

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
Board Room
Waco, Texas
February 25, 2020
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
 - Recognition of Officials
- IV. Approval of Minutes
- V. Presentation of Audit
- VI. Update
 - Board Training
 - RAD
- VII. Department Reports
- VIII. New Business
 - RESOLUTION NO. 3818 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING CHANGES TO ATTACHMENT B OF THE INVESTMENT POLICY
- IX. Consideration of Future Agenda Items
- X. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
Board Room
Waco, Texas
January 28, 2020
12:00 Noon

- I. Call to Order
Chair Malcolm Duncan Jr. called the meeting to order at 12:00 PM.
- II. Establishment of Quorum
Commissioners present: Malcolm Duncan Jr., Jon Ramos, Shirley Langston, Connie Mack
Commissioners absent: Susan Cowley
- III. Hearing from Visitors
The Waco Tribune Herald reporter arrived at 12:15 pm.
 - Recognition of Officials
No officials were present
- IV. Approval of Minutes
The minutes were approved as presented.
- V. Update
 - LITHC School Waiver Requirements
Milet Hopping informed the board that WHA will require documentation from the Waco Independent School District explaining the plans in place for improving the school scores at South Waco Elementary and Caesar Chavez. This is a requirement for the RAD project to continue.
 - LITHC Poverty Waiver thru City of Waco resolution
The is a requirement for any applications to TDHCA that are in areas of 40% and below poverty levels.

She informed the board that the Section 8 Department received the High Performer rating from HUD for the 11th year in a row.

She also informed the board that the city has adopted a procedure that gives preference for future housing endeavors that sets aside 10% of the units for Section 8 vouchers.
- VI. Discussion Items
- VII. Department Reports
 - Administrative Services and Information Technology – Vice President Annie Botsford**
 - Administrative Services**
Everything for Admin was usual business. December was a busy month for the department with three Section 8 Orientations to clear the waiting list before it opens on January 8, 2020. Rising Images audits were done, and all properties are in compliance.
 - Information Technology**
Online Section 8 application was tweaked in order to be ready for the opening on January 8th. All end of year projects were completed.
 - 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**
All CFP Grants continue to be utilized ahead of schedule. The siding project at Rising Images has encountered some setbacks with the discovery of rotted wood. Four bids were received for the landscaping contract. The department is reaching out to the chambers in the city to educate prospective contractors.
 - PUBLIC HOUSING**
The waiting list is up by about 200 applicants due to the opening of the Section 8 Waiting List. The calendar was printed and distributed.

MAINTENANCE

The Maintenance Department continues to work on make readies.

Section 8 and Community Services- President/CEO Milet Hopping

Section 8

The Section 8 department is partnering with MHMR and CPS on the Family Unification Program grant which would help provide house for 18 to 24 year olds who are homeless. This grant would provide 75 vouchers for clients meeting that criteria. Section 8 has leased 2647 vouchers with 160 clients searching for housing. VASH is leased at 91 and Mainstream now has 56 vouchers.

Community Services

The programs for the seniors continue to be held. The FSS programs continues to be successful. Resident Services is working with the tenants on understanding the RAD process. The Youth Services program continues to work with the youth of our developments.

Finance – Vice President Doris Holtman

Ms. Holtman gave a brief overview of the finance report and explained the new format the report is being done in. She also gave an overview of the quarterly investment report.

VIII. New Business

- RESOLUTION NO. 3816 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING AN AMMENDMENT TO THE WACO HOUSING AUTHORITY PHA PLAN SIGNIFICANT AMENDMENT FOR RENTAL ASSISTANCE DEMONSTRATION (RAD)
Milet Hopping explained to the board that this resolution is needed because the wording for the Significant Amendment that was approved previously has changed. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3816. Commissioner Jon Ramos made the motion and Commissioner Shirley Langston seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.

Resolution No. 3816

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

- RESOLUTION NO. 3817 BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING THE PURCHASE OF SWITCH EQUIPMENT FOR THE INFORMATION TECHNOLOGY DEPARTMENT
Milet Hopping explained to the board that this resolution is to replace aged equipment for the Information Technology department. Proper procurement was followed and the lowest bids were obtained. Labor will be done in house by the IT department. Chair Malcolm Duncan, Jr. asked for a motion to approve Resolution No. 3817. Commissioner Shirley Langston made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.

Resolution No. 3817

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

IX. Consideration of Future Agenda Items

There were none.

X. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:36 pm.

Secretary

Chair of the Board

Seal

Administrative Services Department January 2020 Report

- Section 8 Waiting List opened on January 8, 2020 with over 2700 applicants
- Annie Botsford and Milet Hopping attended the southwest NAHRO Committee meetings in Irving, TX in January

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **708** checks
- Travel and Training: January 29 – 30, 2020 – Milet Hopping and Annie Botsford attended the SW NAHRO Winter Committee Meetings in Irving, Texas.
- Applications
 - **367** Public Housing (**up by 278** when compared to December 2019)
 - **0** VASH
- Processed **1,288** pieces of incoming mail
- Processed **9,074** pieces of outgoing mail
- Proofed all department monthly reports
- Made **20,637** copies for departments
- Sent out **264** Late Notices for Public Housing
- Sent out **163** Notices of Concern
- Sent out **870** Utility Notices

Clients and Visitors

For the month of January, there were a total of **839 persons** that checked into the computerized receptionist in the lobby. **332** of those checked in as “no appointment” and were taken care of by the Administrative Secretaries.

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. For the month of January 2020 Raintree had a total of 77 units in the program, 31 very low income and 46 low income. Based on the compliance audit completed, 5 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. For the month of January 2020, Picadilly had 6 qualifying units in the program, all very low income. Based on the compliance audit completed, one files was reviewed, no corrections were required and Picadilly was in compliance.

