



Kyle Housing Authority Meeting Agenda
Thursday, May 7, 2026 5:00 PM
Kyle Public Safety Center, Council Conference Room,
1700 Kohlers Crossing, Kyle, TX 78640

I. Call Meeting to Order and Roll Call

II. Approval of Minutes

1. Consider approval of the Kyle Housing Authority March 25, 2026 Regular Meeting Minutes.
(Item Presenter: Debbie Guerra, Project Development Coordinator)
[Exhibit 1 - 2026 0325 DRAFT Regular](#)

III. Citizen Comment Period with Kyle Housing Authority

Citizen Comment Period. The Kyle Housing Authority welcomes comments from Citizens early in the agenda of regular meetings. Speakers are provided with an opportunity to speak during this time period on any agenda item or any other matter concerning Housing Authority business, and they must observe the three-minute time limit.

IV. Staff Reports and Presentations

2. Receive a report, hold a discussion, and provide staff feedback on the Executive Director's Report, including the fiscal update, management update, pending administrative items, future items, and general announcements.
(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
3. Receive a report, hold a discussion, and provide staff feedback on the Key Performance Indicators (KPI) Report.
(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - March 2026 Pete Dressen Report](#)
[Exhibit 4 - March 2026 Charles Young Report](#)

V. Consider and Possible Action

4. Consider approval of a resolution awarding RFP No. (RFP-2026-049) to AZJ Properties LLC and authorizing the Interim Executive Director to negotiate and execute a contract with an annual option to renew with Board approval through the budget in an amount not to exceed \$137,688 plus \$4,000 of initial transition expense for the first year.
(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)

[Exhibit 3 - Resolution](#)
[Exhibit 4 - Procurement Memo](#)

VI. Adjourn

One or more members of the board may participate in the meeting by videoconference pursuant to Section 551.127, Texas Government Code, provided that a quorum of the board will be present at Kyle City Hall.

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council members in attendance.

Posted this 1st day of May, 2026, prior to 1:30 p.m.

REGULAR CALLED MEETING OF THE KYLE HOUSING AUTHORITY MEETING

The Kyle Housing Authority of the City of Kyle, Texas met in a regular meeting on March 25, 2026, at 6:00 P.M. with the following people present:

Madam Chair Katy Armstrong
Vice Chair Vianna Garza
Commissioner Julianne Orgish
Melissa McCollum, Chief Development Officer
Aimee Alcorn-Reed, City Attorney
Debbie A. Guerra, Project Development Coordinator
Chris Day, Information Technologies
Patrick Acosta, Information Technologies

Michael Roth, VP of Pathways Asset Management, Inc., Housing City of Austin
Barbara Chen, Chief Finance Officer, Housing City of Austin

Citizen Comments:

There were no comments.

I. Call Meeting to Order and Roll Call

Madam Chair Armstrong called the meeting to order at 6:03 P.M. and requested a roll call.

Present: Madam Chair Armstrong, Vice Chair Garza, and Commissioner Orgish.

Absent: No one was absent.

A quorum was present.

II. Approval of Minutes

1. Consider approval of the Kyle Housing Authority February 25, 2026 Regular Meeting Minutes.

(Item Presenter: Debbie Guerra, Project Development Coordinator)

Commissioner Orgish moved to approve the minutes for February 25, 2026. Vice Chair Garza seconded the motion. Motion passed 3-0.

III. Citizen Comment Period with Kyle Housing Authority

Madam Chair Armstrong opened the citizen comment period at 6:03 P.M. and called for comments on any agenda item or any other matter concerning Housing Authority business. There were no comments. Madam Chair Armstrong closed the citizen comment period at 6:04 P.M.

IV. Staff Reports and Presentations

2. Receive a report, hold a discussion, and provide staff feedback on the Executive Director's Report, including the fiscal update, management update, pending administrative items, future items, and general announcements.

(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)

Melissa McCollum, Chief Development Officer, provided updates on several ongoing administrative and operational items. The Franconia claim remains pending with the Department of Justice, with an anticipated update by June. The annual audit is still in progress, and the Office of Inspector General request is being addressed through updates to the KPI report.

