plan authorizes HACA to project-base up to 20 percent of its allocated vouchers;

WHEREAS, the Housing Authority issued a Request for Proposal on February 1, 2024 soliciting proposals from developers/owners to provide rental units under the project-base voucher program to serve vulnerable homeless individuals and homeless veterans with a "housing first" approach;

WHEREAS, The Works III at Tillery, LLC (Lifeworks) submitted a proposal requesting project-based Foster Youth to Independence vouchers for The Works III at Tillery located at 701 Tillery Street, Austin, TX 78702;

WHEREAS, Skyline Terrace Housing Corporation (Foundation Communities) submitted a proposal requesting project-based Mainstream vouchers for Skyline Terrace located at 1212 W. Ben White, Austin, TX 78704;

WHEREAS, Austin Area Urban League submitted proposals requesting project-based housing choice, Veteran Affairs Supportive Housing (VASH), and Mainstream vouchers for the Urban Empowerment Zone I located at 6400 FM969, Austin, TX 78724;

WHEREAS, SAFE Alliance Affordable Housing Corporation submitted a proposal requesting project-based housing choice vouchers for The Sasha located at 1401 Grove Blvd., Austin, TX 78741;

WHEREAS, Family Eldercare submitted a proposal requesting project-based housing choice and Veteran Affairs Supportive Housing (VASH) vouchers for the Family Eldercare Real Gardens located at 2824 and 2826 Real St., Austin, TX 78722;

WHEREAS, Cairn Point Montopolis, LP in partnership with Family Eldercare and the Vecino Group submitted a proposal requesting project-based housing choice and Veteran Affairs Supportive Housing (VASH) vouchers for Cairn Point Montopolis located at 1013 Montopolis Drive, Austin, TX 78741;

WHEREAS, Bailey at Berkman, LP submitted a proposal requesting project-based housing choice and Veteran Affairs Supportive Housing (VASH) vouchers for Bailey at Berkman located at 6405 Berkman Drive, Austin, TX 78723;

WHEREAS, Bailey at Stassney, LP submitted a proposal requesting project-based housing choice and Veteran Affairs Supportive Housing (VASH) vouchers for Bailey at Stassney located at 400 & 404 W Stassney Ln, Austin, TX 78745;

WHEREAS, Integral Care in partnership with Kensington Apartments Austin, LP submitted a proposal requesting project-based housing choice vouchers for The Kensington Apartments located at 3300 Manor Road, Austin, TX 78723.

WHEREAS, it is the recommendation of the President & CEO for the Housing Authority of the City of Austin to enter into an agreement to enter into a Housing Assistance Payments (HAP) Contract with the following corporations or agencies contingent on applicants allocated VASH project-based vouchers obtaining a letter of support from the Veterans Administration.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority of the City of Austin's Board of Commissioners approve the Housing Authority of the City of Austin to enter into an agreement to enter into a Housing Assistance Payments (HAP) Contract with the following corporations or agencies contingent on applicants allocated VASH project-based vouchers obtaining a letter of support from the Veterans Administration. Awardees include:

The Works III at Tillery, LLC (Lifeworks) to project-base 25 Foster Youth to Independence vouchers; Skyline Terrace Housing Corporation (Foundation Communities) to project-base 10 Mainstream vouchers; Austin Area Urban League to project-base 15 housing choice vouchers, 25 VASH vouchers, and 40 Mainstream vouchers; SAFE Alliance Affordable Housing Corporation for The Sasha to project-base 5 housing choice vouchers; Family Eldercare for the Real Gardens to project-base 20 housing choice vouchers and 5 VASH vouchers; Cairn Point Montopolis, LP, in partnership with Family Eldercare and the Vecino Group, to project-base 50 housing choice vouchers and 15 VASH vouchers; Bailey at Berkman, LP to project-base 10 housing choice vouchers and 16 VASH vouchers; Bailey at Stassney, LP to project-base 10 housing choice vouchers and 16 VASH vouchers; and Integral Care in partnership with Kensington Apartments Austin, to project-base 30 housing choice vouchers.

PASSED, APPROVED, AND ADOPTED this 21st day of March 2024.

Carl S. Richie, Jr., Chairperson

Michael G. Gerber, Secretary

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02838

**FINANCE
ITEM NO. 5.**

MEETING DATE: March 21, 2024

STAFF CONTACT: Barbara Chen, Chief Financial Officer

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02838: Operating Budgets for the Fiscal Year April 1, 2024 to March 31, 2025

BUDGETED ITEM: N/A

TOTAL COST: N/A

ACTION

Motion to approve Resolution No. 02838: Approving Central Office, Assisted Housing, Southwest Housing Compliance Corporation, Austin Affordable Housing Corporation, Austin Pathways and Blueprint Housing Solution Operating Budgets for the Fiscal year April 1, 2024 to March 31, 2025.

SUMMARY

Background:

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 Annual operating Budget.

Process:

A detailed overview is attached for the Board's review.

Staff Recommendation:

We are recommending the Board's approval of the proposed operating budget.

ATTACHMENTS:

- ▣ **Memo**

RESOLUTION NO. 02838

**RESOLUTION APPROVING THE OPERATING BUDGETS FOR THE FISCAL YEAR
APRIL 1, 2024 TO March 31, 2025**

WHEREAS, the regulations of the U. S. Department of Housing and Urban Development (HUD) recommend the Commissioners of the Public Housing of the City of Austin (HACA) approve the agency's Operating Budget before the beginning of the fiscal year; and

WHEREAS, the Commissioners of the Housing Authority of the City of Austin have reviewed the 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 the use of federal funding in excess of that payable under the provisions of the Annual Contributions Contract.
- 3) That the operating budget as presented for adoption reflects Total Revenue of \$711,237,422, Total Expenditures of \$697,998,208, and Fund Balance utilized of \$13,239,214.

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Austin hereby certifies that the Housing Authority of the City of Austin is in compliance with the Annual Contributions Contract and regulation set up by HUD and other bodies; and

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2024 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 March 2024

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



Housing Authority of the City of Austin

Established in 1937

INTEROFFICE MEMORANDUM

DATE: March 21, 2025

TO: Board of Commissioners
Michael Gerber, President & CEO

FROM: Barbara Chen, CFO

SUBJECT: FY25 Operating Budgets, Management Summary and Assumptions

Management Summary:

The **Operating Budget** for the Fiscal Year (FY) ending March 31, 2025 is enclosed for your review. This consolidated Housing Authority of the City of Austin (HACA) budget includes all programs, departments and AAHC developments, but not including the PBRA Properties. The proposed budget is a balanced budget with overall excess revenue of \$13,239,214.

This proposed budget includes an average 3% annual performance evaluation merit increase; we use proration rate of 97% to estimate the administrative fees for HCV program; and we invest HACA and AAHC excess cash in US Treasury Bills and earn an average of 4.5% in interest income. We estimate \$3.16M in investment income for the fiscal year ending March 31, 2025. HACA's financial position is strong, and the Agency's budget is sufficient to cover various strategic and operational goals, and agreements with HUD and our partners.

Total Revenues are comprised of both subsidized and un-subsidized affordable housing as owner and/or property manager, a project-based contract administration entity, commercial leases, and a non-profit focused on tenant services and a consulting service for affordable housing. Total projected revenue is \$711,24M. Approximately \$652.48M of our revenues are passed through in expenses as Housing Assistance Payments (HAP), which net to zero on our bottom line. The majority of HAP is earned and passed through our project-based contract administration entity (SHCC), followed by our Housing Choice Voucher program with private landlords.

Our Total Revenues increased \$59.89M, or nine percent, compared to the prior year's budget. The revenue increase is primarily due to higher HAP payments and other incomes. Other income includes developer and other fees earned from Austin Affordable Housing Corporation (AAHC).

Expenses:

Total Administrative expenses are \$1.22M, or four percent higher, compared to the FY24 Budget primarily due to higher salaries and sundry expenses offsetting by lower office expenses. Higher salaries are due to annual performance-based merit increases and cost-of-living adjustments across the organization.

Total Tenant Services is \$105K or 10% percent higher than the prior year's budget, the increase is primarily due to annual performance-based merit increases and cost of living adjustments.

Total General Expenses are expected to decrease \$.2M or one percent, primarily due to higher employee benefit insurance expenses offsetting by lower retirement expenses. Higher employee medical benefits are due to a 19% increase in health insurance costs.

Budget Assumptions

Overview

This comprehensive annual budget includes all programs excluding PBRA properties, Assisted Housing, Central Office Cost Center, Austin Affordable Housing Corporation (AAHC), Southwest Housing Compliance Corporation (SHCC), Blueprint Consulting and Austin Pathways. As part of the budget process this year, each of our property sites and departments prepared a budget and this information was assembled into the agency-wide Operating Budget. This enabled us to make more accurate projections of our Operating Budget and ensure HACA's compliance with HUD regulations and third-party agreements. You will also recall that the PBRA properties (RAD properties) operate on a calendar fiscal year and that the Board already approved their budgets late last year.

HACA's consolidated budget for revenue and expenses is based on an accrual approach that matches revenues and expenses for the 12 months shown, except for one contract shown at nine months of revenue for conservatism.

Fee Model

AAHC properties are charged a management fee to support common central office functions. Per agreement with partners and lenders, in monthly reporting, we reclassify some expenses to the COCC, such as educational computer labs, additional security, or benefits. Expenditures to support allowed resident programs, security, benefits, and other expenses are incorporated into the site-based budgets, or as part of the COCC if it is deemed an owner expense or part of HACA's mission. In this year's budget, HACA transfers \$1.5M to cover the direct site-based expenses. SHCC and AAHC are charged both management fees (for central support) and donations to support various tenant services and operations.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Fiscal Year 2025 Operating Budgets

Schedule No. Report Name

1	All Programs Combined
2	Central Office
3	Housing Choice Voucher Program
4	AAHC Programs Combined
5	Blueprint Housing Solutions
6	Austin Pathways
4A	Bent Tree Apartments
4B	Bridge at South Point
4C	Eastland Plaza
4D	Lexington Hills
4E	Leisure Time Condominiums
4F	Single Family Homes
4G	Sterling Village
4H	Sweet Water Apartments

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	10,355,644	10,285,100	10,773,350	488,250
Write-Off / Bad Debt	(194,516)	(61,200)	(170,500)	(109,300)
Non-Dwelling Rental	2,428,777	2,107,688	1,417,417	(690,271)
Excess Utilities	54,310	17,083	0	(17,083)
Total Tenant Revenue	12,644,214	12,348,671	12,020,267	(328,404)
Fraud Recovery				
Fraud Recovery- Housing Assistance Payments	18,846	61,247	20,000	(41,247)
Total Fraud Recovery	18,846	61,247	20,000	(41,247)
Operating Grants				
HAP Subsidy	660,826,903	590,336,424	652,480,504	62,144,080
HAP Admin Fees	26,153,566	26,299,431	23,947,752	(2,351,679)
HAP Admin Fees - EHV Service Fees	161,443	211,750	200,000	(11,750)
HUD FSS Grant Revenue	414,875	462,029	483,240	21,211
Grants Revenue	922,224	1,819,892	1,718,252	(101,640)
FSS Recapture	24,437	0	12,000	12,000
Total Operating Grants	688,503,448	619,129,526	678,841,748	59,712,222
Investment Income				
Investment Income - Unrestricted - Admin	2,500,041	3,043,042	3,168,156	125,114
Total Investment Income	2,500,041	3,043,042	3,168,156	125,114
Interest Income				
Mortgage Interest Income	3,458	0	24,000	24,000
Interest on Notes	405,000	0	0	0
Interest on Bank Accounts	456,313	150,247	256,000	105,753
Total Interest Income	864,771	150,247	280,000	129,753
Other Revenue				
Developer Fees	2,369,004	3,000,000	3,000,000	0
Management Fee	1,982,991	2,088,385	1,638,898	(449,487)
Bookkeeping Fee	389,275	184,612	342,000	157,388
Services Fees	78,454	0	0	0
Application Fees	(82)	0	0	0
Asset Management Fees	1,334,159	2,979,432	0	(2,979,432)
Distribution Revenue	12,193,325	2,946,000	0	(2,946,000)
Land Lease Income	5,560	0	0	0
Acquisition fees	1,370,455	3,500,000	3,500,000	0
Bulk Trash Revenue	40,827	40,000	40,000	0
Miscellaneous Income	942,974	10,000	22,000	12,000
Gain/Loss on Sale of Fixed Assets	5,455	0	0	0

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Other Income - Misc	6,675,456	1,863,554	8,182,814	6,319,260
Blueprint - Voucher Processing	129,606	0	117,289	117,289
Blueprint - Training	20,176	0	8,000	8,000
Blueprint - Consulting	98,024	0	56,250	56,250
Total Other Revenue	27,635,657	16,611,983	16,907,251	295,268
Total Revenue	732,166,978	651,344,716	711,237,422	59,892,706
EXPENSES				
Administrative Expenses				
Salaries				
Admin Salaries - Regular	13,531,396	14,019,623	14,492,588	472,965
Admin Salaries - Temp	67,624	0	30,000	30,000
Admin Salaries - Overtime	36,461	9,000	34,000	25,000
Incentive Pay	1,127,472	651,029	1,170,607	519,578
Property Mgmt. - Payroll	756,477	743,908	820,040	76,132
Compensated Absences	138,189	1,102,930	850,076	(252,854)
Total Salaries	15,657,620	16,726,490	17,397,311	870,821
Legal Expense				
Legal Expense	209,221	486,750	584,000	97,250
Court Costs	348	0	0	0
Total Legal Expenses	209,569	486,750	584,000	97,250
Travel & Training				
Staff Training	72,761	187,595	187,000	(595)
Staff Training - Strategic Planning	0	0	60,000	60,000
Travel - Airlines	45,175	69,792	79,418	9,626
Travel - Lodging	73,248	97,761	117,270	19,509
Travel - Car Transportation	14,799	7,621	15,864	8,243
Travel - Mileage	4,175	9,024	3,240	(5,784)
MOR Travel	146,679	161,206	152,731	(8,475)
Per Diem	16,671	4,700	22,734	18,034
Misc Travel	1,150	9,128	3,975	(5,153)
Travel - Conference Fees	44,458	72,157	82,487	10,330
Total Travel & Training	419,116	618,984	724,719	105,735
Auditing Fees				
Auditing Fees	213,235	220,000	202,000	(18,000)
Total Audit Fees	213,235	220,000	202,000	(18,000)
Office Expenses				
Office Supplies	27,557	61,108	44,185	(16,923)
Postage, Couriers, Express Mail	66,150	62,827	56,909	(5,918)
Printing	24,579	17,838	23,500	5,662

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Advertising and Marketing	34,778	74,102	66,250	(7,852)
Membership Dues and Fees	108,742	121,592	143,906	22,314
Telephone	128,506	132,439	146,984	14,545
Internet / Cable	18,686	28,144	54,160	26,016
Maint. Agreement - Office Equipment	138,511	217,840	358,142	140,302
Computer Equipment	252,201	283,172	54,700	(228,472)
Equipment Leases	51,114	56,715	55,938	(777)
Office Equipment/Furniture	1,410	31,141	99,875	68,734
Admin Contractors	333,314	502,725	300,720	(202,005)
Meeting	125,809	74,233	128,700	54,467
Misc. Expenses	68,094	159,097	60,918	(98,179)
Subscriptions	63,473	55,451	52,740	(2,711)
Bank Charges	21,326	41,540	32,687	(8,853)
Answering Service	8,777	0	0	0
Internship	6,213	50,000	30,000	(20,000)
Consultants	697,992	735,746	975,940	240,194
Credit Check	125,143	83,000	125,685	42,685
Criminal Check	18,832	55,106	33,830	(21,276)
Employee Physical /Drug Test	6,186	6,670	6,500	(170)
Interpreter Fee	16,610	14,550	21,300	6,750
Software	682,490	1,079,994	549,770	(530,224)
Storage Lease	10,851	6,269	10,000	3,731
Document Shredding	6,032	2,567	4,649	2,082
Appraisals / Desk Reviews	51,060	52,150	49,325	(2,825)
Breakroom Supplies	6,482	9,500	10,500	1,000
Sponsorships/Industry Contributions	180,374	130,000	208,500	78,500
Wellness Program	0	5,000	5,000	0
Permits, Licenses & Certificates	1,214	6,450	3,300	(3,150)
Inspections	66,798	82,000	90,160	8,160
HACA Family Scholarship	92,702	55,000	80,000	25,000
Tuition Reimbursement	2,400	25,000	10,000	(15,000)
Employee Referral Program	9,600	10,000	10,000	0
Recruiting	0	5,000	5,000	0
Office Space Rental	237,930	216,287	216,287	0
Port-Out Admin Fee	72,817	84,000	85,000	1,000
Waiting List Opening	0	20,000	30,000	10,000
Prop. Mgmt. - Admin Costs	1,102,492	1,001,532	1,041,340	39,808
Prop. Mgmt. - Advertising and Promotions	176,803	143,136	172,115	28,979
Total Office Expenses	5,044,049	5,798,921	5,454,515	(344,406)
Management Fees				
Management Fees	998,971	940,620	1,142,784	202,164
Prop. Mgmt. - Management Fees	452,733	439,344	547,531	108,187
Bookkeeping Fees	356,835	145,800	342,000	196,200

