

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**nbha**

**THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY**

**NBHA ANNUAL BOARD MEETING**

**Thursday, January 25, 2024 at 7:00 pm**



**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**Community Center  
300 Laurel Lane  
New Braunfels, Texas 78130  
Thursday, January 25, 2024, at 7:00pm**

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**ANNUAL MEETING NOTICE**

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**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. CITIZENS' COMMUNICATION**

This time is for citizens to address the Board on issues and items of concern. Pursuant to the Texas Open Meetings Act, there will be no Board discussion or action on items not on the agenda. Each citizen will be given five (5) minutes to speak.

**D. MINUTES**

1. Discuss and approve minutes of the Board of Commissioners meeting of September 21, 2023.

**E. INDIVIDUAL ITEMS FOR CONSIDERATION**

1. Approval of the Fiscal Year 2024 Department of Housing and Urban Development (HUD) Voucher Fair Market Rents and Payment Standards.
2. Consideration and approval of the Public Housing Utility Allowance Update
3. Consideration and approval of Fiscal Year End (FYE) 2022 Audit.
4. Consideration and approval of Public Housing Budget for Fiscal Year End (FYE) 2024
5. Consideration and approval of Payables Report fourth (4) Quarter 2023 payables.
6. Consideration and approval of Financial Reports Fiscal Year End (FYE) 2023.

**F. Executive Director Report**

- Section 8 Housing Voucher Program
- Possibility of Live streaming of Board meeting(s)
- Board Meeting Schedule per Resolution #103

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**G. EXECUTIVE SESSION –Closed Session<sup>1</sup>**

- a. Tex. Loc. Gov't Code Section 551.071—Consultation with attorney and consideration of potential litigation regarding Instrumentality – New Braunfels Community Resource Center.

**H. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY ACTION RELATING TO THE EXECUTIVE SESSION AS DESCRIBED ABOVE.**

**I. ADJOURNMENT.**

*NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the NBHA's Administrative Office at 830.625.6909 x202 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.*

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<sup>1</sup> Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need for a closed meeting, and it is permitted by law.

Pursuant to 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun. Pursuant to 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

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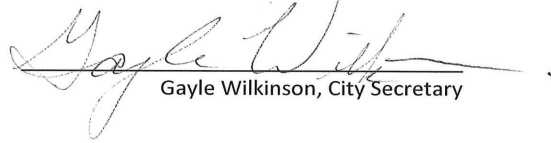
**Agenda Posting Certification**

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**CERTIFICATION**

I hereby certify the above Notice of Meeting was posted on the bulletin board at New Braunfels City Hall on January 12, 2024 at 12:45.

  
Gayle Wilkinson, City Secretary

<sup>i</sup>Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need for a closed meeting and it is permitted by law.

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**D. DISCUSS AND APPROVE MINUTES OF THE BOARD OF COMMISSIONERS MEETING OF SEPTEMBER 21, 2023.**

**DRAFT MINUTES  
OF THE NEW BRAUNFELS HOUSING AUTHORITY BOARD OF COMMISSIONERS ANNUAL BOARD MEETING OF THURSDAY, SEPTEMBER 21, 2023**

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Regular Session, on September 21, 2023, at 5:15 pm.

**COMMISSIONERS PRESENT:**

Commissioner Dr. Douglas Burke  
Commissioner Justin Botter  
Vice-Chair Sarah Dixon  
Resident Commissioner Raymond Marquez  
Chairperson Sharon Samples

**STAFF:**

Henry Alvarez, Executive Director  
Irene Cantu, Administrative Assistant  
Mickey Lloyd, Programs Manager  
Isabel Lee MBA, Bookkeeper  
Doug Poneck, Esquire  
Nathan Brown, Assistant City Attorney  
Christopher Willis, District Councilmember

- **MEETING CALLED TO ORDER**

Sharon Samples called the meeting to order at 5:28 pm

- **ROLL CALL**

Mrs. Cantu called Roll. A quorum was present.

- **CITIZENS COMMUNICATION**

No citizens were heard.

- **MINUTES**

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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Discussed and approved the minutes of the Regular Board of Commissioners meeting of May 21, 2023.

**Commissioner Marquez motioned to accept the minutes. Commissioner Burke seconded the motion which passed unanimously.**

**INDIVIDUAL ITEMS FOR CONSIDERATION:**

1. Consideration and approval of a resolution to accept the Third Quarter (Q3) Payables.

**Isabel Lee presented the resolution.**

**Commissioner Marquez motioned to approve the resolution. Commissioner Burke seconded the motion which passed unanimously.**

2. Consideration and approval of a resolution to accept the Authority's 2022-2023 Year to Date Financial Reports.

**Isabel Lee presented the resolution.**

**Vice-Chairperson Dixon motioned to approve the item. Commissioner Marquez seconded the motion which passed unanimously.**

**EXECUTIVE DIRECTOR'S REPORT**

- Facilities Update
- Housing Choice Voucher "Short Fall" Process

**Henry Alvarez presented the items. Mrs. Cantu spoke on community services.**

**EXECUTIVE SESSION-Closed Session**

**In accordance with Texas Government Code, Subchapter D. Section 551.071, the Board reserves the right to retire into executive session to discuss any of the items listed anywhere on this agenda. In addition, the Board may convene in an executive session on any of the following items, with any final action being taken in an open session.**

1. Tex. Loc. Gov't Code Section 551.071-Consultation with attorney and consideration of potential litigation regarding Instrumentality – New Braunfels Community Resource Center.

**Convened into Executive Session at 6:02 p.m.**

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**RECONVENE INTO OPEN SESSION**

Reconvened into open session at 7:04 p.m.

No action was taken in closed session.

**ADJOURNMENT:**

The meeting was adjourned at 7:05 pm.

**Attest:**

\_\_\_\_\_  
**Sharon Samples, Chairperson**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Henry Alvarez,  
Executive Director**

\_\_\_\_\_  
**Date**

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY**  
**BOARD of COMMISSIONERS**

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**INDIVIDUAL ITEMS FOR CONSIDERATION E1**  
**January 25, 2024**

**RESOLUTION No. 202401250001, CONSIDERATION AND APPROVAL OF THE HOUSING CHOICE VOUCHER (SECTION EIGHT) PAYMENT STANDARDS FOR FISCAL YEAR 2024 AND PUBLIC HOUSING FLAT RENTS**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution No. 202401250001 authorizing the revised Housing Choice Voucher Fair Market Rents and Payment Standards and Public Housing Flat Rent for Fiscal Year 2024.

**FINANCIAL IMPACT:**

Generally, the Voucher Program is a budget-based subsidy program provided by the Department of Housing and Urban Development (HUD). Increases in Voucher Payment Standards, generally increase rent subsidy to private landlord participants. The Voucher Program budget is currently \$1.9M with 249 program participants.

**SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) publishes Fair Market Rents (FMRs) annually for each area of the United States and requires each housing authority to adopt a Voucher payment standard schedule for each FMR area in its jurisdiction and FLAT Rent for its Public Housing portfolios. Payment standard is defined as "the maximum assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)" [24 CFR 982.4(b)]. HUD permits the housing authority to establish a voucher payment standard amount for each unit size at any level between 90% and 110%-referred to as the "basic range"-of the FMR for the unit size [24 CFR 982.503(b)(1)(i)]. The Public Housing Flat rent must be set to lower of 80% of the FMR or the Small area Fair Market Rent (SAFMR). In November 2016, the Small Area Fair Market Rent (SAFMR) Final Rule (Federal Register Notice FR-5855-F-03) mandated certain metropolitan areas, including the San Antonio-New Braunfels metro area, to use SAFMRs in the Housing Choice Voucher (HCV) program. NBHA utilizes the lower metro area FMR for the Flat rent calculation.

HUD has recently published the FMRs for Fiscal Year 2024. HUD allows housing authorities to establish the payment standard amounts at any level between 90% and 110% of the published FMR. The 2024 Voucher payment standards have been set to 90% of the associated FMR and the 2024 Public Housing Flat rent has been set to 80% of the associated FMR. This methodology allows the NBHA to absorb the increase in the payment standard over time and to maximize the number of families that can participate in the Voucher program.



**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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The proposed payment standards and flat rent for 2024 will be effective for all Housing Assistance Payment Contracts with an effective date of January 1, 2024, or later. Implementation will consist of a phase-in for participants that have a reexamination effective on or after this date and applicable to all new admission contracts effective on or after this date.

