

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



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

Wednesday, July 19, 2023  
11:30 a.m.

Laredo Housing Authority  
Regular Board of Commissioners Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/81987836454?pwd=a1dOL0hmUFdDZFBWa0ZBUINpUWJJZz09>

Call in Number: 1-346-248-7799

Webinar ID: [819 8783 6454](#)

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Wednesday, July 19, 2023

11:30 A.M.

REC'D CITY SEC OFF  
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**Board of Commissioners**

Cynthia Mares, Board Chair  
Silvia Madrid, Vice Chair  
Joe E. Aranda, Commissioner

Jose L. Ceballos, 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-23-R-4**

**Agenda**

**July 19, 2023**

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. PRESENTATION BY RESIDENT ADVISORY BOARD
7. APPROVAL OF MINUTES

A. Approval of Minutes for Board of Commissioners meeting on May 22, 2023.

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

- A. Executive Directors Report to include status of grant programs and ongoing construction projects.
- B. Unaudited Financials for the month of May 2023.

**9. 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 ratify Contract ID 2946224 between the Laredo Housing Opportunities Corporation and AT&T Corp. for the AT&T Office @Hand (v2.0) Service effective May 31, 2023.
- B. Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Stability Voucher Program.
- C. Consideration to approve a renewal with Texas Municipal League Intergovernmental Risk Pool for Workers' Compensation coverage in an estimated amount of \$47,397 effective October 1, 2023 through September 30, 2024.
- D. Consideration to authorize a travel request of staff and/or board for the 2023 Texas Homeless Network Conference on Ending Homelessness in Austin, Texas on September 27-29, 2023.

**10. ACTION ITEM**

- A. Discussion and possible action on the Memorandum of Understanding between the Laredo Housing Opportunity Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing. This item may be discussed in Executive Session pursuant to Section 551.071, consultation with attorney.
- B. Discussion and possible action to approve a change to the Procurement Policy Section (17.0) Board Approval of Procurement Actions (17.2) Authority increasing the Board approval requirement from \$15,000 to \$50,000.
- C. Discussion and possible action to award the Insurance Claim for Roof Replacement at South Laredo I (AMP 5) and authorize the Executive Director to finalize negotiations and contract with the selected firm.

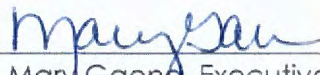
- D. Discussion and possible action to award RFP No. 2023-0620-1 Roof Replacement at South Laredo I (AMP 5) and authorize the Executive Director to finalize negotiations and contract with selected firm.
- E. Discussion and possible action to award the parking lot resurfacing at Colonia Guadalupe (AMP 1) and authorize the Executive Director to finalize negotiations and contract with the selected firm.
- F. Discussion and possible action to approve a 1-year extension to RFQ#19-0401-1 Professional Services for Annual Audit Services contract with Garza/Gonzalez & Associates in the amount of \$90,880 for FYE 03/31/23. Contract LHA 1904011 has an allowable five-year audit term of 3/31/19 to 3/31/23. This would represent the fifth and final allowable audit year extension.

**11. 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).

**12. ACTION ON ANY EXECUTIVE SESSION ITEM**

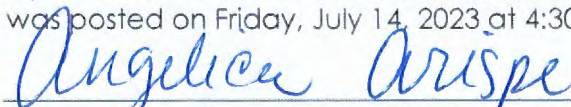
**13. ADJOURNMENT**

  
 \_\_\_\_\_  
 Mary Gaona, Executive Director

Laredo Housing Authority 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.

**CERTIFICATION**

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 Friday, July 14, 2023 at 4:30 p.m.

  
 \_\_\_\_\_  
 Jose A. Valdez Jr., City Secretary

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

<https://us02web.zoom.us/j/84531296241?pwd=cEFEEFVSZklINDIjdE1JaUpOcHc2dz09>

Call in Number: 1-346-248-7799

Webinar ID: 845 3129 6241

LHA Board Room  
2000 San Francisco Ave.  
Laredo, Texas 78040  
Monday, May 22, 2023  
10:30 A.M.

### **Board of Commissioners**

Cynthia Mares, Board Chair  
Silvia Madrid, Vice Chair  
Joe E. Aranda, Commissioner

Jose L. Ceballos, 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-23-R-3**

**Minutes**

**May 22, 2023**

#### **1. CALL TO ORDER**

Cynthia Mares, Board Chair, called the meeting to order at 10:32 a.m.

#### **2. INVOCATION PRAYER**

Gloria Ann Freeman, Resident Commissioner, led us in prayer.

#### **3. PLEDGE OF ALLEGIANCE**

Jose L. Ceballos, Commissioner, led us in the recital of the Pledge of Allegiance.

#### **4. ROLL CALL AND DECLARATION OF QUORUM**

Mrs. Gaona proceeded with roll call and a declaration of quorum was made by Cynthia Mares, Board Chair.

#### **Commissioner Present**

Cynthia Mares, Board Chair  
Silvia Madrid, Vice Chair  
Joe E. Aranda, Commissioner  
Jose L. Ceballos, Commissioner  
Gloria Ann Freeman, Resident Commissioner

**Staff Present**

Mary Gaona, Executive Director  
Jennifer Barrientos, Director of Finance  
Bulmaro Cruz, Director of Construction  
Melissa Ortiz, Director of HCV  
Robert Pena, Director of IT  
Raquel Aguilar, Interim Director of Housing Management  
Melissa Hernandez, Interim Director of Planning and Community Services  
Christy Ramos, Administrative Assistant  
Sonia Flores, Senior Accountant (zoom)  
Sara Vicharelli, Leasing Specialist (zoom)  
Maria Hernandez, Property Manager (zoom)  
Veronica Alcalá, Assistant Property Manager (zoom)  
Melinda Gavilanes, Property Manager (zoom)  
Elsa Rodriguez, Clerk (zoom)  
Maria Serrano, Assistant Property Manager (zoom)  
San Juana Valero, Assistant Property Manager (zoom)  
Kayla Moreno, Property Manager (zoom)  
Gisela Mendoza, Clerk (zoom)  
Denise Guzman, Property Manager (zoom)  
Doug A. Poneck, Attorney  
Ricardo De Anda, Attorney

**Others Present**

Melissa Amici Haynes, Laredo Center of the Arts  
Pedro Morales, Laredo Center of the Arts  
Ana Laura Hernandez, Artist, Laredo Center of the Arts  
Mario Maldonado, Public Citizen

**5. CITIZENS COMMENTS**

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**Cynthia Mares, Board Chair, stated that there were no citizens comments.**

**6. PRESENTATION BY RESIDENT ADVISORY BOARD**

**Mary Gaona, Executive Director, informed the Board of Commissioners that Ms. Rios, Resident Advisory Board President, was unable to attend the meeting today.**

**7. PUBLIC COMMENT PERIOD:**

The Laredo Housing Authority will be closing the 45-day comment period on an amendment to the agencies Admissions and Continued Occupancy Policy (ACOP) incorporating the final ruling on the limitation on Public Housing tenancy

for over-income families under the Housing Opportunity through Modernization Act of 2016 (HOTMA).

**Mary Gaona, Executive Director, stated that there were no public comments received from the community and or residents.**

## **8. APPROVAL OF MINUTES**

**A.** Approval of Minutes for Board of Commissioners meeting on April 5, 2023.

**Gloria Ann Freeman, Resident Commissioner moved to approve the minutes for the Board of Commissioners meeting on April 5, 2023, as presented. Jose L. Ceballos, seconded the motion; motion carried.**

**Cynthia Mares, Board Chair stated that she wanted to congratulate the staff on the fantastic minutes with the new format.**

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

**A.** Executive Directors Report to include status of grant programs and ongoing construction projects.

**Mary Gaona, Executive Director, presented the Executive Directors Report. Discussion took place.**

**B.** Unaudited Financials for the month of March 2023.

**Jennifer Barrientos, Director of Finance, presented the March 2023 unaudited financials.**

## **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.

**Jose L. Ceballos, Commissioner, moved to approve all the following items under Consent Agenda.**

**A.** Consideration to approve the certification of the HCV Section 8 Management Assessment Program (SEMAP) for the Fiscal Year ending March 31, 2023, as recommended by staff, and authorize the Executive Director to submit the SEMAP Submission Certification to the U.S. Department of Housing & Urban Development (HUD) and adopt Resolution No. 23-R-06.

**B.** Consideration to approve the purchase of a 2023 Ford F150 Regular Cab in the amount of \$32,565.00 from the 2022 Capital Fund Grant.

- C. Consideration to approve the purchase of a 2023 Toyota Highlander in the amount of \$37,325.00 from the Emergency Housing Voucher Service Fee Allocation.

**Discussion took place. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

## **11. ACTION ITEM**

- A. Discussion and possible action approving the Memorandum of Understanding between the Laredo Housing Opportunity Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing an affordable housing development. This item may be discussed in Executive Session pursuant to Section 551.07 I, consultation with attorney.

**Mary Gaona, Executive Director, presented to the Board of Commissioner for approval on the Memorandum of Understanding between the Laredo Housing Opportunity Corporation and Brownstone Affordable Housing, Ltd. Discussion took place. Jose L. Ceballos, Commissioner, moved to authorize the Board Chair and our Executive Director to finalize the Memorandum of Understanding with the understanding that there is a 70/30 split on developer fee and that the developer will serve as manager while they guarantee the project and that we also work with them on finalizing the amenities and discuss any insurance supplements that may be required to protect the Housing Authority and our General Partnership. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- B. Discussion and possible action to approve the Continued Occupancy Policy for Public Housing Over-Income Families effective June 1, 2023 and adopt Resolution No. 23-R-07.

**Mary Gaona, Executive Director, presented to the Board of Commissioners for approval the Continued Occupancy Policy effective June 1, 2023. Discussion took place. Joe E. Aranda, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- C. Discussion and possible action to approve the 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standard Amounts effective July 1, 2023 using Fair Market Rents and adopt Resolution No. 23-R-08.

**Melissa Ortiz, Director of HCV, presented to the Board of Commissioners for approval the 2023 Section 8 Housing Choice Voucher (HCV) Payment Standard Amounts effective July 1, 2023 using the Fair Market Rents. Discussion took place. Joe E. Aranda, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**



- D. Discussion and possible action on the proposed Jovita Idar mural at the Ana Maria Lozano BiblioTech.

**Melissa Amici Haynes, Laredo Center of the Arts, and Ana Laura Hernandez, Artist, made a presentation on the proposed mural. Discussion took place. Silvia Madrid, Commissioner, moved to bring this item back at another meeting. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- E. Discussion and possible action on the appointment of a Building Committee.

**Discussion took place. Cynthia Mares, Board Chair, appointed Jose L. Ceballos, Commissioner, and Gloria Ann Freeman, Resident Commissioner, to the Building Committee. Cynthia Mares, Board Chair, asked Mary Gaona, Executive Director, to post all these committee meetings and to notify all commissioners of these meetings in case anyone would like to join. Joe E. Aranda, Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

- F. Discussion and possible action on the appointment of a Finance Committee.

**Discussion took place. Cynthia Mares, Board Chair, appointed Jose L. Ceballos, Commissioner, and Joe E. Aranda, Commissioner, to the Finance Committee. Cynthia Mares, Board Chair, stated she would be joining the meetings at times. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

- G. Discussion and possible action on the appointment of a Program & Policy Committee.

**Discussion took place. Cynthia Mares, Board Chair, stated that she would like to appoint the following to these committees. Silvia Madrid, Vice Chair, and Gloria Ann Freeman, Resident Commissioner. Joe E. Aranda, Commissioner, moved to approve as presented. Gloria Ann Freeman, Resident Commissioner, seconded the motion; motion carried.**

- H. Discussion and possible action to award RFP No. 2023-0403-1 HQS Housing Inspection Services and authorize the Executive Director to finalize negotiations and contract(s) with selected firm(s).

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval an RFP for HQS Housing Inspection Services to Antonio Murillo. Discussion took place. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

- I. Discussion and possible action to authorize the Executive Director to extend the contract with Bronze Builders LLC for an additional year, as allowable by Contract No. 2022-0131-2, effective June 28, 2023 through June 27, 2024. This would represent the second year of the contract maximum of five years.

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval, a one-year extension to the Bronze Builders LLC contract effective June 28, 2023 through June 27, 2024. Discussion took place. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

- J. Discussion and possible action to authorize the Executive Director to extend the contract with Trinity MEP Engineering LLC for an additional year, as allowable by Contract No. 2022-0613-1, effective June 13, 2023 through June 12, 2024. This represents the second year of the contract maximum of five years.

**Valeria De Leon, Procurement Officer, presented to the Board of Commissioners for approval, a one-year extension to the Trinity MEP Engineering LLC contract effective June 13, 2023 through June 12, 2024. Discussion took place. Gloria Ann Freeman, Resident Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried. Discussion took place. Joe E. Aranda, Commissioner, moved to approve as presented. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

- K. Discussion and possible action to renew the Commercial Property Insurance for the Laredo Housing Facilities Corporation effective June 27, 2023 through June 26, 2024.

**Jennifer Barrientos, Director of Finance, presented to the Board of Commissioners the renewal for the Commercial Property Insurance for the Russell Terrace, Meadow Elderly, and Bernal Sunrise Court properties. The renewal is in the amount of \$75,378 for the period of June 27, 2023 through June 26, 2024. Silvia Madrid, Vice Chair moved to approve as presented. Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

- L. Discussion and possible action related to the filling of management positions and any other matters incident thereto. This item may be discussed in Executive Session, pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).

**Gloria Ann Freeman, Resident Commissioner, moved to authorize Mary Gaona, Executive Director, to hire all personnel except for any Director positions. These positions would need to come to the Board of Commissioners for approval before filling. Silvia Madrid, Vice Chair, seconded the motion; motion carried. Discussion took place. Mary Gaona, Executive Director stated she would like to recommend to promote Raquel Aguilar to Director of Housing Management**

**& Melissa Hernandez to Director of Planning & Community Services. Silvia Madrid, Vice Chair moved to approve the recommendations. Joe E. Aranda, Commissioner, seconded the motion; motion carried.**

**M. Discussion on a date for our next Board of Commissioners meeting.**

**Cynthia Mares, Board Chair, asked the commissioners if they would like to start meeting monthly or quarterly? The bylaws state to meet quarterly. The board has agreed to meet on a monthly basis as needed. Gloria Ann Freeman, Resident Commissioner, moved to approve the changes to the bylaws to state the board will meet monthly. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

**Next meeting date was set for July 19, 2023.**

## **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).

**Jose L. Ceballos, Commissioner, moved to take items 11A, 11D, and 11L into executive session. Joe E. Aranda, seconded the motion; motion carried. Board of Commissioners entered executive session at 10:51.**

## **13. ACTION ON ANY EXECUTIVE SESSION ITEM**

**Board of Commissioners returned from executive session at 12:14.**

**No action was taken during executive session.**

## **14. ADJOURNMENT**

**Gloria Ann Freeman, Resident Commissioner, moved to adjourn and then convene as a different organization. Silvia Madrid, Vice Chair, seconded the motion; motion carried.**

**Meeting adjourned at 1:03 p.m.**

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**Cynthia Mares, Board Chair**

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**Mary Gaona, Executive Director**

# EXECUTIVE DIRECTOR'S REPORT



## Grants

### Webb County American Rescue Plan

- \$200,000 Supportive Service Grant for Los Balcones Apartments
- Term: March 23, 2022 – December 31, 2025

#### As of June, 2023

- Families: 6
- Individuals: 1
- Student: 2

### FY2021 Rapid Rehousing Grant

- Award received June 24, 2022 in the amount of \$236,632.00 for Grant FY 2021
- Term: February 1, 2023 – January 31, 2024

#### As of June, 2023

- Families: 7
- Individuals: 2
- Elderly: 1

### PIH Notice 2022-24 Stability Voucher Program

HUD is awarding up to \$43,439,000 to support approximately 4,000 new incremental vouchers. This funding opportunity is designed to encourage a community-wide commitment to the goal of ending homelessness. HUD seeks to prioritize PHAs to receive SVs who are partnering with CoCs on this effort.