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
IT Fees	71,916	0	0	0
Total Management Fees	1,880,455	1,525,764	2,032,315	506,551
Total Administrative Expenses	23,424,043	25,376,909	26,394,860	1,217,951
Tenant Services				
Tenant Services- Salaries				
Tenant Services - Salaries Reg	807,951	838,409	991,839	153,430
Tenant Services - Salaries OT	115	0	0	0
Total Tenant Services - Salaries	808,066	638,409	991,839	153,430
Tenant Services - Youth Educational Success				
A/B Honor Roll/Perfect Attendance	17,820	40,000	40,000	0
Collaborating with Priority One Schools	0	500	500	0
Comprehensive Youth Development Club	199,288	200,000	200,000	0
In School Case Management/Tutoring	660,000	600,000	600,000	0
Scholarship Marketing	1,977	6,000	6,750	750
School Supplies	10,576	10,000	10,000	0
Youth Leadership Lifeskills & Service	975	54,000	32,000	(22,000)
Youth Stem/Steam Programming	85,074	88,492	12,500	(75,992)
HACA Resident Scholarships	55,063	0	55,000	55,000
Total Tenant Services - Youth Educational Suc	1,030,773	998,992	956,750	(42,242)
Tenant Services - Workforce Development				
Apprenticeship Stipends	103,028	113,533	117,560	4,027
Childcare Program - Voucher	5,653	50,000	25,000	(25,000)
Education and Training	17,493	35,233	27,500	(7,733)
Incentives	0	12,000	21,500	9,500
Parenting Classes	0	5,000	22,927	17,927
Transportation Assistance	56	13,161	8,958	(4,203)
Workforce Development Services	61,822	93,684	80,000	(13,684)
Total Tenant Services - Workforce Developme	188,052	322,611	303,445	(19,166)
Tenant Services - Community Initiatives				
Community Grants/Donations	59,447	27,500	2,500	(25,000)
Citywide Advisory Board Support	83	5,000	4,000	(1,000)
Community Building	7,649	0	71,360	71,360
Community Educational Events	16,104	31,300	38,300	7,000
Elderly Supportive Services	219,636	260,000	224,000	(36,000)
New Resident Orientation Packets	0	3,000	1,500	(1,500)
Program Outreach & Marketing	155	500	6,600	6,100
Supportive Services	182,120	218,150	11,000	(207,150)
Total Tenant Services - Community Initiative	485,194	545,450	359,260	(186,190)
Tenant Services - Digital Inclusion				

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Computer Equipment	0	20,000	15,052	(4,948)
Adult Digital Literacy Training	0	74,250	70,750	(3,500)
Total Tenant Services - Digital Inclusion	0	94,250	85,802	(8,448)
Tenant Services - FSS Support Services				
Program Coordinating Committee & Partner Event	0	500	500	0
Bankquet/Recruitment and Marketing	5,356	7,500	15,000	7,500
FSS Childcare	0	10,000	10,000	0
FSS Support Services	65,694	25,000	225,000	200,000
Total Tenant Services - FSS Support Services	71,049	43,000	250,500	207,500
Tenant Services- Other				
Tenant Participation - Residents Council	1,153	0	0	0
Tenant Participation - HACA	639	0	0	0
Tenant Relocation Costs	0	2,500	2,000	(500)
Medical Equipment and Supplies	411	0	0	0
Total Tenant Services - Other	2,203	2,500	2,000	(500)
Total Tenant Services	2,585,337	2,645,212	2,949,596	104,384
Utilities				
Water	647,992	698,987	704,820	5,833
Electricity	230,890	119,553	237,752	118,199
Gas	61,856	84,609	50,064	(34,545)
Total Utilities	940,738	903,148	992,636	89,488
Ordinary Maintenance & Operations				
Maintenance Labor				
Ordinary Maint. & Operations- Labor Regular	384,270	607,706	347,171	(260,535)
Ordinary Maint. & Operations- Labor OT	49,071	18,000	24,000	6,000
Ordinary Maint. & Operations- Labor Temp	720	0	0	0
Prop. Mgmt. Maintenance Labor	848,330	790,190	939,017	148,827
Total Maintenance Labor	1,282,391	1,415,896	1,310,188	(105,708)
Ordinary Maint. & Operations- Materials				
Materials - Custodial	18,262	8,300	8,000	(300)
Materials - Electrical	4,793	2,000	3,000	1,000
Materials - Plumbing	3,360	2,500	2,500	0
Materials - Lawn Care/ Grounds	13,930	2,000	2,000	0
Materials - Tools & Equipment	5,860	3,720	16,220	12,500
Materials - HVAC / Heating / Cooling	14,173	11,800	23,000	11,200
Materials - Gas & Oil	35,259	39,062	65,850	26,788
Materials - Auto Parts	5,175	11,300	9,800	(1,500)
Materials - Exterior Lighting	0	500	500	0
Materials - Paint and Painting Supplies	0	1,500	1,500	0

HOUSING AUTHORITY OF THE CITY OF AUSTIN

ALL PROGRAMS

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Materials - Flooring & Ceiling	69	1,500	2,000	500
Materials - Appliances & Parts	799	1,500	1,500	0
Materials - Smoke/CO Detectors/Fire Ext.	22	0	0	0
Materials - Hardware/Locks	153	600	500	(100)
Materials - Safety Equipment	70	4,300	3,000	(1,300)
Materials - Pest Control	0	200	200	0
Materials - Lumber Sheetrock	34	200	200	0
Materials - Doors	215	700	500	(200)
Materials - Water Heaters/Boilers & Parts	0	1,100	3,000	1,900
Total Materials	102,175	92,782	143,270	50,488
Contracts - Maintenance				
Contracts - Trash Removal	59,880	35,448	53,500	18,052
Contracts - In-House Bulk Trash	405	1,920	0	(1,920)
Contracts - HVAC	69,599	35,000	60,000	25,000
Contracts - Elevator Maint.	14,545	20,000	20,000	0
Contracts - Landscape/Grounds	41,622	67,896	59,900	(7,996)
Contracts - Tree Trimming	5,016	109,159	17,400	(91,759)
Contracts - Electrical Contracts	28,594	3,500	14,000	10,500
Contracts - Plumbing Contracts	0	8,000	8,000	0
Contracts - Pest Control	12,300	10,280	11,336	1,056
Contracts - Janitorial Contracts	100,557	110,000	60,188	(49,812)
Contracts - Fire Protection	12,812	8,360	12,376	4,016
Contracts - Door & Window Repairs	432	2,000	2,000	0
Contracts - Building & Equipment Repairs	0	8,000	2,000	(6,000)
Contracts - Painting	128	0	1,000	1,000
Contracts - Equipment Rental	333	3,000	2,000	(1,000)
Contracts - Maintenance & Repairs	5,720	0	2,360	2,360
Contracts - Key & Lock Services	2,792	3,550	3,000	(550)
Contract - Vehicle Repairs/ Maintenance	79,461	105,159	94,000	(11,159)
Contracts - Uniforms	17,325	13,305	3,951	(9,354)
Contracts - Roofing	0	2,000	1,000	(1,000)
Contract Labor	906	1,000	0	(1,000)
Prop Mgmt. Cleaning & Decorating	404,239	328,860	402,881	74,021
Prop. Mgmt. Maintenance & Repair	570,902	440,748	561,692	120,944
Prop. Mgmt Contract Services	530,258	443,628	456,444	12,816
Total Maintenance Contracts	1,957,825	1,760,813	1,849,028	88,215
Total Ordinary Maintenance & Operations	3,342,390	3,269,491	3,302,486	32,995
Protective Services				
Police Liaison	20,048	0	28,000	28,000
Protective Services- Equipments	17,113	27,832	24,660	(3,172)
Protective Services- Contracts	8,348	20,180	49,300	29,120
Prop Mgmt - Security Contracts/Services	167,711	206,616	159,892	(46,724)

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Total Protective Services	213,221	254,628	261,852	7,224
General Expenses				
Insurance				
Property Insurance	110,643	146,693	18,603	(128,090)
Liability Insurance	100,556	167,424	107,953	(59,471)
Workmen's Compensation	115,809	60,432	132,455	72,023
Insurance Deductible	900	100,000	0	(100,000)
Fidelity Bond Insurance	114,583	99,022	96,066	(2,956)
Automobile Insurance	17,500	19,575	14,203	(5,372)
Auto Physical Liability	13,477	13,014	10,941	(2,073)
Mobile Equipment Insurance Expense	685	613	600	(13)
Crime Prevention Insurance	4,181	4,009	4,386	377
Business Owners Insurance	146,398	50,000	167,624	117,624
Prop. Mgmt. - Insurance	495,837	452,652	745,878	293,226
Total Insurance	1,120,569	1,113,434	1,298,709	185,275
Employee Benefits Contribution				
FICA Employers Share - Admin	1,119,733	1,178,487	1,152,840	(25,647)
FICA Employers Share - Tenant Serv	74,323	76,280	56,634	(19,646)
FICA Employers Share - Maintenance	32,697	25,568	25,753	185
Medical Benefits - Admin	3,009,280	3,217,159	3,376,090	158,931
Medical Benefits - Tenant Serv	217,884	168,319	207,782	39,463
Medical Benefits - Maintenance	94,481	56,077	97,595	41,518
Retirement Benefits - Admin	2,082,964	2,158,556	2,000,457	(158,099)
Retirement Benefits - Tenant Serv	151,769	208,575	80,652	(127,923)
Retirement Benefits - Maintenance	50,328	71,421	38,307	(33,114)
Fed & State Unemployment - Admin	2,078	17,281	16,989	(292)
Fed & State Unemployment - Tenant Serv	207	810	1,080	270
Fed & State Unemployment - Maintenance	166	360	540	180
Life Insurance - Admin	20,334	46,815	14,660	(32,155)
Life Insurance - Tenant Serv	1,379	1,727	941	(786)
Life Insurance - Maintenance	532	662	405	(257)
Disability Insurance - Admin	32,902	82,201	31,489	(50,712)
Disability Insurance - Tenant Serv	2,472	3,417	1,238	(2,179)
Disability Insurance - Maintenance	941	1,248	774	(474)
Phone Stipend - Admin	4,200	0	0	0
Phone Stipend - Tenant Serv	96	0	0	0
Phone Stipend - Maintenance	48	0	0	0
Prop. Mgmt. Payroll Admin Benefits - Admin	248,264	134,448	96,429	(38,019)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	252,369	135,264	131,749	(3,515)
Total Employee Benefits Contribution	7,399,447	7,584,676	7,332,404	(252,272)
Interest Expense				

HOUSING AUTHORITY OF THE CITY OF AUSTIN
ALL PROGRAMS
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Interest on Notes Payable	1,427,406	1,458,141	1,437,634	(20,507)
Total Interest Expense	1,427,406	1,458,141	1,437,634	(20,507)
Other General Expense				
PILOT	89,121	88,107	0	(88,107)
Tax Credit Fees Expense	850	15,550	2,000	(13,550)
Total Other General Expenses	89,971	103,657	2,000	(101,657)
Total General Expenses	10,037,393	10,259,909	10,070,747	(189,161)
Total Operating Expenses	40,543,123	42,709,297	43,972,177	1,262,881
NET OPERATING INCOME (LOSS)	691,623,855	608,635,419	667,265,245	58,629,825
Non-Routine Expenses				
Casualty Losses- Non-capitalized	285,521	0	0	0
HAP Payments	665,657,089	590,336,424	652,480,504	62,144,080
UAP Payments	1,784,305	0	0	0
Port Out HAP	1,520,303	0	0	0
FSS Escrow Contributions	626,387	0	0	0
Port-Out UAP	37,902	0	0	0
Total Non-Routine Expenses	669,911,507	590,336,424	652,480,504	62,144,080
Donations & Transfers				
Operating Transfers Out	1,811,159	611,465	1,545,527	934,062
Total Donations & Transfers	1,811,159	611,465	1,545,527	934,062
Net Income (Loss)	19,901,189	17,687,530	13,239,214	(4,448,317)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Non-Dwelling Rental	1,043,485	926,588	216,300	(216,300)
Excess Utilities	54,310	17,083	0	0
Total Tenant Revenue	1,097,794	943,671	216,300	(216,300)
Investment Income				
Investment Income - Unrestricted - Admin	609,863	691,495	494,619	(494,619)
Total Investment Income	609,863	691,495	494,619	(494,619)
Interest Income				
Interest on Bank Accounts	233,949	84,589	180,000	(180,000)
Total Interest Income	233,949	84,589	180,000	(180,000)
Other Revenue				
Management Fee	1,866,731	1,325,500	1,638,898	(1,638,898)
Bookkeeping Fee	428,202	184,612	342,000	(342,000)
Services Fees	86,299	0	0	0
Application Fees	(90)	0	0	0
Bulk Trash Revenue	44,910	40,000	40,000	(40,000)
Miscellaneous Income	666,774	10,000	22,000	(22,000)
Gain/Loss on Sale of Fixed Assets	6,000	0	0	0
Other Income - Misc	7,329	30,000	12,000	(12,000)
Total Other Revenue	3,106,155	1,590,112	2,054,898	(2,054,898)
Total Revenue	5,047,762	3,309,867	2,945,817	(2,945,817)
EXPENSES				
Administrative Expenses				
Salaries				
Admin Salaries - Regular	5,740,102	5,540,810	5,591,220	5,591,220
Admin Salaries - Temp	52,502	0	30,000	30,000
Admin Salaries - Overtime	6,389	7,000	11,000	11,000
Incentive Pay	1,337,285	651,029	1,170,607	1,170,607
Compensated Absences	36,424	436,066	311,193	311,193
Total Salaries	7,172,702	6,634,906	7,114,020	7,114,020
Legal Expense				
Legal Expense	59,833	78,250	73,500	73,500
Court Costs	348	0	0	0
Total Legal Expenses	60,181	78,250	73,500	73,500

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Travel & Training				
Staff Training	22,293	82,800	71,000	71,000
Staff Training - Strategic Planning	0	0	60,000	60,000
Travel - Airlines	21,531	36,250	41,850	41,850
Travel - Lodging	38,847	57,250	63,400	63,400
Travel - Car Transportation	8,701	3,100	8,450	8,450
Travel - Mileage	896	2,020	0	0
MOR Travel	5	0	0	0
Per Diem	8,246	2,000	11,250	11,250
Misc Travel	275	3,700	1,800	1,800
Travel - Conference Fees	23,050	48,938	48,560	48,560
Total Travel & Training	123,843	236,058	306,310	306,310
Auditing Fees				
Auditing Fees	105,022	125,000	100,000	100,000
Total Audit Fees	105,022	125,000	100,000	100,000
Office Expenses				
Office Supplies	17,478	20,250	17,300	17,300
Postage, Couriers, Express Mail	18,827	11,500	10,700	10,700
Printing	9,636	8,450	8,400	8,400
Advertising and Marketing	32,098	36,225	49,250	49,250
Membership Dues and Fees	74,363	65,250	74,740	74,740
Telephone	101,047	87,332	115,533	115,533
Internet / Cable	11,600	26,523	54,160	54,160
Maint. Agreement - Office Equipment	108,009	216,520	358,142	358,142
Computer Equipment	143,600	206,272	43,700	43,700
Equipment Leases	22,632	34,110	32,192	32,192
Office Equipment/Furniture	1,028	8,250	93,375	93,375
Admin Contractors	9,435	85,000	7,000	7,000
Meeting	115,269	45,300	91,800	91,800
Misc. Expenses	49,243	40,800	45,200	45,200
Subscriptions	21,398	23,450	19,504	19,504
Bank Charges	4,297	24,384	21,408	21,408
Answering Service	1,658	0	0	0
Internship	6,213	50,000	30,000	30,000
Consultants	423,510	383,500	525,500	525,500
Credit Check	89,481	48,000	76,593	76,593
Criminal Check	9,565	16,000	16,080	16,080

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Employee Physical /Drug Test	6,186	6,670	6,500	6,500
Interpreter Fee	7,187	2,300	10,500	10,500
Software	457,773	803,371	230,939	215,727
Storage Lease	10,851	6,269	10,000	10,000
Document Shredding	777	850	850	850
Breakroom Supplies	6,482	8,000	10,000	10,000
Sponsorships/Industry Contributions	165,554	50,000	100,000	100,000
Wellness Program	0	5,000	5,000	5,000
Permits, Licenses & Certificates	521	950	1,300	1,300
Inspections	270	12,000	10,160	10,160
HACA Family Scholarship	91,200	55,000	80,000	80,000
Tuition Reimbursement	2,400	15,000	10,000	10,000
Employee Referral Program	9,600	10,000	10,000	10,000
Recruiting	1,502	5,000	5,000	5,000
Waiting List Opening	0	10,000	10,000	10,000
Total Office Expenses	2,030,690	2,427,527	2,190,826	2,175,614
Total Administrative Expenses	9,492,438	9,501,740	9,784,655	9,769,443
 Tenant Services				
Tenant Services - Workforce Development	0			
Education and Training	58	0	0	0
Total Tenant Services - Workforce Development	58	0	0	0
 Tenant Services - Community Initiatives				
Community Grants/Donations	346	25,000	0	0
Total Tenant Services - Community Initiatives	346	25,000	0	0
 Tenant Services- Other				
Tenant Participation - HACA	175	0	0	0
Medical Equipment and Supplies	411	0	0	0
Total Tenant Services - Other	586	0	0	0
Total Tenant Services	991	25,000	0	0
 Utilities				
Water	43,847	45,491	45,000	45,000
Electricity	118,771	13,557	120,000	120,000
Gas	8,053	4,809	6,000	6,000
Total Utilities	170,671	63,856	171,000	171,000