**RECOMMENDATION:**

Staff recommends approval of the Fiscal Year 2024 Voucher Payment Standards and Public Housing Flat Rent.

**ATTACHMENTS:**

Exhibit 1

2024 Fair Market Rents

Voucher Payment Standards and Public Housing Flat Rent

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**EXHIBIT 1**

<b>2024 FMRs (Fair Market Rents)</b>							
Zip Code	City	Efficiency	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
78006	Boerne	\$1,280	\$1,420	\$1,740	\$2,280	\$2,600	\$2,990
78070	Spring Branch	\$1,180	\$1,320	\$1,610	\$2,040	\$2,440	\$2,806
78108	Cibolo	\$1,600	\$1,800	\$2,190	\$2,770	\$3,310	\$3,807
78130	New Braunfels	\$1,140	\$1,280	\$1,560	\$1,980	\$2,360	\$2,714
78131	New Braunfels	\$1,190	\$1,340	\$1,630	\$2,060	\$2,470	\$2,841
78132	New Braunfels	\$1,190	\$1,340	\$1,630	\$2,060	\$2,470	\$2,841
78133	Canyon Lake	\$1,060	\$1,190	\$1,450	\$1,840	\$2,190	\$2,519
78154	Schertz	\$1,350	\$1,520	\$1,850	\$2,340	\$2,800	\$3,220
78163	Bulverde	\$1,220	\$1,370	\$1,670	\$2,110	\$2,530	\$2,910
78266	San Antonio	\$1,600	\$1,800	\$2,190	\$2,770	\$3,310	\$3,807
78606	Blanco	\$810	\$910	\$1,110	\$1,430	\$1,670	\$1,921
78623	Fischer	\$1,160	\$1,270	\$1,530	\$1,950	\$2,290	\$2,634
78666	San Marcos	\$1,200	\$1,290	\$1,520	\$1,950	\$2,250	\$2,588
78676	Wimberley	\$1,360	\$1,460	\$1,720	\$2,210	\$2,540	\$2,921

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**EXHIBIT 1 CONT'D**

2024 Payment Standards							
Zip Code	City	Efficiency	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
78006	Boerne	\$1,152	\$1,278	\$1,566	\$2,052	\$2,340	\$2,691
78070	Spring Branch	\$1,062	\$1,188	\$1,449	\$1,836	\$2,196	\$2,525
78108	Cibolo	\$1,440	\$1,620	\$1,971	\$2,493	\$2,979	\$3,426
78130	New Braunfels	\$1,026	\$1,152	\$1,404	\$1,782	\$2,124	\$2,443
78131	New Braunfels	\$1,071	\$1,206	\$1,467	\$1,854	\$2,223	\$2,556
78132	New Braunfels	\$1,071	\$1,206	\$1,467	\$1,854	\$2,223	\$2,556
78133	Canyon Lake	\$954	\$1,071	\$1,305	\$1,656	\$1,971	\$2,267
78154	Schertz	\$1,215	\$1,368	\$1,665	\$2,106	\$2,520	\$2,898
78163	Bulverde	\$1,098	\$1,233	\$1,503	\$1,899	\$2,277	\$2,619
78266	San Antonio	\$1,440	\$1,620	\$1,971	\$2,493	\$2,979	\$3,426
78606	Blanco	\$729	\$819	\$999	\$1,287	\$1,503	\$1,728
78623	Fischer	\$1,044	\$1,143	\$1,377	\$1,755	\$2,061	\$2,370
78666	San Marcos	\$1,080	\$1,161	\$1,368	\$1,755	\$2,025	\$2,329
78676	Wimberley	\$1,224	\$1,314	\$1,548	\$1,989	\$2,286	\$2,629
2024 NBHA Flat Rents (80% of FMRs)							
Zip Code	City	Efficiency	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5 Bdrm
78130	New Braunfels	\$912	\$1,024	\$1,248	\$1,584	\$1,888	\$2,171

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
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**RESOLUTION NO. 202401250001**

**CONSIDERATION AND APPROVAL OF THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY PUBLIC HOUSING FLAT RENT AND VOUCHER PROGRAM PAYMENT STANDARDS**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) annually establishes fair market rents (FMRs) for each area in the United States; and

WHEREAS, HUD requires the Public Housing Authority to establish voucher payment standards for each unit size; and

**WHEREAS**, NBHA staff request authorization to establish of Public Housing Flat Rent at 80% of the metro payment standards and that the Voucher payment standard be set at 90% of the 2024 HUD published Small Area FMR schedule to ensure the current flat rent and payment standard schedules are compliant with federal regulations.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the NBHA approves the 2024 Flat Rent and Voucher Payment standards consistent with HUD regulations, attached hereto;

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas {"NBHA"} hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA {the "Board"} held a meeting on January 25, 2024 {the "Meeting"} of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**APPROVAL OF THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY PUBLIC HOUSING FLAT RENT AND VOUCHER PROGRAM PAYMENT STANDARDS**

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached

to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_, 2024.

\_\_\_\_\_  
Henry Alvarez, Secretary/Executive Director

(SEAL)

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**INDIVIDUAL ITEMS FOR CONSIDERATION ITEM E2  
January 25, 2024**

**RESOLUTION NO. 202401250002 CONSIDERATION AND APPROVAL OF THE  
NBHA 2024 UTILITY ALLOWANCE SCHEDULE**

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**REQUESTED ACTION:**

Consideration and approval regarding Resolution authorizing the revised utility allowance schedule for Tenant Furnished utilities and other services for the Authority's Affordable Housing Programs.

**FINANCIAL IMPACT:**

Generally, increased Utility Allowances reduce program participants rent portions. Reduced participant rent portions are offset by increased housing subsidies provided by the Authority. These expenses are offset by the Department of Housing and Urban Development (HUD) increased subsidies.

**SUMMARY:**

The New Braunfels Housing Authority (NBHA) is required to conduct an annual assessment of the utility allowance (UA) schedule for the Housing Choice Voucher (HCV) Program tenant- furnished (i.e., tenant-paid) utilities and other services to determine if there have been any utility rate increases of 10% or more. Those services/allowances include, but are not limited to, the following: electric, gas, water, sewer, and trash. Cable and telephone services are not part of the utility allowance schedule. Other considerations such as tenant-or- landlord-provided appliances and type of heating and cooling systems in a particular unit are also included in this schedule.

The proposed utility allowance schedule was prepared by the Nelrod Company for electric, gas, water, sewer, and trash for each unit type and bedroom size. The values provided were developed using engineering methodologies set forth by the HUD Utility Allowance Guidebook along with other currently accepted engineering design and consumption standards for runtimes, equipment sizing, and specific climate zones. The Utility Allowances will be effective for all recertification effective on or after January 1, 2023.

**RECOMMENDATION:**

Staff recommends approval of the Utility Allowances.

**ATTACHMENTS:**

Utility Allowance Schedules Exhibit 1

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**EXHIBIT 1**



**NEW BRAUNFELS HOUSING AUTHORITY, TX  
PUBLIC HOUSING**

**PROPOSED MONTHLY UTILITY ALLOWANCES  
Chart 1**

**UPDATE 2023**

**Building Type: Semi-Detached/Duplex**

<b>Villa Serena TX-343 (EE Equip: WH)</b>	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$45.00	\$51.00	\$56.00	
Natural Gas (H,WH,C)			\$72.00	\$78.00	\$83.00	
Water			\$31.00	\$46.00	\$66.00	
Sewer			\$65.00	\$80.00	\$96.00	
Trash Collection			\$19.00	\$19.00	\$19.00	
<b>Totals</b>			<b>\$232.00</b>	<b>\$274.00</b>	<b>\$320.00</b>	

**Building Type: High Rise Apartment**

<b>Laurel Plaza TX-343</b>	OBR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,C)	<b>\$72.00</b>	<b>\$72.00</b>				

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

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

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

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**EXHIBIT 1 CONT'D**

**NEW BRAUNFELS HOUSING AUTHORITY, TX  
PUBLIC HOUSING**

**COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES  
Chart 2**

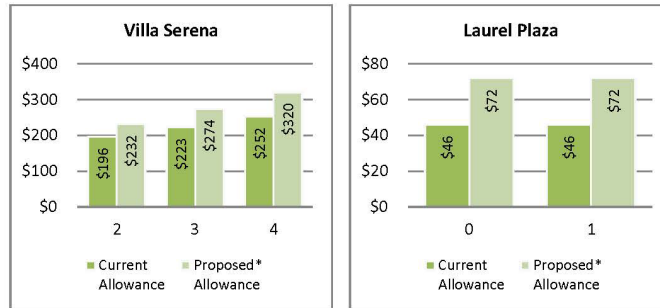
**UPDATE 2023**

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
<b>Villa Serena TX-343</b>	2	\$196.00	<b>\$232.00</b>	<b>\$36.00</b>
	3	\$223.00	<b>\$274.00</b>	<b>\$51.00</b>
	4	\$252.00	<b>\$320.00</b>	<b>\$68.00</b>
<b>Laurel Plaza TX-343</b>	0	\$46.00	<b>\$72.00</b>	<b>\$26.00</b>
	1	\$46.00	<b>\$72.00</b>	<b>\$26.00</b>

Proposed allowances include the average for electric and natural gas summer and winter months.