- On October 10, 2022, we received a Letter of Commitment from the Texas Balance of State Continuum of Care to partner with us on this effort.
- On October 18, 2022, we sent HUD a registration of interest email along with the letter of commitment from our partnering CoC demonstrating our interest in being allocated Stability Vouchers.
- On April 17, 2023, we were allocated **14** Stability Vouchers with a budget authority of \$94,142 effective July 01, 2023.
- MOU with THN and Bethany House must be in place prior to issuance of Stability Vouchers.

July 2023

## Emergency Housing Voucher (EHV)

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

- Award letter received on July 1, 2021
- Awarded 85 Vouchers
- Bethany House of Laredo has been conducting the Coordinated Assessments

### As of June, 2023

- 73 vouchers are utilized
- 9 vouchers are out searching

Issuance of vouchers will end on September 30, 2023



## Housing Tax Credit Properties

### Casa Verde Apartments

Casa Verde Apartments as of: 06/01/2023				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	38	2	0
2	80	77	2	1
3	32	29	2	1
<b>TOTAL</b>	152	144	6	2

### River Bank Village Apartments

River Bank Village Apartments as of: 06/01/2023				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	39	1	0
2	80	77	3	0
3	32	31	1	0
<b>TOTAL</b>	152	147	5	0

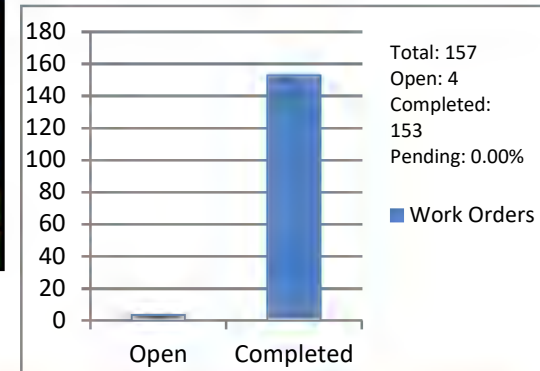
### Public Housing

Indicator	Target	APR	MAY	JUN
PIC Score	100%	99.33%	99.46%	99.06%
Waiting List - Public Housing	500	414	388	1014
Waiting List - Elderly	300	144	138	146
Waiting List - Farm Labor	10	11	11	11
Waiting List - Asherton	10	20	2	11

Legend	
Good	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
Fair	<span style="background-color: yellow; width: 20px; height: 10px; display: inline-block;"></span>
Poor	<span style="background-color: red; width: 20px; height: 10px; display: inline-block;"></span>

### AMP 1 - Colonia Guadalupe (272 Units)

Indicator	Target	APR	MAY	JUN
Units Leased	271	267	269	269
Units Vacant	≤5	4	2	2
Occupancy Rate	98%	99%	99%	99%
Tenant Visits	20	30	30	96
Facility Conditions		Good	Good	Good
Landscaping Conditions		Good	Good	Good



\*One unit is continuously offline for the Laredo Police Department

\*One unit is offline due to litigation

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

Indicator	Target	APR	MAY	JUN
Units Leased	226	225	226	224
Units Vacant	≤5	1	0	2
Occupancy Rate	98%	100%	100%	99%
Tenant Visits	20	18	18	17
Facility Conditions (Lozano)		Good	Good	Good
Landscaping Conditions (Lozano)		Fair	Fair	Good
Facility Conditions (Richter)		Good	Good	Good
Landscaping Conditions (Richter)		Fair	Fair	Good



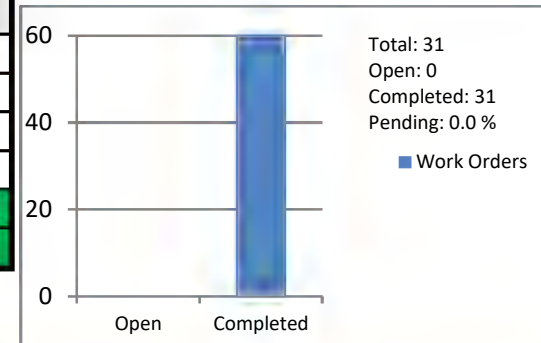
\* 4 CR units are offline due to under going modernization

03-095, 03-096, 03-065, 03-066

### AMP 4 - Senior Home (100 Units)

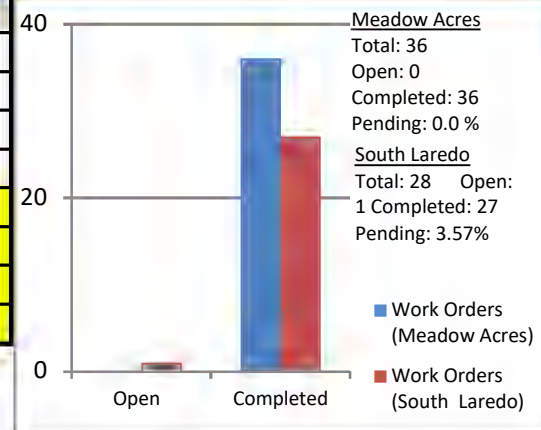
Indicator	Target	APR	MAY	JUN
Units Leased	100	99	100	100
Units Vacant	≤2	1	0	0
Occupancy Rate	98%	99%	100%	100%
Tenant Visits	10	20	25	100*
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Good

\* all units visited to assess A/C window units



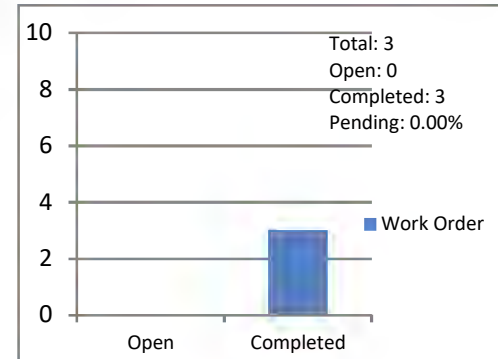
### AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	APR	MAY	JUN
Units Leased	134	134	131	129
Units Vacant	≤3	0	3	5
Occupancy Rate	98%	100%	98%	96%
Tenant Visits	20	22	10	15
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



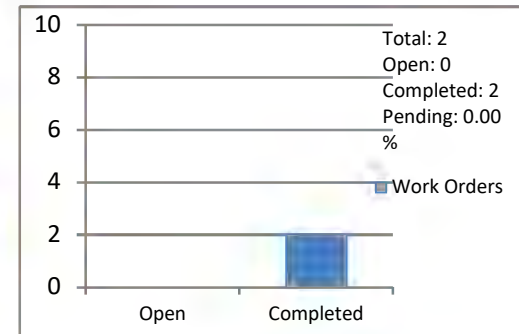
**AMP 6 Asherton (32 Units)**

Indicator	Target	APR	MAY	JUN
Units Leased	32	22	22	23
Units Vacant	≤1	10	10	9
Occupancy Rate	97%	69%	69%	72%
Tenant Visits	10	6	10	12
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Good	Good



**Farm Labor (48 Units)**

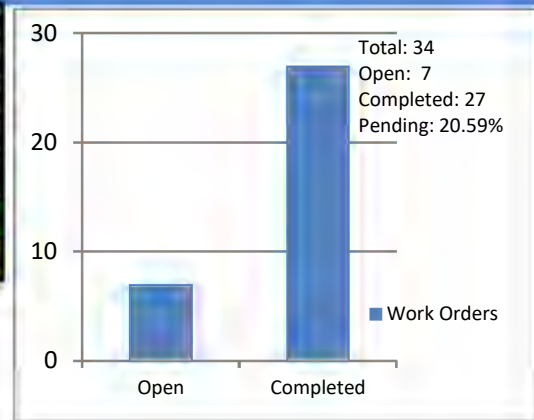
Indicator	Target	APR	MAY	JUN
Units Leased	48	39	36	36
Units Vacant	≤1	9	12	12
Occupancy Rate	98%	81%	75%	75%
Tenant Visits	10	13	10	12
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair





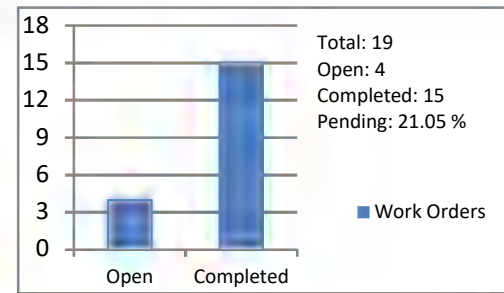
**Russell Terrace (200 Units)**

Indicator	Target	APR	MAY	JUN
Units Leased	200	197	196	198
Units Vacant	≤4	3	4	2
Occupancy Rate	98%	99%	98%	99%
Tenant Visits	10	12	17	21
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair



**Meadow Elderly (30 Units)**

Indicator	Target	APR	MAY	JUN
Units Leased	30	30	30	29
Units Vacant	≤1	0	0	1
Occupancy Rate	97%	100%	100%	97%
Tenant Visits	10	23	25	24
Facility Conditions		Good	Good	Good
Landscaping Conditions		Fair	Fair	Fair

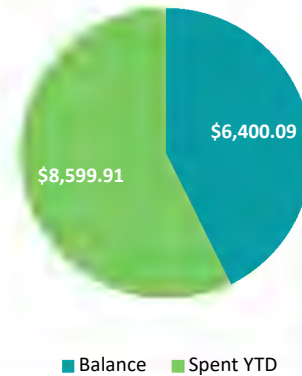


## Housing Choice Voucher (HCV) Program CY 2023

Indicator	Target	January	February	March	April	May	June	July	August	September	October	November	December
PIC Score	100%	105.13%	105.30%	104.89%	105.30%	105.05%	104.58%						
Lease Up	98%	98.80%	99.10%	99.20%	99.60%	100.00%	100.70%						
HAP Utilization	100%	94.50%	95.50%	95.70%	96.80%	98.00%	98.50%						
Unit Months Leased	100%	1,621	1,625	1,627	1,633	1,640	1,652						
Waiting List - Section 8 HCV	500	725	624	523	423	1,898	1,987						
Waiting List - Zapata	10	3	13	14	15	15	41						
Waiting List - Asherton	10	1	7	8	9	9	22						
Waiting List - PBV Non-RAD Russell Terrace	200	271	308	300	298	298	293						
Waiting List - RAD Russell Terrace	200	465	460	459	457	455	454						
Waiting List - RAD Meadow Elderly	30	242	270	285	292	296	302						
Waiting List Casa Verde*	N/A	419	415	410	405	405	393						
Waiting List Mod Rehab**	N/A	192	192	192	192	191	0						
Waiting List Adalberto Nava NW**	N/A	22	22	22	22	6	6						
Waiting List - Emergency Housing Vouchers	N/A	7	10	20	23	26	30						
Total New Admissions	N/A	22	15	23	25	22	26						
Zapata Vouchers	118	55	54	55	54	51	54						
Asherton Vouchers	32	12	12	12	13	13	12						

**Year to Date Unit Utilization**                    **99.57%**  
**Year to Date HAP Utilization**                    **96.50%**

**Homeless Referral Preference Assistance  
from  
October 2022 - October 2023**



Total  
Allocation:  
\$15,000



**Laredo Housing Authority**  
**FSS Participants & Escrow Balance**  
**As of 6/30/2023**

	FSS Participant	Escrow Balance
1	Alvarado, B	\$ 8,986
2	Arreguin, A	\$ 12,287
3	Arreola, S	\$ 1,404
4	Arriaga, P	\$ 630
5	Barrientos, V	\$ 8,425
6	Barrios, A	\$ 326
7	Bernal, L	\$ -
8	Briseno, R	\$ 276
9	Cavazos, S	\$ -
10	Contreras, S	\$ -
11	Cuellar, L	\$ 17,675
12	De La Fuente, M	\$ -
13	Escobedo, P	\$ 4,352
14	Garcia, E	\$ 8,720
15	Guerrero, O	\$ 6,354
16	Martinez, MJ	\$ -
17	Martinez, M	\$ 15,455
18	Mata, A	\$ 8,466
19	Melendez, E	\$ 2,448
20	Ruiz, A	\$ 1,500
21	Solis, D	\$ 2,946
22	Stakely, A	\$ 7,792
		<b>\$ 108,042</b>

Enrolled FSS	
FSS Mandatory Slots	29
FSS Slots Filled	22
Percentage of Filled Slots	75.86%

Escrow Balance	
Participants with Escrow Balance	17
FSS Mandatory Slots	29
Percentage of Filled Slots	58.62%

SEMAP Indicator 14 FSS Points
10
As of 3/31/2024

### IT Projects

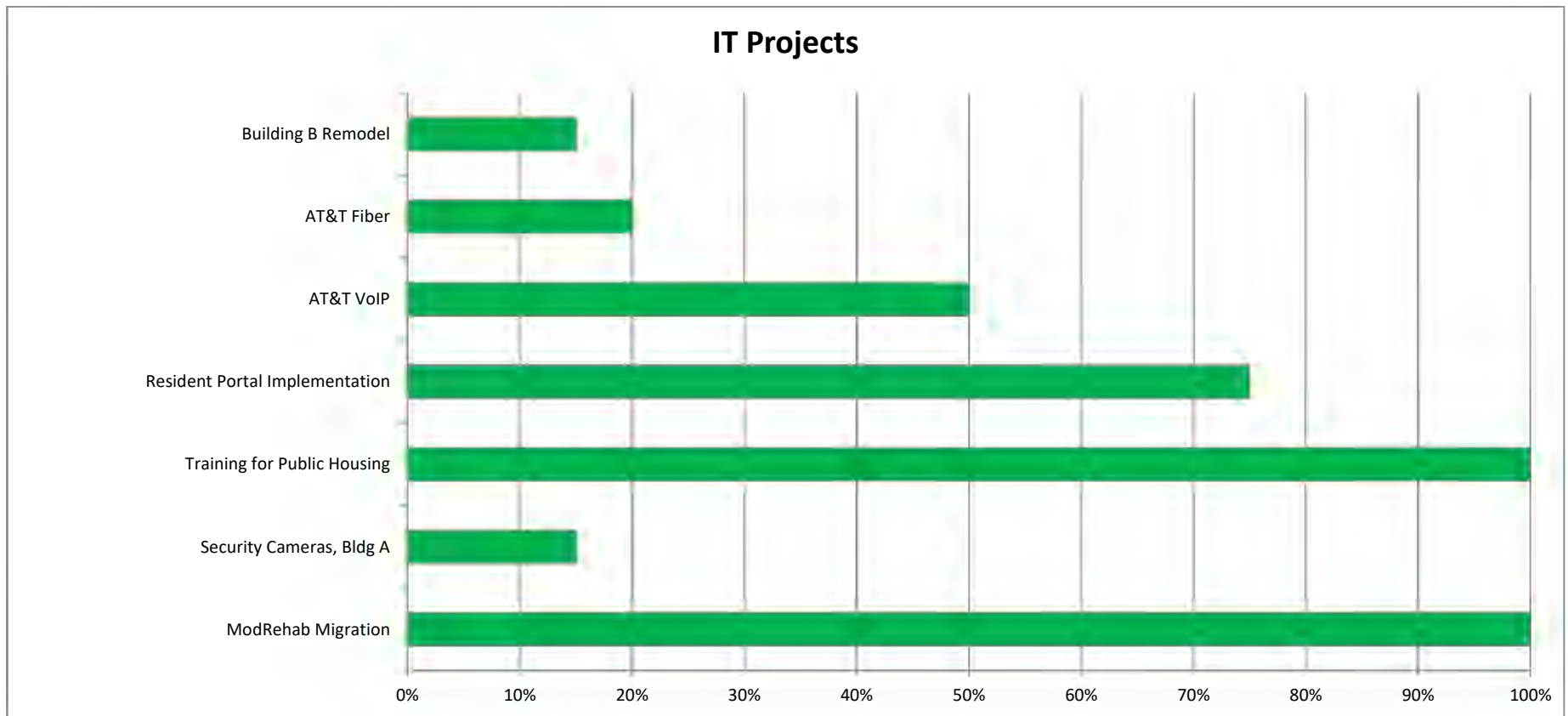
Project	Start Date	Est. End Date	Progress
ModRehab Migration	2/1/2023	3/15/2023	100%
Security Cameras, Bldg A	4/25/2023	6/1/2023	15%
Training for Public Housing	6/1/2023	6/30/2023	100%
Resident Portal Implementation	2/14/2023	7/31/2023	75%
AT&T VoIP	4/20/2023	8/1/2023	50%
AT&T Fiber	4/20/2023	6/21/2023	20%
Building B Remodel	4/1/2023	TBD	15%