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Ordinary Maintenance & Operations				
Maintenance Labor				
Ordinary Maint. & Operations- Labor Regular	384,270	607,706	347,171	347,171
Ordinary Maint. & Operations- Labor OT	109,559	18,000	24,000	24,000
Ordinary Maint. & Operations- Labor Temp	720	0	0	0
Total Maintenance Labor	494,549	625,706	371,171	371,171
Ordinary Maint. & Operations- Materials				
Materials - Custodial	18,262	8,300	8,000	8,000
Materials - Electrical	4,793	2,000	3,000	3,000
Materials - Plumbing	3,582	2,500	2,500	2,500
Materials - Lawn Care/ Grounds	2,126	2,000	2,000	2,000
Materials - Tools & Equipment	5,860	3,720	16,220	16,220
Materials - HVAC / Heating / Cooling	13,124	10,000	21,200	21,200
Materials - Gas & Oil	26,764	27,500	55,400	55,400
Materials - Auto Parts	4,641	10,000	9,200	9,200
Materials - Exterior Lighting	0	500	500	500
Materials - Paint and Painting Supplies	409	1,500	1,500	1,500
Materials - Flooring & Ceiling	69	500	2,000	2,000
Materials - Glass & Window	45	1,000	0	0
Materials - Appliances & Parts	799	1,500	1,500	1,500
Materials - Smoke/CO Detectors/Fire Ext.	22	0	0	0
Materials - Hardware/Locks	178	600	500	500
Materials - Safety Equipment	70	3,800	3,000	3,000
Materials - Pest Control	0	200	200	200
Materials - Lumber Sheetrock	34	200	200	200
Materials - Doors	2,109	300	0	0
Materials - Water Heaters/Boilers & Parts	0	1,000	3,000	3,000
Total Materials	82,887	77,120	129,920	129,920
Contracts - Maintenance				
Contracts - Trash Removal	55,853	25,000	50,000	50,000
Contracts - HVAC	55,973	25,000	50,000	50,000
Contracts - Elevator Maint.	14,545	20,000	20,000	20,000
Contracts - Landscape/Grounds	181,305	50,000	50,000	50,000
Contracts - Tree Trimming	53,400	109,159	15,000	15,000
Contracts - Electrical Contracts	17,069	3,000	10,000	10,000
Contracts - Plumbing Contracts	0	5,000	5,000	5,000
Contracts - Pest Control	7,896	7,000	7,000	7,000
Contracts - Janitorial Contracts	89,351	110,000	50,000	50,000

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Contracts - Fire Protection	9,889	8,000	10,000	10,000
Contracts - Door & Window Repairs	432	2,000	2,000	2,000
Contracts - Building & Equipment Repairs	3,222	6,000	0	0
Contracts - Painting	128	0	1,000	1,000
Contracts - Equipment Rental	333	3,000	2,000	2,000
Contracts - Maintenance & Repairs	5,581	0	2,000	2,000
Contracts - Key & Lock Services	2,522	3,000	3,000	3,000
Contract - Vehicle Repairs/ Maintenance	48,864	70,750	60,000	60,000
Contracts - Uniforms	17,325	13,305	3,951	3,951
Contract - Reasonable Accommodations	3,540	0	0	0
Contracts - Masonry Work	4,792	2,000	0	0
Contract Labor	12,593	0	0	0
Prop. Mgmt. Maintenance & Repair	70	0	0	0
Total Maintenance Contracts	584,683	462,214	340,951	340,951
Total Ordinary Maintenance & Operations	1,162,119	1,165,040	842,042	842,042
Protective Services				
Police Liaison		0	28,000	28,000
Protective Services- Equipments	12,046	20,000	20,000	20,000
Protective Services- Contracts	6,302	20,000	20,000	20,000
Total Protective Services	28,373	40,000	68,000	68,000
General Expenses				
Insurance				
Property Insurance	14,519	146,693	16,303	16,303
Liability Insurance	48,831	104,635	50,294	50,294
Workmen's Compensation	51,063	23,353	53,455	53,455
Insurance Deductible	300	0	0	0
Automobile Insurance	14,000	16,779	14,203	14,203
Auto Physical Liability	10,781	11,155	10,941	10,941
Mobile Equipment Insurance Expense	685	613	600	600
Crime Prevention Insurance	4,181	4,009	4,386	4,386
Business Owners Insurance	146,398	50,000	167,624	167,624
Total Insurance	290,758	357,237	317,806	317,806
Employee Benefits Contribution				
FICA Employers Share - Admin	499,325	513,110	495,100	495,100
FICA Employers Share - Maintenance	32,697	65,568	25,753	25,753
Medical Benefits - Admin	1,060,850	1,255,404	1,163,023	1,163,023
Medical Benefits - Maintenance	94,481	106,077	97,595	97,595

HOUSING AUTHORITY OF THE CITY OF AUSTIN

HACA Central Office

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Retirement Benefits - Admin	1,024,034	994,594	814,708	814,708
Retirement Benefits - Maintenance	228,816	147,623	38,307	38,307
Fed & State Unemployment - Admin	645	5,535	5,243	5,243
Fed & State Unemployment - Maintenance	166	360	540	540
Life Insurance - Admin	8,606	18,245	5,612	5,612
Life Insurance - Maintenance	532	662	405	405
Disability Insurance - Admin	12,373	34,381	10,785	10,785
Disability Insurance - Maintenance	941	1,248	774	774
Phone Stipend - Admin	756	0	0	0
Phone Stipend - Maintenance	48	0	0	0
Total Employee Benefits Contribution	2,964,268	3,142,807	2,657,844	2,657,844
Total General Expenses	3,255,026	3,500,044	2,975,650	2,975,650
Total Operating Expenses	14,109,618	14,295,681	13,841,347	13,826,135
NET OPERATING INCOME (LOSS)	(9,061,856)	(10,985,814)	(10,895,530)	10,880,318
Non-Routine Expenses				
Casualty Losses- Non-capitalized	342,447	0	0	0
Total Non-Routine Expenses	342,447	0	0	0
Donations & Transfers				
Operating Transfers In	(14,983,800)	(11,885,506)	(284,866)	(284,866)
Operating Transfers From/To Component Unit	0	(268,047)	(284,867)	(284,867)
Operating Transfers Out	4,080,000	0	0	0
Total Donations & Transfers	(10,903,800)	(12,153,552)	(569,733)	(569,733)
Net Income (Loss)	1,708,194	1,167,738	(10,325,797)	10,310,585

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Assisted Housing Programs
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Fraud Recovery				
Fraud Recovery- Housing Assistance Payments	18,846	61,247	20,000	(41,247)
Total Fraud Recovery	18,846	61,247	20,000	(41,247)
Operating Grants				
HAP Subsidy	84,537,252	83,190,428	94,995,364	11,804,936
HAP Admin Fees	7,019,096	6,257,899	6,918,432	660,533
HAP Admin Fees - EHV Service Fees	161,443	211,750	200,000	(11,750)
HUD FSS Grant Revenue	414,875	462,029	483,240	21,211
Grants Revenue	105,633	187,250	273,298	86,048
FSS Recapture	9,374	0	12,000	12,000
Total Operating Grants	92,247,673	90,309,356	102,882,334	12,572,978
Other Revenue				
Miscellaneous Income	36,589	0	0	0
Total Other Revenue	36,589	0	0	0
Total Revenue	92,303,108	90,370,603	102,902,334	12,531,731
EXPENSES				
Administrative Expenses				
Salaries				
Admin Salaries - Regular	3,403,155	3,331,340	3,387,272	55,931
Admin Salaries - Temp	18,504	0	0	0
Admin Salaries - Overtime	25,996	2,000	18,000	16,000
Incentive Pay	15,681	0	0	0
Compensated Absences	33,863	278,622	204,316	(74,306)
Total Salaries	3,497,198	3,611,962	3,609,588	(2,374)
Legal Expense				
Legal Expense	0	5,500	7,500	2,000
Total Legal Expenses	0	5,500	7,500	2,000
Travel & Training				
Staff Training	32,278	46,500	47,000	500
Travel - Airlines	6,305	3,000	10,350	7,350
Travel - Lodging	10,578	17,000	17,900	900
Travel - Car Transportation	3,873	200	3,100	2,900
Per Diem	2,770	1,200	4,250	3,050

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Assisted Housing Programs
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Travel - Conference Fees	9,314	5,300	8,000	2,700
Total Travel & Training	65,117	73,200	90,600	17,400
Auditing Fees				
Auditing Fees	20,978	25,000	30,000	5,000
Total Audit Fees	20,978	25,000	30,000	5,000
Office Expenses				
Office Supplies	6,492	16,000	16,000	0
Postage, Couriers, Express Mail	44,565	32,500	41,000	8,500
Printing	14,067	7,600	11,000	3,400
Advertising and Marketing	2,680	4,475	12,500	8,025
Membership Dues and Fees	323	1,000	1,000	0
Telephone	3,665	8,700	2,000	(6,700)
Computer Equipment	897	0	1,000	1,000
Equipment Leases	19,144	16,932	13,932	(3,000)
Meeting	1,200	4,000	5,500	1,500
Misc. Expenses	1,398	0	0	0
Subscriptions	17,802	11,060	15,164	4,104
Consultants	(1,724)	9,000	5,000	(4,000)
Credit Check	35,662	3,800	49,093	45,293
Criminal Check	9,239	38,500	17,500	(21,000)
Interpreter Fee	6,141	2,750	3,000	250
Software	128,057	174,772	207,500	32,728
Document Shredding	3,749	850	2,250	1,400
Inspections	66,528	70,000	80,000	10,000
Port-Out Admin Fee	72,817	84,000	85,000	1,000
Waiting List Opening	0	10,000	20,000	10,000
Total Office Expenses	432,700	530,139	588,439	58,300
Management Fees				
Management Fees	685,123	369,900	547,200	177,300
Bookkeeping Fees	428,202	145,800	342,000	196,200
IT Fees	86,299	0	0	0
Total Management Fees	1,199,624	515,700	889,200	373,500
Total Administrative Expenses	5,215,618	4,761,501	5,215,326	453,825
Tenant Services				
Tenant Services- Salaries				
Tenant Services - Salaries Reg	323,629	306,763	480,621	173,858

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Assisted Housing Programs
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Total Tenant Services - Salaries	323,629	306,763	480,621	173,858
Tenant Services - Workforce Development				
Education and Training	6,013	0	0	0
Total Tenant Services - Workforce Development	6,013	0	0	0
Tenant Services - Community Initiatives				
Supportive Services	161,443	211,750	0	(211,750)
Total Tenant Services - Community Initiatives	161,443	211,750	0	(211,750)
Tenant Services - FSS Support Services				
FSS Support Services	0	0	200,000	200,000
Total Tenant Services - FSS Support Services	0	0	200,000	200,000
Total Tenant Services	491,085	518,513	680,621	162,108
Ordinary Maintenance & Operations				
Ordinary Maint. & Operations- Materials				
Materials - Gas & Oil	8,205	11,000	10,000	(1,000)
Materials - Auto Parts	138	1,500	0	(1,500)
Total Materials	8,343	12,500	10,000	(2,500)
Contracts - Maintenance				
Contract - Vehicle Repairs/ Maintenance	13,794	25,000	25,000	0
Total Maintenance Contracts	13,794	25,000	25,000	0
Total Ordinary Maintenance & Operations	22,138	37,500	35,000	(2,500)
Protective Services				
Police Liaison	10,023	0	0	0
Protective Services- Contracts	0	0	27,500	27,500
Total Protective Services	10,023	0	27,500	27,500
General Expenses				
Insurance				
Liability Insurance	50,162	56,159	56,159	0
Workmen's Compensation	25,652	14,262	29,353	15,091
Insurance Deductible	600	0	0	0
Total Insurance	76,413	70,421	85,512	15,091
Employee Benefits Contribution				

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Assisted Housing Programs
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
FICA Employers Share - Admin	251,553	254,847	249,272	(5,575)
FICA Employers Share - Tenant Serv	23,497	22,290	21,700	(590)
Medical Benefits - Admin	939,946	903,243	991,118	87,874
Medical Benefits - Tenant Serv	94,330	90,066	95,082	5,016
Retirement Benefits - Admin	510,325	491,186	473,591	(17,596)
Retirement Benefits - Tenant Serv	44,229	38,505	39,980	1,475
Fed & State Unemployment - Admin	667	4,996	4,905	(91)
Fed & State Unemployment - Tenant Serv	55	450	450	0
Life Insurance - Admin	4,675	10,899	3,243	(7,656)
Life Insurance - Tenant Serv	461	1,091	341	(750)
Disability Insurance - Admin	8,419	20,373	7,233	(13,140)
Disability Insurance - Tenant Serv	803	2,219	648	(1,571)
Phone Stipend - Admin	1,044	0	0	0
Phone Stipend - Tenant Serv	48	0	0	0
Total Employee Benefits Contribution	1,880,051	1,840,166	1,887,562	47,396
Total General Expenses	1,956,464	1,910,587	1,973,074	62,487
Total Operating Expenses	7,695,329	7,228,101	7,931,521	703,420
NET OPERATING INCOME (LOSS)	84,607,779	83,142,502	94,970,814	11,828,311
Non-Routine Expenses				
HAP Payments	81,765,894	83,190,428	94,995,364	11,804,936
UAP Payments	1,784,305	0	0	0
Port Out HAP	1,520,303	0	0	0
FSS Escrow Contributions	626,387	0	0	0
Port-Out UAP	37,902	0	0	0
Total Non-Routine Expenses	85,734,791	83,190,428	94,995,364	11,804,936
Donations & Transfers				
Operating Transfers In	(534,000)	(316,047)	(284,866)	31,181
Operating Transfers From/To Component Unit	0	(268,047)	(334,867)	(66,820)
Operating Transfers Out	534,000	536,094	569,732	33,638
Total Donations & Transfers	0	(48,000)	(50,001)	(2,001)
Net Income (Loss)	(1,127,012)	74	25,450	25,376

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC All Properties
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	10,368,243.80	10,285,100.00	10,773,350.00	488,250.00
Vacancies	(7,016.94)	0.00	0.00	0.00
Write-Off / Bad Debt	(194,515.79)	(61,200.00)	(170,500.00)	(109,300.00)
Non-Dwelling Rental	1,236,924.92	1,181,100.00	1,201,117.00	20,017.00
Total Tenant Revenue	11,403,636.00	11,405,000.00	11,803,967.00	398,967.00
Operating Grants				
Grants Revenue	39,360.00	0.00	0.00	0.00
Total Operating Grants	39,360.00	0.00	0.00	0.00
Investment Income				
Investment Income - Unrestricted - Admin	1,640,178.24	2,351,547.00	2,673,537.00	321,990.00
Total Investment Income	1,640,178.24	2,351,547.00	2,673,537.00	321,990.00
Interest Income				
Mortgage Interest Income	3,458.41	0.00	0.00	0.00
Interest on Notes	405,000.00	0.00	0.00	0.00
Interest on Bank Accounts	103,148.74	65,658.00	36,000.00	(29,658.00)
Total Interest Income	511,607.15	65,658.00	36,000.00	(29,658.00)
Other Revenue				
Developer Fees	2,605,904.04	3,000,000.00	3,000,000.00	0.00
Management Fee	359,558.48	762,885.00	0.00	(762,885.00)
Asset Management Fees	1,467,574.60	2,979,432.00	0.00	(2,979,432.00)
Distribution Revenue	13,412,657.22	2,946,000.00	0.00	(2,946,000.00)
Land Lease Income	6,115.99	0.00	0.00	0.00
Acquisition fees	1,507,500.00	3,500,000.00	3,500,000.00	0.00
Miscellaneous Income	177,749.58	0.00	0.00	0.00
Other Income - Misc	7,320,613.15	1,668,056.00	8,170,814.00	6,502,758.00
Total Other Revenue	26,857,673.06	14,856,373.00	14,670,814.00	(185,559.00)
Total Revenue	40,452,454.45	28,678,578.00	29,184,318.00	505,740.00
EXPENSES				
Administrative Expenses				
Salaries				
Admin Salaries - Regular	703,839.42	748,021.08	833,781.00	85,759.92
Property Mgmt. - Payroll	756,476.76	743,907.60	820,040.00	76,132.40
Compensated Absences	0.00	57,387.00	48,339.00	(9,048.00)
Total Salaries	1,460,316.18	1,549,315.68	1,702,160.00	152,844.32
Legal Expense				
Legal Expense	0.00	3,000.00	3,000.00	0.00
Total Legal Expenses	0.00	3,000.00	3,000.00	0.00

