

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
Waco Housing Authority
Board Room
4400 Cobbs Dr.
Waco, Texas
September 14, 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
- VI. New Business
 - RESOLUTION NO. 3875 RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$154,938.91 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS AND ESTELLA MAXEY DEVELOPMENTS.
 - RESOLUTION 3876 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE LOW RENT PUBLIC HOUSING BUDGET FOR KATE ROSS, ESTELLA MAXEY, AND THE OPERATING BUDGET FOR CENTRAL COST CENTER FOR THE FISCAL YEAR OCTOBER 1, 2023, TO SEPTEMBER 30, 2024.
 - RESOLUTION 3877 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ACCEPT THE PROPOSAL FOR REAL ESTATE DEVELOPER FROM McCORMACK, BARON, SALAZAR.
- 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
August 10, 2023
12:00 Noon

- I. Chair Melli Wickliff called the meeting to order at 12:05 p.m.
- II. Establishment of Quorum
Commissioner's present: Melli Wickliff, Jon Ramos, John Bible, LaTonya Lewis

Commissioners absent: Brad Kinkeade
- 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 June 2023 Board Meeting. Commissioner Jon Ramos made the motion and Commissioner John Bible seconded the motion. Board Chair Melli Wickliff called for a vote and the motion passed unanimously.
- V. Updates
President/CEO provided an update to the South Terrace RAD project and advised they we have an anticipated completion date of Dec 2023/ Jan 2024.
President/CEO and Art Schultz updated the board on the progress for Melody Grove (Estella Maxey) RAD Development and we are still on track and have been funded.
President CEO provided an update to the board regarding Trendwood and they are still on track with renovations.
- 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.
The President/CEO explained to the board that this resolution will approve the negotiations and execution of the MOU for this project. Chair Melli Wickliff asked for the wording to be amended to remove execute. The resolution as written did not pass.
 - 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.
The President/CEO explained to the board that this resolution will approve the negotiations and execution of the MOU for this project. Chair Melli Wickliff asked for the wording to be amended to remove execute. The resolution as written did not pass.
 - 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.
The President/CEO explained to the board that this resolution will approve the negotiations and execution of the MOU for this project. Chair Melli Wickliff asked for the wording to be amended to remove execute. The resolution as written did not pass.

- **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**

The President/CEO explained to the board that this resolution will approve the President/CEO to enter into a contract with Zamco to renovate the new Hill County office. Chair Melli Wickliff asked for a motion to approve Resolution No. 3874. Commissioner John Bible made the motion to approve, and Commissioner Jon Ramos seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3874

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 1:31 p.m.

Secretary

Chair of the Board

Seal

**South Terrace Progress Report
Brinshore Development, L.L.C.
Waco Housing Authority Board Meeting
September 14, 2023**

Issues Addressed this Month:

- **Liberty Mutual Master Agreement**
- **Construction Progress**
- **Unit Delivery Schedule**

Liberty Mutual Master Agreement

In order to continue work at the South Terrace project and finish the construction project, we are working with Liberty Mutual, the Payment and Performance Bond Surety to take over the construction as the General Contractor. Liberty Mutual has sent a draft of the Master Agreement for review, and we have submitted comments to them to make changes to the document. In the meantime, Liberty Mutual has affirmed JMichaels to complete the work on the sidewalks and the sewer laterals, so this work should begin as soon as they can remobilize. Once we have an agreement on the language in this document, the remainder of the work will be able to move forward. The idea is for Liberty Mutual to affirm as many of the subcontractor agreements as possible to keep the job moving with the subcontractors who are familiar with the project. The hope is that work will begin again in September.

If all goes as planned, Liberty Mutual will cover the payments to subcontractors that were supposed to be paid by J4, and we will use our additional resources raised from the tax exempt bond increase to fund the work remaining. We hope that all of the work can be completed no later than the end of March 2024.

Construction Progress

56 units remain to be completed. No construction has taken place in this period.

TOTAL UNIT DELIVERY COUNT TO DATE – 194.

- Units under GC Possession that can be completed – 56.

INSURANCE UNITS

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

SCHEDULE UPDATE

1. Sanitary sewer replacement % completion- 40%
2. Sidewalks % completion-48%

CHALLENGES

1. Getting a Master Agreement approved with Liberty Mutual
2. Getting all subcontractor agreements ratified
3. Getting all subcontractors remobilized

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 over 75% occupied.

- 194 units have been rehabbed to date. 188 rehabbed units are currently occupied.
- There are 7 vacant rehabbed units, four of which have applications pending approval and move in.
- Management is processing 17 additional applicants for future move in once the units have completed rehab.
- WHA and management have continued to work through the applications that they have on hand until construction recommences and a completion date is estimated.

Trendwood Update

Construction

- Exterior paint and caulking in progress
- Mailbox kiosk complete
- Pavilion structure to complete 9/15
- 126 complete, last unit to finish 9/22
- inspections are complete for the house meters but still awaiting install from utility company. Unfortunately this is still going slower than we expected.




Security

- Cameras are awaiting the house meter installation from the utility.
- No issues to report from the patrols.

Management

- See attached Resident Services calendar
- We have had 4 move-ins over the last two weeks. Management is focused on lease up as the construction on units is nearing completion.

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1	2	
3	<p><u>Partnership w/Local Law Enforcement*</u> Coffee with a Cop 8:00 AM - 10:00 AM</p> <p><u>Social Event*</u> Monthly Birthday Celebration 10:00 AM - 12:00 PM</p> <p><u>Family Development</u> Toddler Reading Time 12:00 PM - 2:00 PM</p> <p><u>Health & Nutrition</u> Healthy Dinner Meals 2:00 PM - 3:00 PM</p>	4	5	6	7	8	9
		<p><u>Food Pantry*</u> Food Pantry Availability 8:00 AM - 10:00 AM</p> <p><u>Job Preparation*</u> Cover Letters 10:00 AM - 12:00 PM</p> <p><u>Family Development</u> Communicating as a Family 12:00 PM - 2:00 PM</p> <p><u>Youth Development</u> Snack & Activity 3:00 PM - 5:00 PM</p>					
10	<p><u>Marriage Preparation*</u> The Game of Truth 8:00 AM - 10:00 AM</p> <p><u>Arts & Crafts*</u> Paper Fiesta Flowers 10:00 AM - 12:00 PM</p> <p><u>Work Preparation*</u> The Value of Work 12:00 PM - 2:00 PM</p> <p><u>Family Development</u> Toddler Time: Cereal Necklace Activity 2:00 PM - 3:30 PM</p>	11	12	13	14	15	16
		<p><u>Youth Development</u> Youth Breakfast 8:00 AM - 10:00 AM</p> <p><u>Arts & Crafts*</u> Popsicle Stick Bird Feeder 10:00 AM - 12:00 PM</p> <p><u>Adult Development</u> Remembering 9/11 12:00 PM - 2:00 PM</p> <p><u>Youth Development</u> Snack & Talk Time 3:00 PM - 5:00 PM</p>					
17	<p><u>Recreational Activity</u> Coffee & Conversation 8:00 AM - 10:00 AM</p> <p><u>Youth Development</u> Toddler Play Day 10:00 AM - 12:00 PM</p> <p><u>Health & Nutrition</u> Healthy Afterschool Snacks 12:00 PM - 2:00 PM</p> <p><u>Family Development</u> Suicide Awareness & Prevention 2:00 PM - 3:30 PM</p>	18	19			22	23
24	<p><u>Social Services & Referrals</u> Services for Veterans 8:00 AM - 10:00 AM</p> <p><u>Adult Development</u> Having Healthy Conversations w/ Youths 10:00 AM - 12:00 PM</p> <p><u>Social Event*</u> Resident Potluck 12:00 PM - 2:00 PM</p> <p><u>Youth Development</u> Snack & Activity 2:00 PM - 3:00 PM</p>	25	26	27	28	29	30
		<p><u>Neighborhood Development</u> Coffee & Crosswords 8:00 AM - 10:00 AM</p> <p><u>Program Coordination</u> Door to Door, Heart to Heart 10:00 AM - 12:00 PM</p> <p><u>Program Coordination</u> End of Month Closeout 12:00 PM - 1:00 PM</p>					

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

Administrative Services Department August 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 **139 persons** that checked in to the receptionist in the lobby.

There was a total of **8,127 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	Behavior	2/1/2023	Webinar
Vicki Horn	Behavior	2/1/2023	Webinar
Shameka Whittington	Behavior	2/1/2023	Webinar
Corina Mendoza	Behavior	2/1/2023	Webinar
Rebecca Ellis	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	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
	Inspire Training-An Interactive Discussion with Industry	3/27/2023	
Janie Lovell	Experts		Webinar
Vincent Pearson	Experts	3/27/2023	Webinar

Edward Cotton	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	Course and Exam	04/11-13/2023	Corpus Christi
LaTasha Love	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	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	Manager to Respected Leader	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	Professionals	6/6 - 7/23	Las Vegas, NV
Melissa Johnson	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
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	Employees	8/2/2023	Webinar
Charles Cervantez	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
Milet Hopping	NAHRO DEI & Community Readiness Training	8/22 - 24/2023	Webinar
Ferlisa Raglin	How to Communicate with Tact and Professionalism	9/12-13/2023	Webinar
Myllinda 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	Question and Answer Forum with Judge James Lee, Jp Precinct 2	9/20/2023	Waco, TX
Gloria Dancer	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Rebecca Ellis	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Melissa Johnson	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Janie Lovell	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
LaTanya Rector	Texas NAHRO: Fair Housing Webinar	9-26-27-23	Webinar
Milet Hopping	2023 National Conference & Exhibition	10/3-8/2023	New Orleans
Gloria Dancer	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Rebecca Ellis	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Janie Lovell	2023 National Conference & Exhibition	10/4-8/2023	New Orleans
Melli Wickliff	2023 National Conference & Exhibition	10/4-7/2023	New Orleans
Melissa Johnson	2023 National Conference & Exhibition	10/5-8/2023	New Orleans
LaTanya Rector	2023 National Conference & Exhibition	10/5-8/2023	New Orleans
Jon Ramos	2024 National Conference & Exhibition	10/5-8/2023	New Orleans
Charles Cervantez	2024 National Conference & Exhibition	10/5-8/2023	New Orleans
Kaitlin Dragoo	Texas Public Purchasing Association Conference	11/6-9/23	Denton, TX
Rebecca Ellis	NAHRO: The Definitive Guide for Executive Directors	11/7-8/2023	Webinar
Alastair Whitman	Procurement & Section 3 Training	December 5-7, 2023	Webinar
Kaitlin Dragoo	Procurement & Section 3 Training	December 5-7, 2023	Webinar

Information Technology

Aug 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

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

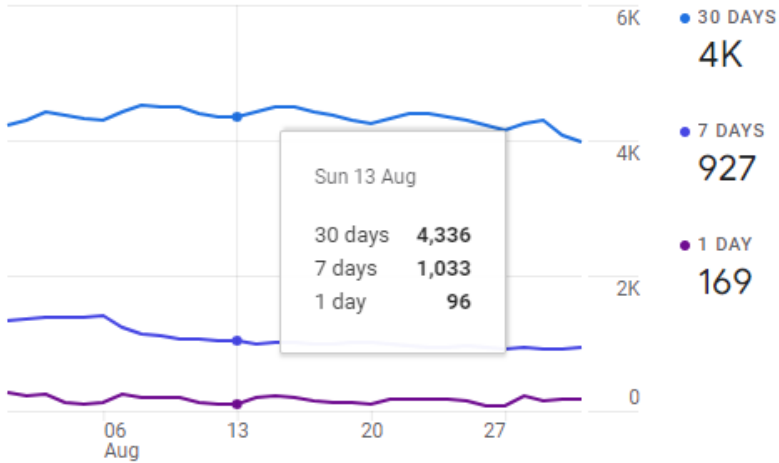
WHA Network systems had no substantial downtime for the month.

- **Miscellaneous**

- Continue access control/security for Community Services.
- Continuing revamp of resident Computer labs (Community Services).
- Continued research, evaluation, and demonstration review of Yardi Software
- Review of MRI Happy housing software
- Continue Implement new Phone system software (cloud PBX).
- Implemented [Change form](#) via DocuSign on wacopha.org ([strategic plan](#)) allows client-initiated change to income or family composition, currently testing on section 8 applicants.
- Updated wacopha.org page for [Payment standard and other critical public information](#), redesigned to meet the strategic plan of user friendliness, provides a more concise page with less menus by using toggles and tabulation.

Wacopha.org Aug web statistical

User activity over time



Sessions by

Session default c...

SESSION DEFAULT ...	SESSIONS
Organic Search	4.2K
Direct	1.6K
Referral	234
Organic Social	192
Unassigned	24
Organic Video	1

Users by Device model

DEVICE MODEL	USERS
iPhone	1.9K
Chrome	586
Edge	293
Safari	145
SM-A146U	87
ChromeBook	58
SM-A037U	45

Users by Operating system

OPERATING SYSTEM	USERS
iOS	2K
Android	1.1K
Windows	873
Macintosh	145
Chrome OS	58
Linux	49
Tizen	1

Social Media Statistical

Reach ⓘ

Compare your reach from this period to the previous one.

See more about your content performance

Facebook reach ⓘ

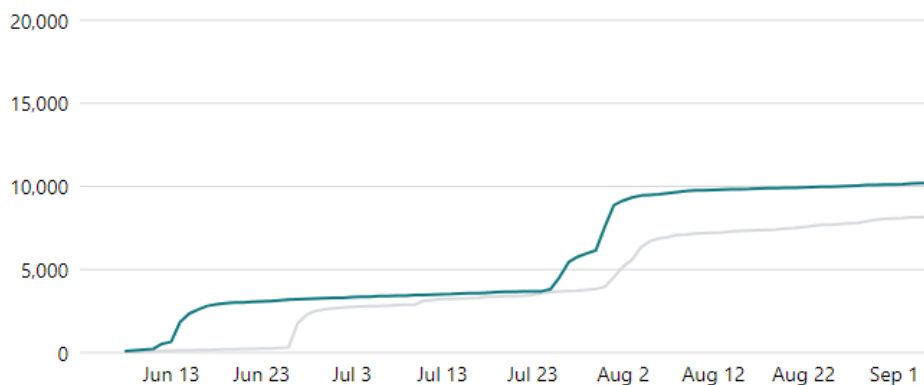
10,198 ↑ 24.4%

Paid reach ⓘ

0 0%

Daily

Cumulative



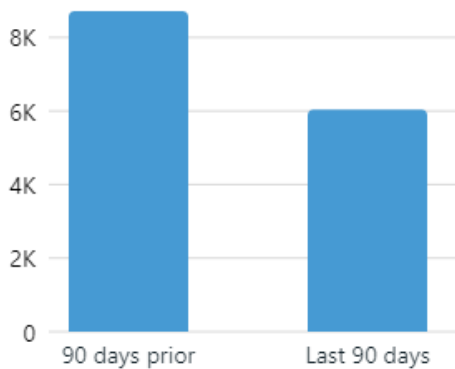
Audience reach is up 24% in Aug Engagement is down 29.5% over 90 days, we did not have a lot of event activity in August.