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

Last 15 Completed Projects:
Document Disposition
Cameras for Senior Home
Upstairs Conference Room
Community Hall Computers
Maintenance Shop Networking
Mainstream Migration
NAS Upgrade (Drobo)
Yearly Backups
Purchase of Hardware (PC, Prn)
Mainstream Migration
HAP Estimations for Contract Rent Upd
Updating Payment Standards, Util Allow
ModRehab Migration
HAI Grant Competition
Section 8 Waiting List

NOTE: I was out on vacation from 6-26-23 thru 6-30-23.

on-time	green
yellow	late





## Colonia Guadalupe Building B

Project		Progress
<b>Abatement</b>	Awarded to River City Environmental, LLC - Completed	<b>100%</b>
<b>Selected Demolition</b>	Awarded to Royal E. Construction – Completed	<b>100%</b>
<b>Concrete Cutting</b>	Not awarded yet	<b>0%</b>
<b>Plumbing Rough-In</b>	Not awarded yet	<b>0%</b>
<b>Concrete Patching</b>	Not awarded yet	<b>0%</b>
<b>Framing</b>	Not awarded yet	<b>0%</b>
<b>Electrical Rough-In</b>	Not awarded yet	<b>0%</b>
<b>Plumbing Top-Out</b>	Not awarded yet	<b>0%</b>
<b>HVAC Rough-In</b>	Not awarded yet	<b>0%</b>
<b>Roofing</b>	Not awarded yet	<b>0%</b>
<b>Insulation</b>	Not awarded yet	<b>0%</b>
<b>Sheetrock</b>	Not awarded yet	<b>0%</b>
<b>Tape &amp; Floating</b>	Not awarded yet	<b>0%</b>
<b>Flooring &amp; Wall tile</b>	Not awarded yet	<b>0%</b>
<b>Suspended Ceiling</b>	Not awarded yet	<b>0%</b>
<b>Painting</b>	Not awarded yet	<b>0%</b>
<b>Finish Carpentry</b>	Not awarded yet	<b>0%</b>
<b>Plumbing Finish</b>	Not awarded yet	<b>0%</b>
<b>Brick</b>	Not awarded yet	<b>0%</b>
<b>HVAC Finish</b>	Not awarded yet	<b>0%</b>
<b>Electrical Finish</b>	Not awarded yet	<b>0%</b>
<b>Painting Touch-Ups</b>	Not awarded yet	<b>0%</b>
<b>Clean-Up</b>	Not awarded yet	<b>0%</b>
	<b>Estimated Progress To-Date</b>	<b>8.47%</b>

- As of 7/06/2023



Colonia Guadalupe Building B





## Senior Citizens Home Restroom Retrofit

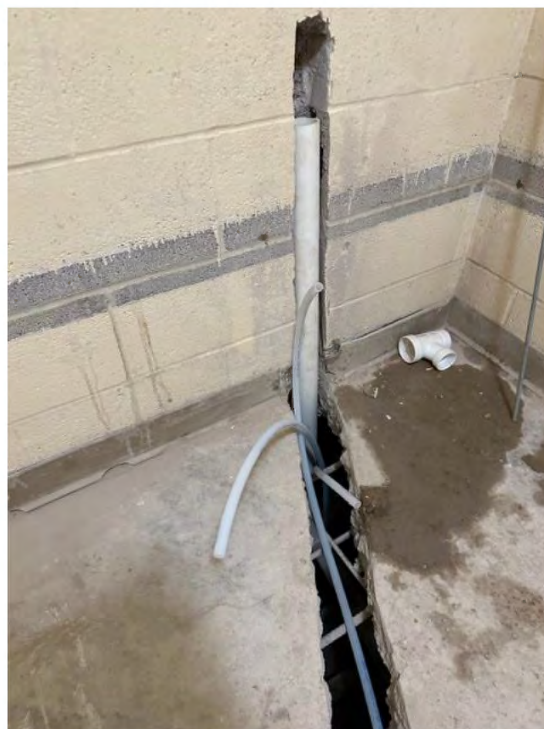
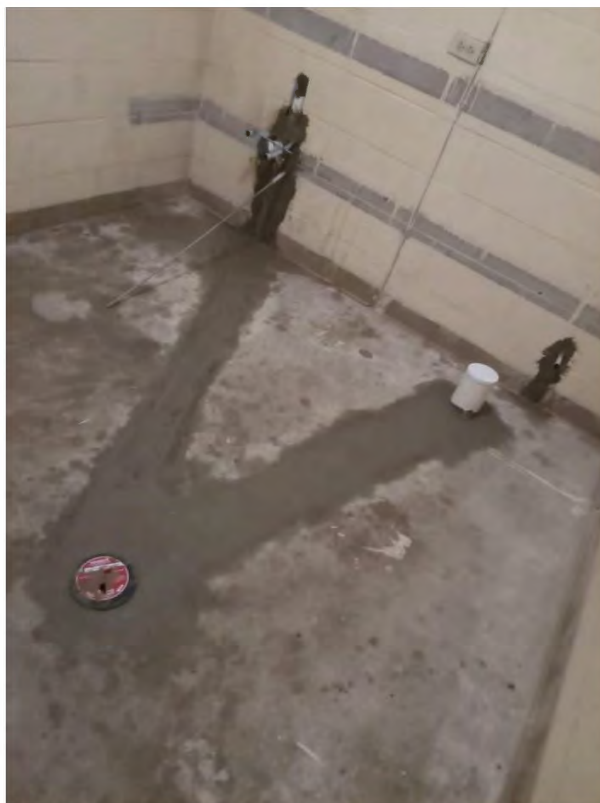
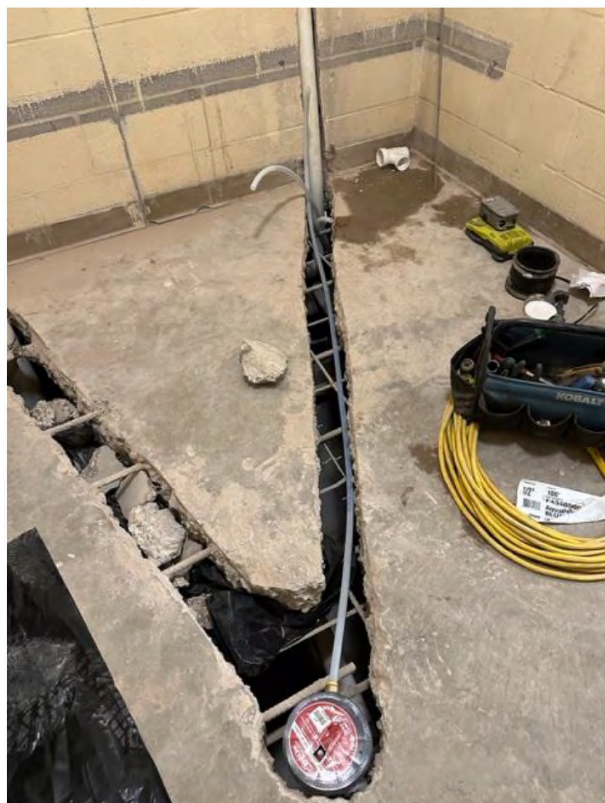
Project		Progress
<b>CONCRETE CUTTING</b>	Awarded to Bronze Builders- Completed	<b>100%</b>
<b>PLUMBING ROUGH-IN</b>	Awarded to Bronze Builders- Completed	<b>100%</b>
<b>CONCRETE PATCHING</b>	Awarded to Bronze Builders- Completed	<b>100%</b>
<b>SELECTED DEMOLITION</b>	Awarded to Bronze Builders- Completed	<b>100%</b>
<b>DOOR OPENING/METAL FRAME</b>	Awarded to Bronze Builders- Ongoing	<b>90%</b>
<b>WALL CERAMIC TILE</b>	Awarded to Bronze Builders	<b>0%</b>
<b>FLOOR TILE</b>	Awarded to Bronze Builders	<b>0%</b>
<b>PAINTING</b>	Awarded to Bronze Builders	<b>0%</b>
<b>PLUMBING FINISH</b>	Awarded to Bronze Builders	<b>0%</b>
<b>ELECTRICAL FINISH</b>	Awarded to Bronze Builders	<b>0%</b>
<b>PAINTING TOUCH-UPS</b>	Awarded to Bronze Builders	<b>0%</b>
<b>CLEAN-UP</b>	Awarded to Bronze Builders	<b>0%</b>
	<b>Estimated Progress To-Date</b>	<b>40.83%</b>

- As of 07/06/2023





## Senior Citizens Home Restroom Retrofit





## Senior Citizens Home Restroom Retrofit





Carlos Richter 1809/1811 Circle Dr.

Project	2-unit duplex	Progress
Concrete cutting	Ongoing	90%
Plumbing Rough-In	Not yet started	0%
Concrete patching	Not yet started	0%
Selected Demolition	Completed	100%
Framing	Not yet started	0%
Electrical Rough-In	Not yet started	0%
Plumbing Top-Out	Not yet started	0%
Sheetrock	Not yet started	0%
Tape & Float	Not yet started	0%
Painting	Not yet started	0%
Flooring	Not yet started	0%
Ceramic tile	Not yet started	0%
Finish Carpentry	Non yet started	0%
Plumbing Finish	Not yet started	0%
Electrical Finish	Not yet started	0%
Painting touch-ups	Not yet started	0%
Cleaning	Not yet started	0%
	<b>Estimated Progress To-Date</b>	<b>11.17%</b>

- As of 07/06/2023



Carlos Richter 1809/1811 Circle Dr.





Carlos Richter 1809/1811 Circle Dr.





# **Housing Authority of the City of Laredo**

## **May 2023 Unaudited Financials**

**Housing Authority of the City of Laredo  
Revenue & Expenditures Report  
FY 2023-2024  
As of May 31, 2023**

	<b>COCC CENTRAL OFFICE COST CENTER</b>	<b>AMP 1 COLONIA GUADALUPE</b>	<b>AMP 3 CARLOS RICHTER/ ANA MARIA LOZANO</b>	<b>AMP 4 SENIOR HOME</b>	<b>AMP 5 MEADOW ACRES/ SOUTH LAREDO</b>	<b>AMP 6 ASHERTON</b>	<b>TOTAL AMPS</b>
<b>Opening Balance</b>	<b>1,972,662</b>	<b>5,735,409</b>	<b>6,107,635</b>	<b>936,059</b>	<b>2,655,437</b>	<b>594,270</b>	<b>16,028,809</b>
<b>Revenues</b>							
April 2023	106,225.82	206,303.69	165,234.48	71,459.51	95,822.62	16,397.41	555,217.71
May 31, 2023	105,656.06	140,006.00	122,240.06	74,992.59	76,492.00	30,796.91	444,527.56
<b>Total Revenues</b>	<b>211,881.88</b>	<b>346,309.69</b>	<b>287,474.54</b>	<b>146,452.10</b>	<b>172,314.62</b>	<b>47,194.32</b>	<b>999,745.27</b>
<b>Expenses</b>							
April 2023	33,940.55	142,565.83	127,509.98	64,033.59	66,244.67	7,614.40	407,968.47
May 31, 2023	82,210.80	112,379.86	82,846.03	57,274.75	42,477.34	7,850.38	302,828.36
<b>Total Expenses</b>	<b>116,151.35</b>	<b>254,945.69</b>	<b>210,356.01</b>	<b>121,308.34</b>	<b>108,722.01</b>	<b>15,464.78</b>	<b>710,796.83</b>
<b>YTD Net Profit / Loss</b>	<b>\$95,730.53</b>	<b>\$91,364.00</b>	<b>\$77,118.53</b>	<b>\$25,143.76</b>	<b>\$63,592.61</b>	<b>\$31,729.54</b>	<b>\$288,948.44</b>
<b>Ending Balance</b>	<b>2,068,392.53</b>	<b>5,826,772.58</b>	<b>6,184,753.53</b>	<b>961,202.76</b>	<b>2,719,029.24</b>	<b>625,999.09</b>	<b>16,317,757.20</b>

**Housing Authority of the City of Laredo  
Revenue & Expenditures Report  
FY 2023-2024  
As of May 31, 2023**

	<b>Section 8 Voucher</b>	<b>Farm Labor</b>
<b>Opening Balance</b>	<b>1,908,302.70</b>	<b>923,834.89</b>
<b>Revenues</b>		
April 2023	116,806.18	13,231.22
May 31, 2023	112,163.44	13,092.17
<b>Total Revenues</b>	<b>228,969.62</b>	<b>26,323.39</b>
<b>Expenses</b>		
April 2023	95,377.03	4,146.44
May 31, 2023	100,760.26	4,954.38
<b>Total Expenses</b>	<b>196,137.29</b>	<b>9,100.82</b>
<b>COVID Revenue</b>		
<b>COVID Expenses</b>		
<b>Net Profit / Loss</b>	<b>32,832.33</b>	<b>17,222.57</b>
<b>Ending Balance</b>	<b>1,941,135.03</b>	<b>941,057.46</b>



