

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
Waco Housing Authority
Board Room
4400 Cobbs Dr.
Waco, Texas
April 13, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Public Hearing for Acquisition, Lease, and Operation of Avila Apartments
- VI. Updates
 - RAD (South Terrace)
 - RAD (Melody Grove)
 - Trendwood
 - Sandstone Apartments
 - Avila Apartments
 - Home Ownership Success Story S8
- VII. New Business
 - RESOLUTION 3865 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH WACO EMERGENCY PLUMBING OF WACO, TEXAS IN THE AMOUNT OF \$239,000.00 FOR EMERGENCY SEWER LINE REPLACEMENT AT KATE ROSS.
 - RESOLUTON 3866 RESOLUTION APPROVING WACO PUBLIC FACILITY CORPORATION II'S ISSUANCE, SALE, AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
 - RESOLUTION 3867 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES (THE "AUTHORITY") AUTHORIZING THE PRESIDENT/CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND PLACEMENT OF "AFFORDABLE" UNITS WITHIN, AVILA APARTMENTS LOCATED AT 5000 SANGER AVE., WACO, TEXAS 76710 (THE "PROJECT").
- VIII. Departmental Reports
- IX. Consideration of Future Agenda Items
- X. Executive Session
 - Section 551.089
 - Deliberation Regarding Security Devices
 - Section 551.072
 - Deliberation regarding real property/real estate
- XI. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
HYBRID MEETING
March 15, 2023
12:00 Noon

- I. Chair Melli Wickliff called the meeting to order at 12:02 p.m.
- II. Establishment of Quorum
Commissioner's present: Melli Wickliff, John Bible, LaTonya Lewis, Brad Kinkeade

Commissioners absent: Jon Ramos
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
Board Chair Melli Wickliff asked for a motion to approve the minutes of the February 2023 Board Meeting. Commissioner John Bible made the motion and Commissioner Latonya Lewis seconded the motion. Board Chair Melli Wickliff called for a vote and the motion passed unanimously.
- V. Updates
President/CEO provided an update to the South Terrace RAD project and advised they we have an anticipated completion date of June 2023.
President/CEO and Art Schultz updated the board on the progress for Melody Grove (Estella Maxey) RAD Development and we are still on track.
President CEO provided an update to the board regarding Trendwood and they are still on track with renovations.
President/CEO provided an update to the board on Sandstone Apartments.
President/CEO provided an update to the board on the purchase of the new Hill County Office.
- VI. Reports
 - Administrative Services**
Everything for Admin was usual business.
 - Information Technology**
Every for I.T. was usual business.
 - OPERATIONS –Vice President Gloria Dancer**
Rising Images
The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.
 - MOD**
Everything for MOD was usual business.
 - PUBLIC HOUSING**
There are 1639 applicants on the WHA Public Housing Waiting list.
 - MAINTENANCE**
The Maintenance Department continues to work on make readies.
 - SECTION 8 - Milet Hopping**
The Section 8 department currently is leasing 2509 vouchers and has 1430 total applicants on the combined waiting lists. There are 55 veterans in the VASH program.
 - COMMUNITY SERVICES - Milet Hopping**
Our Community Services Department continues to work with the residents and community.
 - FINANCE – Vice President Edwina Viera**
A summary of the financial statements and Consolidated Financial Report was provided.

VII. Consideration of Future Agenda Items

VIII. Adjournment
Chair, Melli Wickliff, adjourned the meeting at 1:20 p.m.

Secretary

Chair of the Board

Seal

**SOUTH TERRACE UNIT SCHEDULE
REPORT
MARCH 2023**

Unit Delivery Summary Oct 1, 2022 – Mar 22, 2023

Address	Bldg Status	Actual Start	J4 Completion Date
2622 S 14	Complete	11/1/2022	3/8/2023
2624 S 14	Complete	11/1/2022	3/8/2023
1402 Benton	Complete	11/8/2022	3/8/2023
2730 S 14	Complete	11/1/2022	3/8/2023
1404 Benton	Complete	10/20/2022	3/8/2023
1406 Benton	Complete	10/20/2022	3/8/2023
2630 S 14	Complete	7/27/2022	3/7/2023
2632 S 14	Complete	7/27/2022	3/7/2023
2609 S 14	Complete	10/14/2022	2/20/2023
2611 S 14	Complete	10/14/2022	2/20/2023
2616 S 14	Complete	10/14/2022	2/20/2023
2608 S 14	Complete	10/20/2022	2/20/2023
2610 S 14	Complete	10/20/2022	2/20/2023
2714 S 14	Complete	8/26/2022	1/20/2023
2716 S 14	Complete	8/26/2022	1/20/2023
1330 Carter	Complete	10/14/2022	1/20/2023
2702 S 12	Complete	10/14/2022	1/20/2023
2704 S 12	Complete	10/14/2022	1/20/2023
2711 S 14	Complete	10/14/2022	1/20/2023
2713 S 14	Complete	10/14/2022	1/20/2023
2605 S 14	Complete	9/2/2022	12/15/2022
2607 S 14	Complete	9/2/2022	12/15/2022
312 Kennedy	Complete	8/26/2022	12/13/2022
2726 S 14	Complete	7/25/2022	12/12/2022

2728 S 14	Complete	7/25/2022	12/12/2022
2648 S 14	Complete	7/25/2022	12/12/2022
2650 S 14	Complete	7/25/2022	12/12/2022
1023 Gurley	Complete	7/21/2022	12/8/2022
113 Kennedy	Complete	8/9/2022	12/8/2022
115 Kennedy	Complete	8/9/2022	12/8/2022
2701 S 12	Complete	8/22/2022	12/8/2022
2703 S 12	Complete	8/22/2022	12/8/2022
1225 Carter	Complete	8/9/2022	12/2/2022
1227 Carter	Complete	8/9/2022	12/2/2022
214 Kennedy	Complete	7/5/2022	11/16/2022
216 Kennedy	Complete	7/5/2022	11/16/2022
209 Lyndon	Complete	7/27/2022	11/14/2022
211 Lyndon	Complete	7/27/2022	11/14/2022
1021 Gurley	Complete	7/21/2022	11/9/2022
1401 Benton	Complete	8/5/2022	11/9/2022
201 Lyndon	Complete	6/30/2022	10/24/2022
2710 S 14	Complete	5/23/2022	10/10/2022
2712 S 14	Complete	5/23/2022	10/10/2022
2722 S 14	Complete	5/5/2022	10/10/2022
2720 S 14	Complete	5/5/2022	10/10/2022
1411 Carter	Complete	5/10/2022	10/10/2022
1413 Carter	Complete	5/10/2022	10/10/2022
101 Kennedy	Complete	5/23/2022	10/10/2022
103 Kennedy	Complete	5/23/2022	10/10/2022
2705 S 12	Complete	5/11/2022	10/10/2022
2707 S 12	Complete	5/11/2022	10/10/2022
117 Lyndon	Complete	2/15/2022	10/3/2022

119 Lyndon	Complete	2/15/2022	10/3/2022
1220 Carter	Complete	4/18/2022	10/3/2022
1222 Carter	Complete	4/18/2022	10/3/2022
205 Lyndon	Complete	5/10/2022	10/3/2022
207 Lyndon	Complete	5/10/2022	10/3/2022
105 Lyndon	Complete	2/7/2022	10/3/2022
107 Lyndon	Complete	2/7/2022	10/3/2022

Construction Outlook as of 3.23.2023 Schedule

Address	Actual Start	Projected Completion	% Complete (as of 3/23)
2500 S 15	10/20/2022	4/8/2023	96%
218 Kennedy	11/10/2022	4/8/2023	94%
220 Kennedy	11/10/2022	4/8/2023	94%
2732 S 14	11/10/2022	4/8/2023	94%
2734 S 14	11/10/2022	4/8/2023	94%
2709 S 14	11/29/2022	4/14/2023	91%
2704 S 14	11/16/2022	4/18/2023	85%
2708 S 14	11/16/2022	4/18/2023	85%
2717 S 14	12/15/2022	4/18/2023	84%
2715 S 14	12/15/2022	4/18/2023	84%
125 Lyndon	12/15/2022	4/25/2023	70%
127 Lyndon	12/15/2022	4/25/2023	70%
2600 S 14	12/1/2022	4/28/2023	67%
2602 S 14	12/1/2022	4/28/2023	67%
1216 Carter	12/15/2022	5/5/2023	64%
1218 Carter	12/15/2022	5/5/2023	64%

201 Kennedy	12/15/2022	5/16/2023	60%
203 Kennedy	12/15/2022	5/16/2023	60%
205 Kennedy	12/15/2022	5/16/2023	60%
207 Kennedy	12/15/2022	5/16/2023	60%
1410 Carter	8/16/2021	4/27/2023	58%
1415 Carter	1/13/2023	5/22/2023	52%
1417 Carter	1/13/2023	5/22/2023	52%
1417 Benton	12/15/2022	3/27/2023	50%
1419 Benton	12/15/2022	3/27/2023	50%
2724 S 14	1/13/2023	5/15/2023	46%
314 Kennedy	1/23/2023	5/22/2023	36%
316 Kennedy	1/23/2023	5/22/2023	36%
318 Kennedy	1/23/2023	5/22/2023	36%
320 Kennedy	1/23/2023	5/22/2023	36%
2604 S 14	2/14/2023	6/2/2023	21%
2606 S 14	2/14/2023	6/2/2023	21%
2638 S 14	2/14/2023	6/2/2023	21%
2640 S 14	2/14/2023	6/2/2023	21%
1423 Carter	3/1/2023	6/9/2023	18%
1425 Carter	3/1/2023	6/9/2023	18%
2618 S 14	3/1/2023	6/9/2023	18%
2620 S 14	3/1/2023	6/9/2023	18%

Trendwood Update

Please see below for this month's update at Trendwood:

- The relocation is going smoothly, residents are continuing to work with the coordinator to stay ahead of move dates. Building 1708 and 1710 were completed on March 31st.
- The repairs in the laundry building are finishing up and we are hoping to open it back to residents by the end of the month.
- We are unfortunately still waiting for the house meters to be up and running before the security cameras can be installed. However, things have been relatively peaceful at the property and the security officer shifts are working well.
- The tax credit compliance is continuing as planned, we have 93 files acknowledged and closed. 36 files are pending at various stages. We plan to have all occupied tax credit files completed by the end of this month.

Exterior

- Window production has begun, currently complete in 54 units
- ADA paths are 80% complete and site concrete repairs are in progress
- Playground complete

Community

- Phase 1 of community bldg. complete. Staff transferred to new offices.
- Phase 2 to complete 4/7/23
- Laundry Room renovations complete.

Units

- Standard/Occupied: production started on 1/16/23 (4 starts a week at 5 week duration). Current production in 32 units. With 28 units complete

Administrative Services Department March 2023 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **240** checks (all other checks were direct deposited and check stubs can be accessed by landlords through the landlord portal.)
- Travel and Training: *(See attached training sheet for all training offered to staff).*
- Partnership Meetings: Attend Housing Coalition Board Meeting.
- Applications
 - **53** Public Housing / **26** Mart
 - **0** VASH
- Processed **783** pieces of incoming mail
- Processed **4,949** pieces of outgoing mail
- Proofed all department monthly reports
- Made **474,561** copies for departments
- Sent out **95** Late Notices for Public Housing
- Sent out **126** Notices of Concern
- Sent out **508** Utility Notices

Clients and Visitors

There was a total of **197 persons** that checked in to the receptionist in the lobby.

There was a total of **9,568 incoming calls** handled by the receptionist for the month.

Rising Images Compliance Audit

Raintree

Raintree Apartments are required to have 55 total units in the Affordable Housing Program. Out of the 55 units, 32 units must qualify as very low income. Raintree had a total of 80 units in the program, 40 very low income and 40 low incomes based on the compliance audit completed, 12 files were reviewed, and no corrections were required. Raintree was in compliance.

Picadilly

Picadilly Apartments are required to have 5 qualifying units in the Affordable Housing Program. Out of the 5 units, 2 must qualify as very low income. Picadilly had 6 qualifying units in the program, 4 very low income and 2 vacancies. Based on the compliance audit completed, no files were reviewed and Picadilly was in compliance. We can count the vacant units as qualified until they are filled.

Cimmaron

Cimmaron Apartments are required to have 35 total units in the Affordable Housing Program. Out of the 35 units, 20 units must qualify as very low income. Cimmaron had a total of 62 units in the program, 28 very low income and 34 low incomes. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Cimmaron was in compliance.

Hunnington

Hunnington Apartments are required to have 45 total units in the Affordable Housing Program. Out of the 45 units, 12 units must qualify as very low income. Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

Commissioner	Training Class	Dates	Location
Rebecca Ellis	Groundwater Presentation-Race Equity Training	1/11/2023	webinar
Melissa Johnson	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Myllinda Browder	Groundwater Presentation-Race Equity Training	1/11/2023	Webinar
Milet Hopping	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Gloria Dancer	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Rebecca Ellis	2023 Winter Committee Meetings	01/31-2/1/2023	Grapevine TX
Janie Lovell	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	webinar
Vicki Horn	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	webinar
Shameka Whittington	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	webinar
Corina Mendoza	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	webinar
Rebecca Ellis	Homeless Clients: Compassionate Solutions to Problematic Behavior	2/1/2023	webinar
Edward Cotton	How to Effectively Manage Your Maintenance Program	02/06-02/09	webinar
Rebecca Suarez	Effective Internal Controls	2/9/2023	webinar
Milet Hopping	Advocacy Day	02/20-02/21	Austin
Rebecca Ellis	Advocacy Day	02/20-02/21	Austin
Briotony Porter	Sorting and Decision Making: Two Key Skills for Effective Decluttering	3/20/2023	webinar
Victor DeWitt	Certified Pool Operator Course	03/16-03/17	Hewitt
Crystal Anthony	Family Self-Sufficiency & Exam	03/21-23/2023	webinar
CaSaundra Foreman	Family Self-Sufficiency & Exam	03/21-23/2023	webinar
Milet Hopping	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Rebecca Ellis	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Gloria Dancer	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Jon Ramos	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
John Bible	2023 National NAHRO Washington Conference	03/22-03/24	Washington DC
Milet Hopping	Multifamily Direct Loan Training	03/0/2023	webinar
Janie Lovell	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	webinar
Vincent Pearson	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	webinar
Edward Cotton	Inspire Training-An Interactive Discussion with Industry Experts	3/27/2023	webinar
Crystal Anthony	Peer Support for FSS Case Managers	4/6/2023	webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	4/6/2023	webinar
Milet Hopping	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Gloria Dancer	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Rebecca Ellis	Texas NAHRO Conference	04/10-13/2023	Corpus Christi
Myllinda Browder	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
LaTasha Love	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exam	04/11-13/2023	Corpus Christi
Maria Lozano	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Crystal Anthony	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	webinar
CaSaundra Foreman	FSS: A Holistic Approach to Client Engagement	4/12-13/2023	webinar
Briotony Porter	Master of Social Work Colloquium	4/21/2023	webinar
Briotony Porter	Master of Social Work Colloquium	5/9/2023	webinar
Melli Wickliff	2023 CLPHA's Housing Summit	05/11-05/12	Washington DC
Crystal Anthony	Peer Support for FSS Case Managers	6/8/2023	webinar
CaSaundra Foreman	Peer Support for FSS Case Managers	6/8/2023	webinar

Information Technology (IT)

March 2023

- **HMS Windows Software, Software Applications, & IT Support Calls**

- All support calls were closed with-in 24 hours.
- As WHA & Affiliates' personnel continue using the software and as the software is refined to our needs; there are some support calls that are sent directly to MRI (the software vendor) that require re-writing of computer programming and are placed on a priority status according to HUD rules and regulations. Once rewritten, MRI sends an update to be installed to correct or enhance these support requests

- **Web Page**

- Waco Housing Authority web page address is www.wacopha.org

- **Server, Computer, and Phone System Uptimes**

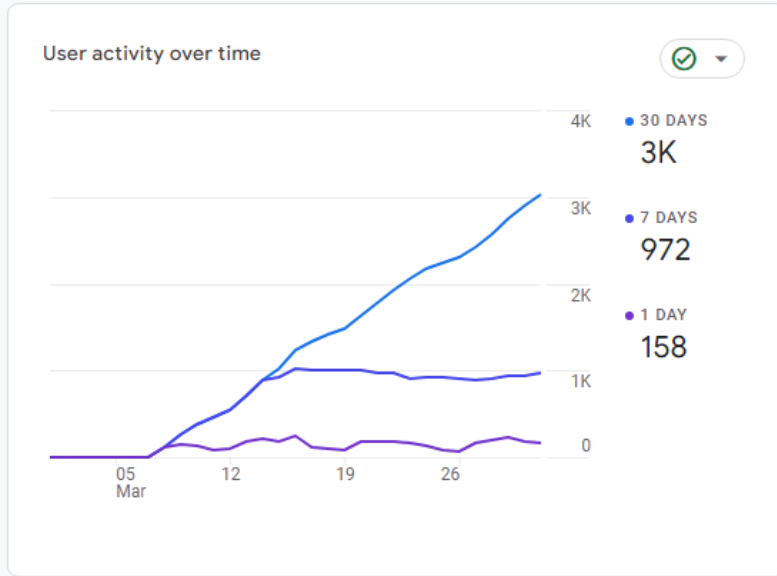
WHA Network systems had no substantial downtime for the month

- **Miscellaneous**

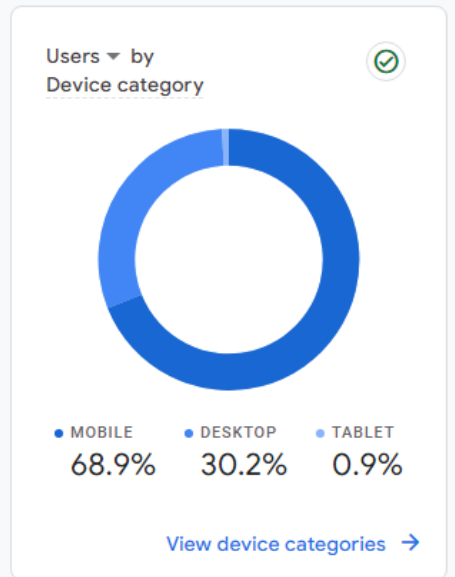
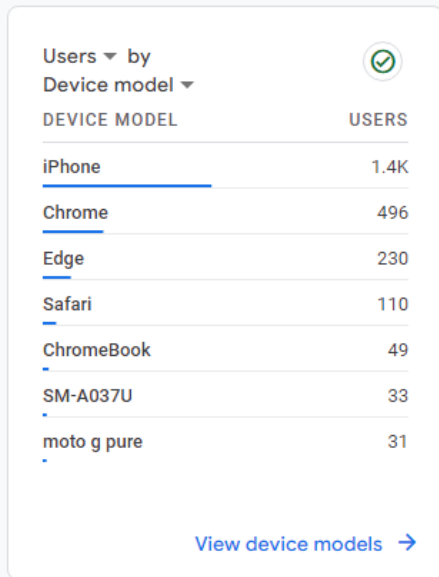
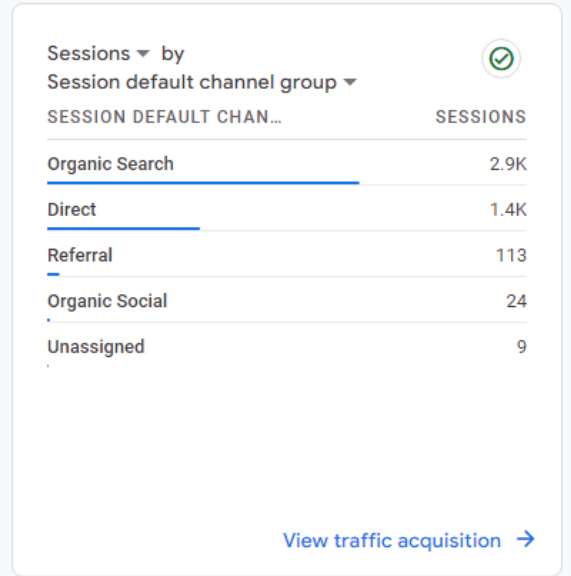
- DocuSign training and implementation of [Employment application](#)
- Continue access control/intercom to Community Services main entrance
- Completed Pre enrollment [FSS Page](#) and for wacopha.org; including links, video, custom graphics and a homepage slide show graphic
- Started restructure of Google Analytics for the new standards, build basic dashboard for board reporting, will enhance as the new features are discovered
- Completed the new FSS contract forms, with enhancements to goal tracking.
- Researched two factor authentication solution for recommended security escalations.
- Reviewed Yardi Software demo
- Working on revamp of resident Computer labs (Community Services)
- Procured Microsoft Azure licenses to enhance security

March Analytics Wacopha.org

HOW ARE ACTIVE USERS TRENDING?