Engagement

Post reactions, comments and shares ⓘ

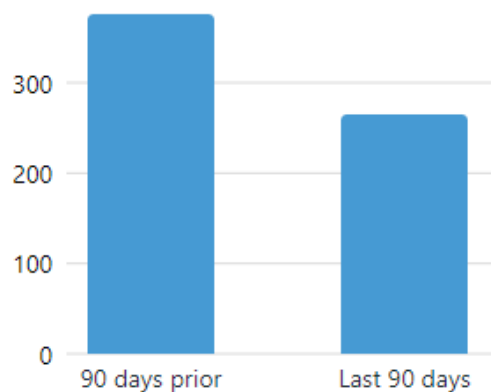
6K ↓ 30.7%

Total from last 90 days vs 90 days prior



265 ↓ 29.5%

Total from last 90 days vs 90 days prior



Note: Facebook continues to be our most effective platform for engagement and overall audience reach.

Rising Images, Inc. Board Report for August 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	\$52,330.00	\$52,330.00	100%
Hunnington	\$34,629.00	\$34,995.00	\$34,361.13	99%
Misty Square	\$8,380.00	\$8,610.00	\$8,610.00	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	\$96,730.00	\$96,730.00	100%

Delinquent Rent:

None

Contracts (MOD)

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

Legacy Landscaping has completed 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 August 2023 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
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	\$279,741.08	13%	13%	May 11, 2026

Public Housing Current Projects

Rising Images Current Projects

- Real Estate Developer
 - RFP emailed to 75 companies
 - Proposals due June 7, 2023
 - 7 proposals received
 - In person interview of the top 2 proposers on August 9, 2023
 - Recommend awarding to McCormack, Baron, Salazar. Resolution on September board meeting.

Hill County Current Projects

- Office remodel
 - Sealed Bids due July 11, 2023
 - Awarded to Zamco Services for \$57,438.43
 - Start Date September 5, 2023
 - Estimated completion November 2023

Housing Operations Monthly Report

August 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 – 1082

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

Notification for assistance mailed	3
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	3
Units rejected by applicant	0
Total applicants not qualified	3

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 (107) orientation letters emailed, (32) packets were mailed out from letter responses (25) received and in process of verifications, (75) no response, (3) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	18	18	0
Estella Maxey	16	16	0
Total	34	34	0

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

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	1	0	0
Estella Maxey	4	0	0
Total	5	0	0

Percentage of Rent Collected

87% of the rent for August 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 82%; we did not meet our goal of 97%.

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

Maintenance Report

Staff

Total Employees – 6 regular employees

6 Vacant positions: Estella Maxey: Aide B- Utility Laborer- Tech 1: Kate Ross: Tech 2-Utility Laborer and Aide B

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	120	78.3%	26
Estella Maxey	122	92%	10
Total	242	85.1%	36

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. RAP work order system is proving to be effective.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	105	105	0
Over 24 hours		0	
Total	105	105	

Completing all emergency work orders within twenty-four (24) hours is our established goal. We presently have completed all -but one (due to out dated part)-emergency work orders within the established goal.

AUGUST Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
108	19.67	15.34	143

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
160.01	76.51	35.57	271.96

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 271.96, this puts us over by 251.96 days.

AUGUST Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	268	286	93.7%
Estella Maxey	312	362	86.1%
Overall Occupancy	580	648	89.5%

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

Annual Inspections FY 22 - 23

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

Fleet Vehicle Inspection

Total Vehicles Inspected (2) – Truck (60) catalytic converter issue and Truck (42) major front end issues

Planned/Preventative Maintenance

100% AC filters changed at Kate Ross & Estella Maxey Gas Meter Reads/Pest Control complete
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 August 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
AUGUST 2023	\$30,378.44

Expenditures: Electrical Plumbing HVAC equipment service/ construction repairs beyond scope of normal routine. Emergency disaster (wind) repairs caused fallen trees/debris clean up and electrical pole replacement.

		WACO HOUSING AUTHORITY			Aug-23
		SECURITY REPORT			
CRIMINAL OFFENSES	ESTELLA MAXEY			KATE ROSS	
	MONTH	YTD		MONTH	YTD
HOMICIDE					1
ROBBERY					
ASSAULTS					
Agg. Assault			1		
Sexual Offense					
Simple Assault	3	15		2	8
Family Violence	1	10		2	6
BURGLARY					
Habitation	1	4		1	5
Auto		1			4
AUTO THEFTS/REC					
ARSON					
Criminal Trespass	1	6			6
CRIMINAL MISCHIEFS				1	4
WEAPON VIOLATIONS					
DRUG ARREST					
Felony					
Misdemeanor					
DRUGS CONFISCATED			1gr		
Pills					
HOUSING RELATED					
CALLS OF SERVICE					
Other Agency	12	99		20	125
Security	5	42		5	46
Assist					
INCIDENT REPORTS					
Other Agency	6	76		15	69
Security	1	30		5	39
Assist					
	201	2080		109.25	1595

Section 8 Board Report – August 2023

The Section 8 Department has leased a total of 2591 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	867	2412
Hill County	160	160
Somervell County	161	19
Totals	1188	2591

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

There are 177 applicant families searching for a place to live currently.

Waco	158
Hill County	19
Somervell County	0
Total	177

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through September 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	3
Number Passed/Pending Inspection	0
Number housed in Waco	67

Ineligible	225
Total	96%

Mainstream

Number Pending (Referral/Orientation)	1
Number Searching in Waco	3
Number Passed/Pending Inspection	0
Number Housed in Waco	75

Ineligible	76
Total	94 %

EHV (Emergency Housing Vouchers)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	11
Number Passed/Pending Inspection	1
Number housed in Waco	41

Ineligible	16
Total	55%%

FYI (Foster Youth Initiative)

Number Pending (Referral/Orientation)	0
Number Searching in Waco	1
Number Passed/Pending Inspection	0
Number Housed in Waco	3

Ineligible	18
Total	12 %

HUD Reports

No reports due at this time.

Staff

There are three vacancies at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

Fraud

Total number of cases from 2023: 2

Total amount owed: \$ 23,852.00.

Total amount paid: \$ 1,100.00.

Total amount outstanding: \$\$22,752.00

Community Services Report August 2023

- **JH Hines Family Game Night at Estella Maxey**
- **Computer Lab** programs for children continue with great participation daily at Estella Maxey and Kate Ross
- **Tutoring** on Tuesdays and Thursdays at Estella Maxey
- **Transformation Waco Mom and Tots Program** at Estella Maxey- TW still working on hiring staff. Will move forward once hires are made
- **Senior Bingo/Activities and Exercise** Tuesdays, Wednesdays and Thursdays
- **Mentor Waco** – Thursdays at Estella Maxey
- **Community Garden at South Terrace completed** – dedication and planting planned for October

Coming in September

- **Basketball at South Terrace** – CS has hired Steven Norwood to do mentorship and basketball for youth at South Terrace. He will have open basketball time on Tuesday and Thursday evenings, with the hopes of forming a basketball team that can play in the city league. Mr. Norwood has extensive experience working with youth in basketball.
- **It Takes A Village-Relationship, Mentoring and Empowerment for Girls Grades 6-10** Begins September 18th at Kate Ross.
- 6 week program will address issues such as relationships, self esteem, peer pressure, drug awareness, faith, financial stewardship, decision-making and more.
- **Voice, Inc.** will begin after school activities at South Terrace
- **Planning for National Night Out and Trunk or Treat**
- **New Activities/Exercise instructor hired**
- Older Adult Social Worker opening

August 2023 Family Self Sufficiency Program
Coordinator: CaSaundra Foreman and Coordinator: Crystal Anthony, MSEd

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

Monthly ESCROW	
Total: Public Housing \$329.00	Total: S8/RAD \$5486.00
TOTAL ESCROW DEPOSIT: \$5815.00	
INTEREST NOT INCLUDED	

*Note: Due to HUD's New FSS Rules, FSS could not enroll any clients until new Action Plan was approved by HUD November 2022. HAB/MRI software wasn't updated until January 2023, causing additional enrollment delays.

Activities for the Month of August

- Continued preparing Current Participants for new Contract of Participation
- Continued to update FSS documents
- Continued to work with IT to move toward streamlining and moving to electronic processing
- FSS Participants Meeting: Aug 8 – Guest Speaker – Christina Miller (Homeownership)
- Mailed 5 pre-enrollment applications
- 8 pre-enrollment applications received
- Followed up with pre-enrollment applicants
- Mailed out 12 welcome packets to potential participants
- 2 returned welcome packets
- 2 participants changed to New COP
- Attended HUD Office Hours Training
- Yardi training
- Cyber security training
- Notarized Documents
- Balanced Forfeit Account
- Prepared and Processed Forfeiture Payments for Participants in good standing/attended FSS mtgs January-July
- Created Forfeiture Payment for (January-July)
- Took participant to Esther's Closet for job interview prep/and clothes
- Met with CIS Career Coaches
- Met with Shepherds Heart Food Pantry
- Work with United Way Committee
- Assisted participant in looking for Appropriate childcare
- Prepared for and attended CIS Game Night
- Attended Family Game night w/EM community outreach
- Delivered Gifts to FSS Meeting Guest Speakers
- Mailed letters to participants needing to update their goals
- Assisted with furniture give-away
- Guest Speaker for First Generation Scholars

- Began planning for End of Year Celebration
- Began planning Annual Trunk or Treat Community Event
- Visited w/seniors during coffee time/throughout the day

Activities Planned for September

- Participants Meeting: September 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
- Communities in Schools
- Workforce Childcare
- Antioch Missionary Baptist Church

August Outreach Activities

- Mass Emails sent to FSS Participants
- WHAA Website
- 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.
- Family Game nights

Accomplishments

- SF – Daughter awarded WHA Scholarship and attending first year of college at MCC
- AT – working with City Of Waco for homeownership grant
- PF – Signed new COP
- Several participants enrolled in housing educational classes
- CS – daughter won 3rd place in HUD Poster Contest
- ER- daughter has become employed, which will allow the household to begin an escrow account

HUD POSTER CONTEST WINNER



WHA Scholarship Winner



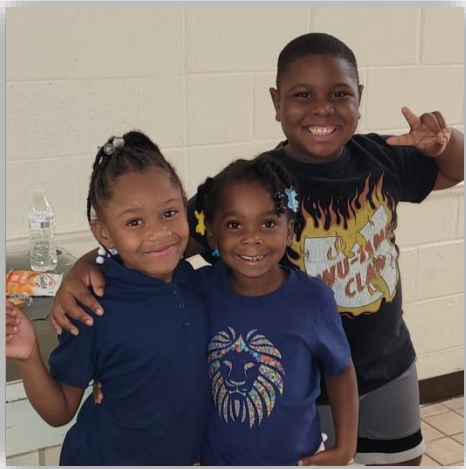
MCC FIRST GENERATION SCHOLARS



FSS Monthly Meeting



J.H. HINES CIS FAMILY GAME NITE @ ESTELLA MAXEY



Youth Services: Al Davis, Coordinator – August, 2023

Activities for the Month of August

- ❖ Meetings – Mentor Waco (Recruiting Melody Grove students for Fall & Spring program)
- ❖ Attended Truancy update meetings with PCL officials from Waco High, J.H. Hines Elementary, Cesar Chavez and Carver Middle Schools, University High School
- ❖ Track student progress and grade promoting for students who attended Summer School
- ❖ Meetings – (AB) (Dr. Pepper Museum) – Fall & Spring Youth presentations
- ❖ Meeting – Starry Counseling Services (Resources & Services offered to PH Clients and Community)
- ❖ Meeting – (Employment vacancy for use of ST Youth Center)(Recreational basketball program)
- ❖ 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 Elementary Students)
- ❖ Awards Day – (Poster Contest & Scholarship winners given their awards, prizes and school scholarship funding)
- ❖ GAPS Meeting (Gang Awareness Prevention & Safety – Bellmead Civic Center)
- ❖ 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 (Back to School Rally – Carver Park Baptist Church)

Activities planned for September

- ❖ Facilitating Class/Sessions (6 weeks curriculum - It Still Takes A Villiage (Girls group session grades 6- 10)
- ❖ Zoom Training (Town Hall update CEO Milet Hopping)
- ❖ Cross Training (Community Service Staff – Overview on other Job positions and duties)
- ❖ J.H. Hines/CIS Family game night (Estella Maxey Community Center)
- ❖ Youth Basketball Camps & Tournaments (Kenneth Alexander) & (Steve Norwood) – ST Youth Center

Community Collaborations:

- ❖ Mosaic Church
- ❖ Starry Counseling Service
- ❖ (H.O.T.) Behavioral Health Network
- ❖ Dr. Pepper Museum
- ❖ Mentor Waco
- ❖ Voice Inc.

Older Adults Activities and Programs – Open Position

- Activities continue at Estella Maxey, Kate Ross and South Terrace that include bingo, arts and crafts, health education
- Field Trip scheduled for October (cooler weather)
- Furniture Giveaway (including beds and mattresses donated from Baylor) held in September
- Exercise/Activity Aid hired

August 2023 Monthly Report – Resident Services, Earnest Ward

South Terrace:

- Tanya, manager attended. Discussed utility billing.
- Tanya, the manager stated she will get an update on construction and pass on to residents.
- The meeting adjourned and refreshments were provided.

Kate Ross:

- Meeting was held with 6 residents present.
- Tonya, president is getting out notices to register for school supplies and wanted to use this meeting for resident to sign-up for supplies. She mentioned they can attend the next to receive them.
- Tonya mentioned we are participating in National Night Out.

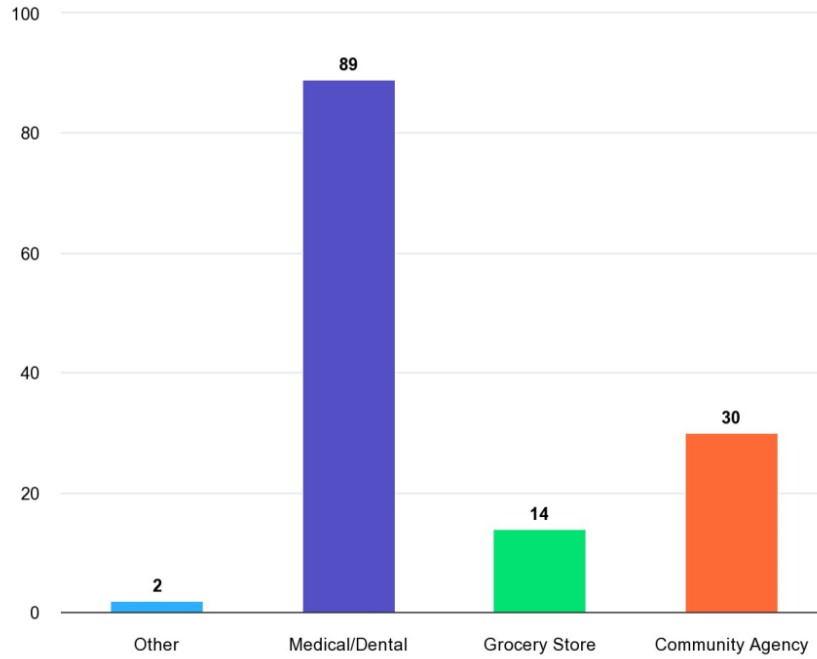
Estella Maxey:

- Mr. Mack called the meeting to order and discussed the minutes from the previous meeting.
- RAD is everyone's main concern and Mr. Mack mentioned there is supposed to be a meeting for all residents to attend in September. He asked everyone to be present and be ready to ask questions pertaining to RAD and tell their neighbor about the upcoming meeting.
- The meeting ended on positive note and refreshments was provided.