Previously approved items were noted, including bylaws (December 2025), procurement policy (January 2026), and review of the Capital Improvement Plan (CIP). The Admissions and Continued Occupancy Policy (ACOP) for Charles Young were approved in November, with briefing actions expected in April.

The Request for Proposals (RFP) for a property management partner was extended beyond the original March 19th deadline to allow for additional responses, with discussion anticipated at the April meeting. Staff will follow up on the number of submissions received.

Discussion was held regarding the formation of a resident council. It was determined that a council is not statutorily required for properties under 250 units. As a result, the Authority will instead focus on broader public engagement efforts, potentially revisiting the item once new management is in place.

The previously proposed April 14th engagement date will be postponed, with plans to revisit engagement strategies in the summer. The next meeting will include updates on the RFP, ACOP revisions for Charles Young, and the CIP.

No action taken.

3. Receive a report, hold a discussion, and provide staff feedback on the Key Performance Indicators (KPI) Report.
(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)

Michael Roth, VP of Pathways Asset Management, Inc., Housing City of Austin, presented the KPI Report confirming full compliance with HUD reporting requirements, with all operational systems and submissions current. The Pete Dressen property remains current on its Rural Development loan obligations.

A HUD Office of Inspector General (OIG) audit is underway involving a single tenant file as part of a nationwide random review. Staff are actively compiling documentation, including records spanning multiple prior management companies. No concerns about any wrongdoing were indicated, and staff will continue to respond as requested.

Upcoming HUD physical inspections are scheduled for April 14th (Charles Young) and April 21st (Pete Dressen) under the new National Standards for the Physical Inspection of Real Estate (NSPIRE) standards, which place increased emphasis on unit interiors and resident health and safety. Staff are preparing accordingly.

Kyle Housing Authority
March 25, 2026 - Page 2
Kyle City Hall

An internal file review is also in progress, with no significant issues identified to date beyond minor administrative discrepancies.

Mr. Roth also provided an update on proposed HUD rule changes currently in the public comment period, including potential revisions to citizenship eligibility requirements and optional work requirements or time limits for residents. These changes are not yet adopted and would have minimal immediate impact locally; however, staff will continue monitoring and provide future recommendations.

No action taken.

4. Receive a report, hold a discussion, and provide staff feedback on the Housing Authority's financial update.
(Item Presenter: Rosie Truelove, Executive Director of Strategic Development)

Barbara Chen, Chief Financial Officer, Housing Authority of the City of Austin presented the financial reports for two properties, Charles Young and Pete Dressen, noting strong overall financial health with healthy cash reserves. Most HUD operating subsidies and capital grants were recently drawn down, including funds previously unclaimed for nearly three years. Expenses and maintenance were outlined, with some large one-time costs covered by transfers ("donations") from the Opal Point property. Properties are well-maintained, occupancy is high, and the agency's financial position is stable.

No action taken.

V. Adjourn

With no further business to discuss, Madam Chair Armstrong adjourned the Kyle Housing Authority meeting at 6:57 P.M.

Katy Armstrong, Madam Chair

Rosie Truelove, Secretary



Kyle Housing Authority Meeting

DEPARTMENT: Strategic Development
FROM: Rosie Truelove, Interim Executive Director of the Kyle Housing Authority
MEETING: May 7, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback on the Executive Director's Report, including the fiscal update, management update, pending administrative items, future items, and general announcements.

SUMMARY:

Receive a management update, hold a discussion regarding ongoing operations, financial status, programmatic activities, and compliance matters, and provide direction and feedback to staff on current initiatives, challenges, and next steps.

OPTIONS:

N/A

RECOMMENDATION:

Staff recommends that the Board receive the Executive Director's report. No formal action is required.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

Cost Consideration Type (Choose One): No Cost Consideration

Amount of contract award or Council authorization requested: N/A

Funding Source (Choose One): N/A

Fiscal Year: N/A

Funding Account Code: N/A

STAFF CONTACT:

Name: Rosie Truelove

Title: Executive Director of Strategic Development

Email: rtruelove@cityofkyle.com

Phone: (512) 394-4138

Administrative Update

Report from Interim Executive Director

May 7, 2026



Item

Receive a report, hold a discussion, and provide staff feedback regarding the Executive Director's Report



Fiscal Update

Franconia Claim - No-Update. Could be as late as June 2026 - pending DOJ.