WHAT ARE YOUR TOP CAMPAIGNS?



Rising Images, Inc. Board Report for March 2023

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
	Total Units	Vacant Units	Percentage Occupied
Picadilly	6	1	83%
Raintree	154	2	99%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$50,847.00	\$50,980.00	\$50,980.00	100%
Hunnington	\$34,629.00	\$35,400.00	\$35,400.00	100%
Misty Square	\$8,380.00	\$8,550.00	\$8,550.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,562.88	\$ 4,802.00	\$4,802.00	83%
Raintree	95,928.15	\$97,520.00	\$97,410.00	99%

Delinquent Rent:

Raintree- Resident in apt 131 has not paid rent and eviction is scheduled for 4/3

Picadilly- Resident in apt 54 has skipped.

Contracts (MOD)

Aragon has replaced the siding on Hunnington Bldgs. E-I. They are finishing up some little woodwork and are about to start painting.

Zamco finished up all the repairs caused by the December 2022 ice storm at Cimmaron, Hunnington and the office bathroom.

Administration

Cimmaron is in compliance with the requirements for the Affordable Housing Program.

Hunnington is in compliance with the requirements for the Affordable Housing Program.

Picadilly is in compliance with the requirements for the Affordable Housing Program

Raintree is in compliance with the requirements for the Affordable Housing Program

South Terrace Monthly Report

Reporting Month: March 2023

FINANCIAL	
Rent Collected Amount	\$ 155,765.26
Amount of Delinquent Rent-Resident	\$ 67,624.67
OCCUPANCY	
181 Completed Units	
169 Occupied Units	
93%	
LEASING INFORMATION	
Total Applicant Files Received	7
Total Applicant Files Approved	0
Total Briefings for Month	
Total Applicant Files Denied	0
Total Applicant Files Requested	8
Total Tenancy Addendum	
Total Leases	7
COMPLIANCE	
Number Files submitted to Compliance	5
Total Number of Recerts Completed	
Recerts 30 days past due (upcoming?)	
Recerts 60 days past due (upcoming?)	
Recerts 90 days past due (upcoming?)	
Recerts 120 past due (upcoming?)	15

EVICTIONS	
Number of Eviction Files	3
Evictions/Set Outs Completed	1
WHA REFERRALS RECEIVED	
Total Referrals Received	7
Status: 5 pending compliance approval (delayed due to onsite tech issues)	
INSPECTIONS	
Total HQS Inspections Completed	13
Total HQS Inspections Passed	13
STAFF TRAINING	
Date	Description of Activity

INCIDENT REPORTS			
Date of Incident	Unit Address	Brief Description of Incident	Police Activity (Y/N)
3/30/2023	1331 Carter/ 2732 S 14th	Gas Meter Leak	No
3/30/2023	S 14th, S 15th, Carter, Benton	Gas meter leak and gas turned off to 100 units on S 14th, S 15th, Carter, Benton	No

RELOCATION
Linda Camacho 312 Kennedy
Veronica Hughes 1330 Carter
Dane Courtney 2632 S 14th
Stephanie Taylor 223 Lyndon
Anthony Hemphill 201 Lyndon
Loren Dixon 2624 S 14th
Oscar Allen 2622 S 14th
Evelyn Freeman 1404 Benton
Valerie Crane 203 Lyndon
Rufus Hudson 1406 Benton
Eloise Poole 2711 S 14th

MARKETING ACTIVITY		
Date	Agency/Locations	Comment
	Apartments.com	Live
	Zillow	Pending
	wacohousingsearch.org	Live
	Heart of Texas Aging & Disability	Emailed flyer
	Workforce solutions	Emailed flyer
	Baylor Scott and White	Flyer Dropped Off

Modernization Department March 2023 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2018/518	\$1,820,616.00	\$1,803,805.86	99%	100%	May 28,2026
2019/519	\$1,904,253.00	\$654,546.18	34%	35%	April 15, 2027
2020/520	\$2,037,987.00	\$543,819.79	26%	26%	March 25, 2026
2021/521	\$1,692,421.00	\$338,484.20	20%	20%	February 22, 2025
2022/522	\$2,098,065.00	\$104,903.28	5%	3%	May 11, 2026

Public Housing Current Projects

Rising Images Current Projects

- Replacement of siding at Hunnington buildings E, F, G, H & I and Raintree buildings 3,4,7 & 8.
 - Awarded to Aragon Builders for \$330,305.75
 - Started mid October 2022
 - Estimated completion May 2023

- Emergency Sewer Line Replacement at Kate Ross
 - Awarded to Waco Emergency Plumbing for \$239,000.00
 - Start April 5, 2023
 - Estimated completion May 2023

Housing Operations Monthly Report

March 2023

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list – 1278

Processing phase which includes process unassigned, denial/appeal, verification required, and currently on list.

Notification for assistance mailed	6
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	6
Units rejected by applicant	0
Total applicants not qualified	10

The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

There was a total of (62) orientation letters emailed, (50) packets were mailed out from letter responses (50) received and in process of verifications, (12) no response, (6) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	24	23	1
Estella Maxey	20	20	0
Total	44	43	1

We have completed 98% of certifications for this month. According to PIC submission we have reported 99.40 % certifications for dates through February 28, 2023.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	4	0	0
Estella Maxey	8	0	0
Total	12	0	0

Percentage of Rent Collected

99% of the rent for March was collected, we did not meet our goal of 100%.

Last Quarterly Average was: 96% for Jan-Feb-March

Occupancy Percentage

The occupancy percentage for March was 87%; we did not meet our goal of 97%.

Last Quarterly Average was 88% for Jan-Feb-March

Maintenance Report

Staff

Total Employees – 11 regular employees, 1 Temporary Staff, 2 Vacant position Aide B EM / Utility Laborer KR

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	132	81%	26
Estella Maxey	103	88%	12
Total	271	85%	38

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 2.86 days which is well within our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	42	42	0
Over 24 hours	0	0	0
Total	42	42	0

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all emergency work orders within the established goal.

March Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
72.37	41.12	56.64	172.00

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
155.44	98.04	45.78	299.06

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 299, this puts us over by 279 days.

March Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	257	286	90%
Estella Maxey	304	362	84%
Overall Occupancy	561	648	87%

Public Housing consists of 652 dwelling units, four are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 22 - 23

Community	Total apts.	Units Inspected	21 -22 Annual Inspection Work Orders Y.T.D.
Kate Ross	288	0	18
Estella Maxey	362	0	71
Overall	650	650	89

Fleet Vehicle Inspection

Total Vehicles Inspected (11)– no major repairs. 2 trailer tires replaced at EM.

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes Gas Meter Repair/Service/Pest Control (all sites)

Accident-free days by staff FY 2022/2023

Maintenance staff has accumulated 73 accidents free days with (0) loss time days for the month of March and (83) loss time days from PREVIOUS 2022 - year injury. We strive for safety in the workplace to be a priority. A morning safety briefing is conducted daily at the Maintenance including hands on training and video programs.

Expenditures

Monthly Budget	\$30,730.00
March 2023	\$19,186.00

Expenditures: Monthly Make Ready Supplies, Hot water heaters, AC calls and water main repair.

Security Report for March 2023

		WACO HOUSING AUTHORITY		Mar-23
		SECURITY REPORT		
CRIMINAL OFFENSES	ESTELLA MAXEY		KATE ROSS	
	MONTH	YTD	MONTH	YTD
HOMICIDE				
ROBBERY				
ASSAULTS				
Agg. Assault				
Sexual Offense				
Simple Assault	2	7	2	4
Family Violence	1	7	1	3
BURGLARY				
Habitation		1	1	1
Auto		1		1
AUTO THEFTS/REC				
ARSON				
Criminal Trespass	1	3	2	3
CRIMINAL MISCHIEFS				
WEAPON VIOLATIONS				
DRUG ARREST				
Felony				
Misdemeanor				
DRUGS CONFISCATED		1gr		
Pills				
HOUSING RELATED				
CALLS OF SERVICE				
Other Agency	8	42	17	36
Security	6	19	8	18
Assist				
INCIDENT REPORTS				
Other Agency	7	38	10	24
Security	4	17	5	13
Assist				
	191.5	1121.25	147.5	986.75

Section 8 Board Report – March 2023

The Section 8 Department has leased a total of 2579 vouchers for income eligible families. The following is an account of vouchers leased by McLennan County, Hill County and Somervell County:

Waiting Lists and Vouchers Utilized

	Number of Applicants on the Waiting List	Number of Tenants
Waco	1157	2388
Hill County	0	171
Somervell County	0	201
Totals	1157	2579

The Waiting List is closed for McLennan County, Hill County and Somervell County.

There are 107 **applicant families searching** for a place to live at this time.

Waco	102
Hill County	5
Somervell County	0
Total	107

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through March 2023.

Homeownership

The Homeownership Program is now assisting 13 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	1
Number Searching in Waco	10
Number Passed/Pending Inspection	4
Number housed in Waco	61
Ineligible	212
Total	87%

Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	3
Number Passed/Pending Inspection	0
Number Housed in Waco	75
Ineligible	71
Total	94%

EHV (Emergency Housing Vouchers)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	6
Number Passed/Pending Inspection	0
Number housed in Waco	31
Ineligible	11
Total	47%

FYI (Foster Youth Initiative)

Number Pending (Referral/Orientation)	1
Number Searching in Waco	0
Number Passed/Pending Inspection	0
Number Housed in Waco	2
Ineligible	13
Total	8%

HUD Reports

There are no reports due at this time.

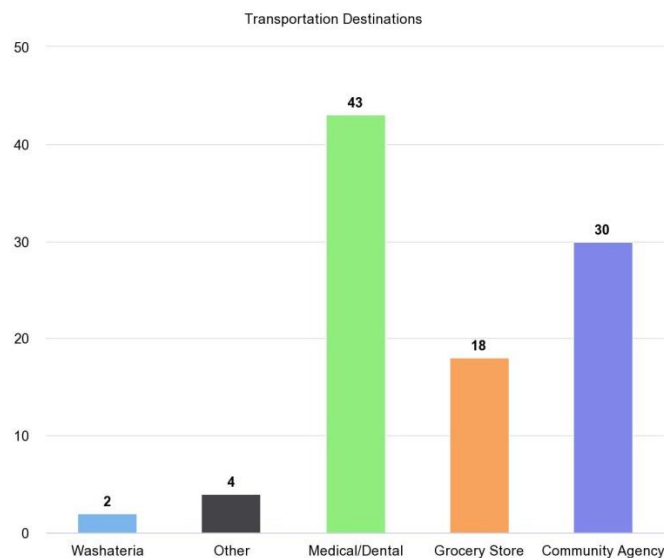
Staff

There are two vacancies at the McLennan County Office. There is one vacancy at Hill or Somervell County Offices.

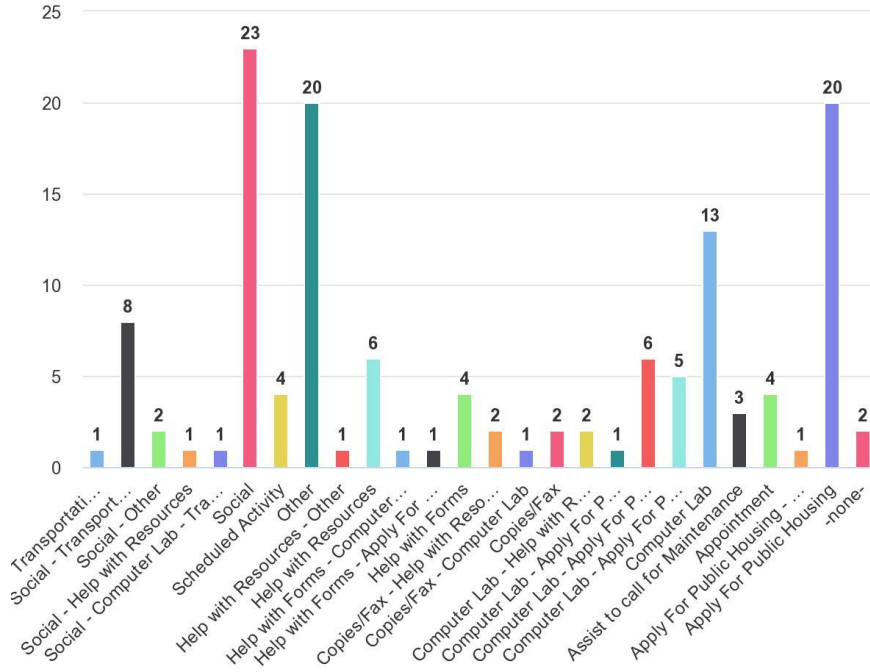
Community Services March 2023 Report

March Activity Highlights

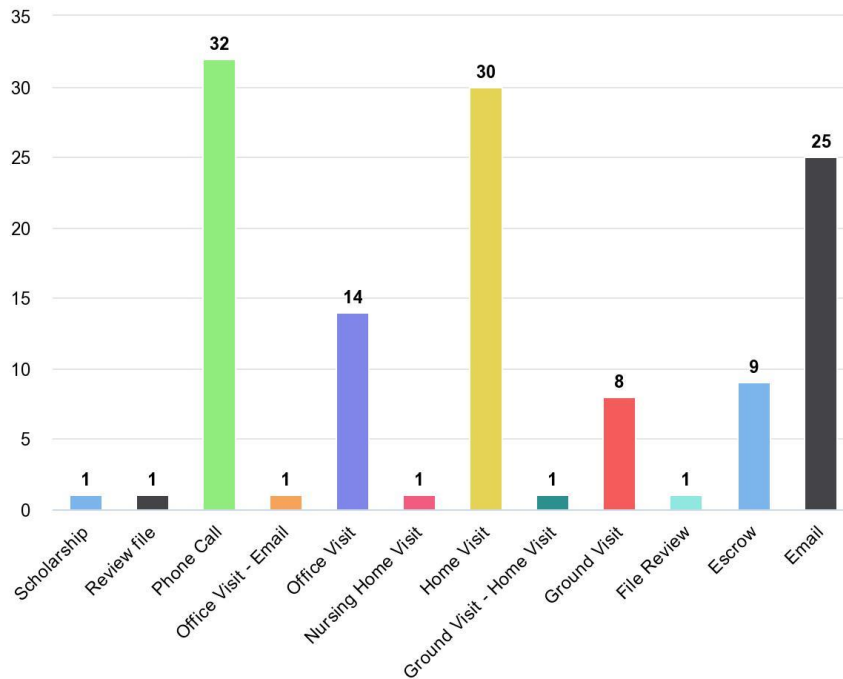
- ❖ Spring Break Zoo Trip
- ❖ Spring Break Dr. Pepper Museum Presentation
- ❖ South Terrace Easter Egg Hunt
- ❖ Kate Ross Kids Transported home from tutoring Tuesdays and Thursdays
- ❖ Kids Computer Labs
- ❖ Voice Activities at South Terrace
- ❖ Warrior Waco Soccer at Estella Maxey
- ❖ New Tutoring Program at Estella Maxey by Mosaic
- ❖ Mentor Waco at Estella Maxey



Walk Ins



Services Provided



March 2023 Family Self Sufficiency Program

Coordinator: CaSaundra Foreman and Coordinator: Crystal Anthony, MSED

FSS Participants	
Total: Public Housing Current-8/Grant 2022-9	Total: S8/RAD Current-47/Grant 2022-49
TOTAL CURRENT PARTICIPANTS- 55	
TOTAL GRANT 2022 PARTICIPANTS- 58	

Monthly ESCROW	
Total: Public Housing \$1113.00	Total: S8/RAD \$5378.00
TOTAL ESCROW DEPOSIT: \$6491.00	
INTEREST NOT INCLUDED	

Activities for the Month of March

- Attended webinar “National Consumer Protection” week
- Attended NAHRO FSS training
- Assisted with Youth Service Spring Break activities
- Assisted with Spring and Easter activities / decorations
- Mailed welcome packets to potential new participants
- Continued preparing Current Participants for new Contract of Participation (required by HUD for all Participants)
- Continued to update FSS documents
- Continued to work with IT to move toward streamlining and moving to electronic processing
- Participants Meetings: March 14th – Guest Speaker – Upskill & Ester’s Closet
- Community Service Team Building
- United Way Community Investment Council
- Electronic Pre-enrollment form completed placed on Updated website
- Cross Trained with Community Service Staff
- Attended HOTMA Income and Assets training
- Submitted FSS Program Outline

Activities Planned for April

- Participants (In person luncheon) and Advisory Board Meetings: April 11th and 12th
- Community Service Team Building
- United Way Community Investment Council
- Take NAHRO Certification Exam
- NAHRO Peer Support Training
- NAHRO Client Engagement Training (2 days)
- Cross Training

Community Collaborations

- Met with Seniors during activities
- NeighborWorks Homebuyer Education
- Grassroots
- STARRY
- Texas Rent Relief
- Section 8 Homeownership Program

- Waco Housing Stabilization Program
- Texas Workforce Commission
- UpSkill & Ester's Closet
- Waco PD

March Outreach Activities

- Mass Email sent to Section 8 Tenants
- Assisted 2 with NAHRO scholarship applications/wrote letters of recommendation
- 1 Participant passed Truck Driving Test
- Updated WHAA's FSS information on website
- Maintain recruiting efforts using FSS brochures during WHAA Community Service outreach/events, ground visits, Section 8 Orientation, and mail outs to potential clients.

FSS Family Attended Easter Egg Hunt



Youth Services: Al Davis, Coordinator – March, 2023

- ❖ Meetings – Mentor Waco (Recruiting Melody Grove students for Spring & Summer program)
- ❖ Attended Truancy update meetings with PCL officials from Waco High, J.H. Hines Elementary, Cesar Chavez and Indian Springs Middle Schools, University High School
- ❖ Transport Tutoring students from West Ave. Elementary
- ❖ Meetings – (AB) (Dr. Pepper Museum) – Spring & Summer Youth presentations – Kate Ross Presentation (Spring Break) (Steam ingredients for Dr. Pepper)(Black History Education & Facts
- ❖ Attended (GAPS Seminar) – Gang prevention workshop (South Terrace)
- ❖ Youth Field Trip (Spring Break)(Cameron Park Zoo)

- ❖ Meetings – Mission Waco
- ❖ Meetings – Voice Inc. – (revamped and continue activities in South Terrace, - grant money for community garden)
- ❖ Team Building activities (Community Service Staff)
- ❖ Meeting – (College trip – RB - planning stages and details)
- ❖ Community Outreach (Easter egg activities and handouts) – South Terrace
- ❖ Meeting (Indian Spring Middle School) – meet with Behavior Specialist and Family Support Specialist (LW)
- ❖ Meeting – Mosaic Ministry (MG) – Tutoring program for Estella Maxey (Melody Grove)
- ❖ Meeting – (DB) – Youth Summit Program (Summer plans and activities)

Activities planned for April

- ❖ Community Service (Night Walk) – Collaboration with Mgmt and Waco Police Dept.
- ❖ Cross Training (Community Service Staff – Overview on other Job positions and duties)
- ❖ Meeting – Juan Carreon (Hiz House Minitries) – Youth Activities

Community Collaborations:

- ❖ Mosaic Church
- ❖ Starry Counseling Service
- ❖ (H.O.T.) Behavioral Health Network
- ❖ Dr. Pepper Museum
- ❖ Mentor Waco
- ❖ Voice Inc.
- ❖ Acts Church (Kidz Jam)
- ❖ Youth Summit Program
- ❖ Baylor University
- ❖ WISD

March Outreach Activities:

- ❖ Circulate Scholarship Information
- ❖ Oceans Behavioral Hospital Waco (Referrals)
- ❖ Community Outreach (South Terrace – Easter Activities)



Dr. Pepper Museum Presentation at Kate Ross. The kids got to make and drink their own soda!



Seniors helped serve hotdogs at Dr. Pepper Museum Event



Dr. Pepper Board Member Anthony who grew up at KR.



Spring Break Zoo Trip



Elderly & Disabled Services March Report – Briotony Porter

Activities for the Month of March:

- ❖ April Activity Planning
- ❖ Team Building Exercise
- ❖ Medicare Training – McLennan Community College
- ❖ Employee Meetings
- ❖ Outreach regarding Property Sale
- ❖ Sort & Decision-Making Webinar
- ❖ Operational Manual Draft
- ❖ Staff Meeting
- ❖ Spring Outreach Event at South Terrace
- ❖ Kate Ross Meeting w/ Milet H.
- ❖ Cyber Security Training
- ❖ Cross Training w/ A.D
- ❖ Cross Training w/ C.A

Activities planned for April:

- ❖ Please see the attachment for the April calendar of events.

