

Housing Authority of the City of Laredo
Regular
Board of Commissioners Meeting



LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040

Friday, January 28, 2022
12:00 p.m.

Laredo Housing Authority
Regular Board of Commissioners Meeting
Zoom Video Link:

<https://us02web.zoom.us/j/82282207005>

Call in Number: 1-346-248-7799

Webinar ID: [822 86220 7005](https://us02web.zoom.us/j/82282207005)

LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, January 28, 2022
12:00 P.M.

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Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodríguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

"The Board of Commissioners will convene for a Board meeting for discussion on the following matters (NOTE: A quorum of the Board will be physically present at this location, but up to two other Commissioners may attend by videoconferencing, as permitted by Tex. Gov't Code Section 551.127)"

A-22-R-1

Agenda

January 28, 2022

- 1. CALL TO ORDER**
- 2. INVOCATION PRAYER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL AND DECLARATION OF QUORUM**
- 5. CITIZENS COMMENTS**

This is the opportunity for visitors and guests to address the Board of Commissioners on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

- 6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF**
- 7. PRESENTATION BY CENTRAL RESIDENT COUNCIL**

8. APPROVAL OF MINUTES

- A. Approval of Minutes for Board of Commissioners meeting on December 15, 2021.

9. STANDING REPORTS AND PRESENTATIONS (No Action to be taken on these items)

- A. Executive Director's Report to include status of Rapid Rehousing Grant Program and ongoing construction projects.

10. CONSENT AGENDA

All of the following items may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a commissioner.

- A. Consideration to authorize travel of staff and/or Board for the 2022 NAHRO Conference in Washington, D.C. on March 26 - 30, 2022.
- B. Consideration to authorize the Executive Director to proceed with discussions on a possible contract with the Texas Department of Housing and Community Affairs Department in regard to a partnership involving the management of an additional 85 Emergency Housing Vouchers within the Section 8 Housing Program.
- C. Discussion and possible action to adopt Resolution No. 22-R-01 and approve the Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) and Project Based Voucher (PBV) Program effective March 1, 2022, as recommended by staff.
- D. Discussion and possible action to adopt Resolution No. 22-R-02 and approve the Utility Allowance Schedules for the Public Housing Program effective March 1, 2022, as recommended by staff.

11. ACTION ITEM

- A. Discussion and possible action authorizing the Executive Director to: conclude the value engineering and negotiation of RFP2021-0811-1-COVID19 Public Health & Safety Project-Section 8 & Colonia Guadalupe Administration after not arriving at the budgeted amount; reduce and amend the scope of work; and proceed with a construction management delivery system to achieve the work.
- B. Discussion and possible action to authorize the eligible purchase of a 2021 Ford Escape in the amount of \$23,460.00 for the Rapid Rehousing Program.

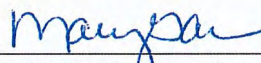
- C. Discussion and possible action to authorize the purchase of one new compact car or small pick-up truck for each public housing property and HCV program to serve management needs, as may be financially feasible under the current fiscal year while maintaining a positive operating balance.
- D. Discussion and possible action to approve the Employee On-Call Policy with any Board amendments, effective February 6, 2022.
- E. Discussion and possible action related to the development and implementation of a Workforce Recruitment and Retention Plan.
- F. Discussion and possible action to authorize the Executive Director to close an aged Laredo Housing Employee Organization bank account and to transfer any funds to the public housing resident services program fund for utilization in referenced permissible uses.
- G. Discussion and possible action related to the current COVID-19 health concerns and any update to the COVID-19 policies implemented in response to the health concern. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).
- H. Discussion and possible action to conduct the Executive Director's scheduled annual evaluation, as stipulated in contract agreement. This item may be discussed in Executive Session, pursuant to Texas Government Code Section 55 1.074 (personnel matters).

12. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, including Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

13. ACTION ON ANY EXECUTIVE SESSION ITEM

14. ADJOURNMENT

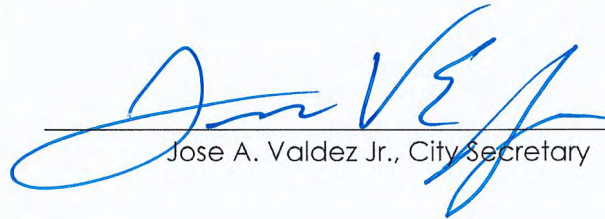


Mary Gaona, Executive Director

The Housing Authority of the City of Laredo is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 722-4521 at least 48 hours in advance. This meeting site is accessible to disabled persons. Disabled parking is provided in the north parking lot adjacent to the Administration Building, and disabled building access is located at the main entrance.

CERTIFICATON

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily ADA/accessible to the public at all times. Said notice was posted on Tuesday, January 25, 2022 at 12:00 p.m.



Jose A. Valdez Jr., City Secretary

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
Zoom Video Link:

<https://us02web.zoom.us/j/89816903007>

Call in Number: 1-346-248-7799

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LHA Board Room

2000 San Francisco Ave.

7Laredo, Texas 78040

Wednesday, December 15, 2021

12:00 P.M.

Board of Commissioners

Jose L. Ceballos, Board Chairman
Dr. Sergio D. Garza, Vice-Chairman
Anita L. Guerra, Commissioner

Dr. Marisela Rodriguez Tijerina, Commissioner
Gloria Ann Freeman, Resident Commissioner

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A-21-R-12

Minutes

December 15, 2021

1. CALL TO ORDER

Chairman Jose L. Ceballos called the meeting to order at 12:00 p.m.

2. INVOCATION PRAYER

Commissioner Ms. Freeman led them in prayer: “Dear Heavenly Father, together we pray that you protect and guide us throughout our daily lives; we pray for those affected by the natural disasters at both ends of our nation; we pray for the safety of all our first responders throughout our planet that began their battle with the next wave of COVID 19; we pray for all our elected officials, that they act for the protection of our citizens throughout this difficult time; we pray for the safety of all travelers throughout the holidays; we pray for the needy, the sick, the elderly and all the special needs this particular group requires, and lastly Lord, we humbly thank you for all the blessings you have bestowed unto us, in Jesus name we pray, Amen.”

Chairman Ceballos thanked Ms. Freeman for the prayer.

3. PLEDGE OF ALLEGIANCE Chairman Jose L. Ceballos led them in the recital of the pledge.

4. ROLL CALL AND DECLARATION OF QUORUM

Chairman Ceballos asked Mrs. Gaona to proceed with roll call. Mrs. Gaona mentioned that Commissioner Ms. Guerra is running late and that Commissioner Dr. Rodriguez Tijerina is absent.

Chairman Ceballos thanked everybody that is present as well as Attorneys Ricardo De Anda and Doug Poneck that are on zoom. Chairman Ceballos stated that they have a quorum.

Commissioners Present

Jose L. Ceballos, Chairman
Dr. Sergio D. Garza, Vice-Chairman
Gloria Ann Freeman, Resident Commissioner

Commissioners Absent

Dr. Marisela Rodríguez Tijerina, Commissioner
Anita L. Guerra, Commissioner

Staff Present

Mary Gaona, Executive Director
Christy Ramos, Administrative Assistant
Robert Peña, Director of IT
Melissa Ortiz, Director of Section 8
Jennifer Barrientos, Director of Finance
Jessica Martinez, Interim Director of Housing Management
Valeria Cabello, Procurement Officer
Alejandro Jimenez, Assistant IT Director
Bulmaro Cruz, Director of Construction Projects
Ricardo De Anda, Attorney
Doug Poneck, Attorney

Others Present

5. CITIZENS COMMENTS

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Chairman Ceballos stated that there were no citizens comments.

6. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF

There were no disclosures.

7. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Chairman Ceballos asked if there was anybody from the Resident Council present to speak and mentioned that there was nobody to speak for the residents.

8. PUBLIC HEARING: To receive public comments and input, and close the public hearing period as it relates to the proposed PHA Annual Plan and Five-Year Action Plan for fiscal years 2022-2026.

Chairman Ceballos stated that there was not anybody present and that they will act on this item during the action item and that technically the public hearing closes today, as they vote on it.

9. APPROVAL OF MINUTES

A. Approval of Minutes for Board of Commissioners meeting on November 19, 2021.

Chairman Ceballos mentioned that Mr. Poneck's statement in regards to needing translation and stating that he is fluent in Spanish will stand, for the record, uncorrected. Mr. Poneck stated that those were very detailed minutes. Chairman Ceballos mentioned that the minutes actually included the Spanish part which was a pretty extensive part of the meeting. Chairman Ceballos mentioned that they had an opportunity to size back the minutes which he thinks has been covered before, but he thinks that it is part of the culture and stated that this Housing Authority has kept this kind of minutes that he can remember, so it is part of this culture and mentioned that Dr. Valle wrote a piece on the Housing Authority before this Board service and Mr. Valle actually researched all those comments from before and why things happened or why things occurred, so it is cultural. Chairman Ceballos mentioned that he is sure that if somebody one day would write about the Housing Authority would remember that he clarified that Mr. Poneck is actually fluent in Spanish.

Vice-Chairman Dr. Garza moved to approve the minutes for Board of Commissioners meeting on November 19, 2021 as presented.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

10. ACTION ITEM

A. Discussion and possible action to adopt the Public Housing Flat Rents and Resolution No. 21-R-10 effective January 1, 2022, as recommended by staff.

Chairman Ceballos asked Mrs. Gaona if there were any highlights on this item. Mrs. Gaona mentioned that as the Commissioners can see, there is an increase roughly of about \$20 and other than the four bedroom and Asherton that went down a little bit due to the FMR going down this last year and mentioned that they currently only have 23 families paying this rent that would be affected by this change.

Chairman Ceballos asked Mrs. Gaona who had made the study. Mrs. Gaona responded that it is just the 80% of the FMR. Chairman Ceballos mentioned that it is not the utility allowance, but a flat rent.

Chairman Ceballos asked if there were any questions for Mrs. Gaona; there were none.

Chairman Jose L. Ceballos moved to approve the adoption of the flat rents effective January 1, 2022.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

- B.** Discussion and possible action to finalize and adopt the Public Housing Agency Plan, the 2022-2026 PHA Five Year Action Plan and Resolution No. 21-R-11, as presented by staff and in consideration of all public input, to become effective April 1, 2022.

Chairman Ceballos mentioned, for the record, that it needs to be clarified that the agenda item reads April 1, 2022, but it is actually to become effective once they adopt it today. Chairman Ceballos asked Mrs. Gaona if there was any additional information. Mrs. Gaona stated that the plan remains as to their review of last Board meeting and mentioned that they are going to submit Capital Fund for year 2022 and the Five-Year Action Plan and that the deadline is January 15, 2022 to submit it, so they will be submitting it after approval. Chairman Ceballos stated that they agreed to have some sort of focused workshop on this for 2022. Mrs. Gaona confirmed and mentioned that as soon as they get notification of the award and the level, they will come back to the Board.

Commissioner Ms. Freeman moved to accept and adopt the PHA 2022-2026 Five Year Action Plan with the correction that it will be effective immediately instead of April 1, 2022.

Chairman Jose L. Ceballos seconded the motion.

Motion passed unanimously.

- C.** Discussion and possible action authorizing an extension of the General Depository Services Agreement with Falcon International Bank for an additional and final year, as allowed under said agreement, effective December 21, 2021 through December 20, 2022.