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. For the month of January 2020, Cimmaron had a total of 64 units in the program, 24 very low income and 40 low income. Based on the compliance audit completed, 5 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. For the month of January 2020, Hunnington had a total of 45 units in the program, 14 very low income and 31 low income. Based on the compliance audit completed no files was reviewed, no corrections were required and Hunnington was in compliance.

Information Technology (IT)

January 2020

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

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

- **Web Page**

- Waco Housing Authority web page address is www.wacopha.org
- Webpage hits for the month of January were 599,177 an increase from last month by 442,936 hits. Top two web pages accessed were the home page with 330,477 hits and the waiting list page with 53,452 hits. The massive increase was due to Section 8 opening.

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

- Out of a possible 170 hours of work time (not including nights, weekends, and holidays), our Network system had no down time.

- **Miscellaneous**

- Section 8 waiting opened/closed and imported
- Continue with WIFI access points installs at the site offices
- Landlord Portal on schedule for March

Rising Images, Inc.
Board Report for January 2020

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
Picadilly	6	0	100%
Raintree	156	3	98%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$47,937.42	\$49,880.00	\$50,005.00	100%
Hunnington	\$32,821.92	\$34,150.00	\$34,230.00	100%
Misty Square	\$7,566.00	\$8,240.00	\$8,240.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$4,071.00	\$4,071.00	100%
Raintree	\$88,615.00	\$93,110.08	\$93,110.08	100%

Contracts

Administration

Cimmaron and Hunnington are in compliance with the requirements for the Affordable Housing Program.

Raintree and Picadilly are in compliance with the requirements for the Affordable Housing Program.

Modernization Department

January 2020 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2016/516	\$1,132,668.00	\$1,132,668.00	100%	100%	April 12, 2020
2017/517	\$1,177,497.00	\$911,763.31	77%	78%	August 15, 2023
2018/518	\$1,820,616.00	\$613,282.73	34%	44%	May 28, 2024
2019/519	\$1,904,253.00	\$79,343.90	4%	20%	April 15, 2025

Current Projects

Public Housing

- None at this time

Rising Images

- **Siding Replacement on Raintree Bldg. 2 & 12 and Hunnington Bldg. A**
 - Awarded to Zamco Service for \$101,873.71
 - Notice to Proceed issued 9/23/19
 - Estimated Completion 3/26/20
- **Landscaping Contract**
 - Recommend awarding to Mirck's Landscaping for \$60,720.00/yr.
 - Resolution on February board

Housing Operations Monthly Report

January 2020

Public Housing Report

Staff

Total Employees – 11 Temporary Staff – 1 ---Estella Maxey

Waiting List Information

Total number of applicants on the waiting list –701

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

Notification for assistance mailed	9
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	9
Units rejected by applicant	2
Total applicants not qualified	32

There were (4) orientations scheduled for this month and (71) prospective applicants interviewed. There were (128) prospective tenants that did not respond and (10) were rescheduled. The orientation informs all applicants of eligibility and suitability and amenities offered by the Authority. It also informs the applicants of their responsibilities as a resident of our communities.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	14	14	0
Estella Maxey	15	15	0
South Terrace	12	12	0
Total	41	41	0

We have completed 100% of certifications for this month. According to PIC submission we have reported 100% certifications for the year.

Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	3	0	0
Estella Maxey	6	0	0
South Terrace	3	0	0
Total	12	0	0

Percentage of Rent Collected

98% of the rent for January was collected.

Last Quarterly Average was -95 %for October –November-December

Occupancy Percentage

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

Last Quarterly Average was 88% for October –November-December

Maintenance Report

Staff

Total Employees – 20 Temporary Staff – 2 Estella Maxey, 1 Vacant Utility Laborer Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	110	64%	40
Estella Maxey	144	80%	30
South Terrace	95	94%	6
Total	349	79%	76

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.99 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	82	82	0
Over 24 hours	0	0	0
Total	82	82	0

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

January Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
65.50	30.40	10.90	104.80

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
118.02	35.32	6.31	159.66

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 163.83, this puts us over by 139 days. Due to staffing shortages and the recent high number of move outs staff have had problems turning enough units each week to reduce the turnover days.

January Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	234	286	82%
Estella Maxey	302	362	83%
South Terrace	234	248	94%
Overall Occupancy	770	896	86%

Public Housing consists of 902 dwelling units, six are offline non-dwelling units used for administrative purposes.

Annual Inspections FY 19-20

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	51	51
Estella Maxey	362	30	30
South Terrace	248	58	58
Overall Occupancy	896	139	139

Fleet Vehicle Inspection

Total Vehicles Inspected – 27 No vehicle had major repairs for the month of January 2020

Planned/Preventative Maintenance

Annual Inspections/HVAC Filter Changes/Lighting Repairs (all sites/building lights and streetlights) Gas Meter Repair/Service/Pest Control (all sites)

Accident free days by staff FY 2019/2020

Maintenance staff has accumulated 118 accidents free days with (5) Five loss time days for this fiscal year. Safety in the workplace is a priority, which is taken seriously by all staff. A morning safety briefing prior to starting work is conducted daily at Maintenance.

Expenditures

Monthly Budget	\$30,248.34
January 2020	\$22,626.98

Security Report for January 2020

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY	1	1				
ASSAULTS						
Agg. Assault						
Sexual Offense						
Simple Assault	1	1			2	2
Family Violence	3	3	2	2		
BURGLARY						
Habitation	1	1				
Auto						
AUTO THEFTS		1				
ARSON						
CRIMINAL TRESPASS	3	3			1	1
CRIMINAL MISCHIEFS	2	2			3	3
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor	1	1				
DRUGS CONFISCATED	0.2gr	0.2gr			4.0gr	4.0gr
Pills						
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	23	23	3	3	15	15
Security	12	12	1	1	6	6
INCIDENT REPORTS						
Other Agency	20	20	3	3	12	12
Security	12	12	1	1	6	6
Assist						
SECURITY HOURS	168	587.25	140.75	659.5	172.75	681

Section 8 Board Report – January 2020

The Section 8 Department has leased a total of 2582 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	2667	2344
Hill County	4	219
Somervell County	0	19
Totals	2671	2582

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

There are 75 applicant families searching for a place to live at this time.