Community Collaborations:

- ❖ April Strickland w/ Texas A&M AgriLife Extension
- ❖ Caritas Veterans Program
- ❖ Endeavors
- ❖ Heart of Texas Behavior Network Respite Center
- ❖ Community Resource Coordination Group
- ❖ Friends for Life
- ❖ United Healthcare
- ❖ Ridgecrest Retirement & Nursing Home
- ❖ Waco Family Medicine

March Outreach Activities:

- ❖ Spring Outreach Event – South Terrace
- ❖ Reached out to residents regarding property sale.



Senior Activities "What is Your Blueprint?"



Crafting with Ms. Green



Texas Agrilife Nutrition Class



Painting with Bri



Karaoke and Birthday Celebration



Seniors Learning in the Computer Lab

Voice Children's Program at South Terrace

March Attendance:

3/21 – 0 kids

3/23 -15 kids

3/28-WHA Easter Egg Hunt (approx 70)

3/30-18kids

Resident Services – Earnest Ward

South Terrace:

- Meeting held with 2 residents attending. Management and J4 attended as well. Sewer line replacement schedule was discussed. Barbara with WHA brought residents cards with Allied Orion's maintenance phone number displayed so that residents know to call them in case of needing repairs. Management related office hours and explained they will soon have their own direct email addresses. Discussed Texas Rent Relief application process. Discussed light repairs. Community Services will be getting together Little Free Library for the office. Emily with Voice was a guest and she explained possible plans for a community garden and passed out an interest survey for the residents. More will be at the office.

Kate Ross:

- Meeting was held with 11 residents and 3 staff present.
- Mrs. Jackson opened the meeting.
- Mrs. Shield read the minutes from the previous meeting.
- Resident Council agreed to assist Transformation Waco schools with clear backpacks since this is a new policy. She mentioned if any residents hear that Kate Ross is being sold it is not true. She mentioned some units off site are being negotiated but it will not affect the other units. A meeting is scheduled for Milet to talk with residents in those areas.
- Management was present and residents did not express any concerns.




Estella Maxey:

- Meeting was scheduled but no residents attended.
- I met with Joey, president and Mr. Mack and we discussed having our meeting at 6pm with the time change since it's getting darker later. We would not conflict with the after-school programs being held. Mr. Mack suggested we should try having a meeting at 12 noon and at 6pm to see if we would have a better response. Joey said he's open to any idea.
- Resident Council officers agreed to assist with funds for clear backpacks for TW.
- Senior Exercise is held Tuesdays at 11pm at the Estella Maxey Community Center.





Planned Meetings For April:

- South Terrace 12th @ 4pm
- Kate Ross 19th @ 6pm
- Melody Grove 26th @ 12 & 6pm

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm Tutoring (EM) - 3:00pm Mentor Waco (EM) - 7pm	4 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	5 Board Games (EM) - 10am Exercise (EM) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	6 Easter Scavenger Hunt (KR) - 10am Exercise (KR) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	7 	8 Warrior Way (EM) 10am — Noon
9 	10 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm Tutoring (EM) - 3:00pm Mentor Waco (EM) - 7pm	11 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	12 The Price Is Right (EM) - 10am Exercise (EM) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	13 Coffee/Coloring (KR) - 10am Exercise (KR) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	14	15 Warrior Way (EM) 10AM — Noon
16	17 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm Tutoring (EM) - 3:00pm Mentor Waco (EM) - 7pm	18 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	19 Resident Council (KR) - 6PM Pokeno (EM) - 10AM Exercise (EM) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	20 Senior Field Trip (KR) - 10am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	21 	22 Warrior Way (EM) 10AM — Noon
23	24 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm Tutoring (EM) - 3:00pm Mentor Waco (EM) - 7pm	25 Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	26 Resident Council (EM) - 4PM Coffee/Crafts (EM) - 10am Exercise (EM) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	27 Bingo w/ Pamela (KR) - 10am Exercise (KR) - 11am Meals (EM/KR) - 3:30pm Kids Lab (EM/KR) - 3:30pm	28	29 Warrior Way (EM) 10AM — Noon
30						

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 All residents are welcome on Senior Field Trips. Please call the Resident Services Coordinator for more information at (254)752-0324, Ext. 315	3	4 Senior Field Trip (ST) - 10am VOICE Afterschool Breakout (ST) 4:30pm — 6pm	5	6 VOICE Afterschool Breakout (ST) 4:30pm — 6pm	7 	8
9 	10	11 Popcorn & Movie (ST) - 10am Exercise (ST) - 11am VOICE Afterschool Breakout (ST) 4:30pm — 6pm	12 Resident Council (ST) - 4PM 	13 VOICE Afterschool Breakout (ST) 4:30pm — 6pm	14	15
16	17	18 Crosswords/Coffee (ST) - 10am Exercise (ST) - 11am VOICE Afterschool Breakout (ST) 4:30pm — 6pm	19	20 VOICE Afterschool Breakout (ST) 4:30pm — 6pm	21 	22
23	24	25 Self-care w/ Autumn (ST) - 10am Exercise (ST) - 11am VOICE Afterschool Breakout (ST) 4:30pm — 6pm	26	27 VOICE Afterschool Breakout (ST) 4:30pm — 6pm	28	29
30						

Summary of Financial Statements

February 28, 2023

Public Housing

All Sites Expenses

- HUD Contribution – HUD’s subsidy calculation is 95% of estimated eligibility.
- Administrative Salaries – Expense is under budget since the new salary scale will not be in effect until employee’s yearly evaluation from hired date. The same for Maintenance Labor.
- Insurance - All insurance expenses were adjusted through February for this fiscal year to coincide with Texas Municipal League’s (Waco Housing’s carrier) charge breakdown.

Central Office Cost Center (COCC)

- Sundry – Contract employee expense was over budget \$2,400 for the Maintenance Director vacant position.
- Contract Cost – The expense was over budget \$3,200 for repairs to furnace and light pole.

Kate Ross (KR)

- Dwelling Rental – Occupancy is 85% for the month of February 2023.
- Labor – The expense remains low, as there are vacancies in the Maintenance department.
- Contract Cost – Expense was over budget \$5,657 for plumbing repairs, \$9,300 for two temporary maintenance labor, \$5,361 for the replacement of two furnaces, and the installation on three new windows for \$4,366.

Estella Maxey (EM)

- Dwelling Rental – Occupancy is 71%; therefore, rental income is under budget \$16,300.
- Proceeds from Insurance Claims – Proceeds are for WHA vehicle damages.
- Labor – The expense is under budget for the maintenance vacant position.
- Contract Cost – The expense was over budget \$4,476 for the installation of a new a/c unit, \$3,143 for light poles repairs and \$3,700 for maintenance temporary labor. A/c repairs and grounds contract were under budget \$5,700.

Section 8 - Admin

- Administrative Salaries – The expense is under budget \$28,600 due to several vacant positions in the Section 8 Department.
- Sundry – Contract employee expense was over budget \$8,600.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is \$3,245,901.
- Demolition/Disposition – South Terrace total HAP reserve is \$17,352.
- Grandview Demolition total HAP reserve is \$155,447.
- Foster Youth Initiative total HAP reserve is \$37,459.
- Mainstream Voucher Program total HAP reserve is \$263,471.
- Emergency Housing Voucher total HAP reserves is \$83,826.

Non-Profits

Raintree

- Interest Income- This shows a negative amount for the month to account for the loss of interest on the closing of the CDs prematurity for the purchase of the Ritchie Rd. property. This will be a negative on all the nonprofit properties except for Misty.
- Staff Training & Convention- This was for the Head Maintenance person to attend a Certified Pool Operator course. This was a split cost with Picadilly.
- Labor, Employee Benefit Payments- This is under budget due to a vacancy in one of the Assistant Maintenance positions. This affects Picadilly as well since this is normally a shared expense.
- Material- Several new appliances were replaced totaling \$3,428 causing this to be over budget for the month.

Cimmaron

- Proceeds for Insurance Claims- This amount was for a freeze damage claim.
- Other Income- The amount is over budget for the month due to tenant pet fees charged totaling \$800.
- Contract Cost- A tub was replaced and associated plumbing and floor repairs were done costing \$2,450.

Hunnington

- Proceeds for Insurance Claims- This amount was also for a freeze damage claim.
- Contract Cost- A tub was replaced and associated plumbing and floor repairs were done costing \$2,700 and a separate building repair was made for \$1,252.
- Extraordinary Maintenance- Repairs were made as a result of the freeze damage.

Misty

- Contract Cost- The new windows were trimmed out in the amount of \$1,155.

Picadilly

- There were no other out of the routine income or expense amounts for Picadilly other than the ones already mentioned above.

WPEC II

- Interest Income- Funds continue to earn interest in the checking account.

	Central Cost Center	Estella Maxey	Kate Ross	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total	
Income											
Dwelling rental		63,031.32	67,163.15		98,185.00	52,141.16	34,930.71	4,852.00	8,540.00	328,843.34	
Excess Utilities		9,452.47	8,220.80							17,673.27	
Total Rental Income		-	72,483.79	75,383.95	-	98,185.00	52,141.16	34,930.71	4,852.00	8,540.00	346,516.61
Mgmt. & Admin. Fees Rev.	142,328.77	9,790.97	7,692.91	151,094.00						310,906.65	
Donations to Scholarship Fd.					1.08					1.08	
CFP Tranf In-site Expenses		7,638.21	14.85							7,653.06	
Proceeds Insurance Claims		1,720.28				8,278.44	4,552.37			14,551.09	
Interest on Investments	580.57	4,872.67	3,073.47	2,004.27	(5,683.53)	(3,382.36)	(2,303.86)	(2,219.67)	125.24	(2,933.20)	
Other Income		5,433.38	4,177.51	595.50	1,630.05	2,430.30	702.50	40.00	270.00	15,279.24	
Operating Transfer In		11,328.83	9,031.66							20,360.49	
HUD Contributions		176,006.00	109,912.50							285,918.50	
Total Operating Income	142,909.34	216,790.34	133,902.90	153,693.77	(4,052.40)	7,326.38	2,951.01	(2,179.67)	395.24	651,736.91	
Total Income	142,909.34	289,274.13	209,286.85	153,693.77	94,132.60	59,467.54	37,881.72	2,672.33	8,935.24	998,253.52	
Expenses											
Administrative Salaries	88,166.59	17,567.31	15,188.75	44,789.71	7,331.52	4,243.53	2,887.37	285.69	670.02	181,130.49	
Legal		1,207.36	948.64	1,935.50						4,091.50	
Staff Training & Travel	1,663.00	496.30	973.73	618.00	336.00			14.00		4,101.03	
Audit Fees	577.78	1,733.33	1,386.67	3,887.38	1,876.62	1,197.16	736.09	72.80	161.78	11,629.61	
Sundry	13,350.44	12,543.63	9,645.19	27,585.29	3,418.02	1,746.90		124.91	270.36	68,684.74	
Mgmt. & Bkpg. Fees Exp.		30,763.41	27,099.19	30,218.80	25,528.10	13,556.70	10,246.20	533.72	939.40	138,885.52	
Total Admin. Expenses	103,757.81	64,311.34	55,242.17	109,034.68	38,490.26	20,744.29	13,869.66	1,031.12	2,041.56	408,522.89	
Total Tenant Serv. Expenses		13,622.24	10,923.36							24,545.60	
Total Utility Expenses	3,108.64	54,652.00	40,222.92	902.19	11,493.36	5,806.99	3,882.67	121.75	812.16	121,002.68	
Labor		16,095.14	15,029.52		5,769.22	5,225.45	3,116.91	240.39	825.05	46,301.68	
Materials	502.69	3,132.84	6,162.28	499.27	5,195.37	1,652.42	980.91	724.09	214.96	19,064.83	
Contract Costs	6,354.28	35,383.50	43,855.82	1,390.95	8,795.97	6,662.06	7,489.99	1,108.32	1,956.43	112,997.32	
Total Maint & Operations	6,856.97	54,611.48	65,047.62	1,890.22	19,760.56	13,539.93	11,587.81	2,072.80	2,996.44	178,363.83	
Employee Benefits	19,662.56	12,517.51	11,327.36	11,698.03	3,570.40	2,943.46	1,764.33	145.33	462.90	64,091.88	
Insurance	290.12	11,378.26	16,657.54	75.74	9,140.53	4,565.33	2,271.20	247.40	448.68	45,074.80	
Collection Losses		7,809.47	1,050.36							8,859.83	
Non-Routine Exp (non apt exp)					97.43	186.95	2,699.78			2,984.16	
Depreciation Expense					14,135.58	7,696.33	5,187.00	272.61	2,789.42	30,080.94	
Total General Expenses	19,952.68	31,705.24	29,035.26	11,773.77	26,943.94	15,392.07	11,922.31	665.34	3,701.00	151,091.61	
Total Expenses	133,676.10	218,902.30	200,471.33	123,600.86	96,688.12	55,483.28	41,262.45	3,891.01	9,551.16	883,526.61	
Profit/Loss	9,233.24	70,371.83	8,815.52	30,092.91	(2,555.52)	3,984.26	(3,380.73)	(1,218.68)	(615.92)	114,726.91	

Central Cost

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -
3430 Mart Management Fees	\$ 24,600.00	\$ 10,250.00	\$ 2,537.27	\$ 11,358.33	\$ 1,108.33
3440 Mgmt./Adm.Fees fr.Non-Profits	\$ 582,500.00	\$ 242,708.35	\$ 49,639.90	\$ 247,664.77	\$ 4,956.42
3450 Asset Management Fee fr.Sites	\$ 570,200.00	\$ 237,583.30	\$ 40,378.72	\$ 205,750.46	\$ (31,832.84)
3460 Mgmt./Adm.Fees fr.Sect.8	\$ 399,300.00	\$ 166,375.00	\$ 32,289.00	\$ 162,118.60	\$ (4,256.40)
3470 Mgmt./Adm.Fees fr.CFP	\$ 199,700.00	\$ 83,208.35	\$ 17,483.88	\$ 77,278.27	\$ (5,930.08)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on Investments	\$ 3,800.00	\$ 1,583.35	\$ 580.57	\$ 3,519.34	\$ 1,935.99
3650 Interest Inc.-Mortgages	\$ -	\$ -	\$ -	\$ -	\$ -
3690 Other Income	\$ 1,000.00	\$ 416.65	\$ -	\$ 109.00	\$ (307.65)
9110.010 Oth.Inc.-Transfer from CFP	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 1,781,100.00	\$ 742,125.00	\$ 142,909.34	\$ 707,798.77	\$ (34,326.23)
EXPENSES					\$ -
4110 Administrative Salaries	\$ 1,204,900.00	\$ 502,041.65	\$ 88,166.59	\$ 477,737.05	\$ (24,304.60)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 200.00	\$ 83.35	\$ -	\$ -	\$ (83.35)
4140 Staff Training	\$ 10,200.00	\$ 4,249.95	\$ 1,599.75	\$ 4,612.65	\$ 362.70
4150 Travel Convention & Meetings	\$ 19,400.00	\$ 8,083.35	\$ 63.25	\$ 5,084.54	\$ (2,998.81)
4171 Auditing Fees	\$ 1,200.00	\$ 500.00	\$ 577.78	\$ 1,088.89	\$ 588.89
4190 Sundry	\$ 111,300.00	\$ 46,374.95	\$ 13,350.44	\$ 54,864.37	\$ 8,489.42
Total Admin Expense	\$ 1,347,200.00	\$ 561,333.25	\$ 103,757.81	\$ 543,387.50	\$ (17,945.75)
4310 Water	\$ 9,000.00	\$ 3,750.00	\$ 1,611.24	\$ 2,618.96	\$ (1,131.04)
4320 Electricity	\$ 13,000.00	\$ 5,416.65	\$ 1,066.00	\$ 6,013.26	\$ 596.61
4330 Gas	\$ 2,000.00	\$ 833.35	\$ 176.95	\$ 1,447.90	\$ 614.55
4390 Sewer	\$ 2,000.00	\$ 833.35	\$ 254.45	\$ 1,284.22	\$ 450.87
Total Utility Expense	\$ 26,000.00	\$ 10,833.35	\$ 3,108.64	\$ 11,364.34	\$ 530.99
4420 Material	\$ 4,100.00	\$ 1,708.35	\$ 502.69	\$ 2,166.49	\$ 458.14
4430 Contract Cost	\$ 40,300.00	\$ 16,791.60	\$ 6,354.28	\$ 22,937.26	\$ 6,145.66
Total Ordinary Maint. & Operation	\$ 44,400.00	\$ 18,499.95	\$ 6,856.97	\$ 25,103.75	\$ 6,603.80
4510.010 Workers Compensation	\$ 4,400.00	\$ 1,833.35	\$ (262.42)	\$ 1,174.66	\$ (658.69)
4510.040 Auto Insurance	\$ 1,800.00	\$ 750.00	\$ 519.63	\$ 1,085.75	\$ 335.75
4510.070 Crime / Dishonesty	\$ 100.00	\$ 41.65	\$ 3.49	\$ 26.89	\$ (14.76)
4510.090 Fire & Extend Coverage	\$ 200.00	\$ 83.35	\$ 29.42	\$ 70.34	\$ (13.01)
4540 Employee Benefit Payments	\$ 344,300.00	\$ 143,458.40	\$ 19,662.56	\$ 110,882.18	\$ (32,576.22)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ -	\$ 1,027.20	\$ 1,027.20
4570 FSS Jr League Loan Write-Off	\$ -	\$ -	\$ -	\$ -	\$ -
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ -	\$ 253.67	\$ 253.67
Total General Expenses	\$ 350,800.00	\$ 146,166.75	\$ 19,952.68	\$ 114,520.69	\$ (31,646.06)
Total Routine Expenses	\$ 1,768,400.00	\$ 736,833.30	\$ 133,676.10	\$ 694,376.28	\$ (42,457.02)
					\$ -
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 12,700.00	\$ 5,291.70	\$ 9,233.24	\$ 13,422.49	\$ 8,130.79