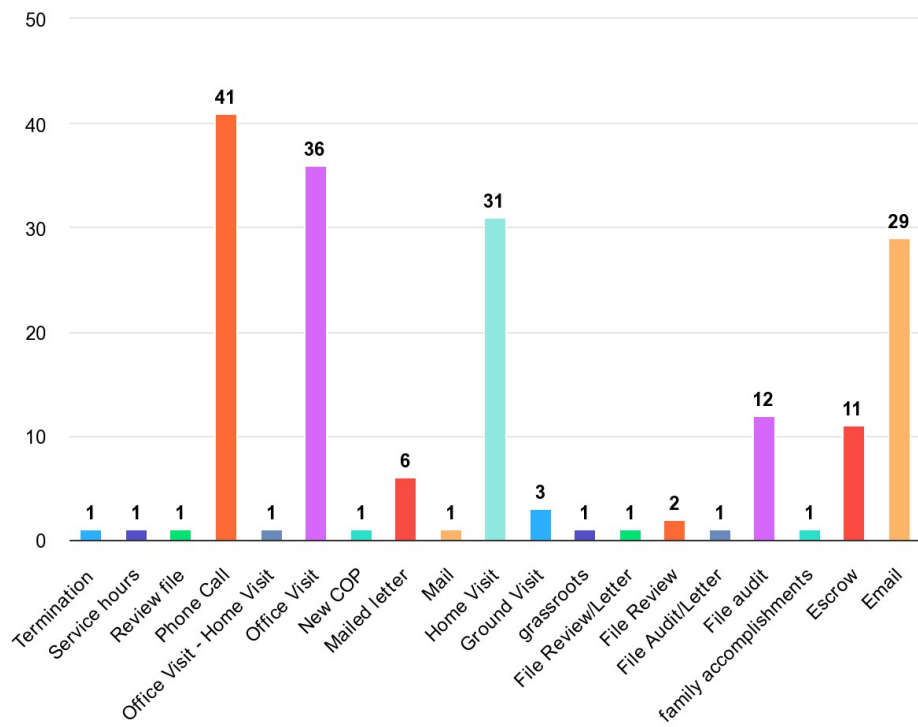
Planned Meetings For August:

- South Terrace 13th @ 6pm
- Kate Ross 20th @ 6pm
- Melody Groove 27th @ 6pm

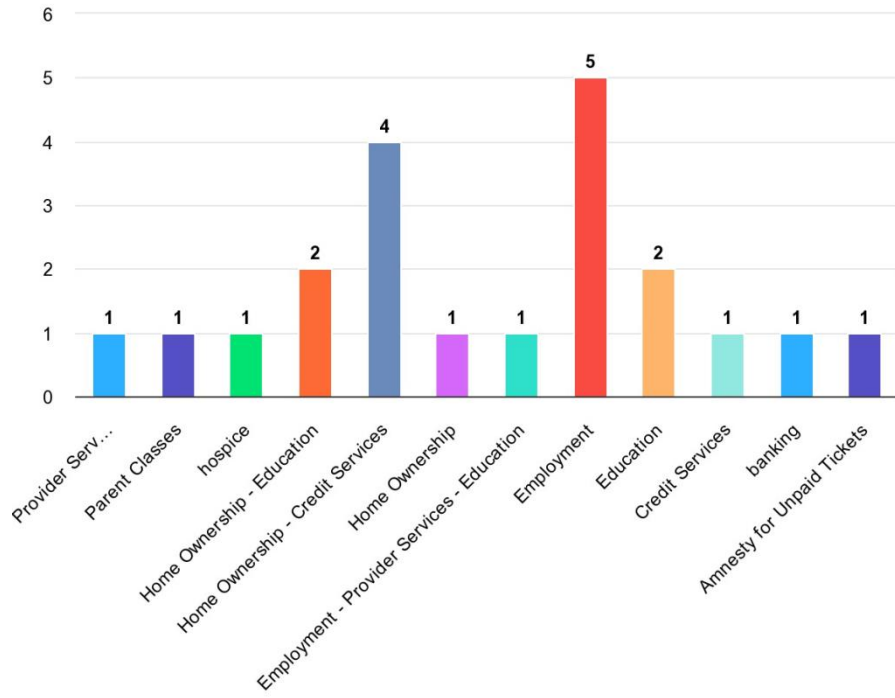
Transportation Destinations



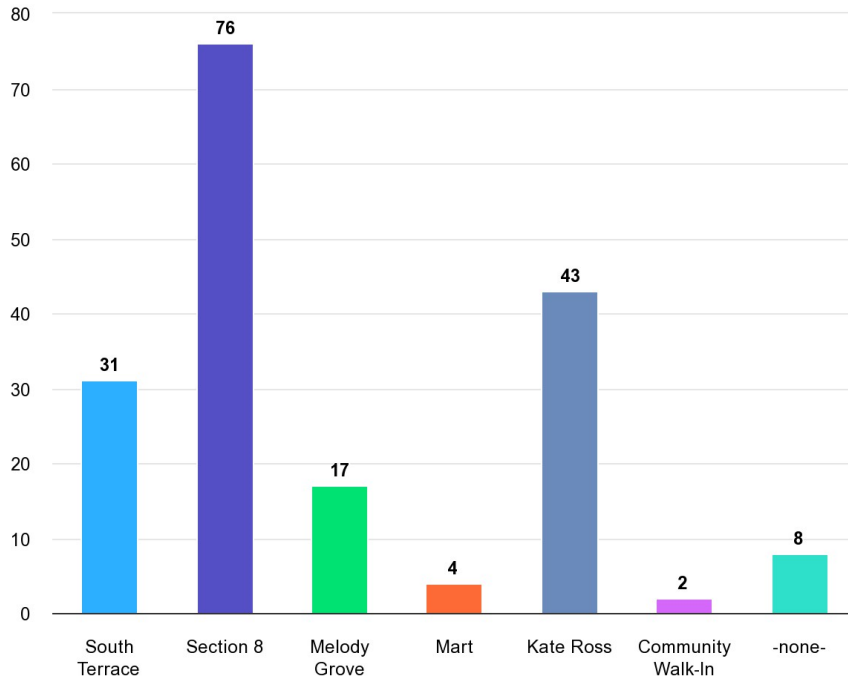
Services Provided



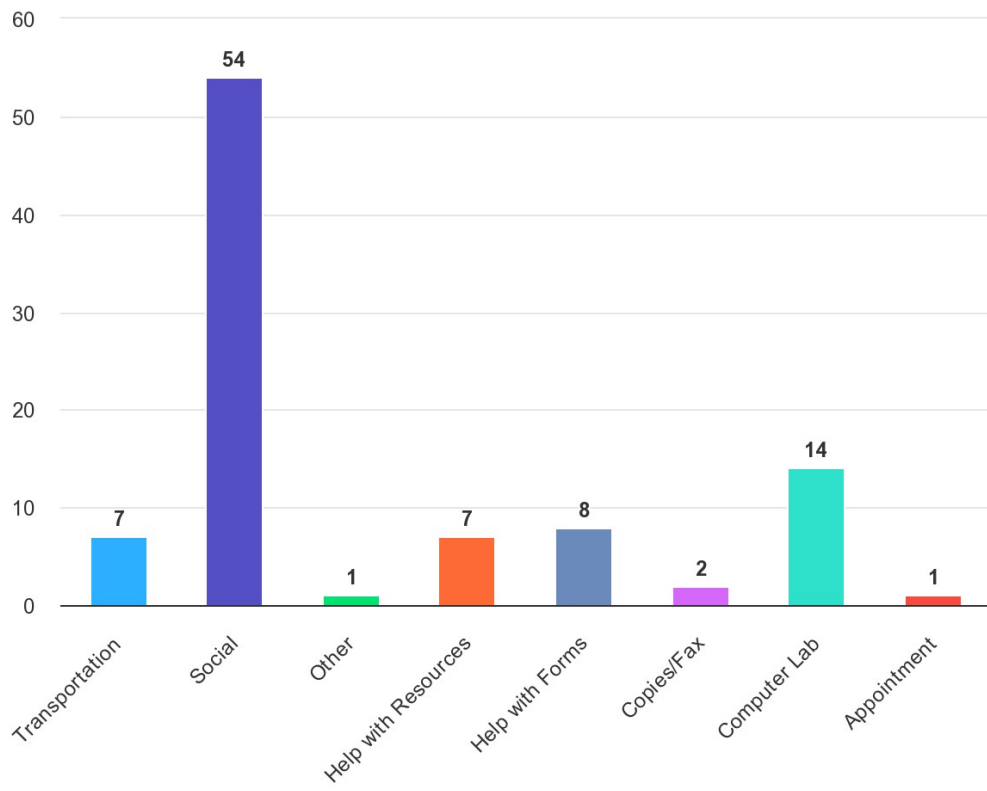
External Referrals



Service Activity by Development



Walk Ins



SEPTEMBER 2023

SENIOR ACTIVITIES

SUN	MON	TUE	WED	THU	1 FRI	2 SAT
		South Terrace	Estella Maxey	Kate Ross		
3	4	5 10AM Bingo Move & Groove	6 10AM Bingo Move & Groove	7 10AM Bingo Move & Groove	8	9
Resident Council Meetings						
South Terrace - 2nd Wednesday 4pm Kate Ross - 3rd Wednesday 6pm Estella Maxey - Last Wed. 6pm		12 10AM Bingo Move & Groove	13 10AM Good Neighbor Service Project	14 10AM Medicare Fraud Program & Snacks Move & Groove	15	16
17	18	19 10AM Medicare Fraud Program & Snacks Move & Groove	20	21 10AM Memories with Minah Move & Groove	22	23
24	25	26 10AM Women's Health Program Move & Groove	27 10AM Medicare Fraud Program & Snacks Move & Groove	28 10AM Hispanic Heritage Day Party Dance Lessons	29	30

Summary of Financial Statements

July 31, 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.

Public Housing

Central Office Cost Center (COCC)

- Asset Management Fees from PH Sites – Revenue was under budget \$9,300 for the month of July, while management fees from the non-profit properties are over budget \$1,200.
- Travel Convention & Meetings – The expense was over budget \$1,930 for Mrs. Hopping, Ms. Dancer and Ms. Ellis attending the Southwest NAHRO Convention in Albuquerque.

Kate Ross (KR)

- Dwelling Rental – Occupancy is 86% for the month of July 2023.
- Interest on Investments – Income was over budget as CD's were renewed at a higher interest rate.
- HUD Contribution – HUD's subsidy proration funding was at 92.15% of estimated eligibility.
- Tenant Services Recreation – The expense was over budget \$4,000 for the Oklahoma college tour.
- Labor – The cost was under budget \$10,200 for the four maintenance vacant positions.
- Contract Cost – Expense was over budget \$2,770 for a condensing unit replacement, \$7,500 for temporary maintenance labor, and \$3,600 for landscaping. Also, building repairs were over budget \$2,450 for the cleaning of gutters and \$3,600 for plumbing repairs.

Estella Maxey (EM)

- Dwelling Rental – Occupancy is 62%; therefore, rental income is under budget \$18,100.
- Interest on Investments – Income was over budget as CD's were renewed at a higher interest rate.
- HUD Contribution – HUD's subsidy proration funding was at 92.15% of estimated eligibility.
- Sundry – Contract employee expense was over budget \$3,200 for the Assistant Manager position.
- Tenant Services Recreation – The expense was over budget \$5,200 for the Oklahoma college tour.
- Labor – The cost was under budget \$6,900 for the two maintenance vacant positions.
- Materials – Electrical supplies and new appliances were under budget \$2,700.

Section 8 – Admin

- Section 8 Admin Fees – These disbursements are based on the most recent reconciled leasing data available, and an estimated proration at 89.5%. Therefore, the revenue was under budget \$7,300.
- Other Income – Rental income of \$4,927 for the Hill Co. property lease contract.
- Sundry – Cost was over budget \$8,300 for five contract employee expenses.
- Electricity – The cost was over budget \$3,258 for the new Hill Co. office electric utility expense.
- Contract Cost – Expense was over budget \$4,955 for gas leak repairs to new Hill Co. property.

Section 8 – HAP Reserves

- The Housing Choice Voucher Program total HAP reserve is \$5,270,535.
- Mainstream Voucher Program total HAP reserve is \$133,198.
- Emergency Housing Voucher total HAP reserves is \$125,516.

Non-Profits

Raintree

- Other Income- Pet fees (\$900) made this over budget for the month.
- Staff Training & Convention- The apartment manager attended the Q&A forum with Judge James Lee and was a split cost with Picadilly.
- Travel- These costs were associated with the manager attending the Texas Apartment Association's 2023 Conference and were also a shared cost with Picadilly.
- Material- Electrical supplies, a/c parts, and pool supplies were restocked (\$3,282). An a/c condenser and an inside unit fan were also purchased in the total amount of \$1,606. New appliance replacements for the month totaled \$2,499. All of these in combination contributed to the monthly budget overage.

Cimmaron

- Proceeds from Insurance Claims- This was the remaining amount for a freeze damage claim.
- Staff Training & Convention- The apartment manager attended the Q&A forum with Judge James Lee and was a split cost with Hunnington and Misty.

Hunnington

- Proceeds from Insurance Claims- This was the remaining amount for a freeze damage claim.
- Material- A condenser and evaporator coil were purchased for a combined total amount of \$1,606.
- Contract Cost- An air duct repair was done in a unit to correct an air flow/temperature issue costing \$2,115.

Misty

- There were no other out of the routine income or expense amounts for Misty for the month of July other than the one mentioned above.

