



THE CITY OF NEW BRAUNFELS HOUSING AUTHORITY



NBHA REGULAR BOARD MEETING

Thursday, July 17, 2025, 5:15 pm

Community Center

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) workdays prior to the meeting so that appropriate arrangements can be made.

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

Community Center

300 Laurel Lane

New Braunfels, Texas 78130

Thursday, July 17, 2025, at 5:15 pm

REGULAR MEETING NOTICE

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. Consideration and approval of minutes of the New Braunfels Housing Authority Board of Commissioners meeting of January 23, 2025.
2. Consideration and approval of minutes of the New Braunfels Housing Authority Board of Commissioners Special meeting of February 12, 2025.
3. Consideration and approval of minutes of the New Braunfels Housing Authority Board of Commissioners Special meeting of May 29, 2025.

E. INDIVIDUAL ITEMS FOR CONSIDERATION

- a. Consideration and approval of resolution to approve Fiscal Year End 2024-2025 first (1) and second (2) Quarter Payables Reports.
- b. Consideration and approval of resolution to approve the New Braunfels Housing Authority's 2024-2025 Fiscal Year End Financial Reports.
- c. Consideration and approval of the Fiscal Year End 2023-2024 Audit Reports.

F. EXECUTIVE DIRECTOR REPORT

G. ADJOURNMENT.

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

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BOARD of COMMISSIONERS**

**Community Center
300 Laurel Lane
New Braunfels, Texas 78130
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**CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS**

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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 July 7 at 1:30pm.


Gayle Wilkinson, City Secretary

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

**D. MINUTES
Draft Minutes Item 1**

**OF THE NEW BRAUNFELS HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING OF THURSDAY, JANUARY 23rd, 2025, AT 5:15 p.m.**

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Regular Session, on Thursday, January 23, 2025, at 5:15 pm.

COMMISSIONERS PRESENT:

Commissioner Justin Botter
Commissioner Cinderella Brown
Commissioner Sarah Dixon
Commissioner Raymond Marquez
Chairperson Sharon Samples

STAFF:

Henry Alvarez-Executive Director
Isabel Lee, MBA, Bookkeeper
Irene Cantu-Administrative Assistant
Stacy Howard- Administrative Assistant
Michael Lloyd-Programs Manager
Phillip Colton-Property Manager
Doug Poneck- Esquire
Jeff Darby- Senior Counsel
Nathan Brown-Assistant City Attorney

- **MEETING CALLED TO ORDER**

Chairperson Sharon Samples called the meeting to order at 05:15 p.m.

- **ROLL CALL**

Mrs. Cantu Called Roll. A quorum was present.

- **Citizens' Communication**

This is the time 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.

There were no citizens to be heard.

- **MINUTES**

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

Consideration and approval of minutes of the New Braunfels Housing Authority Board of Commissioners meeting of October 17, 2024.

Commissioner Botter motioned to approve the minutes.

Vice President Sarah Dixon seconded the motion which passed unanimously.

- **INDIVIDUAL ITEMS FOR CONSIDERATION**

- d. **Consideration and approval of resolution to approve Payables Report fourth (4) Quarter 2024 payables.**

Mrs. Isabel Lee presented the item.

Commissioner Botter motioned to approve and seconded which passed unanimously.

- e. Consideration and approval of resolution to approve the New Braunfels Housing Authority's 2023-2024 Fiscal Year End Financial Reports

Mrs. Isabel Lee provided the item. Additionally, Henry spoke on the item.

Commissioner Marquez motioned to approve the item. Vice Chair Dixon seconded the motion which passed unanimously.

- f. Consideration and approval of resolution to approve 2025 Utility Allowance Schedule.

Michael Lloyd presented the item. Commissioner Botter motioned to approve the item. Vice Chair Dixon seconded the motion which passed unanimously.

- g. Consideration and approval of a resolution to enter into Lease Option Agreement with New Villa Serena Phase I, LLC (HRI Communities)

Henry Alvarez presented the item. Marquez motioned to approve. Botter seconded which passed unanimously.

- h. Consideration and approval of a resolution to enter into Partnership with the Park Development Group, LLC - "Park at Dogwood"

Henry Alvarez presented the item. Commissioner Botter made a motion to reject proposal in session. Commissioner Marquez seconded the motion which passed unanimously.

EXECUTIVE DIRECTOR REPORT

- a. Tenant Account Receivables
 - b. Boiler assessment

Executive Director Alvarez provided the reports

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

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Attest:

Sharon Samples, Chairperson

Date

**Henry Alvarez,
Executive Director**

Date

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

Draft Minutes Item 2

**HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS MINUTES OF THE
SPECIAL SESSION OF THE BOARD OF COMMISSIONERS Wednesday, February 12, 2025,
at 5:15 PM**

CALL TO ORDER

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Special Session on February 12, 2025, at 5:15 p.m. The meeting was called to order by Chairperson Sharon Samples.

ROLL CALL

Roll was called by Administrative Assistant Irene Cantu. A quorum was present.

COMMISSIONERS PRESENT:

- Sharon Samples - Chairperson
- Sarah Dixon - Vice Chairperson
- Justin Botter - Commissioner
- Cinderella Brown - Commissioner
- Raymond Marquez - Resident Commissioner

STAFF PRESENT:

- Herny Alvarez - Executive Director
- Isabel Lee, MBA - Administrative Supervisor
- Irene Cantu - Administrative Assistant
- Stacy Howard - Administrative Assistant
- Mickey Lloyd - Programs Manager
- Phillip Colton - Property Manager
- Flor Colon - Maintenance
- Summer Greathouse - Bracewell, LLP
- Nathan Brown - Assistant City Attorney

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

CITIZENS' COMMUNICATION

One (1) citizen addressed the Board.