Chairman Ceballos asked Mrs. Gaona if she had any additional information. Mrs. Gaona mentioned that the bank sent in a letter to renew the extension and it is attached and they will be finalizing the contract as soon as it is approved by the Board and stated that it will be the final year and that they should be going out early next year for a depository agreement. Chairman Ceballos asked Mrs. Gaona if they are satisfied with the service. Mrs. Gaona confirmed. Chairman Ceballos mentioned that they pretty much beat every other proponent that he has seen with fees and the one thing he thinks they talked with the Board before and will bring it up now and said that this is an extension, but for the coming years, they need to look at how they service them from the lending side and he knows that this is the depository, but also knows that there are points and for Ms. Barrientos

to know that there are points that are issued for other ancillary services and they would need to score that next time, so that they actually get which has not happened, but they will have a finance option for one of the projects which would be important for them down the road. Chairman Ceballos mentioned that he just thinks the Housing Authority should value lending and giving and stated that they see a lot of banks donate to a lot of entities and stated that they typically do not seek donations for their projects, but he thinks that it would be good as in the Summer Summit and other things, that they would sponsor which he thinks is another way when they prepare the RFP, to value those points, as to what is their charitable giving program and what is their lending, if there is a lending incentive for holding the money with our depository.

Chairman Ceballos asked if there were any questions for Mrs. Gaona on this item. There were no questions.

Chairman Jose L. Ceballos moved to approve to authorize the Executive Director to execute the extension for the coming year.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Chairman Ceballos stated that it was a short meeting, even less than 30 minutes and mentioned that he wants to thank everybody for this year and stated that he is officially uphold over on the Board and said that his appointment was December 11, and mentioned that he has not been reappointed yet and that hopefully it will get done next year, in the near future. Chairman Ceballos thanked everybody on the Board, the attorneys and the staff for all the work they have done along the way and stated that, obviously, there is a lot of work that is going to be more visible to all the staff members which has to do with this campus, so they have a lot of things that they as the team, staff members, the Board, the legal team and all the consultants that are helping them to finish up another year, so he mentioned that he got appointed December 11 of 2015 and that his first meeting was sometime in January and stated that it took a while to start, but he is looking forward to what is next and hopes that they are too and are utilizing in work and hopefully everything is as positive as they wish it to be.

Chairman Ceballos mentioned that he wished everybody a great holiday break with their family and those they love the most.

Commissioner Ms. Freeman thanked Chairman Ceballos for his hard work.

11. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

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real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices) and 551.086 (economic development).

12. ACTION ON ANY EXECUTIVE SESSION ITEM

13. ADJOURNMENT

Chairman Jose L. Ceballos moved to adjourn the meeting.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Meeting adjourned at 12:13 p.m.

Chairman Ceballos thanked Mr. De Anda and mentioned that he knows he is traveling and also thanked Mr. Poneck as well for joining.

Jose L. Ceballos, Chairman

Mary Gaona, Executive Director

EXECUTIVE DIRECTOR'S REPORT



Vacant Positions

- Human Resource Manager
- Property Manager
- Assistant Property Manager
- Leasing & Occupancy Tech.
- Clerk
- Maintenance Mechanic "A"
- Maintenance Aide



Permanent Supportive Housing

After our Emergency Shelter & Supportive Housing Facilities Master planning session on May 7, 2021. A permanent Supportive Housing Subcommittee was formed to assist on the planning and development of a Permanent Supportive Housing Project.

The committee has proposed to build 100 units located at 1500 East Calton.

- Border Region Behavioral Health Center, Maria Sanchez, Executive Director
- Gateway Community Health Center, Inc. Mara Lopez, Director of Marketing
- Laredo Housing Authority, Jose L. Ceballos, Board Chairman
- Laredo Housing Authority, Dr. Sergio D. Garza, Vice-Chairman
- Laredo Housing Authority, Mary Gaona, Executive Director – Subcommittee Chair
- Texas Veterans Leadership Program, Gabriel Lopez, Assistant Director



Housing Tax Credit Properties

Casa Verde Apartments

Casa Verde Apartments as of: 01/01/2022				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	38	0	2
2	80	75	3	2
3	32	31	0	1
TOTAL	152	144	3	5

River Bank Village Apartments

River Bank Village Apartments as of: 01/01/2022				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	39	0	1
2	80	77	0	3
3	32	31	0	1
TOTAL	152	147	0	5

Public Housing

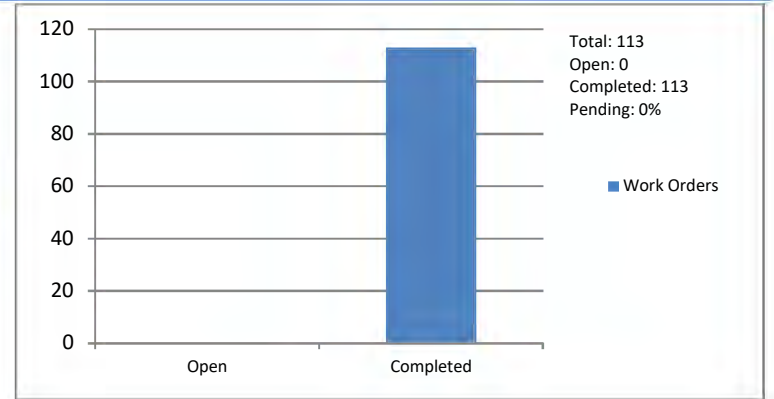
Indicator	Target	October	November	December
PIC Score	100%	98.53%	99.74%	99.87%
Waiting List - Public Housing	500	474	493	468
Waiting List - Elderly	300	45	47	48
Waiting List - Farm Labor	10	13	12	7
Waiting List - Asherton	10	27	32	18

Legend	
Good	
Fair	
Poor	

AMP 1 - Colonia Guadalupe (272 Units)

Indicator	Target	October	November	December
Units Leased*	271	266	270	271
Units Vacant**	≤5	4	1	0
Occupancy Rate	98%	98%	100%	100%
Tenant Visits	20	13	17	13
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair

*One unit is offline for the Laredo Police Department



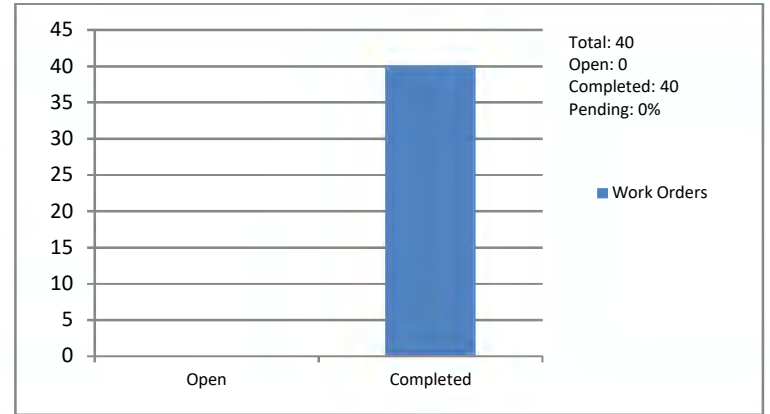
AMP 3 - Ana Maria Lozano and Carlos Richter (226 Units)

Indicator	Target	October	November	December
Units Leased	226	224	224	226
Units Vacant*	≤5	2	2	0
Occupancy Rate	98%	99%	99%	100%
Tenant Visits	20	5	17	5
Facility Conditions (Lozano)		Fair	Fair	Fair
Landcaping Conditions (Lozano)		Fair	Fair	Fair
Facility Conditions (Richter)		Fair	Fair	Fair
Landcaping Conditions (Richter)		Fair	Fair	Fair



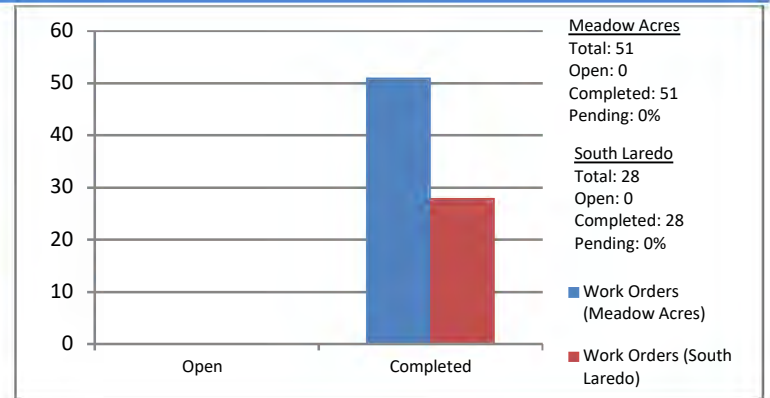
AMP 4 - Senior Home (100 Units)

Indicator	Target	October	November	December
Units Leased	100	99	100	100
Units Vacant*	≤2	1	0	0
Occupancy Rate	98%	99%	100%	100%
Tenant Visits	10	11	12	11
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair



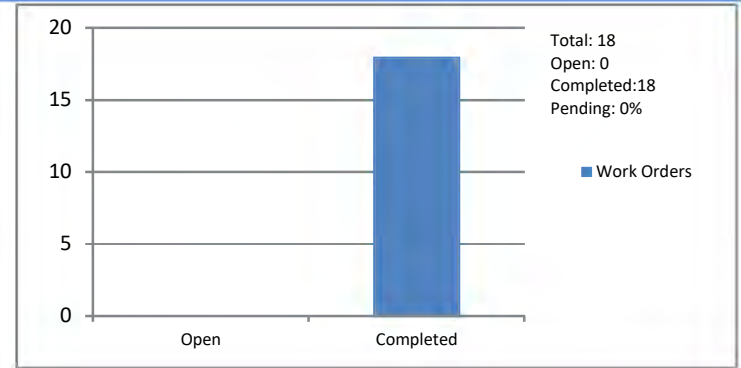
AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	October	November	December
Units Leased	134	134	134	134
Units Vacant	≤3	0	0	0
Occupancy Rate	98%	100%	100%	100%
Tenant Visits	20	27	19	19
Facility Conditions (Meadow Acres)		Fair	Fair	Fair
Landscaping Conditions (Meadow Acres)		Fair	Fair	Fair
Facility Conditions (South Laredo)		Fair	Fair	Fair
Landscaping Conditions (South Laredo)		Fair	Fair	Fair



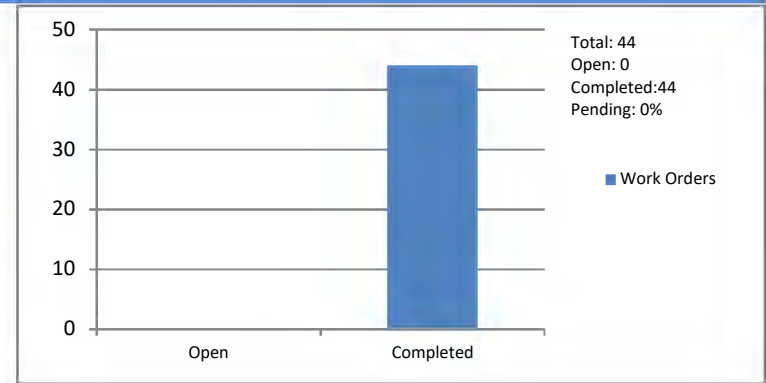
AMP 6 Asherton (32 Units)

Indicator	Target	October	November	December
Units Leased	32	25	25	26
Units Vacant	≤1	7	7	6
Occupancy Rate	97%	78%	78%	81%
Tenant Visits	10	12	6	12
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair



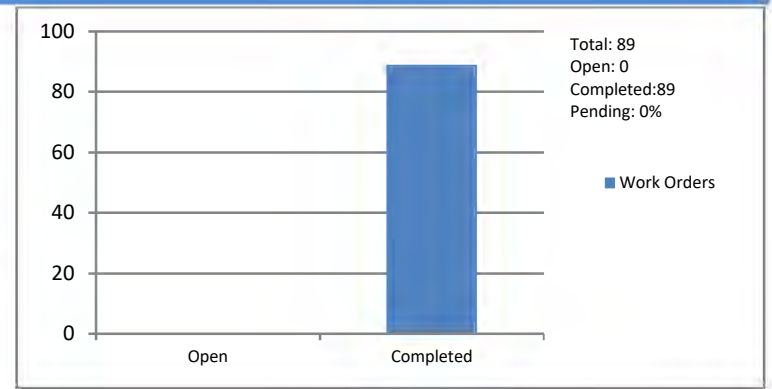
Farm Labor (48 Units)

Indicator	Target	October	November	December
Units Leased	48	41	39	42
Units Vacant	≤1	7	9	6
Occupancy Rate	98%	85%	81%	88%
Tenant Visits	10	3	3	3
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair



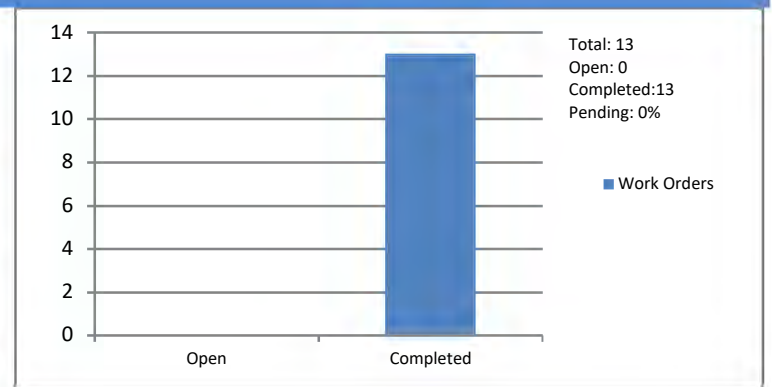
Russell Terrace (200 Units)

Indicator	Target	October	November	December
Units Leased	200	198	192	198
Units Vacant	≤4	2	4	2
Occupancy Rate *	98%	99%	96%	99%
Tenant Visits	10	8	14	8
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair



Meadow Elderly (30 Units)

Indicator	Target	October	November	December
Units Leased	30	30	29	30
Units Vacant	≤1	0	1	0
Occupancy Rate	97%	100%	97%	100%
Tenant Visits	10	4	5	4
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Fair	Fair	Fair



Section 8

CY 2021

Indicator	Target	January	February	March	April	May	June	July	August	September	October	November	December
PIC Score	100%	98.91%	99.81%	100.14%	101.84%	99.63%	99.81%	100.31%	100.31%	101.68%	102.67%	102.28%	103.20%
Lease Up	98%	95.90%	95.90%	96.10%	97.50%	98.60%	97.80%	97.30%	98.50%	98.90%	99.60%	99.70%	99.30%
HAP Utilization	100%	95.00%	95.80%	96.90%	98.50%	99.20%	98.70%	98.90%	99.30%	104.40%	105.10%	104.90%	104.10%
Unit Months Leased	100%	1,553	1,554	1,557	1,579	1,598	1,585	1,577	1,596	1,602	1,613	1,615	1,609
Waiting List - Section 8 HCV	500	325	226	125	0	997	996	996	856	856	776	576	576
Waiting List - Zapata	10	0	0	0	0	30	30	20	30	30	11	20	20
Waiting List - Asherton	10	0	0	2	2	39	13	14	14	14	10	10	10
Waiting List - PBV Non-RAD Russell Terrace	200	162	162	157	157	152	152	152	152	454	401	401	401
Waiting List - RAD Russell Terrace	200	131	131	128	128	126	125	110	110	573	573	570	570
Waiting List - RAD Meadow Elderly	30	49	49	49	49	49	49	49	49	26	19	19	19
Waiting List Casa Verde*	N/A	70	61	61	61	28	28	28	28	497	481	481	481
Waiting List Mod Rehab**	N/A	158	158	158	158	158	158	158	154	154	153	144	144
Waiting List Adalberto Nava NW**	N/A	65	65	65	65	65	65	65	52	52	52	53	53
Total New Admissions	N/A	8	19	28	42	18	14	25	14	33	39	29	28
Zapata Vouchers	118	47	43	47	46	47	44	45	45	46	48	51	54
Asherton Vouchers	32	14	14	14	14	14	13	13	12	12	13	14	14



Laredo Housing Authority
Section 8 Management Assessment Program (SEMAP) Scores
Projected SEMAP Points for FY 2021 & FY 2022

SEMAP Indicator	Indicator Description	Possible Points	Maximum Score	FY 2021 Projected Score	FY 2022 Projected Score
1. Selection & Admission from the Waiting List	The HA can demonstrate that 98% of applicants were selected from the waiting list in accordance with written policies included in the Administrative Plan.	0 or 15	15	15	15
2. Rent Reasonable	Measures if HA has implemented a reasonable method to determine and document, for each unit leased, that the rent payable to the owner is reasonable based on current rents for comparable unassisted units.	0, 15 or 20	20	20	20
3. Determination of Adjusted Income	At the time of admission and annual reexamination, the HA verifies and correctly determines adjusted annual income for each assisted family. Where the family is responsible for utilities under the lease, the HA uses the appropriate utility allowance.	0, 15 or 20	20	20	20
4. Utility Allowance Schedule	The HA maintains an up-to-date utility allowance schedule.	0 or 5	5	5	5
5. HQS Quality Control Inspections	A qualified person reinspects a sample of the total units under contract during the HA's last fiscal year. The sample must be drawn from recently completed HQS inspections.	0 or 5	5	5	5
6. HQS Enforcement	For each HQS fail cited, life threatening deficiencies are corrected within 24 hours and all other deficiencies are corrected within 30 days or extension approved. If deficiencies are not corrected, payment is abated.	0 or 10	10	10	10
7. Expanding Housing Opportunities	The HA has adopted and implemented a written policy to encourage participation by owners of units outside areas of poverty or minority concentration. The HA informs families of the full range of areas where they may lease units including a list of available units.	0 or 5	5	5	5
8. Fair Market Rent (FMR) Limit and Payment Standards	HA has adopted Payment Standards (PS) schedule that establishes voucher PS amounts by unit size for each FMR area. PS do not exceed 110% or are below 90% of the current published FMR's.	0 or 5	5	5	5
9. Annual Reexamination	HA completes a reexamination for each participating family at least every 12 months.	0, 5, or 10	10	10	10
10. Correct Tenant Rent Calculation	HA correctly calculated the tenant's share of rent.	0 or 5	5	5	5
11. Pre-Contract HQS Inspections	Newly leased units passed HQS inspection on or before the beginning date of the assisted lease and HAP contract.	0 or 5	5	5	5
12. Annual HQS Inspections	HA inspects each unit under contract at least annually.	0, 5, or 10	10	10	10
13. Lease-UP	HA leased a percentage of units during the calendar year or expended a percentage of allocated budget to support lease-up. The percentage for 98% or higher, 95% or higher or less than 95%.	0, 15 or 20	20	20	20
14. Family Self-Sufficiency	The HA has: a) enrolled families in FSS as required; and, b) the extent of the HA's progress by measuring the percent of current FSS participants with progress reports entered in MTCS that have had increases in earned income that resulted in escrow account.	0, 3, 5, 8 or 10	10	10	10
15. Bonus Indicator-Deconcentration	Metropolitan HA's are entitled to bonus points if the following deconcentration criteria are met; a) Half or more of all Section 8 families with children reside in low poverty census tract's in LHA is at least 2% higher than the % of families with children residing in low poverty areas at the end of FY.	0 or 5	5	0	0
Performance Rating:	90% + High Performer Rating	Total	150	145	145
	61% - 89% Standard Performer Rating	Total Points without Bouns		145	145
	Less than 60% Troubled Rating	Percentage for Laredo		100.00%	100.00%
		Total Possible Points with Bonus Indicator		150	150

Laredo Housing Authority
Lease-Up by Section 8 Programs
Projected Leasing from 4/1/2021 - 3/31/2022

Section 8 Programs	Total Available Units	Leasing as of 4/30/2020	Leasing as of 5/31/2021	Leasing as of 6/30/2021	Leasing as of 7/31/2021	Leasing as of 8/31/2021	Leasing as of 9/30/2021	Leasing as of 10/31/2021	Leasing as of 11/30/2021	Leasing as of 12/31/2021
Housing Choice Voucher (HCV)										
Housing Choice Voucher (HCV)	1,178	1,244	1,264	1,256	1,253	1,264	1,267	1,273	1,270	1,260
Veterans Affairs Supportive Housing (VASH)	22	17	16	14	13	14	15	16	15	16
Zapata	118	44	44	44	45	46	46	48	51	54
Asherton	32	13	13	13	12	12	12	13	14	14
Russell Terrace PBV	38	34	34	33	33	37	37	38	37	37
Adalberto Nava PBV	2	2	2	2	1	1	1	1	1	1
Russell Terrace RAD	138	137	138	136	132	132	132	133	136	137
Russell Terrace RAD (Renovation)	24	22	21	21	22	23	24	24	24	24
Casa Verde RAD	38	37	37	37	37	37	38	38	38	37
Meadow Elderly RAD	30	29	29	29	29	30	30	29	29	29
HCV Total Units	1,620	1,579	1,598	1,585	1,577	1,596	1,602	1,613	1,615	1,609
Total Vouchers Available	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620	1,620
Total Vouchers Leased		1,579	1,598	1,585	1,577	1,596	1,602	1,613	1,615	1,609
Difference		41	22	35	43	24	18	7	5	11
HAP Monthly Subsidy		\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343	\$ 828,343
HAP Expenditures		\$ 818,142	\$ 824,585	\$ 820,030	\$ 821,653	\$ 825,047	\$ 867,060	\$ 873,403	\$ 871,464	\$ 865,002
Monthly Expended Difference		\$ 10,201	\$ 3,758	\$ 8,313	\$ 6,690	\$ 3,296	\$ (38,717)	\$ (45,060)	\$ (43,121)	\$ (36,659)
Monthly Expended %		98.50%	99.20%	98.70%	98.90%	99.30%	104.40%	105.10%	104.90%	104.10%
Mainstream										
Total Vouchers Available	65	65	65	65	65	65	65	65	65	65
Total Vouchers Leased		24	26	26	26	25	29	34	36	40
Difference		41	39	39	39	40	36	31	29	25
HAP Monthly Subsidy		\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656	\$ 8,656
HAP Expenditures		\$ 11,070	\$ 12,492	\$ 12,122	\$ 12,171	\$ 11,738	\$ 13,192	\$ 15,848	\$ 17,983	\$ 20,205
Monthly Expended Difference		\$ (2,414)	\$ (3,836)	\$ (3,466)	\$ (3,515)	\$ (3,082)	\$ (4,536)	\$ (7,192)	\$ (9,327)	\$ (11,549)
Monthly Expended %		127.89%	144.32%	140.04%	140.61%	135.61%	152.40%	183.09%	207.75%	233.42%
Emergency Housing Voucher (EHV)										
Total Vouchers Available	85				85	85	85	85	85	85
Total Vouchers Leased					0	0	12	31	40	46
Difference					85	85	73	54	45	39
HAP Monthly Subsidy					\$ 10,508	\$ 10,508	\$ 12,742	\$ 12,742	\$ 12,742	\$ 12,742
HAP Expenditures							\$ 8,365	\$ 13,113	\$ 22,922	\$ 30,543
Monthly Expended Difference					\$ 10,508	\$ 10,508	\$ 4,377	\$ (371)	\$ (10,180)	\$ (17,801)
Monthly Expended %					0.00%	0.00%	65.65%	102.91%	179.89%	239.70%