Picadilly

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

WPFC II

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

Consolidated July 2023

	Central Cost Center	Estella Maxey	Kate Ross	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square		Total
Income											
Dwelling rental		61,259.00	65,968.96		98,292.24	52,270.00	35,099.82	4,802.00	8,590.00		326,282.02
Excess Utilities		7,190.23	8,933.98								16,124.21
Total Rental Income		-	68,449.23	74,902.94	-	98,292.24	52,270.00	35,099.82	4,802.00	8,590.00	342,406.23
Mgmt. & Admin. Fees Rev.	139,046.29	9,790.97	7,692.91	152,319.00							308,849.17
Donations to Scholarship Fd.					6.45						6.45
Proceeds Insurance Claims			250.00			353.00	190.08				793.08
Interest on Investments	410.29	7,907.36	5,907.75	1,710.34	925.43	670.41	157.49	203.31	123.60		18,015.98
Other Income		5,743.35	6,363.54	5,417.24	5,418.76	3,452.36	1,389.86	89.80	463.36		28,338.27
Operating Transfer In		9,790.97	7,692.91								17,483.88
HUD Contributions		131,179.00	103,225.50								234,404.50
Total Operating Income	139,456.58	164,411.65	131,132.61	159,446.58	6,350.64	4,475.77	1,737.43	293.11	586.96		607,891.33
Total Income	139,456.58	232,860.88	206,035.55	159,446.58	104,642.88	56,745.77	36,837.25	5,095.11	9,176.96		950,297.56
Expenses											
Administrative Salaries	95,448.89	19,936.43	16,908.61	52,864.43	7,850.84	4,775.22	3,336.05	303.55	1,009.60		202,433.62
Staff Training & Travel	3,800.36	1,060.28	820.23	3.26	141.12	19.95	11.90	5.88	3.15		5,866.13
Audit Fees											-
Sundry	9,959.88	14,879.92	10,190.76	25,890.83	4,489.25	2,613.26	1,564.88	198.54	415.17		70,202.49
Mgmt. & Bkpg. Fees Exp.		28,479.29	27,166.37	31,308.20	25,555.98	13,590.20	9,125.95	528.22	944.90		136,699.11
Total Admin. Expenses	109,209.13	64,355.92	55,085.97	110,066.72	38,037.19	20,998.63	14,038.78	1,036.19	2,372.82		415,201.35
Total Tenant Serv. Expenses		20,522.91	17,075.33								37,598.24
Total Utility Expenses	3,029.43	46,323.20	44,471.62	4,566.43	12,857.31	7,863.49	4,141.33	119.80	854.82		124,227.43
Labor		18,162.67	8,547.28		8,966.98	5,782.61	3,449.27	373.62	913.03		46,195.46
Materials	259.01	3,396.17	4,507.94	490.16	9,418.66	1,381.16	2,413.30	729.11	204.11		22,799.62
Contract Costs	3,326.49	30,577.63	40,486.46	7,556.66	8,776.04	3,967.18	5,297.27	900.82	669.76		101,558.31
Total Maint & Operations	3,585.50	52,136.47	53,541.68	8,046.82	27,161.68	11,130.95	11,159.84	2,003.55	1,786.90		170,553.39
Employee Benefits	21,948.52	13,366.46	10,952.64	12,099.14	4,644.63	3,161.37	1,919.50	191.73	517.69		68,801.68
Insurance	471.53	6,562.04	9,975.03	393.08	4,786.49	2,593.24	1,163.65	165.54	278.99		26,389.59
Administrative Fees				2,266.44							2,266.44
Collection Losses		4,325.65	2,637.69								6,963.34
Non-Routine Exp (non apt exp)						475.82					475.82
Depreciation Expense					13,698.41	7,652.92	6,275.62	270.10	2,708.23		30,605.28
Total General Expenses	22,420.05	24,254.15	23,565.36	14,758.66	23,129.53	13,883.35	9,358.77	627.37	3,504.91		135,502.15
Total Expenses	138,244.11	207,592.65	193,739.96	137,438.63	101,185.71	53,876.42	38,698.72	3,786.91	8,519.45		883,082.56
Profit/Loss	1,212.47	25,268.23	12,295.59	22,007.95	3,457.17	2,869.35	(1,861.47)	1,308.20	657.51		67,215.00

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	\$ 20,500.00	\$ 1,827.98	\$ 20,798.67	\$ 298.67
3440 Mgmt./Adm.Fees fr.Non-Profits	\$ 582,500.00	\$ 485,416.70	\$ 49,745.25	\$ 496,239.88	\$ 10,823.18
3450 Asset Management Fee fr.Sites	\$ 570,200.00	\$ 475,166.60	\$ 38,161.78	\$ 402,068.12	\$ (73,098.48)
3460 Mgmt./Adm.Fees fr.Sect.8	\$ 399,300.00	\$ 332,750.00	\$ 31,827.40	\$ 322,987.20	\$ (9,762.80)
3470 Mgmt./Adm.Fees fr.CFP	\$ 199,700.00	\$ 166,416.70	\$ 17,483.88	\$ 164,697.67	\$ (1,719.03)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on Investments	\$ 3,800.00	\$ 3,166.70	\$ 410.29	\$ 6,509.64	\$ 3,342.94
3650 Interest Inc.-Mortgages	\$ -	\$ -	\$ -	\$ -	\$ -
3690 Other Income	\$ 1,000.00	\$ 833.30	\$ -	\$ 122.07	\$ (711.23)
9110.010 Oth.Inc.-Transfer from CFP	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Income	\$ 1,781,100.00	\$ 1,484,250.00	\$ 139,456.58	\$ 1,413,423.25	\$ (70,826.75)
EXPENSES					\$ -
4110 Administrative Salaries	\$ 1,204,900.00	\$ 1,004,083.30	\$ 95,448.89	\$ 968,279.72	\$ (35,803.58)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 200.00	\$ 166.70	\$ -	\$ 1,538.67	\$ 1,371.97
4140 Staff Training	\$ 10,200.00	\$ 8,499.90	\$ 23.35	\$ 12,629.35	\$ 4,129.45
4150 Travel Convention & Meetings	\$ 19,400.00	\$ 16,166.70	\$ 3,777.01	\$ 20,719.64	\$ 4,552.94
4171 Auditing Fees	\$ 1,200.00	\$ 1,000.00	\$ -	\$ 1,444.44	\$ 444.44
4190 Sundry	\$ 111,300.00	\$ 92,749.90	\$ 9,959.88	\$ 93,360.25	\$ 610.35
Total Admin Expense	\$ 1,347,200.00	\$ 1,122,666.50	\$ 109,209.13	\$ 1,097,972.07	\$ (24,694.43)
4310 Water	\$ 9,000.00	\$ 7,500.00	\$ 810.32	\$ 4,474.43	\$ (3,025.57)
4320 Electricity	\$ 13,000.00	\$ 10,833.30	\$ 1,849.60	\$ 13,568.58	\$ 2,735.28
4330 Gas	\$ 2,000.00	\$ 1,666.70	\$ 108.85	\$ 1,923.07	\$ 256.37
4390 Sewer	\$ 2,000.00	\$ 1,666.70	\$ 260.66	\$ 2,593.27	\$ 926.57
Total Utility Expense	\$ 26,000.00	\$ 21,666.70	\$ 3,029.43	\$ 22,559.35	\$ 892.65
4420 Material	\$ 4,100.00	\$ 3,416.70	\$ 259.01	\$ 5,189.14	\$ 1,772.44
4430 Contract Cost	\$ 40,300.00	\$ 33,583.20	\$ 3,326.49	\$ 42,075.27	\$ 8,492.07
Total Ordinary Maint. & Operation	\$ 44,400.00	\$ 36,999.90	\$ 3,585.50	\$ 47,264.41	\$ 10,264.51
4510.010 Workers Compensation	\$ 4,400.00	\$ 3,666.70	\$ 234.93	\$ 2,349.31	\$ (1,317.39)
4510.040 Auto Insurance	\$ 1,800.00	\$ 1,500.00	\$ 217.15	\$ 2,171.50	\$ 671.50
4510.070 Crime / Dishonesty	\$ 100.00	\$ 83.30	\$ 5.38	\$ 53.79	\$ (29.51)
4510.090 Fire & Extend Coverage	\$ 200.00	\$ 166.70	\$ 14.07	\$ 140.69	\$ (26.01)
4540 Employee Benefit Payments	\$ 344,300.00	\$ 286,916.80	\$ 21,948.52	\$ 220,154.07	\$ (66,762.73)
4560 Postage Mach Lease Amortization	\$ -	\$ -	\$ -	\$ 4,108.80	\$ 4,108.80
4570 FSS Jr League Loan Write-Off	\$ -	\$ -	\$ -	\$ -	\$ -
4585.020 Interest on Lease Payable	\$ -	\$ -	\$ -	\$ 452.87	\$ 452.87
Total General Expenses	\$ 350,800.00	\$ 292,333.50	\$ 22,420.05	\$ 229,431.03	\$ (62,902.47)
Total Routine Expenses	\$ 1,768,400.00	\$ 1,473,666.60	\$ 138,244.11	\$ 1,397,226.86	\$ (76,439.74)
					\$ -
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	\$ 10,583.40	\$ 1,212.47	\$ 16,196.39	\$ 5,612.99

Public Housing Income Statement

Kate Ross

Estella Maxey

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME											
Dwelling Rental	\$ 744,300.00	\$ 620,250.00	\$ 65,968.96	\$ 647,283.63	\$ 27,033.63	\$ 952,500.00	\$ 793,750.00	\$ 61,259.00	\$ 638,455.62	\$ (155,294.38)	
Excess Utilities	\$ 88,100.00	\$ 73,416.70	\$ 8,933.98	\$ 65,401.66	\$ (8,015.04)	\$ 101,500.00	\$ 84,583.30	\$ 7,190.23	\$ 73,158.43	\$ (11,424.87)	
Non-Dwelling Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Rental Income	\$ 832,400.00	\$ 693,666.70	\$ 74,902.94	\$ 712,685.29	\$ 19,018.59	\$ 1,054,000.00	\$ 878,333.30	\$ 68,449.23	\$ 711,614.05	\$ (166,719.25)	
Management Fee from CFP	\$ 87,800.00	\$ 73,166.70	\$ 7,692.91	\$ 72,467.01	\$ (699.69)	\$ 111,800.00	\$ 93,166.70	\$ 9,790.97	\$ 92,230.66	\$ (936.04)	
CFP Trnsf. In-Site Expenses	\$ 59,500.00	\$ 49,583.30	\$ -	\$ 3,120.53	\$ (46,462.77)	\$ 64,700.00	\$ 53,916.70	\$ -	\$ 7,732.71	\$ (46,183.99)	
Proceeds fr. Insurance Claims	\$ -	\$ -	\$ 250.00	\$ 28,928.40	\$ 28,928.40	\$ -	\$ -	\$ -	\$ 883,973.25	\$ 883,973.25	
Interest on Investments	\$ 23,000.00	\$ 19,166.70	\$ 5,907.75	\$ 39,989.75	\$ 20,823.05	\$ 41,300.00	\$ 34,416.70	\$ 7,907.36	\$ 56,530.34	\$ 22,113.64	
Jr. League Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Income	\$ 58,800.00	\$ 49,000.00	\$ 4,767.36	\$ 54,542.91	\$ 5,542.91	\$ 65,900.00	\$ 54,916.70	\$ 4,065.00	\$ 54,340.90	\$ (575.80)	
Other Income-FSS Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Income-Time Warner Cable	\$ 5,000.00	\$ 4,166.70	\$ 1,596.18	\$ 6,415.09	\$ 2,248.39	\$ 8,900.00	\$ 7,416.70	\$ 1,678.35	\$ 5,885.21	\$ (1,313.49)	
Operating Transfer In (1406)	\$ 92,300.00	\$ 76,916.70	\$ 7,692.91	\$ 72,467.01	\$ (4,449.69)	\$ 117,500.00	\$ 97,916.70	\$ 9,790.97	\$ 92,230.66	\$ (5,686.04)	
Total Operating Income	\$ 326,400.00	\$ 272,000.10	\$ 27,907.11	\$ 277,930.70	\$ 5,930.60	\$ 410,100.00	\$ 341,750.20	\$ 33,232.65	\$ 1,192,923.73	\$ 851,173.53	
Total HUD Contributions	\$ 1,143,500.00	\$ 952,916.70	\$ 103,225.50	\$ 1,015,514.19	\$ 62,597.49	\$ 1,482,600.00	\$ 1,235,500.00	\$ 131,179.00	\$ 1,318,875.76	\$ 83,375.76	
Total Income	\$ 2,302,300.00	\$ 1,918,583.50	\$ 206,035.55	\$ 2,006,130.18	\$ 87,546.68	\$ 2,946,700.00	\$ 2,455,583.50	\$ 232,860.88	\$ 3,223,413.54	\$ 767,830.04	
EXPENSES					\$ -					\$ -	
Administrative Salaries	\$ 314,300.00	\$ 261,916.60	\$ 16,908.61	\$ 175,307.95	\$ (86,608.65)	\$ 407,400.00	\$ 339,500.00	\$ 19,936.43	\$ 200,132.92	\$ (139,367.08)	
Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Legal Expense	\$ 500.00	\$ 416.70	\$ -	\$ 1,102.50	\$ 685.80	\$ 500.00	\$ 416.70	\$ -	\$ 8,030.30	\$ 7,613.60	
Staff Training	\$ 5,200.00	\$ 4,333.40	\$ 3.73	\$ 3,297.12	\$ (1,036.28)	\$ 5,500.00	\$ 4,583.40	\$ 39.66	\$ 3,641.37	\$ (942.03)	
Travel & Conventions	\$ 2,600.00	\$ 2,166.60	\$ 816.50	\$ 2,663.55	\$ 496.95	\$ 2,900.00	\$ 2,416.60	\$ 1,020.62	\$ 3,367.12	\$ 950.52	
Audit Fees	\$ 4,000.00	\$ 3,333.30	\$ -	\$ 3,466.67	\$ 133.37	\$ 5,000.00	\$ 4,166.70	\$ -	\$ 4,333.33	\$ 166.63	
Sundry	\$ 100,700.00	\$ 83,916.80	\$ 10,190.76	\$ 91,710.61	\$ 7,793.81	\$ 111,400.00	\$ 92,833.70	\$ 14,879.92	\$ 114,595.18	\$ 21,761.48	
Management Fees	\$ 339,600.00	\$ 282,999.90	\$ 27,166.37	\$ 267,445.37	\$ (15,554.53)	\$ 430,300.00	\$ 358,583.40	\$ 28,479.29	\$ 299,320.42	\$ (69,262.98)	
Total Admin Expense	\$ 766,900.00	\$ 639,083.30	\$ 55,085.97	\$ 544,993.77	\$ (94,089.53)	\$ 963,000.00	\$ 802,500.50	\$ 64,355.92	\$ 633,420.64	\$ (169,079.86)	
Tenant Services Salaries	\$ 163,300.00	\$ 136,083.30	\$ 11,912.15	\$ 116,063.80	\$ (20,019.50)	\$ 208,600.00	\$ 173,833.30	\$ 14,353.93	\$ 144,602.41	\$ (29,230.89)	
Tenant Services-Recr., Etc.	\$ 5,000.00	\$ 4,166.70	\$ 4,488.18	\$ 13,886.80	\$ 9,720.10	\$ 5,000.00	\$ 4,166.70	\$ 5,610.23	\$ 19,175.96	\$ 15,009.26	
Resident Council	\$ 100.00	\$ 83.30	\$ -	\$ -	\$ (83.30)	\$ 100.00	\$ 83.30	\$ -	\$ -	\$ (83.30)	
Ten. Serv. Contr., Train., Spec. Needs	\$ 4,900.00	\$ 4,083.30	\$ 675.00	\$ 5,895.00	\$ 1,811.70	\$ 6,300.00	\$ 5,250.00	\$ 558.75	\$ 4,278.75	\$ (971.25)	
Total Tenant Expense	\$ 173,300.00	\$ 144,416.60	\$ 17,075.33	\$ 135,845.60	\$ (8,571.00)	\$ 220,000.00	\$ 183,333.30	\$ 20,522.91	\$ 168,057.12	\$ (15,276.18)	
EXPENSES					\$ -					\$ -	
Water	\$ 90,000.00	\$ 75,000.00	\$ 6,937.93	\$ 79,680.87	\$ 4,680.87	\$ 121,000.00	\$ 100,833.30	\$ 8,011.02	\$ 93,724.38	\$ (7,108.92)	
Electricity	\$ 150,000.00	\$ 125,000.00	\$ 24,310.23	\$ 144,335.85	\$ 19,335.85	\$ 194,000.00	\$ 161,666.70	\$ 23,027.34	\$ 153,793.51	\$ (7,873.19)	
Gas	\$ 80,000.00	\$ 66,666.70	\$ 3,439.68	\$ 85,217.20	\$ 18,550.50	\$ 108,000.00	\$ 90,000.00	\$ 3,504.83	\$ 102,267.99	\$ 12,267.99	
Other Utility Expense	\$ 100,000.00	\$ 83,333.30	\$ 9,783.78	\$ 111,885.36	\$ 28,552.06	\$ 183,000.00	\$ 152,500.00	\$ 11,780.01	\$ 138,776.07	\$ (13,723.93)	
Total Utility Expense	\$ 420,000.00	\$ 350,000.00	\$ 44,471.62	\$ 421,119.28	\$ 71,119.28	\$ 606,000.00	\$ 505,000.00	\$ 46,323.20	\$ 488,561.95	\$ (16,438.05)	
Labor	\$ 225,000.00	\$ 187,500.00	\$ 8,547.28	\$ 105,225.74	\$ (82,274.26)	\$ 301,100.00	\$ 250,916.70	\$ 18,162.67	\$ 205,343.43	\$ (45,573.27)	
Material	\$ 65,800.00	\$ 54,833.10	\$ 4,507.94	\$ 80,019.23	\$ 25,186.13	\$ 75,000.00	\$ 62,500.00	\$ 3,396.17	\$ 56,686.30	\$ (5,813.70)	
Contract Cost	\$ 161,300.00	\$ 134,416.70	\$ 35,052.23	\$ 331,389.12	\$ 196,972.42	\$ 256,500.00	\$ 213,750.00	\$ 22,259.03	\$ 249,449.79	\$ 35,699.79	
Total Ordinary Maint. & Operation	\$ 452,100.00	\$ 376,749.80	\$ 48,107.45	\$ 516,634.09	\$ 139,884.29	\$ 632,600.00	\$ 527,166.70	\$ 43,817.87	\$ 511,479.52	\$ (15,687.18)	
Protective Services Contract	\$ 80,700.00	\$ 67,250.00	\$ 5,434.23	\$ 64,984.91	\$ (2,265.09)	\$ 90,000.00	\$ 75,000.00	\$ 8,318.60	\$ 81,421.57	\$ 6,421.57	
Total Protective Services	\$ 80,700.00	\$ 67,250.00	\$ 5,434.23	\$ 64,984.91	\$ (2,265.09)	\$ 90,000.00	\$ 75,000.00	\$ 8,318.60	\$ 81,421.57	\$ 6,421.57	
Insurance	\$ 123,800.00	\$ 103,166.60	\$ 9,975.03	\$ 99,750.32	\$ (3,416.28)	\$ 81,800.00	\$ 68,166.60	\$ 6,562.04	\$ 65,620.35	\$ (2,546.25)	
Payment in Lieu of Taxes (PILOT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Employee Benefit Payments	\$ 241,100.00	\$ 200,916.50	\$ 10,952.64	\$ 115,092.44	\$ (85,824.06)	\$ 306,100.00	\$ 255,083.30	\$ 13,366.46	\$ 137,834.16	\$ (117,249.14)	
Collection Losses	\$ 35,000.00	\$ 29,166.70	\$ 2,637.29	\$ 26,333.35	\$ (2,833.35)	\$ 27,800.00	\$ 23,166.70	\$ 4,325.65	\$ 34,330.20	\$ 11,163.50	
Total General Expenses	\$ 399,900.00	\$ 333,249.80	\$ 23,565.36	\$ 241,176.11	\$ (92,073.69)	\$ 415,700.00	\$ 346,416.60	\$ 24,254.15	\$ 237,784.71	\$ (108,631.89)	
Total Routine Expenses	\$ 2,292,900.00	\$ 1,910,749.50	\$ 193,739.96	\$ 1,924,753.76	\$ 14,004.26	\$ 2,927,300.00	\$ 2,439,417.10	\$ 207,592.65	\$ 2,120,725.51	\$ (318,691.59)	
EXPENSES					\$ -					\$ -	
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	\$ 2,292,900.00	\$ 1,910,749.50	\$ 193,739.96	\$ 1,924,753.76	\$ 14,004.26	\$ 2,927,300.00	\$ 2,439,417.10	\$ 207,592.65	\$ 2,127,925.51	\$ (311,491.59)	
GI/L Disposition of Nonexp. Equip.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Prior Yr Adj Affecting Residual Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Prior Year Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
					\$ -					\$ -	
Residual Receipts (Profit/Loss)	\$ 9,400.00	\$ 7,834.00	\$ 12,295.59	\$ 81,376.42	\$ 73,542.42	\$ 19,400.00	\$ 16,166.40	\$ 25,268.23	\$ 1,095,488.03	\$ 1,079,321.63	