**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**COCC—Central Office Cost Center**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>1,972,662</b>					
<b>REVENUES</b>										
Management Fees	104,793	74,211	30,582	71%	209,586	146,427	63,158	70%	1,257,514	12%
Bookkeeping Fees	16,877	18,094	(1,217)	107%	33,754	36,196	(2,442)	107%	202,523	18%
Asset Management Fees	8,110	7,640	470	94%	16,220	15,280	940	94%	97,320	16%
Interest	1,917	5,368	(3,451)	280%	3,833	10,364	(6,530)	270%	23,000	45%
Other Income	5,417	343	5,073	6%	10,833	3,615	7,218	33%	65,000	6%
<b>TOTAL REVENUES AVAILABLE</b>	<b>137,113</b>	<b>105,656</b>	<b>31,457</b>	<b>77%</b>	<b>274,226</b>	<b>211,882</b>	<b>62,344</b>	<b>77%</b>	<b>1,645,357</b>	<b>13%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>					-					
Administrative Salaries	73,744	53,572	20,172	73%	147,487	67,319	80,168	46%	884,925	8%
Administrative Benefits	23,696	17,791	5,905	75%	47,392	34,105	13,286	72%	284,350	12%
Legal	1,667	-	1,667	0%	3,333	-	3,333	0%	20,000	0%
Staff Training / Travel	833	-	833	0%	1,667	-	1,667	0%	10,000	0%
Audit Costs	833	-	833	0%	1,667	-	1,667	0%	10,000	0%
Advertising and Marketing	417	211	206	51%	833	216	617	26%	5,000	4%
Administrative Other – Office Expenses	6,250	5,827	423	93%	12,500	7,448	5,052	60%	75,000	10%
<b>Total Administrative</b>	<b>107,440</b>	<b>77,401</b>	<b>30,038</b>	<b>72%</b>	<b>214,879</b>	<b>109,088</b>	<b>105,791</b>	<b>51%</b>	<b>1,289,275</b>	<b>8%</b>
<b>Utilities:</b>										
Water	4,167	38	4,129	1%	8,333	75	8,258	1%	50,000	0%
Electricity	833	-	833	0%	1,667	472	1,195	28%	10,000	5%
Fuel	208	-	208	0%	417	188	229	45%	2,500	8%
Sewer	83	23	60	28%	167	46	120	28%	1,000	5%
Other Expenses (Mandates)	83	41	42	49%	167	87	79	52%	1,000	9%
<b>Total Utilities</b>	<b>5,375</b>	<b>102</b>	<b>5,273</b>	<b>2%</b>	<b>10,750</b>	<b>869</b>	<b>9,881</b>	<b>8%</b>	<b>64,500</b>	<b>1%</b>
<b>Maintenance and Operations:</b>										
Materials	417	-	417	0%	833	-	833	0%	5,000	0%
Contracts	3,750	3,542	208	94%	7,500	3,864	3,636	52%	45,000	9%
<b>Total Maintenance and Operations</b>	<b>4,167</b>	<b>3,542</b>	<b>624</b>	<b>85%</b>	<b>8,333</b>	<b>3,864</b>	<b>4,470</b>	<b>46%</b>	<b>50,000</b>	<b>8%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**COCC—Central Office Cost Center**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>General Expenses</b>										
Insurance	1,875	1,165	710	62%	3,750	2,330	1,420	62%	22,500	10%
<b>Total General Expenses</b>	<b>1,875</b>	<b>1,165</b>	<b>710</b>	<b>62%</b>	<b>3,750</b>	<b>2,330</b>	<b>1,420</b>	<b>62%</b>	<b>22,500</b>	<b>10%</b>
<b>TOTAL EXPENDITURES</b>	<b>118,856</b>	<b>82,211</b>	<b>36,645</b>	<b>69%</b>	<b>237,712</b>	<b>116,151</b>	<b>121,561</b>	<b>49%</b>	<b>1,426,275</b>	<b>8%</b>
<b>NET INCOME (LOSS)</b>		<b>23,445</b>				<b>95,731</b>			<b>219,083</b>	

Fund Balance

**2,068,393**

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 1 – COLONIA GUADALUPE**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>5,735,409</b>					
<b>REVENUES</b>										
Dwelling Rent	48,124	43,047	5,077	89%	96,248	83,525	12,723	87%	577,488	14%
HUD Contributions	91,375	75,348	16,027	82%	182,750	223,528	(40,778)	122%	1,096,500	20%
Interest	10,417	17,130	(6,714)	164%	20,833	33,565	(12,732)	161%	125,000	27%
Other Income-Tenants	1,329	4,480	(3,151)	337%	2,658	5,691	(3,033)	214%	15,950	36%
<b>TOTAL REVENUES AVAILABLE</b>	<b>130,118</b>	<b>140,006</b>	<b>(8,764)</b>	<b>110%</b>	<b>302,490</b>	<b>346,310</b>	<b>(43,820)</b>	<b>114%</b>	<b>1,814,938</b>	<b>19%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	22,528	15,979	6,549	71%	45,056	25,151	19,905	56%	270,338	9%
Administrative Benefits	8,919	7,683	1,236	86%	17,837	13,784	4,053	77%	107,023	13%
Management Fees	16,054	16,051	3	100%	32,108	31,273	92,102	97%	192,647	16%
Bookkeeping Fees	2,018	2,018	-	100%	4,035	4,028	13,935	100%	24,210	17%
Asset Management Fees	2,710	2,720	(10)	100%	5,420	5,440	19,040	100%	32,520	17%
Legal	2,500	-	2,500	0%	5,000	-	5,000	0%	30,000	0%
Staff Training / Travel	417	-	417	0%	833	-	833	0%	5,000	0%
Audit Costs	833	-	833	0%	1,667	-	1,667	0%	10,000	0%
Advertising and Marketing	300	171	129	57%	600	193	407	32%	3,600	5%
Administrative Other – Office Expenses	6,250	3,950	2,300	63%	12,500	6,664	5,836	53%	75,000	9%
<b>Total Administrative</b>	<b>62,528</b>	<b>48,572</b>	<b>13,956</b>	<b>78%</b>	<b>125,056</b>	<b>86,532</b>	<b>162,779</b>	<b>69%</b>	<b>750,338</b>	<b>12%</b>
<b>Tenant Services:</b>										
Tenant Services Salaries	3,141	2,047	1,094	65%	6,282	1,873	4,409	30%	37,695	5%
Tenant Services Benefits	715	483	232	68%	1,429	885	544	62%	8,576	10%
Tenant Services Contracts	167	-	167	0%	333	1,109	(776)	333%	2,000	55%
<b>Total Tenant Services</b>	<b>4,023</b>	<b>2,530</b>	<b>1,493</b>	<b>63%</b>	<b>8,045</b>	<b>3,867</b>	<b>4,178</b>	<b>48%</b>	<b>48,271</b>	<b>8%</b>
<b>Utilities:</b>										
Water	2,500	518	1,982	21%	5,000	1,033	3,967	21%	30,000	3%
Electricity	3,750	2,703	1,047	72%	7,500	3,248	4,252	43%	45,000	7%
Gas	208	49	159	24%	417	99	317	24%	2,500	4%
Fuel	458	20	438	4%	917	422	495	46%	5,500	8%
Sewer	83	23	60	28%	167	46	120	28%	1,000	5%
Other Expenses (Mandates)	83	47	36	57%	167	99	67	60%	1,000	10%
<b>Total Utilities</b>	<b>7,083</b>	<b>3,361</b>	<b>3,723</b>	<b>47%</b>	<b>14,167</b>	<b>4,947</b>	<b>9,219</b>	<b>35%</b>	<b>85,000</b>	<b>6%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 1 – COLONIA GUADALUPE**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Maintenance and Operations:</b>										
Maintenance Salaries	25,292	20,341	4,951	80%	50,585	30,215	20,370	60%	303,509	10%
Maintenance Benefits	11,586	6,304	5,282	54%	23,171	11,738	11,433	51%	139,027	8%
Materials	8,333	12,935	(4,602)	155%	16,667	18,006	(1,340)	108%	100,000	18%
Contracts	10,417	7,553	2,864	73%	20,833	11,087	9,746	53%	125,000	9%
<b>Total Maintenance and Operations</b>	<b>55,628</b>	<b>47,133</b>	<b>8,494</b>	<b>85%</b>	<b>111,256</b>	<b>71,047</b>	<b>40,209</b>	<b>64%</b>	<b>667,536</b>	<b>11%</b>
<b>Protective Services:</b>										
Contracts	5,000	3,151	1,849	63%	10,000	5,471	4,529	55%	60,000	9%
<b>Total Protective Services</b>	<b>5,000</b>	<b>3,151</b>	<b>1,849</b>	<b>63%</b>	<b>10,000</b>	<b>5,471</b>	<b>4,529</b>	<b>55%</b>	<b>60,000</b>	<b>9%</b>
<b>General Expenses</b>					-					
Insurance	8,208	7,632	576	93%	16,417	15,265	1,152	93%	98,500	15%
Payment in Lieu of Taxes	6,250	-	6,250	0%	12,500	67,817	(55,317)	543%	75,000	90%
Collection Losses	300	-	300	0%	600		600	0%	3,600	0%
<b>Total General Expenses</b>	<b>14,758</b>	<b>7,632</b>	<b>7,126</b>	<b>52%</b>	<b>29,517</b>	<b>83,081</b>	<b>(53,565)</b>	<b>281%</b>	<b>177,100</b>	<b>47%</b>
<b>TOTAL EXPENDITURES</b>	<b>149,020</b>	<b>112,380</b>	<b>36,641</b>	<b>75%</b>	<b>298,041</b>	<b>254,946</b>	<b>167,350</b>	<b>86%</b>	<b>1,788,245</b>	<b>14%</b>
<b>NET INCOME (LOSS)</b>		<b>27,626</b>				<b>91,364</b>			<b>26,694</b>	

Fund Balance

5,826,773

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 3 – CARLOS RICHTER & ANA MARIA LOZANO**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>6,107,635</b>					
<b>REVENUES</b>										
Dwelling Rent	56,250	52,466	3,784	93%	112,500	102,624	9,876	91%	675,000	15%
HUD Contributions	59,875	51,799	8,076	87%	119,750	150,141	(30,391)	125%	718,500	21%
Interest	6,250	16,670	(10,420)	267%	12,500	32,656	(20,156)	261%	75,000	44%
Other Income	1,667	-	1,667	0%	3,333	19	3,314	1%	20,000	0%
Other Income-Tenants	833	1,305	(472)	157%	1,667	2,035	(368)	122%	10,000	20%
<b>TOTAL REVENUES AVAILABLE</b>	<b>124,875</b>	<b>122,240</b>	<b>2,635</b>	<b>98%</b>	<b>249,750</b>	<b>287,475</b>	<b>(37,725)</b>	<b>115%</b>	<b>1,498,500</b>	<b>19%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	15,347	12,763	2,584	83%	30,695	18,111	12,584	59%	184,170	10%
Administrative Benefits	5,585	4,525	1,059	81%	11,170	9,209	1,961	82%	67,018	14%
Management Fees	13,488	13,366	122	99%	26,975	26,079	80,784	97%	161,852	16%
Bookkeeping Fees	1,695	1,680	15	99%	3,390	3,353	11,475	99%	20,340	16%
Asset Management Fees	2,260	2,260	-	100%	4,520	4,520	15,820	100%	27,120	17%
Legal	2,083	-	2,083	0%	4,167	-	17,777	0%	25,000	0%
Staff Training / Travel	208	-	208	0%	417	-	1,543	0%	2,500	0%
Audit Costs	417	-	417	0%	833	-	2,430	0%	5,000	0%
Advertising and Marketing	215	145	70	67%	429	712	914	166%	2,575	28%
Administrative Other – Office Expenses	4,583	4,099	484	89%	9,167	5,979	5,330	65%	55,000	11%
<b>Total Administrative</b>	<b>45,881</b>	<b>38,838</b>	<b>7,043</b>	<b>85%</b>	<b>91,762</b>	<b>67,962</b>	<b>150,617</b>	<b>74%</b>	<b>550,575</b>	<b>12%</b>
<b>Tenant Services:</b>										
Tenant Services Salaries	6,755	439	6,316	7%	13,511	658	30,986	5%	81,063	1%
Tenant Services Benefits	1,282	214	1,068	17%	2,564	485	4,676	19%	15,387	3%
Tenant Services Contracts	417	61	356	15%	833	89	745	11%	5,000	2%
<b>Total Tenant Services</b>	<b>8,454</b>	<b>714</b>	<b>7,740</b>	<b>8%</b>	<b>16,908</b>	<b>1,232</b>	<b>36,407</b>	<b>7%</b>	<b>101,450</b>	<b>1%</b>
<b>Utilities:</b>										
Water	500	370	130	74%	1,000	706	294	71%	6,000	12%
Electricity	2,083	1,100	983	53%	4,167	1,731	2,436	42%	25,000	7%
Gas	208	76	132	36%	417	154	263	37%	2,500	6%
Fuel	417	-	417	0%	833	315	518	38%	5,000	6%
Sewer	167	67	100	40%	333	100	233	30%	2,000	5%
Other Expenses (Mandates)	208	222	(14)	107%	417	374	43	90%	2,500	15%
<b>Total Utilities</b>	<b>3,583</b>	<b>1,836</b>	<b>1,748</b>	<b>51%</b>	<b>7,167</b>	<b>3,380</b>	<b>3,787</b>	<b>47%</b>	<b>43,000</b>	<b>8%</b>

Description	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Annual Budget	%
Maintenance Salaries	14,402	10,593	3,809	74%	28,804	17,122	11,681	59%	172,822	10%
Maintenance Benefits	6,659	4,378	2,280	66%	13,317	8,442	4,875	63%	79,903	11%
Materials	10,417	3,664	6,753	35%	20,833	18,088	2,745	87%	125,000	14%
Contracts	12,500	11,972	528	96%	25,000	19,255	5,745	77%	150,000	13%
<b>Total Maintenance and Operations</b>	<b>43,977</b>	<b>30,607</b>	<b>13,370</b>	<b>70%</b>	<b>87,954</b>	<b>62,908</b>	<b>25,046</b>	<b>72%</b>	<b>527,726</b>	<b>12%</b>
<b>Protective Services:</b>										
Contracts	5,000	3,151	1,849	63%	10,000	5,471	4,529	55%	60,000	9%
<b>Total Protective Services</b>	<b>5,000</b>	<b>3,151</b>	<b>1,849</b>	<b>63%</b>	<b>10,000</b>	<b>5,471</b>	<b>4,529</b>	<b>55%</b>	<b>60,000</b>	<b>9%</b>
<b>General Expenses</b>										
Insurance	8,167	7,700	467	94%	16,333	15,400	933	94%	98,000	16%
Payment in Lieu of Taxes	5,417	-	5,417	0%	10,833	54,004	(43,171)	498%	65,000	83%
Collection Losses	400	-	400	0%	800		800	0%	4,800	0%
<b>Total General Expenses</b>	<b>13,983</b>	<b>7,700</b>	<b>6,283</b>	<b>55%</b>	<b>27,967</b>	<b>69,404</b>	<b>(41,437)</b>	<b>248%</b>	<b>167,800</b>	<b>41%</b>
Extraordinary Expenses	1,667	-	1,667	0%	3,333	-	3,333	0%	20,000	0%
<b>Total Extraordinary Expenses</b>	<b>1,667</b>	<b>-</b>	<b>1,667</b>	<b>0%</b>	<b>3,333</b>	<b>-</b>	<b>3,333</b>	<b>0%</b>	<b>20,000</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>122,546</b>	<b>82,846</b>	<b>39,700</b>	<b>68%</b>	<b>245,092</b>	<b>210,356</b>	<b>182,282</b>	<b>86%</b>	<b>1,470,551</b>	<b>14%</b>
<b>NET INCOME (LOSS)</b>						<b>77,119</b>			<b>27,949</b>	
<b>Fund Balance</b>						<b><u>6,184,754</u></b>				

