

**Agenda**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**Waco Housing Authority**  
**Board Room**  
**4400 Cobbs Dr.**  
**Waco, Texas**  
**August 10, 2023**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
  - RAD (South Terrace)
  - RAD (Melody Grove)
  - Trendwood
  - WHA Scholarships and Poster Contest
- VI. New Business
  - RESOLUTION NO. 3871 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
  - RESOLUTION NO. 3872 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE II (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
  - RESOLUTION NO. 3873 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE III (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.
  - RESOLUTION NO. 3874 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$57,438.43 FOR HILL COUNTY OFFICE RENOVATION
- VII. Departmental Report Questions
- VIII. Consideration of Future Agenda Items
- IX. Executive Session
  - Section 551.072
    - Deliberation regarding real property/real estate
  - Section 551.074
    - Employee Personnel Matters
- X. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**Waco, Texas**  
**June 13, 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, Jon Ramos, John Bible, LaTonya Lewis, Brad Kinkeade  
  
Commissioners absent:
- 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 May 2023 Board Meeting. Commissioner John Bible made the motion and Commissioner Brad Kinkeade seconded the motion. Board Vice Chair Jon Ramos 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 Avila project.
- VI. New Business
- **RESOLUTION NO. 3867 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE WACO HOUSING AUTHORITY 2023 HUD ANNUAL PLAN.**  
The President/CEO explained to the board that this resolution will approve the annual plan that we must present to the board annually. Chair Melli Wickliff asked for a motion to approve Resolution No. 3867. Commissioner John Bible made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.  
Resolution No. 3867  
A copy of this resolution may be found in the resolution file.
  - **RESOLUTION NO. 3868 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE ANNUAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL OF THE CITY OF WACO.**  
The President/CEO explained to the board that this resolution will approve the annual report that we must submit to the City of Waco annually. Chair Melli Wickliff asked for a motion to approve Resolution No. 3868. Commissioner John Bible made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.  
Resolution No. 3868  
A copy of this resolution may be found in the resolution file.

- **RESOLUTION NO. 3869 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING REQUIRING PUBLIC HOUSING FAMILIES WHOSE INCOMES EXCEED THE "OVER- INCOME" LIMITS FOR 24 MONTHS TO FIND OTHER HOUSING AND MOVE OUT OF PUBLIC HOUSING WITHIN SIX MONTHS OF THE END OF THE 24-MONTH OVER-INCOME PERIOD.**  
The President/CEO explained to the board that this resolution approves the HUD mandate for the Over Income Policy. Chair Melli Wickliff asked for a motion to approve Resolution No. 3869. Commissioner John Bible made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3869

A copy of this resolution may be found in the resolution file.

- **RESOLUTION NO. 3870 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE DEVELOPMENT OF STUDIOS AT 19TH AND ANY OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

The President/CEO explained to the board that this resolution will approve the negotiations for the development of Studios at 19th. Chair Melli Wickliff asked for a motion to approve Resolution No. 3870. Commissioner John Bible made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3870

A copy of this resolution may be found in the resolution file.

## VII. Reports

### **Administrative Services**

Everything for the Admin Dept. was usual business.

### **Information Technology**

Everything for the 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 making 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.

VIII. Consideration of Future Agenda Items

IX. Adjournment  
Chair, Melli Wickliff, adjourned the meeting at 1:53 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair of the Board

Seal

# Trendwood Update

## Construction:

- Windows are complete in 122 units.
- ADA paths are 80% complete and site concrete repairs are in progress.
- Current production in 20 units. With 102 units complete (including all accessible units)


## Security:

- We finally have progress with the utility company for the house meters – the first four buildings will be installed 8/10. The new security camera system will begin installation thereafter.
- No significant security issues. Patrols are currently running 8-hour shifts per day.

## Management:

- Relocation is going smoothly with one-way transfers and on-site hoteling.
- Resident Services calendar for August is attached.
- The property manager, along with our corporate team and the resident services coordinator, will be hosting a Back-to-School Supply Giveaway for the kids on 8/8/23 and they are very excited!

**Good Neighbor Program** -lesslie Palomo, Resident Services Coordinator. Please send questions or suggestions to: lpalomo@prspurpouse.org

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						
6	<p><b>Arts &amp; Crafts*</b> Yarn Wrapped Clouds 8:30 AM - 10:30 AM <b>Food Pantry*</b> Food Pantry Availability 10:30 AM - 12:30 PM <b>Social Event*</b> Monthly Birthday Celebration 12:30 PM - 2:30 PM <b>Youth Development</b> Back to School Prep 2:30 PM - 4:30 PM</p>	<p><b>Arts &amp; Crafts*</b> Bubble Painting 8:00 AM - 10:00 AM <b>Program Coordination</b> Event Setup 10:00 AM - 11:00 AM <b>Operation Back to School</b> Free School Supplies 11:00 AM - 1:00 PM <b>Program Coordination</b> Event Cleanup 1:00 PM - 2:00 PM <b>Family Development</b> Dating Tips &amp; Tricks 2:00 PM - 3:00 PM</p>	<p><b>Social Services &amp; Referrals</b> WIC Resources 8:30 AM - 10:30 AM <b>Social Event*</b> Game Day 10:30 AM - 12:30 PM <b>Recreational Activity</b> "Sundae" Funday 12:30 PM - 2:30 PM <b>Adult Development</b> Coaching Tips 2:30 PM - 4:30 PM</p>			
13		<p><b>Arts &amp; Crafts*</b> Bubble Painting 8:00 AM - 10:00 AM <b>Program Coordination</b> Event Setup 10:00 AM - 11:00 AM <b>Operation Back to School</b> Free School Supplies 11:00 AM - 1:00 PM <b>Program Coordination</b> Event Cleanup 1:00 PM - 2:00 PM <b>Family Development</b> Dating Tips &amp; Tricks 2:00 PM - 3:00 PM</p>	<p><b>Arts &amp; Crafts*</b> Bubble Painting 8:00 AM - 10:00 AM <b>Program Coordination</b> Event Setup 10:00 AM - 11:00 AM <b>Operation Back to School</b> Free School Supplies 11:00 AM - 1:00 PM <b>Program Coordination</b> Event Cleanup 1:00 PM - 2:00 PM <b>Family Development</b> Dating Tips &amp; Tricks 2:00 PM - 3:00 PM</p>			
20	<p><b>Health &amp; Nutrition</b> Benefits of Being Vegan 8:15 AM - 10:15 AM <b>Job &amp; Career Development</b> Fast Track Careers 10:15 AM - 12:15 PM <b>Work Preparation*</b> Job Objective Worksheet 12:15 PM - 2:15 PM</p>	<p><b>Adult Development</b> Self-Esteem Tips 8:15 AM - 10:15 AM <b>Marriage Preparation*</b> Relationship Strengths &amp; Weaknesses 10:15 AM - 12:15 PM <b>Family Development</b> Talk Time 1:00 PM - 3:00 PM <b>Neighborhood Development</b> Creative Ideas 3:00 PM - 5:00 PM</p>	<p><b>Job Preparation*</b> Cover Letters 8:15 AM - 10:15 AM <b>Health &amp; Nutrition</b> Food Pairing 10:15 AM - 12:15 PM <b>Partnership w/Local Law Enforcement*</b> Neighborhood Watch 1:00 PM - 3:00 PM <b>Neighborhood Development</b> Creative Ideas 3:00 PM - 5:00 PM</p>			
27		<p><b>Neighborhood Development</b> Door to Door, Heart to Heart 8:15 AM - 10:15 AM <b>Neighborhood Development</b> Community Partner Outreach 10:15 AM - 12:15 PM <b>Program Coordination</b> End of Month Closeout 12:15 PM - 1:15 PM</p>	<p><b>Neighborhood Development</b> Door to Door, Heart to Heart 8:15 AM - 10:15 AM <b>Neighborhood Development</b> Community Partner Outreach 10:15 AM - 12:15 PM <b>Program Coordination</b> End of Month Closeout 12:15 PM - 1:15 PM</p>			



**Don't Forget...All programs are FREE for residents. Sign up your family today!**

**South Terrace Progress Report  
Brinshore Development, L.L.C.  
Waco Housing Authority Board Meeting  
July 13, 2023**

**Issues Addressed this Month:**

- **J4 Transition**
- **Construction Progress**
- **Unit Delivery Schedule**

**J4 Transition**

J4, the general contractor for the project, unilaterally decided to close its shop, and end its role on the South Terrace project. Fortunately, J4 procured a Payment and Performance Bond which guarantees the cost of completion to be covered by the bonding company. We have been meeting regularly with Liberty Mutual to discuss the path forward to project completion. An adjuster has been assigned, as has their attorney, who are responsible for this project. Their consultant toured the site and observed the state of construction last week. They have been provided a great deal of information from us, including the draws, change order log, contacts with the subcontractors, list of potential general contractors, schedules, notices of lien, and other documents.

Liberty Mutual is working on two tracks simultaneously. They are conducting an investigation into how much each subcontractor is currently owed, at the same time as they meet with them to confirm and ratify their subcontracts to get them back to work on site. They will also be contacting general contractors to bid the remaining work and negotiate a contract with them to finish the work. Brinshore and WHA will be part of the contractor selection and negotiation. We have asked them to approve the release of the most recent draw that has been approved by lenders and investors so the subcontractors who have worked on the site can get paid what they are owed.

While the process will be necessarily longer than we would like, the big positive is that Liberty Mutual will assist in getting the balance of the project completed within the terms of the payment and performance bond.

**Construction Progress**

58 units remain to be completed. No construction has taken place since month.

TOTAL UNIT DELIVERY COUNT TO DATE 5-12-23 – 192.

- Units under GC Possession that can be completed – 58.
- Partial Units under GC Possession that cannot be completed – 0.
- Units yet to be received by GC - 0

**INSURANCE UNITS**

- Total units remaining to be completed – 24.
- Total units under GC Possession – 24.

- Units under GC Possession that can be completed – 24.
- Partial Units under GC Possession that cannot be completed – 0.
- Units yet to be received by GC – 0.

#### UNITS RECEIVED BY GC EVERY MONTH (2023)

- 8 Units in January - 5 units Can be completed to finish.
- 2 Units in February - 2 Units can be completed to finish.
- 13 Units in March - 9 units can be completed to finish.
- 10 Unit in April – 10 unit can be completed to finish.
- 3 Units in May – 3 Units can be completed to finish. (As of today)

#### SCHEDULE UPDATE

1. Sanitary sewer replacement % completion- 40%
2. Sidewalks % completion-48%
3. Warranty work- No pending tickets
4. HQS & Architect Walk – Architect walked 125/127 Lyndon & 1410 Carter last week.
5. Few production crews are on site due to payment delays.

#### CHALLENGES

1. Delay in Inspections due to City short staff.
2. Weather Delays for sanitary sewer & sidewalks.

The final completion will likely be pushed to August/September depending on resolving issues with getting a new general contractor going.

#### **Unit Delivery Schedule**

The management team has been slow but steady with processing applications. They are nearing their goal of filling all available units and focusing on pre-leasing all that remain. Project is just shy of 75% occupied.

- 194 units have been rehabbed to date. 186 rehabbed units are currently occupied.
- Of the eight vacant rehabbed units, six have applications pending approval and move in.
- Management is processing 17 additional applicants for future move in once the units have completed rehab.
- WHA continues to send referrals and management continues to market and outreach to applicants for the remaining 41 vacant, un-rehabbed units.



## Administrative Services Department July 2023 Report

### Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **225** 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
  - **236** Public Housing / **0** Mart
  - **0** VASH
- Processed **777** pieces of incoming mail
- Processed **4,896** pieces of outgoing mail
- Proofed all department monthly reports
- Made **364,364** copies for departments
- Sent out **89** Late Notices for Public Housing
- Sent out **127** Notices of Concern
- Sent out **507** Utility Notices

### Clients and Visitors

There was a total of **146 persons** that checked in to the receptionist in the lobby.

There was a total of **8,254 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.

Employee	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
Mylanda 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
MyLinda Browder	Texas NAHRO Conference	04/11-13/2023	Corpus Christi
Corina Mendoza	Texas NAHRO Conference & HCV/PH Rent Calculation Course and Exam	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
Zoila Acevedo	AH Forward: Financial Reporting for the FSS Program	4/13/2023	Webinar
Briotony Porter	Master of Social Work Colloquium	4/21/2023	Webinar
Gloria Dancer	Documenting Resident Violations in 2022-23	4/20/2023	Webinar
Craig Bottenfield	Payroll Law 2023 - Avoid Costly Mistakes and Legal Blunders	4/26/2023	Online Seminar
Rebecca Suarez	VMS, RNP Reconciliation & Updates	4/26/2023	Webinar
Rebecca Suarez	Understanding HUD's Two-Year Tool	4/27/2023	Webinar
Janie Lovell	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Charles Cervantez	NAHRO-How to adapt from UCPS to Nspire	5/1/2023	Webinar
Ryan Tomlinson	DIR Navigating DIR's Contracts	5/4/2023	Temple
Rebecca Ellis	Develop the leader Within You: Transform from Average Manager to Re	5/4/2023	Webinar
Briotony Porter	Master of Social Work Colloquium	5/9/2023	Webinar
Janie Lovell	RAD Project Based Voucher	05/15-18/2023	Houston
Denicka Simmons	RAD Project Based Voucher	05/15-18/2023	Houston
Christina Miller	RAD Project Based Voucher	05/15-18/2023	Houston
Rebecca Suarez	GASB 96 Implementatin & Gasb 87 Trends & Updates	5/24/2023	Webinar
Crystal Anthony	Peer Support for FSS Case Managers	6/8/2023	Webinar

CaSaundra Foreman	Peer Support for FSS Case Managers	6/8/2023	Webinar
Milet Hopping	Meeting-Succession Planning		Webinar
Edwina Viera	24th Annual Public Housing Conference for Financial Professionals	6/6 - 7/23	Las Vegas, NV
Melissa Johnson	Preparing HUD-Assisted Residents for Workforce Opportunities	6/14/2023	Webinar
Milet Hopping	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Gloria Dancer	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
Rebecca Ellis	Southwest NAHRO 83rd Annual Conference	6/26 - 29/2023	Albuquerque, NM
S8 & PH Employees	HUD's New Ruling on Criminal Behavior in 2023	Various	Digital Download
Gloria Dancer	In-depth HUD Training	7/6/2023	Waco, TX
LaTanya Rector	In-depth HUD Training	7/6/2023	Waco, TX
Janie Lovell	In-depth HUD Training	7/6/2023	Waco, TX
Milet Hopping	NAHRO 2023 Summer Symposium	7/12 - 16/2023	Washington DC
Melissa Johnson	NAHRO 2023 Summer Symposium	7/12 - 16/2023	Washington DC
Gloria Dancer	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar
Rebecca Ellis	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar
Melissa Johnson	Texas NAHRO: Fair Housing Webinar	7/25-26/23	Webinar
Ferlisa Raglin	TAA Board Meeting	7/27-28/23	Ft. Worth, TX
Gloria Dancer	Ethics for Housing Professionals	8/1/2023	Webinar
Gloria Dancer	Ethics for Management	8/2/2023	Webinar
Craig Bottenfield	Issuing Final Paychecks: Requirements for Terminated Employees	8/2/2023	Webinar
Charles Cervantez	NAHRO: How to Effectively Manage Your Maintenance Program	8/7 - 10/23	Webinar
Briotony Porter	Climate Change and Mental Health	8/8/2023	Webinar
Gloria Dancer	NAHRO: The Definitive Guide for Executive Directors	8/8-9/23	Webinar
Rebecca Ellis	NAHRO: The Definitive Guide for Executive Directors	8/8-9/23	Webinar
Milet Hopping	NAHRO DEI & Community Readiness Training	8/22 - 24/2023	Webinar
Mylynda Browder	HR Specialist Summit	9/13-14/23	Webinar
Janie Lovell	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Ferlisa Raglin	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Melody Gober	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX

Heather Burns  
Kaitlin Dragoo

Question and Answer Forum with Judge James Lee, Jp Precinct 2  
Texas Public Purchasing Association Conference

9/20/2023  
11/6-9/23

Waco, TX  
Denton, TX

\$204.82 for hotel was cancelled

# Information Technology

July 2023

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

- All support calls were closed within 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](http://www.wacopha.org)

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

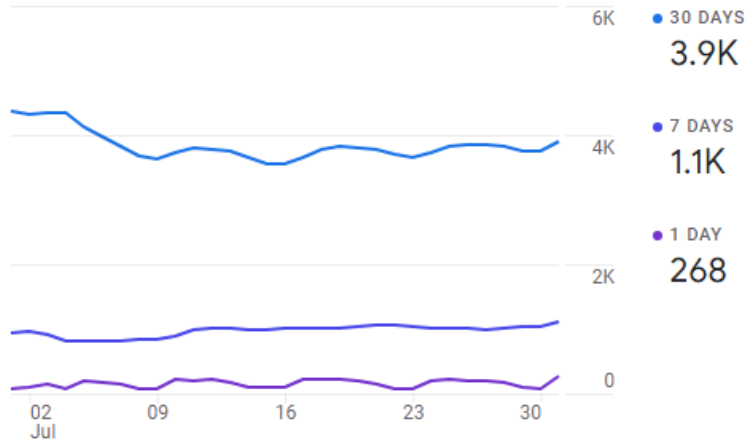
WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**

- Continue access control/security for Community Services.
- Continuing revamp of resident Computer labs (Community Services).
- Preparation of comprehensive property asset reporting and mapping for Board retreat.
- Continued research, evaluation, and demonstration review of Yardi Software.
- Procure, setup, and test new copy machine for Hill County office.
- Assist HUD with audit on location at WHA HQ, board room prep, prepping document shares, and presentations.
- Implement new Phone system software (cloud PBX).
- Order replacement Copier for Maintenance.
- Implement Mimecast security software as recommended by IT security audit.