Waco	43
Hill County	29
Somervell County	3
Total	75

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through February 2020.

Homeownership

The Homeownership Program is now assisting 9 families with mortgages.

VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	4
Number Passed/Pending Inspection	0
Number housed in Waco	65

Ineligible	131
Total	93 %

Mainstream

Number Pending (Referral/Orientation)	25
Number Searching in Waco	21
Number Passed/Pending Inspection	3
Number Housed in Waco	26

Ineligible	12
Total	43 %

HUD Reports

No reports due at this time.

Staff

There is one vacancy at the McLennan County Office. There are no vacancies at Hill or Somervell County Offices.

**Community Services Report
January 2020**

SENIOR SERVICES: Melissa Johnson, Coordinator; L.B.S.W. Coordinator

Site	Physical and Mental Health	Nutrition	Client Education Info	Social Activities	Referrals	Home Visits	Office Visits	Special Events
Estella Maxey	6	0	2	8	3	2	N/A	No activities first week due to holiday break; Bible Study with Ms. Hazel, Rainey and Rainey Law office re: Medicaid, Tepe Insurance Group Bingo
Kate Ross	6	0	1	8	3	0	40	No activities first week due to holiday break; Bingo with Woodland Springs, Crafting – made Birdfeeders, Breakfast Fellowship
South Terrace	0	0	0	0	2	0	N/A	Will attempt Bingo paired with Health/Wellness program after Resident Council when weather improves

Volunteer Hour for October: 13 hours with 5 Volunteers

Hospital Visits	0	Nursing Home Visits	0	Mart Home Visits	0
Ground Visits	13	Attempted Home Visits	3	Misty Square Visits	0
Home Visits	02	Center Visits	151	Office Visits	40

40 Office visits at the KR Center included:

Allow tenants to voice personal issues in a safe, confidential manner
 Calls to Maintenance for residents that speak Spanish only
 Read and Explain Mail from Medicare, Insurance, Social Security, WHA office
 Make calls to various community agencies for information and referrals
 Assisted Walk-in clients from the community
 Assisted Walk-ins with Mainstream Voucher Application
 Provided Supervision for BU & SW Intern Weekly

**Elderly Services
January 2020**

Home Visits	1.00 hrs.
Office Visits	20.00 hrs.
Ground Visits	3.25 hrs.
Center Activities	40.00 hrs.
Administration	32.25 hrs.
Meetings/Training	3.50 hrs.
Sick Leave/Holiday	20.00 hrs.
Vacation	30.00 hrs.
United Way Fair Share	10.00 hrs.

Other SW activities:

Made goals for more health-oriented programming with Seniors/Disabled
 Made referrals to Adult Protective Services for self-neglect issues, plus follow up.
 Assisted clients with referrals for housekeeping assistance
 Worked with Salvation Army and WISD with Sanctuary House residents
 Assisted in getting reasonable accommodation forms to client's MD for handicapped housing
 Took yearly exam/lease paperwork to tenants that were homebound, hospitalized or in a nursing home. Assisted them with paperwork and assessed them for any needs in the community.
 Assessed clients for safety, health and wellbeing issues
 Worked with Management staff at all complexes regarding health and safety issues with elderly tenants
 Planning and overseeing activities at Estella Maxey and Kate Ross Community Centers for Seniors

Agency Networking Contacts January 2020

United Health, Salvation Army, Friends for Life, Meals on Wheels, Adult Protective Services, Baylor University School of Social Work,; Heart to Home Continuum of Care, Homeless Coalition, SNAP program, Shepherd's Heart Food Pantry, Department of Aging and Disability Services, Texas Home Health, Wendy Cox with Family Health Center, Dot Clark Ministries, Family Health Center, Superior Health, CRCG, Tepe Insurance, Copeland Group Insurance, Texas Ramp Project, MHMR-MCOT, NAHRO, Hip Hop Hope, Attended HOTWAGS, BLT Cmte. with Texas AgriLife, The Boys and Girls Clubs of Waco, STEAR CMTE with Health Department (Emergency Planning for Vulnerable Populations), Attended Director's Meeting, Grandparents as Teachers, Texas Home Health

Estella Maxey Senior Center – January Activities

Bible Study with Ms. Hazel/exercise, bingo

Rainey and Rainey Law office: Medicaid

Kate Ross Senior Center – January Activities

Exercise with Kathy, Bingo

Crafting Bird Feeders

Breakfast Fellowship

FAMILY SELF SUFFICIENCY PROGRAM: Coordinators: Judy Perry, L.B.S.W. & Theresa Salinas, L.B.S.W.

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	New Home
EM-11, KR-6, ST-10 PH-30 S8-61, VASH-0 TOTAL-88	1	1	0	0	3	1

FSS Advisory Board Meeting:

The meeting was cancelled in December due to other tasks and the next board meeting will be held March 2020.

FSS Meeting Report: The FSS Meeting was held January 23, 2020. Alicia Ward, LPC spoke on developing a support system, evaluating relationships to decide is relationship is healthy or unhealthy, balance in relationships, and how relationships affect our lives. The participants interacted actively and there were lively discussions on all topics. There were 24 FSS Participants in attendance and two visitors. LSBC provided a meal and childcare per usual.