Annual Audit work completed.



Pending Administrative Items

- Bylaw updates - **Approved December 2025**
- Procurement Policy - **Approved January 2026**
- Capital Improvement Plan - **Approved January 2026**
- Review/Update of Property regulations -
 - Admissions and Continued Occupancy Policy for Charles Young - **Acquisition of ACOP approved in November, anticipate posting and bringing for action in June 2026**
 - Pete Dressen has current policies in place

2026 Meetings - Confirmation

- ~~January 28, 2026~~
- ~~February 25, 2026~~
- ~~March 25, 2026~~
- ~~April 22, 2026~~
- May 27, 2026
- June 24, 2026
- July 22, 2026
- August 26, 2026
- September 23, 2026
- October 28, 2026
- November 18, 2026
- December 16, 2026



Items for Future Meetings

- June 24, 2026
 - Admissions and Continued Occupancy Policy for Charles Young
 - Budget
 - Management Company Update

Questions?





Kyle Housing Authority Meeting

DEPARTMENT: Strategic Development
FROM: Rosie Truelove, Interim Executive Director of the Kyle Housing Authority
MEETING: May 7, 2026

SUBJECT:

Receive a report, hold a discussion, and provide staff feedback on the Key Performance Indicators (KPI) Report.

SUMMARY:

Staff will present the Key Performance Indicator (KPI) Report, providing an overview of occupancy, rent collection, work order completion, and HUD compliance. The report is intended to monitor operational performance, ensure compliance with HUD standards, and identify areas for improvement.

OPTIONS:

N/A

RECOMMENDATION:

Staff recommends that the Board receive the Key Performance Indicator (KPI) report. No formal action is required.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

Cost Consideration Type (Choose One): No Cost Consideration

Amount of contract award or Council authorization requested: N/A

Funding Source (Choose One): N/A

Fiscal Year: N/A

Funding Account Code: N/A

STAFF CONTACT:

Name: Rosie Truelove

Title: Executive Director of Strategic Development

Email: rtruelove@cityofkyle.com

Phone: (512) 394-4138

Property Updates



Item

Receive a report, hold a discussion, and provide staff feedback on the Key Performance Indicators (KPI) Report

Pete Dressen KPI

- YTD Occupancy: 97.0%
- YTD Vacancy Loss: 3.0%
- YTD Rent Collection: 97%
- YTD Work Orders: 98%
- YTD Annual Recerts: 100%

Pete Dressen Housing

Kyle Housing Authority

A Project Based Rental Assistance Property

Report Month: March-26



Property Information

Program: PBRA	Bedrooms		Residents		Household Income	
Year Built:	1-BR: 4	Male: 30	Age 0-17: 44	Hispanic: 39	Below \$10k	15
	2-BR: 16	Female: 48	Age 18-61: 25	Non-Hisp.: 39	\$10k - \$20k	12
	3-BR: 8		Age 62+: 9		\$20k +	3
	4-BR: 2					
	Total: 30		Total Residents: 78		Avg. Income: \$10,528	

	March-26	Fiscal Year To Date
Occupancy / Vacancy		
Occupied Unit Days:	899	7972
Vacant Unit Days:	31	248
Occupancy %:	96.7%	97.0%
Gross Potential Rent:	\$39,850	\$344,888
Vacancy Loss (\$):	\$1,238	\$10,279
Vacancy Loss %:	3.1%	3.0%
Tenant Rent Collection		
Charged:	\$3,196	\$43,072
Collected:	\$2,304	\$41,913
% Collected:	72%	97%
\$ Delinquency:	\$892	\$1,159
Work Orders		
Requested:	3	81
Completed:	3	79
Completion %:	100%	98%
On-Time %:	100%	91%
Annual Re-Certifications		
Due:	3	20
Completed:	3	20
On-Time %:	100%	100%