# Wacopha.org July web statistical

## User activity over time



## Sessions by

Session default c...

SESSION DEFAULT ...	SESSIONS
Organic Search	4.1K
Direct	1.5K
Organic Social	205
Unassigned	201
Referral	155

## Users by Device model

DEVICE MODEL	USERS
iPhone	1.8K
Chrome	533
Edge	309
Safari	137
SM-A146U	69
ChromeBook	60
SM-A136U	45

## Users by Operating system

OPERATING SYSTEM	USERS
iOS	1.9K
Android	989
Windows	845
Macintosh	136
Chrome OS	60
Linux	43



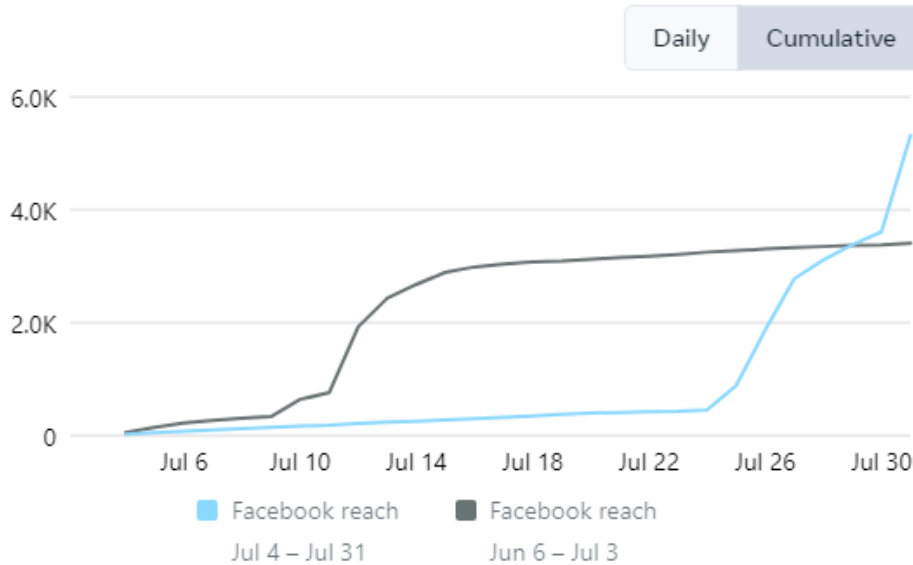
# Social Media Statistical

Facebook reach ⓘ

5,318 ↑ 56.1%

Paid reach ⓘ

0 0%

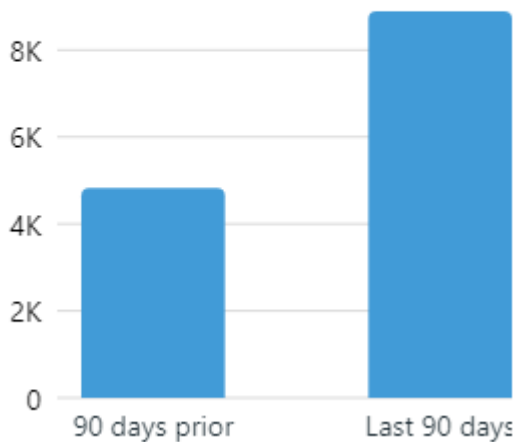


Audience reach is up 84% over 90 days

Engagement is up 202%

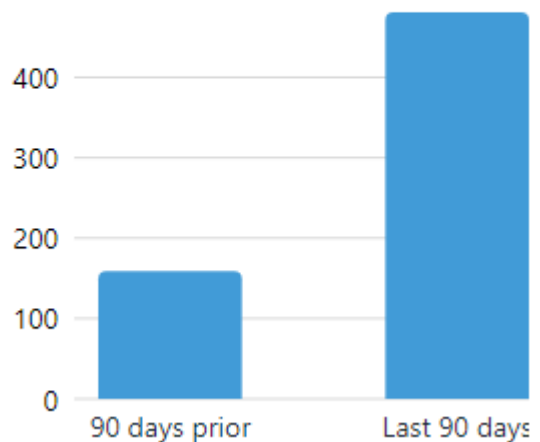
8.9K ↑ 84.2%

Total from last 90 days vs 90 days prior



481 ↑ 202.5%

Total from last 90 days vs 90 days prior



Note: Facebook continues to be our most effective platform for engagement and overall audience reach, we use cross traffic strategy to boost results on both platforms, as well as sharing from our Community Services page, and various partner agencies.

## Rising Images, Inc. Board Report for July 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	0	100%
Raintree	156	2	98%

### Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$50,847.00	\$51,160.00	\$51,160.00	100%
Hunnington	\$34,629.00	\$34,985.00	\$34,985.00	100%
Misty Square	\$8,380.00	\$8,560.00	\$8,560.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,562.88	\$ 4,802.00	\$4,802.00	100%
Raintree	95,928.15	\$97,170.00	\$95,005.00	97%

### **Delinquent Rent:**

None

### **Contracts (MOD)**

Aragon is finishing up the siding on Hunnington Bldgs. E-I.

Legacy Landscaping is working on the water mitigation behind Hunnington Bldg. A.

### **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



## Modernization Department July 2023 Report

<b>Grant Year</b>	<b>Grant Amt.</b>	<b>Amt. Expended</b>	<b>% Expended</b>	<b>% Obligated</b>	<b>Deadline to Expend</b>
2018/518	\$1,820,616.00	\$1,819,741.00	99%	100%	May 28,2026
2019/519	\$1,904,253.00	\$979,539.26	51%	54%	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	\$244,774.32	10%	10%	May 11, 2026

### Public Housing Current Projects

None

### 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
  - Completed July 2023
  
- Real Estate Developer
  - RFP emailed to 74 companies
  - Proposals due June 7, 2023
  - 7 proposals received
  - In person interview of the top 2 proposers on August 9, 2023

### Hill County Current Projects

- Office remodel
  - Sealed Bids due July 11, 2023
  - Recommend awarding to Zamco Services for \$57,438.43
  - Resolution on August board meeting

# Housing Operations Monthly Report

July 2023

## Public Housing Report

### Staff

Total Employees – 09 Temporary Staff – 1—Assistant Manager EM

### Waiting List Information

Total number of applicants on the waiting list – 1669

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	5
Units rejected by applicant	1
Total applicants not qualified	7

The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as residents of our communities. There was a total of (54) orientation letters emailed, (26) packets were mailed out from letter responses (13) received and in process of verifications, (28) no response, (7) completed.

### Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	20	19	1
Estella Maxey	27	27	0
<b>Total</b>	<b>47</b>	<b>46</b>	<b>1</b>

We have completed 98% of certifications for this month. According to PIC submission we have reported. 100 % certifications for dates through June 31, 2023.

### Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	1	0	0
Estella Maxey	3	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>

### Percentage of Rent Collected

82% of the rent for July was collected, we did not meet our goal of 97%.

Last Quarterly Average was: 97% for April-May-June

### Occupancy Percentage

The occupancy percentage for July was 83%; we did not meet our goal of 97%.

Last Quarterly Average was 84% for April-May-June

## Maintenance Report

### Staff

Total Employees – 5 regular employees,  
5 Vacant positions AideB EM / Utility Laborer EM / Utility Laborer KR / Tech1 KR / AideB KR

### Work Orders

#### Routine Work Orders

<b>Community</b>	<b>Total</b>	<b>%Completed</b>	<b>Remaining</b>
Kate Ross	109		29
Estella Maxey	87		15
<b>Total</b>	<b>196</b>		<b>44</b>

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 3 days which is well within our goal.

#### Emergency Work Orders

	<b>Amount Received</b>	<b>Amount Closed</b>	<b>Amount Remaining</b>
Closed within 24 hours	44	44	0
Over 24 hours	0	0	0
Total	44	44	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.

### **JULY Unit Turn Around Time**

<b>Down Time</b>	<b>Make Ready Time</b>	<b>Lease-Up Time</b>	<b>Total Turnaround Time</b>
153.09	47	25.83	226.00

### **Cumulative Average Unit Turn Around Time**

<b>Down Time</b>	<b>Make Ready Time</b>	<b>Lease-Up Time</b>	<b>Total Turnaround Time</b>
162.28	78.99	36.45	277.57

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 288.42, this puts us over by 268.42 days.

### **JULY Vacant Apartment Information**

<b>Vacancies</b>	<b>Leased</b>	<b>Total</b>	<b>Occupancy %</b>
Kate Ross	268	286	
Estella Maxey	312	362	
<b>Overall</b>	<b>580</b>	<b>648</b>	

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

**Annual Inspections FY 22 - 23**

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

**Fleet Vehicle Inspection**

Total Vehicles Inspected (2) – All vehicles operating normal.  
Fleet Truck# 57 Truck# 45 and Truck #59 received 2 new tires.

**Planned/Preventative Maintenance**

100% AC filters changed at Kate Ross Gas Meter Repair/Service/Pest Control (all sites)

New work order strategy implemented - (RAP) Rapid Action Planning to help structure skillsets to tasks - status- catching on with team successfully -update- Work orders getting completed more rapidly w/ more competence allowing more time to work turnover units

**Accident-free days by staff FY 2022/2023**

The maintenance staff has accumulated 164 accidents free days with (0) loss time days for the month of June and (144) 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
July 2023	\$25,210.61

Expenditures: Clean/repair rain gutters Kate Ross, New front tires on 3 trucks, Electrical Plumbing HVAC equipment service/ construction repairs beyond scope of normal routine.

**Security Report for July 2023**

		<b>WACO HOUSING AUTHORITY</b>		Jul-23
		<b>SECURITY REPORT</b>		
<b>CRIMINAL OFFENSES</b>	<b>ESTELLA MAXEY</b>		<b>KATE ROSS</b>	
	<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>
<b>HOMICIDE</b>				1
<b>ROBBERY</b>				
<b>ASSAULTS</b>				
Agg. Assault		1		
Sexual Offense				
Simple Assault	2	12	2	8
Family Violence		9	2	6
<b>BURGLARY</b>				
Habitation	1	3	1	5
Auto		1		4
<b>AUTO THEFTS/REC</b>				
<b>ARSON</b>				
Criminal Trespass	2	5		6
<b>CRIMINAL MISCHIEFS</b>			1	4
<b>WEAPON VIOLATIONS</b>				
<b>DRUG ARREST</b>				
Felony				
Misdemeanor				
<b>DRUGS CONFISCATED</b>		1gr		
Pills				
<b>HOUSING RELATED</b>				
<b>CALLS OF SERVICE</b>				
Other Agency	10	87	16	105
Security	3	37	4	41
Assist				
<b>INCIDENT REPORTS</b>				
Other Agency	9	70	13	54
Security	2	29	4	34
Assist				
	193	1879	117.25	1485.75



## Section 8 Board Report – July 2023

The Section 8 Department has leased a total of 2588 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	794	2411
Hill County	453	158
Somervell County	161	19
<b>Totals</b>	<b>1408</b>	<b>2588</b>

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

There are 175 applicant families searching for a place to live at this time.

Waco	158
Hill County	17
Somervell County	0
<b>Total</b>	<b>175</b>

### Re-Certifications

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

### Homeownership

The Homeownership Program is now assisting 13 families with mortgages.

### VASH (Veteran Affairs Supportive Housing)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	0
Number Passed/Pending Inspection	0
Number housed in Waco	67

Ineligible	218
<b>Total</b>	<b>96%</b>

### Mainstream

Number Pending (Referral/Orientation)	1
Number Searching in Waco	1
Number Passed/Pending Inspection	0
Number Housed in Waco	77

Ineligible	75
<b>Total</b>	<b>96 %</b>

### EHV (Emergency Housing Vouchers)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	4
Number housed in Waco	36

Ineligible	13
<b>Total</b>	<b>55%</b>

### FYI (Foster Youth Initiative)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	13
Number Passed/Pending Inspection	0
Number Housed in Waco	2

Ineligible	6
<b>Total</b>	<b>8 %</b>

### HUD Reports

No reports due at this time.

### Staff

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

## Community Services July 2023 Report

### JH Hines Family Game Night at Estella Maxey

Computer Lab programs for children continue with great participation daily at Estella Maxey and Kate Ross

Transformation Waco Mom and Tots Program at Estella Maxey moving forward with kick-off planned for August.

WHA Scholarship – Scholarship winner presented to board.

“What Home Means to Me.” Poster Contest winners and participants presentation will be made to the board in August board meeting.

Annual College Trip – trip to Tulsa, Oklahoma with 16 public housing youth. They visited Oklahoma State University, Langston University and Tulsa University. The students were also able to tour the Greenwood District/Black Wall Street.



Students viewing virtual Black Wall Street on Greenwood District museum



Touring Oklahoma State University



The group and chaperones at Langston University

**July 2023 Family Self Sufficiency Program**

Coordinator: CaSaundra Foreman and Coordinator: Crystal Anthony, MEd

<b>FSS Participants</b>	
Total: Public Housing <b>Current-10/Grant 2022-11</b>	Total: S8/RAD <b>Current-55/Grant 2022-58</b>
<b>TOTAL CURRENT PARTICIPANTS- 65</b>	
<b>TOTAL GRANT 2022 PARTICIPANTS- 78</b>	

<b>Monthly ESCROW</b>	
Total: Public Housing <b>\$329.00</b>	Total: S8/RAD <b>\$4793.00</b>
<b>TOTAL ESCROW DEPOSIT: \$5122.00</b>	
INTEREST NOT INCLUDED	

**Activities for the Month of July**

- Mailed out 5 welcome packets to potential participants
- Enrolled 9 new participants
- 3 FSS Exits; zero escrow balances; 1 Forfeit funds
- Attended HUD Office Hours Training
- Attended HUD Training – FSS Coffee Time
- Created Forfeiture Payment for (January-July)
- Attended Family Game night w/EM community outreach
- Delivered Gifts to Advisory Board Members that were FSS Meeting guest speakers
- Mailed letters to participants needing to update their goals
- Assisted with FSS Audit; prepared and presented

**Activities Planned for August**

- Participants Meetings: August 8
- Office visits with participants
- Yardi Trainings
- CIS Game night (EM)

**Community Collaborations**

- NeighborWorks Homebuyer Education
- Grassroots
- Section 8 Homeownership Program
- Waco Housing Stabilization Program
- Texas Workforce Commission
- UpSkill & Ester’s Closet
- Waco PD
- Habitat for Humanities
- TFNB
- Communities in Schools

**July Outreach Activities**

- Mass Emails sent to FSS Participants
- WHAA Website
- Assisted 1 with scholarship essay
- Assisted participants w/job search and available housing units
- Enrolled New Participants
- Assisted PH & HCV participants with WHA job applications
- Maintain recruiting efforts using FSS brochures during WHAA Community Service outreach/events, ground visits, Section 8 Orientation, and mail outs to potential clients.