2020 FSS Calendar

January 16, 2020—Alicia Ward

February 20 – Tania Clemons, FSS Graduate & Homeowner

March & April—no FSS Held these months

FSS Clients’ Goal Accomplishments

PH FSS client graduated from the FSS Program

Two PH clients become eligible for Escrow deposits

S8 FSS client established Escrow account

Referrals

EOAC - PH S Ford

Caritas - PH-S Ford

Salvation Army - PH-S Ford

Shepherd's Heart Food Pantry – (all clients w/EML)

TWS - Hiring events (all clients w/EML)

WHA - Scholarship (all clients at FSS Mtg. & those w/EML)

Annualcreditreport.com – PH-L Wells

Other Activities

Received notification that WHA FSS Program was awarded HUD FSS Grant of \$117,068, Yay!

Visited with Jackye Clayton, author, Tania Clemons-FSS Grad & business owner, and others to recruit to speak at 2020 FSS Meetings

Assisted community regarding questions about the sign up for S8 housing assistance voucher program applications

Completed Certificates of Achievement awards & mailed out to FSS clients

Verified with Anice Chernault, HUD, steps needed to accept award & WHA is on track

Registered for access to HHS Webinars

Assisted K-Z clients while FSS Coordinator out ill for two weeks

Attended Adult CRCG Meeting

Notified FSS Clients of WHA Applications open no

Judy's Hours

Theresa's Hours

Admin	52	Admin	43.5
Client Time	27.5	Client Time	82
Escrow	15	Escrow	7
Comm/Mtgs	2	Comm/Mtgs	
Field Task Mgr.	2.5	Conf./Trainings	
Sick Days	50	Sick Days	7.5
Vacation	10	Vacation	20
Holiday	20	Holiday	20
TOTAL	179	TOTAL	180

RESIDENT SERVICES: Earnest Ward, Coordinator of Residents

South Terrace:

- The South Terrace Council meeting was just Mr. Davis and Mrs. Powell present.
- Mr. Davis mentioned he would like to get an update concerning the RAD transition, but he wanted to make sure management will be present at the next meeting. He mentioned if they could just meet next month and make sure we try to get more residents to attend to get informed of the RAD Updates.

Kate Ross:

- Meeting was held due to weather but was rescheduled for the following Wednesday.
- Meeting was held but no residents attended, management did attend, and Tonya mentioned the meeting will be canceled.

Estella Maxey:

- Meeting held with 8 residents present
- Joey called the meeting to order and stated due to weather conditions and holidays the previous month the meeting was not held. He thanked those who were in attendance for the January meeting because flyers did not get distributed due to cold conditions. He then opened the meeting to the residents.
- The residents present were mostly concerned because they heard the reason management is moving residents out is because Baylor bought South Terrace and they will be moving the South Terrace residents to Estella Maxey. I assured them that wherever they heard that information it is not true, and that South Terrace is not being sold to Baylor and they do not need to worry about moving unless they violated their lease agreement.

Other

- The Popcorn with the Principal is still being held at Estella Maxey the first Wednesday of the month in the Community Center at Estella Maxey.
- After-school feeding program is being held at the Estella Maxey Center. Due to poor attendance at the other centers the afterschool feeding has been canceled at Kate Ross and South Terrace.
- Kate Ross afterschool tutoring program is averaging 16 kids being transported from school every Tuesday & Thursday.

January Time Totals: Resident Services

Administrative.... 53 hrs
 HV: 22 hrs
 Com. Ser. 20 hrs
 Vacation 30hrs
 Holiday 20 hrs

TRANSPORTATION: - 194 Residents transported.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant	Exempt
South Terrace	8	5	3	
Kate Ross	9	5	4	
Estella Maxey	11	7	4	

YOUTH SERVICES: Al Davis, Coordinator

Counseling	10	WISD Visits (12 hours)	13
Home Visits	12	Girl Scouts Meeting	
Personal Contacts	12	YMCA	1
Phone Contacts	37	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	
College Tour	2	Staff Meetings	2
Acts Church	1	Teen Court (6 hours)	2
Juvenile Probation (4 hrs.)	2	Juvenile Court (2 hours)	1
Community Serv. Total	3	Truancy Court (9 hours)	6

- Update office files and reports.
- Meetings – Size of a Man Mentoring program (Daryl Thomas) – (1) – 1hr.
- Transformation Waco Schools – Carver filed cases (2) family has since moved out. J.H. Hines filed truancy cases (2). There are currently Truant positions open with WISD, so filed cases have come in slower.

TEEN LEARNING LAB: Kenneth Alexander, Coordinator:

Older Youth Program	Working with Students	Case Work	Outreach	Activities
15 enrolled 12 actively participating	77 hours	2 hours	1 hour	<ul style="list-style-type: none"> • Meeting with group each Monday & Wednesday • Visited students at their homes. • Took the group to Waco High basketball games • Took group to MCC Basketball game

This program gives academic support for the youth of the Waco Housing Authority. Youth Training Coordinators work with young people ages 13-18 in Public Housing. They coordinate activities of students in the local schools by visiting with the students in non-school hours. This includes encouraging these students to participate in other youth organizations such as Boys & Girls Club or YMCA programs as well as WISD sports and related interest areas.

KIDZJAM: Coordinator Donnell Smith

22 Children were served from Street Camp on Wednesdays each week.

COMMUNITY Connections Learning Centers: (CCLC)

Total visits for the month of January – 258

Site	FSS	Kids	After School	GED	Adults	Applications	Total
Kate Ross			43		25		68
South Terrace			100				100
Estella Maxey			90				90

January Center Rentals

KR: 11, 17, 18, 25

ST: 4, 11, 18, 25

EM: 11, 17, 25

January-STYC

1/11 – C. Mendoza

1/19 – C. Mendoza

1/25 – D. Johnson

Summary of Financial Statements

January 31, 2020

Public Housing

All Sites– Expense

- Legal Expense – The legal expense for consultation about filing writs of possession in the amount of \$1,124 was allocated to all three sites.
- Staff Training – A staff person in the Community Services Department is attending college so \$1,000 was paid toward her tuition. This amount was allocated to all three public housing sites.