Management / Occupancy Review

July 28, 2024

Category	Score	Rating	Observations / Findings
General Appearance and Security	73	Satisfactory	1 Finding - Corrected
Follow-Up of Project Inspections	85	Above Average	1 Observation - Addressed
Maintenance & SOP	77	Satisfactory	1 Finding - Corrected
Leasing & Occupancy	72	Satisfactory	9 Findings - Corrected; 1 Observation - Addressed
Tenant / Management Relations	84	Above Average	No Findings or Observations
General Management Practices	78	Satisfactory	No Findings or Observations
Overall Rating	77	Satisfactory	



Pete Dressen Demographics

- Ages
 - 0 - 17: 44
 - 18 - 61: 25
 - 62+: 9
- Gender
 - Female: 48
 - Male: 30
- Household Income
 - Below \$10k: 15
 - \$10k - \$20k: 12
 - \$20k +: 3
- Avg Income: \$10,528

Charles Young KPI

- YTD Occupancy: 97.4%
- YTD Vacancy Loss: \$754
- YTD Rent Collection: 99%
- YTD Work Orders: 98%
- YTD Annual Recerts: 100%

Charles Young Public Housing

Kyle Housing Authority

A Public Housing Property

Report Month: March-26

Property Information

Program: Public Housing	Bedrooms	Residents		Household Income		
Year Built: 1972	1-BR: 11	Male: 19	Age 0-17: 15	Hispanic: 24	Below \$10k	12
	2-BR: 6	Female: 23	Age 18-61: 17	Non-Hisp.: 18	\$10k - \$20k	8
	3-BR: 4		Age 62+: 10		\$20k +	1
	Total: 21		Total: 42		Avg. Income: \$8,804	

	March-26	Fiscal Year To Date
Occupancy / Vacancy		
Occupied Units:	21	184
Vacant Units:	0	5
Occupancy %:	100%	97.4%
Vacancy Loss (\$):	\$0	\$754
Rent Collection		
Charged:	\$3,229	\$37,954
Collected:	\$3,111	\$37,718
% Collected:	96%	99%
\$ Delinquency:	\$118	\$236
Work Orders		
Requested:	14	102
Completed:	12	100
Completion %:	86%	98%
On-Time %:	100%	95%
Annual Re-Examinations		
Due:	2	17
Completed:	2	17
On-Time %:	100%	100%

Current PHAS Scores

Public Housing Assessment System

	Max Possible	Score	Date	Comments / Notes
PASS Physical Assessment Sub-System	40	36		Physical Inspection (UPCS or NSPIRE) of the property.
FASS Financial Assessment Sub-System	25	0		Quick Ratio (Liquidity/Assets) MENAR (Reserves) DS CR (Debt Service Coverage Ratio)
MASS Management Assessment Sub-System	25	10		Occupancy TAR vs Rent Paid Vendor Accounts Payable
CFP Capital Fund Program	10	5		Capital Fund Obligation Occupancy
TOTAL	100	51		





Charles Young Demographics

- Ages
 - 0 - 17: 15
 - 18 - 61: 17
 - 62+: 10
- Gender
 - Female: 23
 - Male: 19
- Household Income
 - Below \$10k: 12
 - \$10k - \$20k: 8
 - \$20k +: 1
- Avg Income: \$8,804



Additional Information

- Systems Access
 - Full Access to HUD Systems
 - Access to Inspection Portal
 - Pending Rural Development System Access (MINCS)
- HUD OIG Individual File Audit

Additional Information



- HUD NSPIRE Inspections
 - National Standards for Physical Inspection of Real Estate
 - Charles Young (April 14): 87 Pending Appeal to move to 91
 - Pete Dressen (April 21): 77 Pending Appeal to move to 81

Questions?