## **Accomplishments**

- SF – Daughter applied for WHA Scholarship and attended College Trip with Youth Director AD
- AT – working with City Of Waco for homeownership grant
- AM – Extended COP
- KW – Met w/ MCC Small Business Counselor
- SD – Completed Homeownership classes



## **FSS Advisory Board Meeting**



## **FSS participates in Estella Maxey Family Game Night**

### **Youth Services: Al Davis, Coordinator – June 2023**

#### **Activities for the Month of July**

- ❖ 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
- ❖ Track student progress and grade promoting for students who attended Summer School
- ❖ Meetings – (AB) (Dr. Pepper Museum) – Spring & Summer Youth presentations
- ❖ Meeting – Starry Counseling Services (Resources & Services offered to PH Clients and Community)
- ❖ Meeting – (College Trip – RB – planning stages and details)
- ❖ Cross Training with Co – Workers (Learning how to have Departmental flexibility & job duties)
- ❖ Staff Meetings for Community Events and Monthly planning

- ❖ CIS (Communities In Schools) Family Fun Day (J.H. Hines Registration)
- ❖ Schools Supplies give away (Estella Maxey)
- ❖ College Field Trip (Tulsa Oklahoma – July 17 – 22, 2023) (Tulsa University, Oklahoma State University & Langston University – Tour Attraction (Greenwood Rising District – Black Wall Street)
- ❖ Advocacy Center Counseling provided for Residents and students (available in Community Center)
- ❖ Cross training activities (Working with FSS Quarterly meeting and luncheon)
- ❖ Meeting – Mosaic Ministry (MG) – Tutoring program for Estella Maxey (Melody Grove)
- ❖ Meeting – (DB) – Youth Summit Program (Summer plans and activities)

Activities planned for August.

- ❖ Youth Summit Rally (to include PH Youth) – Carver Park Baptist Church (Aug. 11 – 12 (5:00 pm on both days)
- ❖ Zoom Training (Town Hall update CEO Milet Hopping)
- ❖ Cross Training (Community Service Staff – Overview on other Job positions and duties)
- ❖ J.H. Hines Family Game Night (August 24, 2023 – Estella Maxey)
- ❖ Youth Basketball Camps & Tournaments (Kenneth Alexander

**Activities for the Month of July: Elderly & Disabled Services July Report – Briotony Porter**

Activities for the Month of July:

- ❖ July Senior Activity Planning
- ❖ Senior Activities Shopping
- ❖ Fourth of July Celebration with Seniors
- ❖ Staff Meeting
- ❖ Transformation Waco Meetings via Zoom
- ❖ Walk Through of Transformation Waco Outreach Apartment
- ❖ CPP Education & Info Forum Webinar – 9a to 4p
- ❖ Reading to the Children at VOICE Camp
- ❖ Transportation of Residents

Activities planned for July:

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

Community Collaborations:

- ❖ Community Resource Coordination Group
- ❖ Salvation Army
- ❖ Waco Housing Authority Housing Stability Services
- ❖ Adult Protective Services
- ❖ Child Protective Services
- ❖ Transformation Waco

- ❖ Waco-McLennan County Health Department
- ❖ Outreach Healthcare
- ❖ VOICE
- ❖ Waco Family Medicine
- ❖ EOAC

July Outreach Activities:

- ❖ Hot Dogs at Kate Ross with the Computer Lab Participants

**Craft Activity w/ the Seniors:**



**Christmas in July Giveaway Setup:**



### **Chili dogs w/ Kate Ross Computer Lab Participants:**



## **July 2023 Monthly Report – Resident Services, Earnest Ward**

### July 2023 Monthly Report

#### South Terrace:

- Residents discussed amongst each other the progress of work being done at South Terrace.
- I took the time to educate the council on HUD guidelines for Resident Council funds and what refreshments can be provided at the meetings. Residents feel turnout would be better if more refreshments served.

#### Kate Ross:

- Residents decided to assist Kate Ross kids with school supplies. Special meeting for residents will be held for parents to sign up for supplies. Resident Council funds will be requested.

#### Estella Maxey:

- Meeting was held with 7 residents present.
- Discussed status on RAD project and how project will begin on Adams Street for seniors.
- I educated residents on the maintenance process when air conditioning is broken.
- Meeting ended on positive note and they informed me they would like to have refreshments at the next meeting.

#### Planned Meetings For August:

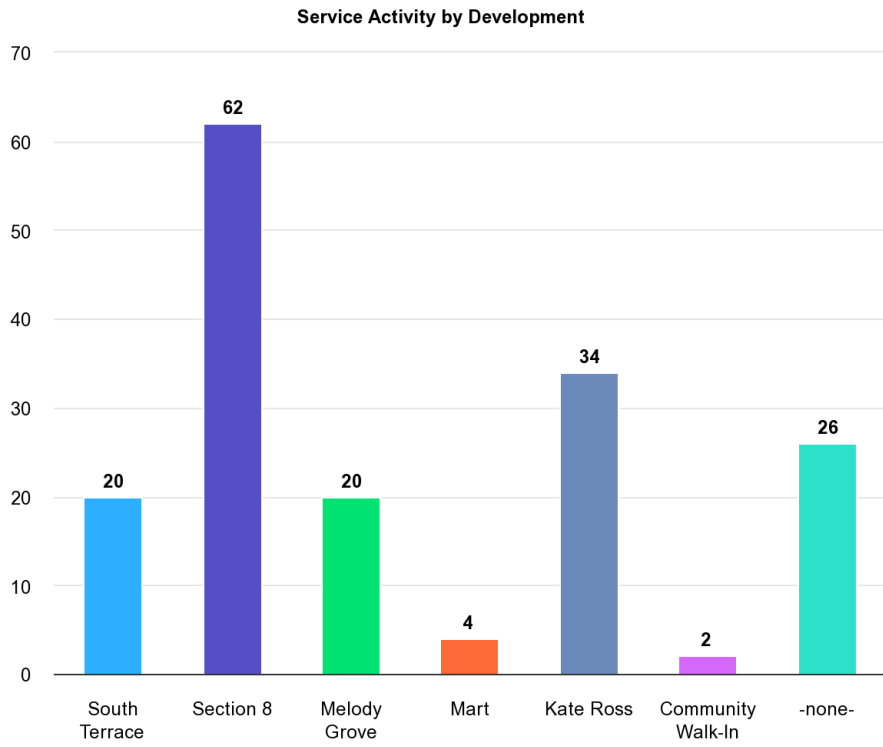
- South Terrace 9<sup>th</sup> @ 4pm
- Kate Ross 16<sup>th</sup> @ 6pm
- Melody Groove 30<sup>th</sup> @ 12 & 6pm

#### Community Collaborations:

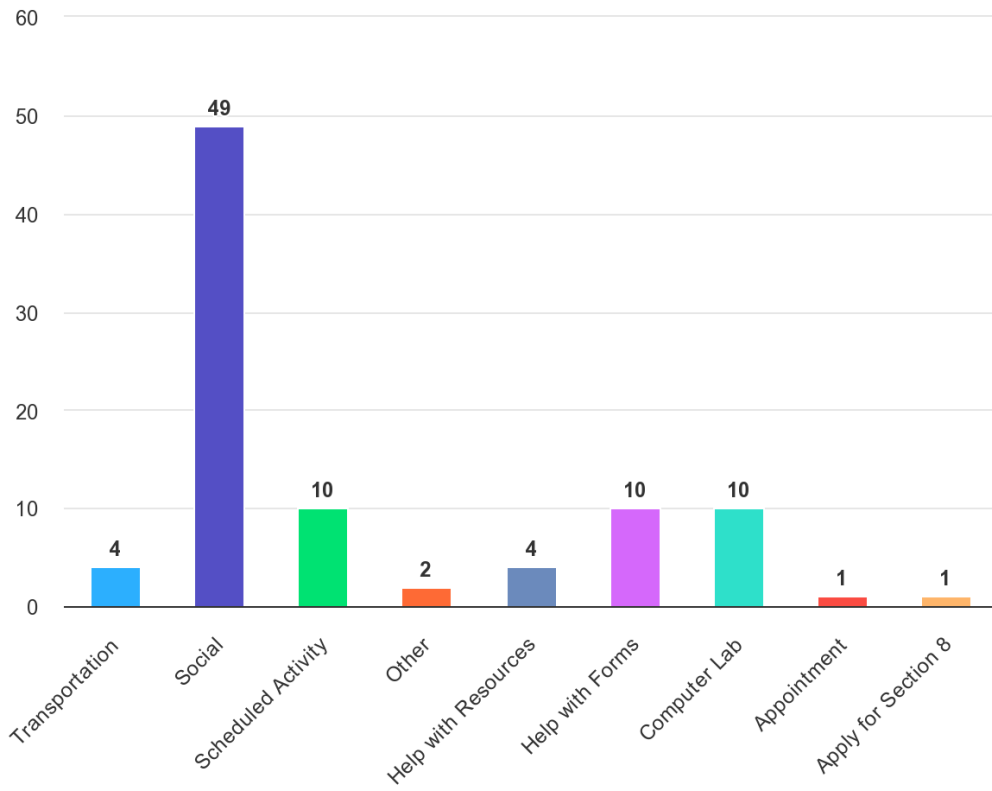
- Met with John Trueheart wanting to know if housing would sponson a select baseball team.
- Met with Mrs. Deanna Griffin of Southern Panther Cheerleading



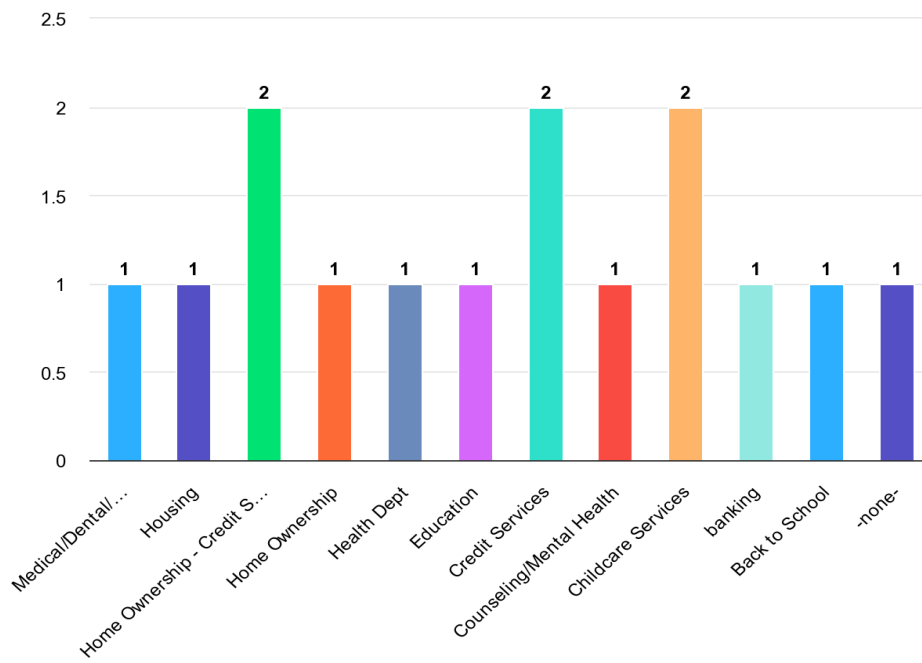
## Monthly Departmental Statistics and Reports



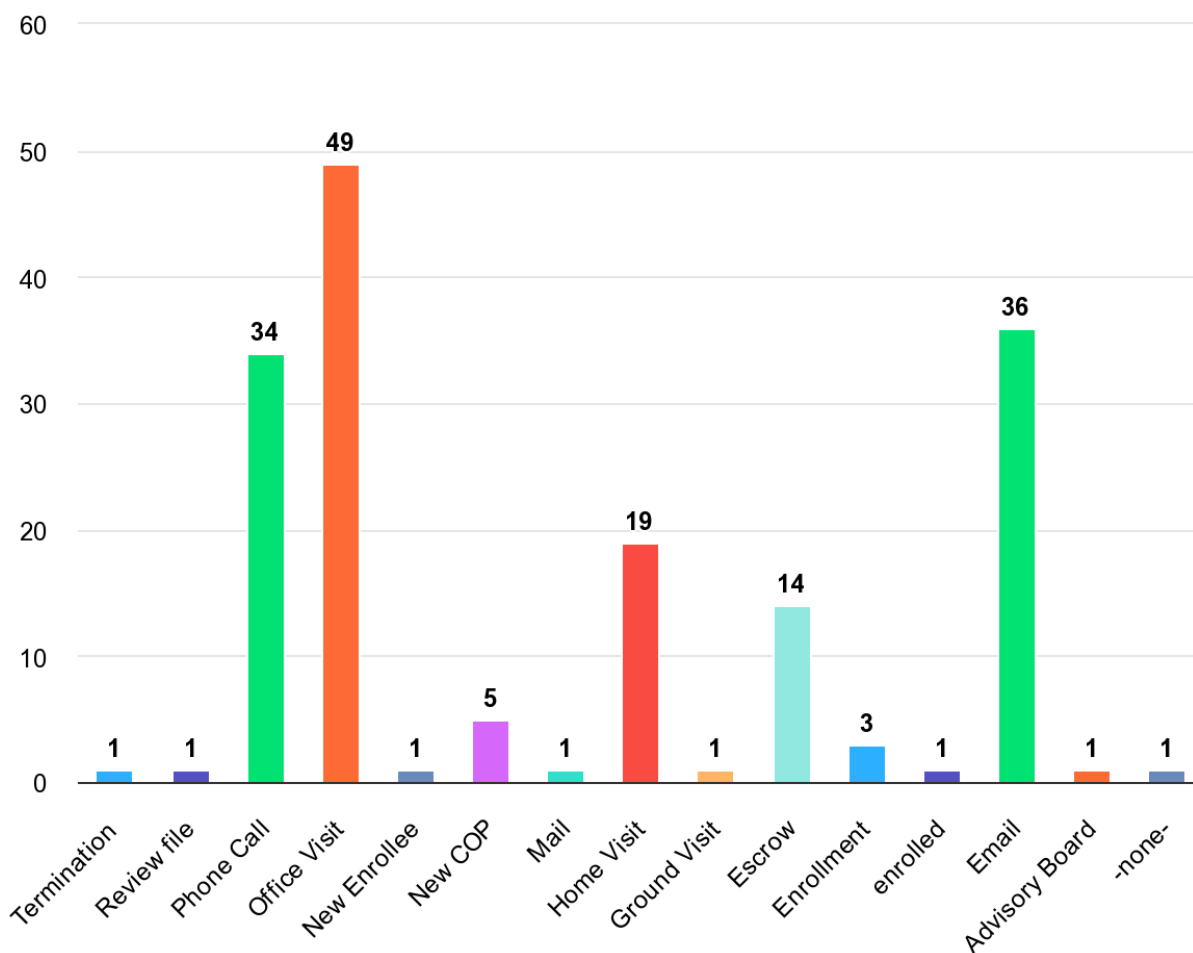
### Walk Ins



### External Referrals



### Services Provided



# Summary of Financial Statements

## June 30, 2023

### All Sites Expenses

- 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.
- Employee Benefits – The expense continues to be under budget because it was budgeted at a higher rate, but it is based on employee selection.
- Staff Training - This is for Cyber Security Awareness training for all employees which was a split cost among all the sites in the total amount of \$4,083.

### Public Housing

#### Central Office Cost Center (COCC)

- Asset Management Fees from PH Sites – Revenue was under budget \$8,800 for the month of June, while management fees from the non-profit properties are over budget \$1,200.
- Sundry – Postage, advertising, office supplies and software maintenance where under budget.
- Contract Cost – Expense is over budget for the summer maintenance of all a/c units for a total cost of \$1,530.

#### Kate Ross (KR)

- Dwelling Rental – Occupancy is 86% for the month of June 2023.
- HUD Contribution – HUD’s subsidy calculation is 92.15% of estimated eligibility.
- Legal – The expense has a credit for the reclassification of expense to proper account.
- Labor – The expenditure remains low, as there are vacancies in the Maintenance department.
- Contract Cost – Expense was over budget \$4,890 for a/c unit replacement, \$7,300 for temporary maintenance labor, and \$5,200 for grounds contract.

#### Estella Maxey (EM)

- Dwelling Rental – Occupancy is 63%; therefore, rental income is under budget \$16,900.
- Proceeds from Insurance Claims – Funds are from roof hail damage claim.
- Contract Cost – Expense was over budget \$6,300 for grounds contract, and \$3,200 for temporary maintenance labor.