Laredo Housing Authority
FSS Participants & Escrow Balance
As of 12/31/2021

	FSS Participant	Escrow Balance
1	Alvarado, B	\$ 4,300
2	Arreguin, A	\$ 4,532
3	Arriaga, P	\$ -
4	Barrientos, V	\$ 5,828
5	Barrios, A	\$ -
6	Castillo, C	\$ 569
7	Contreras, S	\$ -
8	Cuellar, L	\$ 6,808
9	Flores, V	\$ 2,595
10	Garcia, E	\$ 1,856
11	Guerrero, O	\$ 2,178
12	Hernandez, M	\$ -
13	Maldonado, P	\$ -
14	Marqueda, M	\$ 873
15	Martinez, MJ	\$ -
16	Martinez, M	\$ 5,668
17	Mata, A	\$ 4,783
18	Melendez, E	\$ -
19	Reyes, D	\$ 5,592
20	Rodriguez, J	\$ 6,219
21	Ruiz, A	\$ 120
22	Solis, D	\$ -
23	Stakely, A	\$ 3,176
		\$ 55,097

Enrolled FSS	
FSS Mandatory Slots	30
FSS Slots Filled	23
Percentage of Filled Slots	76.67%

Escrow Balance	
Participants with Escrow Balance	15
FSS Mandatory Slots	30
Percentage of Filled Slots	50.00%

SEMAP Indicator 14 FSS Points
10
As of 3/31/2022

IT Projects

Project	Start Date	Est. End Date	Progress
LHA Employee Portal	1/26/2019	1/31/2020	95%
Internet Switchover	5/27/2019	9/30/2019	90%
Russell Terrace Bibliotech (IT Items)*	11/1/2019	5/1/2020	100%
Ana Lozano Bibliotech (IT Items)*	11/1/2019	11/1/2020	100%
Transition to Win10Pro*	9/2/2020	11/25/2020	100%
IT Migration to Col. Guadalupe	11/16/2020	July 2021 (tentative)	50%
Kronos Implementation, Phase II	TBD		0%
Mainserver replacement	6/1/2021	8/31/2021	75%
Yardi Landlord Portal	6/17/2021	8/15/2021	90%
COCC Admin Building Networking Design	4/1/2021	July 2021 (tentative)	75%
Cloud Backup System*	8/23/2021	10/31/2021	30%
Ana Lozano Bibliotech Install*	11/17/2021	12/1/2021	60%
Implementation of Sophos	10/1/2021	10/31/2021	100%
SPF, DKIM, DMARC records for email*	10/1/2021	10/31/2021	100%
SSL Certificate for Domain*	11/18/2021	12/10/2021	100%
Firewall Replacement (IPCop to pFsense)*	8/1/2021	1/1/2022	70%

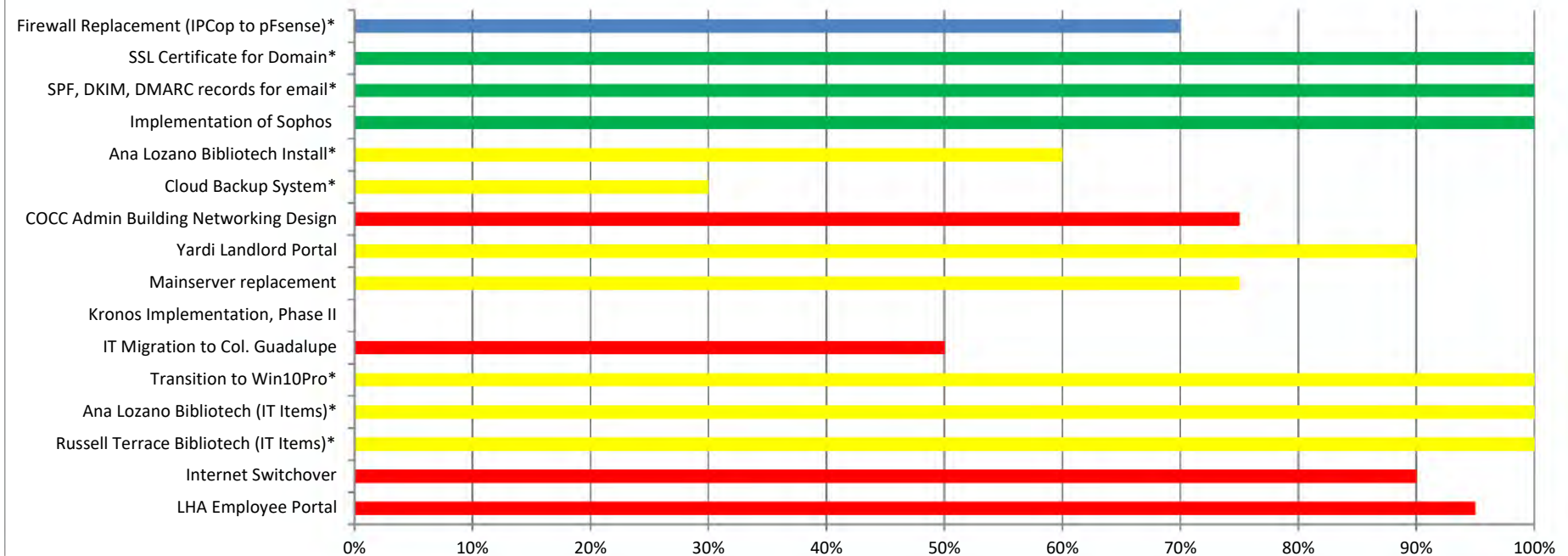
Projects on Radar:
Paperless Initiative
Bibliotech Expansion
Implement Active Directory
Master Plan Implementation
Web Based Backup Storage
Fleet Management
Mobile Device Management Solution

Last 15 Completed Projects:
Online RFP/Bidding Portal
Yardi Data Conversion, Phase 3
Yardi Implementation (Voyager)
Yardi Training I
Yardi Training II
Yardi Go-Live Training
Yardi Go-Live (Voyager)
Kronos Implementation, Phase I
Relocate Public Housing Office
Relocate Construction Mgt Office
EIV Users
LHA Website migration to virtual
Asset Disposition
Yardi Elevate
Yardi RentCAFE
Yardi Letters

NOTE: Items marked with an asterisk (*) were worked on during this month.

on-time	green
yellow	late
red	paused

IT Projects



Rapid Rehousing Grant

- FY2019 award received May 13, 2020 in the amount of \$228,304.00
- Expenditure Date: January 31, 2022

UPDATE:

- Currently at capacity for RRH Families/Individuals
 - Families: 15
- FY2020 Rapid Rehousing Grant Renewed in the amount of \$234,136
- Application was submitted for the FY2021 Rapid Re-Housing Grant and was recently ranked in Tier 1

Emergency Housing Voucher (EHV)

- Award letter received July 1, 2021
- 85 Vouchers have been awarded to the Laredo Housing Authority

UPDATE:

The Emergency Housing Voucher requires a direct referral from the Continuum of Care through its local Coordinated Entry Entity.

- Bethany House of Laredo has been conducting the Coordinated Assessments
- Emergency Housing Voucher notice was posted on the LHA Website
 - 85 Vouchers have been issued
 - 36 Housed
 - 10 Are currently conducting their assessment at Bethany House.
 - 45 Are currently searching for a unit
 - EHV Dashboard for the San Antonio Field Office shows that LHA is the highest utilized at 36.47% utilization.



Los Balcones Apartments

Project	10 unit apartment complex	Progress
Abatement	Completed	100%
Demolition	Completed	100%
Sitework	Grading, Sidewalks, Driveways not yet started	70%
Framing	Completed	100%
Glass & Glazing	Completed	100%
Roofing	3 roof sections framed, pony walls completed, decking & thermal. It will be completed next week	60%
Sheetrock	Completed	100%
Tape & Float	Completed	100%
Painting	Ongoing. Awarded to J&S Painting Contractors	90%
Flooring	Ongoing. Awarded to Javier Luna	80%
Concrete cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Concrete patching	Completed	100%
Plumbing Top-Out	Completed	100%
Plumbing Finish	Not yet started. Awarded to Orozco Plumbing	0%
Brick	Ongoing. Awarded to LV Construction	100%
HVAC Rough-in	Completed	100%
HVAC Finish	Pending. Awarded to Vasquez Appliance	70%
Electrical Rough-In	Completed	100%
Electrical Finish	Ongoing. Awarded to A&S Electric	80%
Millwork	Ongoing. Awarded to Joe Jimenez	85%
Finish Carpentry	Ongoing. Awarded to Joe Jimenez	85%
Color Selections	Has been selected	100%
	Estimated Progress To-Date	98.75%

* Construction Report as of 01/24/2022.



Los Balcones Apartments





Colonia Guadalupe Former Executive Office

Project	Former Executive Office	Progress
Abatement	Completed	100%
Selective Demolition	Completed	100%
Framing	Completed	100%
Concrete Cutting	Completed	100%
Plumbing Rough-In	Completed	100%
Plumbing Top-Out	Completed	100%
Electrical Rough-In	Completed	100%
Network	Completed	100%
HVAC Rough-In	Completed	100%
Drywall & Insulation	Completed	100%
Painting	Completed	100%
Flooring	Ongoing. Awarded to Javier Luna	95%
Glass & Glazing	Ongoing. Awarded to Design Glass	100%
Millwork	Not started yet. Awarded to Jose Jimenez	0%
Finish Carpentry	Ongoing. Awarded to Jose Jimenez	80%
Plumbing Finish	Not started yet. Awarded to R & G Plumbing Services	0%
HVAC Finish	Not started yet. Awarded to Cooltek Air Conditioning Services	0%
Electrical Finish	Ongoing. Awarded to Laredo Lights, LLC	75%
Masonry	Ongoing. Awarded to Luis Villarreal	80%
	Estimate Progress To Date	80.52

COMMENTS:

- Progress shown is as of 1/25/2022

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 01/28/2022	<u>SUBJECT:</u> Consideration to authorize travel of staff and/or Board for the 2022 NAHRO Conference in Washington, D.C. on March 26 - 30, 2022.
<u>Item #:</u> 10A	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> The NAHRO Conference will be held in Washington, D.C. from March 26 – 30, 2022. LHA Administration and Board Members will be attending this Conference.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Approval to authorize the travel request for the 2022 NAHRO Conference in Washington, D.C. on March 26 - 30, 2022.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Consideration to authorize the Executive Director to proceed with discussions on a possible contract with the Texas Department of Housing and Community Affairs Department in regard to a partnership involving the management of an additional eighty-five (85) Emergency Housing Vouchers within the Section 8 Housing Program.
<u>Item #:</u> 10B	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Melissa Ortiz Director of Section 8
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> On January 20, 2022, we were contacted by the Texas Department of Housing and Community Affairs Department who is a recipient of roughly 800 Emergency Housing Vouchers (EHV). TDHCA does not anticipate being able to utilize all of the vouchers they were allocated in the time frame required by HUD. Therefore, they are interested in contracting with several Public Housing Authorities to absorb a portion of their EHV; as part of that they would enter into an agreement with the PHA to ensure the associated fees awarded to the Department are provided to the PHA. HUD has been clear that if TDHCA returns any unused vouchers, HUD cannot guarantee that they would be reallocated within Texas. TDHCA is offering us an allocation of eighty-five (85) additional EHV equal to the number of EHV originally allocated to the LHA by HUD. Additionally, TDHCA would enter into a contract with LHA to convey the maximum amount of EHV fees (100% Preliminary Fees, and 100% Service Fees). Ongoing administrative fees would be calculated in accordance with the EHV program requirements; and in the same way as the standard HCV program. The allocated administrative fees will be used in accordance to the full column A administrative fee amount for each EHV under contract as of the first day of each month.	
<u>FINANCIAL:</u> Preliminary Fee – one-time preliminary fee of \$400 per EHV Service Fee – one-time service fee of \$3,500 per EHV On-going Administrative Fee – Currently \$67.59 for each EHV leased as of the first of the month	
<u>RECOMMENDATION:</u> Authorize the Executive Director to proceed with discussions on a possible contract with TDHCA in regards to a partnership involving the management of 85 Emergency Housing Vouchers with the Section 8 Program.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to adopt Resolution No. 22-R-01 and approve the Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) and Project Based Voucher (PBV) Program effective March 1, 2022, as recommended by staff.
<u>Item #:</u> 10C	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Melissa Ortiz Section 8 Administrator
<u>PREVIOUS BOARD ACTION:</u> On January 14, 2021, the Board of Commissioners approved item 10A adopting the Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program effective March 1, 2021 and adopted Resolution 21-R-01.	
<u>BACKGROUND:</u> As required by HUD regulations 24 CFR 982.517, a PHA must review its utility allowance schedules annually. The PHA must revise its utility allowance if the utility rates have changed more than 10% from the last approved utility allowance schedules. The PHA must maintain information supporting its annual review of utility allowance and any revisions made in its utility allowance schedules.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Board approval to adopt the Utility Allowance Schedules for the Section 8 Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program effective March 1, 2022 and adopt Resolution No. 22-R-01, as recommended by staff.	

Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:
Housing Authority of the City of Laredo, TX

Unit Type: **Energy Efficient (Multi-Family Apartment/High-Rise/Specially Designated "High**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					

Heating

a. Natural Gas	\$9.00	\$10.00	\$11.00	\$11.00	\$12.00	\$13.00
b. Bottle Gas/Propane	N/A	N/A	N/A	N/A	N/A	N/A
c. Electric	\$8.00	\$10.00	\$11.00	\$13.00	\$14.00	\$16.00
d. Electric Heat Pump	\$7.00	\$8.00	\$10.00	\$11.00	\$12.00	\$13.00
e. Oil						

Cooking

a. Natural Gas	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	\$9.00
b. Bottle Gas/Propane	N/A	N/A	N/A	N/A	N/A	N/A
c. Electric	\$6.00	\$7.00	\$10.00	\$13.00	\$15.00	\$18.00

Other Electric & Cooling

Other Electric (Lights & Appliances)	\$21.00	\$25.00	\$35.00	\$45.00	\$54.00	\$64.00
Air Conditioning	\$24.00	\$28.00	\$38.00	\$49.00	\$60.00	\$70.00

Water Heating

a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
b. Bottle Gas/Propane	N/A	N/A	N/A	N/A	N/A	N/A
c. Electric	\$12.00	\$15.00	\$19.00	\$23.00	\$27.00	\$31.00
d. Oil						

Water, Sewer, Trash Collection

Water <i>(City of Laredo Utilities Department)</i>	\$18.00	\$20.00	\$23.00	\$27.00	\$30.00	\$34.00
Sewer <i>(City of Laredo Utilities Department)</i>	\$22.00	\$25.00	\$31.00	\$37.00	\$42.00	\$48.00
Trash Collection <i>(City of Laredo Utilities Department)</i>	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$16.37	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$25.77	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service	per month cost	
	Name of Family	Heating	\$
Cooking		\$	
Other Electric		\$	
Air Conditioning		\$	
Water Heating		\$	
Address of Unit		Water	\$
		Sewer	\$
		Trash Collection	\$
		Range / Microwave	\$
Number of Bedrooms		Refrigerator	\$
	Other	\$	
	Other	\$	
Total		\$	



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Housing Authority of the City of Laredo, TX		Unit Type: Energy Efficient Semi-Detached/Duplex				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					
Heating						
a. Natural Gas		\$14.00	\$15.00	\$16.00	\$17.00	
b. Bottle Gas/Propane						
c. Electric		\$17.00	\$19.00	\$20.00	\$22.00	
d. Electric Heat Pump		\$12.00	\$14.00	\$15.00	\$17.00	
e. Oil						
Cooking						
a. Natural Gas		\$3.00	\$4.00	\$5.00	\$6.00	
b. Bottle Gas/Propane						
c. Electric		\$7.00	\$10.00	\$13.00	\$15.00	
Other Electric & Cooling						
Other Electric (Lights & Appliances)		\$37.00	\$51.00	\$66.00	\$80.00	
Air Conditioning		\$21.00	\$48.00	\$75.00	\$102.00	
Water Heating						
a. Natural Gas		\$8.00	\$11.00	\$14.00	\$17.00	
b. Bottle Gas/Propane						
c. Electric		\$18.00	\$23.00	\$28.00	\$33.00	
d. Oil						
Water, Sewer, Trash Collection						
Water (<i>City of Laredo Utilities Department</i>)		\$20.00	\$23.00	\$27.00	\$30.00	
Sewer (<i>City of Laredo Utilities Department</i>)		\$25.00	\$31.00	\$37.00	\$42.00	
Trash Collection (<i>City of Laredo Utilities Department</i>)		\$19.00	\$19.00	\$19.00	\$19.00	
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied		\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	
Other--specify: Monthly Charges						
Electric Charge \$16.37		\$16.00	\$16.00	\$16.00	\$16.00	
Natural Gas Charge \$25.77		\$26.00	\$26.00	\$26.00	\$26.00	
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Housing Authority of the City of Laredo, TX		Unit Type: Multi-Family (Apartment/Low-rise/Similar Small Units/High-Rise)				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$11.00	\$12.00	\$13.00	\$14.00	\$14.00	\$15.00
b. Bottle Gas/Propane	\$32.00	\$35.00	\$38.00	\$41.00	\$41.00	\$44.00
c. Electric	\$10.00	\$12.00	\$13.00	\$15.00	\$17.00	\$19.00
d. Electric Heat Pump	\$8.00	\$10.00	\$12.00	\$13.00	\$15.00	\$16.00
e. Oil						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$26.00	\$29.00
c. Electric	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$26.00	\$31.00	\$43.00	\$54.00	\$66.00	\$78.00
Air Conditioning	\$29.00	\$34.00	\$47.00	\$60.00	\$73.00	\$86.00
Water Heating						
a. Natural Gas	\$6.00	\$8.00	\$11.00	\$14.00	\$17.00	\$20.00
b. Bottle Gas/Propane	\$21.00	\$23.00	\$32.00	\$41.00	\$50.00	\$62.00
c. Electric	\$15.00	\$18.00	\$23.00	\$28.00	\$33.00	\$37.00
d. Oil						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$16.37	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$25.77	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Actual Family Allowances		Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$		
		Cooking		\$		
Name of Family		Other Electric		\$		
		Air Conditioning		\$		
		Water Heating		\$		
		Water		\$		
		Sewer		\$		
Address of Unit		Trash Collection		\$		
		Range / Microwave		\$		
		Refrigerator		\$		
		Other		\$		
Number of Bedrooms		Other		\$		
		Total		\$		



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Housing Authority of the City of Laredo, TX		Unit Type: Single-Family (Row House/Townhouse /Semi-Detached/Duplex/Detached House)				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$15.00	\$17.00	\$18.00	\$19.00	\$20.00	\$22.00
b. Bottle Gas/Propane	\$44.00	\$50.00	\$56.00	\$59.00	\$62.00	\$64.00
c. Electric	\$15.00	\$17.00	\$20.00	\$22.00	\$24.00	\$27.00
d. Electric Heat Pump	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00
e. Oil						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$26.00	\$29.00
c. Electric	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$33.00	\$39.00	\$54.00	\$69.00	\$84.00	\$99.00
Air Conditioning	\$28.00	\$33.00	\$57.00	\$81.00	\$105.00	\$128.00
Water Heating						
a. Natural Gas	\$8.00	\$9.00	\$13.00	\$17.00	\$22.00	\$26.00
b. Bottle Gas/Propane	\$23.00	\$26.00	\$38.00	\$50.00	\$64.00	\$76.00
c. Electric	\$19.00	\$22.00	\$28.00	\$35.00	\$41.00	\$47.00
d. Oil						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$16.37	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$25.77	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. <i>Complete below for the actual unit rented.</i>			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
			Sewer		\$	
Address of Unit			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
			Other		\$	
Number of Bedrooms			Total		\$	



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: Housing Authority of the City of Laredo, TX		Unit Type: Mobile Home/ Modular/Manufactured Housing				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas	\$13.00	\$15.00	\$16.00	\$16.00	\$17.00	\$18.00
b. Bottle Gas/Propane	\$38.00	\$44.00	\$47.00	\$47.00	\$50.00	\$56.00
c. Electric	\$20.00	\$24.00	\$24.00	\$24.00	\$25.00	\$25.00
d. Electric Heat Pump	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00
e. Oil						
Cooking						
a. Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$9.00	\$9.00	\$15.00	\$21.00	\$26.00	\$29.00
c. Electric	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00
Other Electric & Cooling						
Other Electric (Lights & Appliances)	\$38.00	\$45.00	\$62.00	\$80.00	\$98.00	\$115.00
Air Conditioning	\$27.00	\$32.00	\$54.00	\$77.00	\$100.00	\$122.00
Water Heating						
a. Natural Gas	\$8.00	\$9.00	\$13.00	\$17.00	\$22.00	\$26.00
b. Bottle Gas/Propane	\$23.00	\$26.00	\$38.00	\$50.00	\$64.00	\$76.00
c. Electric	\$19.00	\$22.00	\$28.00	\$35.00	\$41.00	\$47.00
d. Oil						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$16.37	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$25.77	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Actual Family Allowances			Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.			Heating		\$	
			Cooking		\$	
Name of Family			Other Electric		\$	
			Air Conditioning		\$	
			Water Heating		\$	
			Water		\$	
Address of Unit			Sewer		\$	
			Trash Collection		\$	
			Range / Microwave		\$	
			Refrigerator		\$	
			Other		\$	
Number of Bedrooms			Other		\$	
			Total		\$	



HOUSING AUTHORITY OF THE CITY OF LAREDO, TX

Water, Sewer and Trash Collection

Section 8 HCV Utility Allowances

All Building Types

		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
City of Laredo Utilities Department	Water	\$19.00	\$20.00	\$23.00	\$27.00	\$31.00	\$34.00
	Sewer	\$24.00	\$25.00	\$31.00	\$37.00	\$43.00	\$49.00
	Trash	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
City of Asherton	Water	\$32.00	\$33.00	\$44.00	\$54.00	\$64.00	\$75.00
	Sewer	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
	Trash	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
Zapata County Water Works	Water	\$19.00	\$20.00	\$26.00	\$31.00	\$37.00	\$42.00
	Sewer	\$25.00	\$25.00	\$26.00	\$26.00	\$27.00	\$28.00
Grande Garbage	Trash	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00