Pete Dressen Housing

Kyle Housing Authority

A Project Based Rental Assistance Property

Report Month: March-26

Property Information

Program: PBRA	Bedrooms	Residents		Household Income	
	1-BR: 4	Male: 30	Age 0-17: 44	Hispanic: 39	Below \$10k: 15
Year Built:	2-BR: 16	Female: 48	Age 18-61: 25	Non-Hisp.: 39	\$10k - \$20k: 12
	3-BR: 8		Age 62+: 9		\$20k +: 3
	4-BR: 2				
	Total: 30	Total Residents: 78		Avg. Income: \$10,528	

	March-26	Fiscal Year To Date
Occupancy / Vacancy		
Occupied Unit Days:	899	7972
Vacant Unit Days:	31	248
Occupancy %:	96.7%	97.0%
Gross Potential Rent:	\$39,850	\$344,888
Vacancy Loss (\$):	\$1,238	\$10,279
Vacancy Loss %:	3.1%	3.0%
Tenant Rent Collection		
Charged:	\$3,196	\$43,072
Collected:	\$2,304	\$41,913
% Collected:	72%	97%
\$ Delinquency:	\$892	\$1,159
Work Orders		
Requested:	3	81
Completed:	3	79
Completion %:	100%	98%
On-Time %:	100%	91%
Annual Re-Certifications		
Due:	3	20
Completed:	3	20
On-Time %:	100%	100%

Management / Occupancy Review

July 28, 2024

Category	Score	Rating	Observations / Findings
General Appearance and Security	73	Satisfactory	1 Finding - Corrected
Follow-Up of Project Inspections	85	Above Average	1 Observation - Addressed
Maintenance & SOP	77	Satisfactory	1 Finding - Corrected
Leasing & Occupancy	72	Satisfactory	9 Findings - Corrected; 1 Observation - Addressed
Tenant / Management Relations	84	Above Average	No Findings or Observations
General Management Practices	78	Satisfactory	No Findings or Observations
Overall Rating	77	Satisfactory	

Charles Young Public Housing

Kyle Housing Authority

A Public Housing Property

Report Month: March-26

Property Information

Program: Public Housing Year Built: 1972	Bedrooms		Residents		Household Income	
	1-BR: 11	Male: 19	Age 0-17: 15	Hispanic: 24	Below \$10k	12
	2-BR: 6	Female: 23	Age 18-61: 17	Non-Hisp.: 18	\$10k - \$20k	8
	3-BR: 4		Age 62+: 10		\$20k +	1
	Total: 21		Total: 42		Avg. Income: \$8,804	

	March-26	Fiscal Year To Date
Occupancy / Vacancy		
Occupied Units:	21	184
Vacant Units:	0	5
Occupancy %:	100%	97.4%
Vacancy Loss (\$):	\$0	\$754
Rent Collection		
Charged:	\$3,229	\$37,954
Collected:	\$3,111	\$37,718
% Collected:	96%	99%
\$ Delinquency:	\$118	\$236
Work Orders		
Requested:	14	102
Completed:	12	100
Completion %:	86%	98%
On-Time %:	100%	95%
Annual Re-Examinations		
Due:	2	17
Completed:	2	17
On-Time %:	100%	100%

Current PHAS Scores

Public Housing Assessment System

	Max Possible	Score	Date	Comments / Notes
PASS Physical Assessment Sub-System	40	36		Physical Inspection (UPCS or NSPIRE) of the property.
FASS Financial Assessment Sub-System	25	0		Quick Ratio (Liquidity/Assets) MENAR (Reserves) DSCR (Debt Service Coverage Ratio)
MASS Management Assessment Sub-System	25	10		Occupancy TAR vs Rent Paid Vendor Accounts Payable
CFP Capital Fund Program	10	5		Capital Fund Obligation Occupancy
TOTAL	100	51		



Kyle Housing Authority Meeting

DEPARTMENT: Strategic Development
FROM: Rosie Truelove, Interim Executive Director of the Kyle Housing Authority
MEETING: May 7, 2026

SUBJECT:

Consider approval of a resolution awarding RFP No. (RFP-2026-049) to AZJ Properties LLC and authorize the Interim Executive Director to negotiate and execute a contract with an annual option to renew with Board approval through the budget in an amount not to exceed \$137,688 plus \$4,000 of initial transition expense for the first year.