### Section 8 - Admin

- Administrative Salaries – The expense is under budget \$23,800 due to several vacant positions in the Section 8 Department.
- Legal Expenses – Legal fees are over budget \$2,200 for a termination hearing held in June.
- Sundry – Cost was over budget \$9,400 for contract employee expenses, while contract software maintenance was under budget \$2,700.
- Employee Benefit Payment – The expense is under budget \$17,400 due to department vacancies.

### Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is \$1,302,724.
- Grandview Demolition total HAP reserve is \$130,598.
- Foster Youth Initiative total HAP reserve is \$32,731.
- Mainstream Voucher Program total HAP reserve is \$171,226.
- Emergency Housing Voucher total HAP reserves is \$148,585.

## **Non-Profits**

### **Raintree**

- Proceeds from Insurance Claims- This is for hail damage to roofs from April.
- Material- Plumbing supplies, water heaters, ground supplies, and new appliances (garbage disposals) were restocked (\$2,092 total). An a/c condenser was also purchased for a unit (\$989). All of these in combination contributed to the monthly budget overage.
- Contract Cost- Two HVAC replacements and one air handler replacement made this over budget for the month (\$10,400).
- Collection Losses- Two moveouts in this quarter make up this collection loss balance.

### **Cimmaron**

- Material- Two evaporator condensers (3,211) and three new appliances (\$2,022) were purchased for Cimmaron units causing this to go over budget.

### **Hunnington**

- Contract Cost- Water leak repairs (2) were made costing \$1,357 and an electric repair was made for \$587.

### **Misty**

- There were no out of the routine income or expense amounts for Misty for the month of June.

### **Picadilly**

- There were no out of the routine income or expense amounts for Picadilly for June.

### **WPFC II**

- There were no out of the routine income or expense amounts for WPFC II.

June 2023 Consolidated Report

	Central Cost Center	Estella Maxey	Kate Ross	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
<b>Income</b>										
Dwelling rental		62,448.80	63,928.61		97,900.00	52,482.75	35,380.17	4,802.00	8,560.00	325,502.33
Excess Utilities		3,810.41	4,560.16							8,370.57
Non-Dwelling Rental										-
<b>Total Rental Income</b>	-	<b>66,259.21</b>	<b>68,488.77</b>	-	<b>97,900.00</b>	<b>52,482.75</b>	<b>35,380.17</b>	<b>4,802.00</b>	<b>8,560.00</b>	<b>333,872.90</b>
Mgmt. & Admin. Fees Rev.	142,029.26	9,790.97	7,692.91	162,529.00						322,042.14
Donations to Scholarship Fd.					7.11					7.11
Proceeds Insurance Claims		879,072.57			1,448.76					880,521.33
Interest on Investments	752.01	7,677.07	5,001.08	166.83	805.76	927.58	178.04	199.88	159.92	15,868.17
Other Income		5,549.77	5,111.33	4,927.83	1,288.22	913.28	326.00	80.00	40.00	18,236.43
Operating Transfer In		9,790.97	7,692.91							17,483.88
HUD Contributions		131,179.00	103,225.50							234,404.50
<b>Total Operating Income</b>	<b>142,781.27</b>	<b>1,043,060.35</b>	<b>128,723.73</b>	<b>167,623.66</b>	<b>3,549.85</b>	<b>1,840.86</b>	<b>504.04</b>	<b>279.88</b>	<b>199.92</b>	<b>1,488,563.56</b>
<b>Total Income</b>	<b>142,781.27</b>	<b>1,109,319.56</b>	<b>197,212.50</b>	<b>167,623.66</b>	<b>101,449.85</b>	<b>54,323.61</b>	<b>35,884.21</b>	<b>5,081.88</b>	<b>8,759.92</b>	<b>1,822,436.46</b>
<b>Expenses</b>										
Administrative Salaries	94,561.16	19,988.50	17,259.78	49,614.82	7,857.82	4,624.46	2,842.25	303.53	995.53	198,047.85
Legal		4,105.64	(1,774.67)							2,330.97
Staff Training & Travel	3,458.31	746.73	695.57	4,099.58	142.20	83.90	50.34	5.47	13.42	9,295.52
Audit Fees	222.22	666.67	533.33	1,495.15	721.78	460.44	283.11	28.00	62.22	4,472.92
Sundry	5,200.85	10,746.27	6,362.35	23,017.70	2,111.21	1,067.01	600.00	70.55	159.19	49,335.13
Mgmt. & Bkpg. Fees Exp.		28,882.37	27,300.73	32,505.80	25,454.00	13,645.52	9,198.84	528.22	941.60	138,457.08
<b>Total Admin. Expenses</b>	<b>103,442.54</b>	<b>65,136.18</b>	<b>50,377.09</b>	<b>110,733.05</b>	<b>36,287.01</b>	<b>19,881.33</b>	<b>12,974.54</b>	<b>935.77</b>	<b>2,171.96</b>	<b>401,939.47</b>
<b>Total Tenant Serv. Expenses</b>		<b>17,003.50</b>	<b>14,531.45</b>							<b>31,534.95</b>
<b>Total Utility Expenses</b>	<b>2,321.26</b>	<b>47,530.63</b>	<b>46,736.17</b>	<b>4,772.67</b>	<b>13,461.83</b>	<b>7,488.98</b>	<b>4,217.00</b>	<b>133.95</b>	<b>959.87</b>	<b>127,622.36</b>
Labor		21,237.98	7,224.04		8,741.32	6,000.17	3,579.03	364.23	947.38	48,094.15
Materials	580.88	5,382.16	5,787.22	591.83	6,744.29	6,086.67	551.16	5.52	125.97	25,855.70
Contract Costs	5,181.55	37,705.49	38,135.30	1,620.31	20,076.34	3,155.18	4,585.90	253.32	1,258.76	111,972.15
<b>Total Maint &amp; Operations</b>	<b>5,762.43</b>	<b>64,325.63</b>	<b>51,146.56</b>	<b>2,212.14</b>	<b>35,561.95</b>	<b>15,242.02</b>	<b>8,716.09</b>	<b>623.07</b>	<b>2,332.11</b>	<b>185,922.00</b>
Employee Benefits	18,249.95	10,832.30	8,395.73	9,975.74	3,608.66	2,430.19	1,473.03	149.73	408.43	55,523.76
Insurance	1,592.09	6,562.04	9,975.03	393.08	4,786.49	2,593.24	1,163.65	165.54	278.99	27,510.15
Administrative Fees				3,561.18						3,561.18
Collection Losses		4,784.31	3,639.85		952.63					9,376.79
Non-Routine Exp (non apt exp)					1,087.00	295.00				1,382.00
Depreciation Expense					14,111.86	7,666.11	5,168.87	270.64	2,709.56	29,927.04
<b>Total General Expenses</b>	<b>19,842.04</b>	<b>22,178.65</b>	<b>22,010.61</b>	<b>13,930.00</b>	<b>24,546.64</b>	<b>12,984.54</b>	<b>7,805.55</b>	<b>585.91</b>	<b>3,396.98</b>	<b>127,280.92</b>
<b>Total Expenses</b>	<b>131,368.27</b>	<b>216,174.59</b>	<b>184,801.88</b>	<b>131,647.86</b>	<b>109,857.43</b>	<b>55,596.87</b>	<b>33,713.18</b>	<b>2,278.70</b>	<b>8,860.92</b>	<b>874,299.70</b>
<b>Profit/Loss</b>	<b>11,413.00</b>	<b>893,144.97</b>	<b>12,410.62</b>	<b>35,975.80</b>	<b>(8,407.58)</b>	<b>(1,273.26)</b>	<b>2,171.03</b>	<b>2,803.18</b>	<b>(101.00)</b>	<b>948,136.76</b>

## 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	\$ 18,450.00	\$ 1,863.98	\$ 18,970.69	\$ 520.69
3440 Mgmt./Adm.Fees fr.Non-Profits	\$ 582,500.00	\$ 436,875.03	\$ 49,768.18	\$ 446,494.63	\$ 9,619.60
3450 Asset Management Fee fr.Sites	\$ 570,200.00	\$ 427,649.94	\$ 38,699.22	\$ 363,906.34	\$ (63,743.60)
3460 Mgmt./Adm.Fees fr.Sect.8	\$ 399,300.00	\$ 299,475.00	\$ 34,214.00	\$ 291,159.80	\$ (8,315.20)
3470 Mgmt./Adm.Fees fr.CFP	\$ 199,700.00	\$ 149,775.03	\$ 17,483.88	\$ 147,213.79	\$ (2,561.24)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on Investments	\$ 3,800.00	\$ 2,850.03	\$ 752.01	\$ 6,099.35	\$ 3,249.32
3650 Interest Inc.-Mortgages	\$ -	\$ -	\$ -	\$ -	\$ -
3690 Other Income	\$ 1,000.00	\$ 749.97	\$ -	\$ 122.07	\$ (627.90)
9110.010 Oth.Inc.-Transfer from CFP	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 1,781,100.00	\$ 1,335,825.00	\$ 142,781.27	\$ 1,273,966.67	\$ (61,858.33)
EXPENSES					\$ -
4110 Administrative Salaries	\$ 1,204,900.00	\$ 903,674.97	\$ 94,561.16	\$ 872,830.83	\$ (30,844.14)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 200.00	\$ 150.03	\$ -	\$ 1,538.67	\$ 1,388.64
4140 Staff Training	\$ 10,200.00	\$ 7,649.91	\$ 2,512.06	\$ 12,606.00	\$ 4,956.09
4150 Travel Convention & Meetings	\$ 19,400.00	\$ 14,550.03	\$ 946.25	\$ 16,942.63	\$ 2,392.60
4171 Auditing Fees	\$ 1,200.00	\$ 900.00	\$ 222.22	\$ 1,444.44	\$ 544.44
4190 Sundry	\$ 111,300.00	\$ 83,474.91	\$ 5,200.85	\$ 83,400.37	\$ (74.54)
Total Admin Expense	\$ 1,347,200.00	\$ 1,010,399.85	\$ 103,442.54	\$ 988,762.94	\$ (21,636.91)
4310 Water	\$ 9,000.00	\$ 6,750.00	\$ 298.64	\$ 3,664.11	\$ (3,085.89)
4320 Electricity	\$ 13,000.00	\$ 9,749.97	\$ 1,694.56	\$ 11,718.98	\$ 1,969.01
4330 Gas	\$ 2,000.00	\$ 1,500.03	\$ 66.92	\$ 1,814.22	\$ 314.19
4390 Sewer	\$ 2,000.00	\$ 1,500.03	\$ 261.14	\$ 2,332.61	\$ 832.58
Total Utility Expense	\$ 26,000.00	\$ 19,500.03	\$ 2,321.26	\$ 19,529.92	\$ 29.89
4420 Material	\$ 4,100.00	\$ 3,075.03	\$ 580.88	\$ 4,930.13	\$ 1,855.10
4430 Contract Cost	\$ 40,300.00	\$ 30,224.88	\$ 5,181.55	\$ 38,748.78	\$ 8,523.90
Total Ordinary Maint. & Operation	\$ 44,400.00	\$ 33,299.91	\$ 5,762.43	\$ 43,678.91	\$ 10,379.00
4510.010 Workers Compensation	\$ 4,400.00	\$ 3,300.03	\$ 234.93	\$ 2,114.38	\$ (1,185.65)
4510.040 Auto Insurance	\$ 1,800.00	\$ 1,350.00	\$ 217.15	\$ 1,954.35	\$ 604.35
4510.070 Crime / Dishonesty	\$ 100.00	\$ 74.97	\$ 5.38	\$ 48.41	\$ (26.56)
4510.090 Fire & Extend Coverage	\$ 200.00	\$ 150.03	\$ 14.07	\$ 126.62	\$ (23.41)
4540 Employee Benefit Payments	\$ 344,300.00	\$ 258,225.12	\$ 18,249.95	\$ 198,205.55	\$ (60,019.57)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ 1,027.20	\$ 4,108.80	\$ 4,108.80
4570 FSS Jr League Loan Write-Off	\$ -	\$ -	\$ -	\$ -	\$ -
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ 93.36	\$ 452.87	\$ 452.87
Total General Expenses	\$ 350,800.00	\$ 263,100.15	\$ 19,842.04	\$ 207,010.98	\$ (56,089.17)
Total Routine Expenses	\$ 1,768,400.00	\$ 1,326,299.94	\$ 131,368.27	\$ 1,258,982.75	\$ (67,317.19)
					\$ -
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	\$ 9,525.06	\$ 11,413.00	\$ 14,983.92	\$ 5,458.86

## 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	\$ 1,436,400.00	\$ 162,529.00	\$ 1,394,461.00	\$ (41,939.00)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on on Admin Reserve	\$ 34,200.00	\$ 25,650.00	\$ -	\$ 15,454.70	\$ (10,195.30)
3610.030 Interest Income	\$ -	\$ -	\$ 166.83	\$ 620.00	\$ 620.00
3690 Other Income	\$ 14,000.00	\$ 10,500.03	\$ 4,927.83	\$ 19,792.36	\$ 9,292.33
Total Admin Income	\$ 1,963,400.00	\$ 1,472,550.03	\$ 167,623.66	\$ 1,430,328.06	\$ (42,221.97)
EXPENSES					\$ -
4110 Administrative Salaries	\$ 880,800.00	\$ 660,600.00	\$ 49,614.82	\$ 484,976.05	\$ (175,623.95)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 500.00	\$ 375.03	\$ 2,254.00	\$ 14,669.83	\$ 14,294.80
4140 Staff Training	\$ 10,000.00	\$ 7,499.97	\$ 1,845.58	\$ 3,404.45	\$ (4,095.52)
4150 Travel Convention & Meetings	\$ 2,500.00	\$ 1,874.97	\$ -	\$ 1,393.96	\$ (481.01)
4171 Auditing Fees	\$ 8,100.00	\$ 6,075.00	\$ 1,495.15	\$ 9,718.44	\$ 3,643.44
4190 Sundry	\$ 217,150.00	\$ 162,862.56	\$ 23,017.70	\$ 155,176.88	\$ (7,685.68)
4196 Management Fee	\$ 383,030.00	\$ 287,272.53	\$ 32,505.80	\$ 278,047.80	\$ (9,224.73)
4220 Tenant Services Recreation	\$ 250.00	\$ 187.47	\$ -	\$ -	\$ (187.47)
4250 Reichenbach Program Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
4260 FSS Donations Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Expense	\$ 1,502,330.00	\$ 1,126,747.53	\$ 110,733.05	\$ 947,387.41	\$ (179,360.12)
4310 Water	\$ 2,900.00	\$ 2,175.03	\$ 202.44	\$ 1,643.74	\$ (531.29)
4320 Electricity	\$ 4,300.00	\$ 3,224.97	\$ 3,987.93	\$ 10,656.20	\$ 7,431.23
4330 Gas	\$ 1,560.00	\$ 1,170.00	\$ 474.44	\$ 2,560.55	\$ 1,390.55
4390 Sewer	\$ 880.00	\$ 659.97	\$ 107.86	\$ 699.63	\$ 39.66
Total Utility Expense	\$ 9,640.00	\$ 7,229.97	\$ 4,772.67	\$ 15,560.12	\$ 8,330.15
4420 Material	\$ 2,700.00	\$ 2,025.00	\$ 591.83	\$ 3,692.48	\$ 1,667.48
4430 Contract Cost	\$ 25,550.00	\$ 19,162.44	\$ 1,620.31	\$ 19,389.42	\$ 228.98
Total Ordinary Maint. & Operation	\$ 28,250.00	\$ 21,187.44	\$ 2,212.14	\$ 23,081.90	\$ 1,894.46
					\$ -
4510.010 Workers Compensation	\$ 3,430.00	\$ 2,572.47	\$ 181.21	\$ 1,630.88	\$ (941.59)
4510.020 General Liability Insurance	\$ 30.00	\$ 22.50	\$ 2.53	\$ 22.78	\$ 0.28
4510.040 Auto Insurance	\$ 2,270.00	\$ 1,702.53	\$ 175.58	\$ 1,580.23	\$ (122.30)
4510.050 Public Officials Liability -E&O	\$ 50.00	\$ 37.53	\$ 4.74	\$ 42.65	\$ 5.12
4510.070 Crime / Dishonesty	\$ 60.00	\$ 45.00	\$ 5.38	\$ 48.41	\$ 3.41
4510.090 Fire & Extend Coverage	\$ 280.00	\$ 209.97	\$ 23.64	\$ 212.75	\$ 2.78
4540 Employee Benefit Payments	\$ 379,660.00	\$ 284,744.97	\$ 9,975.74	\$ 120,032.53	\$ (164,712.44)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ -	\$ 441.18	\$ 441.18
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ -	\$ 78.27	\$ 78.27
4590 Admin Fee	\$ 32,200.00	\$ 24,149.97	\$ 3,561.18	\$ 24,567.24	\$ 417.27
Total General Expenses	\$ 417,980.00	\$ 313,484.94	\$ 13,930.00	\$ 148,656.92	\$ (164,828.02)
Total Routine Expenses	\$ 1,958,200.00	\$ 1,468,649.88	\$ 131,647.86	\$ 1,134,686.35	\$ (333,963.53)
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	\$ 3,900.15	\$ 35,975.80	\$ 295,641.71	\$ 291,741.56