\*Proposed allowances were rounded to the nearest dollar.

\*\*After rounding.





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**EXHIBIT 1 CONT'D**

**Individual Relief  
Medical Equipment Allowances**

**Electric Provider: New Braunfels Utilities (wtd avg)**

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	223	0.11274	\$25.00
Nebulizer	2	75	5	0.11274	\$1.00
Electric Hospital Bed	0.2	200	1	0.11274	\$1.00
Alternating Pressure Pad	24	70	52	0.11274	\$6.00
Low Air-Loss Mattress	24	120	89	0.11274	\$10.00
Power Wheelchair/Scooter	3	360	33	0.11274	\$4.00
Feeding Tube Pump	24	120	89	0.11274	\$10.00
CPAP Machine	10	30	9	0.11274	\$1.00
Leg Compression Pump	24	30	22	0.11274	\$2.00
Dialysis Machine/Equipment	2	710	44	0.11274	\$5.00

**Oxygen Concentrator**

Use per day varies, assume 12-14 hours a day.  
The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

**Nebulizer**

A medicine delivery system used mostly for pediatric care.  
Used 4-6 times a day for 20 minutes at a time at 75W.

**Semi/Fully Electric Hospital Bed**

Use depends on adjustments. 200 W.

**Alternating Pressure Pad**

An air-filled mattress overlay.  
Used 24 hours a day for someone who is bed-ridden.

**Low Air-Loss Mattress**

Takes the place of mattress - air-filled pressurized mattress.  
Cycles air around every 15-20 minutes.

**Power Wheelchairs and Scooters**

Need to be charged approximately 8 hours every 3 days.  
Batteries are 120 V, 3 Amp, 360 W.

**Feeding Tube Pump (Continuous Feed)**

A pump delivers a constant amount of formula throughout the day or night.

**CPAP Machine**

Used for Sleep Apnea. Machines run only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts.

**Leg Compression Pump**

Provides intensive compression therapy. Use varies, generally from 8-24 hours daily.

**Dialysis Machine/Equipment (Small/Portable)**

Filters a patient's blood to remove excess water and waste products. Used 2 hours daily.

# CITY OF NEW BRAUNFELS HOUSING AUTHORITY BOARD of COMMISSIONERS

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

## EXHIBIT 1 CONT'D

### Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

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

Locality/PHA <b>New Braunfels Housing Authority, TX</b>		Unit Type: <b>Multi-Family (Apartment/Row House/Townhouse/Semi-Detached/Duplex)</b>					Date (mm/dd/yyyy)	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	\$16.00	\$18.00	\$20.00	\$22.00	\$23.00	\$26.00	
	Bottle Gas	\$37.00	\$43.00	\$46.00	\$54.00	\$57.00	\$63.00	
	Electric (avg)	\$9.00	\$10.00	\$13.00	\$15.00	\$18.00	\$20.00	
	Electric Heat Pump (avg)	\$8.00	\$9.00	\$11.00	\$12.00	\$13.00	\$15.00	
	Fuel Oil							
Cooking	Natural Gas	\$4.00	\$4.00	\$7.00	\$8.00	\$10.00	\$12.00	
	Bottle Gas	\$9.00	\$9.00	\$14.00	\$20.00	\$26.00	\$29.00	
	Electric (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$13.00	\$15.00	
Other Electric	(avg)	\$18.00	\$21.00	\$29.00	\$37.00	\$45.00	\$54.00	
Air Conditioning	(avg)	\$14.00	\$16.00	\$22.00	\$28.00	\$34.00	\$41.00	
Water Heating	Natural Gas	\$8.00	\$9.00	\$13.00	\$17.00	\$21.00	\$25.00	
	Bottle Gas	\$20.00	\$23.00	\$31.00	\$40.00	\$48.00	\$60.00	
	Electric (avg)	\$11.00	\$13.00	\$16.00	\$19.00	\$23.00	\$26.00	
	Fuel Oil							
Water	(avg)	\$30.00	\$31.00	\$37.00	\$45.00	\$55.00	\$65.00	
Sewer	(New Braunfels Utilities)	\$56.00	\$57.00	\$68.00	\$79.00	\$89.00	\$100.00	
Trash Collection	(City of New Braunfels)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	
<b>Other specify: Electric Charge \$23.33 (avg)</b>		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
<b>Other specify: Natural Gas Charge \$31.60</b>		\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance	Allowance	
Head of Household Name						Heating		
Unit Address						Cooking		
						Other Electric		
						Air Conditioning		
						Water Heating		
Number of Bedrooms						Water		
						Sewer		
						Trash Collection		
						Other		
Number of Bedrooms						Range/Microwave		
						Refrigerator		
						Total		



adapted from form HUD-52667  
(04/2023)

The Nelrod Company 9/2023 Update

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1 CONT'D**

**Utility Allowance Schedule**

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

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

Locality/PHA <b>New Braunfels Housing Authority, TX</b>		Unit Type <b>Single-Family (Detached House/Mobile Home)</b>					Date (mm/dd/yyyy)	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	\$22.00	\$26.00	\$29.00	\$31.00	\$34.00	\$37.00	
	Bottle Gas	\$54.00	\$63.00	\$68.00	\$74.00	\$80.00	\$88.00	
	Electric (avg)	\$18.00	\$21.00	\$23.00	\$26.00	\$29.00	\$31.00	
	Electric Heat Pump (avg)	\$11.00	\$13.00	\$15.00	\$17.00	\$19.00	\$21.00	
	Fuel Oil							
Cooking	Natural Gas	\$4.00	\$4.00	\$7.00	\$8.00	\$10.00	\$12.00	
	Bottle Gas	\$9.00	\$9.00	\$14.00	\$20.00	\$26.00	\$29.00	
	Electric (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$13.00	\$15.00	
Other Electric	(avg)	\$26.00	\$31.00	\$43.00	\$55.00	\$67.00	\$79.00	
Air Conditioning	(avg)	\$10.00	\$12.00	\$28.00	\$43.00	\$59.00	\$74.00	
Water Heating	Natural Gas	\$9.00	\$12.00	\$17.00	\$21.00	\$26.00	\$31.00	
	Bottle Gas	\$23.00	\$29.00	\$40.00	\$48.00	\$63.00	\$74.00	
	Electric (avg)	\$7.00	\$8.00	\$10.00	\$13.00	\$15.00	\$17.00	
	Fuel Oil							
Water	(avg)	\$30.00	\$31.00	\$37.00	\$45.00	\$55.00	\$65.00	
Sewer	(New Braunfels Utilities)	\$56.00	\$57.00	\$68.00	\$79.00	\$89.00	\$100.00	
Trash Collection	(City of New Braunfels)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	
<b>Other specify: Electric Charge \$23.33 (avg)</b>		\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	
<b>Other specify: Natural Gas Charge \$31.60</b>		\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	
Range /Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
<b>Actual Family Allowances</b> -May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
Unit Address					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
Total					Other			
					Range / Microwave			
					Refrigerator			
					Total			



adapted from form HUD-52667  
(04/2023)

The Nelrod Company 9/2023 Update

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**RESOLUTION NO. 202401250002**

**CONSIDERATION AND APPROVAL OF THE UTILITY ALLOWANCE FOR THE NEW BRAUNFELS HOUSING AUTHORITY (NBHA) PROGRAMS**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, Federal Regulations require housing authorities to review utility allowance schedule(s) annually and adjust the schedule(s) if there has been a 10% or more rate change per category since the last revision; and

WHEREAS, Residential Utility Allowances, a Division of the Nelrod Company completed the utility allowance review for the Low Rent Public Housing and Housing Choice Voucher Programs and as required by HUD regulations 24 CFR 982.517, a comparison was made of the utility rates utilized in the previous study compared to the current utility rates; and

WHEREAS, the utility allowance review indicated that utility providers' rates have changed more than 10%, therefore, staff recommends revising the utility allowance schedules as reflected in Exhibit 1; and

WHEREAS, Federal Regulations require the use of the revised utility allowance schedules at the next annual reexamination; and

WHEREAS, the Housing Authority of the City of New Braunfels will use the revised utility allowance schedules for new families assisted under the Housing Choice Voucher Program and current participants with reexaminations effective January 1, 2024, or later.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the REVISED NBHA UTILITY ALLOWANCES FOR CALENDAR YEAR 2024.