SUMMARY:

Authorize the approval of awarding RFP No. RFP-2026-049 to AZJ Properties LLC for management partner services on behalf of the Kyle Housing Authority. Of four proposals received, three were deemed non-responsive due to material deficiencies; the remaining proposal met all minimum requirements and is considered the most qualified under a qualifications-based procurement.

Approval also authorizes the Interim Executive Director to negotiate and execute a contract with annual renewal options subject to Board approval, in an amount not to exceed \$137,688, plus a one-time \$4,000 transition cost in the first year.

OPTIONS:

1. Recommend approval as presented.
2. Recommend approval with modifications.
3. Recommend denial.

RECOMMENDATION:

Staff recommends that the Kyle Housing Authority Board of Commissioners authorize negotiation and execution of a contract with the sole responsive respondent, contingent upon successful negotiations.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

STAFF CONTACT:

Name: Rosie Truelove

Title: Executive Director of Strategic Development

Email: rtruelove@cityofkyle.com

Phone: (512) 394-4138

Authorize Negotiation & Execution

New Management Company

05/07/2026



Item

Consider approval of a resolution awarding RFP No. (RFP-2026-049) to AZJ Properties LLC and authorize the Interim Executive Director to negotiate and execute a contract with an annual option to renew with Board approval through the budget in an amount not to exceed \$137,688 plus \$4,000 of initial transition expense for the first year.



Background

- The City of Kyle issued Request for Proposals (RFP No. RFP-2026-049) on behalf of the Kyle Housing Authority (KHA) for Housing Authority Management Partner services.
 - The purpose of this solicitation was to identify a qualified firm to provide comprehensive management, operational, and compliance support services for KHA.
- The City administered the solicitation process, with final contract authority to be exercised by the KHA Board of Commissioners.



Response Summary

- A total of four (4) proposals were received by the submission deadline.
- Following an administrative and responsiveness review:
 - Three (3) proposals were determined to be non-responsive due to material deficiencies in required submittal components.
 - One (1) proposal was determined to be responsive and met the minimum requirements of the solicitation.
 - AZJ Properties LLC



Responsiveness Determination

- The non-responsive proposals were disqualified based on failure to meet required solicitation elements, including but not limited to:
 - Incomplete or missing required forms and certifications
 - Insufficient or unclear information related to firm qualifications and experience
 - Failure to provide required organizational or project structure documentation
- These deficiencies were considered material and impacted the ability to fully evaluate the proposals in accordance with the solicitation requirements.



Procurement Approach

- The requested services are management and consulting in nature and are appropriately evaluated based on qualifications, experience, and demonstrated capability.
- Given that only one (1) proposal was determined to be responsive, a comparative evaluation and scoring process is not applicable. Instead, the remaining respondent is considered the most qualified firm from this solicitation.



Recommendation

- Staff recommends that the Kyle Housing Authority Board of Commissioners authorize negotiation and execution of a contract with the sole responsive respondent, contingent upon successful negotiations.
- Negotiations will include further validation of the firm's experience, as well as refinement of scope, pricing, and contractual terms to ensure alignment with KHA's operational needs and determination of fair and reasonable pricing.
- The Kyle Housing Authority is not obligated to execute a contract if negotiations do not result in terms acceptable to the Board.
- The solicitation process provided a fair opportunity for competition. Based on the responsiveness review, one qualified respondent remains. Proceeding with negotiation is a reasonable and appropriate next step and preserves the KHA Board's discretion prior to final contract execution.



Options

- OPTIONS:

- Recommend approval as presented.
- Recommend approval with modifications.
- Recommend denial.

Staff recommends approval as presented. This option allows staff to meet with the firm and ensure is a good fit for the organization's needs.

Questions?



RESOLUTION NO. _____

A RESOLUTION OF THE HOUSING AUTHORITY CITY OF KYLE, TEXAS, AWARDED RFP NO. RFP-2026-049 TO AZJ PROPERTIES LLC AND AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AND EXECUTE A CONTRACT WITH ANNUAL OPTION TO RENEW WITH BOARD APPROVAL THROUGH THE BUDGET IN AN AMOUNT NOT TO EXCEED \$137,688.00 PLUS \$4,000 OF INITIAL TRANSITION EXPENSE IN THE FIRST YEAR.