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	\$ 56,300.00	\$ 42,225.03	\$ 6,309.00	\$ 44,259.48	\$ 2,034.45
3610 Interest on on Admin Reserve	\$ 800.00	\$ 600.03	\$ -	\$ -	\$ (600.03)
3690.070 Misc. Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Income	\$ 57,100.00	\$ 42,825.06	\$ 6,309.00	\$ 44,259.48	\$ 1,434.42
EXPENSES					\$ -
4110 Administrative Salaries	\$ 8,840.00	\$ 6,630.03	\$ 1,224.00	\$ 11,147.07	\$ 4,517.04
4171.000 Audit Fees	\$ 230.00	\$ 172.53	\$ 41.66	\$ 270.81	\$ 98.28
4196 Admin Fees	\$ 11,300.00	\$ 8,475.03	\$ 1,261.80	\$ 8,437.60	\$ (37.43)
4189/4190 Sundry	\$ 2,200.00	\$ 1,650.06	\$ 52.11	\$ 607.78	\$ (1,042.28)
Total Admin Expenses	\$ 22,570.00	\$ 16,927.65	\$ 2,579.57	\$ 20,463.26	\$ 3,535.61
4510.010 Workers Comp Insurance	\$ 50.00	\$ 37.53	\$ -	\$ -	\$ (37.53)
4540 Employee Benefit Payments	\$ 7,480.00	\$ 5,609.97	\$ 254.44	\$ 2,746.54	\$ (2,863.43)
4590 Admin Fee	\$ -	\$ -	\$ 163.34	\$ 811.02	\$ 811.02
4431 Building Repair Contract	\$ -	\$ -	\$ -	\$ -	\$ -
4430 Clean/Desinf Contr. Srvc	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 7,530.00	\$ 5,647.50	\$ 417.78	\$ 3,557.56	\$ (2,089.94)
Total Expenses	\$ 30,100.00	\$ 22,575.15	\$ 2,997.35	\$ 24,020.82	\$ 1,445.67
					\$ -
Residual Receipts (Profit/Loss)	\$ 27,000.00	\$ 20,249.91	\$ 3,311.65	\$ 20,238.66	\$ (11.25)



Public Housing Income Statement

Kate Ross

Estella Maxey

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
Dwelling Rental	\$ 744,300.00	\$ 558,225.00	\$ 63,928.61	\$ 581,314.67	\$ 23,089.67
Excess Utilities	\$ 88,100.00	\$ 66,075.03	\$ 4,560.16	\$ 56,467.68	\$ (9,607.35)
Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ 832,400.00	\$ 624,300.03	\$ 68,488.77	\$ 637,782.35	\$ 13,482.32
Management Fee from CFP	\$ 87,800.00	\$ 65,850.03	\$ 7,692.91	\$ 64,774.10	\$ (1,075.93)
CFP Trnsf. In-Site Expenses	\$ 59,500.00	\$ 44,624.97	\$ -	\$ 3,120.53	\$ (41,504.44)
Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ 28,678.40	\$ 28,678.40
Interest on Investments	\$ 23,000.00	\$ 17,250.03	\$ 5,001.08	\$ 34,082.00	\$ 16,831.97
Jr. League Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ 58,800.00	\$ 44,100.00	\$ 5,111.33	\$ 49,775.55	\$ 5,675.55
Other Income-FSS Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income-Time Warner Cable	\$ 5,000.00	\$ 3,750.03	\$ -	\$ 4,818.91	\$ 1,068.88
Operating Transfer In (1406)	\$ 92,300.00	\$ 69,225.03	\$ 7,692.91	\$ 64,774.10	\$ (4,450.93)
Total Operating Income	\$ 326,400.00	\$ 244,800.09	\$ 25,498.23	\$ 250,023.59	\$ 5,223.50
Total HUD Contributions	\$ 1,143,500.00	\$ 857,625.03	\$ 103,225.50	\$ 912,288.69	\$ 54,663.66
Total Income	\$ 2,302,300.00	\$ 1,726,725.15	\$ 197,212.50	\$ 1,800,094.63	\$ 73,369.48
<b>EXPENSES</b>					
Administrative Salaries	\$ 314,300.00	\$ 235,724.94	\$ 17,259.78	\$ 158,399.34	\$ (77,325.60)
Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expense	\$ 500.00	\$ 375.03	\$ (1,774.67)	\$ 1,102.50	\$ 727.47
Staff Training	\$ 5,200.00	\$ 3,900.06	\$ 695.57	\$ 3,293.39	\$ (606.67)
Travel & Conventions	\$ 2,600.00	\$ 1,949.94	\$ -	\$ 1,847.05	\$ (102.89)
Audit Fees	\$ 4,000.00	\$ 2,999.97	\$ 533.33	\$ 3,466.67	\$ 466.70
Sundry	\$ 100,700.00	\$ 75,525.12	\$ 6,362.35	\$ 81,519.85	\$ 5,994.73
Management Fees	\$ 339,600.00	\$ 254,699.91	\$ 27,300.73	\$ 240,279.00	\$ (14,420.91)
Total Admin Expense	\$ 766,900.00	\$ 575,174.97	\$ 50,377.09	\$ 489,907.80	\$ (85,267.17)
Tenant Services Salaries	\$ 163,300.00	\$ 122,474.97	\$ 11,699.92	\$ 104,151.65	\$ (18,323.32)
Tenant Services-Recr., Etc.	\$ 5,000.00	\$ 3,750.03	\$ 2,224.03	\$ 9,398.62	\$ 5,648.59
Resident Council	\$ 100.00	\$ 74.97	\$ -	\$ -	\$ (74.97)
Ten. Serv. Contr., Train., Spec. Needs	\$ 4,900.00	\$ 3,674.97	\$ 607.50	\$ 5,220.00	\$ 1,545.03
Total Tenant Expense	\$ 173,300.00	\$ 129,974.94	\$ 14,531.45	\$ 118,770.27	\$ (11,204.67)
<b>EXPENSES</b>					
Water	\$ 90,000.00	\$ 67,500.00	\$ 8,350.26	\$ 72,742.94	\$ 5,242.94
Electricity	\$ 150,000.00	\$ 112,500.00	\$ 22,842.98	\$ 120,025.62	\$ 7,525.62
Gas	\$ 80,000.00	\$ 60,000.03	\$ 3,628.59	\$ 81,777.52	\$ 21,777.49
Other Utility Expense	\$ 100,000.00	\$ 74,999.97	\$ 11,914.34	\$ 102,101.58	\$ 27,101.61
Total Utility Expense	\$ 420,000.00	\$ 315,000.00	\$ 46,736.17	\$ 376,647.66	\$ 61,647.66
Labor	\$ 225,000.00	\$ 168,750.00	\$ 7,224.04	\$ 96,678.46	\$ (72,071.54)
Material	\$ 65,800.00	\$ 49,349.79	\$ 5,787.22	\$ 75,511.29	\$ 26,161.50
Contract Cost	\$ 161,300.00	\$ 120,975.03	\$ 32,149.05	\$ 296,336.89	\$ 175,361.86
Total Ordinary Maint. & Operation	\$ 452,100.00	\$ 339,074.82	\$ 45,160.31	\$ 468,526.64	\$ 129,451.82
Protective Services Contract	\$ 80,700.00	\$ 60,525.00	\$ 5,986.25	\$ 59,550.68	\$ (974.32)
Total Protective Services	\$ 80,700.00	\$ 60,525.00	\$ 5,986.25	\$ 59,550.68	\$ (974.32)
Insurance	\$ 123,800.00	\$ 92,849.94	\$ 9,975.03	\$ 89,775.29	\$ (3,074.65)
Payment in Lieu of Taxes (PILOT)	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefit Payments	\$ 241,100.00	\$ 180,824.85	\$ 8,395.73	\$ 104,139.80	\$ (76,685.05)
Collection Losses	\$ 35,000.00	\$ 26,250.03	\$ 3,639.85	\$ 23,695.66	\$ (2,554.37)
Total General Expenses	\$ 399,900.00	\$ 299,924.82	\$ 22,010.61	\$ 217,610.75	\$ (82,314.07)
Total Routine Expenses	\$ 2,292,900.00	\$ 1,719,674.55	\$ 184,801.88	\$ 1,731,013.80	\$ 11,339.25
<b>EXPENSES</b>					
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 2,292,900.00	\$ 1,719,674.55	\$ 184,801.88	\$ 1,731,013.80	\$ 11,339.25
Gr. Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Yr Adj Affecting Residual Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Residual Receipts (Profit/Loss)</b>					
	\$ 9,400.00	\$ 7,050.60	\$ 12,410.62	\$ 69,080.83	\$ 62,030.23

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
Dwelling Rental	\$ 952,500.00	\$ 714,375.00	\$ 62,448.80	\$ 577,196.62	\$ (137,178.38)
Excess Utilities	\$ 101,500.00	\$ 76,124.97	\$ 3,810.41	\$ 65,968.20	\$ (10,156.77)
Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ 1,054,000.00	\$ 790,499.97	\$ 66,259.21	\$ 643,164.82	\$ (147,335.15)
Management Fee from CFP	\$ 111,800.00	\$ 83,850.03	\$ 9,790.97	\$ 82,439.69	\$ (1,410.34)
CFP Trnsf. In-Site Expenses	\$ 64,700.00	\$ 48,525.03	\$ -	\$ 7,732.71	\$ (40,792.32)
Proceeds fr. Insurance Claims	\$ -	\$ -	\$ 879,072.57	\$ 883,973.25	\$ 883,973.25
Interest on Investments	\$ 41,300.00	\$ 30,975.03	\$ 7,677.07	\$ 48,622.98	\$ 17,647.95
Jr. League Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ 65,900.00	\$ 49,425.03	\$ 5,549.77	\$ 50,275.90	\$ 850.87
Other Income-FSS Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income-Time Warner Cable	\$ 8,900.00	\$ 6,675.03	\$ -	\$ 4,206.86	\$ (2,468.17)
Operating Transfer In (1406)	\$ 117,500.00	\$ 88,125.03	\$ 9,790.97	\$ 82,439.69	\$ (5,685.34)
Total Operating Income	\$ 410,100.00	\$ 307,575.18	\$ 911,881.35	\$ 1,159,691.08	\$ 852,115.90
Total HUD Contributions	\$ 1,482,600.00	\$ 1,111,950.00	\$ 131,179.00	\$ 1,187,696.76	\$ 75,746.76
Total Income	\$ 2,946,700.00	\$ 2,210,025.15	\$ 1,109,319.56	\$ 2,990,552.66	\$ 780,527.51
<b>EXPENSES</b>					
Administrative Salaries	\$ 407,400.00	\$ 305,550.00	\$ 19,988.50	\$ 180,196.49	\$ (125,353.51)
Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Expense	\$ 500.00	\$ 375.03	\$ 4,105.64	\$ 8,030.30	\$ 7,655.27
Staff Training	\$ 5,500.00	\$ 4,125.06	\$ 746.73	\$ 3,601.71	\$ (623.35)
Travel & Conventions	\$ 2,900.00	\$ 2,174.94	\$ -	\$ 2,346.50	\$ 171.56
Audit Fees	\$ 5,000.00	\$ 3,750.03	\$ 666.67	\$ 4,333.33	\$ 583.30
Sundry	\$ 111,400.00	\$ 83,550.33	\$ 10,746.27	\$ 99,715.26	\$ 16,164.93
Management Fees	\$ 430,300.00	\$ 322,725.06	\$ 28,882.37	\$ 270,841.13	\$ (51,883.93)
Total Admin Expense	\$ 963,000.00	\$ 722,250.45	\$ 65,136.18	\$ 569,064.72	\$ (153,185.73)
Tenant Services Salaries	\$ 208,600.00	\$ 156,449.97	\$ 13,509.86	\$ 130,248.48	\$ (26,201.49)
Tenant Services-Recr., Etc.	\$ 5,000.00	\$ 3,750.03	\$ 2,781.14	\$ 13,565.73	\$ 9,815.70
Resident Council	\$ 100.00	\$ 74.97	\$ -	\$ -	\$ (74.97)
Ten. Serv. Contr., Train., Spec. Needs	\$ 6,300.00	\$ 4,725.00	\$ 712.50	\$ 3,720.00	\$ (1,005.00)
Total Tenant Expense	\$ 220,000.00	\$ 164,999.97	\$ 17,003.50	\$ 147,534.21	\$ (17,465.76)
<b>EXPENSES</b>					
Water	\$ 121,000.00	\$ 90,749.97	\$ 9,763.07	\$ 85,713.36	\$ (5,036.61)
Electricity	\$ 194,000.00	\$ 145,500.03	\$ 18,622.35	\$ 130,766.17	\$ (14,733.86)
Gas	\$ 108,000.00	\$ 81,000.00	\$ 4,718.97	\$ 98,763.16	\$ 17,663.16
Other Utility Expense	\$ 183,000.00	\$ 137,250.00	\$ 14,426.24	\$ 126,996.06	\$ (10,253.94)
Total Utility Expense	\$ 606,000.00	\$ 454,500.00	\$ 47,530.63	\$ 442,238.75	\$ (12,261.25)
Labor	\$ 301,100.00	\$ 225,825.03	\$ 21,237.98	\$ 187,180.76	\$ (88,644.27)
Material	\$ 75,000.00	\$ 56,250.00	\$ 5,382.16	\$ 53,290.13	\$ (2,959.87)
Contract Cost	\$ 256,500.00	\$ 192,375.00	\$ 29,327.44	\$ 227,190.76	\$ 34,815.76
Total Ordinary Maint. & Operation	\$ 632,600.00	\$ 474,450.03	\$ 55,947.58	\$ 467,661.65	\$ (6,788.38)
Protective Services Contract	\$ 90,000.00	\$ 67,500.00	\$ 8,378.05	\$ 73,102.97	\$ 5,602.97
Total Protective Services	\$ 90,000.00	\$ 67,500.00	\$ 8,378.05	\$ 73,102.97	\$ 5,602.97
Insurance	\$ 81,800.00	\$ 61,349.94	\$ 6,562.04	\$ 59,058.31	\$ (2,291.63)
Payment in Lieu of Taxes (PILOT)	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefit Payments	\$ 306,100.00	\$ 229,574.97	\$ 10,832.30	\$ 124,467.70	\$ (105,107.27)
Collection Losses	\$ 27,800.00	\$ 20,850.03	\$ 4,784.31	\$ 30,004.55	\$ (2,554.37)
Total General Expenses	\$ 415,700.00	\$ 311,774.94	\$ 22,178.65	\$ 213,530.56	\$ (98,244.38)
Total Routine Expenses	\$ 2,927,300.00	\$ 2,195,475.39	\$ 216,174.59	\$ 1,913,132.86	\$ (282,342.53)
<b>EXPENSES</b>					
Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ 7,200.00	\$ 7,200.00
Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ 7,200.00	\$ 7,200.00
Total Operating Expenses	\$ 2,927,300.00	\$ 2,195,475.39	\$ 216,174.59	\$ 1,920,332.86	\$ (275,142.53)
Gr. Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Yr Adj Affecting Residual Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Residual Receipts (Profit/Loss)</b>					
	\$ 19,400.00	\$ 14,549.76	\$ 893,144.97	\$ 1,070,219.80	\$ 1,055,670.04