**Section 8 Housing Choice Voucher Program
Utility Allowance Schedules 2021 and 2022 Comparisons**

Utility or Service	Multi-Family (Apartment/Low-Rise/Similar Units/High-Rise)										Single-Family (Row House/Townhouse/Semi-Detached/Duplex/Detached House)										Mobile Home/Modular/Manufactured Housing																													
	0 BR		1 BR		2 BR		3 BR		4 BR		0 BR		1 BR		2 BR		3 BR		4 BR		0 BR		1 BR		2 BR		3 BR		4 BR																					
	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022																				
Heating																																																		
Natural Gas	\$ 10.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00	\$ 13.00	\$ 13.00	\$ 14.00	\$ 13.00	\$ 14.00	\$ 14.00	\$ 15.00	\$ 16.00	\$ 17.00	\$ 17.00	\$ 18.00	\$ 18.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 12.00	\$ 13.00	\$ 14.00	\$ 15.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 16.00	\$ 17.00	\$ 16.00	\$ 17.00																		
Bottle Gas/Propane	\$ 24.00	\$ 32.00	\$ 27.00	\$ 35.00	\$ 29.00	\$ 38.00	\$ 31.00	\$ 41.00	\$ 31.00	\$ 41.00	\$ 33.00	\$ 44.00	\$ 38.00	\$ 50.00	\$ 42.00	\$ 56.00	\$ 44.00	\$ 59.00	\$ 47.00	\$ 62.00	\$ 29.00	\$ 38.00	\$ 33.00	\$ 44.00	\$ 36.00	\$ 47.00	\$ 36.00	\$ 47.00	\$ 38.00	\$ 50.00	\$ 38.00	\$ 50.00																		
Electric	\$ 7.00	\$ 10.00	\$ 8.00	\$ 12.00	\$ 9.00	\$ 13.00	\$ 11.00	\$ 15.00	\$ 12.00	\$ 17.00	\$ 10.00	\$ 15.00	\$ 12.00	\$ 17.00	\$ 14.00	\$ 20.00	\$ 15.00	\$ 22.00	\$ 17.00	\$ 24.00	\$ 14.00	\$ 20.00	\$ 16.00	\$ 24.00	\$ 17.00	\$ 24.00	\$ 17.00	\$ 24.00	\$ 17.00	\$ 25.00	\$ 17.00	\$ 25.00																		
Electric Heat Pump	\$ 6.00	\$ 8.00	\$ 7.00	\$ 10.00	\$ 8.00	\$ 12.00	\$ 9.00	\$ 13.00	\$ 10.00	\$ 15.00	\$ 7.00	\$ 10.00	\$ 8.00	\$ 12.00	\$ 10.00	\$ 14.00	\$ 11.00	\$ 16.00	\$ 12.00	\$ 18.00	\$ 7.00	\$ 10.00	\$ 8.00	\$ 12.00	\$ 10.00	\$ 14.00	\$ 11.00	\$ 16.00	\$ 12.00	\$ 18.00	\$ 12.00	\$ 18.00																		
Cooking																																																		
Natural Gas	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	\$ 8.00	\$ 9.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	\$ 8.00	\$ 9.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	\$ 8.00	\$ 9.00	\$ 8.00	\$ 9.00																		
Bottle Gas/Propane	\$ 7.00	\$ 9.00	\$ 7.00	\$ 9.00	\$ 11.00	\$ 15.00	\$ 16.00	\$ 21.00	\$ 20.00	\$ 26.00	\$ 7.00	\$ 9.00	\$ 7.00	\$ 9.00	\$ 11.00	\$ 15.00	\$ 16.00	\$ 21.00	\$ 20.00	\$ 26.00	\$ 7.00	\$ 9.00	\$ 7.00	\$ 9.00	\$ 11.00	\$ 15.00	\$ 16.00	\$ 21.00	\$ 20.00	\$ 26.00	\$ 20.00	\$ 26.00																		
Electric	\$ 5.00	\$ 7.00	\$ 6.00	\$ 8.00	\$ 8.00	\$ 12.00	\$ 11.00	\$ 15.00	\$ 13.00	\$ 19.00	\$ 5.00	\$ 7.00	\$ 6.00	\$ 8.00	\$ 8.00	\$ 12.00	\$ 11.00	\$ 15.00	\$ 13.00	\$ 19.00	\$ 5.00	\$ 7.00	\$ 6.00	\$ 8.00	\$ 8.00	\$ 12.00	\$ 11.00	\$ 15.00	\$ 13.00	\$ 19.00	\$ 13.00	\$ 19.00																		
Other Electric & Cooling																																																		
Other Electric (Lights & Appli	\$ 18.00	\$ 26.00	\$ 21.00	\$ 31.00	\$ 30.00	\$ 43.00	\$ 38.00	\$ 54.00	\$ 46.00	\$ 66.00	\$ 23.00	\$ 33.00	\$ 27.00	\$ 39.00	\$ 37.00	\$ 54.00	\$ 48.00	\$ 69.00	\$ 59.00	\$ 84.00	\$ 27.00	\$ 38.00	\$ 31.00	\$ 45.00	\$ 44.00	\$ 62.00	\$ 56.00	\$ 80.00	\$ 68.00	\$ 98.00	\$ 68.00	\$ 98.00																		
Air Conditioning	\$ 20.00	\$ 29.00	\$ 24.00	\$ 34.00	\$ 33.00	\$ 47.00	\$ 42.00	\$ 60.00	\$ 51.00	\$ 73.00	\$ 20.00	\$ 28.00	\$ 23.00	\$ 33.00	\$ 40.00	\$ 57.00	\$ 56.00	\$ 81.00	\$ 73.00	\$ 105.00	\$ 19.00	\$ 27.00	\$ 22.00	\$ 32.00	\$ 38.00	\$ 54.00	\$ 54.00	\$ 77.00	\$ 69.00	\$ 100.00	\$ 69.00	\$ 100.00																		
Water Heating																																																		
Natural Gas	\$ 6.00	\$ 6.00	\$ 7.00	\$ 8.00	\$ 10.00	\$ 11.00	\$ 13.00	\$ 14.00	\$ 16.00	\$ 17.00	\$ 7.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 12.00	\$ 13.00	\$ 16.00	\$ 17.00	\$ 20.00	\$ 22.00	\$ 7.00	\$ 8.00	\$ 8.00	\$ 9.00	\$ 12.00	\$ 13.00	\$ 16.00	\$ 17.00	\$ 20.00	\$ 22.00	\$ 20.00	\$ 22.00																		
Bottle Gas/Propane	\$ 16.00	\$ 21.00	\$ 18.00	\$ 23.00	\$ 24.00	\$ 32.00	\$ 31.00	\$ 41.00	\$ 38.00	\$ 50.00	\$ 18.00	\$ 23.00	\$ 20.00	\$ 26.00	\$ 29.00	\$ 38.00	\$ 38.00	\$ 50.00	\$ 49.00	\$ 64.00	\$ 18.00	\$ 23.00	\$ 20.00	\$ 26.00	\$ 29.00	\$ 38.00	\$ 38.00	\$ 50.00	\$ 49.00	\$ 64.00	\$ 49.00	\$ 64.00																		
Electric	\$ 11.00	\$ 15.00	\$ 12.00	\$ 18.00	\$ 16.00	\$ 23.00	\$ 19.00	\$ 28.00	\$ 23.00	\$ 33.00	\$ 13.00	\$ 19.00	\$ 15.00	\$ 22.00	\$ 20.00	\$ 28.00	\$ 24.00	\$ 35.00	\$ 28.00	\$ 41.00	\$ 13.00	\$ 19.00	\$ 15.00	\$ 22.00	\$ 20.00	\$ 28.00	\$ 24.00	\$ 35.00	\$ 28.00	\$ 41.00	\$ 28.00	\$ 41.00																		
Water, Sewer, Trash Collection																																																		
Water-Laredo	\$ 19.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 23.00	\$ 23.00	\$ 26.00	\$ 27.00	\$ 29.00	\$ 31.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 23.00	\$ 23.00	\$ 26.00	\$ 27.00	\$ 29.00	\$ 31.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 23.00	\$ 23.00	\$ 26.00	\$ 27.00	\$ 29.00	\$ 31.00	\$ 29.00	\$ 31.00																		
Sewer-Laredo	\$ 24.00	\$ 24.00	\$ 24.00	\$ 25.00	\$ 30.00	\$ 31.00	\$ 36.00	\$ 37.00	\$ 42.00	\$ 43.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 25.00	\$ 30.00	\$ 31.00	\$ 36.00	\$ 37.00	\$ 42.00	\$ 43.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 25.00	\$ 30.00	\$ 31.00	\$ 36.00	\$ 37.00	\$ 42.00	\$ 43.00	\$ 42.00	\$ 43.00																		
Trash Collection-Laredo	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00	\$ 19.00																		
Water-Asherton	\$ 32.00	\$ 32.00	\$ 33.00	\$ 33.00	\$ 44.00	\$ 44.00	\$ 54.00	\$ 54.00	\$ 64.00	\$ 64.00	\$ 32.00	\$ 32.00	\$ 33.00	\$ 33.00	\$ 44.00	\$ 44.00	\$ 54.00	\$ 54.00	\$ 64.00	\$ 64.00	\$ 32.00	\$ 32.00	\$ 33.00	\$ 33.00	\$ 44.00	\$ 44.00	\$ 54.00	\$ 54.00	\$ 64.00	\$ 64.00	\$ 64.00	\$ 64.00																		
Sewer-Asherton	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00																		
Trash Collection-Asherton	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00																		
Water-Zapata	\$ 19.00	\$ 19.00	\$ 20.00	\$ 20.00	\$ 26.00	\$ 26.00	\$ 31.00	\$ 31.00	\$ 37.00	\$ 37.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 20.00	\$ 26.00	\$ 26.00	\$ 31.00	\$ 31.00	\$ 37.00	\$ 37.00	\$ 19.00	\$ 19.00	\$ 20.00	\$ 20.00	\$ 26.00	\$ 26.00	\$ 31.00	\$ 31.00	\$ 37.00	\$ 37.00	\$ 37.00	\$ 37.00																		
Sewer-Zapata	\$ 23.00	\$ 25.00	\$ 23.00	\$ 25.00	\$ 24.00	\$ 26.00	\$ 25.00	\$ 27.00	\$ 25.00	\$ 27.00	\$ 23.00	\$ 25.00	\$ 23.00	\$ 25.00	\$ 24.00	\$ 26.00	\$ 25.00	\$ 27.00	\$ 25.00	\$ 27.00	\$ 23.00	\$ 25.00	\$ 23.00	\$ 25.00	\$ 24.00	\$ 26.00	\$ 25.00	\$ 27.00	\$ 25.00	\$ 27.00	\$ 25.00	\$ 27.00																		
Grande Garbage-Zapata	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00	\$ 22.00																		
Tenant-supplied Appliances																																																		
Range/Microwave Tenant-suppl	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00																		
Refrigerator Tenant-supplied	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00																		
Other-specify: Monthly Charges																																																		
Electric Charge \$14.71	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00	\$ 15.00	\$ 16.00																		
Natural Gas Charge \$23.58	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00	\$ 24.00	\$ 26.00																		
Energy Efficient (Multi-Family Apartment/High-Rise/Specially Designated "High")																																																		
	0 BR										1 BR										2 BR										3 BR										4 BR									
	0 BR		1 BR		2 BR		3 BR		4 BR		1 BR		2 BR		3 BR		4 BR		0 BR		1 BR		2 BR		3 BR		4 BR		0 BR		1 BR		2 BR		3 BR		4 BR													
	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021	Proposed 2022	Current 2021																																									

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to adopt Resolution NO. 22-R-02 and approve the Utility Allowance Schedules for the Public Housing Program effective March 1, 2022, as recommended by staff.
<u>Item #:</u> 10D	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jessica Martinez Interim Director of Housing Management
<u>PREVIOUS BOARD ACTION:</u> On January 14, 2021, the Board of Commissioners approved item 10B to adopt the Utility Allowance Schedules for the Public Housing Program effective March 1, 2021 and adopted Resolution 21-R-02.	
<u>BACKGROUND:</u> Pursuant to 24 CFR 965.507 the PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances. Furthermore, the PHA may revise its allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Adopt Resolution NO. 22-R-02 and approve the Utility Allowance Schedules for the Public Housing Program effective March 1, 2022, as recommended by staff.	