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas ("NBHA") hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the "Board") held a meeting on January 25, 2024 (the "Meeting") of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**APPROVING THE REVISED UTILITY ALLOWANCES FOR THE NEW BRAUNFELS HOUSING AUTHORITY (NBHA) HOUSING PROGRAMS.**

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_ 2024.

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Henry Alvarez, Secretary/Executive Director

(SEAL)

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**INDIVIDUAL ITEMS FOR CONSIDERATION ITEM E3  
January 25, 2024**

**RESOLUTION NO. 202401250003 CONSIDERATION AND APPROVAL OF THE NBHA  
FISCAL YEAR AUDIT REPORT.**

---

**BACKGROUND AND RATIONAL:**

Pursuant to the Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, Subpart F; *Audit Requirements*, non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.

Reporting is done in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board Reporting (GASB). All PHAs report the results of their audits electronically through HUD's FASS-PH system. The FASS-PH system was developed under an "entity-wide" concept; that is, PHAs report all the programs and activities that are administered by the PHA. Under this concept, HUD is generally able to obtain a higher level of assurance on the accuracy of the financial data as the financial data is directly comparable to the audit required under Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, Subpart F - *Audit Requirements*.

The Audit was conducted by Leal & Carter, PC. The Audit reports no finding.

**FISCAL IMPACT:**

All NBHA programs are subject to these Audit Requirements to receive continued funding from HUD.

**STAFF RECCOMENDATION:**

Staff recommends acceptance of the Audit Report

**ATTACHMENT:**

Exhibit 2

NBHA 2022 FISCAL YEAR AUDIT REPORT

The complete Audit Report is available via the NBHA website at  
<https://img1.wsimg.com/blobby/go/329ff6a6-62e0-4925-b376-a28d1a9e2bb6/downloads/FY%202022%20-%20Audit%20Report%20Final.pdf?ver=1703789063878>

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1**

**NEW BRAUNFELS HOUSING AUTHORITY NEW**

**BRAUNFELS, TEXAS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR**

**THE YEAR ENDED SEPTEMBER 30, 2022**

**A. Summary of the Auditor's Results:**

1. The auditors' report expresses an unmodified opinion on whether the financial statements of the PHA were prepared in accordance with GMP.
2. No significant deficiencies or material weaknesses in internal control were disclosed by the audit of the financial statements of the PHA.
3. No instances of noncompliance material to the financial statements of the PHA which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies or material weaknesses in internal control over the major programs were disclosed by the audit of the PHA.
5. The auditors' report issued on compliance for major programs expresses an unmodified opinion.
6. The audit disclosed no audit findings that are required to be reported in accordance with 2 CFR section 200.516 (a).
7. Major programs of the PHA are:

**Housing Voucher Cluster -**

**Section 8 Housing Choice Vouchers - Assistance Listing No. 14.871**

**COVID-19 Section 8 Housing Choice Vouchers -Assistance Listing No. 14.871**

8. Dollar threshold used to distinguish between Type A and Type B programs was \$750,000 or larger.
9. The auditee did not qualify as a low risk auditee.



**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

- B. Findings Relating to the Financial Statements Which Are Required to be Reported in Accordance with *Generally Accepted Government Auditing Standards*. None**
- C. Findings and Questioned Costs for Federal Awards Programs, which must include audit findings as defined by the Uniform Guidance [2 CFR 200.516 {a}] None**

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**RESOLUTION NO. 202401250003**

**CONSIDERATION AND APPROVAL OF THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY FISCAL YEAR AUDIT 2022.**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the Board of Commissioners believes it serves the public interest and is in the best interest of NBHA to accept the Audit Report for Fiscal Year End 2022; and

WHEREAS, the Board of Commissioners desires to approve and accept the Audit for Fiscal Year 2022;

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the NBHA Audit for Program Year 2022, attached hereto as Exhibit 1.

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the “Board”) held a meeting on January 25, 2024 (the “Meeting”) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written.

**RESOLUTION APPROVAL AND ACCEPTANCE OF THE LEAL & CARTER,  
PC AUDIT FOR THE NBHA PROGRAM YEAR 2022**

(the “Resolution”) was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board’s minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_, 2024.

\_\_\_\_\_  
Henry Alvarez, Secretary/Executive Director

(SEAL)

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**INDIVIDUAL ITEMS FOR CONSIDERATION ITEM E4  
January 25, 2024**

**RESOLUTION NO. 202401250004 CONSIDERATION AND APPROVAL OF THE  
NBHA LOW RENT PUBLIC HOUSING BUDGET.**

---

**BACKGROUND AND RATIONAL:**

The Department of Housing and Urban Development (HUD) requires that the Board of Commissioners approve a resolution – form HUD-52574 (Exhibit 2) certifying the Board’s approval of the Low Rent Public Housing Program Operating Budget (Exhibit 1).

Form HUD 52574 provides certification to HUD that:

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

**FISCAL IMPACT:**

Operating Budget - HUD Approved Subsidy of \$495,993.00

**STAFF RECOMMENDATION:**

Staff recommends approval of the Public Housing Operating Budget and Form HUD-52574.

**ATTACHMENT(S)**

Public Housing Operating Budget (Exhibit 1)  
Form HUD -52574 (Exhibit 2)

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1**

**Operating Fund Grant:  
Calculation of Total Program Expense Level  
PHA-Owned Rental Housing**

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

As of 11/15/2023 05:12PM - Form ID: 20835 - Status: Accepted

OMB Approval No. 2577-0029 (exp.01/31/2024)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income the major Operating Fund components. HUD reviews the information to determine each PHA(s)/project(s) Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Total number of ACC units for this PHA: 170**

**Section 1**

<b>1. Name and Address of Public Housing Agency:</b> New Braunfels Housing Authority 300 LAUREL LANE New Braunfels TX 78130		<b>2. Funding Period:</b> 1/1/2024 to 12/31/2024
<b>4. ACC Number:</b> FW-1411	<b>5. Fiscal Year End:</b> 09-30-2024 12/31 3/31 6/30 9/30	<b>3. Type of Submission:</b> Initial Submission
<b>7. UEI:</b> T6GTMZFCMJK4	<b>8. ROFO Code:</b> 0659	<b>6. Operating Fund Project Number:</b> T X 3 4 3 0 0 0 0 0 1 <b>9. Financial Analyst:</b> David Boudreau

**Section 2**

Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months
<b>Categorization of Unit Months:</b> First of Month Last of Month				
<b>Occupied Unit Months</b>				
01	Occupied dwelling units - by public housing eligible family under lease	1,982	1,982	1,982
02	Occupied dwelling units - by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0		0
03	Occupied new units - eligible to receive Operating Funds during the funding period but not included on Lines 01, 02, or 05-13 of this section	0	0	0
04	Occupied new units - eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Fund Grant	0	0	0
<b>Vacant Unit Months</b>				
05	Units undergoing modernization	0	0	
06	Special use units	0		
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units		0	
07	Units vacant due to litigation	8	8	
08	Units vacant due to disasters	0	0	
09	Units vacant due to casualty losses	8	8	
10	Units vacant due to changing market conditions	0	0	
11	Units vacant and not categorized above	42		
<b>Other ACC Unit Months</b>				
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0		
13	All other ACC units not categorized above	0		