Section 8 HAP

Mainstream HAP

Emergency Housing 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.	\$ -	\$ 4,856.00
3690.020 Other Income FSS Forfeitures	\$ -	\$ -
3690.080 Oth Inc fr Adm for Overleasing	\$ -	\$ -
8026.000 Contributions Earned- HAP	\$ 1,526,612.00	\$ 14,227,902.00
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.SBhap-Grandview Demo/Dis	\$ -	\$ 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	\$ 1,526,612.00	\$ 14,269,764.00
EXPENSES		
4715.010 HAP Occupied Units	\$ 1,276,544.00	\$ 10,833,132.00
4715.020 HAP Parkside Occ. Units	\$ 19,804.00	\$ 170,199.00
4715.030 HAP Damages	\$ -	\$ -
4715.040 HAP Tanglewood Occ. Units	\$ 300.00	\$ 2,628.00
4715.070 HAP Portability - In	\$ -	\$ -
4715.090 HAP - Portability - Out	\$ 74,687.33	\$ 631,591.01
4715.100 HAP Parkside-Portability-Out	\$ 2,302.00	\$ 16,518.00
4715.230 HAP Homeownership	\$ 4,732.00	\$ 43,182.00
4715.240 HAP Katrina	\$ -	\$ -
4715.245 HAP Disaster Vchr. Prog.	\$ -	\$ -
4715.400 HAP Liberty-RAD	\$ 30,709.00	\$ 241,269.00
4715.450 HAP ST-RAD	\$ 48,168.95	\$ 493,438.72
4715.451 HAP Grandview-RAD	\$ 6,481.00	\$ 55,866.00
4715.455 HAP ST Demolition/Disposition	\$ 43,296.00	\$ 335,391.20
4715.500 HAP Vet.Affs.Support.Hous.	\$ 42,379.00	\$ 276,915.00
4715.501 HAP - VASH - Portability - Out	\$ -	\$ -
4715.800 HAP Mainstream	\$ -	\$ -
4715.801 HAP Mainstream Port-Out	\$ -	\$ -
4715.910 HAP Hill Co. Occ. Units	\$ 85,551.00	\$ 713,944.31
4715.911 HAP Hillsboro Housing	\$ -	\$ -
4715.925 HAP Somervell Co.	\$ 9,755.00	\$ 94,361.00
4715.926 HAP Somervell Co. Port Out	\$ -	\$ -
4715.990 HAP Hill Co. Portability	\$ 15,831.00	\$ 145,469.00
4715.991 HAP Hillsboro Housing Port-Out	\$ -	\$ -
4716.000 UAP Occupied Units	\$ 17,014.00	\$ 132,717.00
4716.100 UAP Parkside Occ. Units	\$ 88.00	\$ 439.00
4716.130 UAP Tanglewood Occ. Units	\$ -	\$ 54.00
4716.230 UAP Homeownership	\$ -	\$ 2,176.00
4716.240 UAP Katrina	\$ -	\$ -
4716.245 UAP Disaster Vchr. Prog.	\$ -	\$ -
4716.400 UAP Liberty-RAD	\$ 560.00	\$ 4,663.00
4716.450 UAP ST RAD	\$ -	\$ -
4716.455 UAP-ST Demolition/Disposition	\$ 535.00	\$ 4,303.00
4716.500 UAP Vet.Affairs Support Hous.	\$ 314.00	\$ 2,136.00
4716.800 UAP Mainstream	\$ -	\$ -
4716.910 UAP Hill Co. Occ. Units	\$ 617.00	\$ 5,097.00
4716.911 UAP Hillsboro Housing	\$ -	\$ -
4716.925 UAP Somervell Co.	\$ 89.00	\$ 1,412.00
4717.000 UAP - Portability - Out	\$ 1,718.00	\$ 12,540.15
4717.100 UAP - Portability - In	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 1,681,475.28	\$ 14,219,441.39
RESIDUAL RECEIPTS (Profit/Loss)	\$ (154,863.28)	\$ 50,322.61

	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	\$ 55,304.00	\$ 365,934.00
TOTAL HAP INCOME	\$ 55,304.00	\$ 365,934.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	\$ 1,153.00	\$ 10,204.00
4715.800 HAP Mainstream	\$ 38,487.00	\$ 332,223.00
4716.800 UAP Mainstream	\$ 173.00	\$ 1,256.00
4716.801 UAP Mainstream Port-Out	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 39,813.00	\$ 343,683.00
RESIDUAL RECEIPTS (Profit/Loss)	\$ 15,491.00	\$ 22,251.00

	Current Period	YTD Budget
INCOME		\$ -
3410.100 Sec 8 EHV Admin Fees	\$ 2,232.00	\$ 19,150.00
3410.200 Sec8 EHV Preliminary Fees	\$ -	\$ -
3410.300 Sec8 EHV Placement/Issuance Fee	\$ -	\$ 200.00
3410.500 Sec8 EHV Service Fee	\$ 3,972.09	\$ 16,735.54
3410.800 Interest on EHV Admin Fee	\$ -	\$ 693.50
3610.040 Interest on EHV Reserve	\$ -	\$ -
8026.462 Contr. Earned- EHV HAP	\$ 35,673.00	\$ 195,210.00
TOTAL HAP INCOME	\$ 41,877.09	\$ 231,989.04
EXPENSES		
4110.000 Admin Salaries	\$ 1,852.58	\$ 17,375.15
4150.000 Travel Convoention & Meetings	\$ -	\$ 39.75
4171.000 Audit Fee	\$ 18.75	\$ 121.87
4190.020 Telephone & Telegraph	\$ 1.71	\$ 14.36
4190.160 Office Supplies	\$ -	\$ 2.50
4190.180 Miscellaneous	\$ -	\$ 9.89
4190.330 Admin. Contract-Software Maint	\$ 28.97	\$ 279.86
4196.000 Management Fee	\$ 446.40	\$ 4,674.40
4540.010 FICA Employer	\$ 112.35	\$ 1,034.43
4540.020 Medicare Employer	\$ 26.27	\$ 241.92
4540.030 Unemployment Insurance	\$ -	\$ 2.25
4540.040 Pension Employer	\$ 138.96	\$ 1,275.11
4540.200 Health Insurance Employer	\$ 62.23	\$ 1,406.99
4540.210 Dental Insurance Employer	\$ 8.09	\$ 124.23
4540.220 Long Term Disability Employer	\$ 7.97	\$ 73.13
4590.901 Emergency Housing Port Admin Fe	\$ 41.38	\$ 248.28
4715.090 HAP Emergency Housing Port Out	\$ 1,981.00	\$ 8,782.39
4715.900 HAP EHV	\$ 24,840.00	\$ 172,641.00
4716.900 UAP EHV	\$ 319.00	\$ 2,294.00
4716.901 UAP Emergency Housing Port-Out	\$ 82.00	\$ 328.00
4718.100 EHV-Service Fees	\$ 5,222.09	\$ 17,985.54
TOTAL HAP/UAP EXPENSE	\$ 35,189.75	\$ 228,955.05
RESIDUAL RECEIPTS (Profit/Loss)	\$ 6,687.34	\$ 3,033.99

WFPC Income Statement

	Raintree	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ 1,148,800.00	\$ 861,599.97	\$ 97,900.00	\$ 881,377.52	\$ 19,777.55
<b>Total Rental Income</b>	\$ 1,148,800.00	\$ 861,599.97	\$ 97,900.00	\$ 881,377.52	\$ 19,777.55
3400 Donations to Scholarship Fd.	\$ -	\$ -	\$ 7.11	\$ 5,024.87	\$ 5,024.87
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ 1,448.76	\$ 3,640.76	\$ 3,640.76
3610 Interest Income	\$ 14,750.00	\$ 11,062.53	\$ 805.76	\$ 5,171.64	\$ (5,890.89)
3690 Other Income	\$ 29,950.00	\$ 22,462.50	\$ 1,288.22	\$ 25,439.74	\$ 2,977.24
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Income</b>	\$ 44,700.00	\$ 33,525.03	\$ 3,549.85	\$ 39,277.01	\$ 5,751.98
<b>Total Income</b>	\$ 1,193,500.00	\$ 895,125.00	\$ 101,449.85	\$ 920,654.53	\$ 25,529.53
EXPENSES					
4110 Administrative Salaries	\$ 97,000.00	\$ 72,749.00	\$ 7,857.82	\$ 71,371.91	\$ (1,377.09)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ 835.00	\$ 835.00
4140 Staff Training & Convention	\$ 1,575.00	\$ 1,181.25	\$ 142.20	\$ 871.80	\$ (309.45)
4150 Travel	\$ 830.00	\$ 622.53	\$ -	\$ -	\$ (622.53)
4171 Auditing Fees	\$ 3,900.00	\$ 2,925.00	\$ 721.78	\$ 4,691.56	\$ 1,766.56
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 41,150.00	\$ 31,550.00	\$ 2,111.21	\$ 18,442.61	\$ (13,107.39)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 298,690.00	\$ 224,017.47	\$ 25,454.00	\$ 229,158.16	\$ 5,140.69
<b>Total Admin Expense</b>	\$ 443,145.00	\$ 333,045.25	\$ 36,287.01	\$ 325,371.04	\$ (7,674.21)
4310 Water	\$ 51,000.00	\$ 38,250.00	\$ 5,756.54	\$ 44,985.63	\$ 6,735.63
4320 Electricity	\$ 14,000.00	\$ 10,500.03	\$ 1,435.98	\$ 9,708.32	\$ (791.71)
4390 Sewer	\$ 52,000.00	\$ 38,999.97	\$ 6,269.31	\$ 52,401.15	\$ 13,401.18
<b>Total Utility Expense</b>	\$ 117,000.00	\$ 87,750.00	\$ 13,461.83	\$ 107,095.10	\$ 19,345.10
4410 Labor	\$ 105,000.00	\$ 78,752.00	\$ 8,741.32	\$ 62,614.32	\$ (16,137.68)
4420 Material	\$ 42,635.00	\$ 31,976.19	\$ 6,744.29	\$ 55,328.92	\$ 23,352.73
4430 Contract Cost	\$ 144,070.00	\$ 108,052.56	\$ 20,042.84	\$ 138,122.16	\$ 30,069.60
<b>Total Ordinary Maint. &amp; Operation</b>	\$ 291,705.00	\$ 218,780.75	\$ 35,528.45	\$ 256,065.40	\$ 37,284.65
4480 Contract Cost	\$ 400.00	\$ 299.97	\$ 33.50	\$ 268.00	\$ (31.97)
<b>Total Protective Services</b>	\$ 400.00	\$ 299.97	\$ 33.50	\$ 268.00	\$ (31.97)
4510.010 Workers Compensation	\$ 4,400.00	\$ 3,300.03	\$ 244.11	\$ 2,196.99	\$ (1,103.04)
4510.020 General Liab Insurance	\$ 1,200.00	\$ 900.00	\$ 105.26	\$ 947.36	\$ 47.36
4510.040 Auto Insurance	\$ 500.00	\$ 375.03	\$ 46.42	\$ 417.79	\$ 42.76
4510.050 Public Officials Insurance	\$ 2,300.00	\$ 1,725.03	\$ 194.89	\$ 1,754.01	\$ 28.98
4510.070 Crime / Dishonesty	\$ 70.00	\$ 52.47	\$ 5.38	\$ 48.41	\$ (4.06)
4510.090 Fire & Extend Coverage	\$ 51,000.00	\$ 38,250.00	\$ 4,190.43	\$ 37,713.87	\$ (536.13)
4540 Employee Benefit Payments	\$ 86,300.00	\$ 64,725.03	\$ 3,608.66	\$ 37,589.70	\$ (27,136.33)
4570 Collection Losses	\$ 580.00	\$ 435.00	\$ 952.63	\$ 1,218.65	\$ 783.65
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General Expenses</b>	\$ 146,350.00	\$ 109,762.59	\$ 9,347.78	\$ 81,885.78	\$ (27,876.81)
<b>Total Routine Expenses</b>	\$ 998,600.00	\$ 749,638.56	\$ 94,658.57	\$ 770,685.32	\$ 21,046.76
EXPENSES					
4191.100 Employee Committee	\$ -	\$ -	\$ -	\$ -	\$ -
4191.200 Non-Apartment Meetings	\$ -	\$ -	\$ -	\$ -	\$ -
4191.300 Non-Apartment Public Relations	\$ 5,000.00	\$ 3,750.03	\$ 1,087.00	\$ 3,955.55	\$ 205.52
<b>Total Non-Apartment Expenses</b>	\$ 5,000.00	\$ 3,750.03	\$ 1,087.00	\$ 3,955.55	\$ 205.52
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ 5,650.00	\$ 5,650.00
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
4700 Scholarships Awarded	\$ 1,800.00	\$ 1,350.00	\$ -	\$ 2,000.00	\$ 650.00
5999.000 Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non Routine Expenses</b>	\$ 1,800.00	\$ 1,350.00	\$ -	\$ 7,650.00	\$ 6,300.00
4800 Depreciation Expense	\$ 185,000.00	\$ 138,750.03	\$ 14,111.86	\$ 126,939.86	\$ (11,810.17)
6110 G/L Disposition of Real Property	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	\$ 185,000.00	\$ 138,750.03	\$ 14,111.86	\$ 126,939.86	\$ (11,810.17)
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Prior Year Receipts</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ 1,190,400.00	\$ 893,488.62	\$ 109,857.43	\$ 909,230.73	\$ 15,742.11
<b>Residual Receipts (Profit/Loss)</b>	\$ 3,100.00	\$ 1,636.38	\$ (8,407.58)	\$ 11,423.80	\$ 9,787.42

	Cimmaron	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ 610,170.00	\$ 457,627.50	\$ 52,482.75	\$ 468,257.51	\$ 10,630.01
<b>Total Rental Income</b>	\$ 610,170.00	\$ 457,627.50	\$ 52,482.75	\$ 468,257.51	\$ 10,630.01
3400 Donations to Scholarship Fd.	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ 8,278.44	\$ 8,278.44
3610 Interest Income	\$ 8,930.00	\$ 6,697.53	\$ 927.58	\$ 5,319.10	\$ (1,378.43)
3690 Other Income	\$ 22,100.00	\$ 16,575.00	\$ 913.28	\$ 17,980.77	\$ 1,405.77
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Income</b>	\$ 31,030.00	\$ 23,272.53	\$ 1,840.86	\$ 31,578.31	\$ 8,305.78
<b>Total Income</b>	\$ 641,200.00	\$ 480,900.03	\$ 54,323.61	\$ 499,835.82	\$ 18,935.79
EXPENSES					
4110 Administrative Salaries	\$ 61,600.00	\$ 46,202.00	\$ 4,624.46	\$ 41,882.66	\$ (4,319.34)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 650.00	\$ 487.53	\$ 83.90	\$ 118.10	\$ (369.43)
4150 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ 2,500.00	\$ 1,874.97	\$ 460.44	\$ 2,992.90	\$ 1,117.93
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 20,590.00	\$ 15,880.00	\$ 1,067.01	\$ 14,013.43	\$ (1,866.57)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 158,640.00	\$ 118,980.00	\$ 13,645.52	\$ 121,746.97	\$ 2,766.97
<b>Total Admin Expense</b>	\$ 243,980.00	\$ 183,424.50	\$ 19,881.33	\$ 180,754.06	\$ (2,670.44)
4310 Water	\$ 37,000.00	\$ 27,749.97	\$ 4,729.31	\$ 31,405.20	\$ 3,655.23
4320 Electricity	\$ 9,000.00	\$ 6,750.00	\$ 785.72	\$ 7,337.63	\$ 587.63
4390 Sewer	\$ 22,000.00	\$ 16,499.97	\$ 1,973.95	\$ 17,556.18	\$ 1,056.21
<b>Total Utility Expense</b>	\$ 68,000.00	\$ 50,999.94	\$ 7,488.98	\$ 56,299.01	\$ 5,299.07
4410 Labor	\$ 70,300.00	\$ 52,727.00	\$ 6,000.17	\$ 51,288.41	\$ (1,438.59)
4420 Material	\$ 16,820.00	\$ 12,615.03	\$ 6,086.67	\$ 20,865.63	\$ 8,250.60
4430 Contract Cost	\$ 50,940.00	\$ 38,205.09	\$ 3,116.99	\$ 43,136.50	\$ 4,931.41
<b>Total Ordinary Maint. &amp; Operation</b>	\$ 138,060.00	\$ 103,547.12	\$ 15,203.83	\$ 115,290.54	\$ 11,743.42
4480 Contract Cost	\$ 460.00	\$ 344.97	\$ 38.19	\$ 343.71	\$ (1.26)
<b>Total Protective Services</b>	\$ 460.00	\$ 344.97	\$ 38.19	\$ 343.71	\$ (1.26)
4510.010 Workers Compensation	\$ 2,800.00	\$ 2,099.97	\$ 154.67	\$ 1,392.05	\$ (707.92)
4510.020 General Liab Insurance	\$ 800.00	\$ 600.03	\$ 58.22	\$ 523.98	\$ (76.05)
4510.040 Auto Insurance	\$ 320.00	\$ 240.03	\$ 31.54	\$ 283.85	\$ 43.82
4510.050 Public Officials Insurance	\$ 1,460.00	\$ 1,095.03	\$ 107.80	\$ 970.21	\$ (124.82)
4510.070 Crime / Dishonesty	\$ 70.00	\$ 52.47	\$ 5.38	\$ 48.41	\$ (4.06)
4510.090 Fire & Extend Coverage	\$ 28,000.00	\$ 20,999.97	\$ 2,235.63	\$ 20,120.69	\$ (879.28)
4540 Employee Benefit Payments	\$ 51,450.00	\$ 38,587.68	\$ 2,430.19	\$ 28,747.67	\$ (9,840.01)
4570 Collection Losses	\$ 20.00	\$ 15.00	\$ -	\$ 2,058.34	\$ 2,043.34
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General Expenses</b>	\$ 84,920.00	\$ 63,690.18	\$ 5,023.43	\$ 54,145.20	\$ (8,544.98)
<b>Total Routine Expenses</b>	\$ 535,420.00	\$ 402,006.71	\$ 47,635.76	\$ 406,832.52	\$ 4,825.81
EXPENSES					
4191.100 Employee Committee	\$ 1,500.00	\$ 1,125.00	\$ -	\$ 1,538.31	\$ 413.31
4191.200 Non-Apartment Meetings	\$ 5,000.00	\$ 3,750.03	\$ 295.00	\$ 6,111.18	\$ 2,361.15
4191.300 Non-Apartment Public Relations	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non-Apartment Expenses</b>	\$ 6,500.00	\$ 4,875.03	\$ 295.00	\$ 7,649.49	\$ 2,774.46
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ 11,674.11	\$ 11,674.11
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
4700 Scholarships Awarded	\$ -	\$ -	\$ -	\$ -	\$ -
5999.000 Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Non Routine Expenses</b>	\$ -	\$ -	\$ -	\$ 11,674.11	\$ 11,674.11
4800 Depreciation Expense	\$ 96,580.00	\$ 72,434.97	\$ 7,666.11	\$ 69,189.11	\$ (3,245.86)
6110 G/L Disposition of Real Property	\$ -	\$ -	\$ -	\$ -	\$ -
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Expenses</b>	\$ 96,580.00	\$ 72,434.97	\$ 7,666.11	\$ 69,189.11	\$ (3,245.86)
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Prior Year Receipts</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ 638,500.00	\$ 479,316.71	\$ 55,596.87	\$ 495,345.23	\$ 16,028.52
<b>Residual Receipts (Profit/Loss)</b>	\$ 2,700.00	\$ 1,583.32	\$ (1,273.26)	\$ 4,490.59	\$ 2,907.27