In accordance with the Texas Open Meetings Act, no action or discussion occurred on items not listed on the agenda. Each speaker was allotted five (5) minutes.

INDIVIDUAL ITEMS FOR CONSIDERATION

1. Item 1: Consideration and approval of a resolution to enter Partnership with the Park Development Group, LLC - "Park at Dogwood"

- Presented by: Henry Alvarez, Executive Director
- Remarks by: Jeff Jewell, Director of Economic & Community Development
 - Motion to approve the resolution: Commissioner Raymond Marquez
 - Seconded by: Vice Chairperson Sarah Dixon

Vote: All in favor, motion passed unanimously

ADJOURNMENT

There being no further business, Chairperson Sharon Samples adjourned the meeting at 6:31 p.m.

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Attest:

Sharon Samples, Chairperson

Date

Henry Alvarez, Executive Director

Date

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

Draft Minutes Item 3

**HOUSING AUTHORITY OF THE CITY OF NEW BRAUNFELS, TEXAS MINUTES OF THE
SPECIAL SESSION OF THE BOARD OF COMMISSIONERS May 29, 2025 - 5:30 PM**

CALL TO ORDER

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Special Session on May 29, 2025, at 5:30 p.m. The meeting was called to order by Chairperson Sharon Samples.

ROLL CALL

Roll was called by Administrative Assistant Irene Cantu. A quorum was present.

COMMISSIONERS PRESENT:

- Sharon Samples - Chairperson
- Sarah Dixon - Vice Chairperson
- Justin Botter - Commissioner
- Cinderella Brown - Commissioner
- Raymond Marquez - Resident Commissioner

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

STAFF PRESENT:

- Herny Alvarez - Executive Director
- Isabel Lee, MBA - Administrative Supervisor
- Irene Cantu - Administrative Assistant
- Stacy Howard - Administrative Assistant
- Mickey Lloyd - Programs Manager
- Phillip Colton - Property Manager
- Flor Colon - Maintenance
- Peggy Miller - Tenant Services
- Summer Greathouse - Bracewell, LLP
- Nathan Brown - Assistant City Attorney

AGENDA ITEM: PRESENTATION

Subject: Proposed Lyndon Ranch Apartments Development by Paravel Capital Affiliate

Chairperson Sharon Samples introduced the agenda item.

Mr. Garrison Welch of Paravel Capital gave the presentation regarding the proposed Lyndon Ranch Apartments development.

CITIZENS' COMMUNICATION

Five (5) citizens addressed the Board.

In accordance with the Texas Open Meetings Act, no action or discussion occurred on items not listed on the agenda. Each speaker was allotted five (5) minutes.

INDIVIDUAL ITEMS FOR CONSIDERATION

Item1: Consideration and possible action on a Resolution Inducing the Lyndon Ranch Apartments Project

Location: Approximately 1801 Loop 337, New Braunfels,

Texas Partnership: Affiliate of Paravel Capital

Action: Authorization to negotiate and execute a term sheet and related matters

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

- Presented by: Isabel Lee, Administrative Supervisor
- Remarks by: Henry Alvarez, Executive Director
- Motion to approve: Commissioner Justin Botter
- Seconded by: Vice Chairperson Sarah Dixon
- Vote: Motion passed unanimously

ADJOURNMENT

There being no further business, Chairperson Sharon Samples adjourned the meeting at 6:50 pm.

Attest:

Sharon Samples, Chairperson

Date

Henry Alvarez, Executive Director

Date

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

E. INDIVIDUAL ITEMS FOR CONSIDERATION

Agenda Item E. 1

SUBJECT:

Consideration and approval regarding Resolution No. 202507170001 approval of the Authority's First (1st) and Second (2nd) Quarters Payables.

BACKGROUND AND RATIONAL:

The Payables Report captures operational expenditures for the first (1st) and second (2nd) quarters.

FISCAL IMPACT:

Reflects the accounts/vendors paid for referenced quarters. Key expenditures for both quarters remain legal fees, unit make-ready costs, medical insurance, and insurance premiums.

STAFF RECCOMENDATION:

Staff recommend approval of the first (1st) and second (2) Quarter payables.

ATTACHMENT:

Accounts Payable Reports – First (1st) and Second (2nd) Quarter

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent
First Quarter Payables Report

Page 1 of 3

October, November, December 2024

100185	AT&T 6909				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	2,318.49	
101184	AT&T MOBILITY				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	430.19	
100152	AUTOMATIC ELEVATOR INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	2,725.69	
101341	BRAD CLARK ELEVATOR INSPEC, INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	630.00	
100996	CARRIER CORPORATION				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	3,223.52	
101732	CHRIS PICKETTS PEST CONTROL				
Totals for Vendor:	Open Invoices:	Paid Invoices:	10	6,390.00	
100168	CINTAS FIRE PROTECTION, INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	457.68	
100161	COMAL COUNTY GLASS INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	1,104.00	
101847	ESCAMILLA & PONECK, LLP				
Totals for Vendor:	Open Invoices:	Paid Invoices:	15	13,596.75	
100159	HD SUPPLY FACILITIES MAINTENANCE, LTD				
Totals for Vendor:	Open Invoices:	Paid Invoices:	13	7,227.42	
100729	JUAN JOSE GOMEZ				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	1,445.72	
102006	KEPT COMPANIES, INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	240.00	
100750	KNIGHT OFFICE SOLUTIONS INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	536.94	
101815	LANDSCAPE COMMANDER, LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	8,850.00	
101358	LARRY McKENZIE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	6	1,200.00	
100165	LUX APPLIANCE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	1,012.68	
100601	Lowe's Credit Services				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	2,954.23	
101836	Lowry Electrical				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	197.10	
101874	M&M CONTRACTOR				
Totals for Vendor:	Open Invoices:	Paid Invoices:	11	20,705.00	
101654	MEDA Limited				
Totals for Vendor:	Open Invoices:	Paid Invoices:	6	4,125.78	
101747	MEYER HEATING AND AIR				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	275.00	