Section 8

Mainstream

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	\$ 1,915,200.00	\$ 1,596,000.00	\$ 152,319.00	\$ 1,546,780.00	\$ (49,220.00)
3480 Proceeds fr. Insurance Claims	\$ -	\$ -	\$ -	\$ -	\$ -
3610 Interest on on Admin Reserve	\$ 34,200.00	\$ 28,500.00	\$ 1,583.78	\$ 18,856.90	\$ (9,643.10)
3610.030 Interest Income	\$ -	\$ -	\$ 126.56	\$ 746.56	\$ 746.56
3690 Other Income	\$ 14,000.00	\$ 11,666.70	\$ 5,417.24	\$ 25,209.60	\$ 13,542.90
Total Admin Income	\$ 1,963,400.00	\$ 1,636,166.70	\$ 159,446.58	\$ 1,591,593.06	\$ (44,573.64)
EXPENSES					
4110 Administrative Salaries	\$ 880,800.00	\$ 734,000.00	\$ 52,864.43	\$ 537,840.48	\$ (196,159.52)
4120 Compensated Absences	\$ -	\$ -	\$ -	\$ -	\$ -
4130 Legal Expense	\$ 500.00	\$ 416.70	\$ -	\$ 14,669.83	\$ 14,253.13
4140 Staff Training	\$ 10,000.00	\$ 8,333.30	\$ 3.26	\$ 3,407.71	\$ (4,925.59)
4150 Travel Convention & Meetings	\$ 2,500.00	\$ 2,083.30	\$ -	\$ 1,393.96	\$ (689.34)
4171 Auditing Fees	\$ 8,100.00	\$ 6,750.00	\$ -	\$ 9,718.44	\$ 2,968.44
4190 Sundry	\$ 217,150.00	\$ 180,958.40	\$ 25,890.83	\$ 181,067.71	\$ 109.31
4196 Management Fee	\$ 383,030.00	\$ 319,191.70	\$ 31,308.20	\$ 309,356.00	\$ (9,835.70)
4220 Tenant Services Recreation	\$ 250.00	\$ 208.30	\$ -	\$ -	\$ (208.30)
4250 Reichenbach Program Assistance	\$ -	\$ -	\$ -	\$ -	\$ -
4260 FSS Donations Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Expense	\$ 1,502,330.00	\$ 1,251,941.70	\$ 110,066.72	\$ 1,057,454.13	\$ (194,487.57)
4310 Water	\$ 2,900.00	\$ 2,416.70	\$ 291.90	\$ 1,935.64	\$ (481.06)
4320 Electricity	\$ 4,300.00	\$ 3,583.30	\$ 3,803.21	\$ 14,459.41	\$ 10,876.11
4330 Gas	\$ 1,560.00	\$ 1,300.00	\$ 375.41	\$ 2,935.96	\$ 1,635.96
4390 Sewer	\$ 880.00	\$ 733.30	\$ 95.91	\$ 795.54	\$ 62.24
Total Utility Expense	\$ 9,640.00	\$ 8,033.30	\$ 4,566.43	\$ 20,126.55	\$ 12,093.25
4420 Material	\$ 2,700.00	\$ 2,250.00	\$ 490.16	\$ 4,182.64	\$ 1,932.64
4430 Contract Cost	\$ 25,550.00	\$ 21,291.60	\$ 7,556.66	\$ 26,946.08	\$ 5,654.48
Total Ordinary Maint. & Operation	\$ 28,250.00	\$ 23,541.60	\$ 8,046.82	\$ 31,128.72	\$ 7,587.12
					\$ -
4510.010 Workers Compensation	\$ 3,430.00	\$ 2,858.30	\$ 181.21	\$ 1,812.09	\$ (1,046.21)
4510.020 General Liability Insurance	\$ 30.00	\$ 25.00	\$ 2.53	\$ 25.31	\$ 0.31
4510.040 Auto Insurance	\$ 2,270.00	\$ 1,891.70	\$ 175.58	\$ 1,755.81	\$ (135.89)
4510.050 Public Officials Liability -E&O	\$ 50.00	\$ 41.70	\$ 4.74	\$ 47.39	\$ 5.69
4510.070 Crime / Dishonesty	\$ 60.00	\$ 50.00	\$ 5.38	\$ 53.79	\$ 3.79
4510.090 Fire & Extend Coverage	\$ 280.00	\$ 233.30	\$ 23.64	\$ 236.39	\$ 3.09
4540 Employee Benefit Payments	\$ 379,660.00	\$ 316,383.30	\$ 12,099.14	\$ 132,131.67	\$ (184,251.63)
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	\$ 26,833.30	\$ 2,266.44	\$ 26,833.68	\$ 0.38
Total General Expenses	\$ 417,980.00	\$ 348,316.60	\$ 14,758.66	\$ 163,415.58	\$ (184,901.02)
Total Routine Expenses	\$ 1,958,200.00	\$ 1,631,833.20	\$ 137,438.63	\$ 1,272,124.98	\$ (359,708.22)
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	\$ 4,333.50	\$ 22,007.95	\$ 319,468.08	\$ 315,134.58

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	\$ 56,300.00	\$ 46,916.70	\$ 4,537.64	\$ 48,948.89	\$ 2,032.19
3610 Interest on on Admin Reserve	\$ 800.00	\$ 666.70	\$ -	\$ -	\$ (666.70)
3690.070 Misc. Other Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total Admin Income	\$ 57,100.00	\$ 47,583.40	\$ 4,537.64	\$ 48,948.89	\$ 1,365.49
EXPENSES					
4110 Administrative Salaries	\$ 8,840.00	\$ 7,366.70	\$ 1,224.00	\$ 12,371.07	\$ 5,004.37
4171.000 Audit Fees	\$ 230.00	\$ 191.70	\$ -	\$ 270.81	\$ 79.11
4196 Admin Fees	\$ 11,300.00	\$ 9,416.70	\$ 877.40	\$ 9,315.00	\$ (101.70)
4189/4190 Sundry	\$ 2,200.00	\$ 1,833.40	\$ 70.83	\$ 678.61	\$ (1,154.79)
Total Admin Expenses	\$ 22,570.00	\$ 18,808.50	\$ 2,172.23	\$ 22,635.49	\$ 3,826.99
4510.010 Workers Comp Insurance	\$ 50.00	\$ 41.70	\$ -	\$ -	\$ (41.70)
4540 Employee Benefit Payments	\$ 7,480.00	\$ 6,233.30	\$ 310.68	\$ 3,057.22	\$ (3,176.08)
4590 Admin Fee	\$ -	\$ -	\$ 80.96	\$ 891.98	\$ 891.98
4431 Building Repair Contract	\$ -	\$ -	\$ -	\$ -	\$ -
4430 Clean/Desinf Contr. Svcs	\$ -	\$ -	\$ -	\$ -	\$ -
Total General Expenses	\$ 7,530.00	\$ 6,275.00	\$ 391.64	\$ 3,949.20	\$ (2,325.80)
Total Expenses	\$ 30,100.00	\$ 25,083.50	\$ 2,563.87	\$ 26,584.69	\$ 1,501.19
					\$ -
Residual Receipts (Profit/Loss)	\$ 27,000.00	\$ 22,499.90	\$ 1,973.77	\$ 22,364.20	\$ (135.70)

Section 8

Mainstream

Emergency Housing

	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.	\$ 489.41	\$ 5,345.41
3690.020 Other Income FSS Forfeitures	\$ -	\$ -
3690.080 Oth Inc fr Adm for Overleasing	\$ -	\$ -
8026.000 Contributions Earned- HAP	\$ 1,587,621.00	\$ 15,815,523.00
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	\$ 1,588,110.41	\$ 15,857,874.41
EXPENSES		
4715.010 HAP Occupied Units	\$ 1,279,026.00	\$ 12,112,158.00
4715.020 HAP Parkside Occ. Units	\$ 20,023.00	\$ 190,222.00
4715.030 HAP Damages	\$ -	\$ -
4715.040 HAP Tanglewood Occ. Units	\$ 300.00	\$ 2,928.00
4715.070 HAP Portability - In	\$ -	\$ -
4715.090 HAP - Portability - Out	\$ 67,776.77	\$ 699,367.78
4715.100 HAP Parkside-Portability-Out	\$ 2,390.00	\$ 18,908.00
4715.230 HAP Homeownership	\$ 4,311.00	\$ 47,493.00
4715.240 HAP Katrina	\$ -	\$ -
4715.245 HAP Disaster Vchr. Prog.	\$ -	\$ -
4715.400 HAP Liberty-RAD	\$ 30,310.00	\$ 271,579.00
4715.450 HAP ST-RAD	\$ 46,957.00	\$ 540,395.72
4715.451 HAP Grandview-RAD	\$ 4,743.00	\$ 60,609.00
4715.455 HAP ST Demolition/Disposition	\$ 42,229.00	\$ 377,620.20
4715.500 HAP Vet.Affs.Support.Hous.	\$ 36,415.00	\$ 313,330.00
4715.501 HAP - VASH - Portability - Out	\$ -	\$ -
4715.800 HAP Mainstream	\$ -	\$ -
4715.801 HAP Mainstream Port-Out	\$ -	\$ -
4715.910 HAP Hill Co. Occ. Units	\$ 83,827.00	\$ 797,771.31
4715.911 HAP Hillsboro Housing	\$ -	\$ -
4715.925 HAP Somervell Co.	\$ 10,243.00	\$ 104,604.00
4715.926 HAP Somervell Co. Port Out	\$ -	\$ -
4715.990 HAP Hill Co. Portability	\$ 10,727.00	\$ 156,196.00
4715.991 HAP Hillsboro Housing Port-Out	\$ -	\$ -
4716.000 UAP Occupied Units	\$ 16,785.00	\$ 149,502.00
4716.100 UAP Parkside Occ. Units	\$ 88.00	\$ 527.00
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	\$ 2,310.00	\$ 6,973.00
4716.450 UAP ST RAD	\$ -	\$ -
4716.455 UAP-ST Demolition/Disposition	\$ 535.00	\$ 4,838.00
4716.500 UAP Vet.Affairs Support Hous.	\$ 314.00	\$ 2,450.00
4716.800 UAP Mainstream	\$ -	\$ -
4716.910 UAP Hill Co. Occ. Units	\$ 761.00	\$ 5,858.00
4716.911 UAP Hillsboro Housing	\$ -	\$ -
4716.925 UAP Somervell Co.	\$ 89.00	\$ 1,501.00
4717.000 UAP - Portability - Out	\$ 1,548.00	\$ 14,088.15
4717.100 UAP - Portability - In	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 1,661,707.77	\$ 15,881,149.16
RESIDUAL RECEIPTS (Profit/Loss)	\$ (73,597.36)	\$ (23,274.75)