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 4 – SENIOR CITIZENS HOME**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>										
<b>REVENUES</b>					<b>936,059</b>					
Dwelling Rent	23,714	28,384	(4,671)	120%	47,427	57,345	(9,918)	121%	284,562	20%
HUD Contributions	25,469	43,183	(17,714)	170%	50,938	82,308	(31,370)	162%	305,629	27%
Interest	1,500	2,516	(1,016)	168%	3,000	4,900	(1,900)	163%	18,000	27%
Other Income	625	707	(82)	113%	1,250	1,511	862	31%	7,500	5%
Other Income-Tenants	54	203	(149)	0%	108	388	(280)	0%	650	0%
<b>TOTAL REVENUES AVAILABLE</b>	<b>51,362</b>	<b>74,993</b>	<b>(23,631)</b>	<b>146%</b>	<b>102,724</b>	<b>146,452</b>	<b>(42,606)</b>	<b>143%</b>	<b>616,341</b>	<b>24%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	2,678	1,185	1,493	44%	5,356	1,185	4,171	22%	32,136	4%
Administrative Benefits	1,148	197	951	17%	2,296	197	(2,099)	9%	13,775	1%
Management Fees	5,968	5,968	-	100%	11,936	11,669	267	98%	71,616	16%
Bookkeeping Fees	750	750	-	100%	1,500	1,500	-	100%	9,000	17%
Asset Management Fees	1,000	1,000	-	100%	2,000	2,000	-	100%	12,000	17%
Legal	83	-	83	0%	167	-	167	0%	1,000	0%
Staff Training / Travel	83	-	83	0%	167	-	167	0%	1,000	0%
Audit Costs	333	-	333	0%	667	-	667	0%	4,000	0%
Advertising and Marketing	29	46	(17)	158%	58	46	12	79%	350	13%
Administrative Other – Office Expenses	1,667	2,360	(693)	142%	3,333	4,153	(820)	125%	20,000	21%
<b>Total Administrative</b>	<b>13,740</b>	<b>11,506</b>	<b>2,234</b>	<b>84%</b>	<b>27,479</b>	<b>20,750</b>	<b>2,531</b>	<b>76%</b>	<b>164,877</b>	<b>13%</b>
<b>Tenant Services:</b>										
Tenant Services Salaries	899	821	78	91%	1,799	1,230	568	68%	10,793	11%
Tenant Services Benefits	404	400	4	99%	807	927	(119)	115%	4,844	19%
Tenant Services Contracts	125	390	(265)	312%	250	425	(175)	170%	1,500	28%
<b>Total Tenant Services</b>	<b>1,428</b>	<b>1,611</b>	<b>(183)</b>	<b>113%</b>	<b>2,856</b>	<b>2,582</b>	<b>274</b>	<b>90%</b>	<b>17,137</b>	<b>15%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 4 – SENIOR CITIZENS HOME**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Utilities:</b>										
Water	1,167	1,124	43	96%	2,333	1,997	337	86%	14,000	14%
Electricity	3,667	-	3,667	0%	7,333	3,151	4,182	43%	44,000	7%
Gas	438	497	(59)	114%	875	497	378	57%	5,250	9%
Fuel	150	-	150	0%	300	184	116	61%	1,800	10%
Sewer	875	936	(61)	107%	1,750	1,413	337	81%	10,500	13%
Other Expenses (Mandates)	1,208	1,086	123	90%	2,417	3,442	(1,025)	142%	14,500	24%
<b>Total Utilities</b>	<b>7,504</b>	<b>3,642</b>	<b>3,862</b>	<b>49%</b>	<b>15,008</b>	<b>10,684</b>	<b>4,325</b>	<b>71%</b>	<b>90,050</b>	<b>12%</b>
<b>Maintenance and Operations:</b>										
Maintenance Salaries	9,426	12,998	(3,572)	138%	18,852	19,197	(344)	102%	113,114	17%
Maintenance Benefits	4,037	3,249	788	80%	8,075	7,229	846	90%	48,448	15%
Materials	2,708	2,870	(161)	106%	5,417	3,721	1,695	69%	32,500	11%
Contracts	3,333	14,334	(11,001)	430%	6,667	18,796	(12,129)	282%	40,000	47%
<b>Total Maintenance and Operations</b>	<b>19,505</b>	<b>33,451</b>	<b>(13,946)</b>	<b>171%</b>	<b>39,010</b>	<b>48,943</b>	<b>(9,932)</b>	<b>125%</b>	<b>234,061</b>	<b>21%</b>
<b>Protective Services:</b>										
Contracts	833	2,831	(1,998)	340%	1,667	4,951	(3,284)	297%	10,000	50%
<b>Total Protective Services</b>	<b>833</b>	<b>2,831</b>	<b>(1,998)</b>	<b>340%</b>	<b>1,667</b>	<b>4,951</b>	<b>(3,284)</b>	<b>297%</b>	<b>10,000</b>	<b>50%</b>
<b>General Expenses</b>										
Insurance	4,417	4,233	183	96%	8,833	8,466	367	96%	53,000	16%
Payment in Lieu of Taxes	2,500	-	2,500	0%	5,000	24,933	(19,933)	499%	30,000	83%
Collection Losses	50	-	50	0%	100	-	100	0%	600	0%
<b>Total General Expenses</b>	<b>6,967</b>	<b>4,233</b>	<b>2,733</b>	<b>61%</b>	<b>83,600</b>	<b>33,399</b>	<b>(19,466)</b>	<b>40%</b>	<b>83,600</b>	<b>40%</b>
<b>TOTAL EXPENDITURES</b>	<b>49,977</b>	<b>57,275</b>	<b>(7,298)</b>	<b>115%</b>	<b>134,788</b>	<b>121,308</b>	<b>(25,552)</b>	<b>90%</b>	<b>599,725</b>	<b>20%</b>
<b>NET INCOME (LOSS)</b>		<b>17,718</b>				<b>25,144</b>			<b>16,616</b>	

Fund Balance

961,203



**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 5 – MEADOW ACRES & SOUTH LAREDO**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>2,655,437</b>					
<b>REVENUES</b>										
Dwelling Rent	47,854	31,311	16,543	65%	95,708	63,084	32,624	66%	574,250	11%
HUD Contributions	33,232	37,016	(3,784)	111%	66,464	92,926	(26,462)	140%	398,785	23%
Interest	4,729	7,615	(2,886)	161%	9,458	14,864	(5,405)	157%	56,750	26%
Other Income	17	-	17	0%	33	-	33	0%	200	0%
Other Income-Tenants	792	550	242	69%	1,583	1,441	142	91%	9,500	15%
<b>TOTAL REVENUES AVAILABLE</b>	<b>86,624</b>	<b>76,492</b>	<b>10,132</b>	<b>88%</b>	<b>173,248</b>	<b>172,315</b>	<b>933</b>	<b>99%</b>	<b>1,039,485</b>	<b>17%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	11,841	3,998	7,843	34%	23,682	6,050	17,632	26%	142,092	4%
Administrative Benefits	4,590	1,542	3,048	34%	9,180	3,527	5,653	38%	55,079	6%
Management Fees	7,997	7,826	171	98%	15,994	15,465	529	97%	95,965	16%
Bookkeeping Fees	1,005	983	23	98%	2,010	1,988	23	99%	12,060	16%
Asset Management Fees	1,340	1,340	-	100%	2,680	2,680	-	100%	16,080	17%
Legal	396	-	396	0%	792	-	792	0%	4,750	0%
Staff Training / Travel	167	-	167	0%	333	-	333	0%	2,000	0%
Audit Costs	417	-	417	0%	833	-	833	0%	5,000	0%
Advertising and Marketing	104	82	23	78%	208	104	104	50%	1,250	8%
Administrative Other – Office Expenses	2,917	2,111	806	72%	5,833	3,533	2,300	61%	35,000	10%
<b>Total Administrative</b>	<b>30,773</b>	<b>17,881</b>	<b>12,892</b>	<b>58%</b>	<b>61,546</b>	<b>33,347</b>	<b>28,199</b>	<b>54%</b>	<b>369,276</b>	<b>9%</b>
<b>Tenant Services:</b>										
Tenant Services Salaries	3,939	202	3,737	5%	7,877	302	7,575	4%	47,264	1%
Tenant Services Benefits	679	98	581	14%	1,357	120	1,237	9%	8,145	1%
Tenant Services Contracts	83	12	71	14%	167	27	140	16%	1,000	3%
<b>Total Tenant Services</b>	<b>4,701</b>	<b>312</b>	<b>4,389</b>	<b>7%</b>	<b>9,401</b>	<b>449</b>	<b>8,952</b>	<b>5%</b>	<b>56,408</b>	<b>1%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 5 – MEADOW ACRES & SOUTH LAREDO**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Utilities:</b>										
Water	146	101	45	69%	292	214	78	73%	1,750	12%
Electricity	604	171	434	28%	1,208	286	923	24%	7,250	4%
Gas	46	45	1	97%	92	45	47	49%	550	8%
Fuel	229	20	209	9%	458	310	148	68%	2,750	11%
Sewer	167	67	100	40%	333	145	188	44%	2,000	7%
Other Expenses (Mandates)	333	223	111	67%	667	448	218	67%	4,000	11%
<b>Total Utilities</b>	<b>1,525</b>	<b>626</b>	<b>899</b>	<b>41%</b>	<b>3,050</b>	<b>1,448</b>	<b>1,602</b>	<b>47%</b>	<b>18,300</b>	<b>8%</b>
<b>Maintenance and Operations:</b>										
Maintenance Salaries	11,545	10,393	1,152	90%	23,091	15,275	7,816	66%	138,544	11%
Maintenance Benefits	5,332	3,688	1,644	69%	10,664	7,536	3,129	71%	63,987	12%
Materials	10,417	1,606	8,811	15%	20,833	1,828	19,005	9%	125,000	1%
Contracts	8,333	1,148	7,186	14%	16,667	2,614	14,052	16%	100,000	3%
<b>Total Maintenance and Operations</b>	<b>35,628</b>	<b>16,834</b>	<b>18,793</b>	<b>47%</b>	<b>71,255</b>	<b>27,253</b>	<b>44,002</b>	<b>38%</b>	<b>427,531</b>	<b>6%</b>
<b>Protective Services:</b>										
Contracts	3,333	3,151	182	95%	6,667	5,471	1,196	82%	40,000	14%
<b>Total Protective Services</b>	<b>3,333</b>	<b>3,151</b>	<b>182</b>	<b>95%</b>	<b>6,667</b>	<b>5,471</b>	<b>1,196</b>	<b>82%</b>	<b>40,000</b>	<b>14%</b>
<b>General Expenses</b>										
Insurance	4,792	3,672	1,119	77%	9,583	7,345	2,238	77%	57,500	13%
Payment in Lieu of Taxes	3,333	-	3,333	0%	6,667	33,410	(26,743)	501%	40,000	84%
Collection Losses	292		292	0%	583	-	583	0%	3,500	0%
<b>Total General Expenses</b>	<b>8,417</b>	<b>3,672</b>	<b>4,744</b>	<b>44%</b>	<b>16,833</b>	<b>40,755</b>	<b>(23,921)</b>	<b>242%</b>	<b>101,000</b>	<b>40%</b>
<b>TOTAL EXPENDITURES</b>	<b>84,376</b>	<b>42,477</b>	<b>41,899</b>	<b>50%</b>	<b>168,753</b>	<b>108,722</b>	<b>48,031</b>	<b>64%</b>	<b>1,012,515</b>	<b>11%</b>
<b>NET INCOME (LOSS)</b>		<b>34,015</b>				<b>63,593</b>			<b>26,970</b>	

**Fund Balance**

**2,719,029**

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 6 – ASHERTON**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>594,270</b>					
<b>REVENUES</b>										
Dwelling Rent	3,450	(813)	4,263	-24%	6,899	(421)	7,320	-6%	41,396	-1%
HUD Contributions	10,250	29,909	(19,659)	292%	20,500	44,416	(23,916)	217%	123,000	36%
Interest	813	1,351	(538)	166%	1,625	2,624	(999)	161%	9,750	27%
Other Income	33	-	33	100%	67	-	67	100%	400	0%
Other Income-Tenants	167	350	(183)	210%	333	575	(242)	173%	2,000	29%
<b>TOTAL REVENUES AVAILABLE</b>	<b>14,712</b>	<b>30,797</b>	<b>(16,085)</b>	<b>209%</b>	<b>29,424</b>	<b>47,194</b>	<b>(17,770)</b>	<b>160%</b>	<b>176,546</b>	<b>27%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	2,767	2,615	152	94%	5,535	3,917	1,617	71%	33,207	12%
Administrative Benefits	1,163	1,156	7	99%	2,327	2,106	221	91%	13,960	15%
Management Fee	1,910	1,313	597	69%	3,820	2,567	1,252	67%	22,917	11%
Bookkeeping Fee	240	165	75	69%	480	330	150	69%	2,880	11%
Asset Management Fee	320	320	-	100%	640	640	-	100%	3,840	17%
Legal	42	-	42	0%	83	-	83	0%	500	0%
Staff Training / Travel	42	-	42	0%	83	-	83	0%	500	0%
Audit Costs	188	-	188	0%	375	-	375	0%	2,250	0%
Advertising and Marketing	13	5	8	39%	25	10	15	39%	150	6%
Administrative Other – Office Expenses	250	554	(304)	222%	500	1,265	(765)	253%	3,000	42%
<b>Total Administrative</b>	<b>6,934</b>	<b>6,128</b>	<b>806</b>	<b>88%</b>	<b>13,867</b>	<b>10,835</b>	<b>3,032</b>	<b>78%</b>	<b>83,204</b>	<b>13%</b>
<b>Utilities:</b>										
Water	35	36	(0)	101%	71	36	35	50%	425	8%
Electricity	208	250	(42)	120%	417	250	166	60%	2,500	10%
Fuel	79	10	69	13%	158	132	26	83%	950	14%
Sewer	40	40	0	100%	79	40	40	50%	475	8%
Other Expenses (Mandates)	38	201	(164)	537%	75	254	(179)	338%	450	56%
<b>Total Utilities</b>	<b>400</b>	<b>537</b>	<b>(137)</b>	<b>134%</b>	<b>800</b>	<b>711</b>	<b>89</b>	<b>89%</b>	<b>4,800</b>	<b>15%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**AMP 6 – ASHERTON**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Maintenance and Operations:</b>					-					
Maintenance Salaries	3,166	-	3,166	0%	6,332	-	6,332	0%	37,994	0%
Maintenance Benefits	1,246	-	1,246	0%	2,493	-	2,493	0%	14,956	0%
Materials	417	109	307	26%	833	109	724	13%	5,000	2%
Contracts	583	50	533	9%	1,167	1,756	(589)	151%	7,000	25%
<b>Total Maintenance and Operations</b>	<b>5,412</b>	<b>159</b>	<b>5,253</b>	<b>3%</b>	<b>10,825</b>	<b>1,865</b>	<b>8,960</b>	<b>17%</b>	<b>64,949</b>	<b>3%</b>
<b>General Expenses</b>										
Insurance	1,083	1,027	57	95%	2,167	2,053	113	95%	13,000	16%
Collection Losses	83	-	83	0%	167	-	167	0%	1,000	0%
<b>Total General Expenses</b>	<b>1,167</b>	<b>1,027</b>	<b>140</b>	<b>88%</b>	<b>2,333</b>	<b>2,053</b>	<b>280</b>	<b>88%</b>	<b>14,000</b>	<b>15%</b>
<b>TOTAL EXPENDITURES</b>	<b>13,913</b>	<b>7,850</b>	<b>6,062</b>	<b>56%</b>	<b>27,826</b>	<b>15,465</b>	<b>12,361</b>	<b>56%</b>	<b>166,953</b>	<b>9%</b>
<b>NET INCOME (LOSS)</b>		<b>22,947</b>				<b>31,730</b>			<b>9,593</b>	