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent

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First Quarter Payables Report

October, November, December 2024

101922	MRI Software LLC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	13,058.25
101515	Nova 401(k) Associates			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	465.00
100279	OTT PLUMBING COMPANY INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	14	3,019.80
100184	QUILL			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	596.62
101810	READY REFRESH			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	269.39
23338	Reina Aguila Delgado			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	100.00
101856	SHELL FLEET PLUS			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	538.05
100237	SHERWIN WILLIAMS CO INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	348.00
23614	Shannon Treasure			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	100.00
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.56
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	231.20
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.56
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	462.40
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	975.12
101938	Spectrum Window Tinting			
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	4,001.25
100329	TEXAS MUNICIPAL LEAGUE			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	37,149.50
100396	TEXAS NAHRO			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	195.00
101702	THE KEY DEPOT			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	625.00
101185	THE NELROD COMPANY			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	2,475.00
101459	TIME WARNER CABLE			
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	562.88
100353	Texas Dept of Licensing & Reg			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	40.00

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent

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First Quarter Payables Report

October, November, December 2024

101995	Top Tek Pros, LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	6,546.07	
100827	United Healthcare Ins Co				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	55,515.92	
100626	Waste Management/Comal Landfil				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	234.37	
Grand Totals:			Paid Invoices:	157	208,130.13

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent
Second Quarter Payables Report
January, February, March 2025

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100185	AT&T 6909				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	1,609.61	
101184	AT&T MOBILITY				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	107.24	
100152	AUTOMATIC ELEVATOR INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	2,486.10	
101732	CHRIS PICKETTS PEST CONTROL				
Totals for Vendor:	Open Invoices:	Paid Invoices:	7	9,025.00	
100168	CINTAS FIRE PROTECTION, INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	578.53	
100289	CITY OF NEW BRAUNFELS				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	18.00	
101102	CULPEPPER PLUMBING SERV INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	1,850.00	
100157	GULF COAST PAPER CO.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	503.24	
100159	HD SUPPLY FACILITIES MAINTENANCE, LTD				
Totals for Vendor:	Open Invoices:	Paid Invoices:	8	6,691.53	
100951	IES COMMERCIAL, INC.				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	1,122.00	
100729	JUAN JOSE GOMEZ				
Totals for Vendor:	Open Invoices:	Paid Invoices:	8	5,457.53	
100750	KNIGHT OFFICE SOLUTIONS INC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	1,298.45	
101815	LANDSCAPE COMMANDER, LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	8,850.00	
101358	LARRY McKENZIE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	1,000.00	
100165	LUX APPLIANCE				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	162.00	
102021	Law Offices of R. David Fritsche				
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	2,180.03	
101920	Leal & Carter				
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	2,400.00	
100601	Lowe's Credit Services				
Totals for Vendor:	Open Invoices:	Paid Invoices:	4	3,279.84	
101874	M&M CONTRACTOR				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	597.00	
101654	MEDA Limited				
Totals for Vendor:	Open Invoices:	Paid Invoices:	11	8,836.89	
101922	MRI Software LLC				
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	400.00	

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent
Second Quarter Payables Report
January, February, March 2025

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100413	NAN MCKAY & ASSOC INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	239.00
100210	NEW BRAUNFELS HOUSING AUTHORITY			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	850.00
100432	New Braunfels Chamber of Comme			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	315.00
101515	Nova 401(k) Associates			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	165.00
100279	OTT PLUMBING COMPANY INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	12	6,707.77
101950	Public Housing Authorities Directors Association			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	1,015.00
100184	QUILL			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	288.36
101856	SHELL FLEET PLUS			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	396.02
100237	SHERWIN WILLIAMS CO INC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	5	310.80
100194	SHRED-IT USA, LLC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	415.65
101331	SOUTHWEST NAHRO SERVICE OFFIC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	156.20
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	231.20
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	487.56
101933	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	462.40
101967	Spectrum Enterprise			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	975.12
100329	TEXAS MUNICIPAL LEAGUE			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	35,182.50
101702	THE KEY DEPOT			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	785.00
101459	TIME WARNER CABLE			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	422.18
100360	Texas Housing Association			
Totals for Vendor:	Open Invoices:	Paid Invoices:	1	310.00
101995	Top Tek Pros, LLC			
Totals for Vendor:	Open Invoices:	Paid Invoices:	3	4,748.38
100827	United Healthcare Ins Co			
Totals for Vendor:	Open Invoices:	Paid Invoices:	2	26,418.34

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Low Rent

Page 3 of 3

Second Quarter Payables Report
January, February, March 2025

100626	Waste Management/Comal Landfil				
Totals for Vendor:	Open Invoices:	0.00	Paid Invoices:	5	598.13
<hr/>					
Grand Totals:			Paid Invoices:	121	139,932.60

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

RESOLUTION NO. 202507170001

**CONSIDERATION AND APPROVAL OF FIRST (1ST) AND SECOND (2ND) QUARTER
PAYABLES REPORT.**

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 first (1st) and second (2nd) 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**

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 July 17, 2025 {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 FIRST (1ST) AND SECOND (2ND) QUARTER PAYABLES REPORT

(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 _____, 2025.