	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	\$ 39,206.00	\$ 405,140.00
TOTAL HAP INCOME	\$ 39,206.00	\$ 405,140.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	\$ 1,153.00	\$ 11,357.00
4715.800 HAP Mainstream	\$ 36,120.00	\$ 368,343.00
4716.800 UAP Mainstream	\$ 755.00	\$ 2,011.00
4716.801 UAP Mainstream Port-Out	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 38,028.00	\$ 381,711.00
RESIDUAL RECEIPTS (Profit/Loss)	\$ 1,178.00	\$ 23,429.00

	Current Period	YTD Budget
INCOME		
3410.100 Sec 8 EHV Admin Fees	\$ 2,431.00	\$ 21,581.00
3410.200 Sec8 EHV Preliminary Fees	\$ -	\$ -
3410.300 Sec8 EHV Placement/Issuance Fee	\$ -	\$ 200.00
3410.500 Sec8 EHV Service Fee	\$ 2,230.12	\$ 18,965.66
3410.800 Interest on EHV Admin Fee	\$ 62.14	\$ 857.42
3610.040 Interest on EHV Reserve	\$ -	\$ -
8026.462 Contr. Earned- EHV HAP	\$ 9,650.00	\$ 204,860.00
TOTAL HAP INCOME	\$ 14,373.26	\$ 246,464.08
EXPENSES		
4110.000 Admin Salaries	\$ 2,529.63	\$ 19,904.78
4140.000 Staff Training	\$ -	\$ 12.31
4150.000 Travel Convoention & Meetings	\$ -	\$ 39.75
4171.000 Audit Fee	\$ -	\$ 121.87
4190.020 Telephone & Telegraph	\$ 16.51	\$ 30.87
4190.160 Office Supplies	\$ -	\$ 2.50
4190.180 Miscellaneous	\$ -	\$ 9.89
4190.330 Admin. Contract-Software Maint	\$ 17.25	\$ 297.11
4196.000 Management Fee	\$ (358.20)	\$ 4,316.20
4540.010 FICA Employer	\$ 152.10	\$ 1,186.53
4540.020 Medicare Employer	\$ 35.57	\$ 277.49
4540.030 Unemployment Insurance	\$ -	\$ 2.25
4540.040 Pension Employer	\$ 139.27	\$ 1,414.38
4540.200 Health Insurance Employer	\$ 117.53	\$ 1,524.52
4540.210 Dental Insurance Employer	\$ 15.27	\$ 139.50
4540.220 Long Term Disability Employer	\$ 7.98	\$ 81.11
4590.901 Emergency Housing Port Admin Fe	\$ 41.38	\$ 289.66
4715.090 HAP Emergency Housing Port Out	\$ 1,981.00	\$ 10,763.39
4715.900 HAP EHV	\$ 20,752.00	\$ 193,393.00
4716.900 UAP EHV	\$ 253.00	\$ 2,547.00
4716.901 UAP Emergency Housing Port-Out	\$ 82.00	\$ 410.00
4718.100 EHV-Service Fees	\$ 980.12	\$ 18,965.66
4800.000 Depreciation Expense	\$ -	\$ -
TOTAL HAP/UAP EXPENSE	\$ 26,762.41	\$ 255,729.77
RESIDUAL RECEIPTS (Profit/Loss)	\$ (12,389.15)	\$ (9,265.69)

Resolution No.3875

RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$154,938.91 FROM THE PUBLIC HOUSING BUDGET. THESE AMOUNTS ARE FOR DELINQUENT ACCOUNTS FOR KATE ROSS AND ESTELLA MAXEY DEVELOPMENTS.

WHEREAS, in compliance with HUD regulations, the Public Housing department exhausted every possible method of collecting these delinquent rents, and

WHEREAS, all delinquent rental accounts are at least six months old, and

WHEREAS, the total for these delinquent rents' is \$154,938.91 for both developments.
The individual amounts are:
Kate Ross \$67,202.93
Estella Maxey \$87,735.98
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, and

NOW, THEREFORE, BE IT RESOLVED THAT the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 14th day of September 2023.

Secretary

Chairperson of the Board

(SEAL)

Waco Housing Authority & Affiliates
4400 Cobbs Drive
P.O. Box 978
Waco, Texas 76703-0978
Phone (254) 752-0324 Fax (254) 754-6483
Hearing Impaired (800) 545-1833

MEMORANDUM

Date: September 5, 2023

To: Gloria Dancer

From: Janie Lovell

Subject: Waco Write Offs

I am requesting to write off \$154,938.91.

Kate Ross: \$67,202.93

Estella Maxey: \$87,735.98

Total: \$154,938.91

VACATED TENANT ACCOUNTS RECEIVABLE (VTAR's)			
		2022/2023	
Month/Year	Kate Ross	Estella Maxey	TOTAL
Mar-22	\$0.00	\$102.78	\$ 102.78
Apr-22	\$12,652.32	\$1,528.96	\$ 14,181.28
May-22	\$5,005.13	\$1,923.08	\$ 6,928.21
Jun-22	\$13,110.47	\$9,512.31	\$ 22,622.78
Jul-22	\$80.03	\$0.00	\$ 80.03
Aug-22	\$5,656.15	\$21,752.65	\$ 27,408.80
Sep-22	\$4,106.08	\$5,776.67	\$ 9,882.75
Oct-22	\$81.69	\$849.53	\$ 931.22
Nov-22	\$2,598.20	\$14,043.95	\$ 16,642.15
Dec-22	\$761.47	\$1,498.13	\$ 2,259.60
Jan-23	\$10,113.64	\$12,600.36	\$ 22,714.00
Feb-23	\$40.89	\$6,758.15	\$ 6,799.04
Mar-23	\$12,996.86	\$11,389.41	\$ 24,386.27
TOTALS	\$67,202.93	\$87,735.98	\$ 154,938.91
Kate Ross	\$ 67,202.93		\$ 67,202.93
Estella Maxey		\$ 87,735.98	\$ 87,735.98
TOTAL			\$ 154,938.91

RESOLUTION NO. 3876

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE LOW RENT PUBLIC HOUSING BUDGET FOR KATE ROSS, ESTELLA MAXEY, AND THE OPERATING BUDGET FOR CENTRAL COST CENTER FOR THE FISCAL YEAR OCTOBER 1, 2023, TO SEPTEMBER 30, 2024.

WHEREAS, the regulations of the United States Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the Low Rent Public Housing Operating Budget for Kate Ross, Estella Maxey, and the Operating Budget for Central Cost Center, and

WHEREAS, the President/CEO of Waco Housing Authority & Affiliates has presented to the Board of Commissioners the criteria used to arrive at the Low Rent Public Housing Operating Budget and the Central Cost Center Operating Budget and certifies:

1. That the proposed expenditures are necessary for the efficient and economical operation of the programs for the purpose of serving low-income families.
2. That the financial plan is reasonable in that all proposed expenditures will be consistent with provisions of law and the Annual Contributions Contract, and

WHEREAS, the backup documentation is attached, and

WHEREAS, the President/CEO hereby certifies that Waco Housing Authority & Affiliates is in compliance with HUD budgeting requirements, 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 14th day of September 2023.

Secretary

Chairperson of the Board

(SEAL)

Waco Housing Authority 2024 Budget

9/6/2023 12:19	Central	Kate Ross	Estella Maxey	Total
Income				
Dwelling Rental	\$ -	\$ 776,300	\$ 705,700	\$ 1,482,000
Excess Utilities/Mart Mgt Fee COCC	\$ 24,900	\$ 87,600	\$ 102,100	\$ 214,600
Section 8 Admin. Fees (20%)	\$ 434,900	\$ -	\$ -	\$ 434,900
Capital Fund Program (CFP)	\$ 209,600	\$ 172,700	\$ 217,600	\$ 599,900
CFP - Operating Income (1406)	\$ -	\$ 92,200	\$ 117,400	\$ 209,600
Interest on Investments	\$ 33,400	\$ 107,700	\$ 123,900	\$ 265,000
Time Warner Commissions	\$ -	\$ 6,900	\$ 7,400	\$ 14,300
Other Income	\$ 1,000	\$ 60,200	\$ 65,600	\$ 126,800
Mgt Fees - Non-Profits (26%)	\$ 611,000	\$ -	\$ -	\$ 611,000
Mgt/ Bkkpg/ Adm Fees - Sites	\$ 574,500	\$ -	\$ -	\$ 574,500
HUD Operating Subsidy	\$ -	\$ 1,304,500	\$ 1,723,700	\$ 3,028,200
Total Income	\$ 1,889,300	\$ 2,608,100	\$ 3,063,400	\$ 7,560,800
Expenses				
Description	Central 800	Kate Ross 101	Estella Maxey 102	Total
Administrative Salaries	\$ 1,260,000	\$ 288,800	\$ 356,000	\$ 1,904,800
Legal Expense	\$ 2,000	\$ 2,000	\$ 6,000	\$ 10,000
Staff Training/ Convention Fees	\$ 16,720	\$ 6,600	\$ 7,100	\$ 30,420
Travel-Training, Conventions & Meetings	\$ 23,970	\$ 8,120	\$ 9,780	\$ 41,870
Auditing Fees	\$ 1,200	\$ 3,960	\$ 5,040	\$ 10,200
Membership Dues	\$ 2,500	\$ 1,000	\$ 1,000	\$ 4,500
Telephone & Telegraph	\$ 7,045	\$ 2,400	\$ 2,820	\$ 12,265
Postage Expense	\$ 2,100	\$ 7,000	\$ 7,700	\$ 16,800
Publications	\$ 2,500	\$ 300	\$ 400	\$ 3,200
Advertising	\$ 1,000	\$ 200	\$ -	\$ 1,200
Post-Accident Drug Test	\$ -	\$ 200	\$ 200	\$ 400
Pre-emplmt.Phys./Drug Screen	\$ -	\$ 1,080	\$ 800	\$ 1,880
Citation Court Cost	\$ -	\$ 16,000	\$ 21,000	\$ 37,000
Staff Drivers License Chk	\$ 110	\$ 130	\$ 140	\$ 380
Office Supply	\$ 20,500	\$ 7,400	\$ 7,500	\$ 35,400
Miscellaneous	\$ -	\$ 6,000	\$ -	\$ 6,000
Commissioner Expense	\$ 210	\$ -	\$ -	\$ 210
Contract Employee	\$ -	\$ 7,200	\$ 7,800	\$ 15,000
Equipment Rental	\$ -	\$ 3,000	\$ 3,000	\$ 6,000
Copier Supplies & Services	\$ 4,500	\$ 1,310	\$ 1,870	\$ 7,680
Admin. Software Maint.	\$ 55,000	\$ 65,100	\$ 73,000	\$ 193,100
Office Equipment & Furniture	\$ 9,400	\$ 400	\$ 400	\$ 10,200
Computer Equipment	\$ -	\$ 3,000	\$ -	\$ 3,000
Criminal Background Check	\$ -	\$ 3,000	\$ 3,070	\$ 6,070
Tenant Verification	\$ -	\$ 100	\$ 200	\$ 300
Writ of Possession	\$ -	\$ 7,000	\$ 8,200	\$ 15,200
Uniform Expense	\$ -	\$ 5,000	\$ 5,300	\$ 10,300
PHFSS Escrow Expense	\$ -	\$ 1,300	\$ 5,300	\$ 6,600
Tenant Services Salaries	\$ -	\$ 188,200	\$ 239,500	\$ 427,700
Tenant Services Recreation	\$ -	\$ 9,000	\$ 10,000	\$ 19,000
Resident Council	\$ -	\$ 3,000	\$ 3,000	\$ 6,000
Ten.Serv.Cont, Training, Spec Needs	\$ -	\$ 11,000	\$ 10,000	\$ 21,000
Water	\$ 4,400	\$ 93,000	\$ 115,000	\$ 212,400
Electricity	\$ 16,200	\$ 160,000	\$ 190,000	\$ 366,200
Gas	\$ 2,030	\$ 110,000	\$ 140,000	\$ 252,030
Sewer	\$ 3,070	\$ 128,000	\$ 170,000	\$ 301,070
Maintenance & OP Labor	\$ -	\$ 242,000	\$ 275,700	\$ 517,700
Paint & Accessories	\$ -	\$ 7,000	\$ 4,000	\$ 11,000
Auto Parts & Materials	\$ 5,600	\$ 14,500	\$ 7,500	\$ 27,600
Plumbing Supplies	\$ -	\$ 15,000	\$ 16,000	\$ 31,000
Hardware	\$ -	\$ 2,000	\$ 2,000	\$ 4,000
Small Tools	\$ -	\$ 2,000	\$ 1,000	\$ 3,000
Equipment	\$ -	\$ 3,300	\$ 3,300	\$ 6,600
Electrical Supplies	\$ 900	\$ 10,000	\$ 6,000	\$ 16,900
A/C Parts	\$ -	\$ 10,000	\$ 11,000	\$ 21,000
Hot Water Heaters	\$ -	\$ 14,000	\$ 11,000	\$ 25,000
Grounds Supplies	\$ -	\$ -	\$ 400	\$ 400
Janitorial Supplies	\$ 2,000	\$ 5,500	\$ 3,500	\$ 11,000
Building Supplies	\$ -	\$ 13,000	\$ 8,000	\$ 21,000
Appliance Supplies	\$ -	\$ 500	\$ 1,000	\$ 1,500
Appliance-New	\$ -	\$ 12,530	\$ 13,630	\$ 26,160
Pest Controls	\$ -	\$ 70	\$ 300	\$ 370
Maintenance Temporary Labor	\$ -	\$ 22,000	\$ 11,000	\$ 33,000
Auto Repair-Contracts	\$ 3,200	\$ 9,000	\$ 2,000	\$ 14,200
Equip. Repair-Contracts	\$ 70	\$ 2,500	\$ 2,700	\$ 5,270