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC All Properties
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Travel & Training				
Staff Training	0.00	5,500.00	5,500.00	0.00
Travel - Airlines	1,678.64	3,200.00	3,200.00	0.00
Travel - Lodging	1,281.91	4,800.00	4,800.00	0.00
Travel - Car Transportation	376.45	250.00	250.00	0.00
Travel - Mileage	0.00	200.00	200.00	0.00
Per Diem	362.40	0.00	0.00	0.00
Misc Travel	(19.51)	0.00	0.00	0.00
Travel - Conference Fees	1,732.80	3,500.00	3,500.00	0.00
Total Travel & Training	5,412.70	17,450.00	17,450.00	0.00
Auditing Fees				
Auditing Fees	48,000.00	40,000.00	40,000.00	0.00
Total Audit Fees	48,000.00	40,000.00	40,000.00	0.00
Office Expenses				
Office Supplies	231.00	1,500.00	1,500.00	0.00
Postage, Couriers, Express Mail	273.70	1,000.00	750.00	(250.00)
Printing	19.20	0.00	500.00	500.00
Advertising and Marketing	0.00	500.00	500.00	0.00
Membership Dues and Fees	4,436.30	7,000.00	32,000.00	25,000.00
Telephone	4,258.90	2,752.90	3,456.00	703.10
Internet / Cable	2,098.82	1,620.58	0.00	(1,620.58)
Maint. Agreement - Office Equipment	(49.98)	0.00	0.00	0.00
Admin Contractors	8,540.64	263,200.00	48,720.00	(214,480.00)
Meeting	1,990.87	11,000.00	11,000.00	0.00
Misc. Expenses	1,344.55	3,000.00	3,000.00	0.00
Subscriptions	5,285.26	1,200.00	1,200.00	0.00
Bank Charges	3,570.00	3,000.00	3,000.00	0.00
Consultants	23,748.00	25,000.00	30,000.00	5,000.00
Interpreter Fee	889.86	4,000.00	1,500.00	(2,500.00)
Software	21.60	0.00	0.00	0.00
Sponsorships/Industry Contributions	5,820.00	50,000.00	50,000.00	0.00
Permits, Licenses & Certificates	500.40	1,000.00	1,000.00	0.00
Prop. Mgmt. - Admin Costs	1,102,491.84	1,001,532.00	1,041,340.00	39,808.00
Prop. Mgmt. - Advertising and Promotions	176,802.82	143,136.00	172,115.00	28,979.00
Total Office Expenses	1,342,273.78	1,520,441.48	1,401,581.00	(118,860.48)
Management Fees				
Management Fees	0.00	120,720.00	135,984.00	15,264.00
Prop. Mgmt. - Management Fees	543,279.82	439,344.00	547,531.00	108,187.00
Total Management Fees	543,279.82	560,064.00	683,515.00	123,451.00
Total Administrative Expenses	3,399,282.47	3,690,271.16	3,847,706.00	157,434.84

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC All Properties
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Tenant Services				
Tenant Services - Workforce Development				
Education and Training	70.18	0.00	0.00	0.00
Total Tenant Services - Workforce Development	70.18	0.00	0.00	0.00
Tenant Services - Community Initiatives				
Community Grants/Donations	59,100.04	0.00	0.00	0.00
Total Tenant Services - Community Initiatives	59,100.04	0.00	0.00	0.00
Tenant Services- Other				
Tenant Relocation Costs	0.00	2,500.00	2,000.00	(500.00)
Total Tenant Services - Other	0.00	2,500.00	2,000.00	(500.00)
Total Tenant Services	59,170.21	2,500.00	2,000.00	(500.00)
Utilities				
Water	604,144.84	653,496.00	659,820.00	6,324.00
Electricity	112,118.92	105,996.00	117,752.00	11,756.00
Gas	53,803.55	79,800.00	44,064.00	(35,736.00)
Total Utilities	770,067.30	839,292.00	821,636.00	(17,656.00)
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	848,330.00	790,190.28	939,017.20	148,826.92
Total Maintenance Labor	848,330.00	790,190.28	939,017.20	148,826.92
Ordinary Maint. & Operations- Materials				
Materials - Lawn Care/ Grounds	12,756.92	0.00	0.00	0.00
Materials - HVAC / Heating / Cooling	1,049.26	1,800.00	1,800.00	0.00
Materials - Gas & Oil	222.10	300.00	300.00	0.00
Materials - Auto Parts	47.66	300.00	300.00	0.00
Materials - Doors	0.00	500.00	500.00	0.00
Total Materials	14,075.94	2,900.00	2,900.00	0.00
Contracts - Maintenance				
Contracts - Trash Removal	4,026.76	10,448.00	3,500.00	(6,948.00)
Contracts - In-House Bulk Trash	405.00	1,920.00	0.00	(1,920.00)
Contracts - HVAC	13,626.00	10,000.00	10,000.00	0.00
Contracts - Landscape/Grounds	21,462.13	17,896.00	9,900.00	(7,996.00)
Contracts - Tree Trimming	3,600.00	0.00	2,400.00	2,400.00
Contracts - Electrical Contracts	11,983.50	500.00	4,000.00	3,500.00
Contracts - Plumbing Contracts	(1,968.00)	3,000.00	3,000.00	0.00
Contracts - Pest Control	5,430.00	3,280.00	4,336.00	1,056.00
Contracts - Janitorial Contracts	11,206.80	0.00	10,188.00	10,188.00
Contracts - Fire Protection	2,922.65	360.00	2,376.00	2,016.00

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC All Properties
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Contracts - Building & Equipment Repairs	0.00	2,000.00	2,000.00	0.00
Contracts - Maintenance & Repairs	139.12	0.00	360.00	360.00
Contract - Vehicle Repairs/ Maintenance	1,951.12	4,000.00	4,000.00	0.00
Contracts - Roofing	0.00	1,000.00	1,000.00	0.00
Prop Mgmt. Cleaning & Decorating	404,238.61	328,860.00	402,881.00	74,021.00
Prop. Mgmt. Maintenance & Repair	570,831.37	440,748.00	561,692.00	120,944.00
Prop. Mgmt Contract Services	530,257.78	443,628.00	456,444.00	12,816.00
Total Maintenance Contracts	1,580,112.83	1,267,640.00	1,478,077.00	210,437.00
Total Ordinary Maintenance & Operations	2,442,518.77	2,060,730.28	2,419,994.20	359,263.92
Protective Services				
Protective Services- Equipments	4,775.96	7,332.00	4,160.00	(3,172.00)
Protective Services- Contracts	2,045.88	180.00	1,800.00	1,620.00
Prop Mgmt - Security Contracts/Services	167,711.42	206,616.00	159,892.00	(46,724.00)
Total Protective Services	174,533.27	214,128.00	165,852.00	(48,276.00)
General Expenses				
Insurance				
Property Insurance	96,123.36	0.00	2,300.00	2,300.00
Liability Insurance	1,564.19	0.00	1,500.00	1,500.00
Workmen's Compensation	4,802.66	2,875.00	7,027.00	4,152.00
Prop. Mgmt. - Insurance	495,837.46	452,652.00	745,878.00	293,226.00
Total Insurance	598,327.67	455,527.00	756,705.00	301,178.00
Employee Benefits Contribution				
FICA Employers Share - Admin	48,659.04	57,223.00	61,816.00	4,593.00
Medical Benefits - Admin	94,355.48	99,348.00	128,290.00	28,942.00
Retirement Benefits - Admin	125,826.50	123,118.00	125,488.00	2,370.00
Fed & State Unemployment - Admin	52.93	540.00	630.00	90.00
Life Insurance - Admin	999.44	2,410.00	950.00	(1,460.00)
Disability Insurance - Admin	1,426.16	4,541.00	1,466.00	(3,075.00)
Phone Stipend - Admin	115.20	0.00	0.00	0.00
Prop. Mgmt. Payroll Admin Benefits - Admin	248,264.41	134,448.00	96,429.00	(38,019.00)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	252,369.43	135,264.12	131,749.00	(3,515.12)
Total Employee Benefits Contribution	772,068.61	556,892.12	546,818.00	(10,074.12)
Interest Expense				
Interest on Notes Payable	1,427,405.75	1,458,140.71	1,437,634.00	(20,506.71)
Total Interest Expense	1,427,405.75	1,458,140.71	1,437,634.00	(20,506.71)
	0.00			
Other General Expense	0.00			
PILOT	106,944.98	88,106.64	0.00	(88,106.64)
Tax Credit Fees Expense	1,020.00	15,550.00	2,000.00	(13,550.00)
Total Other General Expenses	107,964.98	103,656.64	2,000.00	(101,656.64)
Total General Expenses	2,905,767.01	2,574,216.47	2,743,157.00	168,940.53

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC All Properties
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Total Operating Expenses	9,751,339.03	9,381,137.91	10,000,345.20	619,207.29
NET OPERATING INCOME (LOSS)	30,701,115.42	19,297,440.09	19,183,972.80	(113,467.29)
Non-Routine Expenses				
Casualty Losses- Non-capitalized	177.79	0.00	0.00	0.00
Total Non-Routine Expenses	177.79	0.00	0.00	0.00
Donations & Transfers				
Operating Transfers In	(300,000.00)	(523,524.00)	0.00	523,524.00
Operating Transfers Out	300,000.00	10,315,495.00	50,000.00	(10,265,495.00)
Total Donations & Transfers	0.00	9,791,971.00	50,000.00	(9,741,971.00)
Net Income (Loss)	30,700,938.83	9,505,469.09	19,133,972.80	9,628,503.71

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Blueprint Department
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	

REVENUES

Other Revenue

Blueprint - Voucher Processing	142,566	165,498	117,289	(48,209)
Blueprint - Training	22,194	0	8,000	8,000
Blueprint - Consulting	107,826	0	56,250	56,250
Total Other Revenue	272,586	165,498	181,539	16,041
Total Revenue	272,586	165,498	181,539	16,041

EXPENSES

Administrative Expenses

Salaries

Admin Salaries - Regular	50,577	60,000	62,050	2,050
Total Salaries	50,577	60,000	62,050	2,050

Travel & Training

Travel - Airlines	608	500	0	(500)
Travel - Lodging	2,293	0	1,195	1,195
Travel - Car Transportation	263	0	168	168
Per Diem	676	0	428	428
Total Travel & Training	3,840	500	1,791	1,291

Office Expenses

Office Supplies	30	0	39	39
Membership Dues and Fees	0	184	0	(184)
Subscriptions	0	1,513	0	(1,513)
Bank Charges	600	100	0	(100)
Consultants	17,280	6,473	14,400	7,927
Software	105	2,500	596	(1,904)
Total Office Expenses	18,015	10,770	15,035	4,265

Management Fees

Management Fees	15,840	0	9,600	9,600
Total Management Fees	15,840	0	9,600	9,600
Total Administrative Expenses	88,272	71,270	88,476	17,206

General Expenses

Insurance

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Blueprint Department
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Workmen's Compensation	381	192	360	168
Total Insurance	381	192	360	168
Employee Benefits Contribution				
FICA Employers Share - Admin	4,168	32,400	3,840	(28,560)
Medical Benefits - Admin	8,200	0	7,200	7,200
Retirement Benefits - Admin	11,172	0	9,960	9,960
Fed & State Unemployment - Admin	5	0	0	0
Life Insurance - Admin	82	0	72	72
Disability Insurance - Admin	141	0	1,536	1,536
Phone Stipend - Admin	1,366	0	0	0
Total Employee Benefits Contribution	25,133	32,400	22,608	(9,792)
Total General Expenses	25,514	32,592	22,968	(9,624)
Total Operating Expenses	113,786	103,862	111,444	7,582
NET OPERATING INCOME (LOSS)	158,800	61,636	70,095	8,459
Net Income (Loss)	158,800	61,636	70,095	8,459

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Austin Pathways, LTD
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Operating Grants				
HUD FSS Grant Revenue	334,712	0	0	0
Grants Revenue	777,231	1,632,642	1,444,954	(1,444,954)
FSS Recapture	15,064	0	0	0
Total Operating Grants	1,127,006	1,632,642	1,444,954	(1,444,954)
Interest Income				
Interest on Bank Accounts	19,754	0	0	0
Total Interest Income	19,754	0	0	0
Other Revenue				
Miscellaneous Income	156,160	0	0	0
Other Income - Misc	2,460	0	0	0
Total Other Revenue	158,620	0	0	0
Total Revenue	1,305,380	1,632,642	1,444,954	(1,444,954)
EXPENSES				
Administrative Expenses				
Salaries				
Admin Salaries - Regular	529,535	993,814	835,332	835,332
Admin Salaries - Overtime	5,622	0	0	0
Incentive Pay	20,635	0	0	0
Compensated Absences	4,047	53,499	76,376	76,376
Total Salaries	559,839	1,047,313	911,708	911,708
Legal Expense				
Legal Expense	6	0	0	0
Total Legal Expenses	6	0	0	0
Travel & Training				
Staff Training	10,280	22,695	13,500	13,500
Travel - Airlines	1,693	4,000	6,610	6,610
Travel - Lodging	7,882	4,000	9,622	9,622
Travel - Car Transportation	434	2,000	1,259	1,259
Travel - Mileage	2,868	6,288	2,500	2,500
Per Diem	1,660	1,500	2,034	2,034
Misc Travel	0	1,000	1,000	1,000

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Austin Pathways, LTD
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Travel - Conference Fees	5,424	7,450	14,930	14,930
Total Travel & Training	30,240	48,933	51,455	51,455
Auditing Fees				
Auditing Fees	9,600	8,000	8,000	8,000
Total Audit Fees	9,600	8,000	8,000	8,000
Office Expenses				
Office Supplies	1,472	21,733	7,335	7,335
Postage, Couriers, Express Mail	1,309	17,476	3,600	3,600
Printing	857	3,250	3,600	3,600
Advertising and Marketing	0	32,902	4,000	4,000
Membership Dues and Fees	780	23,000	5,650	5,650
Telephone	10,527	13,040	15,750	15,750
Internet / Cable	4,123	0	0	0
Computer Equipment	2,224	2,500	0	0
Equipment Leases	1,510	0	1,500	1,500
Office Equipment/Furniture	383	20,876	6,500	6,500
Admin Contractors	265,338	154,525	245,000	245,000
Meeting	8,484	13,500	15,000	15,000
Misc. Expenses	12,423	112,500	10,000	10,000
Subscriptions	1,882	2,500	2,500	2,500
Answering Service	7,119	0	0	0
Consultants	73,134	69,330	161,040	161,040
Interpreter Fee	2,392	6,000	6,300	6,300
Software	24,385	44,000	44,750	44,750
Breakroom Supplies	0	1,500	500	500
Sponsorships/Industry Contributions	0	10,000	8,500	8,500
Permits, Licenses & Certificates	193	1,500	1,000	1,000
HACA Family Scholarship	1,502	0	0	0
Recruiting	(4,309)	0	0	0
Total Office Expenses	415,728	550,132	542,525	542,525
Management Fees				
Management Fees	2,802	0	0	0
Total Management Fees	2,802	0	0	0
Total Administrative Expenses	1,018,215	1,654,378	1,513,688	1,513,688
Tenant Services				

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Austin Pathways, LTD
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	
	Actual	Budget	Budget	Variance

Tenant Services- Salaries

Tenant Services - Salaries Reg	798,114	331,646	511,218	511,218
Tenant Services - Salaries OT	242	0	0	0
Total Tenant Services - Salaries	798,356	331,646	511,218	511,218

Tenant Services - Youth Educational Success

A/B Honor Roll/Perfect Attendance	17,820	40,000	40,000	40,000
Collaborating with Priority One Schools	0	500	500	500
Comprehensive Youth Development Club	199,288	200,000	200,000	200,000
In School Case Management/Tutoring	660,000	600,000	600,000	600,000
Scholarship Marketing	1,977	6,000	6,750	6,750
School Supplies	10,576	10,000	10,000	10,000
Youth Leadership Lifeskills & Service	975	54,000	32,000	32,000
Youth Stem/Steam Programming	85,074	88,492	12,500	12,500
HACA Resident Scholarships	55,063	0	55,000	55,000
Total Tenant Services - Youth Educational Su	1,030,773	998,992	956,750	956,750

Tenant Services - Workforce Development

Apprenticeship Stipends	103,028	113,533	117,560	117,560
Childcare Program - Voucher	5,653	50,000	25,000	25,000
Education and Training	11,351	35,233	27,500	27,500
Incentives	0	12,000	21,500	21,500
Parenting Classes	0	5,000	22,927	22,927
Transportation Assistance	56	13,161	8,958	8,958
Workforce Development Services	41,822	93,684	80,000	80,000
Total Tenant Services - Workforce Developme	161,910	322,611	303,445	303,445

Tenant Services - Community Initiatives

Community Grants/Donations	0	2,500	2,500	2,500
Citywide Advisory Board Support	83	5,000	4,000	4,000
Community Building	7,649	0	71,360	71,360
Community Educational Events	16,104	31,300	38,300	38,300
Elderly Supportive Services	219,636	260,000	224,000	224,000
New Resident Orientation Packets	0	3,000	1,500	1,500
Program Outreach & Marketing	155	500	6,600	6,600
Supportive Services	20,677	6,400	11,000	11,000
Total Tenant Services - Community Initiativ	264,304	308,700	359,260	359,260

Tenant Services - Digital Inclusion

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Austin Pathways, LTD
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Computer Equipment	0	20,000	15,052	15,052
Adult Digital Literacy Training	0	74,250	70,750	70,750
Total Tenant Services - Digital Inclusion	0	94,250	85,802	85,802
Tenant Services - FSS Support Services				
Program Coordinating Committee & Partner Ever	0	500	500	500
Bankquet/Recruitment and Marketing	5,356	7,500	15,000	15,000
FSS Childcare	0	10,000	10,000	10,000
FSS Support Services	65,694	25,000	25,000	25,000
Total Tenant Services - FSS Support Services	71,049	43,000	50,500	50,500
Tenant Services- Other				
Tenant Participation - Residents Council	1,153	0	0	0
Tenant Participation - HACA	463	0	0	0
Total Tenant Services - Other	1,617	0	0	0
Total Tenant Services	2,328,010	2,099,199	2,266,975	2,266,975
Ordinary Maintenance & Operations				
Ordinary Maint. & Operations- Materials				
Materials - Gas & Oil	68	0	150	150
Materials - Auto Parts	348	0	300	300
Total Materials	416	0	450	450
Contracts - Maintenance				
Contract - Vehicle Repairs/ Maintenance	13,028	2,000	5,000	5,000
Total Maintenance Contracts	13,028	2,000	5,000	5,000
Total Ordinary Maintenance & Operations	13,444	2,000	5,450	5,450
Protective Services				
Protective Services- Equipments	291	500	500	500
Total Protective Services	291	500	500	500
General Expenses				
Insurance				
Workmen's Compensation	9,554	4,201	11,943	11,943
Total Insurance	9,554	4,201	11,943	11,943
Employee Benefits Contribution				