Kate Ross

Estella Maxey

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME										
Dwelling Rental	\$ 744,300.00	\$ 310,125.00	\$ 67,163.15	\$ 318,204.13	\$ 8,079.13	\$ 952,500.00	\$ 396,875.00	\$ 63,031.32	\$ 325,498.46	\$ (71,376.54)
Excess Utilities	\$ 88,100.00	\$ 36,708.35	\$ 8,220.80	\$ 33,162.09	\$ (3,546.26)	\$ 101,500.00	\$ 42,291.65	\$ 9,452.47	\$ 41,211.80	\$ (1,079.85)
Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ 832,400.00	\$ 346,833.35	\$ 75,383.95	\$ 351,366.22	\$ 4,532.87	\$ 1,054,000.00	\$ 439,166.65	\$ 72,483.79	\$ 366,710.26	\$ (72,456.39)
Management Fee from CFP	\$ 87,800.00	\$ 36,583.35	\$ 7,692.91	\$ 34,002.46	\$ (2,580.89)	\$ 111,800.00	\$ 46,583.35	\$ 9,790.97	\$ 43,275.81	\$ (3,307.54)
CFP Trnsf. In-Site Expenses	\$ 59,500.00	\$ 24,791.65	\$ 14.85	\$ 3,090.83	\$ (21,700.82)	\$ 64,700.00	\$ 26,958.35	\$ 7,638.21	\$ 7,694.91	\$ (19,263.44)
Proceeds fr Insurance Claims	\$ -	\$ -	\$ -	\$ 28,678.40	\$ 28,678.40	\$ -	\$ -	\$ 1,720.28	\$ 4,900.68	\$ 4,900.68
Interest on Investments	\$ 23,000.00	\$ 9,583.35	\$ 3,073.47	\$ 15,480.06	\$ 5,896.71	\$ 41,300.00	\$ 17,208.35	\$ 4,872.67	\$ 20,410.31	\$ 3,201.96
Jr.League Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ 58,800.00	\$ 24,500.00	\$ 4,177.51	\$ 24,757.13	\$ 257.13	\$ 65,900.00	\$ 27,458.35	\$ 5,433.38	\$ 28,003.37	\$ 545.02
Other Income-FSS Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income-Time Warner Cable	\$ 5,000.00	\$ 2,083.35	\$ 1,338.75	\$ 2,908.67	\$ 825.32	\$ 8,900.00	\$ 3,708.35	\$ 1,537.86	\$ 2,609.59	\$ (1,098.76)
Operating Transfer In (1406)	\$ 92,300.00	\$ 38,458.35	\$ 7,692.91	\$ 34,002.46	\$ (4,455.89)	\$ 117,500.00	\$ 48,958.35	\$ 9,790.97	\$ 43,275.81	\$ (5,682.54)
Total Operating Income	\$ 326,400.00	\$ 136,000.05	\$ 23,990.40	\$ 142,920.01	\$ 6,919.96	\$ 410,100.00	\$ 170,875.10	\$ 40,784.34	\$ 150,170.48	\$ (20,704.62)
Total HUD Contributions	\$ 1,143,500.00	\$ 476,458.35	\$ 109,912.50	\$ 512,005.19	\$ 35,546.84	\$ 1,482,600.00	\$ 617,750.00	\$ 176,006.00	\$ 751,674.76	\$ 133,924.76
Total Income	\$ 2,302,300.00	\$ 959,291.75	\$ 209,286.85	\$ 1,006,291.42	\$ 46,999.67	\$ 2,946,700.00	\$ 1,227,791.75	\$ 289,274.13	\$ 1,268,555.50	\$ 40,763.75
EXPENSES										
Administrative Salaries	\$ 314,300.00	\$ 130,958.30	\$ 15,188.75	\$ 85,318.40	\$ (45,639.90)	\$ 407,400.00	\$ 169,750.00	\$ 17,567.31	\$ 97,677.95	\$ (72,072.05)
Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expense	\$ 500.00	\$ 208.35	\$ 948.64	\$ 948.64	\$ 740.29	\$ 500.00	\$ 208.35	\$ 1,207.36	\$ 1,501.36	\$ 1,293.01
Staff Training	\$ 5,200.00	\$ 2,166.70	\$ 818.50	\$ 1,517.43	\$ (649.27)	\$ 5,500.00	\$ 2,291.70	\$ 298.75	\$ 1,185.80	\$ (1,105.90)
Travel & Conventions	\$ 2,600.00	\$ 1,083.30	\$ 155.23	\$ 466.66	\$ (616.64)	\$ 2,900.00	\$ 1,208.30	\$ 197.55	\$ 591.49	\$ (616.81)
Audit Fees	\$ 4,000.00	\$ 1,666.65	\$ 1,386.67	\$ 2,613.34	\$ 946.69	\$ 5,000.00	\$ 2,083.35	\$ 1,733.33	\$ 3,266.66	\$ 1,183.31
Sundry	\$ 100,700.00	\$ 41,958.40	\$ 9,645.19	\$ 47,433.06	\$ 5,474.66	\$ 111,400.00	\$ 46,416.85	\$ 12,543.63	\$ 54,752.85	\$ 8,336.00
Management Fees	\$ 339,600.00	\$ 141,499.95	\$ 27,099.19	\$ 130,605.82	\$ (10,894.13)	\$ 430,300.00	\$ 179,291.70	\$ 30,763.41	\$ 152,422.91	\$ (26,868.79)
Total Admin Expense	\$ 766,900.00	\$ 319,541.65	\$ 55,242.17	\$ 268,903.35	\$ (50,638.30)	\$ 963,000.00	\$ 401,250.25	\$ 64,311.34	\$ 311,399.02	\$ (89,851.23)
Tenant Services Salaries	\$ 163,300.00	\$ 68,041.65	\$ 10,223.93	\$ 56,930.61	\$ (11,111.04)	\$ 208,600.00	\$ 86,916.65	\$ 13,012.35	\$ 74,288.51	\$ (12,628.14)
Tenant Services-Recr., Etc.	\$ 5,000.00	\$ 2,083.35	\$ 121.93	\$ 6,848.61	\$ 4,765.26	\$ 5,000.00	\$ 2,083.35	\$ 152.39	\$ 10,374.53	\$ 8,291.18
Resident Council	\$ 100.00	\$ 41.65	\$ -	\$ -	\$ (41.65)	\$ 100.00	\$ 41.65	\$ -	\$ -	\$ (41.65)
Ten. Serv. Contr., Train., Spec. Needs	\$ 4,900.00	\$ 2,041.65	\$ 577.50	\$ 2,145.00	\$ 103.35	\$ 6,300.00	\$ 2,625.00	\$ 457.50	\$ 607.50	\$ (2,017.50)
Total Tenant Expense	\$ 173,300.00	\$ 72,208.30	\$ 10,923.36	\$ 65,924.22	\$ (6,284.08)	\$ 220,000.00	\$ 91,666.65	\$ 13,622.24	\$ 85,270.54	\$ (6,396.11)
EXPENSES										
Water	\$ 90,000.00	\$ 37,500.00	\$ 8,223.33	\$ 36,529.57	\$ (970.43)	\$ 121,000.00	\$ 50,416.65	\$ 9,149.72	\$ 48,869.75	\$ (1,546.90)
Electricity	\$ 150,000.00	\$ 62,500.00	\$ 11,077.44	\$ 56,603.13	\$ (5,896.87)	\$ 194,000.00	\$ 80,833.35	\$ 12,845.54	\$ 71,345.41	\$ (9,487.94)
Gas	\$ 80,000.00	\$ 33,333.35	\$ 9,307.71	\$ 62,249.21	\$ 28,915.86	\$ 108,000.00	\$ 45,000.00	\$ 19,356.88	\$ 76,142.57	\$ 31,142.57
Other Utility Expense	\$ 100,000.00	\$ 41,666.65	\$ 11,614.44	\$ 51,835.14	\$ 10,168.49	\$ 183,000.00	\$ 76,250.00	\$ 13,499.86	\$ 72,627.02	\$ (3,622.98)
Total Utility Expense	\$ 420,000.00	\$ 175,000.00	\$ 40,222.92	\$ 207,217.05	\$ 32,217.05	\$ 606,000.00	\$ 252,500.00	\$ 54,652.00	\$ 268,984.75	\$ 16,484.75
Labor	\$ 225,000.00	\$ 93,750.00	\$ 15,029.52	\$ 61,864.59	\$ (31,885.41)	\$ 301,100.00	\$ 125,458.35	\$ 16,095.14	\$ 95,740.25	\$ (29,718.10)
Material	\$ 65,800.00	\$ 27,416.55	\$ 6,162.28	\$ 39,567.46	\$ 12,150.91	\$ 75,000.00	\$ 31,250.00	\$ 3,132.84	\$ 22,303.91	\$ (8,946.09)
Contract Cost	\$ 161,300.00	\$ 67,208.35	\$ 37,188.63	\$ 159,120.07	\$ 91,911.72	\$ 256,500.00	\$ 106,875.00	\$ 27,085.33	\$ 131,296.02	\$ 24,421.02
Total Ordinary Maint. & Operation	\$ 452,100.00	\$ 188,374.90	\$ 58,380.43	\$ 260,552.12	\$ 72,177.22	\$ 632,600.00	\$ 263,583.35	\$ 46,313.31	\$ 249,340.18	\$ (14,243.17)
Protective Services Contract	\$ 80,700.00	\$ 33,625.00	\$ 6,667.19	\$ 35,758.56	\$ 2,133.56	\$ 90,000.00	\$ 37,500.00	\$ 8,298.17	\$ 40,363.58	\$ 2,863.58
Total Protective Services	\$ 80,700.00	\$ 33,625.00	\$ 6,667.19	\$ 35,758.56	\$ 2,133.56	\$ 90,000.00	\$ 37,500.00	\$ 8,298.17	\$ 40,363.58	\$ 2,863.58
Insurance	\$ 123,800.00	\$ 51,583.30	\$ 16,657.54	\$ 49,628.78	\$ (1,954.52)	\$ 81,800.00	\$ 34,083.30	\$ 11,378.26	\$ 32,352.58	\$ (1,730.72)
Payment in Lieu of Taxes (PILOT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefit Payments	\$ 241,100.00	\$ 100,458.25	\$ 11,327.36	\$ 62,095.97	\$ (38,362.28)	\$ 306,100.00	\$ 127,541.65	\$ 12,517.51	\$ 68,738.24	\$ (58,803.41)
Collection Losses	\$ 35,000.00	\$ 14,583.35	\$ 1,050.36	\$ 4,070.06	\$ (10,513.29)	\$ 27,800.00	\$ 11,583.35	\$ 7,809.47	\$ 17,049.89	\$ 5,466.54
Total General Expenses	\$ 399,900.00	\$ 166,624.90	\$ 29,035.26	\$ 115,794.81	\$ (50,830.09)	\$ 415,700.00	\$ 173,208.30	\$ 31,705.24	\$ 118,140.71	\$ (55,067.59)
Total Routine Expenses	\$ 2,292,900.00	\$ 955,374.75	\$ 200,471.33	\$ 954,150.11	\$ (1,224.64)	\$ 2,927,300.00	\$ 1,219,708.55	\$ 218,902.30	\$ 1,073,498.78	\$ (146,209.77)
EXPENSES										
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 2,292,900.00	\$ 955,374.75	\$ 200,471.33	\$ 954,150.11	\$ (1,224.64)	\$ 2,927,300.00	\$ 1,219,708.55	\$ 218,902.30	\$ 1,073,498.78	\$ (146,209.77)
Gr.L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Yr Adj Affecting Residual Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 9,400.00	\$ 3,917.00	\$ 8,815.52	\$ 52,141.31	\$ 48,224.31	\$ 19,400.00	\$ 8,083.20	\$ 70,371.83	\$ 195,056.72	\$ 186,973.52

Section 8 Admin

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	\$ 1,915,200.00	\$ 798,000.00	\$ 151,094.00	\$ 776,153.00	\$ (21,847.00)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on on Admin Reserve	\$ 34,200.00	\$ 14,250.00	\$ 2,004.27	\$ 10,708.00	\$ (3,542.00)
3690 Other Income	\$ 14,000.00	\$ 5,833.35	\$ 595.50	\$ 2,956.00	\$ (2,877.35)
Total Admin Income	\$ 1,963,400.00	\$ 818,083.35	\$ 153,693.77	\$ 789,817.00	\$ (28,266.35)
EXPENSES					
4110 Administrative Salaries	\$ 880,800.00	\$ 367,000.00	\$ 44,789.71	\$ 259,275.17	\$ (107,724.83)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 500.00	\$ 208.35	\$ 1,935.50	\$ 4,214.00	\$ 4,005.65
4140 Staff Training	\$ 10,000.00	\$ 4,166.65	\$ 618.00	\$ 629.65	\$ (3,537.00)
4150 Travel Convention & Meetings	\$ 2,500.00	\$ 1,041.65	\$ -	\$ 633.48	\$ (408.17)
4171 Auditing Fees	\$ 8,100.00	\$ 3,375.00	\$ 3,887.38	\$ 7,326.20	\$ 3,951.20
4190 Sundry	\$ 217,150.00	\$ 90,479.20	\$ 27,585.29	\$ 81,419.02	\$ (9,060.18)
4196 Management Fee	\$ 383,030.00	\$ 159,595.85	\$ 30,218.80	\$ 155,230.60	\$ (4,365.25)
4220 Tenant Services Recreation	\$ 250.00	\$ 104.15	\$ -	\$ -	\$ (104.15)
4250 Reichenbach Program Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
4260 FSS Donations Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Expense	\$ 1,502,330.00	\$ 625,970.85	\$ 109,034.68	\$ 508,728.12	\$ (117,242.73)
4310 Water	\$ 2,900.00	\$ 1,208.35	\$ 396.26	\$ 746.56	\$ (461.79)
4320 Electricity	\$ 4,300.00	\$ 1,791.65	\$ 283.71	\$ 1,643.89	\$ (147.76)
4330 Gas	\$ 1,560.00	\$ 650.00	\$ 149.04	\$ 956.74	\$ 306.74
4390 Sewer	\$ 880.00	\$ 366.65	\$ 73.18	\$ 324.46	\$ (42.19)
Total Utility Expense	\$ 9,640.00	\$ 4,016.65	\$ 902.19	\$ 3,671.65	\$ (345.00)
4420 Material	\$ 2,700.00	\$ 1,125.00	\$ 499.27	\$ 1,786.80	\$ 661.80
4430 Contract Cost	\$ 25,550.00	\$ 10,645.80	\$ 1,390.95	\$ 8,531.76	\$ (2,114.04)
Total Ordinary Maint. & Operation	\$ 28,250.00	\$ 11,770.80	\$ 1,890.22	\$ 10,318.56	\$ (1,452.24)
					\$ -
4510.010 Workers Compensation	\$ 3,430.00	\$ 1,429.15	\$ (363.26)	\$ 906.04	\$ (523.11)
4510.020 General Liability Insurance	\$ 30.00	\$ 12.50	\$ 1.21	\$ 12.66	\$ 0.16
4510.040 Auto Insurance	\$ 2,270.00	\$ 945.85	\$ (23.24)	\$ 877.91	\$ (67.94)
4510.050 Public Officials Liability -E&O	\$ 50.00	\$ 20.85	\$ 2.44	\$ 23.69	\$ 2.84
4510.070 Crime / Dishonesty	\$ 60.00	\$ 25.00	\$ (2.36)	\$ 26.89	\$ 1.89
4510.090 Fire & Extend Coverage	\$ 280.00	\$ 116.65	\$ 32.29	\$ 118.19	\$ 1.54
4540 Employee Benefit Payments	\$ 379,660.00	\$ 158,191.65	\$ 11,698.03	\$ 68,768.94	\$ (89,422.71)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ -	\$ 147.06	\$ 147.06
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ -	\$ 27.84	\$ 27.84
4590 Admin Fee	\$ 32,200.00	\$ 13,416.65	\$ 428.66	\$ 13,501.55	\$ 84.90
Total General Expenses	\$ 417,980.00	\$ 174,158.30	\$ 11,773.77	\$ 84,410.77	\$ (89,747.53)
Total Routine Expenses	\$ 1,958,200.00	\$ 815,916.60	\$ 123,600.86	\$ 607,129.10	\$ (208,787.50)
EXPENSES					
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 5,200.00	\$ 2,166.75	\$ 30,092.91	\$ 182,687.90	\$ 180,521.15

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	\$ 56,300.00	\$ 23,458.35	\$ 4,335.94	\$ 22,380.26	\$ (1,078.09)
3610 Interest on on Admin Reserve	\$ 800.00	\$ 333.35	\$ -	\$ -	\$ (333.35)
3690.070 Misc. Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Income	\$ 57,100.00	\$ 23,791.70	\$ 4,335.94	\$ 22,380.26	\$ (1,411.44)
EXPENSES					
4110 Administrative Salaries	\$ 8,840.00	\$ 3,683.35	\$ 1,084.01	\$ 6,039.07	\$ 2,355.72
4171.000 Audit Fees	\$ 230.00	\$ 95.85	\$ 108.32	\$ 204.15	\$ 108.30
4196 Admin Fees	\$ 11,300.00	\$ 4,708.35	\$ 851.40	\$ 4,114.20	\$ (594.15)
4189/4190 Sundry	\$ 2,200.00	\$ 916.70	\$ 53.15	\$ 432.80	\$ (484.10)
Total Admin Expenses	\$ 22,570.00	\$ 9,404.25	\$ 2,096.88	\$ 10,790.02	\$ 1,385.77
4510.010 Workers Comp Insurance	\$ 50.00	\$ 20.85	\$ -	\$ -	\$ (20.85)
4540 Employee Benefit Payments	\$ 7,480.00	\$ 3,116.65	\$ 282.15	\$ 1,530.50	\$ (1,586.15)
4590 Admin Fee	\$ -	\$ -	\$ 80.96	\$ 404.80	\$ 404.80
4431 Building Repair Contract	\$ -	\$ -	\$ -	\$ -	\$ -
4430 Clean/Desinf Contr. Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 7,530.00	\$ 3,137.50	\$ 363.11	\$ 1,935.30	\$ (1,202.20)
Total Expenses	\$ 30,100.00	\$ 12,541.75	\$ 2,459.99	\$ 12,725.32	\$ 183.57
					\$ -
Residual Receipts (Profit/Loss)	\$ 27,000.00	\$ 11,249.95	\$ 1,875.95	\$ 9,654.94	\$ (1,595.01)

Section 8 HAP

Mainstream HAP

	Current Period	YTD Budget
INCOME		
3610.000 Interest on HAP Reserve	\$ -	\$ -
3610.030 Interest on VASH Reserve	\$ -	\$ -
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	\$ 595.50	\$ 2,956.00
3690.020 Other Income FSS Forfeitures	\$ -	\$ -
3690.080 Oth Inc fr Adm for Overleasing	\$ -	\$ -
8026.000 Contributions Earned- HAP	\$ 1,937,772.00	\$ 7,538,266.00
8026.240 Contr. Earned HAP - Katrina	\$ -	\$ -
8026.245 DVP Contributions Earned	\$ -	\$ -
8026.400 Contrib Earned HAP Liberty-RAD	\$ -	\$ -
8026.450 Contrib Earned HAP ST-RAD	\$ -	\$ -
8026.455 Contrib Earned HAP-ST Demolitio	\$ -	\$ 2,775.00
8026.456 Contib.S8HAP-Grandview Demo/Dis	\$ (34,231.00)	\$ (34,231.00)
8026.457 Contib. Earned S8 Foster Youth	\$ -	\$ -
8026.500 Contrib.-Vet.Affs.Supp.Hous.	\$ -	\$ -
8026.800 Contributions Earned- Mainstrea	\$ -	\$ -
TOTAL HAP INCOME	\$ 1,904,136.50	\$ 7,509,766.00
EXPENSES		
4715.010 HAP Occupied Units	\$ 1,230,300.00	\$ 5,873,948.00
4715.020 HAP Parkside Occ. Units	\$ 17,254.00	\$ 86,661.00
4715.030 HAP Damages	\$ -	\$ -
4715.040 HAP Tanglewood Occ. Units	\$ 300.00	\$ 1,428.00
4715.070 HAP Portability - In	\$ -	\$ -
4715.090 HAP - Portability - Out	\$ 59,356.30	\$ 348,305.00
4715.100 HAP Parkside-Portability-Out	\$ 1,777.00	\$ 8,885.00
4715.230 HAP Homeownership	\$ 4,104.00	\$ 25,510.00
4715.240 HAP Katrina	\$ -	\$ -
4715.245 HAP Disaster Vchr. Prog.	\$ -	\$ -
4715.400 HAP Liberty-RAD	\$ 25,871.00	\$ 131,143.00
4715.450 HAP ST-RAD	\$ 55,339.00	\$ 249,351.00
4715.451 HAP Grandview-RAD	\$ 5,242.00	\$ 31,038.00
4715.455 HAP ST Demolition/Disposition	\$ 37,064.00	\$ 169,068.00
4715.500 HAP Vet.Affs.Support.Hous.	\$ 40,892.00	\$ 141,189.00
4715.501 HAP - VASH - Portability - Out	\$ -	\$ -
4715.800 HAP Mainstream	\$ -	\$ -
4715.801 HAP Mainstream Port-Out	\$ -	\$ -
4715.910 HAP Hill Co. Occ. Units	\$ 77,811.00	\$ 368,032.31
4715.911 HAP Hillsboro Housing	\$ -	\$ -
4715.925 HAP Somervell Co.	\$ 13,405.00	\$ 51,154.00
4715.926 HAP Somervell Co. Port Out	\$ -	\$ -
4715.990 HAP Hill Co. Portability	\$ 16,532.00	\$ 88,301.00
4715.991 HAP Hillsboro Housing Port-Out	\$ -	\$ -
4716.000 UAP Occupied Units	\$ 18,824.00	\$ 73,140.00
4716.100 UAP Parkside Occ. Units	\$ 88.00	\$ 104.00
4716.130 UAP Tanglewood Occ. Units	\$ 54.00	\$ 54.00
4716.230 UAP Homeownership	\$ -	\$ -
4716.240 UAP Katrina	\$ -	\$ -
4716.245 UAP Disaster Vchr. Prog.	\$ -	\$ -
4716.400 UAP Liberty-RAD	\$ 303.00	\$ 1,734.00
4716.450 UAP ST RAD	\$ -	\$ -
4716.455 UAP-ST Demolition/Disposition	\$ 435.00	\$ 2,123.00
4716.500 UAP Vet.Affairs Support Hous.	\$ 186.00	\$ 1,028.00
4716.800 UAP Mainstream	\$ -	\$ -
4716.910 UAP Hill Co. Occ. Units	\$ 277.00	\$ 1,537.00
4716.911 UAP Hillsboro Housing	\$ -	\$ -
4716.925 UAP Somervell Co.	\$ 181.00	\$ 1,056.00
4717.000 UAP - Portability - Out	\$ 555.35	\$ 5,376.35
4717.100 UAP - Portability - In	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 1,606,150.65	\$ 7,660,165.66
RESIDUAL RECEIPTS (Profit/Loss)	\$ 297,985.85	\$ (150,399.66)

	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	\$ 54,185.00	\$ 183,667.00
TOTAL HAP INCOME	\$ 54,185.00	\$ 183,667.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	\$ 905.00	\$ 5,498.00
4715.800 HAP Mainstream	\$ 33,703.00	\$ 175,254.00
4716.800 UAP Mainstream	\$ 4.00	\$ 26.00
4716.801 UAP Mainstream Port-Out	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 34,612.00	\$ 180,778.00
RESIDUAL RECEIPTS (Profit/Loss)	\$ 19,573.00	\$ 2,889.00