Form  
HUD-  
52723

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1 CONT'D**

Operating Fund Project Number: TX343000001			
<b>Calculations Based on Unit Months:</b>			
14	Limited vacancies	42	
15	<b>Total Unit Months</b>	<b>2,040</b>	<b>1,982</b>
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)		165
<b>Special Provision for Calculation of Utilities Expense Level:</b>			
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee	0	
<b>Section 3</b>			
Line No.	Description	Requested by PHA	HUD Modifications
<b>Part A. Formula Expenses</b>			
<b>Project Expense Level (PEL)</b>			
01	PUM project expense level (PEL)	\$429.12	\$429.12
02	Inflation factor	1.0440	1.0440
03	PUM inflated PEL (Part A, Line 01 times Line 02)	\$448.00	\$448.00
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)	\$913,920	\$913,920
<b>Utilities Expense Level (UEL)</b>			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$49.95	\$49.95
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)	\$101,898	\$101,898
<b>Add-Ons</b>			
07	Self-sufficiency		
08	Add-on-subsidy (AOS) incentive energy performance contract (EPC)	\$0	\$0
09	Payment in lieu of taxes (PILOT)	\$43,044	\$43,044
10	Cost of independent audit	\$13,202	\$13,202
11	Funding for resident participation activities	\$4,125	\$4,125
12	Asset management fee		
13	Information technology fee	\$4,080	\$4,080
14	Asset repositioning fee	\$0	\$0
15	Costs attributable to changes in federal law, regulation, or economy		
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)	<b>\$64,451</b>	<b>\$64,451</b>
17	<b>Total Formula Expenses</b> (Part A, Line 04 plus Line 06 plus Line 16)	<b>\$1,080,269</b>	<b>\$1,080,269</b>
<b>Part B. Formula Income</b>			
01	PUM formula income	\$286.41	\$286.41
02	Resident paid utility (RPU) incentive energy performance contract (EPC)	\$0.00	\$0.00
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$286.41	\$286.41
04	<b>Total Formula Income</b> (Part B, Line 03 times Section 2, Line 15, Column B)	<b>\$584,276</b>	<b>\$584,276</b>
<b>Part C. Other Formula Provisions</b>			
01	Moving-to-Work (MTW)		
02	Transition funding	\$0.00	\$0.00
03	Other	\$0.00	\$0.00
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	<b>\$0</b>	<b>\$0</b>
<b>Part D. Calculation of Formula Amount</b>			
01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)	\$495,993	\$495,993
02	Cost of independent audit (same as Part A, Line 10)	\$13,202.00	\$13,202
03	Formula amount (greater of Part D, Lines 01 or 02)	<b>\$495,993</b>	<b>\$495,993</b>
<b>Part E. Calculation of Operating Fund Grant (HUD Use Only)</b>			
01	Formula amount (same as Part D, Line 03)		\$495,993
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	<b>Funds Obligated for Period</b> (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):		<b>\$495,993</b>

Form  
HUD-  
52723

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1 CONT'D**

<b>Operating Fund Project Number:</b> TX34300001
<b>Section 4 - Comments</b>
<b>Section 5</b>
<b>Certifications:</b> <input checked="" type="checkbox"/> In accordance with 24 CFR 990.215, I hereby certify that <u>New Braunfels Housing Authority</u> Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations. <input type="checkbox"/> In accordance with § 213 of Title II of Division L of the Consolidated Appropriations Act, 2023, Pub. L. 117-328 (approved December 29, 2022) and subsequent acts containing the same provisions, I hereby certify that <u>New Braunfels Housing Authority</u> Housing Agency has 400 or fewer units and is implementing asset management. <input type="checkbox"/> In accordance with 24 CFR 990.255 through 990.290 – Compliance of Asset Management Requirements, I hereby certify that <u>New Braunfels Housing Authority</u> Housing Agency has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee. <input checked="" type="checkbox"/> I hereby certify the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

As of 11/15/2023

Form HUD-52723

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 2**

**PHA Board Resolution**  
Approving Operating Budget

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

OMB No. 2577-0026  
(exp. 06/30/2022)

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

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

PHA Name: New Braunfels Housing Authority

PHA Code: TX343

PHA Fiscal Year Beginning: 2023

Board Resolution Number: 202401250004

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

- |   | <u>DATE</u> |
|---|-------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:     | 01/25/2024  |
| <input checked="" type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | 11/15/2023  |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on:       |             |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:   |             |

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

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

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

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

Print Board Chairperson's Name: <b>Sharon Samples</b>	Signature:	Date:
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Previous editions are obsolete

form HUD-52574 (06/2019)



**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**RESOLUTION NO. 202401250004**

**CONSIDERATION AND APPROVAL OF THE LOW RENT PUBLIC HOUSING BUDGET AND SUBMISSION OF HUD FORM 52574.**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the Board of Commissioners believes it serves the public interest and is in the best interest of NBHA to accept the Low Rent Public Housing Budget and submission of required form 52574; and

WHEREAS, the Board of Commissioners desires to approve and accept the Low Rent Public Housing Budget and submission of required form 52574.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the Low Rent Public Housing Budget Exhibit 1 and submission of required form 52574 Exhibit 2.

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the “Board”) held a meeting on January 25, 2024 (the “Meeting”) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION AUTHORIZING APPROVAL OF LOW RENT PUBLIC HOUSING BUDGET AND SUBMISSION OF HUD FORM 52574.**

(the “Resolution”) was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board’s minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_, 2024.

\_\_\_\_\_  
Henry Alvarez, Secretary/Executive Director

(SEAL)

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**INDIVIDUAL ITEMS FOR CONSIDERATION ITEM  
January 25, 2024**

**RESOLUTION NO. 202401250005 CONSIDERATION AND APPROVAL OF THE NBHA  
FOURTH (4) QUARTERS PAYABLES.**

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**REQUESTED ACTION:**

Consideration and approval regarding Resolution No. 202401250005 approval of the Authority's Fourth (4) Quarters Payables.

**FINANCIAL IMPACT:**

Reflects the accounts/vendors paid for referenced quarters.

**SUMMARY:**

The New Braunfels Housing Authority (NBHA) paid \$198,790 in the fourth (4) quarters for operational expenses related to unit make ready, appliances, general maintenance, etc.

**RECOMMENDATION:**

Staff recommends approval of the Fourth (4) Quarter payables.

**ATTACHMENTS:**

Accounts Payable Reports –Fourth (4) Quarters

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**Exhibit 1**

Payables  
Report Q4

New Braunfels Housing Authority

1 of 2

**Accounts Payable Invoice Listing**

July, August, September 2023

101935	AARON RAMSEY			
Totals for Vendor:		Paid Invoices:	4	3,212.96
100151	ALL SERVICE INC			
Totals for Vendor:		Paid Invoices:	3	3,748.70
101835	AMAZON CAPITAL SERVICES			
Totals for Vendor:		Paid Invoices:	4	343.23
100185	AT&T 6909			
Totals for Vendor:		Paid Invoices:	3	1,594.61
101184	AT&T MOBILITY			
Totals for Vendor:		Paid Invoices:	3	320.73
101907	CHARTER COMMUNICATIONS HOLDINGS, LLC			
Totals for Vendor:		Paid Invoices:	1	460.35
101732	CHRIS PICKETTS PEST CONTROL			
Totals for Vendor:		Paid Invoices:	9	9,500.00
100168	CINTAS FIRE PROTECTION, INC.			
Totals for Vendor:		Paid Invoices:	1	503.69
101974	CTX1 Restoration LLC			
Totals for Vendor:		Paid Invoices:	1	4,800.00
101102	CULPEPPER PLUMBING SERV INC			
Totals for Vendor:		Paid Invoices:	4	607.70
101847	ESCAMILLA & PONECK, LLP			
Totals for Vendor:		Paid Invoices:	6	28,985.40
100157	GULF COAST PAPER CO.			
Totals for Vendor:		Paid Invoices:	1	828.68
100159	HD SUPPLY FACILITIES MAINTENANCE, LTD			
Totals for Vendor:		Paid Invoices:	14	12,605.48
101656	IRENE CANTU			
Totals for Vendor:		Paid Invoices:	1	6.87
100750	KNIGHT OFFICE SOLUTIONS INC			
Totals for Vendor:		Paid Invoices:	4	1,045.46
101815	LANDSCAPE COMMANDER, LLC			
Totals for Vendor:		Paid Invoices:	1	1,000.00
101358	LARRY MCKENZIE			
Totals for Vendor:		Paid Invoices:	7	1,000.00
101920	Leal & Carter			
Totals for Vendor:		Paid Invoices:	1	2,700.00
100601	Lowe's Credit Services			
Totals for Vendor:		Paid Invoices:	3	5,097.18
101836	Lowry Electrical			
Totals for Vendor:		Paid Invoices:	2	399.94
101874	M&M CONTRACTOR			
Totals for Vendor:		Paid Invoices:	4	19,378.00