Waco Housing Authority 2024 Budget

A/C Repair-Contracts	\$ 11,200	\$ 45,000	\$ 60,000	\$ 116,200
Electric Repair-Contract	\$ -	\$ 10,000	\$ 10,000	\$ 20,000
Garbage Pickup-Contract	\$ 3,100	\$ 50,000	\$ 58,000	\$ 111,100
Cathodic Protection Contract	\$ -	\$ 3,110	\$ 3,900	\$ 7,010
Pest Control Contract	\$ 730	\$ 3,000	\$ 11,200	\$ 14,930
Miscellaneous Contract	\$ -	\$ 500	\$ 700	\$ 1,200
Building Repair-Contract	\$ -	\$ 15,000	\$ 6,500	\$ 21,500
Roof Repair Contract	\$ -	\$ 2,000	\$ 3,500	\$ 5,500
Janitorial Contract	\$ 27,000	\$ 5,000	\$ 5,000	\$ 37,000
Plumbing Contract	\$ 1,000	\$ 24,000	\$ 25,000	\$ 50,000
Lock & Key Contract	\$ -	\$ 3,150	\$ 1,500	\$ 4,650
Grounds Contract	\$ 3,500	\$ 29,000	\$ 56,000	\$ 88,500
Site Inspection Contract	\$ -	\$ 6,900	\$ 6,900	\$ 13,800
Protective Services Contract	\$ -	\$ 82,800	\$ 97,500	\$ 180,300
Workers' Compensation Ins	\$ 4,550	\$ 10,920	\$ 12,760	\$ 28,230
General Liab. Insurance	\$ -	\$ 1,000	\$ 1,270	\$ 2,270
Automobile Insurance	\$ 2,600	\$ 4,800	\$ 3,630	\$ 11,030
Public Officials Insurance	\$ -	\$ 1,860	\$ 2,370	\$ 4,230
Flood Insurance	\$ -	\$ 14,600	\$ -	\$ 14,600
Public Employee Dishonesty	\$ 65	\$ 70	\$ 70	\$ 205
Fire & Extended Coverage	\$ 250	\$ 133,500	\$ 90,670	\$ 224,420
FICA-Employer	\$ 77,205	\$ 44,200	\$ 53,390	\$ 174,795
Medicare-Employer	\$ 18,050	\$ 10,190	\$ 12,430	\$ 40,670
Unemployment Insurance (TEC)	\$ 4,275	\$ 4,560	\$ 5,500	\$ 14,335
Pension-Employer	\$ 91,230	\$ 48,560	\$ 60,150	\$ 199,940
Health Insurance-Employer	\$ 84,040	\$ 90,040	\$ 101,570	\$ 275,650
Dental Insurance-Employer	\$ 5,740	\$ 8,050	\$ 8,590	\$ 22,380
Long Term Disability-Employer	\$ 5,640	\$ 3,060	\$ 3,730	\$ 12,430
Postage Machine Lease Amortization	\$ 4,100	\$ -	\$ -	\$ 4,100
Collection Losses	\$ -	\$ 67,200	\$ 87,700	\$ 154,900
Interest on Lease Payable	\$ 500	\$ -	\$ -	\$ 500
Asset Management Fee	\$ -	\$ 34,560	\$ 43,680	\$ 78,240
Property Management Fees	\$ -	\$ 194,580	\$ 246,290	\$ 440,870
Bookkeeping Fees	\$ -	\$ 24,450	\$ 30,950	\$ 55,400
CFP Management Fees	\$ -	\$ 92,240	\$ 117,400	\$ 209,640
Total Expenses	\$ 1,791,000	\$ 2,602,600	\$ 3,019,000	\$ 7,412,600
Net Profit/Loss	\$ 98,300	\$ 5,500	\$ 44,400	\$ 148,200

RESOLUTION NO. 3877

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ACCEPT THE PROPOSAL FOR REAL ESTATE DEVELOPER FROM McCORMACK, BARON, SALAZAR.

- WHEREAS, Waco Housing Authority & Affiliates requested proposals for Developer Services under Request for Proposals (RFP) RFP-202300607, and
- WHEREAS, the RFP was sent to 75 developers, and
- WHEREAS, seven proposals were received and all were reviewed, considered and evaluated in accordance with the RFP, and
- WHEREAS, the company submitting the proposal which conforms to the solicitation and determined to be in the best interest of and best value to Waco Housing Authority & Affiliates considering experience, partnership strategy and other factors has been identified as McCormack, Baron, Salazar, and
- WHEREAS, McCormack, Baron, Salazar will enter into a contract with Waco Housing Authority & Affiliates Chief Executive Officer that is consistent with the terms set forth in the RFP, and
- WHEREAS, Waco Housing Authority & Affiliates retains the right to cancel any such award at any time before the execution of the contract documents, and
- WHEREAS, it is the recommendation of the President/CEO that the Board approve the McCormack, Baron, Salazar proposal as the best responsive proposal and funding in accordance with the terms of the RFP, and
- WHEREAS, Change Orders to the original contract amount stated above may not exceed limits set by Local Government Code Chapter 271.060, 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 proposal submitted by McCormack, Baron, Salazar is hereby approved and accepted as the developer partner of Waco Housing Authority & Affiliates and Waco Housing Authority & Affiliates retains the right to cancel any such award at any time before the execution of the contract documents and the Chief Executive Officer is authorized to execute the contract and serve as the Contracting Officer for the contract on behalf of Waco Housing Authority & Affiliates and the above resolution was adopted by the BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES on this the 14TH day of September 2023.

Secretary

Chairperson of the Board

(SEAL)

Waco Housing Authority & Affiliates
4400 Cobbs Drive
P.O. Box 978
Waco, Texas 76703-0978
Phone (254) 752-0324 Fax (254) 754-6483
Hearing Impaired (800) 545-1833 ext. 306

MEMORANDUM

TO: Gloria Dancer, VP of Operations
Milet Hopping, President/CEO

FROM: Kaitlin Dragoo, Procurement-Contract Compliance Officer

DATE: August 28, 2023

SUBJECT: RFP for Real Estate Developer

The Modernization/ Procurement Department solicited bids in accordance with procurement guidelines from qualified real estate developers for a development partner.

Newspaper advertisements for this project ran in the Waco Tribune Herald on March 12 & 19, 2023. One response was received, which is not competitive, so the RFP was reissued.

The RFP was issued for a second time with advertisements running in the Waco Tribune Herald again. In addition to the advertisement, seventy-five (75) real estate developers were contacted by email notifying them of this project. Seven (7) compliant proposals were received by the deadline of 2:00 p. m. on June 7, 2023. An evaluation team of 5 people was chosen, and each proposal was evaluated independently. The scores from each evaluator for each proposal were added and averaged to come up with a ranking for each proposer. McCormack, Baron, Salazar was the top scorer with 92 points. Knight Development was the second highest scorer with 89 points.

The decision was made to have these two developers give a presentation. There were 6 questions asked during each presentation, and 4 evaluators scored each question independently. McCormack, Baron, Salazar's presentation scored a 96. This score combined with the score of their original presentation is 187. Knight Development's presentation scored 85. This score combined with the score of their original presentation is 174.

McCormack, Baron, Salazar was the top scorer in both the initial proposal and the presentation. It is my recommendation that this contract be awarded to McCormack, Baron, Salazar.

Please review and advise.

AGENDA
RISING IMAGES, INC.
4400 Cobbs Drive
Waco, Texas
September 14, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 086 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023, TO SEPTEMBER 30, 2024.
 - RESOLUTION NO. 087 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$5,505.97 OF DELINQUENT ACCOUNTS FOR RAINTREE, PICADILLY, CIMMARON, HUNNINGTON AND MISTY SQUARE APARTMENTS
- V. Adjournment

**Synopsis of the Minutes
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
Waco, Texas
September 8, 2022**

- I. Call to Order
President Melli Wickliff called the meeting to order at 12:15 p.m.
- II. Establishment of Quorum
Director's present: Melli Wickliff, Jon Ramos, John Bible, LaTonya Lewis, Brad Kinkeade
Directors absent:
- III. Approval of Minutes
The minutes were approved as presented.
- IV. New Business
- RESOLUTION NO. 083 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2022, TO SEPTEMBER 30, 2023.
Edwina Viera, CFO, explained the Budget for Rising Images for the upcoming fiscal year. Board Chair, Melli Wickliff and asked for a motion to approve Resolution No. 083. Commissioner Jon Ramos made the motion and Commissioner John Bible seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.
Resolution No. 083
A copy of this resolution may be found in the resolution file.
 - RESOLUTION NO. 084 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC. AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$4,640.79 OF DELINQUENT ACCOUNTS FOR RAIN TREE, PICADILLY, CIMMARON, HUNNINGTON AND MISTY SQUARE APARTMENTS.
Gloria Dancer, VP of Operations, explained the process for write offs for Rising Images. Board Chair, Melli Wickliff asked for a motion to approve Resolution No. 084. Commissioner John Bible made the motion and Commissioner Jon Ramos seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.
Resolution No. 084
A copy of this resolution may be found in the resolution file.
 - RESOLUTION NO. 085 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH ARAGON BUILDERS OF SAN ANTONIO, TEXAS IN THE AMOUNT OF \$330,305.75 FOR REPLACEMENT OF SIDING ON HUNNINGTON BLDG'S "E", "F", "G", "H" AND "I" AND RAIN TREE BLDG'S 3,4,7 AND 8.
Milet Hopping, President/CEO explained the need for this contract. Board Chair, Melli Wickliff asked for a motion to approve Resolution No. 085. Commissioner Brad Kinkeade made the motion and Commissioner Jon Ramos seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.
Resolution No. 085
A copy of this resolution may be found in the resolution file.
- V. Adjournment
President Melli Wickliff adjourned the meeting 12:22 p.m.

Secretary

President of the Board

Seal

RESOLUTION NO. 086

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC.
APPROVING THE BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2023, TO
SEPTEMBER 30, 2024.

WHEREAS, Rising Images, Inc., management company, is required to prepare annual budgets for Cimmaron, Hunnington, Misty Square, Picadilly and Raintree Apartments, and

WHEREAS, the proposed budgets were prepared using overhead cost from 2023 and any additional known cost and are attached as part of this resolution, and

WHEREAS, the proposed 2024 budget will meet the needs of repair, administrative costs, and additional equipment costs of the affordable housing properties, and

WHEREAS, this resolution was considered at a required 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 Directors of Rising Images, Inc., on this the 14th day of September 2023.

Secretary

Chairperson of the Board

(SEAL)

WPFC WHOC 2024 Budget

9/6/2023 12:31	Raintree	Picadilly	Cimmaron	Hunnington	Misty	2024 Budget Total
Income						
Rental Income	\$ 1,206,400	\$ 59,000	\$ 640,700	\$ 436,200	\$ 105,600	\$ 2,447,900
Interest	\$ 3,400	\$ 1,800	\$ 10,600	\$ 2,000	\$ 2,000	\$ 19,800
Other Income	\$ 20,600	\$ 2,000	\$ 11,100	\$ 5,000	\$ 2,000	\$ 40,700
Vending Commissions	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000
Late/NSF Fees	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 300
Time Warner Commission	\$ 10,100	\$ 200	\$ 7,100	\$ 3,500	\$ 1,500	\$ 22,400
Misc.Non-Tenant Income & Scholarship	\$ 4,400	\$ -	\$ 500	\$ -	\$ -	\$ 4,900
Total Income	\$ 1,245,000	\$ 63,000	\$ 677,100	\$ 446,800	\$ 111,100	\$ 2,543,000
Expenses						Total
On Site Payroll	\$ 95,100	\$ 3,900	\$ 61,000	\$ 36,400	\$ 9,600	\$ 206,000
Staff Training	\$ 2,000	\$ 80	\$ 500	\$ 300	\$ 75	\$ 2,955
Travel-Conv. & Meetings	\$ 750	\$ 30	\$ -	\$ -	\$ -	\$ 780
Auditing Fees	\$ 3,900	\$ 150	\$ 2,500	\$ 1,500	\$ 340	\$ 8,390
Membership Dues	\$ 450	\$ 20	\$ 150	\$ 100	\$ 120	\$ 840
Telephone & Telegraph	\$ 1,500	\$ 50	\$ 1,300	\$ 810	\$ 200	\$ 3,860
Postage Expense	\$ 850	\$ 40	\$ 100	\$ 50	\$ 15	\$ 1,055
Pre-employt.Phys.	\$ -	\$ -	\$ 100	\$ 60	\$ 15	\$ 175
Citation Court Cost	\$ 1,300	\$ 300	\$ 300	\$ 300	\$ -	\$ 2,200
Employee Ann Drivers Lic Check	\$ 15	\$ 1	\$ 6	\$ 2	\$ 1	\$ 25
Meetings	\$ 70	\$ 4	\$ 14	\$ 8	\$ 5	\$ 101
Office Supply	\$ 1,500	\$ 150	\$ 1,500	\$ 1,100	\$ 300	\$ 4,550
Custom Forms	\$ 960	\$ 40	\$ 1,100	\$ 650	\$ 175	\$ 2,925
Public Relations	\$ 2,400	\$ 100	\$ 330	\$ 200	\$ 50	\$ 3,080
Equipment Rental	\$ 1,200	\$ 50	\$ 715	\$ 420	\$ 110	\$ 2,495
Copier Supplies & Services	\$ -	\$ -	\$ 20	\$ 10	\$ 5	\$ 35
Software Maint.	\$ 25,400	\$ 1,200	\$ 15,300	\$ 9,300	\$ 2,400	\$ 53,600
Office Equipment & Furniture	\$ 6,700	\$ 300	\$ -	\$ -	\$ -	\$ 7,000
Credit Reports	\$ 800	\$ -	\$ 500	\$ 300	\$ 90	\$ 1,690
Writ of Possession	\$ -	\$ -	\$ 200	\$ 180	\$ -	\$ 380
Uniform Expense	\$ 2,800	\$ 120	\$ 1,000	\$ 615	\$ 170	\$ 4,705
Monitoring Fee	\$ 2,750	\$ 250	\$ 1,750	\$ 2,250	\$ -	\$ 7,000
Non-Apartment Meeting	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Non-Apartment Public Relations	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Admin. Mgmt. Fee Exp.	\$ 313,600	\$ 6,500	\$ 166,500	\$ 113,400	\$ 11,000	\$ 611,000
Water	\$ 58,000	\$ 1,600	\$ 39,000	\$ 21,000	\$ 5,000	\$ 124,600
Electricity	\$ 13,000	\$ 400	\$ 9,000	\$ 5,000	\$ 500	\$ 27,900
Sewer	\$ 66,000	\$ 50	\$ 23,000	\$ 23,000	\$ 5,000	\$ 117,050
Maintenance & OP Labor	\$ 117,900	\$ 4,900	\$ 78,300	\$ 46,700	\$ 12,300	\$ 260,100
Paint & Accessories	\$ 2,000	\$ -	\$ 800	\$ 400	\$ 120	\$ 3,320
Auto Parts & Materials	\$ 1,700	\$ 80	\$ 300	\$ 300	\$ 50	\$ 2,430
Plumbing Supplies	\$ 5,000	\$ -	\$ 1,600	\$ 1,000	\$ 220	\$ 7,820
Hardware	\$ 1,000	\$ -	\$ 400	\$ 200	\$ 60	\$ 1,660
Small Tools	\$ 350	\$ 15	\$ 200	\$ 200	\$ 50	\$ 815
Electrical Supplies	\$ 1,000	\$ -	\$ 2,000	\$ 1,000	\$ 275	\$ 4,275
A/C Parts	\$ 8,000	\$ -	\$ 5,000	\$ 5,000	\$ 275	\$ 18,275
Hot Water Heaters	\$ 1,900	\$ 500	\$ 2,000	\$ 1,000	\$ 500	\$ 5,900
Grounds Supplies	\$ 600	\$ -	\$ 100	\$ 90	\$ 10	\$ 800
Janitorial Supplies	\$ 1,600	\$ -	\$ 600	\$ 400	\$ 100	\$ 2,700
Carpet Cleaning & Repair	\$ 500	\$ 100	\$ 400	\$ 300	\$ 175	\$ 1,475
Building Supplies	\$ 4,000	\$ -	\$ 1,500	\$ 900	\$ 200	\$ 6,600
Appliance Supplies	\$ 2,000	\$ -	\$ 100	\$ 200	\$ 14	\$ 2,314
New Appliances	\$ 22,000	\$ 2,400	\$ 5,000	\$ 3,000	\$ 100	\$ 32,500
Pest Controls	\$ -	\$ -	\$ 200	\$ 300	\$ 30	\$ 530
Pool Maintenance	\$ 1,500	\$ -	\$ 1,000	\$ 700	\$ 180	\$ 3,380
Paint Contract	\$ 4,000	\$ 200	\$ 1,000	\$ 3,000	\$ -	\$ 8,200
Auto Repair-Contracts	\$ 200	\$ 20	\$ 100	\$ 30	\$ 5	\$ 355
Equipment Repair Contract	\$ -	\$ -	\$ 600	\$ 330	\$ 170	\$ 1,100
A/C Repair-Contracts	\$ 8,000	\$ -	\$ 2,000	\$ 3,000	\$ -	\$ 13,000
Electric Repair-Contract	\$ 2,000	\$ 3,500	\$ 1,000	\$ -	\$ 100	\$ 6,600
Appliance Repair Contract	\$ -	\$ -	\$ 200	\$ 900	\$ -	\$ 1,100
Garbage Pickup-Contract	\$ 33,000	\$ 30	\$ 20,000	\$ 9,000	\$ 3,000	\$ 65,030
Pest Control Contract	\$ 4,000	\$ 200	\$ 5,000	\$ 3,200	\$ 1,300	\$ 13,700
Building Repair-Contract	\$ 15,000	\$ 1,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 46,000
Chimney Sweep Contract	\$ 9,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 14,000
Roof Repair Contract	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Plumbing Contract	\$ 10,000	\$ -	\$ 2,000	\$ 3,000	\$ -	\$ 15,000
Carpet/Tile Replacement	\$ 10,000	\$ 2,400	\$ 5,000	\$ 4,400	\$ 5,000	\$ 26,800
Grounds Contract	\$ 36,000	\$ 4,000	\$ 15,000	\$ 15,000	\$ 5,000	\$ 75,000
Carpet Repair Contract	\$ 5,000	\$ 2,100	\$ 300	\$ 2,000	\$ -	\$ 9,400
Flooring Replacement Contract	\$ 10,000	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 25,000
Protect. Serv. Contract Cost	\$ 350	\$ -	\$ 500	\$ 275	\$ 75	\$ 1,200
Workers' Comp. Insurance	\$ 4,400	\$ 180	\$ 2,000	\$ 1,700	\$ 400	\$ 8,680
General Liab. Insurance	\$ 1,200	\$ 40	\$ 680	\$ 460	\$ 60	\$ 2,440
Automobile Insurance	\$ 550	\$ 20	\$ 370	\$ 140	\$ 40	\$ 1,120
Public Officials Insurance	\$ 2,200	\$ 80	\$ 1,200	\$ 860	\$ 120	\$ 4,460
Public Employee Dishonesty	\$ 65	\$ -	\$ 65	\$ -	\$ -	\$ 130
Fire & Extended Coverage	\$ 73,200	\$ 2,500	\$ 39,000	\$ 16,400	\$ 4,100	\$ 135,200
FICA-Employer	\$ 13,100	\$ 540	\$ 8,500	\$ 5,100	\$ 1,300	\$ 28,540
Medicare-Employer	\$ 3,000	\$ 120	\$ 2,000	\$ 1,100	\$ 300	\$ 6,520
Unemployment Insurance	\$ 1,200	\$ 50	\$ 700	\$ 400	\$ 120	\$ 2,470
Pension-Employer	\$ 15,500	\$ 640	\$ 10,100	\$ 6,000	\$ 1,600	\$ 33,840
Health Insurance-Employer	\$ 22,700	\$ 940	\$ 16,500	\$ 9,800	\$ 2,600	\$ 52,540
Dental Insurance-Employer	\$ 1,900	\$ 80	\$ 1,100	\$ 600	\$ 180	\$ 3,860
L T Disability-Employer	\$ 900	\$ 30	\$ 600	\$ 360	\$ 100	\$ 1,990
Collection Losses	\$ 1,740	\$ 1,700	\$ 2,000	\$ -	\$ -	\$ 5,440
Scholarship Awarded	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Depreciation Expense	\$ 172,000	\$ 3,500	\$ 86,000	\$ 69,000	\$ 30,000	\$ 360,500
Total Expenses	\$ 1,243,300	\$ 47,200	\$ 676,400	\$ 457,200	\$ 110,400	\$ 2,534,500
Profit/Loss	\$ 1,700	\$ 15,800	\$ 700	\$ (10,400)	\$ 700	\$ 8,500