Fund Balance

**625,999**

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**FARM LABOR**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>OPENING BALANCE</b>					<b>923,835</b>					
<b>REVENUES</b>										
FMHA Contributions	7,750	-	7,750	0%	15,500	-	15,500	0%	93,000	0%
Dwelling Rent	6,708	10,729	(4,021)	160%	13,417	21,773	(8,356)	162%	80,500	27%
Interest Income	1,125	1,828	(703)	163%	2,250	3,565	(1,315)	158%	13,500	26%
Other Income-Tenants	292	535	(243)	183%	583	985	(402)	169%	3,500	28%
<b>TOTAL REVENUES AVAILABLE</b>	<b>15,875</b>	<b>13,092</b>	<b>2,783</b>	<b>82%</b>	<b>31,750</b>	<b>26,323</b>	<b>5,427</b>	<b>83%</b>	<b>190,500</b>	<b>14%</b>
<b>EXPENDITURES</b>										
<b>Administrative:</b>										
Administrative Salaries	1,994	-	1,994	0%	3,988	-	3,988	0%	23,927	0%
Administrative Benefits	856	-	856	0%	1,711	-	1,711	0%	10,267	0%
Management Fee	480	480	-	100%	960	960	-	100%	5,760	17%
Bookkeeping Fees	417	417	(0)	100%	833	833	(0)	100%	5,000	17%
Legal	83	-	83	0%	167	-	167	0%	1,000	0%
Staff Training / Travel	42	-	42	0%	83	-	83	0%	500	0%
Audit Costs	125	-	125	0%	250	-	250	0%	1,500	0%
Advertsing and Marketing	21	28	(7)	135%	42	33	9	79%	250	13%
Administrative Other – Office Expenses	833	643	190	77%	1,667	1,330	336	80%	10,000	13%
<b>Total Administrative</b>	<b>4,850</b>	<b>1,568</b>	<b>3,282</b>	<b>32%</b>	<b>9,701</b>	<b>3,157</b>	<b>6,544</b>	<b>33%</b>	<b>58,204</b>	<b>5%</b>
<b>Utilities:</b>										
Water	258	268	(9)	104%	517	539	(22)	104%	3,100	17%
Electricity	125	-	125	0%	250	60	190	24%	1,500	4%
Gas	48	49	(1)	102%	96	49	47	51%	575	9%
Fuel	77	-	77	0%	154	67	87	43%	925	7%
Sewer	83	67	17	80%	167	137	30	82%	1,000	14%
Other Expenses (Mandates)	142	157	(15)	0%	283	316	(33)	0%	1,700	19%
<b>Total Utilities</b>	<b>733</b>	<b>540</b>	<b>193</b>	<b>74%</b>	<b>1,467</b>	<b>1,167</b>	<b>300</b>	<b>80%</b>	<b>8,800</b>	<b>13%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**FARM LABOR**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Maintenance and Operations:</b>										
Maintenance Salaries	2,499	615	1,884	25%	4,999	934	4,065	19%	29,994	3%
Maintenance Benefits	1,246	227	1,020	18%	2,493	453	2,040	18%	14,956	3%
Materials	2,083	181	1,903	9%	4,167	181	3,986	4%	25,000	1%
Contracts	1,250	437	813	35%	2,500	437	2,063	17%	15,000	3%
<b>Total Maintenance and Operations</b>	<b>7,079</b>	<b>1,459</b>	<b>5,620</b>	<b>21%</b>	<b>14,158</b>	<b>2,004</b>	<b>12,154</b>	<b>14%</b>	<b>84,949</b>	<b>2%</b>
<b>Insurance</b>										
Insurance	1,417	1,387	30	98%	2,833	2,773	60	98%	17,000	16%
Collection Losses	271	-	271	0%	542	-	542	0%	3,250	0%
<b>Total Insurance</b>	<b>1,688</b>	<b>1,387</b>	<b>301</b>	<b>82%</b>	<b>3,375</b>	<b>2,773</b>	<b>602</b>	<b>82%</b>	<b>20,250</b>	<b>14%</b>
<b>Other:</b>										
FmHa Debt Payment	506		506	0%	1,012		1,012	0%	6,072	0%
<b>Total Other Account</b>	<b>506</b>	<b>-</b>	<b>506</b>	<b>0%</b>	<b>1,012</b>	<b>-</b>	<b>1,012</b>	<b>0%</b>	<b>6,072</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>14,856</b>	<b>4,954</b>	<b>9,902</b>	<b>33%</b>	<b>29,713</b>	<b>9,101</b>	<b>20,612</b>	<b>31%</b>	<b>178,275</b>	<b>5%</b>
<b>NET INCOME (LOSS)</b>		<b>8,138</b>				<b>17,223</b>			<b>12,225</b>	

Fund Balance

**941,057**

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**HOUSING CHOICE VOUCHER PROGRAM**  
**As of May 31, 2023**

Description	May-23				April 2023- May 2023				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
<b>Opening Balance</b>							<b>1,908,303</b>			
<b>REVENUES</b>										
HUD Contributions - Administrative Fees	86,652	98,481	(11,829)	114%	173,304	196,962	(23,658)	114%	1,039,824	19%
HUD Contributions - HAP	957,739	593,471	364,268	62%	1,915,479	1,509,135	406,344	79%	11,492,872	13%
HUD Contributions - HAP Mainstream	22,979	33,291	(10,312)	145%	45,958	62,353	(16,395)	136%	275,748	23%
HUD Contributions - Mainstream Administrative Fees	4,280	3,753	527	88%	8,560	10,729	(2,169)	125%	51,360	21%
HUD Contributions - EHV Administrative Fees	5,544	5,184	360	94%	11,088	10,906	182	98%	66,528	16%
HUD Contributions - EHV HAP/Service Fees	46,729	52,888	(6,159)	113%	93,458	100,181	(6,723)	107%	560,748	18%
Interest Earnings	2,500	4,513	(2,013)	181%	5,000	9,729	(4,729)	195%	30,000	32%
Other Income	208	233	(24)	112%	417	643	(227)	154%	2,500	26%
<b>TOTAL REVENUES AVAILABLE</b>	<b>1,126,632</b>	<b>791,813</b>	<b>334,818</b>	<b>70%</b>	<b>2,253,263</b>	<b>1,900,639</b>	<b>352,625</b>	<b>84%</b>	<b>13,519,580</b>	<b>14%</b>
<b>EXPENDITURES:</b>										
<b>Administrative:</b>										
Administrative Salaries	34,903	32,547	2,356	93%	69,807	49,833	19,974	71%	418,839	12%
Administrative Benefits	13,871	13,765	105	99%	27,741	28,394	(653)	102%	166,449	17%
Management Fee	19,116	19,332	(216)	101%	38,232	38,664	(432)	101%	229,392	17%
Bookkeeping Fee	10,753	12,083	(1,330)	112%	21,506	24,165	(2,660)	112%	129,033	19%
Legal	667	-	667	0%	1,333	-	1,333	0%	8,000	0%
Staff Training / Travel	333	-	333	0%	667	-	667	0%	4,000	0%
Audit Costs	4,583	-	4,583	0%	9,167	-	9,167	0%	55,000	0%
Advertising and Marketing	188	1,453	(1,265)	775%	375	1,458	(1,083)	389%	2,250	65%
Administrative Other – Office Expenses	6,250	13,133	(6,883)	210%	12,500	31,817	(19,317)	255%	75,000	42%
<b>Total Administrative</b>	<b>90,664</b>	<b>92,313</b>	<b>(1,649)</b>	<b>102%</b>	<b>181,327</b>	<b>174,331</b>	<b>6,996</b>	<b>96%</b>	<b>1,087,963</b>	<b>16%</b>
<b>Utilities:</b>										
Water	54	38	16	70%	108	75	33	70%	650	12%
Electricity	542	-	542	0%	1,083	472	612	44%	6,500	7%
Fuel	183	-	183	0%	367	118	249	32%	2,200	5%
Sewer	42	23	18	56%	83	46	37	56%	500	9%
Other Expenses (Mandates)	33	41	(8)	124%	67	88	(21)	131%	400	22%
<b>Total Utilities</b>	<b>854</b>	<b>102</b>	<b>752</b>	<b>12%</b>	<b>1,708</b>	<b>799</b>	<b>909</b>	<b>47%</b>	<b>10,250</b>	<b>8%</b>
<b>Maintenance and Operations:</b>										
Maintenance & Operations – Materials	417	2,320	(1,903)	557%	833	2,320	(1,487)	278%	5,000	46%
Maintenance & Operations – Contracts	3,333	5,026	(1,692)	151%	6,667	16,687	(10,021)	250%	40,000	42%
<b>Total Maintenance and Operations</b>	<b>3,750</b>	<b>7,346</b>	<b>(3,596)</b>	<b>196%</b>	<b>7,500</b>	<b>19,007</b>	<b>(11,507)</b>	<b>253%</b>	<b>45,000</b>	<b>42%</b>
<b>Insurance</b>										
Insurance	1,167	1,000	167	86%	2,333	2,000	334	86%	14,000	14%
<b>Total Insurance</b>	<b>1,167</b>	<b>1,000</b>	<b>167</b>	<b>86%</b>	<b>2,333</b>	<b>2,000</b>	<b>334</b>	<b>86%</b>	<b>14,000</b>	<b>14%</b>
<b>Other:</b>										
HAP Payments	1,027,447	1,020,976	6,471	99%	2,054,895	2,036,567	18,328	99%	12,329,368	17%
<b>Total Other Account</b>	<b>1,027,447</b>	<b>1,020,976</b>	<b>6,471</b>		<b>2,054,895</b>	<b>2,036,567</b>			<b>12,329,368</b>	<b>17%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,123,882</b>	<b>1,121,736</b>	<b>2,146</b>	<b>100%</b>	<b>192,869</b>	<b>2,232,704</b>	<b>(3,268)</b>	<b>1158%</b>	<b>1,157,213</b>	<b>17%</b>
<b>NET INCOME (LOSS)</b>		<b>11,403</b>				<b>32,832</b>			<b>32,999</b>	

FUND BALANCE

1,941,135

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES  
 HOUSING DEVELOPMENT SERVICES  
 As of May 31, 2023**

Description	April 1, 2023 through May 31, 2023	FYE 2024
<b>OPENING BALANCE</b>		<b>1,289,237</b>
<b>REVENUES</b>		
Other Revenue	2,222	2,222
Cummulative Interest Funds	6,728	6,728
<b>TOTAL REVENUES</b>	<b>8,950</b>	<b>1,298,186</b>
<b>EXPENDITURES</b>		
Administration Expenses	-	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE</b>		<b>1,298,186</b>



**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**LAREDO HOUSING FACILITIES CORPORATION**  
**As of May 31, 2023**

Description	April 1, 2023 through May 31, 2023	FYE 2024
<b>OPENING BALANCE</b>		<b>\$6,485,251</b>
<b>REVENUES</b>		
Other Revenue- HAP Contract/Tenant Revenue	278,464	278,464
Cumulative Interest Funds	12,684	12,684
<b>TOTAL REVENUES</b>	<b>291,148</b>	<b>6,776,399</b>
<b>EXPENDITURES</b>		
Administration Expenses	32,171	32,171
Loan Fees	68,342	68,342
Utilities	3,692	3,692
Maintenance Expenses	34,684	34,684
Insurance	15,739	15,739
Tenant Services Expenses	2,000	2,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>156,627</b>	<b>156,627</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES  
 LAREDO HOUSING OPPORTUNITIES CORPORATION  
 As of May 31, 2023**

Description	April 1, 2023 through May 31, 2023	FYE 2024
<b>OPENING BALANCE</b>		<b>4,227,437</b>
<b>REVENUES</b>		
Cummulative Interest Funds	16,070	16,070
<b>TOTAL REVENUES</b>	<b>16,070</b>	<b>4,243,507</b>
<b>EXPENDITURES</b>		
Administrative Expenses	2,684	2,684
<b>TOTAL EXPENDITURES</b>	<b>2,684</b>	<b>2,684</b>
<b>FUND BALANCE</b>		<b>4,240,823</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES  
 LAREDO HOUSING DEVELOPMENT CORPORATION  
 As of May 31, 2023**

Description	April 1, 2023 through May 31, 2023	FYE 2024
<b>OPENING BALANCE</b>		<b>3,303,400</b>
<b>REVENUES</b>		
Tenant Rent	9,376	9,376
Cumulative Interest Funds	14,754	14,754
Miscellaneous Income	5,776	5,776
<b>TOTAL REVENUES</b>	<b>29,906</b>	<b>3,333,306</b>
<b>EXPENDITURES</b>		
Administration Expenses	14,541	14,541
Maintenance Expenses	13	13
Other General Expenses	-	-
Homeless Referral Assitance	497	497
<b>TOTAL EXPENDITURES</b>	<b>15,052</b>	<b>15,052</b>
<b>FUND BALANCE</b>		<b>3,318,254</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**CAPITAL FUND PROGRAM 50118**  
**As of May 31, 2023**

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
<b>REVENUES</b>				
HUD Contributions	1,691,481	1,214,488	(476,993)	
<b>TOTAL REVENUES</b>	<b>1,691,481</b>	<b>1,214,488</b>	<b>(476,993)</b>	<b>72%</b>
<b>EXPENDITURES</b>				
Management Improvements	162,987	162,987	-	100%
Administration	169,148	169,148	-	100%
General Capital Activity	1,225,649	748,656	476,993	61%
RAD Investment Activity	133,697	133,697	-	100%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,691,481</b>	<b>1,214,488</b>	<b>476,993</b>	<b>72%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>476,992</b>	<b>72%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES  
 CAPITAL FUND PROGRAM 50119  
 As of May 31, 2023**

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
<b>REVENUES</b>				
HUD Contributions	1,696,733	908,670	(788,063)	
<b>TOTAL REVENUES</b>	<b>1,696,733</b>	<b>908,670</b>	<b>(788,063)</b>	<b>54%</b>
<b>EXPENDITURES</b>				
Management Improvements	168,743	54,774	113,969	32%
Administration	169,672	169,672	-	100%
General Capital Activity	1,358,318	684,224	674,094	50%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,696,733</b>	<b>908,670</b>	<b>788,063</b>	<b>54%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>788,063</b>	<b>54%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
 UNAUDITED STATEMENT OF INCOME AND EXPENDITURES  
 CAPITAL FUND PROGRAM 50120  
 As of May 31, 2023**