HOUSING AUTHORITY OF THE CITY OF LAREDO, TX

PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES Chart 1

UPDATE 2022

Building Type: Row House/Townhouse

Colonia Guadalupe TX-11-1 (EE Equip:Win,Ins,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$42.00	\$48.00	\$55.00	\$62.00	
Natural Gas (H,WH,C)		\$47.00	\$52.00	\$55.00	\$58.00	
Water		\$16.00	\$19.00	\$23.00	\$27.00	
Sewer		\$18.00	\$24.00	\$30.00	\$37.00	
Trash Collection		\$19.00	\$19.00	\$19.00	\$19.00	
Totals		\$142.00	\$162.00	\$182.00	\$203.00	

Building Type: Semi-Detached/Duplex

Carlos Ritche TX-11-3 (EE Equip:Win,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$42.00	\$48.00	\$55.00	\$62.00	
Natural Gas (H,WH,C)		\$51.00	\$56.00	\$59.00	\$63.00	
Water		\$16.00	\$19.00	\$23.00	\$27.00	
Sewer		\$18.00	\$24.00	\$30.00	\$37.00	
Trash Collection		\$19.00	\$19.00	\$19.00	\$19.00	
Totals		\$146.00	\$166.00	\$186.00	\$208.00	

A monthly average cost of the summer and winter adjustments were used for the electric and natural gas costs where applicable.

L&A= Lights & Appliances
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows
Ins= Insulation
WS= Water Saving Appliances
LED= 100% LED Lighting

Note: Public Housing utility allowances are calculated similar to the method used by each utility provider. These allowances are not calculated by end use (like Section 8 HCV), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.

HOUSING AUTHORITY OF THE CITY OF LAREDO, TX
PUBLIC HOUSING

Building Type: Semi-Detached/Duplex

Ana M. Lozano TX-11-5 (EE Equip:Win,WH,Ins,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$42.00	\$48.00	\$55.00	\$62.00	
Natural Gas (H,WH,C)		\$47.00	\$52.00	\$56.00	\$58.00	
Water		\$16.00	\$19.00	\$23.00	\$27.00	
Sewer		\$18.00	\$24.00	\$30.00	\$37.00	
Trash Collection		\$19.00	\$19.00	\$19.00	\$19.00	
Totals		\$142.00	\$162.00	\$183.00	\$203.00	

Building Type: Semi-Detached/Duplex

Asherton TX-11-6 (All Electric) (EE Equip:Win,Ins,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)				\$145.00	\$164.00	
Water				\$42.00	\$53.00	
Sewer				\$24.00	\$24.00	
Trash Collection				\$22.00	\$22.00	
Totals				\$233.00	\$263.00	

Building Type: Semi-Detached/Duplex

Meadow Acres I & II TX-11-8,10 (EE Equip:Win,WH,Ins,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H)		\$58.00	\$68.00	\$81.00	\$90.00	
Natural Gas (WH,C)		\$39.00	\$42.00	\$44.00	\$45.00	
Water		\$16.00	\$19.00	\$23.00	\$27.00	
Sewer		\$18.00	\$24.00	\$30.00	\$37.00	
Trash Collection		\$19.00	\$19.00	\$19.00	\$19.00	
Totals		\$150.00	\$172.00	\$197.00	\$218.00	

Building Type: Semi-Detached/Duplex

South Laredo I & II TX-11-11,15 (EE Equip:Win,WH,Ins,WS,LED)	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H)				\$81.00	\$90.00	
Natural Gas (WH,C)				\$44.00	\$45.00	
Water				\$23.00	\$27.00	
Sewer				\$30.00	\$37.00	
Trash Collection				\$19.00	\$19.00	
Totals				\$197.00	\$218.00	

HOUSING AUTHORITY OF THE CITY OF LAREDO, TX

PUBLIC HOUSING

PROPOSED MONTHLY CONSUMPTION ALLOWANCES

Chart 2

Check-Metered Utilities

UPDATE 2022

Building Type: High Rise Apartment

Senior Home TX-11-4 (EE Equip:Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (kWh) (L&A,C)		215	261			

L&A= Lights & Appliances

EE Equip= Energy Efficient Equipment

C= Cooking

Win= Windows

Note: Public Housing utility allowances are calculated similar to the method used by each utility provider. These allowances are not calculated by end use (like Section 8 HCV), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action authorizing the Executive Director to: conclude the value engineering and negotiation of RFP2021-0811-1 COVID-19 Public Health & Safety Project – Section 8 & Colonia Guadalupe Administration after not arriving at the budgeted amount; reduce and amend the scope of work; and proceed with a construction management delivery system to achieve the work.
<u>Item #:</u> 11A	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Bulmaro Cruz Director of Construction Projects
<u>PREVIOUS BOARD ACTION:</u> On August 27, 2021, the Board of Commissioners approved the award of RFP21-0811-1 COVID-19 Public Health & Safety Project to the highest scoring proponent Quantum Construction.	
<u>BACKGROUND:</u> After several meetings with Quantum Construction, there were two value engineering proposals submitted one on October 14, 2021 in the amount of \$876,134 and two options were submitted on December 30, 2021 one in the amount of \$629,800 and the other in the amount of \$618,800. Both proposals were still over the budget amount of \$556,007	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Authorize the Executive Director to: conclude the value engineering and negotiation of RFP2021-0811-1 COVID-19 Public Health & Safety Project– Section 8 & Colonia Guadalupe Administration after not arriving at the budgeted amount; reduce and amend the scope of work; and proceed with a construction management delivery system to achieve the work.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to authorize the eligible purchase of a 2021 Ford Escape in the amount of \$23,460.00 for the Rapid Rehousing Program.
<u>Item #:</u> 11B	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> Under the Department of Housing and Urban Development (HUD) 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (2019 CoC Grant) allows as an eligible cost to purchase or lease a vehicle in which staff transports program participants and/or staff serving program participants. In Chapter 14 of HUD Procurement Handbook for Public Housing Agencies, the use of cooperative and interagency agreements can often greatly simplify and expedite the procurement process by relieving the PHA of developing specifications or issuing solicitations. These cooperative arrangements can also offer substantial discounts over what a PHA might be required to pay if it purchased the items on its own. Sam Pack's Five Star Ford participates in a cooperative agreement: State of Texas 070-A1 Texas Smartbuy Contract.	
<u>FINANCIAL:</u> This purchase will be funded through the 2019 CoC Grant under Budget Line Item 1050 Supportive Services in the amount of \$23,460.00.	
<u>RECOMMENDATION:</u> Authorize the eligible purchase of a 2021 Ford Escape in the amount of \$23,460.00 for the Rapid Rehousing Program.	

CUSTOMIZED PRODUCT PRICING SUMMARY BASED ON CONTRACT

Cars and Light Trucks
Team Members -- Kevin Moore - Jorge Guerra - Alan Rosner
Contract Name: State of Texas 070-A1 Texas Smartbuy Contract

End User: LAREDO HOUSING AUTHORITY Sam Pack's Rep: JORGE GUERRA

Contact: VALERIA CABELLO Date: 12/16/2021

Contact TN/Email Phone # 956-477-9199

Product Description: 2021 FORD ESCAPE S Exterior Color / Interior WHITE

A. Bid Series: MID SIZE CROSS OVER 071802412 Base Price: \$ 20,543.00

B. Published Options (Itemize Each Below)

Code	Description	Bid Price	Code	Description	Bid Price
44W	Automatic	Included			
572	Air Conditioning	Included			
90L	Power Windows	Included			
90L	Power Locks	Included		stock unit	
525	Speed Control	Included			
942	DAYTIME RUNNING LIGHTS	Included			
	CLOTH INTERIOR				
	STATE INSPECTION FREE	Included			
	DELIVERY FREE	Included			
Z1	WHITE IN COLOR	Included			
	SYNC SYSTEM	INCLUDED			

Total of B. - Published Options \$ -

C. Ford Factory Published Options

Code	Description	Bid Price	Code	Description	Bid Price

Total of C. - Dealer Published Options \$ -

D. Fleet Quote

Code	Description	Bid Price	Code	Description	Bid Price
				MATCHING SPARE TIRE AND WHEEL	\$1,817.00
				Fire Ext	Included
				Lettering	Included
				Reflector	Included
				4 EXTRA KEYS with fob	\$1,100.00

Total of D. - Off Menu Options \$ 2,917.00

F. Delivery Charges	_____	0 Miles @ \$2.45/mile	\$	-
G. Option Discounts	_____		\$	-
H. Total of A + B + C + D + E = F			\$	23,460.00
I. Floor Plan Assistance	_____		\$	0.00
J. Lot Insurance Coverages	_____		\$	0.00
K. Quantity Ordered	1	X F =	\$	23,460.00
L. Administrative Fee	_____		\$	-
M. Non-Equip Charges & Credits	_____		\$	-
N. TOTAL PURCHASE PRICE INCLUDING ADMIN FEE			\$	23,460.00

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to authorize the purchase of one new compact car or small pick-up truck for each public housing property and HCV program to serve management needs, as may be financially feasible under the current fiscal year while maintaining a positive operating balance.
<u>Item #:</u> 11C	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> Currently none of our PH properties have dedicated management vehicles and with COVID preventive strategies, more independent travel and work is promoted in dealing with co-working and responding to administrative needs. On October 29, 2020, the Board of Commissioners authorized the purchase of five (5) replacement work service trucks for the following PH properties. <ol style="list-style-type: none">1. Colonia Guadalupe2. Carlos Richter3. Ana Maria Lozano4. South Laredo5. Construction Department Work trucks are often not conducive to administrative and management needs. Recent times require empowering management staff to act and perform independently in transacting business, and driving on behalf of the agency more important and regular to their jobs. Also, since April of 2020, we have not had a courier service contract for delivery of bank deposits. Staff has been going to the bank to make these deposits.	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u> Authorize the purchase of one new compact car or small pick-up truck for each public housing property and HCV program to serve management needs, as may be financially feasible under the current fiscal year while maintaining a positive operating balance.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to approve the Employee On-Call Policy with any Board amendments, effective February 6, 2022.
<u>Item #:</u> 11D	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jessica Martinez Interim Director of Housing Management
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> <p>Currently, the LHA maintenance staff is only paid for actual hours worked during their weekly scheduled on-call period.</p> <p>With this proposed policy, they would be compensated \$1.25 per hour for the 153 hours that they are on-call status plus any actual hours worked with a minimum of two (2) hours for any call within the 24-hour period. This would be an additional \$153.75 per week of on-call status pay.</p> <p>City of Laredo Municipal Housing City policy for actual time spent on on-call status is that employees are compensated \$1.25 per hour. Employee receiving their first call back to return to work shall be paid at time and one-half (1.5) their regular rate of pay for the time worked with a minimum of two (2) hours of pay.</p> <p>Brownsville Housing Authority Employee on-call receives a stipend of \$75.00 for the week that they are on-call regardless of the number of calls they get. They are also paid for their time when responding to the call.</p> <p>Temple Housing Authority Employee drives the company vehicle home and back the week they are on call. They are paid \$1.00 for being on call and once they receive a call, they get paid their overtime rate from the time they leave their house until they return.</p> <p>Mission Housing Authority Employees are paid overtime for any call after hours.</p>	

FINANCIAL:

RECOMMENDATION:

Approve the Employee On-Call Policy with any Board amendments, effective February 6, 2022.