	Misty	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3110 Dwelling Rental	\$ 100,600.00	\$ 75,449.97	\$ 8,560.00	\$ 76,830.00	\$ 1,380.03
<b>Total Rental Income</b>	\$ 100,600.00	\$ 75,449.97	\$ 8,560.00	\$ 76,830.00	\$ 1,380.03
3400 Donations to Scholarship Fd.	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ 2,000.00	\$ 1,500.03	\$ 159.92	\$ 1,270.81	\$ (229.22)
3690 Other Income	\$ 3,400.00	\$ 2,550.00	\$ 40.00	\$ 2,330.45	\$ (219.55)
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Income</b>	\$ 5,400.00	\$ 4,050.03	\$ 199.92	\$ 3,601.26	\$ (448.77)
<b>Total Income</b>	\$ 106,000.00	\$ 79,500.00	\$ 8,759.92	\$ 80,431.26	\$ 931.26
EXPENSES					
4110 Administrative Salaries	\$ 8,800.00	\$ 6,601.00	\$ 995.53	\$ 7,722.36	\$ 1,121.38
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 100.00	\$ 74.97	\$ 13.42	\$ 18.82	\$ (56.15)
4150 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ 300.00	\$ 225.00	\$ 62.22	\$ 404.44	\$ 179.44
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 3,070.00	\$ 2,302.47	\$ 159.19	\$ 1,905.95	\$ (386.52)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 11,060.00	\$ 8,295.03	\$ 941.60	\$ 8,451.30	\$ 156.27
<b>Total Admin Expense</b>	\$ 23,330.00	\$ 17,498.47	\$ 2,171.96	\$ 18,502.87	\$ 1,004.40
4310 Water	\$ 4,500.00	\$ 3,375.00	\$ 455.46	\$ 3,804.33	\$ 429.33
4320 Electricity	\$ 600.00	\$ 450.00	\$ 31.66	\$ 369.10	\$ (80.90)
4390 Sewer	\$ 4,000.00	\$ 2,999.97	\$ 472.75	\$ 3,808.18	\$ 808.21

WHOC & WPFC II Income Statement

Hunnington

Picadilly

WPFC II

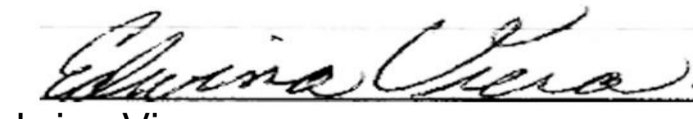
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	\$ 415,600.00	\$ 311,699.97	\$ 35,380.17	\$ 317,116.53	\$ 5,416.56
Total Rental Income	\$ 415,600.00	\$ 311,699.97	\$ 35,380.17	\$ 317,116.53	\$ 5,416.56
3400.100 Youth Literacy Grant-Dollar Gen	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ 4,552.37	\$ 4,552.37
3610 Interest Income	\$ 7,400.00	\$ 5,550.03	\$ 178.04	\$ 594.78	\$ (4,955.25)
3690 Other Income	\$ 10,100.00	\$ 7,574.91	\$ 326.00	\$ 5,557.37	\$ (2,017.54)
3999 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 17,500.00	\$ 13,124.94	\$ 504.04	\$ 10,704.52	\$ (2,420.42)
Total Income	\$ 433,100.00	\$ 324,824.91	\$ 35,884.21	\$ 327,821.05	\$ 2,996.14
<b>EXPENSES</b>					
4110 Administrative Salaries	\$ 36,790.00	\$ 27,591.00	\$ 2,842.25	\$ 26,794.73	\$ (796.27)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 390.00	\$ 292.50	\$ 50.34	\$ 70.74	\$ (221.76)
4150 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
4171 Auditing Fees	\$ 1,530.00	\$ 1,147.50	\$ 283.11	\$ 1,840.21	\$ 692.71
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 14,610.00	\$ 11,519.91	\$ 600.00	\$ 9,418.14	\$ (2,101.77)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 108,040.00	\$ 81,029.97	\$ 9,198.84	\$ 82,450.29	\$ 1,420.32
Total Admin Expense	\$ 161,360.00	\$ 121,580.88	\$ 12,974.54	\$ 120,574.11	\$ (1,006.77)
4310 Water	\$ 20,410.00	\$ 15,307.47	\$ 1,692.13	\$ 16,475.11	\$ 1,167.64
4320 Electricity	\$ 5,550.00	\$ 4,162.50	\$ 480.90	\$ 3,569.44	\$ (593.06)
4390 Sewer	\$ 20,940.00	\$ 15,705.00	\$ 2,043.97	\$ 19,201.37	\$ 3,496.37
Total Utility Expense	\$ 46,900.00	\$ 35,174.97	\$ 4,217.00	\$ 39,245.92	\$ 4,070.95
4410 Maint. & Operation Labor	\$ 42,000.00	\$ 31,502.00	\$ 3,579.03	\$ 30,593.07	\$ (908.93)
4420 Material	\$ 14,000.00	\$ 10,500.03	\$ 551.16	\$ 8,516.46	\$ (1,983.57)
4430 Contract Cost	\$ 41,190.00	\$ 30,892.59	\$ 4,563.12	\$ 41,078.52	\$ 10,185.93
Total Ordinary Maint. & Operation	\$ 97,190.00	\$ 72,894.62	\$ 8,693.31	\$ 80,188.05	\$ 7,293.43
4480 Contract Cost	\$ 270.00	\$ 202.50	\$ 22.78	\$ 205.02	\$ 2.52
Total Protective Services	\$ 270.00	\$ 202.50	\$ 22.78	\$ 205.02	\$ 2.52
4510.010 Workers Compensation	\$ 1,620.00	\$ 1,215.00	\$ 92.30	\$ 830.70	\$ (843.30)
4510.020 General Liab Insurance	\$ 480.00	\$ 360.00	\$ 41.87	\$ 377.74	\$ 17.74
4510.040 Auto Insurance	\$ 150.00	\$ 112.50	\$ 11.91	\$ 107.20	\$ (5.30)
4510.050 Public Officials Insurance	\$ 890.00	\$ 667.53	\$ 77.74	\$ 699.65	\$ 32.12
4510.090 Fire & Extend Coverage	\$ 10,690.00	\$ 8,017.47	\$ 939.73	\$ 8,457.55	\$ 440.08
4540 Employee Benefit Payments	\$ 30,540.00	\$ 22,905.00	\$ 1,473.03	\$ 17,286.52	\$ (5,818.48)
4570 Collection Losses	\$ 3,870.00	\$ 2,902.50	\$ -	\$ -	\$ (2,902.50)
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 48,240.00	\$ 36,180.00	\$ 2,636.68	\$ 27,759.36	\$ (6,420.64)
Total Routine Expenses	\$ 353,960.00	\$ 266,032.97	\$ 28,544.31	\$ 267,972.46	\$ 1,939.49
<b>EXPENSES</b>					
4191.500 Dollar General Grant-Books	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Apartment Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ 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
4800 Depreciation Expense	\$ 71,440.00	\$ 53,579.97	\$ 5,168.87	\$ 46,630.37	\$ (6,949.60)
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 71,440.00	\$ 53,579.97	\$ 5,168.87	\$ 46,630.37	\$ (6,949.60)
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 425,400.00	\$ 319,612.94	\$ 33,713.18	\$ 317,302.61	\$ (2,310.33)
Residual Receipts (Profit/Loss)	\$ 7,700.00	\$ 5,211.97	\$ 2,171.03	\$ 10,518.44	\$ 5,306.47

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	\$ 54,800.00	\$ 41,100.03	\$ 4,802.00	\$ 42,617.33	\$ 1,517.30
Total Rental Income	\$ 54,800.00	\$ 41,100.03	\$ 4,802.00	\$ 42,617.33	\$ 1,517.30
3400.100 Youth Literacy Grant-Dollar Gen	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ 3,050.00	\$ 2,287.53	\$ 199.88	\$ 902.17	\$ (1,385.36)
3690 Other Income	\$ 1,950.00	\$ 1,462.53	\$ 80.00	\$ 2,117.84	\$ 655.31
3999 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 5,000.00	\$ 3,750.06	\$ 279.88	\$ 3,020.01	\$ (730.05)
Total Income	\$ 59,800.00	\$ 44,850.09	\$ 5,081.88	\$ 45,637.34	\$ 787.25
<b>EXPENSES</b>					
4110 Administrative Salaries	\$ 3,800.00	\$ 2,851.00	\$ 303.53	\$ 2,805.78	\$ (45.22)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -
4140 Staff Training & Convention	\$ 70.00	\$ 52.47	\$ 5.47	\$ 35.87	\$ (16.60)
4150 Travel	\$ 50.00	\$ 37.53	\$ -	\$ -	\$ (37.53)
4171 Auditing Fees	\$ 150.00	\$ 112.50	\$ 28.00	\$ 182.00	\$ 69.50
4180 Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -
4190 Sundry	\$ 2,020.00	\$ 1,577.50	\$ 70.55	\$ 1,218.42	\$ (359.08)
4195 Property Management Fee	\$ -	\$ -	\$ -	\$ -	\$ -
4196 Mgmt./Bkpg./Adm.Fee	\$ 6,020.00	\$ 4,515.03	\$ 528.22	\$ 4,687.91	\$ 172.88
Total Admin Expense	\$ 12,110.00	\$ 9,146.03	\$ 935.77	\$ 8,929.98	\$ (216.05)
4310 Water	\$ 3,000.00	\$ 2,250.00	\$ 124.45	\$ 1,054.11	\$ (1,195.89)
4320 Electricity	\$ 500.00	\$ 375.03	\$ 9.50	\$ 198.49	\$ (176.54)
4390 Sewer	\$ 400.00	\$ 299.97	\$ -	\$ 27.23	\$ (272.74)
Total Utility Expense	\$ 3,900.00	\$ 2,925.00	\$ 133.95	\$ 1,279.83	\$ (1,645.17)
4410 Labor	\$ 4,500.00	\$ 3,374.00	\$ 364.23	\$ 2,608.97	\$ (765.03)
4420 Material	\$ 6,910.00	\$ 5,182.56	\$ 5.52	\$ 3,098.69	\$ (2,083.87)
4430 Contract Cost	\$ 12,670.00	\$ 9,502.56	\$ 253.32	\$ 5,746.08	\$ (3,756.48)
Total Ordinary Maint. & Operation	\$ 24,080.00	\$ 18,059.12	\$ 623.07	\$ 11,453.74	\$ (6,605.38)
4480 Contract Cost	\$ -	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ -	\$ -	\$ -	\$ -	\$ -
4510.010 Workers Compensation	\$ 190.00	\$ 142.47	\$ 9.34	\$ 84.03	\$ (84.44)
4510.020 General Liab Insurance	\$ 50.00	\$ 37.53	\$ 3.76	\$ 33.85	\$ (3.68)
4510.040 Auto Insurance	\$ 20.00	\$ 15.03	\$ 1.40	\$ 12.61	\$ (2.42)
4510.050 Public Officials Insurance	\$ 80.00	\$ 60.03	\$ 6.93	\$ 62.36	\$ 2.33
4510.090 Fire & Extend Coverage	\$ 1,750.00	\$ 1,312.47	\$ 144.11	\$ 1,296.99	\$ (15.48)
4540.000 Employee Benefit Payments	\$ 3,400.00	\$ 2,550.06	\$ 149.73	\$ 1,552.76	\$ (997.30)
4570 Collection Losses	\$ 180.00	\$ 135.00	\$ -	\$ 1,037.99	\$ 902.99
4580 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 5,670.00	\$ 4,252.59	\$ 315.27	\$ 4,080.59	\$ (172.00)
Total Routine Expenses	\$ 45,760.00	\$ 34,382.74	\$ 2,008.06	\$ 25,744.14	\$ (8,638.60)
<b>EXPENSES</b>					
4191.500 Dollar General Grant- Books	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non-Apartment Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4610.000 Extraordinary Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
4620.040 Casualty Losses-non capitalized	\$ -	\$ -	\$ -	\$ -	\$ -
5999.000 Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Non Routine Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
4800 Depreciation Expense	\$ 3,240.00	\$ 2,430.00	\$ 270.64	\$ 2,447.61	\$ 17.61
6120 G/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expenses	\$ 3,240.00	\$ 2,430.00	\$ 270.64	\$ 2,447.61	\$ 17.61
6010 Prior Year Adjustment - ARR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 49,000.00	\$ 36,812.74	\$ 2,278.70	\$ 28,191.75	\$ (8,620.99)
Residual Receipts (Profit/Loss)	\$ 10,800.00	\$ 8,037.35	\$ 2,803.18	\$ 17,445.59	\$ 9,408.24

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
<b>INCOME</b>					
3110 Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -
Total Rental Income	\$ -	\$ -	\$ -	\$ -	\$ -
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest Income	\$ -	\$ -	\$ 5.46	\$ 9,862.66	\$ 9,862.66
3690 Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ -	\$ -	\$ 5.46	\$ 9,862.66	\$ 9,862.66
3999.000 Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -
Total Income	\$ -	\$ -	\$ 5.46	\$ 9,862.66	\$ 9,862.66
<b>EXPENSES</b>					
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	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENSES</b>					
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)	\$ -	\$ -	\$ 5.46	\$ 9,862.66	\$ 9,862.66