Central Cost

- Staff Training – The Sr. Executive Assistant is attending college so \$1,000 was paid toward her college tuition. There will be a RAD training in Austin and the cost to enroll Milet Hopping and Gloria Dancer is \$300 for both.
- Travel Convention & Meetings – This cost is associated with Milet Hopping and Annie Botsford to attend the Southwest Conference held at the end of January.
- Sundry – Temporary labor was used in the Administrative Department while one of the staff was out for a couple of weeks for medical reasons at a cost of \$1,390. There is still a vacancy in Finance and temporary labor was used to fill the vacancy at a cost of \$1,572. Also, office supply expense was higher this month due to several ink cartridges that were purchased for the postage machine and printers.

Kate Ross (KR)

- Dwelling Rental – Occupancy remains low at 87%, thus the rental income is again under budget.
- Water – In January there were two water leaks and the water bill this month was over \$2,000 more than in December.
- Contract Costs – As mentioned above, the water leaks were repaired and the cost was \$2,336. However, this line item is under budget due to the low expense for a/c repair and grounds (lawn cuts) contract.

Estella Maxey (EM)

- Dwelling Rental – Occupancy remains low at Estella Maxey with a rate of 86%.
- Administrative Salaries – The Assistant Manager's position remains vacant causing this line item to be under budget.
- Legal – Expense of \$276 in addition to the above mentioned was also incurred to consult the attorney about the death of a tenant.
- Sundry – The temporary labor for the vacancy was \$2,106 causing this line item to be over budget.
- Labor – There are still three vacancies causing this line item to be under budget. There are temps filling two of the positions. There is still one position not being filled.
- Contract Cost – The temporary labor expense for maintenance was \$3,950; however, expense for a/c repairs and grounds contracts were under budget.

South Terrace (ST)

- Sundry – The amount earned by tenants in the Family Self Sufficiency program was over budget by \$711, and this expense is reported in the Sundry line item. Also court costs were \$600 over budget.
- Contract Cost – Due to a/c repairs and grounds contract being under budget, this line item is not over budget, and there were no other unusual expenses for maintenance contracts.

Section 8 - Admin

- Administrative Salaries – Two staff were hired, but one has already left.
- Sundry – Temporary labor costs were only \$1,000 over budget with the hiring of staff. Also, this month there was a software bill that was from September that was paid in January. There was another software bill that was from November that was also not paid.

Section 8 HAP

- The Housing Choice Voucher Program total HAP reserve is \$636,503.
- Mainstream Voucher Program total HAP reserve is \$139,166.

Non-Profits

Raintree

- Labor & Employee Benefit Payments -- There continues to be a vacancy in one of the Assistant Maintenance positions. This is normally allocated to Picadilly as well.
- Material -- A couple of refrigerators were installed from inventory in the total amount of \$948 causing this to go over budget for the month. This was in addition to a couple of ranges and a garbage disposal that were purchased for replacements in units.
- Contract Cost -- A temporary maintenance person was contracted costing to fill the vacant position. The cost of this was \$2,778. This was a split cost with Picadilly.

Cimmaron

- Contract Cost -- There were no a/c repairs or carpet replacements for the month causing this to be under budget.

Hunnington

- Administrative Salaries & Employee Benefit Payments -- The Construction Superintendant worked less than the budgeted amount for the month on Hunnington projects.

Misty

- Administrative Salaries -- The Construction Superintendant worked on the Misty stairwell project (approved as part of the 2019 Rising Images capital budget) of which nothing was allotted to the budget.

Picadilly

- Material -- Two washing machines were purchased to replace ones in units. The cost of this was \$850.

WPFC II

- Interest Income -- At maturity, the CD for WPFC II was closed and the funds were deposited in the checking account where it continues to earn interest.

Central Cost Income Statement
January 2020

Finance Board Reports For February 2020

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	26,190.00	8,730.00	2,601.41	9,186.32	456.32
3440 Mgmt./Adm.Fees fr.Non-Profits	562,100.00	187,366.68	47,480.01	189,952.16	2,585.48
3450 Asset Management Fee fr.Sites	741,750.00	247,250.00	58,223.80	233,835.40	(13,414.60)
3460 Mgmt./Adm.Fees fr.Sect.8	218,880.00	72,960.00	18,458.40	72,355.20	(604.80)
3470 Mgmt./Adm.Fees fr.CFP	187,620.00	61,304.34	15,868.78	61,384.18	79.84
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	1,960.00	653.32	354.66	1,732.20	1,078.88
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,000.00	333.32	-	-	(333.32)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,739,500.00	578,597.66	142,987.06	568,445.46	(10,152.20)
Total Income	1,739,500.00	578,597.66	142,987.06	568,445.46	(10,152.20)
EXPENSES					-
4110 Administrative Salaries	1,132,500.00	386,447.04	93,900.33	375,079.48	(11,367.56)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	570.50	570.50
4140 Staff Training	10,010.00	3,336.68	1,300.00	1,619.15	(1,717.53)
4150 Travel Convention & Meetings	22,650.00	7,550.00	536.80	6,593.35	(956.65)
4171 Auditing Fees	1,000.00	1,000.00	-	500.00	(500.00)
4190 Sundry	67,700.00	22,566.72	9,717.79	26,818.80	4,252.08
Total Admin Expense	1,233,860.00	420,900.44	105,454.92	411,181.28	(9,719.16)
4310 Water	10,800.00	2,268.00	241.00	928.53	(1,339.47)
4320 Electricity	15,200.00	5,066.68	1,043.10	4,647.88	(418.80)
4330 Gas	1,700.00	566.68	214.24	763.31	196.63
4390 Sewer	900.00	300.00	72.19	292.81	(7.19)
Total Utility Expense	28,600.00	8,201.36	1,570.53	6,632.53	(1,568.83)
4420 Material	4,850.00	1,616.68	438.73	1,803.52	186.84
4430 Contract Cost	43,490.00	14,496.68	2,921.57	13,618.67	(878.01)
Total Ordinary Maint. & Operation	48,340.00	16,113.36	3,360.30	15,422.19	(691.17)
4510.010 Workers Compensation	6,640.00	2,213.36	504.63	2,018.61	(194.75)
4510.040 Auto Insurance	1,960.00	653.32	159.58	638.32	(15.00)
4510.070 Crime / Dishonesty	90.00	30.00	5.38	21.52	(8.48)
4510.090 Fire & Extend Coverage	60.00	20.00	7.44	29.76	9.76
4540 Employee Benefit Payments	310,410.00	104,782.12	19,410.83	84,877.41	(19,904.71)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	319,160.00	107,698.80	20,087.86	87,585.62	(20,113.18)
Total Routine Expenses	1,629,960.00	552,913.96	130,473.61	520,821.62	(32,092.34)
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	1,629,960.00	552,913.96	130,473.61	520,821.62	(32,092.34)
Residual Receipts (Profit/Loss)	109,540.00	25,683.70	12,513.45	47,623.84	21,940.14