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Austin Pathways, LTD
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
FICA Employers Share - Admin	36,607	80,085	64,548	64,548
FICA Employers Share - Tenant Serv	68,064	15,389	34,934	34,934
Medical Benefits - Admin	67,303	202,815	188,337	188,337
Medical Benefits - Tenant Serv	217,820	78,253	112,700	112,700
Retirement Benefits - Admin	54,903	141,332	121,358	121,358
Retirement Benefits - Tenant Serv	133,368	20,070	40,672	40,672
Fed & State Unemployment - Admin	65	1,350	1,260	1,260
Fed & State Unemployment - Tenant Serv	195	360	630	630
Life Insurance - Admin	574	3,408	866	866
Life Insurance - Tenant Serv	1,253	636	600	600
Disability Insurance - Admin	1,018	6,422	2,430	2,430
Disability Insurance - Tenant Serv	2,380	1,198	590	590
Phone Stipend - Admin	5	0	0	0
Phone Stipend - Tenant Serv	48	0	0	0
Total Employee Benefits Contribution	583,603	551,318	568,925	568,925
Total General Expenses	593,157	555,519	580,868	580,868
Total Operating Expenses	3,953,118	4,311,596	4,367,481	4,367,481
NET OPERATING INCOME (LOSS)	(2,647,738)	(2,678,954)	(2,922,527)	2,922,527
Donations & Transfers				
Operating Transfers In	(2,142,480)	(2,678,954)	0	0
Total Donations & Transfers	(2,142,480)	(2,678,954)	0	0
Net Income (Loss)	(550,933)	0	(2,922,527)	2,922,527

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC Bent Tree
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	1,452,533	1,410,000	1,440,000	30,000
Write-Off / Bad Debt	(20,527)	0	(5,200)	(5,200)
Total Tenant Revenue	1,432,006	1,410,000	1,434,800	24,800
Other Revenue				
Other Income - Misc	207,773	166,800	190,800	24,000
Total Other Revenue	207,773	166,800	190,800	24,000
Total Revenue	1,639,779	1,576,800	1,625,600	48,800
EXPENSES				
Administrative Expenses				
Salaries				
Property Mgmt. - Payroll	104,709	133,884	117,158	(16,726)
Total Salaries	104,709	133,884	117,158	(16,726)
Office Expenses				
Prop. Mgmt. - Admin Costs	177,376	136,500	130,238	(6,262)
Prop. Mgmt. - Advertising and Promotions	26,852	17,088	27,500	10,412
Total Office Expenses	204,229	153,588	157,738	4,150
Management Fees				
Prop. Mgmt. - Management Fees	74,544	67,200	76,897	9,697
Total Management Fees	74,544	67,200	76,897	9,697
Total Administrative Expenses	383,481	354,672	351,793	(2,879)
Utilities				
Water	71,308	85,800	72,360	(13,440)
Electricity	21,346	17,700	23,292	5,592
Total Utilities	92,654	103,500	95,652	(7,848)
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	122,308	111,900	135,047	23,147
Total Maintenance Labor	122,308	111,900	135,047	23,147
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	68,611	21,360	51,600	30,240

HOUSING AUTHORITY OF THE CITY OF AUSTIN

AAHC Bent Tree

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Prop. Mgmt. Maintenance & Repair	108,247	35,820	103,470	67,650
Prop. Mgmt Contract Services	136,888	64,980	66,768	1,788
Total Maintenance Contracts	313,746	122,160	221,838	99,678
Total Ordinary Maintenance & Operations	436,055	234,060	356,885	122,825
Protective Services				
Protective Services- Equipments	613	636	660	24
Total Protective Services	613	636	660	24
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	73,979	55,980	76,537	20,557
Total Insurance	73,979	55,980	76,537	20,557
Employee Benefits Contribution				
Prop. Mgmt. Payroll Admin Benefits - Admin	31,343	16,932	9,509	(7,423)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	47,741	16,728	18,746	2,018
Total Employee Benefits Contribution	79,084	33,660	28,255	(5,405)
Interest Expense				
Interest on Notes Payable	152,592	152,094	152,094	0
Total Interest Expense	152,592	152,094	152,094	0
Total General Expenses	305,655	241,734	256,886	15,152
Total Operating Expenses	1,218,458	934,602	1,061,876	127,274
NET OPERATING INCOME (LOSS)	421,321	642,198	563,724	(78,474)
Net Income (Loss)	421,321	642,198	563,724	(78,474)

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC Bridges at South Point
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	1,979,540	1,965,000	2,068,000	(2,068,000)
Write-Off / Bad Debt	(102,711)	(14,400)	(60,000)	60,000
Total Tenant Revenue	1,876,828	1,950,600	2,008,000	(2,008,000)
Other Revenue				
Other Income - Misc	329,696	333,600	312,000	(312,000)
Total Other Revenue	329,696	333,600	312,000	(312,000)
Total Revenue	2,206,524	2,284,200	2,320,000	(2,320,000)
EXPENSES				
Administrative Expenses				
Salaries				
Property Mgmt. - Payroll	112,183	115,260	142,759	142,759
Total Salaries	112,183	115,260	142,759	142,759
Office Expenses				
Prop. Mgmt. - Admin Costs	194,258	171,420	183,540	183,540
Prop. Mgmt. - Advertising and Promotions	38,255	39,660	36,408	36,408
Total Office Expenses	232,513	211,080	219,948	219,948
Management Fees				
Prop. Mgmt. - Management Fees	68,577	71,484	105,684	105,684
Total Management Fees	68,577	71,484	105,684	105,684
Total Administrative Expenses	413,273	397,824	468,391	468,391
Utilities				
Water	117,780	108,300	122,400	122,400
Electricity	16,350	17,928	16,200	16,200
Gas	11,253	18,000	14,400	14,400
Total Utilities	145,383	144,228	153,000	153,000
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	102,592	127,056	149,112	149,112
Total Maintenance Labor	102,592	127,056	149,112	149,112
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	58,572	63,768	67,056	67,056
Prop. Mgmt. Maintenance & Repair	48,718	50,772	65,400	65,400
Prop. Mgmt. Contract Services	77,032	75,336	74,520	74,520
Total Maintenance Contracts	184,323	189,876	206,976	206,976
Total Ordinary Maintenance & Operations	286,915	316,932	356,088	356,088

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC Bridges at South Point
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Protective Services				
Prop Mgmt - Security Contracts/Services	11,400	12,288	11,460	11,460
Total Protective Services	11,400	12,288	11,460	11,460
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	112,847	114,156	125,546	125,546
Total Insurance	112,847	114,156	125,546	125,546
Employee Benefits Contribution				
Prop. Mgmt. Payroll Admin Benefits - Admin	43,263	23,604	19,171	19,171
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	41,206	16,392	19,316	19,316
Total Employee Benefits Contribution	84,469	39,996	38,487	38,487
Interest Expense				
Interest on Notes Payable	500,453	497,982	486,312	486,312
Total Interest Expense	500,453	497,982	486,312	486,312
Total General Expenses	697,768	652,134	650,345	650,345
Total Operating Expenses	1,554,738	1,523,406	1,639,284	1,639,284
NET OPERATING INCOME (LOSS)	651,786	760,794	680,716	(680,716)
Net Income (Loss)	651,786	760,794	680,716	(680,716)

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC Eastland Plaza
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Non-Dwelling Rental	1,004,065	1,011,300	1,004,917	(1,004,917)
Total Tenant Revenue	1,004,065	1,011,300	1,004,917	(1,004,917)
Other Revenue				
Other Income - Misc	243,284	270,756	264,182	(264,182)
Total Other Revenue	243,284	270,756	264,182	(264,182)
Total Revenue	1,247,348	1,282,056	1,269,099	(1,269,099)
EXPENSES				
Administrative Expenses				
Office Expenses				
Telephone	0	358	0	0
Internet / Cable	0	1,621	0	0
Prop. Mgmt. - Admin Costs	4,800	8,412	0	0
Prop. Mgmt. - Advertising and Promotions	0	13,020	12,082	12,082
Total Office Expenses	4,800	23,410	12,082	12,082
Management Fees				
Prop. Mgmt. - Management Fees	54,000	55,620	95,612	95,612
Total Management Fees	54,000	55,620	95,612	95,612
Total Administrative Expenses	58,800	79,030	107,694	107,694
Utilities				
Water	48,620	47,328	48,000	48,000
Electricity	14,346	14,268	15,000	15,000
Total Utilities	62,966	61,596	63,000	63,000
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	15,342	20,028	63,780	63,780
Total Maintenance Labor	15,342	20,028	63,780	63,780
Contracts - Maintenance				
Contracts - Trash Removal	1,425	6,948	0	0
Contracts - In-House Bulk Trash	405	1,920	0	0
Contracts - Landscape/Grounds	575	8,736	0	0
Prop Mgmt. Cleaning & Decorating	50,759	40,860	51,347	51,347
Prop. Mgmt. Maintenance & Repair	79,113	39,408	64,545	64,545

HOUSING AUTHORITY OF THE CITY OF AUSTIN
AAHC Eastland Plaza
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Prop. Mgmt Contract Services	19,610	8,544	34,168	34,168
Total Maintenance Contracts	151,887	106,416	150,060	150,060
Total Ordinary Maintenance & Operations	167,229	126,444	213,840	213,840
Protective Services				
Protective Services- Equipments	0	5,196	0	
Protective Services- Contracts	0	180	0	
Prop Mgmt - Security Contracts/Services	108,969	113,136	109,440	
Total Protective Services	108,969	118,512	109,440	109,440
General Expenses				
Insurance				
Property Insurance	93,740	0	0	0
Prop. Mgmt. - Insurance	0	28,236	117,000	117,000
Total Insurance	93,740	28,236	117,000	117,000
Employee Benefits Contribution				
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	945	1,824	1,920	1,920
Total Employee Benefits Contribution	945	1,824	1,920	1,920
Other General Expense				
PILOT	105,728	88,107	0	0
Total Other General Expenses	105,728	88,107	0	0
Total General Expenses	200,413	118,167	118,920	118,920
Total Operating Expenses	598,377	503,749	612,894	612,894
NET OPERATING INCOME (LOSS)	648,972	778,307	656,205	(656,205)
Net Income (Loss)	648,972	778,307	656,205	(656,205)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Lexington Hill

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	2,187,671	2,719,200	2,628,000	(91,200)
Write-Off / Bad Debt	(46,811)	(6,000)	(49,500)	(43,500)
Total Tenant Revenue	2,140,860	2,713,200	2,578,500	(134,700)
Other Revenue				
Miscellaneous Income	1,343	0	0	0
Other Income - Misc	364,057	321,000	408,000	87,000
Total Other Revenue	365,401	321,000	408,000	87,000
Total Revenue	2,506,261	3,034,200	2,986,500	(47,700)
EXPENSES				
Administrative Expenses				
Salaries				
Property Mgmt. - Payroll	151,997	174,480	210,006	35,526
Total Salaries	151,997	174,480	210,006	35,526
Office Expenses				
Misc. Expenses	263	0	0	0
Prop. Mgmt. - Admin Costs	243,150	268,200	278,676	10,476
Prop. Mgmt. - Advertising and Promotions	39,981	38,640	48,012	9,372
Total Office Expenses	283,394	306,840	326,688	19,848
Management Fees				
Prop. Mgmt. - Management Fees	100,841	133,800	142,227	8,427
Total Management Fees	100,841	133,800	142,227	8,427
Total Administrative Expenses	536,232	615,120	678,921	63,801
Utilities				
Water	126,281	172,800	176,400	3,600
Electricity	17,738	25,800	24,300	(1,500)
Gas	20,657	34,560	27,000	(7,560)
Total Utilities	164,676	233,160	227,700	(5,460)
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	177,065	193,800	236,676	42,876
Total Maintenance Labor	177,065	193,800	236,676	42,876
Ordinary Maint. & Operations- Materials				
Materials - Lawn Care/ Grounds	10,631	0	0	0
Total Materials	10,631	0	0	0
Contracts - Maintenance				

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Lexington Hill

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Prop Mgmt. Cleaning & Decorating	87,876	77,100	89,316	12,216
Prop. Mgmt. Maintenance & Repair	101,641	117,420	109,632	(7,788)
Prop. Mgmt Contract Services	101,670	111,600	115,308	3,708
Total Maintenance Contracts	291,187	306,120	314,256	8,136
Total Ordinary Maintenance & Operations	478,884	499,920	550,932	51,012
Protective Services				
Prop Mgmt - Security Contracts/Services	16,241	16,500	1,560	(14,940)
Total Protective Services	16,241	16,500	1,560	(14,940)
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	95,071	86,172	142,237	56,065
Total Insurance	95,071	86,172	142,237	56,065
Employee Benefits Contribution				
Prop. Mgmt. Payroll Admin Benefits - Admin	48,989	34,998	28,552	(6,446)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	36,698	34,998	35,453	455
Total Employee Benefits Contribution	85,687	69,997	64,005	(5,992)
Interest Expense				
Interest on Notes Payable	371,928	444,855	443,639	(1,216)
Total Interest Expense	371,928	444,855	443,639	(1,216)
Other General Expense				
Franchise Taxes	0	15,550	0	(15,550)
Total Other General Expenses	0	15,550	0	(15,550)
Total General Expenses	552,686	616,573	649,881	33,308
Total Operating Expenses	1,748,718	1,981,273	2,108,994	127,721
NET OPERATING INCOME (LOSS)	757,543	1,052,927	877,506	(175,421)
Non-Routine Expenses				
Casualty Losses- Non-capitalized	148	0	0	0
Total Non-Routine Expenses	148	0	0	0
Net Income (Loss)	757,394	1,052,927	877,506	(175,421)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Leisure Time Village

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	144,510	177,000	172,168	(4,832)
Write-Off / Bad Debt	(5)	0	0	0
Total Tenant Revenue	144,505	177,000	172,168	(4,832)
Other Revenue				
Other Income - Misc	704	900	1,048	148
Total Other Revenue	704	900	1,048	148
Total Revenue	145,209	177,900	173,216	(4,684)
EXPENSES				
Administrative Expenses				
Office Expenses				
Prop. Mgmt. - Admin Costs	29,397	35,436	34,792	(644)
Prop. Mgmt. - Advertising and Promotions	0	120	75	(45)
Total Office Expenses	29,397	35,556	34,867	(689)
Management Fees				
Prop. Mgmt. - Management Fees	12,500	15,300	15,000	(300)
Total Management Fees	12,500	15,300	15,000	(300)
Total Administrative Expenses	41,897	50,856	49,867	(989)
Utilities				
Water	2,064	0	0	0
Total Utilities	2,064	0	0	0
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	9,634	17,040	14,604	(2,436)
Total Maintenance Labor	9,634	17,040	14,604	(2,436)
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	6,930	12,000	20,310	8,310
Prop. Mgmt. Maintenance & Repair	15,163	12,300	25,181	12,881
Prop. Mgmt Contract Services	6,515	10,200	11,526	1,326
Total Maintenance Contracts	28,609	34,500	57,017	22,517
Total Ordinary Maintenance & Operations	38,242	51,540	71,621	20,081
Protective Services				
Protective Services- Equipments	1,168	0	0	0

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Leisure Time Village

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Prop Mgmt - Security Contracts/Services	5,712	6,000	7,612	1,612
Total Protective Services	6,880	6,000	7,612	1,612
General Expenses				
Employee Benefits Contribution				
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	1,191	3,600	3,622	22
Total Employee Benefits Contribution	1,191	3,600	3,622	22
Other General Expense				
PILOT	1,014	0	0	0
Total Other General Expenses	1,014	0	0	0
Total General Expenses	2,205	3,600	3,622	22
Total Operating Expenses	91,288	111,996	132,722	20,726
NET OPERATING INCOME (LOSS)	53,921	65,904	40,494	(25,410)
Net Income (Loss)	53,921	65,904	40,494	(25,410)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Single Family

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	268,739	282,000	263,700	(18,300)
Vacancies	(7,017)	0	0	0
Total Tenant Revenue	261,722	282,000	263,700	(18,300)
Other Revenue				
Other Income - Misc	2,910	1,200	2,400	(2,400)
Total Other Revenue	2,910	1,200	2,400	(2,400)
Total Revenue	264,632	283,200	266,100	(17,100)
EXPENSES				
Administrative Expenses				
Office Expenses				
Prop. Mgmt. - Admin Costs	2,690	4,200	2,760	(1,440)
Total Office Expenses	2,690	4,200	2,760	(1,440)
Management Fees				
Prop. Mgmt. - Management Fees	15,000	15,000	26,965	11,965
Total Management Fees	15,000	15,000	26,965	11,965
Total Administrative Expenses	17,690	19,200	29,725	10,525
Utilities				
Electricity	1,780	0	1,500	1,500
Total Utilities	1,780	0	1,500	1,500
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	13,398	25,656	25,200	(456)
Total Maintenance Labor	13,398	25,656	25,200	(456)
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	8,596	2,700	6,600	6,600
Prop. Mgmt. Maintenance & Repair	30,075	18,600	44,400	44,400
Prop. Mgmt Contract Services	5,298	1,740	4,550	2,810
Total Maintenance Contracts	43,969	23,040	55,550	32,510
Total Ordinary Maintenance & Operations	57,367	48,696	80,750	32,054