Henry Alvarez, Secretary/Executive Director

(SEAL)

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

Agenda Item E. 2

SUBJECT:

Consideration and approval regarding Resolution No. 202507170002 approval of the Authority's 2024 - 2025 Year to Date Financial Reports.

BACKGROUND AND RATIONAL:

Reflects the Authority's 2024 – 2025 Year to Date revenue and expenditure activities of the Low Rent and Section 8 programs as of March 31, 2025.

- The Low Rent Program (Public Housing) reported total revenue of **\$90,902**, including:

Rents Collected	\$44,634
HUD Operating Funds	43,000
Other Revenue	<u>3,268</u>

Total Revenue	\$90,902
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Operating Expenses totaled	<u>\$112,721</u>
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resulting in net operating loss of	(\$21,819)
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- The Section 8 Housing Choice Voucher Program reported total revenue of **\$388,515**
- including:

HUD (HAP) Funding	\$369,771
HUD Administrative Fees	18,689
Other Revenue	<u>55</u>

Total Revenue	\$388,515
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Operating Expenses totaled	<u>\$214,748</u>
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resulting in net operating income of	\$173,767
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**CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS**

Agenda Item E. 2 Continued

FISCAL IMPACT:

Low Public Housing Bank Balance on March 31, 2025, is \$6, 965, and the Section 8 bank balance is \$220,995 (please note, this balance includes advanced Housing Assistance Payments by HUD).

STAFF RECCOMENDATION:

Staff recommend approval of the 2024-2025 Year to Date Financial Reports.

ATTACHMENT:

2024-2025 Year to Date Financial Reports

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Comparative Balance Sheet FDS Level

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Low Rent

As of Date: 3/31/2025

	3/31/2025	3/31/2024	Variance
Assets			
Cash and Cash Equivalents			
Cash - Unrestricted	(2,895.77)	6,505.72	(9,401.49)
Cash - Other Restricted	68,000.00	68,000.00	0.00
Cash - Tenant Security Deposits	34,550.00	34,450.00	100.00
Total Cash and Cash Equivalents	99,654.23	108,955.72	(9,301.49)
Accounts and Notes Receivables			
Accounts Receivable - HUD Other Projects	(20,026.00)	27,000.00	(47,026.00)
Accounts Receivable - Tenants	98,111.42	107,686.86	(9,575.44)
Allowance for Doubtful Accounts - Tenant	(8,829.98)	(5,553.64)	(3,276.34)
Total Accounts and Notes Receivables	69,255.44	129,133.22	(59,877.78)
Investments and Other Current Assets			
Investments - Unrestricted	414,763.03	487,267.15	(72,504.12)
Prepaid Expenses and Other Assets	7,375.25	59,417.19	(52,041.94)
Inter Program - Due From	20,207.56	6,579.95	13,627.61
Total Investments and Other Current Assets	442,345.84	553,264.29	(110,918.45)
Capital Assets, Net of Accumulated Depreciation			
Land	165,168.60	165,168.60	0.00
Buildings	6,425,834.94	6,425,834.94	0.00
Furniture, Equipment & Machinery - Dwelling	1,196,233.30	1,196,233.30	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	(8,097,496.40)	(7,940,364.92)	(157,131.48)
Total Capital Assets, Net of Accumulated Depreciation	1,197,561.80	1,354,693.28	(157,131.48)
Total Assets	1,808,817.31	2,146,046.51	(337,229.20)
Liabilities			
Current Liabilities			
Accounts Payable <= 90 Days	81,110.43	47,218.80	33,891.63
Accrued Compensated Absences - Current	2,170.74	2,170.74	0.00
Accounts Payable - Other Government	48,780.49	86,055.86	(37,275.37)
Tenant Security Deposits	29,511.00	30,859.00	(1,348.00)
Inter Program - Due To	0.00	12,251.86	(12,251.86)
Total Current Liabilities	161,572.66	178,556.26	(16,983.60)
Non-Current Liabilities			
Accrued Compensated Absences - Non-Current	19,536.68	19,536.68	0.00
Total Non-Current Liabilities	19,536.68	19,536.68	0.00
Total Liabilities	181,109.34	198,092.94	(16,983.60)
Net Position			
Net Position			
Unrestricted Net Position	1,833,139.81	2,056,392.82	(223,253.01)
Total Net Position	1,833,139.81	2,056,392.82	(223,253.01)
Net Income (Loss)	(205,431.84)	(108,439.25)	(96,992.59)
Total Net Position	1,627,707.97	1,947,953.57	(320,245.60)
Total Liabilities and Net Position	1,808,817.31	2,146,046.51	(337,229.20)
			0.00

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Comparative Income Statement FDS Low Rent