Kate Ross BR Income Statement						Estella Maxey BR Income Statement						South Terrace BR Income Statement					
	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under		
INCOME																	
Dwelling Rental	665,400.00	221,800.00	49,724.09	200,378.70	(21,421.30)	897,800.00	299,266.68	69,485.22	280,340.72	(18,925.96)	759,500.00	253,166.68	66,168.34	261,147.42	7,980.74		
Excess Utilities	85,300.00	30,708.00	2,081.63	29,556.38	(1,151.62)	118,000.00	40,120.00	4,360.35	41,164.86	1,044.86	30,200.00	8,154.00	1,101.77	8,620.30	466.30		
Non-Dwelling Rental	72,000.00	24,000.00	6,000.00	24,000.00	-	-	-	-	-	-	-	-	-	-	-		
Total Rental Income	822,700.00	276,508.00	57,805.72	253,935.08	(22,572.92)	1,015,800.00	339,386.68	73,845.57	321,505.58	(17,881.10)	789,700.00	261,320.68	67,270.11	269,767.72	8,447.04		
Management Fee from CFP	60,040.00	19,617.62	5,078.01	19,642.95	25.33	75,050.00	24,525.55	6,347.51	24,553.67	28.12	52,530.00	17,161.11	4,443.26	17,187.56	26.45		
CFP Trnsf. In-Site Expenses	63,740.00	21,246.68	551.52	5,897.92	(15,348.76)	92,790.00	30,930.00	2,205.98	7,407.98	(23,522.02)	62,150.00	20,716.68	316.50	361.95	(20,354.73)		
Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	5,854.46	5,854.46	5,854.46	-	-	-	1,750.94	1,750.94		
Interest on Investments	22,620.00	7,540.00	2,554.35	9,802.19	2,262.19	37,800.00	12,600.00	4,100.44	17,194.62	4,594.62	31,770.00	10,590.00	2,950.51	12,573.29	1,983.29		
Jr. League Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Income	76,700.00	25,566.68	6,736.96	27,800.87	2,234.19	118,000.00	39,333.32	8,558.95	35,643.35	(3,689.97)	66,000.00	22,000.00	7,687.09	23,621.02	1,621.02		
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	-	445.78	445.78	-	-	-	3,349.60	3,349.60		
Other Income-Time Warner Cable	5,200.00	2,600.00	1,010.53	2,099.73	(500.27)	8,440.00	4,220.00	1,408.60	2,696.57	(1,523.43)	5,100.00	2,550.00	1,881.52	3,622.77	1,072.77		
Operating Transfer In (1406)	60,630.00	20,210.00	5,078.01	20,312.04	102.04	75,790.00	25,263.32	6,347.51	25,390.04	126.72	53,050.00	17,683.32	4,443.25	17,773.03	89.71		
Total Operating Income	288,930.00	96,780.98	21,009.38	85,555.70	(11,225.28)	407,870.00	136,872.19	34,823.45	119,186.47	(17,685.72)	270,600.00	90,701.11	21,722.13	80,240.16	(10,460.95)		
Total HUD Contributions	1,077,900.00	369,927.47	92,841.20	381,642.20	(11,714.73)	1,422,140.00	479,783.67	119,416.11	490,883.11	11,099.44	881,000.00	300,419.00	75,168.17	308,993.17	8,574.17		
Total Income	2,189,530.00	743,216.45	171,656.30	721,132.98	(22,083.47)	2,845,810.00	956,042.54	228,085.13	931,575.16	(24,467.38)	1,941,300.00	652,440.79	164,160.41	659,001.05	6,560.26		
EXPENSES																	
Administrative Salaries	191,850.00	65,385.48	15,592.31	59,293.67	(6,091.81)	245,700.00	83,761.32	18,122.70	67,972.69	(15,788.63)	190,420.00	64,817.80	15,017.82	56,099.30	(8,718.50)		
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Legal Expense	1,000.00	333.32	359.52	359.52	26.20	2,000.00	666.68	725.90	2,153.50	1,486.82	1,000.00	333.32	314.58	314.58	(18.74)		
Staff Training	2,250.00	750.00	320.00	438.93	(311.07)	2,560.00	853.32	400.00	548.67	(304.65)	2,100.00	700.00	280.00	384.07	(315.93)		
Travel & Conventions	3,870.00	1,290.00	-	540.71	(749.29)	4,640.00	1,546.64	-	675.89	(870.75)	3,480.00	1,160.00	-	473.14	(686.86)		
Audit Fees	3,360.00	3,360.00	-	2,000.00	(1,360.00)	4,200.00	4,200.00	-	2,500.00	(1,700.00)	2,940.00	2,940.00	-	1,750.00	(1,190.00)		
Sundry	79,860.00	26,619.96	6,925.62	27,207.08	587.12	111,860.00	37,286.64	10,337.34	43,653.70	6,367.06	70,950.00	23,650.04	8,091.38	29,758.58	6,108.54		
Management Fees	296,820.00	98,544.30	22,875.85	91,649.15	(6,895.15)	374,680.00	124,402.23	29,480.99	117,400.99	(7,001.24)	257,870.00	85,607.05	21,735.74	86,169.44	561.69		
Total Admin Expense	579,010.00	196,283.06	46,073.30	181,489.06	(14,794.00)	745,640.00	252,716.83	59,066.93	234,905.44	(17,811.39)	528,760.00	179,208.91	45,439.52	174,949.11	(4,259.80)		
Tenant Services Salaries	118,590.00	40,466.88	9,761.65	39,121.84	(1,345.04)	148,230.00	50,581.44	12,202.05	48,902.19	(1,679.25)	103,760.00	35,406.72	8,541.43	34,231.48	(1,175.24)		