	Raintree					Cimmaron					Misty				
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME															
3110 Dwelling Rental	\$ 1,148,800.00	\$ 478,666.65	\$ 98,185.00	\$ 489,352.25	\$ 10,685.60	\$ 610,170.00	\$ 254,237.50	\$ 52,141.16	\$ 259,663.16	\$ 5,425.66	\$ 100,600.00	\$ 41,916.65	\$ 8,540.00	\$ 42,620.00	\$ 703.35
Total Rental Income	\$ 1,148,800.00	\$ 478,666.65	\$ 98,185.00	\$ 489,352.25	\$ 10,685.60	\$ 610,170.00	\$ 254,237.50	\$ 52,141.16	\$ 259,663.16	\$ 5,425.66	\$ 100,600.00	\$ 41,916.65	\$ 8,540.00	\$ 42,620.00	\$ 703.35
3400 Donations to Scholarship Fd.	\$ -	\$ -	\$ 1.08	\$ 11.92	\$ 11.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,278.44	\$ 8,278.44	\$ 8,278.44	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ 14,750.00	\$ 6,145.85	\$ (5,683.53)	\$ 2,377.59	\$ (3,768.26)	\$ 8,930.00	\$ 3,720.85	\$ (3,382.36)	\$ 1,756.19	\$ (1,964.66)	\$ 2,000.00	\$ 833.35	\$ 125.24	\$ 669.47	\$ (163.88)
3690 Other Income	\$ 29,950.00	\$ 13,312.50	\$ 1,630.05	\$ 14,488.39	\$ 1,175.89	\$ 22,100.00	\$ 9,750.00	\$ 2,430.30	\$ 10,923.73	\$ 1,173.73	\$ 3,400.00	\$ 1,525.00	\$ 270.00	\$ 1,864.73	\$ 339.73
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 44,700.00	\$ 19,458.35	\$ (4,052.40)	\$ 16,877.90	\$ (2,580.45)	\$ 31,030.00	\$ 13,470.85	\$ 7,326.38	\$ 20,958.36	\$ 7,487.51	\$ 5,400.00	\$ 2,358.35	\$ 395.24	\$ 2,534.20	\$ 175.85
Total Income	\$ 1,193,500.00	\$ 498,125.00	\$ 94,132.60	\$ 506,230.15	\$ 8,105.15	\$ 641,200.00	\$ 267,708.35	\$ 59,467.54	\$ 280,621.52	\$ 12,913.17	\$ 106,000.00	\$ 44,275.00	\$ 8,935.24	\$ 45,154.20	\$ 879.20
EXPENSES															
4110 Administrative Salaries	\$ 97,000.00	\$ 40,105.00	\$ 7,331.52	\$ 38,741.38	\$ (1,363.62)	\$ 61,600.00	\$ 25,471.00	\$ 4,243.53	\$ 23,189.51	\$ (2,281.49)	\$ 8,800.00	\$ 3,639.00	\$ 670.02	\$ 4,170.39	\$ 531.39
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ 835.00	\$ 835.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 1,575.00	\$ 656.25	\$ 336.00	\$ 393.60	\$ (262.65)	\$ 650.00	\$ 270.85	\$ -	\$ 34.20	\$ (236.65)	\$ 100.00	\$ 41.65	\$ -	\$ 5.40	\$ (36.25)
4150 Travel	\$ 830.00	\$ 345.85	\$ -	\$ -	\$ (345.85)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ 3,900.00	\$ 1,625.00	\$ 1,876.62	\$ 3,536.71	\$ 1,911.71	\$ 2,500.00	\$ 1,041.65	\$ 1,197.16	\$ 2,256.19	\$ 1,214.54	\$ 300.00	\$ 125.00	\$ 161.78	\$ 304.89	\$ 179.89
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 41,150.00	\$ 16,000.00	\$ 3,418.02	\$ 26,884.14	\$ 10,884.14	\$ 20,590.00	\$ 9,600.00	\$ 1,746.90	\$ 9,207.15	\$ (392.85)	\$ 3,070.00	\$ 1,279.15	\$ 270.36	\$ 1,163.11	\$ (116.04)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 298,690.00	\$ 124,454.15	\$ 25,528.10	\$ 127,231.59	\$ 2,777.44	\$ 158,640.00	\$ 66,100.00	\$ 13,556.70	\$ 67,512.43	\$ 1,412.43	\$ 11,060.00	\$ 4,608.35	\$ 939.40	\$ 4,688.20	\$ 79.85
Total Admin Expense	\$ 443,145.00	\$ 183,186.25	\$ 38,490.26	\$ 197,622.42	\$ 14,436.17	\$ 243,980.00	\$ 102,483.50	\$ 20,744.29	\$ 102,199.48	\$ (284.02)	\$ 23,330.00	\$ 9,693.15	\$ 2,041.56	\$ 10,331.99	\$ 638.84
4310 Water	\$ 51,000.00	\$ 21,250.00	\$ 4,861.00	\$ 22,924.62	\$ 1,674.62	\$ 37,000.00	\$ 15,416.65	\$ 2,938.58	\$ 16,372.65	\$ 956.00	\$ 4,500.00	\$ 1,875.00	\$ 392.92	\$ 1,988.31	\$ 113.31
4320 Electricity	\$ 14,000.00	\$ 5,833.35	\$ 1,015.43	\$ 5,317.79	\$ (515.56)	\$ 9,000.00	\$ 3,750.00	\$ 949.85	\$ 4,342.65	\$ 592.65	\$ 600.00	\$ 250.00	\$ 40.94	\$ 234.03	\$ (15.97)
4390 Sewer	\$ 52,000.00	\$ 21,666.65	\$ 5,616.93	\$ 27,084.87	\$ 5,418.22	\$ 22,000.00	\$ 9,166.65	\$ 1,918.56	\$ 9,811.38	\$ 644.73	\$ 4,000.00	\$ 1,666.65	\$ 378.30	\$ 1,925.92	\$ 259.27
Total Utility Expense	\$ 117,000.00	\$ 48,750.00	\$ 11,493.36	\$ 55,327.28	\$ 6,577.28	\$ 68,000.00	\$ 28,333.30	\$ 5,806.99	\$ 30,526.68	\$ 2,193.38	\$ 9,100.00	\$ 3,791.65	\$ 812.16	\$ 4,148.26	\$ 356.61
4410 Labor	\$ 105,000.00	\$ 43,415.00	\$ 5,769.22	\$ 27,615.49	\$ (15,799.51)	\$ 70,300.00	\$ 29,068.00	\$ 5,225.45	\$ 28,080.80	\$ (987.20)	\$ 11,100.00	\$ 4,590.00	\$ 825.05	\$ 4,433.70	\$ (156.30)
4420 Material	\$ 42,635.00	\$ 17,764.55	\$ 5,195.37	\$ 29,152.87	\$ 11,388.32	\$ 16,820.00	\$ 7,008.35	\$ 1,652.42	\$ 8,036.92	\$ 1,028.57	\$ 1,455.00	\$ 606.20	\$ 214.96	\$ 1,335.04	\$ 728.84
4430 Contract Cost	\$ 144,070.00	\$ 60,029.20	\$ 8,762.47	\$ 79,593.50	\$ 19,564.30	\$ 50,940.00	\$ 21,225.05	\$ 6,623.87	\$ 28,427.65	\$ 7,202.60	\$ 13,530.00	\$ 5,637.50	\$ 1,950.40	\$ 10,714.12	\$ 5,076.62
Total Ordinary Maint. & Operation	\$ 291,705.00	\$ 121,208.75	\$ 19,727.06	\$ 136,361.86	\$ 15,153.11	\$ 138,060.00	\$ 57,301.40	\$ 13,501.74	\$ 64,545.37	\$ 7,243.97	\$ 26,085.00	\$ 10,833.70	\$ 2,990.41	\$ 16,482.86	\$ 5,649.16
4480 Contract Cost	\$ 400.00	\$ 166.65	\$ 33.50	\$ 167.50	\$ 0.85	\$ 460.00	\$ 191.65	\$ 38.19	\$ 190.95	\$ (0.70)	\$ 75.00	\$ 31.25	\$ 6.03	\$ 30.15	\$ (1.10)
Total Protective Services	\$ 400.00	\$ 166.65	\$ 33.50	\$ 167.50	\$ 0.85	\$ 460.00	\$ 191.65	\$ 38.19	\$ 190.95	\$ (0.70)	\$ 75.00	\$ 31.25	\$ 6.03	\$ 30.15	\$ (1.10)
4510.010 Workers Compensation	\$ 4,400.00	\$ 1,833.35	\$ (137.21)	\$ 1,220.55	\$ (612.80)	\$ 2,800.00	\$ 1,166.65	\$ (136.23)	\$ 773.37	\$ (393.28)	\$ 400.00	\$ 166.65	\$ (22.80)	\$ 113.68	\$ (52.97)
4510.020 General Liab Insurance	\$ 1,200.00	\$ 500.00	\$ 155.60	\$ 526.32	\$ 26.32	\$ 800.00	\$ 333.35	\$ 55.34	\$ 291.10	\$ (42.25)	\$ 120.00	\$ 50.00	\$ (9.20)	\$ 28.64	\$ (21.36)
4510.040 Auto Insurance	\$ 500.00	\$ 208.35	\$ 34.01	\$ 185.69	\$ (22.66)	\$ 320.00	\$ 133.35	\$ 29.87	\$ 126.15	\$ (72.60)	\$ 40.00	\$ 16.65	\$ 0.85	\$ 12.61	\$ (4.04)
4510.050 Public Officials Insurance	\$ 2,300.00	\$ 958.35	\$ 285.97	\$ 974.45	\$ 16.10	\$ 1,480.00	\$ 608.35	\$ 101.13	\$ 539.01	\$ (69.34)	\$ 220.00	\$ 91.65	\$ (17.27)	\$ 53.01	\$ (38.64)
4510.070 Crime / Dishonesty	\$ 70.00	\$ 29.15	\$ 3.49	\$ 26.89	\$ (2.26)	\$ 70.00	\$ 29.15	\$ 3.49	\$ 26.89	\$ (2.26)	\$ -	\$ -	\$ -	\$ -	\$ -
4510.090 Fire & Extend Coverage	\$ 51,000.00	\$ 21,250.00	\$ 8,798.67	\$ 20,952.15	\$ (297.85)	\$ 28,000.00	\$ 11,666.65	\$ 4,511.73	\$ 11,178.17	\$ (488.48)	\$ 2,850.00	\$ 1,187.50	\$ 497.10	\$ 1,183.86	\$ (3.64)
4540 Employee Benefit Payments	\$ 86,300.00	\$ 35,958.35	\$ 3,570.40	\$ 19,789.80	\$ (16,168.55)	\$ 51,450.00	\$ 21,437.60	\$ 2,943.46	\$ 16,712.44	\$ (4,725.16)	\$ 7,780.00	\$ 3,241.70	\$ 462.90	\$ 2,675.78	\$ (565.92)
4570 Collection Losses	\$ 580.00	\$ 145.00	\$ -	\$ 227.84	\$ 82.84	\$ 20.00	\$ 5.00	\$ -	\$ -	\$ (5.00)	\$ -	\$ -	\$ -	\$ -	\$ -
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 146,350.00	\$ 60,882.55	\$ 12,710.93	\$ 43,903.69	\$ (16,978.86)	\$ 84,920.00	\$ 35,380.10	\$ 7,508.79	\$ 29,647.13	\$ (5,732.97)	\$ 11,410.00	\$ 4,754.15	\$ 911.58	\$ 4,067.58	\$ (686.57)
Total Routine Expenses	\$ 998,600.00	\$ 414,194.20	\$ 82,455.11	\$ 433,382.75	\$ 19,188.55	\$ 535,420.00	\$ 223,689.95	\$ 47,600.00	\$ 227,109.61	\$ 3,419.66	\$ 70,000.00	\$ 29,103.90	\$ 6,761.74	\$ 35,060.84	\$ 5,956.94
EXPENSES															
4191.100 Employee Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 625.00	\$ -	\$ -	\$ (625.00)	\$ -	\$ -	\$ -	\$ -	\$ -
4191.200 Non-Apartment Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 2,083.35	\$ 186.95	\$ 4,245.04	\$ 2,161.69	\$ -	\$ -	\$ -	\$ -	\$ -
4191.300 Non-Apartment Public Relations	\$ 5,000.00	\$ 2,083.35	\$ 97.43	\$ 2,385.37	\$ 302.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Apartment Expenses	\$ 5,000.00	\$ 2,083.35	\$ 97.43	\$ 2,385.37	\$ 302.02	\$ 6,500.00	\$ 2,708.35	\$ 186.95	\$ 4,245.04	\$ 1,536.69	\$ -	\$ -	\$ -	\$ -	\$ -
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ 5,650.00	\$ 5,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4700 Scholarships Awarded	\$ 1,800.00	\$ 750.00	\$ -	\$ 2,000.00	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5999.000 Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ 1,800.00	\$ 750.00	\$ -	\$ 7,650.00	\$ 6,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ 185,000.00	\$ 77,083.35	\$ 14,135.58	\$ 70,451.21	\$ (6,632.14)	\$ 96,580.00	\$ 40,241.65	\$ 7,696.33	\$ 38,494.47	\$ (1,747.18)	\$ 35,000.00	\$ 14,583.35	\$ 2,789.42	\$ 13,822.54	\$ (760.81)
6110 G/L Disposition of Real Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 185,000.00	\$ 77,083.35	\$ 14,135.58	\$ 70,451.21	\$ (6,632.14)	\$ 96,580.00	\$ 40,241.65	\$ 7,696.33	\$ 38,494.47	\$ (1,747.18)	\$ 35,000.00	\$ 14,583.35	\$ 2,789.42	\$ 13,822.54	\$ (760.81)
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 1,190,400.00	\$ 494,110.90	\$ 96,688.12	\$ 513,869.33	\$ 19,758.43	\$ 638,500.00	\$ 266,639.95	\$ 55,483.28	\$ 269,849.12	\$ 3,209.17	\$ 105,000.00	\$ 43,687.25	\$ 9,551.16	\$ 48,883.38	\$ 5,196.13
Residual Receipts (Profit/Loss)	\$ 3,100.00	\$ 4,014.10	\$ (2,555.52)	\$ (7,639.18)	\$ (11,653.28)	\$ 2,700.00	\$ 1,068.40	\$ 3,984.26	\$ 10,772.40	\$ 9,704.00	\$ 1,000.00	\$ 587.75	\$ (615.92)	\$ (3,729.18)	\$ (4,316.93)

Hunnington

Picadilly

WPFC II

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ 415,600.00	\$ 173,166.65	\$ 34,930.71	\$ 175,326.36	\$ 2,159.71
Total Rental Income	\$ 415,600.00	\$ 173,166.65	\$ 34,930.71	\$ 175,326.36	\$ 2,159.71
3400.100 Youth Literacy Grant-Dollar Gen	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ 4,552.37	\$ 4,552.37	\$ 4,552.37
3610 Interest Income	\$ 7,400.00	\$ 3,083.35	\$ (2,303.86)	\$ (52.87)	\$ (3,136.22)
3690 Other Income	\$ 10,100.00	\$ 4,474.95	\$ 702.50	\$ 3,641.72	\$ (833.23)
3999 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 17,500.00	\$ 7,558.30	\$ 2,951.01	\$ 8,141.22	\$ 582.92
Total Income	\$ 433,100.00	\$ 180,724.95	\$ 37,881.72	\$ 183,467.58	\$ 2,742.63
EXPENSES					
4110 Administrative Salaries	\$ 36,790.00	\$ 15,210.00	\$ 2,887.37	\$ 14,960.07	\$ (249.93)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 390.00	\$ 162.50	\$ -	\$ 20.40	\$ (142.10)
4150 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ 1,530.00	\$ 637.50	\$ 736.09	\$ 1,387.24	\$ 749.74
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 14,610.00	\$ 7,399.95	\$ 1,164.22	\$ 6,519.52	\$ (880.43)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 108,040.00	\$ 45,016.65	\$ 9,081.98	\$ 45,584.85	\$ 568.20
Total Admin Expense	\$ 161,360.00	\$ 68,426.60	\$ 13,869.66	\$ 68,472.08	\$ 45.48
4310 Water	\$ 20,410.00	\$ 8,504.15	\$ 1,580.95	\$ 9,674.55	\$ 1,170.40
4320 Electricity	\$ 5,550.00	\$ 2,312.50	\$ 452.81	\$ 1,996.12	\$ (316.38)
4390 Sewer	\$ 20,940.00	\$ 8,725.00	\$ 1,848.91	\$ 11,164.18	\$ 2,439.18
Total Utility Expense	\$ 46,900.00	\$ 19,541.65	\$ 3,882.67	\$ 22,834.85	\$ 3,293.20
4410 Maint. & Operation Labor	\$ 42,000.00	\$ 17,367.00	\$ 3,116.91	\$ 16,749.93	\$ (617.07)
4420 Material	\$ 14,000.00	\$ 5,833.35	\$ 980.91	\$ 5,052.56	\$ (780.79)
4430 Contract Cost	\$ 41,190.00	\$ 17,162.55	\$ 7,467.21	\$ 25,679.20	\$ 8,516.65
Total Ordinary Maint. & Operation	\$ 97,190.00	\$ 40,362.90	\$ 11,565.03	\$ 47,481.69	\$ 7,118.79
4480 Contract Cost	\$ 270.00	\$ 112.50	\$ 22.78	\$ 113.90	\$ 1.40
Total Protective Services	\$ 270.00	\$ 112.50	\$ 22.78	\$ 113.90	\$ 1.40
4510.010 Workers Compensation	\$ 1,620.00	\$ 675.00	\$ (86.42)	\$ 461.50	\$ (213.50)
4510.020 General Liab Insurance	\$ 480.00	\$ 200.00	\$ 66.62	\$ 209.86	\$ 9.86
4510.040 Auto Insurance	\$ 150.00	\$ 62.50	\$ 15.12	\$ 59.56	\$ (2.94)
4510.050 Public Officials Insurance	\$ 890.00	\$ 370.85	\$ 122.65	\$ 388.69	\$ 17.84
4510.090 Fire & Extend Coverage	\$ 10,690.00	\$ 4,454.15	\$ 2,153.23	\$ 4,698.63	\$ 244.48
4540 Employee Benefit Payments	\$ 30,540.00	\$ 12,725.00	\$ 1,764.33	\$ 10,036.68	\$ (2,688.32)
4570 Collection Losses	\$ 3,870.00	\$ 967.50	\$ -	\$ -	\$ (967.50)
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 48,240.00	\$ 19,455.00	\$ 4,035.53	\$ 15,854.92	\$ (3,600.08)
Total Routine Expenses	\$ 353,960.00	\$ 147,898.65	\$ 33,375.67	\$ 154,757.44	\$ 6,858.79
EXPENSES					
4191.500 Dollar General Grant-Books	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Apartment Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ 2,699.78	\$ 2,699.78	\$ 2,699.78
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
5999.000 Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ 2,699.78	\$ 2,699.78	\$ 2,699.78
4800 Depreciation Expense	\$ 71,440.00	\$ 29,766.65	\$ 5,187.00	\$ 25,936.73	\$ (3,829.92)
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 71,440.00	\$ 29,766.65	\$ 5,187.00	\$ 25,936.73	\$ (3,829.92)
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 425,400.00	\$ 177,665.30	\$ 41,262.45	\$ 183,393.95	\$ 5,728.65
Residual Receipts (Profit/Loss)	\$ 7,700.00	\$ 3,059.65	\$ (3,380.73)	\$ 73.63	\$ (2,986.02)