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
<b>REVENUES</b>				
HUD Contributions	1,798,213	402,436	(1,395,777)	
<b>TOTAL REVENUES</b>	<b>1,798,213</b>	<b>402,436</b>	<b>(1,395,777)</b>	<b>22%</b>
<b>EXPENDITURES</b>				
Management Improvements	168,743	11,421	157,322	7%
Administration	179,821	179,821	-	100%
General Capital Activity	1,449,649	211,195	1,238,454	15%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,798,213</b>	<b>402,436</b>	<b>1,395,777</b>	<b>22%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>1,395,777</b>	<b>22%</b>

**HOUSING AUTHORITY OF THE CITY OF LAREDO**  
**UNAUDITED STATEMENT OF INCOME AND EXPENDITURES**  
**CAPITAL FUND PROGRAM 50121**  
**As of May 31, 2023**

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
<b>REVENUES</b>				
HUD Contributions	1,900,414	832,426	(1,067,988)	
<b>TOTAL REVENUES</b>	<b>1,900,414</b>	<b>832,426</b>	<b>(1,067,988)</b>	<b>44%</b>
<b>EXPENDITURES</b>				
Management Improvements	170,000	42,001	127,999	25%
Administration	190,041	190,041	-	100%
General Capital Activity	1,540,373	600,384	939,989	39%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,900,414</b>	<b>832,426</b>	<b>1,067,988</b>	<b>44%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>1,067,988</b>	<b>44%</b>

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07-19-2023	<b><u>SUBJECT:</u></b> Consideration to ratify Contract ID 2946224 between the Laredo Housing Opportunities Corporation and AT&T Corp. for the ATT Office@Hand (v2.0) service effective May 31, 2023.
<b><u>Item #:</u></b> 9A	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE:</u></b> Roberto Peña Director of IT
<b><u>PREVIOUS BOARD ACTION:</u></b>  On April 5, 2023, action item 11B discussion and possible action to evaluate the existing telephone system with a recommendation by the Information Technology Department to enhance on the existing network in place. (Sponsored by Commissioner Joe E. Aranda and Co-sponsored by Vice Chair Silvia E. Madrid) was discussed.	
<b><u>BACKGROUND:</u></b>  The LHA has been using Verizon OneTalk as their desktop telephone service provider since 2019. Over time, limitations to Verizon's functionality and stability were discovered. The LHA would like to change providers from Verizon to ATT Office@Hand in order to obtain better functionality, stability, and pricing.	
<b><u>FINANCIAL:</u></b>  LHA has been paying Verizon approximately \$2,070 a month for our phone service. AT&T Office@Hand would be charging us approximately \$1,800 a month.	
<b><u>RECOMMENDATION:</u></b>  To ratify Contract ID 2946224 between the Laredo Housing Opportunities Corporation and AT&T Corp. for the AT&T Office@Hand (v2.0) service effective May 31, 2023, and that the IT Department, in conjunction with contracted vendors, make all preparations necessary to transition over from Verizon One Talk VoIP phone service to AT&T Office@Hand VoIP phone service, including the port over of all necessary phone lines and phones.	



## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Consideration to authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Stability Voucher Program.
<b><u>Item #:</u></b> 9B	
<b>INITIATED BY:</b>  Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b>  Melissa Ortiz Director of HCV Programs
<b><u>PREVIOUS BOARD ACTION:</u></b>  None	
<b><u>BACKGROUND:</u></b>  On October 10, 2022, we received a letter of commitment from the Texas Balance of State Continuum of Care to partner with us on this effort.  On October 18, 2022, we sent HUD a registration of interest email along with the letter of commitment from our partnering CoC demonstrating our interest in being allocated stability vouchers.  On April 17, 2023, we were allocation 14 stability vouchers with a budget authority of \$94,142. effective July 1, 2023.	
<b><u>FINANCIAL:</u></b>  None	
<b><u>RECOMMENDATION:</u></b> To authorize the Executive Director to enter into a collaborative, non-financial Memorandum of Understanding with Texas Homeless Network for the Stability Voucher Program.	

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Consideration to approve a renewal with Texas Municipal League Intergovernmental Risk Pool for Workers' Compensation Coverage in an estimated amount of \$47,397 effective October 1, 2023 through September 30, 2024.
<b><u>Item #:</u></b> 9C	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Jennifer Barrientos Director of Finance
<b><u>PREVIOUS BOARD ACTION:</u></b>  On November 18, 2022 the Housing Authority of the City of Laredo Board of Commissioners approved item 11A the renewal with Texas Municipal League Intergovernmental Risk Pool for Workers' Compensation Coverage in an estimated amount of \$88,231 effective October 1, 2022 through September 30, 2023.  On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.	
<b><u>BACKGROUND:</u></b> Actual cost for October 1, 2021 through September 30, 2022 - \$48,340.00	
<b><u>FINANCIAL:</u></b>  <b><u>2023-2024 Renewal Estimated Quote</u></b> Workers' Compensation: \$47,397.00	
<b><u>RECOMMENDATION:</u></b>  To approve the renewal with Texas Municipal League Intergovernmental Risk Pool for Workers' Compensation Coverage effective October 1, 2023 through September 30, 2024.	





## Workers' Compensation Declarations Page

Member Name: Laredo Housing Authority  
Member ID: 8243  
Fed ID No: 74-6001577  
Effective Date: 10/01/2023  
Anniversary Date: 10/01/2024

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Workers' Compensation Coverage: This agreement applies to the Workers' Compensation laws of the State of Texas.

Coverage will be provided in accordance with the signed Workers' Compensation Interlocal Agreement on file with the Texas Municipal League Intergovernmental Risk Pool.

This contribution has been determined according to the Pool's manual of rules, classifications, rates and rating plans. Classifications and payrolls are subject to verification and change at audit.

**Net Estimated Contribution: \$47,397**



## Schedule of Applicable Documents

Member Name: Laredo Housing Authority  
Member ID: 8243  
Coverage Period: 10/01/2023 to 10/01/2024 Shown As of 05/25/2023  
Transaction Number: 0007122820

<b>ID</b>	<b>Document Name</b>	<b>Revision Date</b>
W101	WC Declarations Page	08/20/2010
X150	Schedule of Applicable Documents	06/01/2008
W102	WC Payroll Classification Schedule	09/24/2010
W134	WC Payroll Adjustment Form	04/01/2022



## Workers' Compensation Payroll Schedule

Member Name: Laredo Housing Authority  
 Member ID: 8243  
 Effective Date: 10/01/2023  
 Anniversary Date: 10/01/2024  
 Date Generated: 05/25/2023

Location 1: 2000 San Francisco Ave, Laredo, TX

Classification	Description	Estimated Payroll	Rate	# of Emp.	Estimated Contribution
8810H	Clerical – Housing Authority	1,798,396	0.60	60	10,790
9033	Housing Authority Operations (other than clerical and new construction/structural alteration work)	738,037	5.77	32	42,585
<b>Subtotals</b>		2,536,433		92	53,375

Volunteers and Elected Officials:

3724O	Outside Volunteers	No Exposure		0	Not Covered
7704V	Volunteer Firefighters	No Exposure		0	Not Covered
7720E	Volunteer Ambulance/EMS	No Exposure		0	Not Covered
7720V	Police Reserves	No Exposure		0	Not Covered
8742E	Elected/Apptd Officials-Governing Board	No Exposure		0	Not Covered
8742F	Elected/Apptd Officials-All Boards/Commissions	No Exposure		0	Not Covered
8742I	Inside Volunteers	No Exposure		0	Not Covered
8888V	Police Reserves-Motorcycle	No Exposure		0	Not Covered
<b>Subtotals</b>		0		0	0
<b>Totals</b>		2,536,433		92	53,375



## Workers' Compensation Payroll Schedule

Member Name: Laredo Housing Authority  
Member ID: 8243  
Effective Date: 10/01/2023  
Anniversary Date: 10/01/2024  
Date Generated: 05/25/2023

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<b>Total Manual Contribution</b>	53,375
<b>Experience Modifier</b>	1.11
<b>Total Standard Contribution</b>	59,246
<b>Fund Discount (20.00%)</b>	0.80
<b>Discounted Standard Contribution</b>	47,397
<b>Deductible Credit</b>	0
<b>Net Contribution</b>	47,397
<b>Waiver of Subrogation</b>	0
<b>Total Contribution</b>	47,397



## Workers' Compensation Payroll Adjustment Form

Member Name: Laredo Housing Authority  
 Member ID: 8243  
 Effective Date: 10/01/2023  
 Anniversary Date: 10/01/2024

The payrolls shown below by classification reflect the estimated values from the Payroll Schedule for the coverage period shown above. If adjustments are needed, please make changes in the blank spaces provided and return to the Pool. If volunteer classifications are being added or deleted, refer to page 2 for instructions and signature. If you have additional operations for classifications not shown below or questions regarding volunteer classifications, please contact your Member Services Manager or Underwriter at (800) 537-6655.

Location: 2000 San Francisco Ave, Laredo, Texas 78040-0000

**Non-Volunteer:**

Class code	Classification Description	Estimated Payroll	Req. Adjusted Payroll	Number of Employees
8810H	Clerical – Housing Authority	\$1,798,396		
9033	Housing Authority Operations (other than clerical and new construction/structural alteration work)	\$738,037		
Subtotals		\$2,536,433		

**Volunteers and Elected Officials:**

Class code	Classification Description	Estimated Payroll	Req. Adjusted Payroll	Number of Volunteers
3724O	Outside Volunteers	Not Covered		
7704V	Volunteer Firefighters	Not Covered		
7720E	Volunteer Ambulance/EMS	Not Covered		
7720V	Police Reserves	Not Covered		
8742E	Elected/Apptd Officials-Governing Board	Not Covered		
8742F	Elected/Apptd Officials-All Boards/Commissions	Not Covered		
8742I	Inside Volunteers	Not Covered		
8888V	Police Reserves-Motorcycle	Not Covered		
Subtotals		\$0		

Total Estimated Payroll:        \$2,536,433





# Workers' Compensation Payroll Adjustment Form

Member Name: Laredo Housing Authority  
 Member ID: 8243  
 Effective Date: 10/01/2023  
 Anniversary Date: 10/01/2024

Please note that a payroll amount must be shown on the previous page for all volunteer classifications for which coverage is desired. Payroll is estimated using hourly rates as follows (except for Elected & Appointed Officials):

Class code	Class Description	Hourly Rate
3724O	Outside Volunteers	\$7.25
7704V	Volunteer Firefighters	\$15.00
7720E	Volunteer Ambulance/EMS	\$9.25
7720V	Police Reserves	\$9.90
8742I	Inside Volunteers	\$7.25
8888V	Police Reserves-Motorcycle	\$9.90
If hourly records are not kept, a payroll of \$110 per week or \$5,720 annually per volunteer will be used.		

Amount applies per year per official or actual payroll, whichever is greater.

8742E	Elected/Apptd Officials - Governing Board Only	\$600
8742F	Elected/Apptd Officials - All Boards/Comms	\$600

Directions: Coverage is not provided for volunteers unless it is expressly accepted. It is important to evaluate these classifications on an annual basis to be certain the desired coverage is in place. Your Declarations Page assures the continuation of the volunteer coverage elected in the previous coverage period. If you wish to add or remove volunteer coverage, please indicate this change by adjusting the applicable classifications and signing below.

I, the undersigned, a duly authorized representative of this entity, do hereby ACCEPT Workers' Compensation coverage for Volunteers of this local government for which a value is shown on the previous page, and REJECT Workers' Compensation coverage for those that are shown as "Not Covered".

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***It is only necessary to sign and return this form if you are making changes to payroll or classifications.***

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Consideration to approve a travel request of staff and/or board for the 2023 Texas Network Conference on Ending Homelessness in Austin, Texas on September 27-29, 2023.
<b><u>Item #:</u></b> 9D	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE:</u></b> Melissa Hernandez Director of Planning & Community Services
<b><u>PREVIOUS BOARD ACTION:</u></b> On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.	
<b><u>BACKGROUND:</u></b> On September 27– 29, 2023, the Texas Homeless Network will be hosting their 2023 Conference on Ending Homelessness in Austin, Texas.	
<b><u>FINANCIAL:</u></b> Rapid Rehousing Grant Budget \$5,000.00 Registration \$375 per person - THN Member Rate Hotel \$140 per night	
<b><u>RECOMMENDATION:</u></b> To authorize the travel request of staff and/or board for the 2023 Texas Homeless Network Conference on Ending Homelessness in Austin, Texas on September 27-29, 2023.	

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Discussion and possible action on the Memorandum of Understanding between the Laredo Housing Opportunities Corporation and Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing. This item may be discussed in Executive Session pursuant to Section 551.071, consultation with attorney.
<b><u>Item #:</u></b> 10A	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Jennifer Barrientos Director of Finance
<b><u>PREVIOUS BOARD ACTION:</u></b> <p>On April 5, 2023, the Board of Commissioners heard a presentation from Mr. Jed Brown and Mr. Doak Brown with Brownstone Affordable Housing, Ltd. After the presentation and some discussion, the Board of Commissioners agreed to move forward favorably with this project subject to a due diligence stage where a draft of the MOU is reviewed by our legal counsel including Mr. Mark Foster and in that process our Director and Board Chair get an architect and engineer to review the construction standards to assure that the assets is all that we want it to be.</p> <p>On May 22, 2023, the Board of Commissioners approved entering into a Memorandum of Understanding with Brownstone Affordable Housing, Ltd. for the development of Hillside Crossing an affordable housing development.</p>	
<b><u>BACKGROUND:</u></b> <p>JPMorgan is looking for LHOC to be invested in carrying out the responsibilities of the General Partner after Brownstone is off the lease-up guaranty and the operating deficit guaranty estimated to take at least six to seven years.</p> <p>This obligation would be capped at \$1 Million.</p>	
<b><u>FINANCIAL:</u></b>	
<b><u>RECOMMENDATION:</u></b> To authorize the Executive Director/Secretary to execute documents related to grantor responsibilities for the Hillside Crossing project.	

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Discussion and possible action to approve a change to the Procurement Policy Section (17.0) Board Approval of Procurement Actions (17.2) Authority increasing the Board approval requirement from \$15,000 to \$50,000.
<b><u>Item #:</u></b> 10B	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Valeria De Leon Procurement Officer
<b><u>PREVIOUS BOARD ACTION:</u></b>  <p>On December 10, 2015, the Housing Authority of the City of Laredo Board of Commissioners adopted Resolution No. 15-R-20 adopting Procurement Policy. Section (17.0) Board Approval of Procurement Actions (17.2) Authority. The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$50,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed \$50,000 must have approval from the Board prior to award and/or contract execution.</p> <p>On March 16, 2016, the Housing Authority of the City of Laredo Board of Commissioners adopted Resolution No. 16-R-2 amending the Procurement Policy requiring that all purchases of \$15,000.00 and over in any fiscal year require Board of Commissioners approval.</p> <p>On December 17, 2020, the Housing Authority of the City of Laredo Board of Commissioners approved item 11B to authorize the Executive Director to proceed with awarding competitive procurements of up to \$50,000.00 for CARES Act and Capital Fund Grant related projects to accelerate project progress and meet expenditure deadlines through 2021, contingent on these procurement items being subsequently presented to Board of Commissioners.</p> <p>On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.</p>	
<b><u>BACKGROUND:</u></b>  <p>The Department of Housing and Urban Development Procurement (HUD) Handbook for Public Housing Agencies (PHA) 7460.8 rev-2 states that PHA's shall establish a dollar threshold for individual small purchases in their procurement policy. The threshold may not exceed the Federal small purchase threshold (currently, \$100,000.00).</p>	
<b><u>FINANCIAL:</u></b>  None	
<b><u>RECOMMENDATION:</u></b>  To approve a change to the Procurement Policy Section (17.0) Board Approval of Procurement Actions (17.2) Authority increasing the Board approval requirement from \$15,000 to \$50,000.	