Tenant Services-Recr., Etc.	12,000.00	4,000.00	806.85	4,419.80	419.80	15,000.00	5,000.00	851.73	4,929.72	(70.28)	10,500.00	3,500.00	710.54	3,776.62	276.62		
Resident Council	4,020.00	1,340.00	-	625.00	(715.00)	5,100.00	1,700.00	-	750.00	(950.00)	3,600.00	1,200.00	-	675.00	(525.00)		
Ten. Serv. Contr., Train., Spec. Needs	30.00	10.00	-	9.60	(0.40)	40.00	13.32	-	12.00	(1.32)	30.00	10.00	-	8.40	(1.60)		
Total Tenant Expense	134,640.00	45,816.88	10,568.50	44,176.24	(1,640.64)	168,370.00	57,294.76	13,053.78	54,593.91	(2,700.85)	117,890.00	40,116.72	9,251.97	38,691.50	(1,425.22)		
EXPENSES																	
Water	61,100.00	26,884.00	7,079.06	20,896.90	(5,987.10)	94,400.00	29,688.80	3,419.89	34,346.90	4,658.10	71,200.00	24,208.00	6,560.23	26,164.55	1,956.55		
Electricity	181,000.00	45,503.40	9,154.06	37,906.60	(7,596.80)	244,000.00	65,880.00	13,027.98	61,901.32	(3,978.68)	183,500.00	47,710.00	9,088.94	42,098.07	(5,611.93)		
Gas	70,000.00	38,500.00	7,186.81	28,300.66	(10,199.34)	95,000.00	44,346.00	12,840.14	34,311.50	(10,034.50)	65,000.00	35,314.50	6,735.52	26,606.21	(8,708.29)		
Other Utility Expense	75,200.00	25,066.68	9,741.87	26,674.17	1,607.49	129,600.00	43,200.00	4,906.22	49,005.54	5,805.54	83,600.00	27,866.68	8,423.91	32,705.96	4,839.28		
Total Utility Expense	387,300.00	135,954.08	33,161.80	113,778.33	(22,175.75)	563,000.00	183,114.80	34,194.23	179,565.26	(3,549.54)	403,300.00	135,099.18	30,808.60	127,574.79	(7,524.39)		
Labor	176,450.00	60,210.72	15,477.85	57,483.19	(2,727.53)	299,300.00	102,131.28	15,605.82	74,916.53	(27,214.75)	187,150.00	63,861.84	16,249.97	62,069.03	(1,792.81)		
Material	106,950.00	27,316.64	5,626.82	24,198.14	(3,118.50)	116,110.00	29,036.72	7,658.65	29,132.19	95.47	83,900.00	27,966.64	4,403.14	21,496.43	(6,470.21)		
Contract Cost	215,750.00	58,583.36	11,086.73	46,697.10	(11,886.26)	310,240.00	90,080.04	19,584.80	74,716.94	(15,363.10)	194,890.00	64,963.40	10,030.21	49,709.60	(15,253.80)		
Total Ordinary Maint. & Operation	499,150.00	146,110.72	32,191.40	128,378.43	(17,732.29)	725,650.00	221,248.04	42,849.27	178,765.66	(42,482.38)	465,940.00	156,791.88	30,683.32	133,275.06	(23,516.82)		
Protective Services Contract	76,650.00	25,550.00	6,373.20	25,364.82	(185.18)	81,970.00	27,323.32	6,476.85	23,017.86	(4,305.46)	75,590.00	25,196.68	6,509.05	24,823.56	(373.12)		
Total Protective Services	76,650.00	25,550.00	6,373.20	25,364.82	(185.18)	81,970.00	27,323.32	6,476.85	23,017.86	(4,305.46)	75,590.00	25,196.68	6,509.05	24,823.56	(373.12)		
Insurance	63,740.00	21,246.64	5,073.26	20,293.13	(953.51)	67,260.00	22,419.96	5,270.33	21,081.26	(1,338.70)	39,090.00	13,030.00	2,969.36	11,877.44	(1,152.56)		
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Employee Benefit Payments	209,990.00	70,549.72	10,387.41	53,047.54	(17,502.18)	282,360.00	94,911.68	11,886.88	63,635.30	(31,276.38)	188,040.00	63,212.76	10,050.87	48,859.97	(14,352.79)		
Collection Losses	34,000.00	11,333.32	5,175.77	15,719.04	4,385.72	48,700.00	16,233.32	6,465.41	18,037.49	1,804.17	30,560.00	10,186.68	2,389.29	14,678.01	4,491.33		
Total General Expenses	307,730.00	103,129.68	20,636.44	89,059.71	(14,069.97)	398,320.00	133,564.96	23,622.62	102,754.05	(30,810.91)	257,690.00	86,429.44	15,409.52	75,415.42	(11,014.02)		
Total Routine Expenses	1,984,480.00	652,844.42	149,004.64	582,246.59	(70,597.83)	2,682,950.00	875,262.71	179,263.68	773,602.18	(101,660.53)	1,849,170.00	622,842.81	138,101.98	574,729.44	(48,113.37)		
EXPENSES																	
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Expenses	1,984,480.00	652,844.42	149,004.64	582,246.59	(70,597.83)	2,682,950.00	875,262.71	179,263.68	773,602.18	(101,660.53)	1,849,170.00	622,842.81	138,101.98	574,729.44	(48,113.37)		
GL Disposition of Nonexp. Equip.	-	-	-	(672.00)	(672.00)	-	-	-	(840.00)	(840.00)	-	-	-	(588.00)	(588.00)		
Total Capital Expenses	-	-	-	(672.00)	(672.00)	-	-	-	(840.00)	(840.00)	-	-	-	(588.00)	(588.00)		
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Residual Receipts (Profit/Loss)	205,050.00	90,372.03	22,651.66	139,558.39	49,186.36	162,860.00	80,779.83	48,821.45	158,812.98	78,033.15	92,130.00	29,597.98	26,058.43	84,859.61	55,261.63		