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ 54,800.00	\$ 22,833.35	\$ 4,852.00	\$ 24,070.00	\$ 1,236.65
Total Rental Income	\$ 54,800.00	\$ 22,833.35	\$ 4,852.00	\$ 24,070.00	\$ 1,236.65
3400.100 Youth Literacy Grant-Dollar Gen	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ 3,050.00	\$ 1,270.85	\$ (2,219.67)	\$ 139.87	\$ (1,130.98)
3690 Other Income	\$ 1,950.00	\$ 845.85	\$ 40.00	\$ 385.31	\$ (460.54)
3999 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 5,000.00	\$ 2,116.70	\$ (2,179.67)	\$ 525.18	\$ (1,591.52)
Total Income	\$ 59,800.00	\$ 24,950.05	\$ 2,672.33	\$ 24,595.18	\$ (354.87)
EXPENSES					
4110 Administrative Salaries	\$ 3,800.00	\$ 1,572.00	\$ 285.69	\$ 1,555.91	\$ (16.09)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 70.00	\$ 29.15	\$ 14.00	\$ 16.40	\$ (12.75)
4150 Travel	\$ 50.00	\$ 20.85	\$ -	\$ -	\$ (20.85)
4171 Auditing Fees	\$ 150.00	\$ 62.50	\$ 72.80	\$ 137.20	\$ 74.70
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 2,020.00	\$ 987.50	\$ 124.91	\$ 659.94	\$ (327.56)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 6,020.00	\$ 2,508.35	\$ 533.72	\$ 2,647.70	\$ 139.35
Total Admin Expense	\$ 12,110.00	\$ 5,180.35	\$ 1,031.12	\$ 5,017.15	\$ (163.20)
4310 Water	\$ 3,000.00	\$ 1,250.00	\$ 110.25	\$ 503.27	\$ (746.73)
4320 Electricity	\$ 500.00	\$ 208.35	\$ 11.50	\$ 58.82	\$ (149.53)
4390 Sewer	\$ 400.00	\$ 166.65	\$ -	\$ -	\$ (166.65)
Total Utility Expense	\$ 3,900.00	\$ 1,625.00	\$ 121.75	\$ 562.09	\$ (1,062.91)
4410 Maint. & Operation Labor	\$ 4,500.00	\$ 1,860.00	\$ 240.39	\$ 1,150.66	\$ (709.34)
4420 Material	\$ 6,910.00	\$ 2,879.20	\$ 724.09	\$ 751.29	\$ (2,127.91)
4430 Contract Cost	\$ 12,670.00	\$ 5,279.20	\$ 1,108.32	\$ 2,440.13	\$ (2,839.07)
Total Ordinary Maint. & Operation	\$ 24,080.00	\$ 10,018.40	\$ 2,072.80	\$ 4,342.08	\$ (5,676.32)
4480 Contract Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ -	\$ -	\$ -	\$ -	\$ -
4510.010 Workers Comp. Insurance	\$ 190.00	\$ 79.15	\$ (73.81)	\$ 46.67	\$ (32.48)
4510.020 General Liab Insurance	\$ 50.00	\$ 20.85	\$ 5.85	\$ 18.81	\$ (2.04)
4510.040 Auto Insurance	\$ 20.00	\$ 8.35	\$ 1.77	\$ 7.01	\$ (1.34)
4510.050 Public Officials Insurance	\$ 80.00	\$ 33.35	\$ 10.60	\$ 34.64	\$ 1.29
4510.090 Fire & Extend Coverage	\$ 1,750.00	\$ 729.15	\$ 302.99	\$ 720.55	\$ (8.60)
4540 Employee Benefit Payments	\$ 3,400.00	\$ 1,416.70	\$ 145.33	\$ 818.21	\$ (598.49)
4570 Collection Losses	\$ 180.00	\$ 45.00	\$ -	\$ -	\$ (45.00)
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 5,670.00	\$ 2,332.55	\$ 392.73	\$ 1,645.89	\$ (686.66)
Total Routine Expenses	\$ 45,760.00	\$ 19,156.30	\$ 3,618.40	\$ 11,567.21	\$ (7,589.09)
EXPENSES					
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6110 G/L Disposition of Real Property	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
6130 Special Items, Net Gain/Loss	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ 10,800.00	\$ 4,443.75	\$ (1,218.68)	\$ 11,664.91	\$ 7,221.16

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ -	\$ -	\$ 1,854.08	\$ 9,841.52	\$ 9,841.52
3690 Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ -	\$ -	\$ 1,854.08	\$ 9,841.52	\$ 9,841.52
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ -	\$ -	\$ 1,854.08	\$ 9,841.52	\$ 9,841.52
EXPENSES					
4110 Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ -	\$ -	\$ -	\$ -	\$ -
4150 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ -	\$ -	\$ -	\$ -	\$ -
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ -	\$ -	\$ -	\$ -	\$ -
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4310 Water	\$ -	\$ -	\$ -	\$ -	\$ -
4320 Electricity	\$ -	\$ -	\$ -	\$ -	\$ -
4390 Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
Total Utility Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4410 Labor	\$ -	\$ -	\$ -	\$ -	\$ -
4420 Material	\$ -	\$ -	\$ -	\$ -	\$ -
4430 Contract Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Total Ordinary Maint. & Operation	\$ -	\$ -	\$ -	\$ -	\$ -
4480 Contract Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ -	\$ -	\$ -	\$ -	\$ -
4510.010 Workers Comp. Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4510.020 General Liab Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4510.040 Auto Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4510.050 Public Officials Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
4510.090 Fire & Extend Coverage	\$ -	\$ -	\$ -	\$ -	\$ -
4540 Employee Benefit Payments	\$ -	\$ -	\$ -	\$ -	\$ -
4570 Collection Losses	\$ -	\$ -	\$ -	\$ -	\$ -
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES					
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -
6110 G/L Disposition of Real Property	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
6130 Special Items, Net Gain/Loss	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Residual Receipts (Profit/Loss)	\$ -	\$ -	\$ 1,854.08	\$ 9,841.52	\$ 9,841.52

RESOLUTION NO. 3865

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH WACO EMERGENCY PLUMBING OF WACO, TEXAS IN THE AMOUNT OF \$239,000.00 FOR EMERGENCY SEWER LINE REPLACEMENT AT KATE ROSS.

- WHEREAS, the Modernization Department solicited sealed bids in accordance with procurement guidelines from qualified service providers
- WHEREAS, in addition, the advertisement was published in the Waco Tribune Herald on March 15, 2023, and
- WHEREAS, in addition to the advertisement, thirty-seven (37) plumbing and general contractors were notified by email, and
- WHEREAS, Waco Housing Authority & Affiliates received three (3) compliant bids, and
- WHEREAS, it was determined that Waco Emergency Plumbing submitted the lowest most responsive qualified bid, and
- WHEREAS, it is the recommendation of the President/CEO that the contract be awarded to Waco Emergency Plumbing, and
- WHEREAS, this resolution was considered at a regular meeting open to the public as required by law and notice of the time, place, and purpose of said meeting was given as required by Chapter 551 of the Texas Government Code:

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the Board of COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 13th day of April 2023.

Secretary

Chairperson of the Board

(SEAL)

Scope of Work

Emergency Sewer Line Replacement at Kate Ross Apartments

Project # 20230321

Bids submitted without the completed forms below, may be considered non-compliant.

Mail/Deliver SEALED bids to WHA, Attn: Kaitlin Dragoo, Procurement Contract Compliance Officer, P.O. Box 978, Waco, Texas 76703-0978 or 4400 Cobbs Dr, Waco, Texas

Deadline for bids will be **March 21, 2023 @ 5:30 p.m. CST**

WHA General Requirements & Procedures

1. Contractor will be responsible for locating all underground utilities before any underground work by making use of Texas 811. All 811 service tickets shall be emailed to MOD promptly.
2. Work must be confined to the areas directly related to the project. Access to site/unit must always be reasonably accessible. Safety Barriers must be used while construction/work has commenced per MUTCD 6D. Pedestrian and Worker Safety.
3. The Contractor will provide sanitary access per OSHA Standard # 1926.51 (c)(1). Use of property facilities are not allowed.
4. Contractor must provide electricity by generator for the duration of the project. Contractors, Sub-Contractors or anyone working under the contractor **CAN NOT** use the unit's (whether occupied or vacant) electricity to charge power tools or plug in any electrical equipment, unless given permission by MOD.
5. Contractors, Sub-Contractors or anyone working under the contractor may not park vehicles on or traverse landscaped areas, unless the vehicle is directly required to do the job at hand.
6. Any areas disturbed, altered or destroyed during the construction by equipment or vehicles of the Contractor, Sub-Contractor, or anyone working under the contractor will be restored to original condition by the contractor. This includes damage to landscaping, sidewalks, clothes lines, buildings, etc.
7. Application of materials will be as per Manufacturer recommendations, HUD specifications and City of Waco codes & specifications.
8. **City of Waco & Mart require that Contractors inquire if a permit is required for all potential construction.** Copies of Permits issued, and corresponding Inspections shall be emailed Kaitlin Dragoo prior to work start and

*If the Building Department does not require a permit/inspection, proof shall be emailed to MOD promptly.
9. WHA will provide the asbestos survey when required by the City Of Waco.
10. All salvage debris & material will become the property of the Contractor and removed daily. Disposal of material by the Contractor must be done in accordance with the TCEQ.
11. Neither Housing Authority and Affiliates or Rising Images employees are to accept any materials, gratuity, favors, or items that may be construed as a favor from a contractor or supplier.
12. All aspects of this project will be conducted in accordance with HUD 5370-EZ, General Conditions of the Construction Contract and other applicable forms provided in bid packages.

13. When the contract is complete, and certificate of completion is signed, the contractor has 10 WHA business days to provide all final paperwork. The final payment request will be processed only after all required paper work is received.
14. EPA strongly encourages the use of properly trained and appropriately certified individuals and firms for work subject to the RRP and LBPA in your pre-1978 properties. <https://www.epa.gov/sites/production/files/documents/rrp-hud-req-oct11.pdf>.
15. A pre-construction meeting must be set within 48 hours of contract awardment, by contacting Kaitlin Dragoo.
16. Contractor has 30 consecutive WHA working days (Monday through Thursday) to complete. Working hours are from 7:30A.M. through 5:00 P.M. **NO** work can be performed on WHA recognized holidays.
17. Weather Days. Per the 2007 edition of the AIA-A201 standard agreement 4.3.7.2, "If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction." Weather Day request must be communicated to Kaitlin Dragoo via email within 48 hours of use to be counted toward construction schedule.
18. Excessive inspection "hold points". If a construction delay of 3 – 5 days is incurred due to a scheduled inspection delay on the behalf of the AHJ, a 1-time construction workday addition of 3 – 5 WHA workday may be requested by the contractor. 1 request per inspection will be granted. Documentation and a simple request via email must be sent to Kaitlin Dragoo promptly.
19. Clarification or questions must be emailed to Kaitlin Dragoo.
20. Items to include with bid are listed as follows:
 - a) Contractor's Company Information Form
 - b) Bid form including base bid
 - c) Unit pricing (if applicable)
 - d) HUD 5369-A Form
 - e) Section 3 Clause Acknowledgement Form
 - f) Section 3 Business Self Certification Form
 - g) Contractor Section 3 Assurance of Compliance & Action Plan Form
 - h) Section 3 Contractor Self Certification Form- (if applicable)
 - i) Addenda Receipt
 - j) Insurance coverage made out to "WHA/Rising Images" or stating for "BID PURPOSES ONLY"
 - k) Bid Bond (if estimate is over \$50,000.00)
 - l) HUD Previous Participation Form (if contract was over \$50,000.00)
 - m) MBE/WBE (if applicable)

SCOPE OF WORK-

Objective:

Replacement of failing sewer line.

Scope Of Work

Demo approximately 1500 ' of 3"x 4' concrete side walk(side walk will not be replaced)haul off debris.

-Demo and replace up to 700' of 6" clay line (replace with schedule 40 PVC pipe and fittings) pipe should be installed with minimum of 1/8" fall for positive slope

-Demo and replace up to 1050' of 4" service lines (replace with schedule 40 PVC pipe and fittings) pipe should be installed with minimum of 1/8" fall for positive slope

-Replace 41 clean out/sewer services and tie onto 4" sewer main stubbed out of unit.(replace schedule 40 PVC pipe and fitting)

-Replace existing manhole with new standard man-hole (approx. 5" deep ,2-6" inlets 1-8" out let)

-Remove existing close lines and rod iron fence to make room for construction.

-Lay 41,000 ft.² of sod/seed.

-Re-grade 41,000 ft.² of terrain to slope properly away from the buildings currently the grade is severely sloping the wrong direction.

- Backfill with materials per city code for sewer replacement after excavation.

-Estimates will include labor, materials, permits & fees.

(All permits will be the responsibility of the contractor.)

(It will be the contractor's responsibility to call 811 for services locations.)

(All bids must include a 10K coverage for damaged water or gas line that may be damaged during the excavation process. If there is any damage's are over the initial 10k ,a change order will be assessed at that time .If there are no damages or the total of the 10k is not used to cover damages to utilities ,the remainder of the fund will subcontracted from the final invoice total.)

SECTION 02530 - SANITARY SEWERAGE

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Submittals: Coordination Drawings showing piping profiles and elevations at a horizontal scale of 1 inch equals 50 feet (1:500) and a vertical scale of 1 inch equals 5 feet (1:50). Indicate underground structures and show pipe types, sizes, and materials and elevations of other utilities crossing system piping.

PART 2 - PRODUCTS

2.1 PIPE AND FITTINGS

- A. Hub-and-Spigot, Cast-Iron Soil Pipe and Fittings: ASTM A 74 Service class, gray cast iron, for gasketed joints. Include ASTM C 564 rubber, compression-type gaskets.

- B. PVC Sewer Pipe and Fittings: ASTM D 3034, SDR 35, for gasketed joints. Include ASTM F 477 elastomeric seals.
- C. Precast Concrete Manholes: ASTM C 478 (ASTM C 478M), precast, reinforced concrete, with provision for rubber gasketed joints.
 - 1. Diameter: 48 inches (1200 mm) minimum, unless otherwise indicated.
 - 2. Ballast: Increase thickness of precast concrete sections or add concrete to base section, as required to prevent flotation.
 - 3. Base Section: 6-inch (150-mm) minimum thickness for floor slab and 4-inch (100-mm) minimum thickness for walls and base riser section, and having separate base slab or base section with integral floor.
 - 4. Riser Sections: 4-inch (100-mm) minimum thickness, and of length to provide depth indicated.
 - 5. Top Section: Eccentric-cone type, unless concentric-cone or flat-slab-top type is indicated. Top of cone of size that matches grade rings.
 - 6. Joint Sealant: ASTM C 990 (ASTM C 990M), bitumen or butyl rubber.
 - 7. Resilient Pipe Connectors: ASTM C 923 (ASTM C 923M), cast or fitted into manhole walls, for each pipe connection.
 - 8. Steps: **[Individual FRP steps or FRP ladder] [Individual FRP steps, FRP ladder, or ASTM A 615/A 615M, deformed, 1/2-inch (13-mm) steel reinforcing rods encased in ASTM D 4101, PP] [ASTM A 615/A 615M, deformed, 1/2-inch (13-mm) steel reinforcing rods encased in ASTM D 4101, PP] <Insert other>**, wide enough to allow worker to place both feet on 1 step and designed to prevent lateral slippage off step. Cast or anchor steps into sidewalls at 12- to 16-inch (300- to 400-mm) intervals. Omit steps if total depth from floor of manhole to finished grade is less than **[60 inches (1500 mm)] <Insert other>**.
 - 9. Grade Rings: Reinforced-concrete rings, 6- to 9-inch (150- to 225-mm) total thickness, to match diameter of manhole frame and cover.
 - 10. Protective Coating: Plant-applied, **[SSPC-Paint 16, coal-tar, epoxy-polyamide paint] <Insert other>**; **[10-mil (0.26-mm)] [15-mil (0.38-mm)] <Insert other>** minimum thickness applied to **[exterior] [exterior and interior] [interior]** surfaces.
 - 11. Manhole Frames and Covers: Ferrous; 24-inch (610-mm) ID by 7- to 9-inch (175- to 225-mm) riser with 4-inch- (100-mm-) minimum width flange and 26-inch- (660-mm-) diameter cover. Include indented top design with lettering cast into cover, using wording equivalent to "SANITARY SEWER."
 - a. Material: **[ASTM A 536, Grade 60-40-18 ductile] [ASTM A 48/A 48M, Class 35 gray]** iron, unless otherwise indicated.
- D. Gray-Iron Cleanouts: ASME A112.36.2M, round, gray-iron housing with clamping device and round, secured, scoriated, gray-iron cover. Include gray-iron ferrule with inside calk or spigot connection and countersunk, tapered-thread, brass closure plug. Use units with heavy-duty top-loading classification in vehicle-traffic service areas and medium-duty in paved foot-traffic areas.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install cleanout and extension to grade at connection of building sanitary drain and building sanitary sewer.
- B. Install piping beginning at low point, true to grades and alignment indicated with unbroken continuity of invert. Place bell ends of piping facing upstream.
- C. Install piping pitched down in direction of flow, at minimum slope of 2 percent, unless otherwise indicated, with 36-inch (1000-mm) minimum cover.
- D. Use manholes for changes in direction, unless fittings are indicated. Use fittings for branch connections, unless direct tap into existing sewer is indicated.
- E. Install hub-and-spigot, cast-iron soil pipe and fittings with rubber gaskets according to CISPI's "Cast Iron Soil Pipe and Fittings Handbook," Volume I. Use gaskets that match class of pipe and fittings.
- F. Install PVC pipe and gasketed fittings with gaskets according to ASTM D 2321.

3.2 FIELD QUALITY CONTROL

- A. Clean and inspect piping and structures.
- B. Test complete piping according to authorities having jurisdiction.

END OF SECTION 02530

SECTION 02530 - SANITARY SEWERAGE

PART 4 - GENERAL

4.1 SECTION REQUIREMENTS

- A. Submittals: Coordination Drawings showing piping profiles and elevations at a horizontal scale of 1 inch equals 50 feet (1:500) and a vertical scale of 1 inch equals 5 feet (1:50). Indicate underground structures and show pipe types, sizes, and materials and elevations of other utilities crossing system piping.

PART 5 - PRODUCTS

5.1 PIPE AND FITTINGS

- A. Hub-and-Spigot, Cast-Iron Soil Pipe and Fittings: ASTM A 74 Service class, gray cast iron, for gasketed joints. Include ASTM C 564 rubber, compression-type gaskets.
- B. PVC Sewer Pipe and Fittings: ASTM D 3034, SDR 35, for gasketed joints. Include ASTM F 477 elastomeric seals.
- C. Precast Concrete Manholes: ASTM C 478 (ASTM C 478M), precast, reinforced concrete, with provision for rubber gasketed joints.
 1. Diameter: 48 inches (1200 mm) minimum, unless otherwise indicated.
 2. Ballast: Increase thickness of precast concrete sections or add concrete to base section, as required to prevent flotation.
 3. Base Section: 6-inch (150-mm) minimum thickness for floor slab and 4-inch (100-mm) minimum thickness for walls and base riser section, and having separate base slab or base section with integral floor.
 4. Riser Sections: 4-inch (100-mm) minimum thickness, and of length to provide depth indicated.
 5. Top Section: Eccentric-cone type, unless concentric-cone or flat-slab-top type is indicated. Top of cone of size that matches grade rings.
 6. Joint Sealant: ASTM C 990 (ASTM C 990M), bitumen or butyl rubber.
 7. Resilient Pipe Connectors: ASTM C 923 (ASTM C 923M), cast or fitted into manhole walls, for each pipe connection.
 8. Steps: **[Individual FRP steps or FRP ladder] [Individual FRP steps, FRP ladder, or ASTM A 615/A 615M, deformed, 1/2-inch (13-mm) steel reinforcing rods encased in ASTM D 4101, PP] [ASTM A 615/A 615M, deformed, 1/2-inch (13-mm) steel reinforcing rods encased in ASTM D 4101, PP] <Insert other>**, wide enough to allow worker to place both feet on 1 step and designed to prevent lateral slippage off step. Cast or anchor steps into sidewalls at 12- to 16-inch (300- to 400-mm) intervals. Omit steps if total depth from floor of manhole to finished grade is less than **[60 inches (1500 mm)] <Insert other>**.
 9. Grade Rings: Reinforced-concrete rings, 6- to 9-inch (150- to 225-mm) total thickness, to match diameter of manhole frame and cover.
 10. Protective Coating: Plant-applied, **[SSPC-Paint 16, coal-tar, epoxy-polyamide paint] <Insert other>**; **[10-mil (0.26-mm)] [15-mil (0.38-mm)] <Insert other>** minimum thickness applied to **[exterior] [exterior and interior] [interior]** surfaces.
 11. Manhole Frames and Covers: Ferrous; 24-inch (610-mm) ID by 7- to 9-inch (175- to 225-mm) riser with 4-inch- (100-mm-) minimum width flange and 26-inch- (660-mm-) diameter cover. Include indented top design with lettering cast into cover, using wording equivalent to "SANITARY SEWER."
 - a. Material: **[ASTM A 536, Grade 60-40-18 ductile] [ASTM A 48/A 48M, Class 35 gray]** iron, unless otherwise indicated.

- D. Gray-Iron Cleanouts: ASME A112.36.2M, round, gray-iron housing with clamping device and round, secured, scoriated, gray-iron cover. Include gray-iron ferrule with inside calk or spigot connection and countersunk, tapered-thread, brass closure plug. Use units with heavy-duty top-loading classification in vehicle-traffic service areas and medium-duty in paved foot-traffic areas.