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	Start: 10/01/2024 End: 03/31/2025	Start: 10/01/2023 End: 03/31/2024	Variance
Operating Revenue			
Tenant Revenue			
Net Tenant Rental Revenue	280,538.00	296,007.74	(15,469.74)
Tenant Revenue - Other	4,227.98	27,208.62	(22,980.64)
Total Tenant Revenue	284,765.98	323,216.36	(38,450.38)
Fee Revenue			
HUD PHA Operating Grants	243,158.00	211,810.00	31,348.00
Total Fee Revenue	243,158.00	211,810.00	31,348.00
Other Revenue			
Other Revenue	4,513.87	3,651.72	862.15
Total Other Revenue	4,513.87	3,651.72	862.15
Total Operating Revenue	532,437.85	538,678.08	(6,240.23)
Operating Expenses			
Administrative Expenses			
Administrative Salaries	155,881.11	73,306.97	(82,574.14)
Auditing Fees	2,400.00	2,000.00	(400.00)
Employee Benefit Contributions - Admin	64,261.71	32,452.52	(31,809.19)
Office Expenses	5,641.07	5,225.25	(415.82)
Legal Expense	56,332.76	63,235.36	6,902.60
Other Administrative Expense	43,195.67	63,306.68	20,111.01
Total Administrative Expenses	327,712.32	239,526.78	(88,185.54)
Tenant Services Expense			
Tenant Services - Salaries	17,441.25	10,593.15	(6,848.10)
Employee Benefit Contributions - Tenant	7,543.93	2,983.90	(4,560.03)
Tenant Services - Other	8,578.39	8,132.58	(445.81)
Total Tenant Services Expense	33,563.57	21,709.63	(11,853.94)
Utilities Expense			
Water	3,381.01	15,286.57	11,905.56
Electricity	38,275.51	23,185.05	(15,090.46)
Gas	4,494.18	5,973.71	1,479.53
Total Utilities Expense	46,150.70	44,445.33	(1,705.37)
Ordinary Maintenance and Operations			
Ord Maintenance and Operations - Lab	53,051.44	46,397.25	(6,654.19)
Ord Maintenance and Operations - Mat	20,985.50	54,257.05	33,271.55
Ord Maintenance and Operations - Cor	106,541.89	152,490.48	45,948.59
Employee Benefit Contributions - Ord M	39,586.07	30,294.73	(9,291.34)
Total Ordinary Maintenance and Operations	220,164.90	283,439.51	63,274.61
Insurance Premiums			
Property Insurance	67,584.00	51,376.98	(16,207.02)
Liability Insurance	1,461.50	1,714.02	252.52
Workmen's Compensation	1,610.00	3,645.78	2,035.78
All Other Insurance	1,676.50	1,383.30	(293.20)
Total Insurance Premiums	72,332.00	58,120.08	(14,211.92)
Other General Expenses			
Bad Debt - Tenant Rents	0.00	(124.00)	(124.00)
Total Other General Expenses	0.00	(124.00)	(124.00)
Other Expenses			
Extraordinary Maintenance	1,000.00	0.00	(1,000.00)
Capital Fund Expenses	36,946.20	0.00	(36,946.20)
Total Other Expenses	37,946.20	0.00	(37,946.20)

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

New Braunfels Housing Authority
Comparative Income Statement FDS
Low Rent

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	Start: 10/01/2024 End: 03/31/2025	Start: 10/01/2023 End: 03/31/2024	Variance
Total Operating Expenses	(737,869.69)	(647,117.33)	(90,752.36)
Net Income (Loss)	(205,431.84)	(108,439.25)	(96,992.59)