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**EXHIBIT 1 CONT'D**

2 of 2

101654	MEDA Limited			
Totals for Vendor:		Paid Invoices:	1	672.00
101747	MEYER HEATING AND AIR			
Totals for Vendor:		Paid Invoices:	26	34,227.60
101922	MRI Software LLC			
Totals for Vendor:		Paid Invoices:	1	1,757.50
100210	NEW BRAUNFELS HOUSING AUTHORITY			
Totals for Vendor:		Paid Invoices:	6	19,446.51
101515	Nova 401(k) Associates			
Totals for Vendor:		Paid Invoices:	1	290.00
100279	OTT PLUMBING COMPANY INC			
Totals for Vendor:		Paid Invoices:	9	4,898.38
17039	Oralia Garcia			
Totals for Vendor:		Paid Invoices:	1	553.00
101918	PHILLIP COLTON			
Totals for Vendor:		Paid Invoices:	1	70.48
100184	QUILL			
Totals for Vendor:		Paid Invoices:	3	421.97
101810	READY REFRESH			
Totals for Vendor:		Paid Invoices:	4	460.57
101856	SHELL FLEET PLUS			
Totals for Vendor:		Paid Invoices:	3	1,553.38
100237	SHERWIN WILLIAMS CO INC			
Totals for Vendor:		Paid Invoices:	2	149.41
100194	SHRED-IT USA, LLC			
Totals for Vendor:		Paid Invoices:	3	1,164.16
100679	STAR AWARDS			
Totals for Vendor:		Paid Invoices:	1	36.00
101933	Spectrum Enterprise			
Totals for Vendor:		Paid Invoices:	2	371.90
101967	Spectrum Enterprise			
Totals for Vendor:		Paid Invoices:	1	227.52
101933	Spectrum Enterprise			
Totals for Vendor:		Paid Invoices:	1	211.08
100329	TEXAS MUNICIPAL LEAGUE			
Totals for Vendor:		Paid Invoices:	1	1,000.00
101702	THE KEY DEPOT			
Totals for Vendor:		Paid Invoices:	3	586.00
101459	TIME WARNER CABLE			
Totals for Vendor:		Paid Invoices:	2	1,257.58
100827	United Healthcare Ins Co			
Totals for Vendor:		Paid Invoices:	3	30,260.70
100626	Waste Management/Comal Landfil			
Totals for Vendor:		Paid Invoices:	6	1,036.14

<b>Grand Totals:</b>		<b>Paid Invoices:</b>	<b>158</b>	<b>198,790.86</b>
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**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**RESOLUTION NO. 202401250005**

**CONSIDERATION AND APPROVAL OF FOURTH (4) QUARTER PAYABLES.**

**WHEREAS**, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires Housing Authority Boards to review and approves Authority expenditures; and

**WHEREAS**, The HUD required auditors to recommend a similar Authority review of its operational expenditures.

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the City of New Braunfels Housing Authority Board of Commissioners hereby accepts and approves the Fourth (4<sup>th</sup>) Quarter Payables Reports.

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas {"NBHA"} hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA {the "Board"} held a meeting on January 25, 2024 {the "Meeting"} of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**APPROVAL OF FOURTH (4) QUARTER PAYABLES**

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_, 2024.

\_\_\_\_\_  
Henry Alvarez, Secretary/Executive Director

{SEAL}

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**INDIVIDUAL ITEMS FOR CONSIDERATION ITEM  
January 25, 2024**

**RESOLUTION NO. 202401250006 CONSIDERATION AND APPROVAL OF  
FINANCIAL REPORTS FISCAL YEAR 2023.**

---

**REQUESTED ACTION:**

Consideration and approval regarding Resolution No. 202401250004 approval of the Authority's Fiscal Year End Financial Reports.

**FINANCIAL IMPACT:**

Generally, reflects the overall financial health of the Authority.

**SUMMARY:**

The New Braunfels Housing Authority (NBHA) financial conditions is reported as follow;

Low Rent Program:

Actual Bank balance	\$ 261,884
Rents collected	522,362
HUDOFND	413,737
Other Revenue	689,443
Operating Expenses	<u>(1,837,645)</u>
Net Operating Income (Loss)	\$ (212,102)

The operating loss for the Low Rent Program ("Public Housing") results from depreciation expenses and Pilot payment (\$43,000) added to the Fiscal Year Ending (FYE) 2023 which totals \$170,961. Therefore, the net loss is \$1,859 (virtually breakeven. Investments and Other Cash and Cash Equivalent equal \$931,196 at year end.



**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

Section 8 Housing Choice Voucher Program:

Actual Bank Balance	\$ 82,621
HUD (HAP) Funding	1,975,592
Housing Assistance Payments (HAP)	1,987,938
Restricted Net Position (RNP) (HUD Held)	(12,346)
Unrestricted Net Position (UNP)	(59,394)
Administrative Reserves (Unrestricted)	125,027
Administrative Reserves (Restricted)	12,346

NBHA operates the Section 8 program at or near ninety-eight (98%) and one hundred (100%) of the HUD budgeted authority. At year end 2023 Section 8 operated at 106%, which resulted in a shortfall and Net Operating Income of \$52,120. (Please note Section 8 is operated on a calendar basis). It should be noted that the Capital Program Funds of \$428,000 were received and expended on capital items. It is anticipated additional Capital Funds will be available in early May/June 2024.

**RECOMMENDATION:**

Staff recommends approval of the Fiscal Year End 2023 Financial Reports

**ATTACHMENTS:**

Fiscal Year End 2023 Financial Reports

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**Low Rent Balance Sheet – Public Housing**

12/14/2023 11:38 AM

**New Braunfels Housing Authority  
Comparative Balance Sheet FDS Level**

Page A-1- 1

1

As of Date: 9/30/2023

	9/30/2023	9/30/2022	Variance
<b>Assets</b>			
<b>Cash and Cash Equivalents</b>			
Cash - Unrestricted	245,480.33	20,747.68	224,732.65
Cash - Other Restricted	68,000.00	68,000.00	0.00
Cash - Tenant Security Deposits	34,350.00	33,900.00	450.00
<b>Total Cash and Cash Equivalents</b>	<b>347,830.33</b>	<b>122,647.68</b>	<b>225,182.65</b>
<b>Accounts and Notes Receivables</b>			
Accounts Receivable - HUD Other Projects	38,858.00	46,058.00	(7,200.00)
Accounts Receivable - Tenants	55,877.66	24,089.90	31,787.76
Allowance for Doubtful Accounts - Tenant	(5,553.64)	(17,559.50)	12,005.86
<b>Total Accounts and Notes Receivables</b>	<b>89,182.02</b>	<b>52,588.40</b>	<b>36,593.62</b>
<b>Investments and Other Current Assets</b>			
Investments - Unrestricted	487,267.15	704,402.33	(217,135.18)
Prepaid Expenses and Other Assets	6,916.61	0.00	6,916.61
Inter Program - Due From	0.00	1,051.00	(1,051.00)
<b>Total Investments and Other Current Assets</b>	<b>494,183.76</b>	<b>705,453.33</b>	<b>(211,269.57)</b>
<b>Capital Assets, Net of Accumulated Depreciation</b>			
Land	165,168.60	165,168.60	0.00
Buildings	6,425,834.94	6,425,834.94	0.00
Furniture, Equipment & Machinery - Dwelling	1,182,551.30	1,182,551.30	0.00
Furniture, Equipment & Machinery - Admin	874,338.48	874,338.48	0.00
Leasehold Improvements	633,482.88	633,482.88	0.00
Accumulated Depreciation	(7,940,364.92)	(7,769,403.45)	(170,961.47)
<b>Total Capital Assets, Net of Accumulated Depreciation</b>	<b>1,341,011.28</b>	<b>1,511,972.75</b>	<b>(170,961.47)</b>
<b>Total Assets</b>	<b>2,272,207.39</b>	<b>2,392,662.16</b>	<b>(120,454.77)</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable <= 90 Days	56,869.93	22,314.63	34,555.30
Accrued Compensated Absences - Current	2,170.74	1,329.17	841.57
Accounts Payable - Other Government	86,055.86	43,044.09	43,011.77
Tenant Security Deposits	30,009.00	31,204.00	(1,195.00)
Unearned Revenue	8,920.50	14,312.12	(5,391.62)
Inter Program - Due To	12,251.86	0.00	12,251.86
<b>Total Current Liabilities</b>	<b>196,277.89</b>	<b>112,204.01</b>	<b>84,073.88</b>
<b>Non-Current Liabilities</b>			
Accrued Compensated Absences - Non-Current	19,536.68	11,962.53	7,574.15
<b>Total Non-Current Liabilities</b>	<b>19,536.68</b>	<b>11,962.53</b>	<b>7,574.15</b>
<b>Total Liabilities</b>	<b>215,814.57</b>	<b>124,166.54</b>	<b>91,648.03</b>
<b>Net Position</b>			
<b>Net Position</b>			
Net Investment in Capital Assets	0.00	1,426,112.73	(1,426,112.73)
Restricted Net Position	0.00	153,729.79	(153,729.79)
Unrestricted Net Position	2,268,495.62	688,653.10	1,579,842.52
<b>Total Net Position</b>	<b>2,268,495.62</b>	<b>2,268,495.62</b>	<b>0.00</b>
<b>Net Income (Loss)</b>	<b>(212,102.80)</b>	<b>0.00</b>	<b>(212,102.80)</b>
<b>Total Net Position</b>	<b>2,056,392.82</b>	<b>2,268,495.62</b>	<b>(212,102.80)</b>
<b>Total Liabilities and Net Position</b>	<b>2,272,207.39</b>	<b>2,392,662.16</b>	<b>(120,454.77)</b>
			<b>0.00</b>