RESOLUTION NO. 087

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC.
AUTHORIZING THE PRESIDENT/CEO TO WRITE OFF \$5,505.97 OF DELINQUENT
ACCOUNTS FOR RAINTREE, PICADILLY, CIMMARON, HUNNINGTON AND
MISTY SQUARE APARTMENTS

WHEREAS, our policy is to once a year write off uncollectible accounts that are a period
of three months or older, and

WHEREAS, the delinquent accounts in this write off cover the period between July 2022
and June 2023, and

WHEREAS, the total for these delinquent accounts is \$ and the individual amounts are
Raintree \$1,741.68
Picadilly \$1,705.95
Cimmaron \$2,058.34
Hunnington \$0.00
Misty Square \$0.00, 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 Directors of Rising Images, Inc. on this the 14th day of September 2023.

Secretary

Chairperson of the Board

(SEAL)

**RISING IMAGES
WRITE-OFF LOSSES
2022**

MO/YR	RAINTREE	PICADILLY	CIMMARON	HUNNINGTON	MISTY	
Jul-22	\$ -	-	-	-	-	
Aug-22	461.25	667.96	-	-	-	
Sep-22	-	-	-	-	-	
Oct-22	-	-	-	-	-	
Nov-22	-	-	-	-	-	
Dec-22	-	-	-	-	-	
Jan-23	-	-	1,527.75	-	-	
Feb-23	-	-	530.59	-	-	
Mar-23	327.80	1,037.99	-	-	-	
Apr-23	\$ -	-	-	-	-	
May-23	739.00	-	-	-	-	
Jun-23	\$ 213.63	-	-	-	-	
TOTALS	\$ 1,741.68	\$ 1,705.95	\$ 2,058.34	\$ -	\$ -	\$ 5,505.97

Agenda
Waco Public Facility Corporation II
4400 Cobbs Drive
Board Room
Waco, Texas
September 14, 2023
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 017 RESOLUTION DECLARING INTENT TO ISSUE BONDS TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (SHADY ACRES COTTAGES); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT
- V. Adjournment

Synopsis of Minutes
Waco Public Facility Corporation II
Annual Meeting
4400 Cobbs Drive
Waco, Texas
April 13, 2023
12:00 Noon

- I. Call to Order
President Melli Wickliff called the meeting to order at 1:15 pm.
- II. Establishment of Quorum
Directors present: Melli Wickliff, Jon Ramos, Latonya Lewis, John Bible, Brad Kinkeade
Directors absent:
- III. New Business
- RESOLUTION NO. 016 RESOLUTION AUTHORIZING THE ISSUANCE, SALE, AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.
- Resolution No. 016
A copy of this resolution may be found in the resolution file.
- IV. Approval of Minutes
Minutes were approved as presented.
- V. Adjournment
President Melli Wickliff adjourned the meeting at 1:21 pm.

Secretary

President of the Board

Seal

**RESOLUTION NO. 017 OF
WACO PUBLIC FACILITY CORPORATION II**

Resolution Declaring Intent to Issue Bonds to Provide Financing for a Multifamily Residential Rental Development for Persons of Low and Moderate Income (Shady Acres Cottages); Prescribing Certain Terms and Conditions of such Bonds; Authorizing the Filing of an Application for Allocation of Private Activity Bonds with the Texas Bond Review Board; and Containing Other Provisions Relating to the Subject

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Waco (the "**Unit**") has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "**Act**"), approved and created the Waco Public Facility Corporation II, a nonprofit public facility corporation (the "**Issuer**");

WHEREAS, on September 22, 2005, the Issuer's Certificate of Formation was filed with the Secretary of State of the State of Texas;

WHEREAS, the Issuer, on behalf of the Unit is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within the Unit's boundaries, including Waco, Texas;

WHEREAS, Winterhawk LP, a Texas limited partnership, or such other entity as the sole member of the general partner of the User designates (the "**User**"), has requested that the Issuer finance an affordable multifamily housing project to be located at approximately 6900 Airport Road, Waco, Texas 76708 (the "**Project**"), and further that the Issuer adopt this Resolution with respect to the acquisition and construction of the Project;

WHEREAS, the User has advised the Issuer that a contributing factor which would further induce the User to proceed with providing for the acquisition and construction of the Project would be a commitment and agreement by the Issuer to issue revenue bonds pursuant to the Act (the "**Bonds**") to finance and pay for the Project;

WHEREAS, in view of a shortage of decent, safe and sanitary housing for persons and families of low income at prices or rentals that they can afford, it is considered essential that construction of the Project be completed at the earliest practicable date, but at the same time, the User wishes to begin construction of the Project after satisfactory assurances from the Issuer, subject to the conditions set forth herein, that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the costs of the Project will be made available to finance the Project; and

WHEREAS, the Issuer finds, intends, and declares that this Resolution shall constitute its official action, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum aggregate

principal amount up to \$20,000,000 for tax-exempt obligations and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, in order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "**Code**"), the Issuer must submit an Application for Allocation of Private Activity Bonds or an Application for Carryforward for Private Activity Bonds (the "**Application**") to the Texas Bond Review Board (the "**TBRB**") for a reservation of state ceiling available to "**private activity bonds**" (as defined in the Code) for a calendar year;

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WACO PUBLIC FACILITY CORPORATION II THAT:

Section 1. Subject to the terms hereof, the Issuer agrees that it will:

(a) Issue the Bonds, and if the User and the Issuer agree, other evidences of indebtedness providing temporary financing of the Project, which will be issued after the date hereof and be refunded by the Bonds pursuant to the Act, or any other Texas legislation heretofore or hereafter enacted which may provide a suitable method of financing in addition to or in substitution for the Act.

(b) Cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefor satisfactory to the User and the Issuer can be made, the Issuer will take such action and authorize the execution of such documents and will take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary or desirable by the User or the Issuer in connection with the issuance of the Bonds (collectively, the "**Contracts**"), providing among other things for payment of the principal of, interest on, redemption premiums, paying agents' charges, and Trustee's fees, if any, on the Bonds; payment of fees and charges of the Issuer or the Unit; acquisition, construction, and improvement of the Project or reimbursement of Project costs; and use, operation, and maintenance of the Project (and the execution of any appropriate and necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be mutually satisfactory to the Issuer, the Unit, and the User.

(c) If the proceeds from the sale of the Bonds are insufficient, take such actions and execute such documents as may be necessary to permit the issuance from time to time in the future of additional bonds on terms which shall be set forth therein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition and construction of the Project, as requested by the User and within then applicable limitations.

(d) Take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

The Bonds shall specifically provide that neither the State of Texas, the Unit, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the same or the interest thereon and that neither the faith and credit nor the taxing power of the State of Texas, the Unit, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

The obligation of the Issuer to issue the Bonds is specifically subject to satisfaction of each of the following conditions:

(i) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;

(ii) approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the City Council or Mayor of the City of Waco, Texas, the Attorney General of the State of Texas and any other applicable governmental authority; and

(iii) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer hereby authorizes the submission of an Application to the TBRB for a reservation of the state ceiling for "private activity bonds" for program year 2024 (or other available bond funds administered by the TBRB) and each subsequent calendar year at the User's request to finance the Project. Any officer of the Issuer is hereby authorized to execute and submit an Application to the TBRB in such form as may be approved by the TBRB for such purpose.

Section 3. It is understood by the Issuer and the Unit, and the User has represented to the Issuer, that in consideration of this Resolution and by filing the Application, and subject to the terms and conditions hereof, the User has agreed that:

(a) Prior to the sale of the Bonds in one or more series or issues from time to time as the Issuer and the User shall hereafter agree to in writing, the User will enter into the Contracts with the Issuer under the terms of which the User will obligate itself to pay to the Issuer (or to a Trustee, as the case may be) sums sufficient in the aggregate to pay the principal of, interest on, redemption premiums, paying agents' fees, and Trustee's fees, if any, on the Bonds, as and when the same become due and payable, with such contract to contain the provisions described in

Section 1 hereof and such other provisions as may be required or permitted by law and to be mutually acceptable to the Issuer and the User.

(b) The User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of the Bonds and (2) at all times, indemnify and hold harmless the Issuer against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the issuance, offering, sale, or delivery of the Bonds, or the design, construction, operation, use, occupancy, maintenance, or ownership of the Project.

(c) The User will provide to the Issuer all information required to be submitted to the TBRB and any other governmental agencies for approval of the Project or the Bonds and will execute all necessary documents in connection therewith.

Section 4. The Issuer finds, determines, recites and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe and sanitary housing at rentals they can afford.

Section 5. Neither the User nor any other party is entitled to rely on this Resolution as a commitment to loan funds, and the Issuer reserves the right not to issue the Bonds either with or without cause and with or without notice, and in such event the Issuer shall not be subject to any liability or damages of any nature. Neither the User nor anyone claiming by, through or under the User, nor any investment banking firm or potential purchaser of the Bonds shall have any claim against the Issuer whatsoever as a result of any decision by the Issuer not to issue the Bonds.

Section 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. This Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds within the meaning of Sections 1.1038(a)(5)(i) and (ii) and 1.150-2, Title 26, Code of Federal Regulations, as amended, and applicable rulings of the Internal Revenue Service thereunder, to the end that Bonds issued to reimburse Project costs may qualify for the

exemption provisions of Section 142(a)(7) of the Code and that the interest on the Bonds will therefore be excludable from the gross incomes of the holders thereof under the provisions of Section 103(a)(1) of the Code.

Section 8. The Issuer hereby authorizes the filing and any resubmission of an Application with the TBRB, and that Coats Rose, P.C. be designated as the authorized representative of the Issuer for purposes of an Application (“**Bond Counsel**”). Any officer of the Issuer is hereby authorized and directed to execute an Application on behalf of the Issuer and to take any and all other actions related to such Application or necessary or desirable to carry out the provisions of this Resolution, including any further revisions to this Resolution.

Section 9. Notwithstanding any other provision of this Resolution, the officers of the Issuer are each hereby authorized to make or approve such revisions to this Resolution and in the form of the documents hereby approved, in the opinion of Bond Counsel, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Issuer shall be indicated by such officers’ execution of the documents.

PASSED this 14th day of September 2023.

CHAIR

ATTEST:

Milet Hopping, Secretary