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Budgeted Income Statement

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Low Rent

Fiscal Year End Date:	9/30/2025	ACCOUNT			1 Month(s) Ended March 31, 2025	6 Month(s) Ended March 31, 2025	Budget	Variance	Variance %
Operating Revenue									
Tenant Revenue									
Dwelling Rental	1	01	3110	5	44,634.00	280,538.00	0.00	280,538.00	100.00 %
Other Income	1	01	3690	5	1,630.98	4,227.98	0.00	4,227.98	100.00 %
Total Tenant Revenue					46,264.98	284,765.98	0.00	284,765.98	-100.00 %
Fee Revenue									
Operating Subsidy - Current Year	1	01	8020	0	43,000.00	243,158.00	0.00	243,158.00	100.00 %
Total Fee Revenue					43,000.00	243,158.00	0.00	243,158.00	-100.00 %
Other Revenue									
Nondwelling Rental	1	01	3190	5	490.00	890.00	0.00	890.00	100.00 %
Other Income - Misc Other Revenue	1	01	3690.1	5	643.31	3,623.87	0.00	3,623.87	100.00 %
Total Other Revenue					1,133.31	4,513.87	0.00	4,513.87	-100.00 %
Total Operating Revenue					90,398.29	532,437.85	0.00	532,437.85	100.00 %
Operating Expenses									
Administrative Expenses									
Administrative Salaries	1	01	4110	5	23,310.29	155,881.11	0.00	(155,881.11)	-100.00 %
Legal Expense	1	01	4130	5	41,628.03	56,332.76	0.00	(56,332.76)	-100.00 %
Accounting Fees	1	01	4170	5	1,038.19	6,229.14	0.00	(6,229.14)	-100.00 %
Audit Fees	1	01	4171	5	0.00	2,400.00	0.00	(2,400.00)	-100.00 %
Employee Benefit Contributions-Admir	1	01	4182	5	(4,116.23)	64,261.71	0.00	(64,261.71)	-100.00 %
Publications	1	01	4190.11	5	1,254.00	1,254.00	0.00	(1,254.00)	-100.00 %
Membership Dues and Fees	1	01	4190.12	5	963.63	3,129.19	0.00	(3,129.19)	-100.00 %
Telephone	1	01	4190.13	5	884.34	4,581.10	0.00	(4,581.10)	-100.00 %
Forms & Office Supplies	1	01	4190.17	5	47.98	1,059.97	0.00	(1,059.97)	-100.00 %
Postage and Misc Sundry Expense	1	01	4190.18	5	700.00	3,920.88	0.00	(3,920.88)	-100.00 %
Administrative Contracts	1	01	4190.19	5	4,899.77	20,178.74	0.00	(20,178.74)	-100.00 %
Other Administrative Expense	1	01	4190.6	5	592.97	8,483.72	0.00	(8,483.72)	-100.00 %
Total Administrative Expenses					71,202.97	327,712.32	0.00	(327,712.32)	-100.00 %
Tenant Services Expense									
Tenant Services - Salaries	1	01	4210	5	2,792.27	17,441.25	0.00	(17,441.25)	-100.00 %
Tenant Services	1	01	4210.4	5	2,023.70	5,657.50	0.00	(5,657.50)	-100.00 %
Ten Services - Recreation, Pubs, Othe	1	01	4220	5	768.89	2,568.89	0.00	(2,568.89)	-100.00 %
Employee Benefit Contribution-Tenant	1	01	4222	5	57.32	7,543.93	0.00	(7,543.93)	-100.00 %
Tenant Services-Other	1	01	4231	5	56.00	352.00	0.00	(352.00)	-100.00 %
Total Tenant Services Expense					5,698.18	33,563.57	0.00	(33,563.57)	-100.00 %
Utilities Expense									
Water	1	01	4310	5	3,381.01	3,381.01	0.00	(3,381.01)	-100.00 %
Electricity	1	01	4320	5	2,689.95	38,275.51	0.00	(38,275.51)	-100.00 %
Natural Gas	1	01	4330	5	1,176.99	4,494.18	0.00	(4,494.18)	-100.00 %
Total Utilities Expense					7,247.95	46,150.70	0.00	(46,150.70)	-100.00 %
Ordinary Maintenance and Operations									
Labor	1	01	4410	5	8,151.98	53,051.44	0.00	(53,051.44)	-100.00 %
Materials and Other	1	01	4420	5	1,806.34	12,825.71	0.00	(12,825.71)	-100.00 %
Materials - Capital Fund	1	01	4420.CF	5	0.00	8,159.79	0.00	(8,159.79)	-100.00 %
Contract Costs	1	01	4430	5	10,498.91	40,847.83	0.00	(40,847.83)	-100.00 %
Contract Costs - Elevator	1	01	4430.02	5	0.00	630.00	0.00	(630.00)	-100.00 %
Contract Costs - Other Repairs	1	01	4430.03	5	0.00	2,172.00	0.00	(2,172.00)	-100.00 %
Contract Costs - Other	1	01	4430.13	5	32.18	301.57	0.00	(301.57)	-100.00 %
Contract Costs-Heating & Cooling Cont	1	01	4430.17	5	0.00	3,368.82	0.00	(3,368.82)	-100.00 %
Contract Costs-Plumbing	1	01	4430.20	5	135.00	270.00	0.00	(270.00)	-100.00 %
Contract Costs-Operations CFP	1	01	4430.6CF5	5	2,798.25	17,055.10	0.00	(17,055.10)	-100.00 %
Contract Costs-Cleaning CFP	1	01	4430.7CF5	5	0.00	20,705.00	0.00	(20,705.00)	-100.00 %
Contract Costs-Unit Turnaround	1	01	4430.92	5	0.00	597.00	0.00	(597.00)	-100.00 %
Contract Costs-Routine Maint CFP	1	01	4430.9CF5	5	475.00	18,491.00	0.00	(18,491.00)	-100.00 %
Garbage and Trash Collection	1	01	4431	5	1,271.07	2,103.57	0.00	(2,103.57)	-100.00 %
Employee Benefit Cont.-Ordinary Main	1	01	4433	5	3,692.93	39,586.07	0.00	(39,586.07)	-100.00 %
Total Ordinary Maintenance and Operations					28,861.66	220,164.90	0.00	(220,164.90)	-100.00 %

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

New Braunfels Housing Authority
Budgeted Income Statement

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				Low Rent					
Fiscal Year End Date:	9/30/2025	ACCOUNT		1 Month(s) Ended	6 Month(s) Ended	Budget	Variance	Variance %	
				March 31, 2025	March 31, 2025				
Insurance Premiums									
Insurance - F&EC	1	01	4510.01	5	0.00	67,584.00	0.00	(67,584.00)	-100.00 %
Insurance - OL&T/Comprehensive	1	01	4510.02	5	0.00	461.00	0.00	(461.00)	-100.00 %
Insurance - Automobile	1	01	4510.03	5	0.00	1,539.00	0.00	(1,539.00)	-100.00 %
Insurance - Workmans Comp	1	01	4510.04	5	0.00	1,610.00	0.00	(1,610.00)	-100.00 %
Insurance - Fidelity Bond	1	01	4510.09	5	0.00	1,000.50	0.00	(1,000.50)	-100.00 %
Insurance - Other	1	01	4510.15	5	0.00	137.50	0.00	(137.50)	-100.00 %
Total Insurance Premiums					0.00	72,332.00	0.00	(72,332.00)	-100.00 %
Other Expenses									
Replacement Of Non-Expend Equip C	1	01	7520.CF	5	(516.06)	35,842.20	0.00	(35,842.20)	-100.00 %
Property Better & Add CFP	1	01	7540.CF	5	0.00	1,104.00	0.00	(1,104.00)	-100.00 %
Operating Exp for Property - Contra	1	01	7590	5	0.00	1,000.00	0.00	(1,000.00)	-100.00 %
Total Other Expenses					(516.06)	37,946.20	0.00	(37,946.20)	-100.00 %
Total Operating Expenses					(112,494.70)	(737,869.69)	0.00	(737,869.69)	100.00 %
Total Net Income (Loss)					(22,096.41)	(205,431.84)	0.00	(205,431.84)	100.00 %