PART 6 - EXECUTION

6.1 INSTALLATION

- A. Install cleanout and extension to grade at connection of building sanitary drain and building sanitary sewer.
- B. Install piping beginning at low point, true to grades and alignment indicated with unbroken continuity of invert. Place bell ends of piping facing upstream.
- C. Install piping pitched down in direction of flow, at minimum slope of 2 percent, unless otherwise indicated, with 36-inch (1000-mm) minimum cover.
- D. Use manholes for changes in direction, unless fittings are indicated. Use fittings for branch connections, unless direct tap into existing sewer is indicated.
- E. Install hub-and-spigot, cast-iron soil pipe and fittings with rubber gaskets according to CISPI's "Cast Iron Soil Pipe and Fittings Handbook," Volume I. Use gaskets that match class of pipe and fittings.
- F. Install PVC pipe and gasketed fittings with gaskets according to ASTM D 2321.

6.2 FIELD QUALITY CONTROL

- A. Clean and inspect piping and structures.
- B. Test complete piping according to authorities having jurisdiction.

END OF SECTION 02530

SECTION 02300 - EARTHWORK

PART 7 - GENERAL

7.1 SECTION REQUIREMENTS

- A. Unit prices for rock excavation are included in Division 1 Section "Price and Payment Procedures."
- B. Unauthorized excavation consists of excavation below subgrade elevations or beyond indicated lines and dimensions without direction by Architect. Unauthorized excavation, as well as remedial work directed by Architect, shall be without additional compensation.
- C. Do not interrupt existing utilities serving facilities occupied by Owner or others unless permitted in writing by Architect and then only after arranging to provide temporary utility services according to requirements indicated.

PART 8 - PRODUCTS

8.1 MATERIALS

- A. Satisfactory Soil: ASTM D 2487 Soil Classification Groups GW, GP, GM, SW, SP, and SM; free of rock or gravel larger than 2 inches (50 mm) in any dimension, debris, waste, frozen materials, vegetation, or other deleterious matter.
- B. Unsatisfactory Soil: ASTM D 2487 Soil Classification Groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.
- C. Backfill and Fill: Satisfactory soil materials.
- D. Subbase Material: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand; ASTM D 2940; with at least 90 percent passing a 1-1/2-inch sieve and not more than 12 percent passing a No. 200 sieve.
- E. Bedding Course: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand; ASTM D 2940; except with 100 percent passing a 1-inch sieve and not more than 8 percent passing a No. 200 sieve.
- F. Drainage Course: Narrowly graded mixture of washed crushed stone, or crushed or uncrushed gravel; ASTM D 448; coarse-aggregate grading Size 57; with 100 percent passing a 1-1/2-inch sieve and 0 to 5 percent passing a No. 8 sieve.

PART 9 - EXECUTION

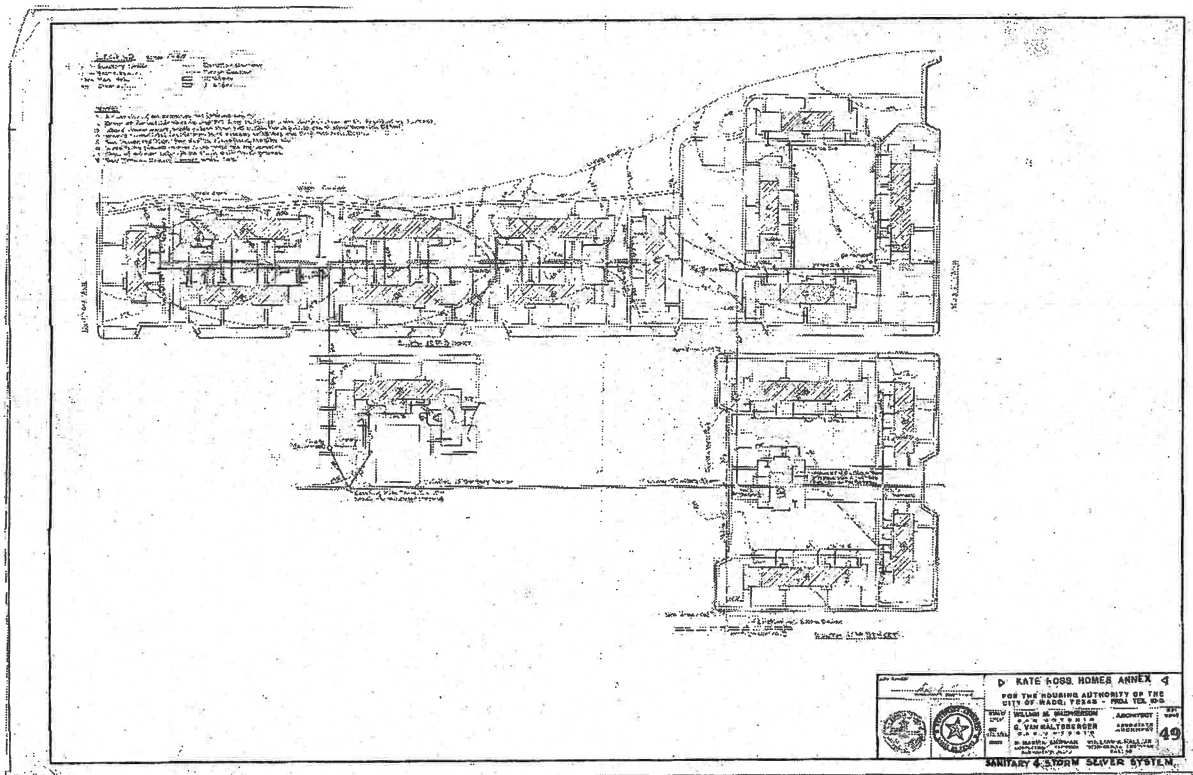
9.1 EARTHWORK

- A. Protect and maintain erosion and sedimentation controls, which are specified in Division 2 Section "Site Clearing," during earthwork operations.
- B. Protect subgrades and foundation soils from softening and damage by water, freezing temperatures, or frost.
- C. Explosives: **Do not use explosives.**
- D. Excavate to subgrade elevations regardless of character of materials and obstructions encountered.
- E. Excavate to subgrade elevations. Material to be excavated will be classified as earth and rock. Do not excavate rock until it has been classified and cross sectioned by Owner. The Contract Sum will be adjusted for rock excavation according to unit prices included in the Contract Documents.
- F. Excavate for structures, building slabs, pavements, and walkways. Trim subgrades to required lines and grades.
- G. Utility Trenches: Excavate trenches to indicated slopes, lines, depths, and invert elevations. Maintain 12 inches of working clearance on each side of pipe or conduit.
 1. Place, compact, and shape bedding course to provide continuous support for pipes and conduits over rock and other unyielding bearing surfaces and to fill unauthorized excavations.
 2. Place and compact initial backfill of satisfactory soil material or subbase material, free of particles larger than 1 inch, to a height of 12 inches over the utility pipe or conduit. Place and compact final backfill of satisfactory soil material to final subgrade.
- H. Plow strip or break up sloped surfaces steeper than 1 vertical to 4 horizontal to receive fill.
- I. When subgrade or existing ground surface to receive fill has a density less than that required for fill, break up ground surface, pulverize, moisture-condition or aerate soil, and recompact.
- J. Place backfill and fill in layers not more than 8 inches in loose depth at optimum moisture content. Compact each layer under structures, building slabs, pavements, and walkways to {95} percent of maximum dry unit weight according to ASTM D 698; elsewhere to 90 percent.
- K. Grade areas to a smooth surface to cross sections, lines, and elevations indicated. Grade lawns, walkways, and unpaved subgrades to tolerances of plus or minus 1 inch and pavements and areas within building lines to plus or minus 1/2 inch.
- L. Under pavements and walkways, place subbase course material on prepared subgrades and compact at optimum moisture content to required grades, lines, cross sections, and thicknesses.

- M. Under slabs-on-grade, place drainage course on prepared subgrade and compact to required cross section and thickness.
- N. Allow testing agency to inspect and test each subgrade and each fill or backfill layer and verify compliance with requirements.
- O. Remove surplus satisfactory soil and waste material, including unsatisfactory soil, trash, and debris, and legally dispose of it off Owner's property.

END OF SECTION 02300

Below you will find site photo, complex map key, sewer line blue prints , key out lining sections to be replaced ,and approximate footages.(actual footages to be verified by contractors)



Map Key : Red=work area
 Green =sewer line to be replaced

Footages : Main Line 6":700lf
 Lateral Line 4":1050lf

**HOUSING AUTHORITY OF THE CITY OF WACO, TEXAS
RESOLUTION NO. 3866**

RESOLUTION APPROVING WACO PUBLIC FACILITY CORPORATION II'S ISSUANCE, SALE, AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, Waco Public Facility Corporation II (the "Governmental Lender") was created by the Housing Authority of the City of Waco, Texas (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its Waco Public Facility Corporation II Multifamily Housing Governmental Note (South Terrace Apartments) Series 2023 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$5,000,000, to finance the rehabilitation of a multifamily housing residential rental development located at approximately 100 Kennedy Circle, Waco, Texas 76706, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Note shall never constitute any indebtedness or pledge of the Sponsor, the City of Waco or the State of Texas, within the meaning of any constitutional or statutory provision, and the holder of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Waco or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution).

Section 4. The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 80% of median gross income for the Waco area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Governmental Lender Resolution are hereby in all respects approved.

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, or documents as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

PASSED this 13th day of April, 2023.

Melli Wickliff, Chair of the Board

ATTEST:

Milet Hopping, Secretary

[End of Resolution.]

WACO HOUSING AUTHORITY & AFFILIATES

RESOLUTION NO. 3867

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES (THE "AUTHORITY") AUTHORIZING THE PRESIDENT/CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND PLACEMENT OF "AFFORDABLE" UNITS WITHIN, AVILA APARTMENTS LOCATED AT 5000 SANGER AVE., WACO, TEXAS 76710 (THE "PROJECT").

WHEREAS, Waco Public Facility Corporation (the "**PFC**") was created by the Authority pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "**Act**");

WHEREAS, the Authority desires for the PFC to purchase the Project;

WHEREAS, the PFC and Post 5000 Sanger, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement to be recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income;

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$26,780,000 (the "**Loan**") from Berkeley Point Capital LLC, a Delaware limited liability company, d/b/a NEWMARK ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or her designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents, including without limitation the Loan Documents, and other writings necessary and/or related to the forgoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority or her designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

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Passed this 13th day of April 2023.

Melli Wickliff, Chair of the Board

ATTEST:

Milet Hopping, Secretary

AGENDA
WACO PUBLIC FACILITY CORPORATION
Waco Housing Authority
Board Room
4400 Cobbs Dr.
Waco, Texas
April 13, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 116 A RESOLUTION BY THE WACO PUBLIC FACILITY CORPORATION (“WPFC”) BOARD OF DIRECTORS AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO:
 - 1. FACILITATE THE DEVELOPMENT OF THE SOUTH TERRACE APARTMENTS, WHICH CONSISTS OF AFFORDABLE HOUSING UNITS AND ASSOCIATED AMENITIES BUILT UPON LAND GROUND-LEASED FROM THE HOUSING AUTHORITY OF THE CITY OF WACO, TEXAS (“WHA”);
 - 2. CAUSE WPFC’S WHOLLY OWNED, SUBSIDIARY LIMITED LIABILITY COMPANY, SOUTH TERRACE WACO GP, LLC (THE “GENERAL PARTNER”) TO EXECUTE AN AMENDMENT TO THE AMENDED AND RESTATED AGREEMENT OF LIMITED PARTNERSHIP OF SOUTH TERRACE WACO, LP, A TEXAS LIMITED PARTNERSHIP (THE “PARTNERSHIP”), AND OTHER RELATED DOCUMENTS.
 - 3. CAUSE THE PARTNERSHIP TO ENTER INTO DEVELOPMENT FINANCING FOR THE PROJECT; AND
 - 4. CAUSE WPFC AND/OR THE GENERAL PARTNER AND/OR THE PARTNERSHIP TO EXECUTE ANY SUCH FURTHER DOCUMENTATION AS NECESSARY OR DESIRABLE TO ALLOW THE CONSUMMATION OF THE TRANSACTIONS DESCRIBED HEREIN.
 - RESOLUTION 117 A RESOLUTION OF THE BOARD OF DIRECTORS OF WACO PUBLIC FACILITY CORPORATION (“WPFC”) AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO:
 - 1. PURCHASE THAT CERTAIN IMPROVED REAL PROPERTY LOCATED AT 5000 SANGER AVE., WACO, TEXAS 76710 AND COMMONLY KNOWN AS AVILA APARTMENTS (THE “PROJECT”);
 - 2. EXECUTE A LEASE AGREEMENT WITH POST 5000 SANGER, LLC, A DELAWARE LIMITED LIABILITY COMPANY (THE “OWNER”) TO FACILITATE THE ACQUISITION AND OPERATION OF THE PROJECT BY THE OWNER, INCLUDING THE PLACEMENT OF AFFORDABLE HOUSING UNITS AT THE PROJECT;
 - 3. CAUSE WPFC’S WHOLLY OWNED, SUBSIDIARY LIMITED LIABILITY COMPANY, WHA AVILA LLC, A TEXAS LIMITED LIABILITY COMPANY (THE “WPFC MEMBER”) TO EXECUTE THE OPERATING AGREEMENT OF POST 5000 SANGER HOLDINGS, LLC, A DELAWARE LIMITED LIABILITY COMPANY (“SOLE MEMBER”), WHICH IS THE SOLE MEMBER OF THE OWNER, AND OTHER RELATED DOCUMENTS; AND,
 - 4. CAUSE WPFC, OWNER, AND OR WPFC MEMBER TO EXECUTE ANY SUCH FURTHER DOCUMENTATION AS NECESSARY OR DESIRABLE, INCLUDING ANY FINANCING DOCUMENTATION, TO FACILITATE THE ACQUISITION, DEVELOPMENT AND OPERATION OF THE PROJECT, INCLUDING A LOAN FROM BERKELEY POINT CAPITAL LLC, A DELAWARE LIMITED LIABILITY COMPANY, D/B/A NEWMARK (“LENDER”) TO THE OWNER THAT WILL BE USED FOR THE ACQUISITION OF THE PROJECT.
- V. Adjournment

Synopsis of the Minutes
WACO PUBLIC FACILITY CORPORATION
4400 Cobbs Dr.
March 15, 2023
12:00 Noon

- I. Call to Order
President Melli Wickliff called the meeting to order at 1:23 pm.
- II. Establishment of Quorum
Directors Present: Melli Wickliff, LaTonya Lewis, John Bible, Brad Kinkeade
Directors Absent: Jon Ramos
- III. Approval of Minutes
President Melli Wickliff asked for approval of the minutes of the October 2022 meeting. Director John Bible made the motion and Director LaTonya Lewis seconded the motion. President Melli Wickliff called for a vote and the motion passed unanimously.
- IV. New Business
- RESOLUTION NO. 114 RESOLUTION BY THE BOARD OF DIRECTORS OF WACO PUBLIC FACILITY CORPORATION (WPFC) AUTHORIZING THE PURCHASE OF 291 RITCHIE RD WACO, EXTRA-TERRITORIAL JURISDICTION (ETJ), TEXAS 76712 IN THE AMOUNT OF \$3,282,000.65.

Resolution No. 114
A copy of this resolution may be found in the resolution file.
 - RESOLUTION NO. 115 RESOLUTION AUTHORIZING THE WACO PUBLIC FACILITY CORPORATION (THE "CORPORATION") TO (A) WORK COOPERATIVELY WITH POST ACQUISITIONS, LLC OR ITS AFFILIATE TO DEVELOP AVILA APARTMENTS (THE "PROJECT") BY NEGOTIATING AND ENTERING INTO A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.

Resolution No. 115
A copy of this resolution may be found in the resolution file.
- V. Adjournment
President Melli Wickliff adjourned the meeting at 1:27 pm.

Secretary

President of the Board

Seal

**WACO PUBLIC FACILITY CORPORATION
RESOLUTION NO. 116**

A Resolution by the Waco Public Facility Corporation (“WPFC”) Board of Directors authorizing WPFC to execute any and all documents, or take any other action, that is necessary or desirable to:

- 1. Facilitate the development of the South Terrace Apartments, which consists of affordable housing units and associated amenities built upon land ground-leased from the Housing Authority of the City of Waco, Texas (“WHA”);**
- 2. Cause WPFC’s wholly owned, subsidiary limited liability company, South Terrace Waco GP, LLC (the “General Partner”) to execute an amendment to the amended and restated agreement of limited partnership of South Terrace Waco, LP, a Texas limited partnership (the “Partnership”), and other related documents;**
- 3. Cause the Partnership to enter into development financing for the Project; and**
- 4. Cause WPFC and/or the General Partner and/or the Partnership to execute any such further documentation as necessary or desirable to allow the consummation of the transactions described herein.**

WHEREAS, WPFC is the sole member of the General Partner;

WHEREAS, the General Partner is the sole general partner of the Partnership;

WHEREAS, the Partnership was formed for the purpose of owning, developing, managing, and otherwise dealing with South Terrace Apartments, a 250-unit apartment complex (the “**Project**”) under development on a parcel of land located in Waco, Texas (the “**Land**”), and intended for rental to persons of low and moderate income;

WHEREAS, WPFC, the General Partner and Partnership desire to enter into certain amended equity documents for the Partnership (collectively, the “**Equity Documents**”);

WHEREAS, Waco Public Facility Corporation II (the “**Governmental Lender**”) has approved the issuance of its Multifamily Housing Governmental Note (South Terrace Apartments) Series 2023 (the “**Governmental Note**”) in the original principal amount not to exceed \$5,000,000, pursuant to and in accordance with the terms of a Funding Loan Agreement (the “**Funding Loan Agreement**”) by and between the Governmental Lender, Wilmington Trust, N.A., as fiscal agent (the “**Fiscal Agent**”) and Citibank, N.A. as the funding lender; and the proceeds of the sale of the Governmental Note will be loaned to the Partnership for the development of the Project, pursuant to a Borrower Loan Agreement by and between the Governmental Lender and Borrower (the “**Borrower Loan Agreement**”);

WHEREAS, in connection with the Borrower Loan Agreement, the Governmental Note and the Funding Loan Agreement, the Partnership desires to enter into a tax regulatory agreement,

and other related certifications and documents, including but not limited to indemnities, assignments and agreements, all upon such terms and conditions as the Partnership deems reasonable (collectively, the “**Bond Loan Documents**”);

WHEREAS, in connection with the transactions contemplated herein, the Partnership, General Partner and/or WPFC are required to enter into various documents which will evidence the same, including, but not limited to the Equity Documents, Bond Loan Documents, and other promissory notes, deeds of trust, security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, instruments and other communications as may be required by any of the financing parties referenced above (all of such documents collectively, the “**Financing Documents**”);

NOW, BE IT RESOLVED, that all of the documents, instruments, or other writing executed by WPFC (both individually and in a representative capacity as identified in these resolutions), in consummation of the transactions herein described (both individually and in a representative capacity as identified in these resolutions), including, but not limited to, (i) the Financing Documents and (ii) any and all such additional documents executed to consummate the transactions contemplated herein (collectively, the “**Transaction Documents**”) shall be in form and substance approved by the Executing Officer (as such term is hereinafter defined), both individually and in a representative capacity as identified in these resolutions, his/her approval of each such instrument to be conclusively evidenced by his execution thereof; and it is further,

RESOLVED, that WPFC (both individually and in a representative capacity as identified in these resolutions), review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the Executing Officer shall deem appropriate, and the approval of the terms of each such instrument herein described by the Executing Officer shall be conclusively evidenced by his/her execution and delivery thereof; and it is further

RESOLVED that the authorization of WPFC, Partnership and/or General Partner to enter into the Transaction Documents and that execution and delivery in the name and on behalf of WPFC and/or General Partner and/or the Partnership, by any of the officers of WPFC of the Transaction Documents, in the form as so executed and delivered is hereby approved, ratified and confirmed; and it is further

RESOLVED, that any officer of WPFC (each an “**Executing Officer**”), acting alone without the joinder of any other officer, is hereby authorized and directed for and on behalf, and as the act and deed of WPFC and/or General Partner and/or the Partnership, to execute and deliver all other documents and other writings of every nature whatsoever in connection with the development of the Project, including but not limited to, the Transaction Documents, as the Executing Officer deems necessary in order to carry into effect the intent and purposes of these resolutions, and any other instruments approved by the Executing Officer (acting in a representative capacity as identified in these resolutions, acting individually and on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership), executing same, his/her approval of each such instrument to be conclusively evidenced by his/her execution thereof, and to take such other action in the consummation of the transactions herein contemplated as the

Executing Officer acting shall deem to be necessary or advisable, without the necessity of attestation by the secretary or other officer or director, and any and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of WPFC and/or General Partner and/or Partnership, effective as of the date such action was taken; and it is further

RESOLVED, that action by any of any Executing Officer of WPFC, and any person or persons designated and authorized so to act by any such officer, to do and perform, or cause to be done and performed, in the name and on behalf of WPFC and/or General Partner and/or the Partnership, or the execution and delivery, or causing to be executed and delivered, such other security agreements, financing statements, notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, agreements, supplements, amendments, further assurances or other instruments or communications, in the name and on behalf of WPFC and/or the General Partner and/or the Partnership or otherwise, as they, or any of them, may deem to be necessary or advisable in order to carry into effect the intent of the foregoing resolutions or to comply with the requirements of the instruments approved or authorized by the foregoing resolutions is hereby approved, ratified and confirmed; and it is further

RESOLVED, that the Board of Directors finds the actions authorized by these resolutions may reasonably be expected to directly or indirectly benefit WPFC; and it is further

RESOLVED, that the Partnership be promptly notified in writing by the Secretary or any other officer of WPFC or any change in these resolutions, and until it has actually received such notice in writing, the Partnership is authorized to act in pursuance of these resolutions.