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Single Family
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	1,231	1,920	1,100	(820)
Total Insurance	1,231	1,920	1,100	(820)
Employee Benefits Contribution				
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	2,472	5,736	5,561	(175)
Total Employee Benefits Contribution	2,472	5,736	5,561	(175)
Total General Expenses	3,703	7,656	6,661	(995)
Total Operating Expenses	80,539	75,552	118,636	43,084
NET OPERATING INCOME (LOSS)	184,093	207,648	147,464	(60,184)
Net Income (Loss)	184,093	207,648	147,464	(60,184)

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Bridge at Sterling Village
FISCAL YEAR 2024 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	1,915,930	2,183,900	2,593,482	409,582
Write-Off / Bad Debt	(6,623)	(10,800)	(33,240)	(22,440)
Total Tenant Revenue	1,909,307	2,173,100	2,560,242	387,142
Other Revenue				
Other Income - Misc	258,559	318,000	300,384	(17,616)
Total Other Revenue	258,559	318,000	300,384	(17,616)
Total Revenue	2,167,866	2,491,100	2,860,626	369,526
EXPENSES				
Administrative Expenses				
Salaries				
Property Mgmt. - Payroll	173,983	179,044	201,907	22,863
Total Salaries	173,983	179,044	201,907	22,863
Office Expenses				
Prop. Mgmt. - Admin Costs	184,662	191,700	219,504	27,804
Prop. Mgmt. - Advertising and Promotions	28,846	19,200	33,012	13,812
Total Office Expenses	213,508	210,900	252,516	41,616
Management Fees				
Management Fees	0	120,720	130,224	9,504
Prop. Mgmt. - Management Fees	97,058	0	0	0
Total Management Fees	97,058	120,720	130,224	9,504
Total Administrative Expenses	484,550	510,664	584,647	73,983
Utilities				
Water	109,172	162,000	159,780	(2,220)
Electricity	15,812	14,700	18,660	3,960
Gas	906	840	1,320	480
Total Utilities	125,891	177,540	179,760	2,220
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	194,099	182,942	191,639	8,697
Total Maintenance Labor	194,099	182,942	191,639	8,697
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	25,018	55,080	35,148	(19,932)
Prop. Mgmt. Maintenance & Repair	51,803	78,036	56,748	(21,288)

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Bridge at Sterling Village
FISCAL YEAR 2024 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
Prop. Mgmt Contract Services	62,885	74,352	76,500	2,148
Total Maintenance Contracts	139,706	207,468	168,396	(39,072)
Total Ordinary Maintenance & Operations	333,805	390,410	360,035	(30,375)
Protective Services				
Prop Mgmt - Security Contracts/Services	6,737	41,676	16,500	(25,176)
Total Protective Services	6,737	41,676	16,500	(25,176)
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	94,669	103,500	164,225	60,725
Total Insurance	94,669	103,500	164,225	60,725
Employee Benefits Contribution				
Prop. Mgmt. Payroll Admin Benefits - Admin	65,367	31,278	19,524	(11,754)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	74,384	38,322	28,297	(10,025)
Total Employee Benefits Contribution	139,751	69,599	47,821	(21,778)
Interest Expense				
Interest on Notes Payable	143,314	190,404	186,342	(4,062)
Total Interest Expense	143,314	190,404	186,342	(4,062)
Total General Expenses	377,734	363,504	398,388	34,884
Total Operating Expenses	1,328,717	1,483,794	1,539,330	55,536
NET OPERATING INCOME (LOSS)	839,149	1,007,306	1,321,296	313,990
Net Income (Loss)	839,149	1,007,306	1,321,296	313,990

HOUSING AUTHORITY OF THE CITY OF AUSTIN

Bridge at Sweetwater

FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Tenant Revenue				
Rental Charges	1,557,098	1,548,000	1,608,000	60,000
Write-Off / Bad Debt	(7,150)	(30,000)	(22,560)	7,440
Total Tenant Revenue	1,549,948	1,518,000	1,585,440	67,440
Other Revenue				
Other Income - Misc	200,252	235,800	192,000	(43,800)
Total Other Revenue	200,252	235,800	192,000	(43,800)
Total Revenue	1,750,200	1,753,800	1,777,440	23,640
EXPENSES				
Administrative Expenses				
Salaries				
Property Mgmt. - Payroll	148,408	141,240	148,210	6,970
Total Salaries	148,408	141,240	148,210	6,970
Office Expenses				
Misc. Expenses	831	0	0	0
Prop. Mgmt. - Admin Costs	174,717	185,664	179,748	(5,916)
Prop. Mgmt. - Advertising and Promotions	29,103	15,408	27,108	11,700
Total Office Expenses	204,652	201,072	206,856	5,784
Management Fees				
Prop. Mgmt. - Management Fees	78,680	80,940	84,114	3,174
Total Management Fees	78,680	80,940	84,114	3,174
Total Administrative Expenses	431,740	423,252	439,180	15,928
Utilities				
Water	79,311	77,268	78,900	1,632
Electricity	13,395	15,600	14,580	(1,020)
Gas	15,034	26,400	0	(26,400)
Total Utilities	107,740	119,268	93,480	(25,788)
Ordinary Maintenance & Operations				
Maintenance Labor				
Prop. Mgmt. Maintenance Labor	137,732	111,768	122,959	11,191
Total Maintenance Labor	137,732	111,768	122,959	11,191
Contracts - Maintenance				
Prop Mgmt. Cleaning & Decorating	73,911	55,992	81,504	25,512
Prop. Mgmt. Maintenance & Repair	102,349	88,392	92,316	3,924
Prop. Mgmt. Contract Services	86,145	96,876	73,104	(23,772)
Total Maintenance Contracts	262,405	241,260	246,924	5,664

HOUSING AUTHORITY OF THE CITY OF AUSTIN
Bridge at Sweetwater
FISCAL YEAR 2025 OPERATING BUDGET

	Annualized	FY 2024	FY 2025	Variance
	Actual	Budget	Budget	
REVENUES				
Total Ordinary Maintenance & Operations	400,136	353,028	369,883	16,855
Protective Services				
Prop Mgmt - Security Contracts/Services	12,915	17,016	13,320	(3,696)
Total Protective Services	12,915	17,016	13,320	(3,696)
General Expenses				
Insurance				
Prop. Mgmt. - Insurance	80,093	62,688	119,233	56,545
Total Insurance	80,093	62,688	119,233	56,545
Employee Benefits Contribution				
Prop. Mgmt. Payroll Admin Benefits - Admin	36,432	27,636	19,673	(7,963)
Prop. Mgmt. Payroll Maint. Benefits - Maintenance	25,277	17,664	18,834	1,170
Total Employee Benefits Contribution	61,709	45,300	38,507	(6,793)
Interest Expense				
Interest on Notes Payable	156,071	172,806	169,247	(3,559)
Total Interest Expense	156,071	172,806	169,247	(3,559)
Total General Expenses	297,873	280,794	326,987	46,193
Total Operating Expenses	1,250,405	1,193,358	1,242,850	49,492
NET OPERATING INCOME (LOSS)	499,795	560,442	534,590	(25,852)
Net Income (Loss)	499,795	560,442	534,590	(25,852)

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02839

PURCHASING ITEM NO. 6.

MEETING DATE: March 21, 2024

STAFF CONTACT: Nora Velasco, Director of Operations and Procurement

ITEM TITLE: Presentation, Discussion, And Possible Action Regarding Resolution No. 02839:
Approving the Replacement of Thirteen (13) Fleet Vehicles

BUDGETED ITEM: Yes

TOTAL COST: \$480,000.00

ACTION

The Board is being asked to approve the purchase of thirteen (13) 2024 Toyota Camry LE Hybrid.

SUMMARY

Background:

HACA'S 2024 Strategic Plan Objective 4B, item #6, "Replacement of HACA's Fleet by Attrition", calls for implementation of initiatives to promote energy efficiency environmental sustainability, and climate resilience by replacing our fleet through attrition with fuel efficient vehicles such as hybrid and/or EV. Cars being replaced are 2006 Chevrolet Impalas, these vehicles have outlived their useful life of service and will be sold at auction. Section 8 Inspectors and Pathways will be assigned the new vehicles. The Toyota Camry LE Hybrid was selected to meet HACA's Strategic Plan to promote efficiency and environmental sustainability. The purchase will be through a cooperative purchasing or local dealership in the amount not to exceed \$480,000.00.

Process:

Over the past two years, HACA researched different hybrid models and costs to reduce HACA's carbon footprint and meet the Agency's strategic initiatives. HACA explored and test drove various models. The Toyota Camry Hybrid LE provided the best mix of price, safety features, reliability and other specifications that meet our needs. HACA will begin replacement of the identified vehicles immediately, working with the dealer for the most advantageous process, and vehicle availability.

Staff Recommendation:

Staff's recommendation is to replace these oldest and highest mileage sedan vehicles in HACA's fleet, with the Toyota Camry Hybrid model LE.

ATTACHMENTS:

- **ATTACHMENT.01. SPECIFICATIONS**

RESOLUTION NO. 02839

**APPROVAL OF THE PURCHASE AND REPLACEMENT OF 13 SEDAN VEHICLES OF
HACA'S FLEET INVENTORY**

WHEREAS, 13 sedan vehicles of HACA's fleet inventory have reached and surpassed the end of life value; and

WHEREAS, HACA's 2024 Strategic Plan, Objective 4B, Item #6 Implement initiatives to promote energy efficiency environmental sustainability, and climate resiliency. Replace fleet through attrition with fuel efficient vehicles such as hybrid and/or EV, and;

WHEREAS, HACA's staff researched different hybrid models and found the Toyota Camry Hybrid model LE to be the best replacement model to meet HACA's 2024 Strategic Initiatives; and;

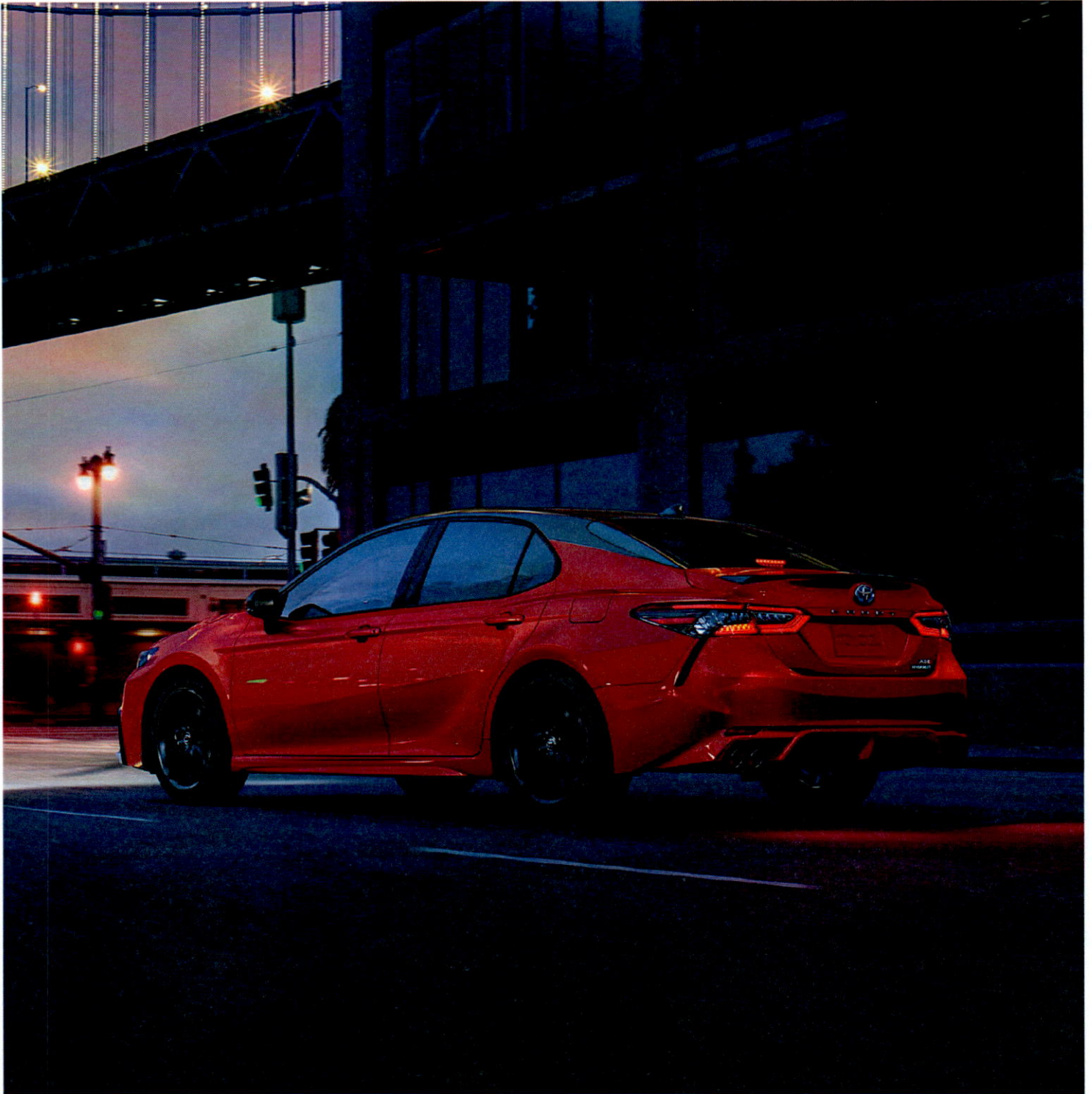
WHEREAS, the purchase will be through a Cooperative Agreement or local Toyota dealerships depending on availability of the desired vehicle model, and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Housing Authority of the City of Austin Board of Commissioners approves the purchase and replacement of 13 sedan vehicles, at a cost not to exceed \$480,000.

PASSED, APPROVED, AND ADOPTED this March 21, 2024.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson



TOYOTA

2024 Camry

2024 CAMRY

Teach your old commute new tricks.

The 2024 Toyota Camry keeps the convenience of a midsize sedan and delivers a drive that amplifies the fun. With you in mind, Camry comes in a wide range of models, so there's a perfect match for you. Whether giving your adventures a confidence boost with available All-Wheel Drive (AWD) capability or taking your daily commutes as far as they can with hybrid efficiency, there's a Camry fit for your lifestyle.

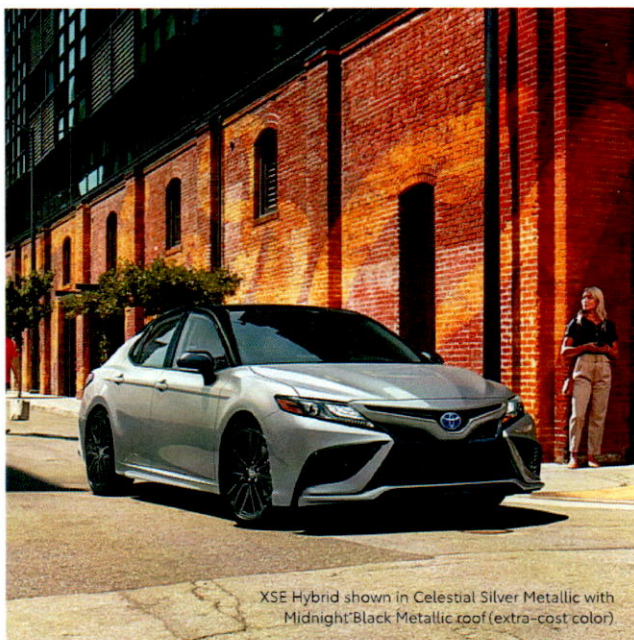


SE Hybrid Nightshade shown in Reservoir Blue.



SE Hybrid Nightshade shown in Reservoir Blue.





XSE Hybrid shown in Celestial Silver Metallic with Midnight Black Metallic roof (extra-cost color)

PERFORMANCE

More than capable.

By taking advantage of the light and strong Toyota New Global Architecture (TNGA) platform, Camry is engineered for optimized handling and ride quality. And with a low, wide stance, Camry delivers a crisp and responsive feel. Indulge your sporty side and take the long way home.

Impressive 4-cylinder and V6 engines

Camry offers a compelling choice of gasoline engines: a proficient 2.5-liter Dynamic Force 4-cylinder and a robust 3.5-liter V6, each delivering a quality blend of performance and efficiency.



XSE V6 shown in Wind Chill Pearl and Midnight Black Metallic roof (extra-cost color) with available Driver Assist Package.

Hybrid performance

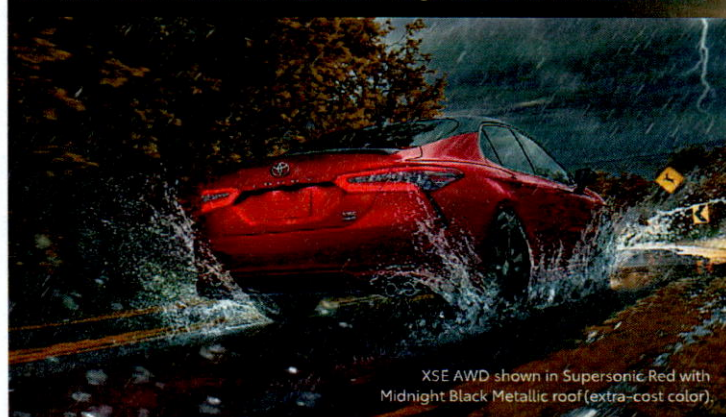
Get the best of both worlds. Camry Hybrid's Dynamic Force 4-cylinder engine, along with a proven electric motor and smooth-shifting transmission, produces ample torque and has a manufacturer-estimated rating of 46 mpg combined.¹ And with available 19-in. wheels, Camry Hybrid proves it doesn't sacrifice style.



XSE Hybrid shown in Celestial Silver Metallic with Midnight Black Metallic roof (extra-cost color).