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Comparative Balance Sheet FDS Section 8

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As of Date: 3/31/2025

	3/31/2025	3/31/2024	Variance
Assets			
Cash and Cash Equivalents			
Cash - Unrestricted	228,177.21	311,345.34	(83,168.13)
Cash - Other Restricted	(28,688.45)	(63,516.61)	34,828.16
Total Cash and Cash Equivalents	199,488.76	247,828.73	(48,339.97)
Accounts and Notes Receivables			
Accounts Receivable - Miscellaneous	61,277.28	42,445.25	18,832.03
Accounts Receivable - Tenants	(50,424.30)	(3,953.53)	(46,470.77)
Total Accounts and Notes Receivables	10,852.98	38,491.72	(27,638.74)
Investments and Other Current Assets			
Inter Program - Due From	0.00	12,251.86	(12,251.86)
Total Investments and Other Current Assets	0.00	12,251.86	(12,251.86)
Capital Assets, Net of Accumulated Depreciation			
Furniture, Equipment & Machinery - Admin	83,695.66	83,695.66	0.00
Leasehold Improvements	4,657.00	4,657.00	0.00
Accumulated Depreciation	(82,872.97)	(81,022.37)	(1,850.60)
Total Capital Assets, Net of Accumulated Depreciation	5,479.69	7,330.29	(1,850.60)
Total Assets	215,821.43	305,902.60	(90,081.17)
Liabilities			
Current Liabilities			
Accounts Payable <= 90 Days	14,455.08	10,170.08	4,285.00
Accrued Compensated Absences - Current	538.10	538.10	0.00
Unearned Revenue	0.00	212,985.12	(212,985.12)
Inter Program - Due To	20,207.56	6,579.95	13,627.61
Total Current Liabilities	35,200.74	230,273.25	(195,072.51)
Non-Current Liabilities			
Accrued Compensated Absences - Non-Current	4,842.88	4,842.88	0.00
Total Non-Current Liabilities	4,842.88	4,842.88	0.00
Total Liabilities	40,043.62	235,116.13	(195,072.51)
Net Position			
Net Position			
Restricted Net Position	124,117.15	146,307.67	(22,190.52)
Total Net Position	124,117.15	146,307.67	(22,190.52)
Net Income (Loss)	51,660.66	(75,521.20)	127,181.86
Total Net Position	175,777.81	70,786.47	104,991.34
Total Liabilities and Net Position	215,821.43	305,902.60	(90,081.17)
			0.00

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Comparative Income Statement FDS

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Section 8

	Start: 10/01/2024 End: 03/31/2025	Start: 10/01/2023 End: 03/31/2024	Variance
Operating Revenue			
Tenant Revenue			
Tenant Revenue - Other	1,933.00	23,281.50	(21,348.50)
Total Tenant Revenue	<u>1,933.00</u>	<u>23,281.50</u>	<u>(21,348.50)</u>
Fee Revenue			
HUD PHA Operating Grants	1,280,073.43	1,210,605.00	69,468.43
Total Fee Revenue	<u>1,280,073.43</u>	<u>1,210,605.00</u>	<u>69,468.43</u>
Other Revenue			
Other Revenue	38,377.05	49,856.28	(11,479.23)
Total Other Revenue	<u>38,377.05</u>	<u>49,856.28</u>	<u>(11,479.23)</u>
Total Operating Revenue	<u>1,320,383.48</u>	<u>1,283,742.78</u>	<u>36,640.70</u>
Operating Expenses			
Administrative Expenses			
Administrative Salaries	19,261.42	109,455.06	90,193.64
Employee Benefit Contributions - Admin	10,236.56	51,469.23	41,232.67
Office Expenses	0.00	166.18	166.18
Other Administrative Expense	2,122.22	2,024.02	(98.20)
Total Administrative Expenses	<u>31,620.20</u>	<u>163,114.49</u>	<u>131,494.29</u>
Other General Expenses			
Other General Expenses	2,846.80	3,476.88	630.08
Total Other General Expenses	<u>2,846.80</u>	<u>3,476.88</u>	<u>630.08</u>
Housing Assistance Payments			
Housing Assistance Payments	1,198,180.88	1,156,096.61	(42,084.27)
Total Housing Assistance Payments	<u>1,198,180.88</u>	<u>1,156,096.61</u>	<u>(42,084.27)</u>
HAP Port In			
HAP Portability-In	36,074.94	36,576.00	501.06
Total HAP Port In	<u>36,074.94</u>	<u>36,576.00</u>	<u>501.06</u>
Total Operating Expenses	<u>(1,268,722.82)</u>	<u>(1,359,263.98)</u>	<u>90,541.16</u>
Net Income (Loss)	<u>51,660.66</u>	<u>(75,521.20)</u>	<u>127,181.86</u>