## PROCUREMENT POLICY

Adopted: 12/10/2015

Resolution No.: 15-R-20

- 16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.
- 16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- 16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.
- 16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

### 17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

- 17.2 Authority. The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$50,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the Agency. All procurements that exceed \$50,000 must have approval from the Board prior to award and/or contract execution.

**Amendment: Procurement Policy and Procedures, requiring that all 1) purchases of \$15,000.00 and over in any fiscal year require Board of Commissioners approval, and 2) procurement solicitations and awards with amount and vendor be posted on the agency website.**

**HOUSING AUTHORITY OF THE CITY OF LAREDO  
RESOLUTION NO. 16-R-2**

**Adopt Amendment to Procurement Policy**

**Date: March 16, 2016**

**WHEREAS**, the Housing Authority of the City of Laredo approves changes to the Procurement Policy and Procedures, requiring that all 1) purchases of \$15,000.00 and over in any fiscal year require Board of Commissioners approval, and 2) procurement solicitations and awards with amount and vendor be posted on the agency website.

**WHEREAS**, the Housing Authority of the City of Laredo approves changes to the Procurement Policy and Procedures, requiring that all 1) purchases of \$15,000.00 and over in any fiscal year require Board of Commissioners approval, and 2) procurement solicitations and awards with amount and vendor be posted on the agency website.

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of the City of Laredo, Texas that approves changes to the Procurement Policy and Procedures, requiring that all 1) purchases of \$15,000.00 and over in any fiscal year require Board of Commissioners approval, and 2) procurement solicitations and awards with amount and vendor be posted on the agency website.

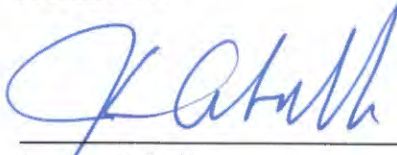
Commissioner John Solis moved that Resolution No. \_\_\_\_\_ is adopted as introduced and read. The motion was second by Commissioner Dr. Sergio Garza and on roll call the following vote was recorded:

AYES: 4      NAYS: 0      ABSTAIN: 0      ABSENT: 1

The Chairman Jose L. Ceballos thereupon declared the motion carried and the resolution adopted.

Passed by the commissioners of The Housing Authority of the City of Laredo this **16<sup>th</sup>** day of **March 2016**.

**ATTEST BY:**

  
\_\_\_\_\_  
Jose L. Ceballos  
Board Chairman

  
\_\_\_\_\_  
Melissa Ortiz  
Acting/Interim Executive Director

## LHA COMMISSIONERS' COMMUNICATION

<b>DATE:</b> 07/19/2023	<b>SUBJECT:</b> Discussion and possible action to award the Insurance Claim for Roof Replacement at South Laredo I (AMP 5) and authorize the Executive Director to finalize negotiations and contract with the selected firm.												
<b>Item #:</b> 10C													
<b>INITIATED BY:</b> Mary Gaona Executive Director	<b>STAFF SOURCE</b> Valeria De Leon Procurement Officer												
<b>PREVIOUS BOARD ACTION:</b> None													
<p><b>BACKGROUND:</b></p> <p>On May 24, 2023, the Housing Authority of the City of Laredo submitted a claim to the Commercial Property Insurance for roof damages at the South Laredo I property.</p> <p>On June 14, 2023, the Housing Authority of the City of Laredo issued a Quotations for Small Purchase (QSP) for Roof Replacement at South Laredo I, which included the property office, Units 21 &amp; 22, and Units 35 &amp; 36. The established deadline to submit was June 23, 2023. Additional pricing was requested to be included for anticipated decking repairs as seen in prior completed roof repair projects.</p> <p>As a result, the Agency received the following submissions in response to the QSP:</p> <ul style="list-style-type: none"> <li>Midas Contractors LLC (Subcontractors: Alexis Castro or JR Roofing)</li> <li>Bronze Builders LLC (Subcontractor: Federico Guzman)</li> <li>Antonio Fermin (No Subcontractor)</li> </ul> <p>On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.</p>													
<p><b>FINANCIAL:</b></p> <p>Funding for this project will be from an insurance claim submitted and a \$7,000 deductible covered by the property. Additional unforeseen decking damages will be submitted and covered by the insurance claim after the completion of such repairs. Based on prior projects, this could be a significant amount.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Contractor</th> <th style="text-align: center;">Midas Contractors LLC</th> <th style="text-align: center;">Bronze Builders LLC</th> <th style="text-align: center;">Antonio Fermin</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><b>Bid Amount (Labor &amp; Material)</b></td> <td style="text-align: center;">\$36,950.00</td> <td style="text-align: center;">\$37,880.00</td> <td style="text-align: center;">\$44,729.69</td> </tr> <tr> <td style="text-align: left;"><b>Additional Decking Repairs</b></td> <td style="text-align: center;">\$6.00/SQ FT</td> <td style="text-align: center;">\$2.75/SQ FT</td> <td style="text-align: center;">\$5.00/SQ FT</td> </tr> </tbody> </table>		Contractor	Midas Contractors LLC	Bronze Builders LLC	Antonio Fermin	<b>Bid Amount (Labor &amp; Material)</b>	\$36,950.00	\$37,880.00	\$44,729.69	<b>Additional Decking Repairs</b>	\$6.00/SQ FT	\$2.75/SQ FT	\$5.00/SQ FT
Contractor	Midas Contractors LLC	Bronze Builders LLC	Antonio Fermin										
<b>Bid Amount (Labor &amp; Material)</b>	\$36,950.00	\$37,880.00	\$44,729.69										
<b>Additional Decking Repairs</b>	\$6.00/SQ FT	\$2.75/SQ FT	\$5.00/SQ FT										
<p><b>RECOMMENDATION:</b></p> <p>To award the insurance claim for Roof Replacement at South Laredo I (AMP 5) including the inspection by an independent inspector as recommended by staff and authorize the Executive Director to finalize negotiations and contract with the selected firm.</p>													

## LHA COMMISSIONERS' COMMUNICATION

<b>DATE:</b> 07/19/2023	<b>SUBJECT:</b> Discussion and possible action to award RFP No. 2023-0620-1 Roof Replacement at South Laredo I (AMP5) and authorize the Executive Director to finalize negotiations and contract with selected firm.										
<b>Item #:</b> 10D											
<b>INITIATED BY:</b> Mary Gaona Executive Director	<b>STAFF SOURCE</b> Valeria De Leon Procurement Officer										
<b>PREVIOUS BOARD ACTION:</b> None											
<p><b>BACKGROUND:</b></p> <p>On June 20, 2023, the Housing Authority of the City of Laredo issued a Request for Proposals (RFP) for Roof Replacement at South Laredo I for 17 Duplexes: Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 29, 30, 31, 32, 33 and 34. The established deadline to submit was July 5, 2023.</p> <p>The Agency invited the following contractors to submit a proposal: A. A. National Roofing, Midas Contractors LLC, V. L. Garza Roofing &amp; Remodeling Inc., Bronze Builders LLC, Quantum Building Services, Roofing Aftermath Solutions Inc., Sunset Roofers and McAllen Valley Roofing Co.</p> <p>As a result, the Agency received the following submissions in response to the RFP:</p> <ul style="list-style-type: none"> <li>• Midas Contractors LLC</li> <li>• Bronze Builders LLC</li> </ul> <p>On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.</p>											
<p><b>FINANCIAL:</b></p> <p>Funding utilized will be from funding approved in the 2022 Capital Fund Grant. The allocated budget for this project is \$160,000.00. Any decking repairs will be covered by the property.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Contractor</th> <th style="text-align: center;">Midas Contractors LLC</th> <th style="text-align: center;">Bronze Builders LLC</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><b>Proposal Amount (Labor &amp; Material)</b></td> <td style="text-align: center;">\$158,700.00</td> <td style="text-align: center;">\$162,770.00</td> </tr> <tr> <td style="text-align: left;"><b>Additional Decking Repairs</b></td> <td style="text-align: center;">\$75.00/Sheet</td> <td style="text-align: center;">\$88.00/Sheet</td> </tr> </tbody> </table>			Contractor	Midas Contractors LLC	Bronze Builders LLC	<b>Proposal Amount (Labor &amp; Material)</b>	\$158,700.00	\$162,770.00	<b>Additional Decking Repairs</b>	\$75.00/Sheet	\$88.00/Sheet
Contractor	Midas Contractors LLC	Bronze Builders LLC									
<b>Proposal Amount (Labor &amp; Material)</b>	\$158,700.00	\$162,770.00									
<b>Additional Decking Repairs</b>	\$75.00/Sheet	\$88.00/Sheet									
<p><b>RECOMMENDATION:</b></p> <p>To award RFP No. 2023-0620-1 Roof Replacement at South Laredo I (AMP5) including the inspection by an independent field inspector as recommended by staff and authorize the Executive Director to finalize negotiations and contract with selected firm.</p>											



## LHA COMMISSIONERS' COMMUNICATION

<b>DATE:</b> 07/19/2023	<b>SUBJECT:</b> Discussion and possible action to award the parking lot resurfacing at Colonia Guadalupe (AMP 1) and authorize the Executive Director to finalize negotiations and contract with the selected firm.						
<b>Item #:</b> 10E							
<b>INITIATED BY:</b> Mary Gaona Executive Director	<b>STAFF SOURCE</b> Valeria De Leon Procurement Officer						
<b>PREVIOUS BOARD ACTION:</b>  None							
<b>BACKGROUND:</b>  <p>On June 14, 2023, the Housing Authority of the City of Laredo issued a Quotations for Small Purchase (QSP) for the parking lot resurfacing at Colonia Guadalupe (AMP 1), which encompasses the parking area located at the corner of Gonzalez Ct. and San Leonardo Ave. The established deadline to submit was June 23, 2023.</p> <p>As a result, the Agency received the following submissions in response to the QSP:</p> <ul style="list-style-type: none"> <li>• RRR Sealcoat &amp; Striping LLC</li> <li>• A&amp;G Paving Company LLC</li> </ul> <p>On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee. A recommendation was made by the Finance Committee to supervise the work being completed until completion.</p>							
<b>FINANCIAL:</b>  <p>Funding utilized will be from funding approved in the 2022 Capital Fund Grant. The allocated budget for this project is \$40,000.00.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 35%;">Contractor</th> <th style="width: 30%;">RRR Sealcoat &amp; Striping LLC</th> <th style="width: 35%;">A&amp;G Paving Company LLC</th> </tr> </thead> <tbody> <tr> <td>Colonia Guadalupe Parking Lot Resurfacing</td> <td style="text-align: center;">\$38,860.00</td> <td style="text-align: center;">\$42,246.00</td> </tr> </tbody> </table>		Contractor	RRR Sealcoat & Striping LLC	A&G Paving Company LLC	Colonia Guadalupe Parking Lot Resurfacing	\$38,860.00	\$42,246.00
Contractor	RRR Sealcoat & Striping LLC	A&G Paving Company LLC					
Colonia Guadalupe Parking Lot Resurfacing	\$38,860.00	\$42,246.00					
<b>RECOMMENDATION:</b>  <p>To award the parking lot resurfacing at Colonia Guadalupe (AMP 1) as recommended by staff and authorize the Executive Director to finalize negotiations and contract with the selected firm.</p>							

## LHA COMMISSIONERS' COMMUNICATION

<b><u>DATE:</u></b> 07/19/2023	<b><u>SUBJECT:</u></b> Discussion and possible action to approve a 1-year extension to RFQ#19-0401-1 Professional Services for Annual Audit Services contract with Garza/Gonzalez & Associates in the amount of \$90,880 for FYE 03/31/23. Contract LHA 1904011 has an allowable five-year audit term of 3/31/19 to 3/31/23. This would represent the fifth and final allowable audit year extension.
<b><u>Item #:</u></b> 10F	
<b><u>INITIATED BY:</u></b> Mary Gaona Executive Director	<b><u>STAFF SOURCE</u></b> Jennifer Barrientos Director of Finance
<b><u>PREVIOUS BOARD ACTION:</u></b>  On July 29, 2022 the Housing Authority of the City of Laredo Board of Commissioners approved item 11A for a 1-year extension to RFQ#1904011 Professional Services for Annual Audit Services contract with Garza/Gonzalez & Associates in the amount of \$99,400 for the FYE 03/31/2022 audit.	
<b><u>BACKGROUND:</u></b>  For RFQ#19-0401-1 Professional Services for Annual Audit Services Contract has an allowable five-year audit term of 3/31/19 to 3/31/23. This renewal would represent the fifth year of the contract maximum permissible of five years.  On July 12, 2023, this item was presented to the Housing Authority of the City of Laredo Finance Committee.	
<b><u>FINANCIAL:</u></b>  Fiscal Year Ending 03/31/2021 in the amount of \$98,500.00 Fiscal Year Ending 03/31/2022 in the amount of \$99,400.00  <b>Proposed:</b> Fiscal Year Ending 03/31/2023 in the amount of \$90,880.00	
<b><u>RECOMMENDATION:</u></b>  To approve a 1-year extension to RFQ#19-0401-1 Professional Services for Annual Audit Services contract with Garza/Gonzalez & Associates in the amount of \$90,880 for FYE 03/31/23. Contract LHA 1904011 has an allowable five-year audit term of 3/31/19 to 3/31/23. This would represent the fifth and final allowable audit year extension.	

# Garza/Gonzalez & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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May 10, 2023

Board of Directors and Mary Gaona, Executive Director  
Laredo Housing Authority  
2000 San Francisco Ave.  
Laredo, TX 78040

Dear Ms. Gaona:

We are pleased to confirm our understanding of the services we are to provide for the Laredo Housing Authority (LHA) for the year ended March 31, 2023.

## **Audit Scope and Objectives**

We will audit the financial statements of the business-type activities, the aggregate discretely presented component units, including the disclosures, which collectively comprise the basic financial statements, of LHA as of and for the year ended March 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement LHA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to LHA's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies LHA's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards
- 2) Combining Balance Sheet – Discrete Component Units
- 3) Combining Statement of Revenues, Expenses and Changes in Net Position – Discrete Component Units
- 4) Financial Data Schedule – FDS

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Related party transactions with limited partnerships and LLC's which could result in unrecorded assets and revenues.
- Recognition of receivables and related revenue related to federal grants.

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of LHA's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of LHA's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on LHA's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of LHA in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received), in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to LHA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Garza/Gonzalez & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to HUD or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Garza/Gonzalez & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period required by HUD. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

René E. Gonzalez is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. .

Our fee for these services will be at our standard hourly rates which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate our fee to be \$90,880 based on 640 hours. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

## **Reporting**

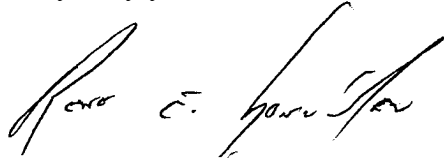
We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of LHA. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Ms. Mary Gaona  
Executive Director  
May 10, 2023  
Page 10

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to LHA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



René E. Gonzalez, CPA  
Senior Partner

RESPONSE:

This letter correctly sets forth the understanding of LHA.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_