Report Criteria PHA: 1 Project: '01', '12' Include UnApproved: False Include Zero Balance: False User Define 1: User Define 2: User Define 3: PHA

# CITY OF NEW BRAUNFELS HOUSING AUTHORITY BOARD of COMMISSIONERS

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

## Low Rent Income Statement – Public Housing

12/14/2023 11:43 AM

### New Braunfels Housing Authority Comparative Income Statement FDS

Page B-1- 1

1

	Start: 10/01/2022 End: 09/30/2023	Start: 10/01/2021 End: 09/30/2022	Variance
<b>Operating Revenue</b>			
<b>Tenant Revenue</b>			
Net Tenant Rental Revenue	520,858.00	519,827.00	1,031.00
Tenant Revenue - Other	1,504.96	4,682.26	(3,177.30)
<b>Total Tenant Revenue</b>	<b>522,362.96</b>	<b>524,509.26</b>	<b>(2,146.30)</b>
<b>Fee Revenue</b>			
HUD PHA Operating Grants	413,737.00	415,085.00	(1,348.00)
<b>Total Fee Revenue</b>	<b>413,737.00</b>	<b>415,085.00</b>	<b>(1,348.00)</b>
<b>Other Revenue</b>			
Other Revenue	689,443.06	624,894.02	64,549.04
<b>Total Other Revenue</b>	<b>689,443.06</b>	<b>624,894.02</b>	<b>64,549.04</b>
<b>Total Operating Revenue</b>	<b>1,625,543.02</b>	<b>1,564,488.28</b>	<b>61,054.74</b>
<b>Operating Expenses</b>			
<b>Administrative Expenses</b>			
Administrative Salaries	174,004.47	232,546.05	58,541.58
Auditing Fees	18,000.00	13,202.00	(4,798.00)
Employee Benefit Contributions - Admin	91,166.79	138,022.61	46,855.82
Office Expenses	13,651.34	15,629.93	1,978.59
Legal Expense	126,693.47	89,992.96	(36,700.51)
Travel	1,055.29	186.58	(868.71)
Other Administrative Expense	101,173.30	113,140.01	11,966.71
<b>Total Administrative Expenses</b>	<b>525,744.66</b>	<b>602,720.14</b>	<b>76,975.48</b>
<b>Tenant Services Expense</b>			
Tenant Services - Salaries	20,315.36	17,165.67	(3,149.69)
Employee Benefit Contributions - Tenant	2,640.28	1,718.41	(921.87)
Tenant Services - Other	18,326.04	18,500.58	174.54
<b>Total Tenant Services Expense</b>	<b>41,281.68</b>	<b>37,384.66</b>	<b>(3,897.02)</b>
<b>Utilities Expense</b>			
Water	39,338.10	8,384.29	(30,953.81)
Electricity	40,162.61	71,713.68	31,551.07
Gas	11,239.60	9,288.16	(1,951.44)
<b>Total Utilities Expense</b>	<b>90,740.31</b>	<b>89,386.13</b>	<b>(1,354.18)</b>
<b>Ordinary Maintenance and Operations</b>			
Ord Maintenance and Operations - Lab	133,130.03	71,526.16	(61,603.87)
Ord Maintenance and Operations - Mat	117,649.59	87,349.46	(30,300.13)
Ord Maintenance and Operations - Cor	195,822.10	232,552.90	36,730.80
Employee Benefit Contributions - Ord M	59,768.28	50,901.93	(8,866.35)
<b>Total Ordinary Maintenance and Operations</b>	<b>506,370.00</b>	<b>442,330.45</b>	<b>(64,039.55)</b>
<b>Insurance Premiums</b>			
Property Insurance	68,975.34	74,869.45	5,894.11
Liability Insurance	3,801.82	4,187.48	385.66
Workmen's Compensation	6,471.86	11,831.23	5,359.37
All Other Insurance	2,323.58	3,437.19	1,113.61
<b>Total Insurance Premiums</b>	<b>81,572.60</b>	<b>94,325.35</b>	<b>12,752.75</b>
<b>Other General Expenses</b>			
Payment in Lieu of Taxes	43,011.77	44,122.68	1,110.91
Bad Debt - Tenant Rents	0.00	22,712.02	22,712.02
<b>Total Other General Expenses</b>	<b>43,011.77</b>	<b>66,834.70</b>	<b>23,822.93</b>
<b>Other Expenses</b>			
Extraordinary Maintenance	5,017.61	181,230.68	176,213.07
Casualty Losses - Non-capitalized	53,911.92	0.00	(53,911.92)

**Report Criteria** PHA: 1 Project: '01:'112'  
 Include Unapproved: False Include Zero Balance: False Custom 1: Custom 2: Custom 3: PHA

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**Low Rent Income Statement – Public Housing Cont’d**

12/14/2023 11:43 AM

New Braunfels Housing Authority  
Comparative Income Statement FDS

Page B-1- 2

1

	Start: 10/01/2022 End: 09/30/2023	Start: 10/01/2021 End: 09/30/2022	Variance
Capital Fund Expenses	319,033.80	260,638.71	(58,395.09)
<b>Total Other Expenses</b>	<b>377,963.33</b>	<b>441,869.39</b>	<b>63,906.06</b>
<b>Depreciation</b>			
Depreciation Expense	170,961.47	199,596.84	28,635.37
<b>Total Depreciation</b>	<b>170,961.47</b>	<b>199,596.84</b>	<b>28,635.37</b>
<b>Total Operating Expenses</b>	<b>(1,837,645.82)</b>	<b>(1,974,447.66)</b>	<b>136,801.84</b>
<b>Net Income (Loss)</b>	<b>(212,102.80)</b>	<b>(409,959.38)</b>	<b>197,856.58</b>

**Report Criteria** PHA: 1 Project: '01:'12'  
Include Unapproved: False Include Zero Balance: False Custom 1: Custom 2: Custom 3: PHA

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

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**Housing Choice Vouchers (Section 8) – Balance Sheet**