All-Wheel Drive

Available All-Wheel Drive (AWD) performance gives you peace of mind, no matter the forecast. When sensing slippage at the front wheels, Camry AWD can send up to 50% of the torque to the rear wheels for more grip in gravel, rain or snow.



XSE AWD shown in Supersonic Red with Midnight Black Metallic roof (extra-cost color).

See numbered footnotes in Disclosures section.



TRD

Not your average four-door.

We've turned our Toyota Racing Development (TRD) engineers loose on Camry, improving handling, performance and styling. Aerodynamic elements, from the front splitter and the side aero skirts to the rear diffuser and spoiler, boost Camry TRD's bold impression and help enhance high-speed stability.



TRD 19-in. alloy wheels with red-painted calipers

Matte-black alloy wheels on TRD not only look good, but also reduce weight and enhance steering responsiveness. Large 12.9-in.-diameter front rotors and red-painted dual-piston front calipers are designed to give impressive stopping power on every twist and turn.



TRD purposeful stance

TRD-tuned shocks help enhance body control, handling agility and steering precision. Thicker underbody braces increase torsional rigidity, and unique coil springs not only drop the vehicle .60 inches for a lower center of gravity, but also enhance the aero kit's downforce and aggressive look.



TRD cat-back dual exhaust

Hit the gas and enjoy the sound of TRD's standard 301-hp 3.5L V6. The cat-back dual exhaust releases a throatier sound with every press of the pedal. Polished stainless steel TRD exhaust tips punctuate its athletic look.

Technology that keeps up with you.

Take advantage of smart and convenient technologies designed to simplify your everyday life. Trial periods are available on select models for the listed Connected Services.*⁴ 4G network dependent.



Toyota app

With active applicable Connected Services⁴ subscriptions, the Toyota app⁵ allows you to stay connected to your Camry wherever you go. Available for Apple^{®6} and Android^{™7} devices.

- ✓ Remote Vehicle Start⁸ (if equipped) and Lock/Unlock Doors
- ✓ Check Up on Your Toyota's Health
- ✓ Schedule a Service Appointment
- ✓ Shop for Genuine Toyota Parts and Accessories
- ✓ Make a Payment With Your TFS Account



Safety Connect[®]

Round-the-clock help when the unexpected happens.⁹

- ✓ Emergency Assistance Button (SOS)
- ✓ Enhanced Roadside Assistance¹⁰
- ✓ Automatic Collision Notification
- ✓ Stolen Vehicle Locator¹¹



Service Connect

Being proactive to help keep your vehicle in peak condition.¹²

- ✓ Vehicle Health Report
- ✓ Vehicle Maintenance Alert
- ✓ Maintenance Reminder



Wi-Fi Connect

Turn your Toyota into a hotspot with 4G connectivity.¹³

- ✓ AT&T Hotspot



Dynamic Navigation

Available Dynamic Navigation¹⁴ provides you with the most up-to-date map data, routes and points of interest (POIs) on your vehicle's factory-installed navigation system, through real-time updates downloaded from the Cloud.

- ✓ Dynamic Map
- ✓ Dynamic Route
- ✓ Dynamic POI



Destination Assist

Available Destination Assist¹⁵ provides drivers 24-hour access to a live agent who can provide directions through the vehicle's factory-installed navigation system to an address or point of interest.



Available Remote Connect

Manage your vehicle through the Toyota app.^{5,8}

- ✓ Remote Vehicle Start (if equipped)
- ✓ Unlock/Lock
- ✓ Remote Notifications
- ✓ Guest Driver
- ✓ Smartwatch Compatibility

*To view included trial details, please visit toyota.com/connected-services.



TOYOTA SAFETY SENSE™ 2.5+ (TSS 2.5+)

Peace of mind comes standard.

Toyota Safety Sense™ 2.5+ (TSS 2.5+)²² is an advanced bundle of active safety features included on many new Toyota vehicles at no additional cost. These innovative features were designed to help protect you and your passengers from harm.



Pre-Collision System with Pedestrian Detection²³



Dynamic Radar Cruise Control²⁴



Lane Departure Alert with Steering Assist²⁵



Automatic High Beams²⁶



Lane Tracing Assist²⁷



Road Sign Assist²⁸

For more information, visit toyota.com/safety-sense. Feature availability may vary by model grade. See numbered footnotes in Disclosures section.

Interior

- 4.2-in. TFT Multi-Information Display (MID) with odometer, outside temperature, fuel economy and trip information, current/average fuel economy, distance to empty, average speed, trip distance with timer, hybrid system information, energy monitor and warning messages
- Dual zone automatic climate control with air filter, electric compressor and humidity sensor
- Tilt/telescopic 3-spoke steering wheel with audio, Multi-Information Display (MID), Bluetooth® hands-free phone, voice-command, Dynamic Radar Cruise Control (DRCC), and Lane Departure Alert (LDA) controls
- Overhead console with maplights and sunglasses storage
- Full-Speed Range Dynamic Radar Cruise Control (DRCC)
- Electric Parking Brake (EPB) with Brake Hold function
- One 12V auxiliary power outlet
- Dual sun visors with sliding extensions
- One USB charge and media port (1 5A)
- One USB-C charge port
- Brake Hold
- Soft-material upper door trim
- Interior silver door handles
- Fabric-trimmed front seats with passenger side seatback pocket;
- 8-way power-adjustable driver's seat with power lumbar support;
- 6-way adjustable front passenger seat
- 4-mode switch (EV, Eco, Normal, Sport)
- Linear dark interior trim
- Day/night rearview mirror
- Smart Key System on front doors and trunk with Push Button Start, remote keyless entry system and remote illuminated entry
- Power door locks with shift-linked automatic locking feature with anti-lockout feature
- Power windows with auto up/down, jam protection in all positions and retained-power features
- Two front and two rear cup holders; two front door and two rear bottle holders
- Covered center console, armrest and storage
- 60/40 split fold-down rear seat with center armrest with cup holders
- Rear window defogger and timer
- Passenger-side illuminated glove compartment

Audio Multimedia

- Audio — 7-in. touchscreen, six speakers, Android Auto™ & Apple CarPlay® compatible, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details. 5

ToyotaCare

- 24-hour Roadside Assistance \$0 (No Cost)
- No cost maintenance plan \$0 (No Cost)

Safety & Convenience

- Tire Pressure Monitor System (TPMS)
- Integrated backup camera with projected path
- Ten airbags — includes driver and front passenger Advanced Airbag System, driver and front passenger seat-mounted side airbags, driver and front passenger knee airbags, rear seat-mounted side airbags, and front and rear side curtain airbags
- Hill Start Assist Control (HAC)
- Automatic engine shut off
- LATCH (Lower Anchors and Tethers for CHildren) includes lower anchors on outboard rear seats
- 3-point seatbelts for all seating positions, driver-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
- Anti-theft system with alarm
- Child-protector rear door locks and power window lockout control
- Collision sensors deactivate high-voltage battery
- Star Safety System™ — includes Enhanced Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS), Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Rear-Seat Reminder
- Driver and front passenger Whiplash-Injury-Lessening (WIL) seats
- Side-impact door beams
- Toyota Safety Sense™ 2.5+ — Pre-Collision System with Pedestrian Detection, Lane Departure Alert with Steering Assist, Automatic High Beams, Lane Tracing Assist, Road Sign Assist and Full-Speed Range Dynamic Radar Cruise Control
- Safety Connect® — includes Emergency Assistance, Stolen Vehicle Locator, Roadside Assistance and Automatic Collision Notification. Available by subscription after 1-year trial has ended. 4G network dependent
- Front and rear energy-absorbing crumple zones
- Energy-absorbing collapsible steering column

Connected Services

- Wi-Fi Connect — includes AT&T Wi-Fi hotspot Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription
- Safety Connect® — includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification, and Stolen Vehicle Locator. Subscription required. 1-year trial subscription 4G network dependent. 1-year trial subscription

2024 TOYOTA Camry LE Hybrid - 4T1C31AK6RU12B311

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is only representative of some of the information contained on an actual window sticker, and is not meant to replace or substitute for the actual window sticker on the vehicle. Please see your retailer for further information.

HOUSING AUTHORITY OF THE CITY OF AUSTIN

BOARD ACTION REQUEST

RESOLUTION NO. 02840

PLANNING AND DEVELOPMENT

ITEM NO. 7.

MEETING DATE: March 21, 2024

STAFF CONTACT: Jimi Teasdale, Planning & Development Director

ITEM TITLE: Presentation, Discussion, and Possible Action regarding Resolution No. 02840, Request for Approval of a Contract for Architectural and Engineering Services, Related to Renovation Needs at HACA's Central Administration Building

BUDGETED ITEM: Yes

TOTAL COST: \$146,250

ACTION

The Board is being asked to approve a Contract for Architectural and Engineering Services, Related to Renovation Needs at HACA's Central Administration Building.

SUMMARY

Background:

The HACA Central Administration Building incurred an electrical fire in April of 2023, that heavily damaged the Southwest Housing Compliance Corporation (SHCC) offices, and other adjacent office spaces located on the 2nd floor, as well as the entire cafeteria area on the 1st floor under it. HACA now desires to work to reimagine these spaces, and renovate with fresh ideas for their appearance, use and functionality. While a comprehensive and full renovation of all areas of the facility is desired by HACA leadership, these specific areas of the building are currently unoccupied, and cannot be efficiently re-utilized without full renovation, to include walls, ceiling, flooring, and finishes, furniture, and equipment (FFE). HACA has elected to start with these initial spaces that incurred damages, as its' first phase of renovation. Additional phases may be undertaken, based on HACA's satisfaction of the process and outcomes, and as budgets allow. Contract extensions or renewals for subsequent phases of work would be brought to the Board of Commissioners, as required, for explanation and approvals. Project costs for these specific spaces that were fire damaged are primarily supported from insurance funds, available from HACA's carrier, and specifically pursuant to the areas damaged by that incident. To date, HACA has received an initial payment of nearly \$170,000 from its' insurance provider and is scheduled to receive at least an additional \$300,000 more, for the structure and contents compensation.

Process:

HACA requested proposals from five separate architectural firms with deep experience in professional building renovations. The list of firms is attached. Firms were invited to visit with HACA Staff, and tour the

facility to gauge the scope of services needed, confirm space measurements, speak with Executive Team members and other staff, all in order to understand and develop some vision for the project. Two firms, after visiting the building and discussing our needs and plans, declined to participate.

Staff Recommendation:

Based on review of the proposals, demonstrated experience in the field of needed services, past positive relationship with HACA, and their acceptable cost ranges, Urban Foundry Architecture of Austin, TX, was selected as the firm best-suited for HACA's current needs. Upon further negotiation of the initial services to be performed, and cost estimate revisions by UFA, a final, defined scope of services was agreed upon. At this time, we request the Boards' approval of a contract with Urban Foundry Architecture in an amount of \$146,250.00, for Phase 1 of interior renovations at HACA's central administration facility.

ATTACHMENTS:

- ▣ **Summary of A&E Proposals**
- ▣ **UFA Proposal**

RESOLUTION NO. 02840

**APPROVING THE AWARD OF CONTRACT FOR ARCHITECTURAL AND
ENGINEERING SERVICES, RELATED TO RENOVATION NEEDS AT HACA'S CENTRAL
ADMINISTRATION BUILDING**

WHEREAS, On October 18, 2023, the Housing Authority of the City of Austin received proposals electronically for Architectural and Engineering Services, Related to Renovation Needs at HACA's Central Administration Building; and

WHEREAS, it is the recommendation of the President and CEO that the proposal submitted by Urban Foundry Architecture, LLC be accepted as the most responsible and responsive proposal in the amount of \$146,250.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Housing Authority Board of Commissioners authorizes the President and CEO to accept the proposal as submitted by Urban Foundry Architecture, LLC and award such contract;

PASSED, APPROVED AND ADOPTED this 21st day of March 2024.

Michael G. Gerber, Secretary

Carl S. Richie, Jr., Chairperson

SUMMARY OF ARCHITECTURAL FIRM RESPONSES FOR HACA'S CENTRAL ADMINISTRATION FACILITY RENOVATION FEBRUARY, 2024		
FIRM	Basic Services Proposal, estimate for Phase 1 only	Total Phase 1 Cost Est.
CUSHING TERRELL	\$93,650 + "supplemental services", re imbursables, etc.	\$125,150
NELSEN ARCHITECTURE	DECLINED	n/a
URBAN FOUNDRY ARCHITECTURE	\$127,750 + re imbursables, etc.	\$146,250
INFINITY GROUP	DECLINED	n/a
KIP FLORES ARCHITECTS	DECLINED	n/a

Master Agreement

Between Owner and Architect

HACA Interior Renovation Commercial Architecture Tenant Renovation

January 23, 2024

1. **Contract Attachments:** This Proposal for the Scope of Services described herein is incomplete without the UFA Terms and Conditions Agreement.
2. **Project Services Fees:** The services and fees listed below are based on the Architect's understanding of the Project's Scope of Work at the time of writing this Proposal. Service and Fees are subject to change if changes to Project's Scope of Work occur UFA's General Information.

Basic Services	PHASE I 28,980 sf	PHASE II 19,090 sf	PHASE III 31,765 sf
Interior Architecture	Pre-Design	Pre-Design	Pre-Design
Field Verification	\$5,750	\$3,900	\$6,250
Programming	\$8,750	\$5,750	\$9,500
Total Fee: Pre-Design & Doc Services	\$14,500	\$9,650	\$15,750
	Documentation	Documentation	Documentation
Schematic Design	\$19,250	\$13,500	\$22,250
Design Development	\$24,250	\$16,750	\$27,750
Construction Documentation	\$32,250	\$19,750	\$33,250
Bidding & Negotiation	\$3,000	\$2,250	\$3,250
Total Fee: Pre-Design & Doc Services	\$78,750	\$52,250	\$86,500
	Administration	Administration	Administration
Permit Processing/PP Management	\$3,250	\$3,250	\$3,250
Contract Administration	\$31,250	\$20,500	\$34,250
Total Fee: Administration Services	\$34,500	\$23,750	\$37,500

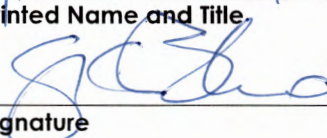
Supplemental ID Arch & Consultant Services	PHASE I	PHASE II	PHASE III
Individual ID Arch Services recommended	Individual ID	Individual ID	Individual ID
Phasing Move Logistics & Strategic Planning Coordination Initial X _____	\$9,250	\$6,250	\$10,250
Furniture Services (New) Initial X _____	\$26,750	\$17,250	\$28,500
Interior Signage Wayfinding/Room Initial X _____	\$2,900	\$1,900	\$3,250
Consultant Services	Est. Consultant & Misc. Fees	Est. Consultant & Misc. Fees	Est. Consultant & Misc. Fees
MEP Engineer (Field Verification)	\$10,000 NTE		
MEP Engineer (Design, CDs, CA)	\$39,100	\$32,200	\$55,775
Permit Agent	TBD	TBD	TBD
TDLR Fee	TBD	TBD	TBD
Registered Accessibility Specialist	TBD	TBD	TBD

Urban Foundry Architecture
1306 RIO GRANDE ST. AUSTIN, TX 78701

Notes:

1. Phase I, II, and III to be performed concurrently through Field Verification, Programming, Schematic Design, and Design Development.
2. Phase I will continue through CDs, B&N, and CA directly after Phase I DDs.
3. Phase II will continue after construction begins for Phase I. Architect reserves the right to provide an ASR for any delay, suspension, or interruption of work beyond 6 months that occurs after construction begins on Phase I.
4. Phase III will continue after construction begins for Phase II. Architect reserves the right to provide an ASR for any delay, suspension, or interruption of work beyond 6 months that occurs after construction begins on Phase II.
5. Field Verification by Architect to occur in scope indicated in attached Renovation Scope Floor Plan exhibits.
6. Permit Processing & Management, and Contract Administration to be phase separately into three phases (as described within this contract).
7. Contract Administration fees cover the following construction durations: Phase I (24 weeks), Phase II (20 weeks), Phase III (25 weeks). Construction durations are ultimately created by the General Contractor and are estimated in the proposal. Should schedule go beyond these durations, ID Architect's hourly rate will be billed at \$650/week until the end of construction and project completion. Should construction phasing go beyond 6 months between phases and/or code requirements change by AHJ, Architect reserves the right to request additional services to update or amend any necessary changes that result in the dormancy between phases.
8. Final Consultant and Vendor Fees to be incorporated into this Contract via ASR; 15% Consultant administrative markup will be applied at incorporation into contract for all Consultants and Vendors (15% consultant markup is currently shown as included in MEP Engineering fee above).
9. Excludes permit processing agent fees and AHJ plan review and permitting fees. Provided as a reimbursable.
10. Excludes TDLR fee and RAS review and inspection fees. Provided as a reimbursable.
11. APTUS Engineering has provided a Not-to-Exceed (NTE) for Time & Materials (T&M) hourly fee of \$10,000 for MEP Field Verification that is inclusive of this contract and to be billed as required (Architect to inform Owner of the need for these services prior to invoicing for them). MEP Engineering fees exclude Commissioning and an ASR can be provided for these services, as required.
12. General Administrative Expenses (GAE) at 2% of architectural fees.

Owner:

Sylvia C Blanco, Chief Operating Officer 5/13/2024
Printed Name and Title Date

Signature

Owner:

Housing Authority City of Austin (HACA)
Michael Gerber
President & CEO
(512) 477.4488

Architect:

Urban Foundry Architecture, LLC
1306 Rio Grande
Austin, Texas 78701

Project Location:

HACA Offices
1124 S. IH 35
Austin, TX 78704

3. **Project Scope Description:** The below description of the Project is our understanding of Scope of Work involved within the Project.