CURRENT POLICY

D. "On-Call Duty"

"On-Call Duty": The PHA's maintenance employees may be assigned on-call duty. On-call duty shall be on weekends and after 5:00 PM on regular working days. The employee will be expected to be available by telephone, two-way radio or pager to perform emergency duties during his/her duty assignment. As compensation, the employee shall be paid for actual hours worked. The employee shall be paid time and one-half. Maintenance employees assigned on-call duty must satisfactorily complete a full week's duty to be eligible for the above pay. Such pay will be included in the same payroll period with the Saturday ending on-call duty. No compensation will be provided to exempt management staff.

PROPOSED POLICY

D. "On-Call Duty"

"On-Call Duty": The PHA's maintenance employees may be assigned on-call duty. On-call duty shall be on weekends, approved holidays and after 5:00 p.m. on regular working days. The employee will be expected to be available by telephone to perform emergency duties during his/her duty assignment and should remain within one (1) hour driving time from the PHA to respond to any emergency. As compensation, the employee shall be paid \$1.25 per hour for on-call pay and time and one-half for actual hours worked over the required forty (40) hours. During each twenty-four (24) hour period in which an employee is called back to work and the employee is officially in an On-Call status, and is receiving On-Call pay, the employee receiving their first call to return to work, shall be paid time and one-half (1.5) their regular rate of pay for the time worked with a minimum of two (2) hours of pay. Employees receiving additional calls after the first call, but within the same twenty-four (24) hour period, will be paid time and one-half only for actual time spent on the call with no minimum hours. Employees will be considered engaged by the PHA at the time they receive the call until the time the work is completed. Employees assigned on-call duty must satisfactorily complete a full week's duty to be eligible for the above time and one-half pay. Such pay will be included in the same payroll period with the Saturday ending on-call duty. No compensation will be provided to exempt management staff.

HOUSING AUTHORITY OF THE CITY OF LAREDO

ON CALL POLICY AND PROCEDURES

I. Purpose

This departmental procedure has been established to provide guidelines for administering the PHA's On-Call assignments. This procedure is intended to support current PHA policies and procedures.

II. Scope

This procedure is applicable to all the PHA Maintenance Mechanics and Maintenance Aides.

III. Definitions

1. On-Call is defined as a period of assigned time during which an employee must remain fit for duty and available to return to work outside their normally scheduled working hours, holidays, and/or weekends.
2. On-Call Pay is defined as a fixed hourly rate paid to employees for being on-call. This is coded on the employee timesheet to reflect on-call hours.
3. Required Response Time is defined as the one (1) hour the employee has to report to the PHA from the time they receive the call.

IV. Responsibility

A. Supervisors

It is the responsibility of the Supervisors to:

1. Abide by and ensure compliance with policy. No changes or alterations are allowed without express written approval from the Executive Director.
2. Ensure that an adequate number of qualified employees are available to respond to unscheduled or emergency work situations.
3. Identify in the job description that On-Call work may be required.
4. Supervisors will maintain a calendar, or other means of tracking, in order to track the schedules related to each On-Call assignment.

Employees shall be provided an On-Call Roster a minimum of three (3) months in advance.

5. Ensure, and regularly evaluate, the consistency and equity in assigning staff to be On-Call.
6. Provide procedures to include the following:
 - a. Guidelines for On-Call assignments.
 - b. List any equipment required during On-Call assignment.
 - c. List the name(s) of employee(s) assigned to be On-Call.
 - d. The time period the employee(s) will be On-Call.
 - e. Consequences of failing to comply with On-Call policies and procedures.
7. Issue appropriate equipment (i.e., telephone, vehicles, tools, etc.) to employees assigned to an On-Call status.
8. Ensure that On-Call time worked is documented and tracked accurately for each assignment. This documentation should be included with the employee's timesheet and work order, and should include the following:
 - a. Time the employee was called to work
 - b. Time employee arrived at the work site
 - c. Time employee was released from work
 - d. Supervisor's signature
 - e. Employee's signature
9. Review and sign timesheets promptly.

B. Employees

It is the responsibility and requirement of each employee to adhere to the following:

1. On-Call
 - a. Provide up-to-date phone number(s) where the employee can be reached for emergency situations when personnel are required to report to work.
 - b. If On-Call, secure approval in advance from Supervisor or designee to be excused or removed from On-Call assignment due to illness, injury, or other circumstances that otherwise prevent an employee from fulfilling On-Call requirements. If an employee is excused from an On-Call assignment, they will forfeit the On-Call pay.

- c. Retain communication equipment such as cellular phones, etc. within hearing distance, and ensure all equipment is in good operational condition. Employee shall notify supervisor of any problems with the assigned communication equipment.
 - d. Maintain the physical and mental fitness standard regularly required for performing the job tasks during the On-Call assignment. This is not limited to refraining from the use of alcohol and/or drugs that may impair the employee's ability to safely and effectively perform the essential functions of the job. It is also the employee's responsibility to obtain the adequate amount of rest, sleep and meals to maintain alertness and performance.
 - e. Complete and sign timesheets promptly.
 - f. While On-Call, employee is required to wear appropriate work uniform and/or ID badge, all work safety equipment, and arrive at the work site in a designated agency vehicle.
2. Eligibility for On-Call
- a. Employees are not eligible to be On-Call or receive the On-Call pay while on any type of leave or while on limited duty status. This includes but is not limited to personal sick leave, vacation leave, Family Medical Leave (FMLA), or limited duty status for worker's compensation or off-the job injuries. Using accrued leave to cover a partial absence such as a doctor's appointment or other personal appointments is allowed with Supervisor approval. Also, employees are prohibited from engaging in outside employment on any calendar day that the employee is in an On-Call status.

V. Procedures

A. On-Call Pay

- 1. If the On-Call assignment is determined to meet the criteria for the pay, then the employee will receive an On-Call pay as set by the Housing Authority of the City of Laredo policy for actual time spent in an On-Call status and will be counted as non-productive time for the purpose of determining overtime. The current On-Call rate is \$1.25 per hour.

2. Not all situations will follow a formal On-Call process (e.g., employees may be called back to work, but are not officially in an On-Call status, and thus do not qualify for the On-Call pay.
3. If the employee is required to drive an agency vehicle home while On-Call, the employee cannot use the vehicle for personal transportation. All of the time spent driving the vehicle to and from the site of the emergency work is considered work time. This time will be documented and paid as worked hours. The employee, in this situation, is not required to report to the assigned duty station, but must report directly to the site of the emergency. The employee, in this situation, does not cease working after being released from the job site until the employee has arrived home and had contacted the Supervisor upon arrival to the destination. This shall not exceed more than one (1) hour from the time the employee leaves the job site, regardless of the drive time to their home.
4. On-Call employees reporting for duty, who, in the opinion of the Supervisor, are not capable of performing their required duties, will not be paid for being On-Call. The employee will be relieved of their On-Call duty, will not be paid the On-Call pay for their scheduled hours, and may be subject to disciplinary action.
5. During each twenty-four (24) hour period in which an employee is called back to work and the employee is officially in an On-Call status, and is receiving On-Call pay, the employee receiving their first call to return to work, shall be paid time and one-half (1.5) their regular rate of pay for the time worked with a minimum of two (2) hours of pay. Employees receiving additional calls after the first call, but within the same twenty-four (24) hour period, will be paid time and one-half (1.5) only for actual time spent on the call with no minimum hours.

LHA COMMISSIONERS' COMMUNICATION

<p><u>DATE:</u> 1/28/2022</p>	<p><u>SUBJECT:</u> Discussion and possible action related to the development and implementation of a Workforce Recruitment and Retention Plan.</p>
<p><u>Item #:</u> 11E</p>	
<p><u>INITIATED BY:</u> Mary Gaona Executive Director</p>	<p><u>STAFF SOURCE:</u></p>
<p><u>PREVIOUS BOARD ACTION:</u> None</p>	
<p><u>BACKGROUND:</u></p>	
<p><u>FINANCIAL:</u></p>	
<p><u>RECOMMENDATION:</u> Approve the development and implementation of a Workforce Recruitment and Retention Plan.</p>	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action to authorize the Executive Director to close an aged Laredo Housing Employee Organization bank account and to transfer any funds to the public housing resident services program fund for utilization in referenced permissible uses.
<u>Item #:</u> 11F	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u>	
<p><u>BACKGROUND:</u></p> <p>Tenant participation funds can be used on the following allowable expenses:</p> <ul style="list-style-type: none"> • Outreach and consultation with public housing residents in support of active interaction between residents and the PHA. • Informing residents about issues and operations of the PHA that affect residents and their living environment. • Surveys and other forms of resident input. • Annual membership events. • Site-based community promotions that improve resident participation. • Training for Resident Commissioners, resident councils, and RABs. • Resident council organizing and elections. • Leadership development. • Household training. • Communications with residents. • Orientation and responsibilities for new residents. • Planning for the PHA Plan, revitalization, property management and maintenance, capital improvements, and safety and security. <p>Tenant participation fund are prohibited to be used on the the following unallowable expenses:</p> <ul style="list-style-type: none"> • Purchase of alcoholic beverages • Entertainment, where the dedicated purpose of the event falls under the following categories: <ul style="list-style-type: none"> o Amusement (e.g., trips to theme parks, county fairs) o Diversions (e.g., theatre, movies, sports events) o Social activities (e.g., parties, bowling nights) o Any directly associated costs for the events in the categories above (tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) o Organized fundraising costs, including financial or political campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. 	

FINANCIAL:

As of December 31, 2021, this bank account has a balance of \$29,432.43, the last transaction (deposit) was made on June 08, 2018. We are recommending to distribute these funds by Units Month Available per each property.

Colonia Guadalupe (272 Units)- \$ 10,478.57

Carlos Richter (100 Units)- \$ 3,852.41

Ana Maria Lozano (126 Units)- \$ 4,854.04

Senior Home (100 Units)- \$ 3,852.41

Meadow Acres (78 Units)- \$ 3,004.88

South Laredo (56 Units)- \$ 2,157.35

Asherton (32 Units)- \$ 1,232.77

RECOMMENDATION:

Authorization for the Executive Director to close an aged Laredo Housing Employee Organization bank account and to transfer any funds to the public housing resident services program fund for utilization in referenced permissible uses.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 1/28/2022	<u>SUBJECT:</u> Discussion and possible action related to the current COVID-19 health concerns and any update to the COVID-19 policies implemented in response to the health concern. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).
<u>Item #:</u> 11G	
<u>INITIATED BY:</u> Mary Gaona Executive Director	<u>STAFF SOURCE:</u>
<u>PREVIOUS BOARD ACTION:</u> On June 25, 2021, the Board of Commissioners approved Resolution 21-R-07. On March 12, 2021, the Board of Commissioners approve Resolution 21-R-04.	
<u>BACKGROUND:</u>	
<u>FINANCIAL:</u>	
<u>RECOMMENDATION:</u>	

LHA COMMISSIONERS' COMMUNICATION

<p><u>DATE:</u> 1/28/2022</p>	<p><u>SUBJECT:</u> Discussion and possible action to conduct the Executive Director's scheduled annual evaluation, as stipulated in contract agreement. This item may be discussed in Executive Session, pursuant to Texas Government Code Section 551.074 (personnel matters).</p>
<p><u>Item #:</u> 11H</p>	
<p><u>INITIATED BY:</u> Board of Commissioners</p> <p><u>STAFF SOURCE:</u></p>	
<p><u>PREVIOUS BOARD ACTION:</u></p> <p>Executive Director's contract was approved on October 29, 2020 with an effective date of November 2, 2020.</p>	
<p><u>BACKGROUND:</u></p> <p>Section IV of Employment Contract states the following:</p> <p>The Board will conduct a Performance Evaluation, within 60-days of the hiring annual anniversary date, unless otherwise extended by mutual agreement.</p>	
<p><u>FINANCIAL:</u></p>	
<p><u>RECOMMENDATION:</u></p>	