12/14/2023 11:39 AM

New Braunfels Housing Authority  
Comparative Balance Sheet FDS

Page A-1- 1

7

As of Date: 9/30/2023

	9/30/2023	9/30/2022	Variance
<b>Assets</b>			
<b>Cash and Cash Equivalents</b>			
Cash - Unrestricted	69,715.40	215,060.41	(145,345.01)
Cash - Other Restricted	0.00	12,346.38	(12,346.38)
<b>Total Cash and Cash Equivalents</b>	<b>69,715.40</b>	<b>227,406.79</b>	<b>(157,691.39)</b>
<b>Accounts and Notes Receivables</b>			
Accounts Receivable - HUD Other Projects	68,271.00	0.00	68,271.00
Accounts Receivable - Miscellaneous	1,821.75	0.00	1,821.75
<b>Total Accounts and Notes Receivables</b>	<b>70,092.75</b>	<b>0.00</b>	<b>70,092.75</b>
<b>Investments and Other Current Assets</b>			
Inter Program - Due From	12,251.86	0.00	12,251.86
<b>Total Investments and Other Current Assets</b>	<b>12,251.86</b>	<b>0.00</b>	<b>12,251.86</b>
<b>Capital Assets, Net of Accumulated Depreciation</b>			
Furniture, Equipment & Machinery - Admin	83,695.66	83,695.66	0.00
Leasehold Improvements	4,657.00	4,657.00	0.00
Accumulated Depreciation	(81,022.37)	(79,099.66)	(1,922.71)
<b>Total Capital Assets, Net of Accumulated Depreciation</b>	<b>7,330.29</b>	<b>9,253.00</b>	<b>(1,922.71)</b>
<b>Total Assets</b>	<b>159,390.30</b>	<b>236,659.79</b>	<b>(77,269.49)</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable <= 90 Days	7,701.65	12,850.27	(5,148.62)
Accrued Compensated Absences - Current	538.10	350.98	187.12
Other Current Liabilities	13,874.54	15,074.45	(1,199.91)
Inter Program - Due To	0.00	1,051.00	(1,051.00)
<b>Total Current Liabilities</b>	<b>22,114.29</b>	<b>29,326.70</b>	<b>(7,212.41)</b>
<b>Non-Current Liabilities</b>			
Accrued Compensated Absences - Non-Current	4,842.88	3,158.83	1,684.05
<b>Total Non-Current Liabilities</b>	<b>4,842.88</b>	<b>3,158.83</b>	<b>1,684.05</b>
<b>Total Liabilities</b>	<b>26,957.17</b>	<b>32,485.53</b>	<b>(5,528.36)</b>
<b>Net Position</b>			
<b>Net Position</b>			
Net Investment in Capital Assets	0.00	582.13	(582.13)
Restricted Net Position	191,827.88	191,245.75	582.13
Unrestricted Net Position	12,346.38	12,346.38	0.00
<b>Total Net Position</b>	<b>204,174.26</b>	<b>204,174.26</b>	<b>0.00</b>
<b>Net Income (Loss)</b>	<b>(71,741.13)</b>	<b>0.00</b>	<b>(71,741.13)</b>
<b>Total Net Position</b>	<b>132,433.13</b>	<b>204,174.26</b>	<b>(71,741.13)</b>
<b>Total Liabilities and Net Position</b>	<b>159,390.30</b>	<b>236,659.79</b>	<b>(77,269.49)</b>
			<b>0.00</b>

Report Criteria PHA: 7 Project: '01','02'  
Include UnApproved: False Include Zero Balance: False

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**Housing Choice Vouchers (Section 8) – Income Statement**

12/14/2023 11:39 AM

New Braunfels Housing Authority  
Comparative Income Statement FDS

Page B-1- 1

7

	Start: 10/01/2022 End: 09/30/2023	Start: 10/01/2021 End: 09/30/2022	Variance
<b>Operating Revenue</b>			
<b>Tenant Revenue</b>			
Tenant Revenue - Other	589.00	(1,883.07)	2,472.07
<b>Total Tenant Revenue</b>	<b>589.00</b>	<b>(1,883.07)</b>	<b>2,472.07</b>
<b>Fee Revenue</b>			
HUD PHA Operating Grants	2,225,680.00	2,067,905.00	157,775.00
<b>Total Fee Revenue</b>	<b>2,225,680.00</b>	<b>2,067,905.00</b>	<b>157,775.00</b>
<b>Other Revenue</b>			
Other Revenue	39,268.71	23,193.93	16,074.78
<b>Total Other Revenue</b>	<b>39,268.71</b>	<b>23,193.93</b>	<b>16,074.78</b>
<b>Total Operating Revenue</b>	<b>2,265,537.71</b>	<b>2,089,215.86</b>	<b>176,321.85</b>
<b>Operating Expenses</b>			
<b>Administrative Expenses</b>			
Administrative Salaries	200,867.65	75,504.82	(125,362.83)
Auditing Fees	0.00	19,803.00	19,803.00
Employee Benefit Contributions - Adm	83,623.36	35,821.53	(47,801.83)
Office Expenses	2,517.60	919.20	(1,598.40)
Other Administrative Expense	16,894.64	65,646.66	48,752.02
<b>Total Administrative Expenses</b>	<b>303,903.25</b>	<b>197,695.21</b>	<b>(106,208.04)</b>
<b>Tenant Services Expense</b>			
Tenant Services - Other	1,006.00	0.00	(1,006.00)
<b>Total Tenant Services Expense</b>	<b>1,006.00</b>	<b>0.00</b>	<b>(1,006.00)</b>
<b>Ordinary Maintenance and Operations</b>			
Ord Maintenance and Operations - Cor	3,121.52	0.00	(3,121.52)
<b>Total Ordinary Maintenance and Operations</b>	<b>3,121.52</b>	<b>0.00</b>	<b>(3,121.52)</b>
<b>Other General Expenses</b>			
Other General Expenses	2,832.21	1,888.78	(943.43)
<b>Total Other General Expenses</b>	<b>2,832.21</b>	<b>1,888.78</b>	<b>(943.43)</b>
<b>Housing Assistance Payments</b>			
Housing Assistance Payments	1,987,938.38	1,840,157.62	(147,780.76)
<b>Total Housing Assistance Payments</b>	<b>1,987,938.38</b>	<b>1,840,157.62</b>	<b>(147,780.76)</b>
<b>HAP Port In</b>			
HAP Portability-In	36,554.77	0.00	(36,554.77)
<b>Total HAP Port In</b>	<b>36,554.77</b>	<b>0.00</b>	<b>(36,554.77)</b>
<b>Depreciation</b>			
Depreciation Expense	1,922.71	582.13	(1,340.58)
<b>Total Depreciation</b>	<b>1,922.71</b>	<b>582.13</b>	<b>(1,340.58)</b>
<b>Total Operating Expenses</b>	<b>(2,337,278.84)</b>	<b>(2,040,323.74)</b>	<b>(296,955.10)</b>
<b>Net Income (Loss)</b>	<b>(71,741.13)</b>	<b>48,892.12</b>	<b>(120,633.25)</b>

Report Criteria PHA: 7 Project: '01'-'02'  
Include Unapproved: False Include Zero Balance: False

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**RESOLUTION NO. 202401250006**

**RESOLUTION APPROVING THE NBHA FINANCIAL REPORTS FOR FISCAL YEAR  
END 2023.**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) recognizes the importance of responding to the housing and support needs of its residents in times of emergency or calamity; and

WHEREAS, the Board of Commissioners believes it serves the public interest and is in the best interest of NBHA to accept the Year End Financial Reports; and

WHEREAS, the Board of Commissioners desires to approve and accept the Financial Reports for Year End 2023;

NOW, BE IT THEREFORE RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS, THAT:

Section 1. The Board hereby accepts and approves the NBHA Year End 2023 Financial Reports;

Section 2. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 3. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 4. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 5. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 6. This Resolution shall be in force and effect from and after its passage.

**CITY OF NEW BRAUNFELS HOUSING AUTHORITY  
BOARD of COMMISSIONERS**

Justin Botter • Dr. Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

**CERTIFICATE FOR RESOLUTION**

The undersigned officer of the Housing Authority of the City of New Braunfels, Texas, a public instrumentality created pursuant to the laws of the State of Texas (“NBHA”) hereby certifies as follows:

1. In accordance with the bylaws of NBHA, the Board of Commissioners of NBHA (the “Board”) held a meeting on January 25, 2024 (the “Meeting”) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION APPROVING THE NBHA FINANCIAL REPORTS FOR FISCAL YEAR  
END 2023**

(the “Resolution”) was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed, and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board’s minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of NBHA.

SIGNED AND SEALED \_\_\_\_\_, 2024.

\_\_\_\_\_  
Henry Alvarez, Secretary/Executive Director

(SEAL)