The building located at 1124 S. IH 35 in Austin, TX is a multi-generation office space. The purpose of this project is to renovate owner-occupied spaces within the facility in order to modernize the workspace and to finish out remediated areas in the building that were

damaged by water due to a small fire. The project will include modifications to mechanical, electrical, and plumbing systems.

PHASE I The Project will consist of an interior renovation of the Southeast sections on the first and second floors and the Southwest section on the second floor of the building. First floor renovation will consist of converting the existing cafeteria into an event space that can accommodate conferences and meetings with a catering warming kitchen and serving area. The dining portion of the cafeteria will host the event space, the existing kitchen will become the catering kitchen, and the existing food services area will be utilized as the serving area for the catered items. All of these areas will receive updated finishes, lighting, and equipment/fixtures as required. The employee break area, corridor, Admissions, training, and computer storage space within this quadrant will receive finish and lighting updates. The SHCC and Compliance sections located on the Northeast section of the second floor will be reimagined to incorporate office spaces that bring more light into the center of the space, collaborative break out spaces, open office spaces, and work rooms. Finishes and lighting will be updated and acoustical treatments will be implemented throughout the space. **This phase covers ~28,980 sf.**

PHASE II The Project will consist of an interior refresh of finishes and lighting in the Fitness Center and Locker Rooms on the first floor. *The existing locker room will be inspected to ensure current accessibility standards are met. Should ID Architect find the locker rooms require updates to meet current accessibility standards, ID Architect will incorporate those revisions into this phase.* This phase will also include a renovation to the Northwest and Northeast quadrants on the second floor that include the following departments: Executive, LIH, TMI, Finance, HR, Purchasing & Procurement, Employee Break Room, and the shared conference room in the Southwest quadrant. ID Architect to redesign these spaces to bring in more natural light into the center of the space, adjust the sizes of the existing offices to allow for more meeting and collaborative break out spaces, and open office spaces. Finishes and lighting will be updated and acoustical treatments will be implemented throughout the space. **This phase covers ~19,090 sf.**

PHASE III The Project will consist of an interior refresh of finishes and lighting to the common spaces on all three levels. This includes the following: work rooms, corridors, restrooms, stairwells, and elevator floors. *The existing restrooms will be inspected to ensure current accessibility standards are met. Should ID Architect find the restrooms require updates to meet current accessibility standards, ID Architect will incorporate those revisions into this phase.* This phase also includes a renovation to the Southwest, Northwest, and Northeast

quadrants on the first floor. ID Architect to redesign these spaces to bring in more natural light into the center of the space, adjust the sizes of the existing offices to allow for more meeting and collaborative break out spaces, and open office spaces. Finishes and lighting will be updated and acoustical treatments will be implemented throughout the space. This phase covers ~31,765 sf.

4. **Estimated Construction Budget:** A construction budget has not been provided. Finalized construction budget from contracted Contractor shall be incorporated into Architect's Contract. Refer to UFA Terms and Conditions for contractual considerations of estimated construction budget.
5. **Architect's Scope of Basic Services:** The Architect will provide the following services:
 - a. Programming & Field Verification
 - b. Schematic Design
 - c. Design Development
 - d. Construction Documentation
 - e. Bidding & Negotiation
 - f. Permit Processing/Permit Processing Management
 - g. Contract Administration
6. **Individual Services:** The following services are in addition to the Architect's Basic Scope of Services.
 - a. Phasing Move Logistics & Strategic Planning Coordination: Architect to provide strategic planning input assistance and move logistics coordination services to assist owner in relocating building personnel within the building throughout the duration of the three phases of construction. Architect to provide diagrams to assist Owner with their employee phasing management. Includes limited field verification of the 3rd floor, including rough cube floor plates to incorporate into an existing furniture floor plan. This furniture floor plan is to be utilized during the three phases of construction in order to temporarily house personnel. Inventory of furniture not included, but can be provided via an ASR. Excludes moving management, vendor management, or vendor selection – by Owner.
 - b. Furniture Services (NEW): *Layout, Design, Specification, RFP Selection Process of Furniture Vendor, Furniture Vendor Management, & Installation Coordination (New FF&E)*
 - c. Interior Signage (Wayfinding, Room Signage, Logo): *Design Direction & Management, Signage Vendor Management, & Installation Coordination*
7. **Consultants:** The following Consultants are provided within the Architect's Scope of Services per UFA's Consultants Involvement or will likely be required for the outlined project scope.
 - a. MEP Engineering (APTUS Engineering): Architect **HAS** provided an MEP engineering fee in this contract. MEP fees include Schematic Design, Design Documentation, Construction Documents, Permitting, and Construction Phase Services (excludes Commissioning). MEP fee proposal includes a NTE Hourly fee for Field Verification.
 - b. Structural Engineering: Architect **HAS NOT** provided a Structural engineering fee estimate in this contract. Architect to request formal proposal(s) during SD phase should structural modifications be required.

- c. Permit Expeditor (TBD): Architect **HAS NOT** provided a permit processing agent fee allowance in this contract. Architect to request formal proposal(s) during CD phase.
 - d. Registered Accessibility Specialist (TBD): Architect **HAS NOT** provided an estimated RAS Plan Review and Inspection Fee in this contract. RAS fees and TDLR Project Filing Fee to be applied as a separate reimbursable.
8. **Exclusions/Assumptions/Qualifications:** Refer to attached Description of Services for exclusions, assumptions, and contingencies.
- a. ID Architect's Schematic Design and Design Development presentations are visual heavy. Within our design fees we provide multiple renderings (est. 3-5 per phase) of key interior spaces in our DD phase presentation in order to accurately communicate the design to our Client and the Project Team. We find these renderings are also valuable tools during construction and CA in order to make sure the GC's team understand design intent, even if the team needs to find a more cost-effective approach to some elements.
 - b. Elevator cosmetic refurbishment included. Should new elevator(s) be required, Architect to provide ASR for this additional scope.
 - c. Construction renovation of the 3rd floor (except for common areas shown in Renovation Scope Diagram exhibit) *excluded*
 - d. IT / UPS Design *excluded*
 - e. Commercial kitchen design and appliance/equipment scope *excluded*
 - f. Exterior design, modifications, or Signage *excluded*
 - g. AV Vendor: Consultant Selection, Coordination, & Management *excluded*
 - h. Acoustical Engineering: Consultant Management & Design Engineering *excluded*
 - i. Existing Furniture Services related to inventorying, evaluation, layout, and planning – can be provided as an additional service *excluded*
 - j. Artwork Design & Consultation services *excluded*
 - k. Moving Services Management *excluded*
 - l. Furniture Purchasing *by Owner*
 - m. Field Verification assumes Client provided CAD or REVIT files. Should no files exist, ID Arch to provide proposal for full as-built services.
 - n. Construction Documentation includes one permit submission set deliverable and one IFC set deliverable per Project Phase. Should any additional benchmark sets be required during CDs, Architect to provide an ASR for requested services.
 - o. Specification Book *excluded*
 - p. Architect to provide an ASR for any additional scope beyond what is outlined above.
 - q. Architectural fees included within this contract are valid for 1 year from the contract date.
 - r. Contract Administration: Architect will provide administration during construction to ensure adherence with specified materials and overall design intent, including: review of submittals, shop drawings, and samples; response to Contractor RFIs, regular onsite construction progress meetings and (1) Final Punch Walk with Contractor and Owner per phase; review of contractor applications for payment; and project review for Certificate of Occupancy and final completion and release of contractor retainage.
 - s. Contract Administration Phase fees include durations listed above, should construction or project completion go beyond these specified durations, Arch to bill at a \$650/wk flat fee.

9. **Value Engineering:** May be provided as an additional service upon request, and, unless specifically noted herein, is **NOT** included within the Architect's Scope of Services regardless of communication of budget.
10. **Reimbursable Expenses / General Administrative Expenses (GAE) / Consultant Markup** Urban Foundry invoices for reimbursable expenses (RE) at a 15% markup. RE constitutes project-specific expenses including, but not limited to: Private automobile use (reimbursed at the current standard mileage rate as set by the Internal Revenue Service), large format printing, shipping, delivery, permitting or application fees (including accessibility review and inspection), supplies required for presentation materials, fees for services or consultants not specifically included within Architect's proposal. RE is exclusive of building construction permit fees. RE for this project for items listed above, as well as (requested) Permit Expediting, Plan Review Fees, TDLR/TAS Registration Fees, Reproduction Fees of Issued Drawing Sets are estimated to be between **~\$10,000**.
- Urban Foundry invoices for General Administrative Expenses (GAE) in addition to compensation for professional services. GAE constitutes non-project-specific expenses including, but not limited to: general photocopying, small format printing, faxes, reference materials, supplies, and general office expenses. GAE is invoiced at a rate of 2% of architectural/ID fees on each invoice. GAE is exclusive of building permit fees. GAE for this project is estimated at **~\$8,500**.
- Urban Foundry typically applies a 1.15 multiplier for consultant fees included within the Architects Contract.
11. **Retainer: UFA requests a retainer in the amount of \$5,000 to begin work.** The retainer will be credited to the account upon final billing for the project. UFA will consider receipt of retainer an acceptance of this agreement and will begin scheduling the start of work. Retainer is for architecture services only. In the event of a consultant requiring a retainer to begin work Architect will notify Owner and invoice accordingly.

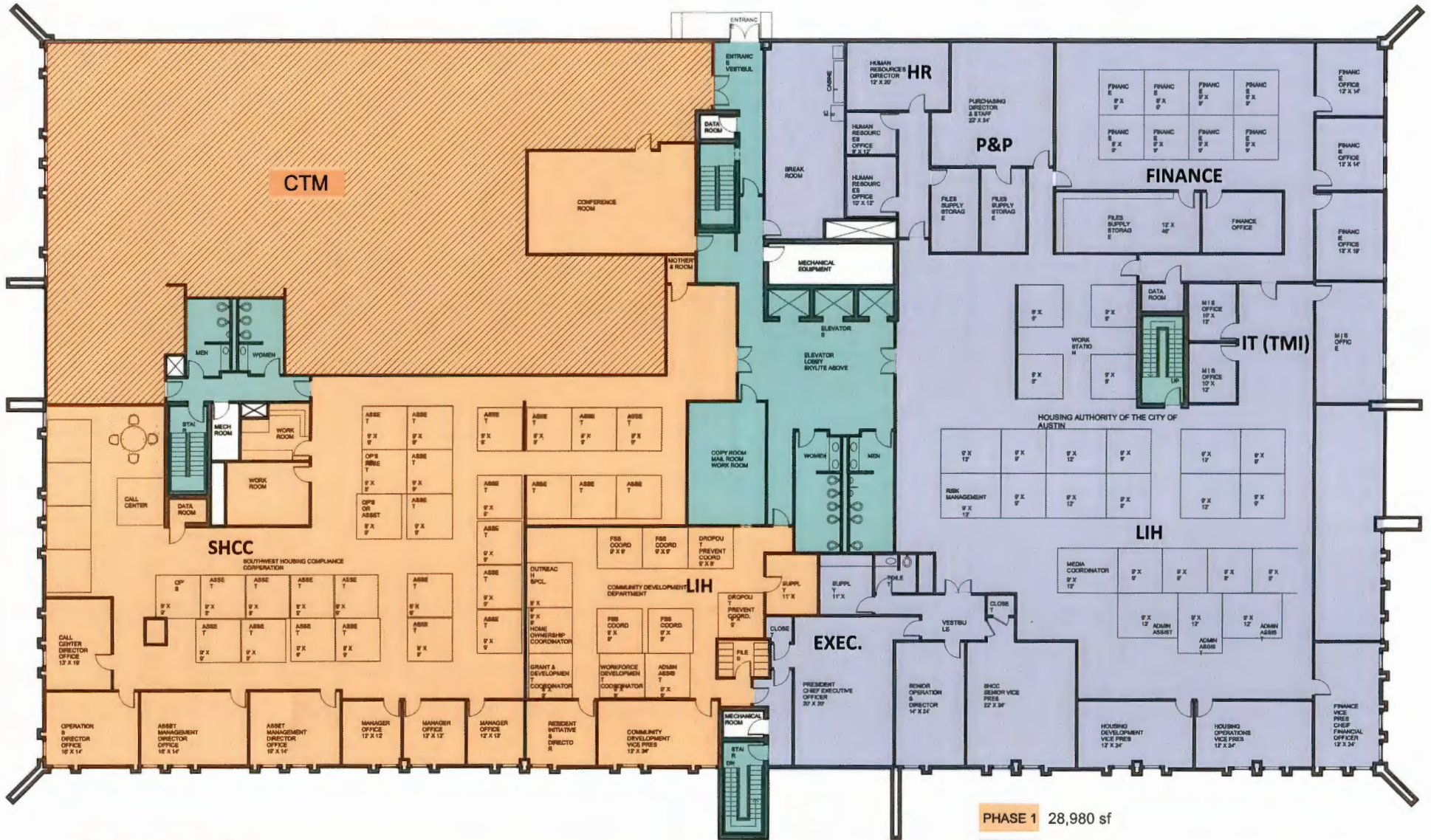
RENOVATION SCOPE PHASING DIAGRAM



FIRST FLOOR

- PHASE 1 28,980 sf
- PHASE 2 19,090 sf
- PHASE 3 31,765 sf

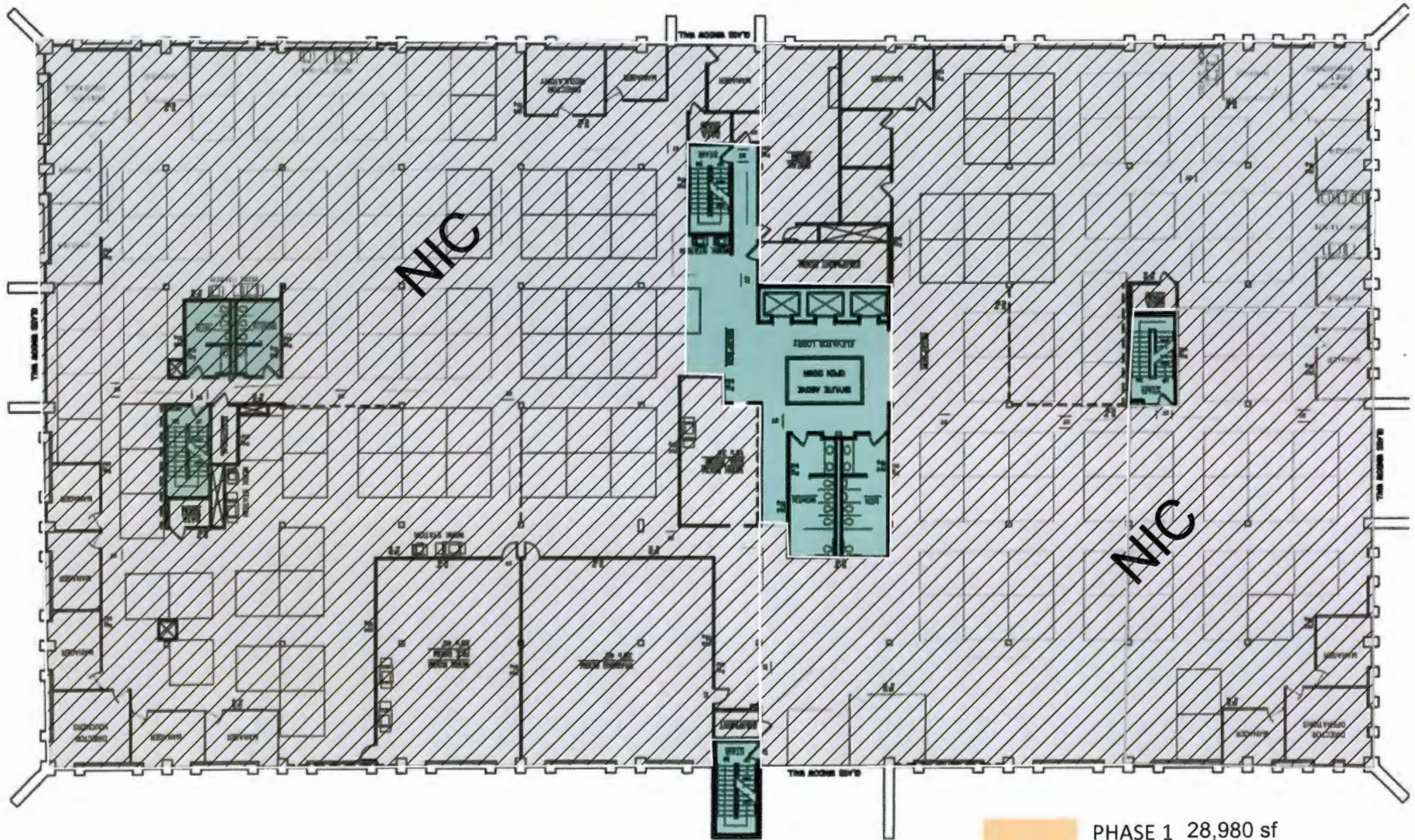
RENOVATION SCOPE PHASING DIAGRAM



SECOND FLOOR

- PHASE 1 28,980 sf
- PHASE 2 19,090 sf
- PHASE 3 31,765 sf

RENOVATION SCOPE PHASING DIAGRAM



THIRD FLOOR

-  PHASE 1 28,980 sf
-  PHASE 2 19,090 sf
-  PHASE 3 31,765 sf