CITY OF NEW BRAUNFELS HOUSING AUTHORITY

BOARD of COMMISSIONERS

New Braunfels Housing Authority Budgeted Income Statement

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Section 8

Fiscal Year End Date:	9/30/2025	ACCOUNT			1 Month(s) Ended March 31, 2025	6 Month(s) Ended March 31, 2025	Budget	Variance	Variance %
Operating Revenue									
Tenant Revenue									
Other Income		7 01 3690	5		0.00	1,933.00	0.00	1,933.00	100.00 %
Total Tenant Revenue					0.00	1,933.00	0.00	1,933.00	-100.00 %
Fee Revenue									
Administrative Fees Earned		7 01 3112	5		18,689.00	110,581.00	0.00	110,581.00	100.00 %
HAP Earned Income		7 01 4902	5		369,771.00	1,169,492.43	0.00	1,169,492.43	100.00 %
Total Fee Revenue					388,460.00	1,280,073.43	0.00	1,280,073.43	-100.00 %
Other Revenue									
Admin Fees Earned for Portability		7 01 3300.P	5		55.94	2,302.11	0.00	2,302.11	100.00 %
Housing Assistance Port In Revenue		7 01 4590.PID	5		0.00	36,074.94	0.00	36,074.94	100.00 %
Total Other Revenue					55.94	38,377.05	0.00	38,377.05	-100.00 %
Total Operating Revenue					388,515.94	1,320,383.48	0.00	1,320,383.48	100.00 %
Operating Expenses									
Administrative Expenses									
Non-Technical Salaries		7 01 4110	5		5,033.81	19,261.42	0.00	(19,261.42)	-100.00 %
Employee Benefit Contributions-Admin		7 01 4182	5		9,109.29	10,236.56	0.00	(10,236.56)	-100.00 %
Publications		7 01 4190.11	5		0.00	239.00	0.00	(239.00)	-100.00 %
Membership Dues and Fees		7 01 4190.12	5		276.54	521.08	0.00	(521.08)	-100.00 %
Sundry		7 01 4190.6	5		0.00	1,362.14	0.00	(1,362.14)	-100.00 %
Total Administrative Expenses					14,419.64	31,620.20	0.00	(31,620.20)	-100.00 %
Other General Expenses									
Admin Fees Paid for Portability		7 01 4590.P	5		347.77	2,846.80	0.00	(2,846.80)	-100.00 %
Total Other General Expenses					347.77	2,846.80	0.00	(2,846.80)	-100.00 %
Housing Assistance Payments									
HAP Payments - Rents		7 01 4715.1	5		196,245.88	1,132,240.01	0.00	(1,132,240.01)	-100.00 %
HAP Payments - Portability		7 01 4715.P	5		3,735.00	65,940.87	0.00	(65,940.87)	-100.00 %
Total Housing Assistance Payments					199,980.88	1,198,180.88	0.00	(1,198,180.88)	-100.00 %
HAP Port In									
HAP Port In		7 01 4590.PIE	5		0.00	36,074.94	0.00	(36,074.94)	-100.00 %
Total HAP Port In					0.00	36,074.94	0.00	(36,074.94)	-100.00 %
Total Operating Expenses					(214,748.29)	(1,268,722.82)	0.00	(1,268,722.82)	100.00 %
Total Net Income (Loss)					173,767.65	51,660.66	0.00	51,660.66	100.00 %

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

RESOLUTION NO. 202507170002

RESOLUTION APPROVING THE NBHA 2024-2025 YEAR TO DATE FINANCIAL REPORTS.

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 2024-2025 Year To Date Financial Reports; and

WHEREAS, the Board of Commissioners desires to approve and accept the 2024-2025 Year To Date Financial Reports;

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 2024-2025 Year To Date 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**

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 July 17, 2025 (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 2024-2025 YEAR TO DATE FINANCIAL REPORTS

(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 _____, 2025.

Henry Alvarez, Secretary/Executive Director

(SEAL)

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Agenda Item E. 3

SUBJECT:

Consideration and approval regarding Resolution No. 202507170003 approval of the Authority's 2023 – 2024 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 the 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 recommend acceptance of the 2023 – 2024 Fiscal Year Audit Report

ATTACHMENT:

Exhibit 1

NBHA 2023 - 2024 FISCAL YEAR AUDIT REPORT SUMMARY

The full report can be accessed via this link.

[2023 -2024 Final Audit Report](#)

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

**NEW BRAUNFELS HOUSING AUTHORITY
NEW BRAUNFELS, TEXAS**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

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 GAAP.**
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
8. Dollar threshold used to distinguish between Type A and Type B programs was \$750,000 or larger.
9. The auditee did qualify as a low risk auditee.

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**

RESOLUTION NO. 202507170003

**RESOLUTION FOR APPROVAL AND ACCEPTANCE OF THE LEAL & CARTER, PC
AUDIT FOR THE NBHA PROGRAM 2023 – 2024 FISCAL YEAR AUDIT REPORT**

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 2024; and

WHEREAS, the Board of Commissioners desires to approve and accept the Audit for Fiscal Year End 2024;

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 2024, 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**

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 July 17, 2025 (the “Meeting”) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other businesses transacted at the Meeting, a written.

**RESOLUTION FOR APPROVAL AND ACCEPTANCE OF THE LEAL & CARTER, PC
AUDIT FOR THE NBHA PROGRAM 2023 – 2024 FISCAL YEAR AUDIT REPORT**

(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 _____, 2025.

Henry Alvarez, Secretary/Executive Director

(SEAL)

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

F. EXECUTIVE DIRECTOR REPORT

G. ADJOURNMENT.