**Investment Report**

<u>Account Description</u>	<u>Account #</u>	<u>Bank Name</u>	<u>Interest Rate</u>	<u>Purchased</u>	<u>Maturity</u>	<u>6/30/2023</u>	<u>Total by Site</u>
<b>Waco Housing Authority</b>							
<b>Central Cost</b>							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$ 1,757,687.44	
FSS Junior League Grant	20470381	Extraco	1.51%			\$ 8,805.00	
Employee Committee	20470258	Extraco	1.51%			413.25	
Payroll	20470340	Extraco	1.51%			2,387.58	
Central Cost Center	20470381	Extraco	1.51%			160,615.84	
Texas Housing Stability Fund		Extraco	1.51%			123.52	
						<b>Central Cost sub-total</b>	\$ 1,930,032.63
<b>Kate Ross</b>							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$ 1,755,217.24	
Public Housing FSS Escrow-KR	20573010	Extraco	1.51%			4,506.68	
1 Certificate of Deposit - 24 months	58210	The First National Bank of McGr	1.00%	11/2/2021	11/2/2023	267,374.96	
2 Certificate of Deposit - 12 months	403335	Alliance Bank	4.25%	2/26/2023	2/26/2024	220,507.19	
3 Certificate of Deposit - 12 months	403336	Alliance Bank	4.25%	2/26/2023	2/26/2024	162,901.37	
4 Certificate of Deposit - 24 months	59906	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	264,629.16	
5 Certificate of Deposit - 24 months	53962	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	81,365.82	
6 Certificate of Deposit - 24 months	54633	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	79,528.67	
Certificate of Deposit - 30 months	54575	The First National Bank of McGr	0.80%	3/10/2022	9/10/2024	278,342.09	
Certificate of Deposit - 24 months	54362	The First National Bank of McGr	1.00%	9/24/2021	9/24/2023	407,044.39	
							\$ 3,521,417.57
<b>Estella Maxey</b>							
Public Fund Checking							
Estella Maxey-Operating	20470407	Extraco	1.51%			\$ 2,242,086.66	
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%			0.01	
Public Housing FSS Escrow-EM Forfeitures	20470407	Extraco	1.51%			121.21	
1 Certificate of Deposit - 24 months	50389	The First National Bank of McGr	1.00%	11/2/2021	11/2/2023	217,271.95	
2 Certificate of Deposit - 12 months	403196	Alliance Bank	3.50%	12/20/2022	12/20/2023	112,150.23	
3 Certificate of Deposit - 12 months	403291	Alliance Bank	3.00%	11/18/2022	11/18/2023	111,212.25	
6 Certificate of Deposit - 12 months	403315	Alliance Bank	4.25%	1/25/2023	1/25/2024	473,726.15	
7 Certificate of Deposit - 12 months	403064	Alliance Bank	3.50%	12/12/2022	12/12/2023	521,112.56	
8 Certificate of Deposit - 24 months	58996	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	108,487.79	
9 Certificate of Deposit - 24 months	57238	The First National Bank of McGr	1.20%	6/25/2021	6/25/2023	53,019.11	
Certificate of Deposit - 24 months	51342	The First National Bank of McGr	1.00%	9/24/2021	9/24/2023	508,805.47	
							\$ 4,347,993.39
<b>South Terrace</b>							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$ 963,792.62	
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%			18,450.57	
Public Housing FSS Escrow-ST Forfeitures	20470415	Extraco	1.51%			350.72	
							\$ 982,593.91
						<b>Public Housing sub-total</b>	\$ 8,852,004.87
<b>Section 8</b>							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$ 1,275,342.99	
Section 8-Cash Restricted-Ike	20470142	Extraco	1.51%			\$ 3,725.97	
Section 8 FSS Escrow	20470308	Extraco	1.51%			158,251.62	
Section 8 FSS Escrow-Forfeitures	20470142	Extraco	1.51%			14,727.24	
Emergency Housing Voucher	21084223	Extraco	1.51%			\$ 32,906.43	
Emergency Housing Voucher-Restricted	21084223	Extraco	1.51%			\$ 35,265.75	
Section 8- Mainstream	20969713	Extraco	1.51%			\$ 122,596.28	
IKE -Certificate of Deposit - 12 months	403578	Alliance Bank	2.75%	7/26/2022	7/26/2023	\$ 20,415.72	
							\$ 1,663,232.00
						<b>Section 8 sub-total</b>	\$ 1,663,232.00
<b>Non-Profit Corporations</b>							
<b>Waco Housing Opportunities Corporation</b>							
WHOC Public Fund Checking	20470423	Extraco	1.52%			276,426.24	
						<b>WHOC sub-total</b>	\$ 276,426.24
<b>Waco Public Facilities Corporation</b>							
Misty Public Fund Checking	20470126	Extraco	1.52%			119,761.24	\$ 119,761.24
Cimmaron Public Fund Checking	20469920	Extraco	1.52%			689,481.98	\$ 689,481.98
South Terrace-WPFC	21026158	Extraco	1.51%			1,098,505.67	\$ 1,098,505.67
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%			156,889.45	
Raintree Scholarship Fund	20470100	Extraco	1.51%			5,414.82	\$ 162,304.27
Trendwood Operating	20469987	Extraco	1.51%			150,918.52	\$ 150,918.52
Sandstone Revenue Fund	20469987	Extraco	1.51%			11,204.33	\$ 11,204.33
Avila Apartments	20469987	Extraco	1.51%			246,284.25	\$ 246,284.25
<b>Waco Public Facilities Corporation II</b>							
WPFC II Public Fund Checking	20868733	Extraco	1.51%			4,161.55	\$ 4,161.55
						<b>WHA sub-total</b>	12,445,269.50
						<b>Non-profits sub-total</b>	\$ 2,759,048.05
						<b>Total WHA &amp; Affiliates</b>	\$ 15,204,317.55

  
Edwina Viera  
Vice President, Financial Services

8/2/2023  
Date

Bank	Balance @ 6/30/23
1 Extraco	11,316,422.67
2 FNBCT	-
3 Alliance Bank	1,622,025.47
4 First National Bk.	-
5 The First National Bank of McGr	2,265,869.41
	<u>15,204,317.55</u>

**WACO HOUSING AUTHORITY**

**RESOLUTION # 3871**

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE I (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

WHEREAS, the Authority and Ellis Lipscomb LLC, a Texas limited liability company ("Developer") desire to enter into a Memorandum of Understanding (the "MOU"), pursuant to which the Authority and Developer will agree to work cooperatively to develop a multifamily apartment development to be approximately 120 residential units for persons located at approximately 1402 Gholson Rd Waco, TX 76704, McLennan County, Texas known as Liberty Villages Phase I (the "Project");

WHEREAS, the Project will be constructed on a land parcel that is approximately Thirty-Five (35) acres with the expectation that some acres will be deducted or released for other phases;

WHEREAS, the Authority has determined that the actions herein authorized are in furtherance of the purposes of the Authority;

Now, therefore, the Board hereby adopts the following resolutions:

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his/her designee is hereby authorized to do the following:

Negotiate, review, approve and execute the MOU and any and all documents the President and Chief Executive Officer of the Authority shall deem appropriate or necessary, and the approval of the MOU and any and all other documents herein described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced by his/her execution and delivery thereof; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority and/or his/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 designee of the President and Chief Executive Officer of the Authority, 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 designee of the President and Chief Executive Officer of the Authority shall deem to be

necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer of the Authority to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

These resolutions shall be in full force and effect from and upon its adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this 10th day of August 2023.

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CHAIR

ATTEST:

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Milet Hopping, Secretary



**WACO HOUSING AUTHORITY**

**RESOLUTION # 3872**

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE II (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

WHEREAS, the Authority and Ellis Lipscomb LLC, a Texas limited liability company ("Developer") desire to enter into a Memorandum of Understanding (the "MOU"), pursuant to which the Authority and Developer will agree to work cooperatively to develop a multifamily apartment development to be approximately 120 residential units for persons located at approximately 1402 Gholson Rd Waco, TX 76704, McLennan County, Texas known as Liberty Villages Phase II (the "Project");

WHEREAS, the Project will be constructed on a land parcel that is approximately Thirty-Five (35) acres with the expectation that some acres will be deducted or released for other phases;

WHEREAS, the Authority has determined that the actions herein authorized are in furtherance of the purposes of the Authority;

Now, therefore, the Board hereby adopts the following resolutions:

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his/her designee is hereby authorized to do the following:

Negotiate, review, approve and execute the MOU and any and all documents the President and Chief Executive Officer of the Authority shall deem appropriate or necessary, and the approval of the MOU and any and all other documents herein described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced by his/her execution and delivery thereof; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority and/or his/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 designee of the President and Chief Executive Officer of the Authority, 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 designee of the President and Chief Executive Officer of the Authority shall deem to be

necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer of the Authority to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

These resolutions shall be in full force and effect from and upon its adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this 10<sup>th</sup> day of August 2023.

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CHAIR

ATTEST:

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Milet Hopping, Secretary

**WACO HOUSING AUTHORITY**

**RESOLUTION # 3873**

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY AND ITS AFFILIATES (THE "AUTHORITY") TO (A) WORK COOPERATIVELY WITH ELLIS LIPSCOMB LLC OR ITS AFFILIATE TO DEVELOP LIBERTY VILLAGES PHASE III (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

WHEREAS, the Authority and Ellis Lipscomb LLC, a Texas limited liability company ("Developer") desire to enter into a Memorandum of Understanding (the "MOU"), pursuant to which the Authority and Developer will agree to work cooperatively to develop a multifamily apartment development to be approximately 100 residential units for persons located at 1402 Gholson Rd Waco, TX 76704, McLennan County, Texas known as Liberty Villages Phase III (the "Project");

WHEREAS, the Project will be constructed on a land parcel that is approximately Thirty-Five (35) acres with the expectation that some acres will be deducted or released for other phases;

WHEREAS, the Authority has determined that the actions herein authorized are in furtherance of the purposes of the Authority;

Now, therefore, the Board hereby adopts the following resolutions:

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his/her designee is hereby authorized to do the following:

Negotiate, review, approve and execute the MOU and any and all documents the President and Chief Executive Officer of the Authority shall deem appropriate or necessary, and the approval of the MOU and any and all other documents herein described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced by his/her execution and delivery thereof; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority and/or his/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 designee of the President and Chief Executive Officer of the Authority, 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 designee of the President and Chief Executive Officer of the Authority shall deem to be

necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer of the Authority to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

These resolutions shall be in full force and effect from and upon its adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this 10th day of August 2023.

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CHAIR

ATTEST:

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Milet Hopping, Secretary

RESOLUTION NO. 3874

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ZAMCO SERVICES OF LORENA, TEXAS IN THE AMOUNT OF \$57,438.43 FOR HILL COUNTY OFFICE RENOVATION

- 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 Hillsboro Reporter on June 5 and June 12, 2023, and
- WHEREAS, in addition to the advertisement, forty-four (44) general contractors were notified by email, and
- WHEREAS, Waco Housing Authority & Affiliates received four (4) compliant bids, and
- WHEREAS, it was determined that Zamco Services submitted the lowest most responsive qualified bid, and
- WHEREAS, it is the recommendation of the President/CEO that the contract be awarded to Zamco Services, 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 10<sup>th</sup> day of August 2023.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson of the Board

(SEAL)

**BID TABULATION**

Project: Hill County- Office Renovations

Architect/Project Manager: WHA

Date and Time: June 1<sup>st</sup>, 2023 @ 2:00pm

COMPANY NAME, ADDRESS, CONTACT NUMBER, CONTACT PERSON	Bid form including base bid	Unit pricing (if applicable)	ADDENDA RECEIVED
RED BEAR CONTRACTING.	89,000.00	N/A	N/A
FALCONS CONTRACTING.	315,000.00	N/A	N/A
PUTZICH & SONS CONTRACTORS.	320,000.00	N/A	N/A
ZAWCO CONTRACTING.	57,438.43		N/A
			N/A
			N/A
Analysis: 89K-100K LOW BID: 57,438.43 HIGH BID: 320,000.00 AVERAGE BID: 123,359.60 DIFFERENCE: 20K.			



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 45 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 or weekends.
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-**

**Address-** 208 – 210 E. Franklin Street, Hillsboro TX

## **Objective:**

Remodel of existing office space for Waco Housing Authority & Affiliates- Hill County office. This remodel will include the following - LVP flooring install, rubber base trim install, replacement of old 2 prong electrical outlets with 3 prong grounded outlets, replacement of florescent light bulbs with LED, door locks changed out and rekeyed, frame in doorways, demo and rebuild break room bath room ,replace damaged ceiling tiles in drop ceiling ,paint space to match.

**Project Time:** 45 WHA working days (Monday- Thursday) excluding holidays.

## Scope Of Work

Measurements, sq footages, spec ,layouts ,and site photos below. All measurements are approximate and must be verified by the contractor.

1. LVP install approx 2800 sf.
  2. Prep and Paint approx. 8000sf
  3. Sheet repair or replacement approx. 300 sf
  4. Detach and reset 4 toilets with new wax rings.
  5. Install LED light bulbs approx.- 40
  6. Install Grounded 3 prong outlets- 20
  7. Replace 4 Light fixtures
  8. Replace approx. 100 damaged ceiling tiles
  9. Frame in, sheet rock, finish out, and paint approx. 32 sf door way
  10. Remove and install 2 vanities
  11. Demo shower and vanity .5x7 bathroom
  12. Install 1000 of rubber base trim
  13. Rekey 25 doors
- Spec Materials; All materials must be builder grade, and as good as, or better than spec

1. 24" van : [Project Source 24-in White Single Sink Bathroom Vanity with White Cultured Marble Top in the Bathroom Vanities with Tops department at Lowes.com](#)

2. 36" van; [Project Source 36-in White Single Sink Bathroom Vanity with White Cultured Marble Top in the Bathroom Vanities with Tops department at Lowes.com](#)

3. LED light fixtures: [Kichler Downlight Gen I 1-Light 7.5-in White LED Flush Mount Light ENERGY STAR in the Flush Mount Lighting department at Lowes.com](#)

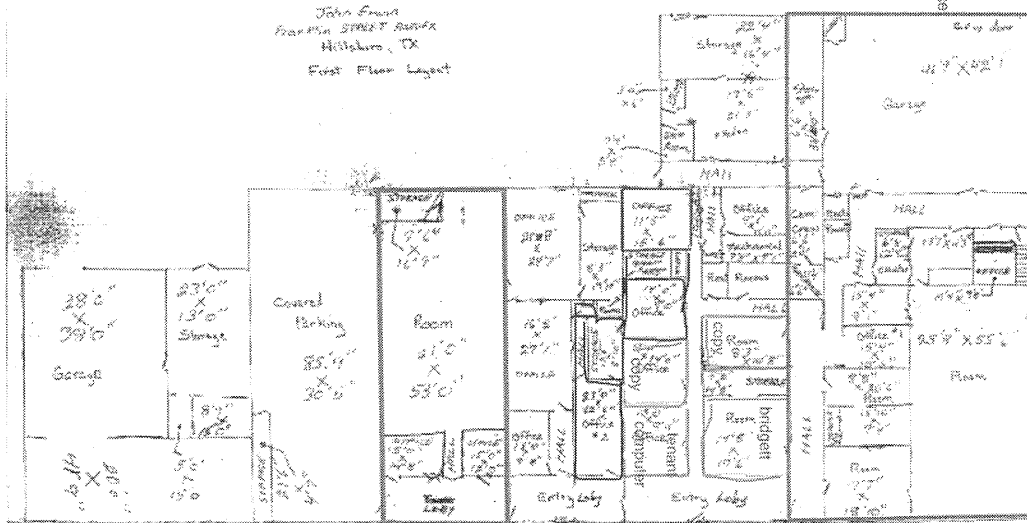
4. Paint: [Kichler Downlight Gen I 1-Light 7.5-in White LED Flush Mount Light ENERGY STAR in the Flush Mount Lighting department at Lowes.com](#)

5. LVP Flooring: [Shaw Knoxville Plus Memphis 12 MIL x 6 in. W x 48 in. L Click Lock Waterproof Luxury Vinyl Plank Flooring \(23.6 sqft/case\) HD82700590 - The Home Depot](#)

Exhibit A -Leased Premises

The two rectangular areas outline in red below depict the portions of the property that will be the Leased Premises. The County will also have access to their current IT room.

Bridgett file, copy space  
Clae's space



Office #1 Sqft:12x13x8.5'



**ISSUE 1**

- 1.Demo Carpet
- 2.Hole repair (where needed)
- 3.Prepare paint.
- 4.Repalce damaged drop ceiling tiles
- 5.Install 3 prog grounded outlets ( if needed)
- 6.Rekey door hardware.
- 7.Install snap lock LVP
- 8.Install vinyl stick baseboard
- 9.LED light bulbs