WHEREAS, the City of Kyle (the “City”) issued Request for Proposals No. RFP-2026-049 (the “RFP”) on behalf the Housing Authority of the City of Kyle, Texas (the “Authority”) for the purpose of soliciting a qualified firm to provided comprehensive management, operational, and compliance support services for the Authority; and

WHEREAS, AZJ Properties LLC was the sole responsive and responsible proposer under the RFP; and

WHEREAS, the Board of Commissioners for the Authority desires to authorize the Interim Executive Director to negotiate and execute a contract with AZJ Properties LLC as laid out in this resolution.

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

Section 1. Findings. The Board of Commissioners of the Authority specifically finds that the foregoing recitals are true and correct and are hereby adopted by the Board of Commissioners and made a part hereof for all purposes as findings of fact.

Section 2. Award of RFP. The Board of Commissioners hereby awards Request for Proposals No. RFP-2026-049 by selecting AZJ Properties as the most qualified proposer.

Section 3. Interim Executive Director Authority. The Interim Executive Director is hereby authorized to negotiate and execute a contract with an annual option to renew with Board approval through the budget in an amount not to exceed \$137,688 plus \$4,000 of initial transition expense for the first year, with the final contract in legal form as approved by an attorney representing the Authority.

Section 4. Effective Date. This resolution shall take effect from and after the date of its passage.

Section 4. Open Meetings. It is hereby officially found and determined that the meeting at which this Resolution is passed was open to the public as required and that public notice of the time, place, and purpose of the said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

FINALLY PASSED AND APPROVED ON THIS THE ____ DAY OF _____,
2025.

HOUSING AUTHORITY OF THE
CITY OF KYLE, TEXAS

Katy Armstrong, Chair

ATTEST:

Rosie Truelove, Secretary



PROCUREMENT SOLICITATION MEMORANDUM

FROM: Joshua Chronley, Assistant Director of Finance
DATE: April 29, 2026
RE: Housing Authority Management Partner

Background

The City of Kyle issued Request for Proposals (RFP No. RFP-2026-049) on behalf of the Kyle Housing Authority (KHA) for Housing Authority Management Partner services. The purpose of this solicitation was to identify a qualified firm to provide comprehensive management, operational, and compliance support services for KHA.

The City administered the solicitation process, with final contract authority to be exercised by the KHA Board of Commissioners.

Response Summary

A total of four (4) proposals were received by the submission deadline.

Following an administrative and responsiveness review, three (3) proposals were determined to be non-responsive due to material deficiencies in required submittal components. One (1) proposal was determined to be responsive and met the minimum requirements of the solicitation.

Responsiveness Determination

The non-responsive proposals were disqualified based on failure to meet required solicitation elements, including but not limited to:

- Incomplete or missing required forms and certifications
- Insufficient or unclear information related to firm qualifications and experience
- Failure to provide required organizational or project structure documentation

These deficiencies were considered material and impacted the ability to fully evaluate the proposals in accordance with the solicitation requirements.

Procurement Approach

The requested services are management and consulting in nature and are appropriately evaluated based on qualifications, experience, and demonstrated capability.

Given that only one (1) proposal was determined to be responsive, a comparative evaluation and scoring process is not applicable. Instead, the remaining respondent is considered the most qualified firm from this solicitation.

Recommendation

Staff recommends that the Kyle Housing Authority Board of Commissioners authorize negotiation and execution of a contract with the sole responsive respondent, contingent upon successful negotiations.

Negotiations will include further validation of the firm's experience, as well as refinement of scope, pricing, and contractual terms to ensure alignment with KHA's operational needs and determination of fair and reasonable pricing.

The Kyle Housing Authority is not obligated to execute a contract if negotiations do not result in terms acceptable to the Board.

Conclusion

The solicitation process provided a fair opportunity for competition. Based on the responsiveness review, one qualified respondent remains. Proceeding with negotiation is a reasonable and appropriate next step and preserves the KHA Board's discretion prior to final contract execution.