PASSED this 13th day of April, 2023.

Melli Wickliff, President of the Board

ATTEST:

Milet Hopping, Secretary

[End of Resolution.]

WACO PUBLIC FACILITY CORPORATION

RESOLUTION NO. 117

Resolution of the Board of Directors of Waco Public Facility Corporation (“WPFC”) authorizing WPFC to execute any and all documents, or take any other action, that is necessary or desirable to:

1. Purchase that certain improved real property located at 5000 Sanger Ave., Waco, Texas 76710 and commonly known as Avila Apartments (the “Project”);

2. Execute a Lease Agreement with Post 5000 Sanger, LLC, a Delaware limited liability company (the “Owner”) to facilitate the acquisition and operation of the Project by the Owner, including the placement of affordable housing units at the Project;

3. Cause WPFC’s wholly owned, subsidiary limited liability company, WHA Avila LLC, a Texas limited liability company (the “WPFC Member”) to execute the operating agreement of Post 5000 Sanger Holdings, LLC, a Delaware limited liability company (“Sole Member”), which is the sole member of the Owner, and other related documents; and,

4. Cause WPFC, Owner, and or WPFC Member to execute any such further documentation as necessary or desirable, including any financing documentation, to facilitate the acquisition, development and operation of the Project, including a loan from Berkeley Point Capital LLC, a Delaware limited liability company, d/b/a NEWMARK (“Lender”) to the Owner that will be used for the acquisition of the Project.

WHEREAS, WPFC is the sole member of the WPFC Member. The WPFC Member intends to become a special member of the Sole Member by entering into the operating agreement of the Sole Member. The Sole Member will enter into the operating agreement of the Owner (the “**Owner Agreement**”).

WHEREAS, Owner was formed for the purpose of acquiring by leasehold acquisition, owning, managing, and otherwise dealing with the Project, in which at least 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of the area median income;

WHEREAS, WPFC desires to purchase the Project pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Project (the “**Acquisition Documents**”);

WHEREAS, the WPFC desires to enter into a long-term lease agreement with the Owner, conveying interests in the Project pursuant to the terms of the Lease Agreement (the “**Lease Agreement**”);

WHEREAS, the Owner plans to own and operate the Project such that no less than 50% of the units in the Project are reserved or occupied by individuals or families earning less than 80% of area median income;

WHEREAS, the WPFC desires to enter into a Regulatory Agreement with the Owner providing that no less than 50% of the units in the Project are reserved or occupied by individuals or families earning less than 80% of area median income ("**Regulatory Agreement**");

WHEREAS, in connection with the transactions contemplated herein, Owner, WPFC Member and WPFC are required to enter into various documents which will evidence the same, including, but not limited to the Acquisition Documents, Lease Agreement, Regulatory Agreement, Owner Agreement and certain other security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, instruments and other communications as may be required by the parties and sources of financing for the Project, including but not limited to those documents evidencing a proposed loan by Berkeley Point Capital LLC, a Delaware limited liability company, d/b/a NEWMARK ("**Lender**"), as the lender, to the Owner in an aggregate principal amount not to exceed \$26,780,000 (the "**Loan**") pursuant to a loan agreement and evidenced by a promissory note and secured by a deed of trust recorded against the Project (all of such documents with all other documents contemplated thereby and necessary to evidence the Loan collectively, the "**Loan Documents**");

NOW, THEREFORE, BE IT RESOLVED THAT, WPFC and/or WPFC Member (both individually and in a representative capacity as identified in these resolutions) are hereby authorized to execute and deliver all such documents, instruments and other writings of every nature whatsoever as the WPFC and/or WPFC Member, in its reasonable judgment, deems necessary to purchase the Project and lease it to the Owner, and otherwise assist and facilitate the development and operation of the Project by the Owner, including, without limitation, (i) the Acquisition Documents; (ii) the Lease Agreement; (iii) the Regulatory Agreement; (iv) Loan Documents that require execution by the WPFC; (v) the Owner Agreement that requires execution by the WPFC Member; and (vi) such other and further documents, leases, instruments, resolutions and other writings of every nature whatsoever as the WPFC deems necessary to consummate the transactions contemplated herein, or as may be required by the Lender, the WPFC Member or the Owner; and it is further

RESOLVED, that all of the documents, instruments, or other writings executed by WPFC and/or WPFC Member in consummation of the transactions herein described (collectively and together with the Acquisition Documents, the Lease Agreement, the Regulatory Agreement, the Loan Documents, and the Owner Agreement, the "**Transaction Documents**") shall be in form and substance approved by the Executing Officer (as such term is hereinafter defined), both individually and in a representative capacity as identified in these resolutions, his/her approval of each such instrument to be conclusively evidenced by his execution thereof; and it is further,

RESOLVED, that WPFC review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the Executing Officer shall deem appropriate, and the approval of the terms of each such instrument

herein described by the Executing Officer shall be conclusively evidenced by his/her execution and delivery thereof; and it is further

RESOLVED, that the President of the Board of Directors of WPFC or any officer of WPFC (each an "**Executing Officer**"), acting alone without the joinder of any other officer, is hereby authorized and directed for and on behalf, and as the act and deed of WPFC and/or WPFC Member and/or Owner, to execute and deliver all other documents and other writings of every nature whatsoever in connection with the operation and financing of the Project, including but not limited to, the Transaction Documents, as the Executing Officer deems necessary in order to carry into effect the intent and purposes of these resolutions, and any other instruments approved by the Executing Officer (acting individually or in a representative capacity as identified in these resolutions), executing same, his/her approval of each such instrument to be conclusively evidenced by his/her execution thereof, and to take such other action in the consummation of the transactions herein contemplated as the Executing Officer acting shall deem to be necessary or advisable, without the necessity of attestation by the secretary or other officer or director, and any and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of WPFC and/or WPFC Member, effective as of the date such action was taken; and it is further

RESOLVED, that action by any of the officers of WPFC, and any person or persons designated and authorized so to act by any such officer or manager, to do and perform, or cause to be done and performed, in the name and on behalf of WPFC and/or WPFC Member, or the execution and delivery, or causing to be executed and delivered, such other security agreements, financing statements, notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, agreements, supplements, amendments, further assurances or other instruments or communications, in the name and on behalf of WPFC and/or WPFC Member or otherwise, as they, or any of them, may deem to be necessary or advisable in order to carry into effect the intent of the foregoing resolutions or to comply with the requirements of the instruments approved or authorized by the foregoing resolutions is hereby approved, ratified and confirmed; and it is further

RESOLVED, that the Board of Directors finds the actions authorized by these resolutions may reasonably be expected to directly or indirectly benefit WPFC; and it is further

RESOLVED, that the Owner be promptly notified in writing by the Secretary or any other officer of WPFC of any change in these resolutions, and until it has actually received such notice in writing, the Owner is authorized to act in pursuance of these resolutions.

This resolution shall be in full force and effect from and upon its adoption.

[Remainder of page intentionally left blank for signature]

Passed this 13th day of April 2023.

Melli Wickliff, President of the Board,

ATTEST:

Milet Hopping, Secretary

Agenda
Waco Public Facility Corporation II
4400 Cobbs Drive
Board Room
Waco, Texas
April 13, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 016 RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
- V. Adjournment

Synopsis of Minutes
Waco Public Facility Corporation II
Annual Meeting
4400 Cobbs Drive
Waco, Texas
October 13, 2022
12:00 Noon

- I. Call to Order
President Melli Wickliff called the meeting to order at 1:15 pm.
- II. Establishment of Quorum
Directors present: Melli Wickliff, Jon Ramos, Latonya Lewis, John Bible, Brad Kinkeade
Directors absent:
- III. New Business
RESOLUTION NO. 014 A RESOLUTION DECLARING INTENT TO ISSUE BONDS TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (RESERVE AT 4TH ST.); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
Resolution No. 014
A copy of this resolution may be found in the resolution file.
- RESOLUTION NO. 015 A RESOLUTION DECLARING INTENT TO ISSUE BONDS TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (GHOLSON STREET HOUSING); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
Resolution No. 015
A copy of this resolution may be found in the resolution file.
- IV. Approval of Minutes
Minutes were approved as presented.
- V. Adjournment
President Melli Wickliff adjourned the meeting at 1:26 pm.

Secretary

President of the Board

Seal

**WACO PUBLIC FACILITY CORPORATION II
RESOLUTION NO. 016**

RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, Waco Public Facility Corporation II (the “Governmental Lender”) has been duly created and organized pursuant to and in accordance with the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “Act”), for the purpose of assisting the Housing Authority of the City of Waco, Texas (the “Sponsor”) in financing, refinancing or providing public facilities; and

WHEREAS, the Act authorizes the Governmental Lender: (a) to make loans to any person to provide financing for rental residential developments located within the corporate limits of the City of Waco, Texas (the “City”), and intended to be occupied substantially (at least 90 percent) by persons of low and moderate income, as determined by the Governmental Lender; (b) to borrow funds for the purpose of obtaining moneys to make such loans and provide such financing, to establish necessary reserve funds and to pay administrative costs and other costs incurred in connection with any such borrowing by the Governmental Lender; and (c) to pledge all or any part of the revenues, receipts or resources of the Governmental Lender, including the revenues and receipts to be received by the Governmental Lender from or in connection with such loans, and to mortgage, pledge or grant security interests in such loans or other property of the Governmental Lender in order to secure the repayment of any such borrowing by the Governmental Lender; and

WHEREAS, the Board of Directors of the Governmental Lender (the “Board”) has determined to authorize the issuance, sale and delivery of its Multifamily Housing Governmental Note (South Terrace Apartments) Series 2023 (the “Governmental Note”) pursuant to and in accordance with the terms of a Funding Loan Agreement dated as of May 1, 2023 (the “Funding Loan Agreement”), among the Governmental Lender, Wilmington Trust, N.A., as fiscal agent (the “Fiscal Agent”), and Citibank, N.A., as initial funding lender (the “Funding Lender”), for the purpose of lending the proceeds thereof to South Terrace Waco, LP, a Texas limited partnership (the “Borrower”), to provide financing for the rehabilitation and equipping of a multifamily rental residential development known as the South Terrace Apartments as located at approximately 100 Kennedy Circle, Waco, Texas 76706 described more fully on Exhibit A attached hereto (the “Project”), all in accordance with the Constitution and laws of the State of Texas; and

WHEREAS, the Board, by resolution adopted on September 8, 2022, declared its intent to provide financing for the Project; and

WHEREAS, in order to assist in carrying out such rehabilitation and equipping of the Project, the Board has determined that the Governmental Lender shall enter into a Borrower Loan Agreement dated as of May 1, 2023 (the “Borrower Loan Agreement”), between the Governmental

Lender, Fiscal Agent and the Borrower, pursuant to which (i) the Governmental Lender will agree to make a mortgage loan funded with the proceeds of the Governmental Note (the “Mortgage Loan”) to the Borrower to enable the Borrower to finance the cost of rehabilitation and equipping of the Project and related costs, and (ii) the Borrower will execute and deliver to the Governmental Lender a promissory note (the “Multifamily Note”) in an original principal amount equal to the original principal amount of the Governmental Note, and providing for payment of interest on such principal amount equal to the interest on the Governmental Note and to pay other costs described in the Borrower Loan Agreement; and

WHEREAS, in order to assure compliance with Section 142(d) of the Internal Revenue Code of 1986, as amended (the “Code”), the Governmental Lender will require the Borrower to enter into an Amended and Restated Regulatory Agreement and Declaration of Restrictive Covenants dated as of May 1, 2023 (the “Regulatory Agreement”) with respect to the Project; and

WHEREAS, it is anticipated that the Multifamily Note will be secured by a Multifamily Leasehold Deed of Trust (with Assignment of Leases and Rents, Security Agreement and Fixture Filing) (the “Mortgage”) from the Borrower for the benefit of the Governmental Lender; and

WHEREAS, the Governmental Lender’s rights (except for certain reserved rights) under the Mortgage Loan, including the Multifamily Note and the Mortgage, will be assigned to the Fiscal Agent, as its interests may appear, pursuant to an Assignment of Deed of Trust and Loan Documents (the “Assignment”) by the Governmental Lender in favor of the Fiscal Agent; and

WHEREAS, the Board desires to ratify certain other actions heretofore taken with respect to the Governmental Note; and

WHEREAS, the Governmental Lender desires to authorize the Fiscal Agent to invest and reinvest the proceeds of the Governmental Note and all other funds received and held under the Funding Loan Agreement; and

WHEREAS, Section 147(f) of the Code requires that the Governmental Note be approved by the “applicable elected representative” (the “AER”) after a public hearing following reasonable public notice; and

WHEREAS, with respect to the Governmental Note, the AER is the City Council of the City of Waco; and

WHEREAS, notice of a public hearing with respect to the Governmental Note and the Project held by the Governmental Lender on March 7, 2023, was published no less than 7 days before such date; and

WHEREAS, the Board held such public hearing on the date and at the time and place set out in such published notice, and conducted such hearing in a manner that provided a reasonable opportunity for persons with differing views on the issuance of the Governmental Note and the Project to be heard; and

WHEREAS, the Board and its advisors have been provided proposed forms of the Funding Loan Agreement, the Borrower Loan Agreement, the Regulatory Agreement, the Multifamily Note, the Mortgage, and the Assignment, and have determined to provide financing for the Project in accordance with such documents by authorizing the issuance of the Governmental Note, the execution and delivery of such documents and the taking of such other actions as may be necessary or convenient;

NOW, THEREFORE,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GOVERNMENTAL LENDER THAT:

Section 1.--Public Hearing. The Board hereby finds, determines, recites and declares that a public hearing with respect to the Governmental Note and the Project was held on March 7, 2023; that notice of such public hearing was published no less than 7 days prior to the hearing; that such notice included the date, time and place of the public hearing, the location, general nature and the initial owner of the Project and the maximum principal amount of the Governmental Note; and that all comments from interested persons were taken at such public hearing and were provided to the AER.

Section 2.--Issuance, Execution, Sale and Delivery of the Governmental Note. The issuance of the Governmental Note is hereby authorized, according to the conditions set forth herein and in the Funding Loan Agreement, and that, upon execution and delivery of the Funding Loan Agreement, the President or any Vice President or Secretary of the Governmental Lender each are authorized hereby to execute, attest and to deliver the Governmental Note to the Attorney General of the State of Texas for approval, the Comptroller of Public Accounts of the State of Texas for registration and to the Fiscal Agent for authentication (to the extent required in the Funding Loan Agreement), and thereafter to sell the Governmental Note to the initial funding lender thereof and deliver the Governmental Note as provided in the Funding Loan Agreement.

Section 3.--Interest Rate, Principal Amount, Maturity and Price. The officers of the Governmental Lender are hereby authorized to fix and determine the interest rate, principal amount, maturity and price of the Governmental Note, all of which determinations shall be conclusively evidenced by the execution and delivery by such officers of the Funding Loan Agreement; provided, however, that: (a) the interest rate on each of the Governmental Note shall not exceed 10% per annum, subject to adjustment as provided in the Funding Loan Agreement; provided that, in no event shall the interest rate on the Governmental Note (including any default interest rate) exceed the maximum interest rate permitted by applicable law; (b) the principal amount of the Governmental Note shall not exceed \$5,000,000; and (iii) the final maturity of the Governmental Note shall occur not later than October 1, 2060.

Section 4.--Approval, Execution and Delivery of the Funding Loan Agreement. The form and substance of the Funding Loan Agreement are hereby approved; and that the President or any Vice President or the Secretary of the Governmental Lender are each hereby authorized to execute and attest to the Funding Loan Agreement and to deliver the Funding Loan Agreement to the Fiscal Agent. The Fiscal Agent is authorized to invest the moneys held under the Funding Loan Agreement as provided therein.

Section 5.--Approval, Execution and Delivery of the Borrower Loan Agreement. The form and substance of the Borrower Loan Agreement are hereby approved; and that the officers of the Governmental Lender are each hereby authorized to execute and attest to the Borrower Loan Agreement and to deliver the Borrower Loan Agreement to the Borrower.

Section 6.--Approval, Execution and Delivery of the Regulatory Agreement. The form and substance of the Regulatory Agreement are hereby approved; and that the officers of the Governmental Lender are each hereby authorized to execute and attest to the Regulatory Agreement and to deliver the Regulatory Agreement to the Borrower and the Fiscal Agent.

Section 7.--Determination of Moderate Income. The Board has heretofore determined and hereby confirms, in accordance with the Act, for purposes of the Project, until revised by the Board, that the maximum amount constituting moderate income shall be 80% of area median income, as established by the Governmental Lender.

Section 8.--Acceptance of the Mortgage and the Multifamily Note. That the Mortgage and the Multifamily Note are hereby accepted by the Governmental Lender; and that the officers of the Governmental Lender are each hereby authorized to endorse the Multifamily Note to the order of the Fiscal Agent, without recourse.

Section 9.--Execution and Delivery of Other Documents. The officers of the Governmental Lender are each hereby authorized to execute and attest to and deliver such other agreements, assignments, bonds, certificates, contracts, documents, instruments, releases, financing statements, letters of instruction, written requests and other papers, including the Assignment, whether or not mentioned herein, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution.

Section 10.--Power to Revise Form of Documents. Notwithstanding any other provision of this Resolution, the officers of the Governmental Lender are each hereby authorized to make or approve such revisions to this Resolution and in the form of the documents hereby approved, in the opinion of Bond Counsel, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Governmental Lender shall be indicated by such officers' execution of the documents.

Section 11.--Incorporation of Preamble. The recitals in the preamble of this Resolution are true, correct and complete and each and all of such recitals and the findings therein are hereby incorporated by reference to the same extent as if set forth herein in full.

Section 12.--Submission to the Attorney General of Texas. The Board hereby authorizes the submission by bond counsel to the Attorney General of Texas, for approval as required under Chapter 1202, Texas Government Code, of a transcript of legal proceedings relating to the issuance, sale and delivery of the Governmental Note.

Section 13.--Purposes of Resolution. The Board has expressly determined and hereby confirms that the issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Chapter 392 and Section 394.002 of the Local Government

Code and will accomplish a valid public purpose of the Governmental Lender by assisting persons of low and moderate income to obtain decent, safe and sanitary housing at affordable prices.

Section 14.--Limited Obligations. The Governmental Note and the interest thereon shall be limited obligations of the Governmental Lender payable solely from the revenues, funds and assets pledged under the Funding Loan Agreement to secure payment of the Governmental Note and under no circumstances shall the Governmental Note be payable from any other revenues, funds, assets or income of the Governmental Lender.

Section 15.--Ratification of Certain Prior Actions. All other prior actions taken for or on behalf of the Governmental Lender in connection with the Governmental Note are hereby ratified, confirmed and approved.

Section 16.--Approval Conditions. The actions and obligations authorized in this Resolution shall be subject to and conditioned upon receipt by the Governmental Lender on the date of delivery of the Governmental Note of the appropriate opinions of bond counsel with respect to the Governmental Note.

Section 17.--Information Return for Tax Exempt Private Activity Bonds. The Board further directs that an officer of the Governmental Lender submit or cause to be submitted to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Governmental Note is issued, a statement containing the information required by Section 149(e) of the Code.

Section 18.--Effective Date. This Resolution shall be in full force and effect from and upon its adoption.

PASSED AND APPROVED this 13th day of April, 2023.

Melli Wickliff, President of the Board

ATTEST:

Milet Hopping, Secretary

[End of Resolution.]

EXHIBIT A
PROJECT AND BORROWER

Borrower: South Terrace Waco, LP, a Texas limited partnership

Project: 250-unit multifamily residential rental development known as South Terrace Apartments

The Project will be located at approximately 100 Kennedy Circle, Waco, Texas 76706. It will consist of 129 residential apartment buildings with approximately 212,636 net rentable square feet. The unit mix will consist of:

<u>68</u>	one-bedroom units
<u>94</u>	two-bedroom units
<u>64</u>	three-bedroom units
<u>24</u>	four-bedroom units
250	Total Units