Section 8 Admin BR Income Statement

Mainstream Admin BR Income Statement

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,459,200.00	486,400.00	122,736.00	480,726.00	(5,674.00)
3480 Proceeds fr. Insurance Claims	-	-	928.13	928.13	928.13
3610 Interest on on Admin Reserve	10,000.00	3,333.32	1,222.21	4,439.08	1,105.76
3690 Other Income	1,000.00	333.36	1,922.00	5,909.50	5,576.14
Total Admin Income	1,470,200.00	490,066.68	126,808.34	492,002.71	1,936.03
EXPENSES					-
4110 Administrative Salaries	736,770.00	251,409.60	58,061.30	222,930.45	(28,479.15)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	333.32	-	-	(333.32)
4140 Staff Training	5,880.00	1,960.00	-	-	(1,960.00)
4150 Travel Convention & Meetings	7,440.00	2,480.00	-	1,514.63	(965.37)
4171 Auditing Fees	7,000.00	7,000.00	-	4,500.00	(2,500.00)
4190 Sundry	125,920.00	40,926.64	12,480.01	58,084.77	17,158.13
4196 Management Fee	218,880.00	72,960.00	18,410.40	72,108.90	(851.10)
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	100.00	33.32	-	-	(33.32)
Total Admin Expense	1,102,990.00	377,102.88	88,951.71	359,138.75	(17,964.13)
4310 Water	3,000.00	690.00	95.46	380.28	(309.72)
4320 Electricity	4,800.00	1,488.00	281.15	1,198.33	(289.67)
4330 Gas	1,150.00	552.00	132.70	535.23	(16.77)
4390 Sewer	360.00	120.00	33.17	137.62	17.62
Total Utility Expense	9,310.00	2,850.00	542.48	2,251.46	(598.54)
4420 Material	3,990.00	1,329.96	326.43	1,446.42	116.46
4430 Contract Cost	18,750.00	6,250.04	890.33	4,517.28	(1,732.76)
Total Ordinary Maint. & Operation	22,740.00	7,580.00	1,216.76	5,963.70	(1,616.30)
4510.010 Workers Compensation	6,700.00	2,233.32	529.58	2,118.38	(114.94)
4510.020 General Liability Insurance	560.00	186.68	40.51	162.04	(24.64)
4510.040 Auto Insurance	1,710.00	570.00	169.13	676.52	106.52
4510.050 Public Officials Liability -E&O	990.00	330.00	64.11	256.44	(73.56)
4510.070 Crime / Dishonesty	70.00	23.32	5.38	21.52	(1.80)
4510.090 Fire & Extend Coverage	110.00	36.68	14.39	57.56	20.88
4540 Employee Benefit Payments	289,830.00	97,483.72	14,436.05	66,392.85	(31,090.87)
4590 Admin Fee	34,450.00	11,483.32	3,754.62	10,707.52	(775.80)
Total General Expenses	334,420.00	112,347.04	19,013.77	80,392.83	(31,954.21)
Total Routine Expenses	1,469,460.00	499,879.92	109,724.72	447,746.74	(52,133.18)
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)	740.00	(9,813.24)	17,083.62	44,255.97	54,069.21

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	320.00	1,642.00	1,642.00
3610 Interest on on Admin Reserve	-	-	3.47	517.09	517.09
Total Admin Income	-	-	323.47	2,159.09	2,159.09
EXPENSES					-
4110 Administrative Salaries	-	-	194.77	1,111.05	1,111.05
4196 Admin Fees	-	-	48.00	246.30	246.30
Total Admin Expenses	-	-	242.77	1,357.35	1,357.35
4540 Employee Benefit Payments	-	-	5.64	60.92	60.92
4590 Admin Fee	-	-	75.50	339.75	339.75
Total General Expenses	-	-	81.14	400.67	400.67
Total Expenses	-	-	323.91	1,758.02	1,758.02
Residual Receipts (Profit/Loss)	-	-	(0.44)	401.07	401.07

Section 8 HAP Income Statement

Mainstream HAP Income Statement

Section 8 HAP Income Statement	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.	1,922.00	5,909.50
3690.020 Other Income FSS Forfeitures	112.83	4,938.01
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,301,807.00	5,251,069.00
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.500 Contrib.-Vet.Affs.Support.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,303,841.83	5,261,916.51
EXPENSES		
4715.010 HAP Occupied Units	1,075,535.00	4,270,865.00
4715.020 HAP Parkside Occ. Units	21,166.00	86,874.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	1,649.00	6,380.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	68,338.20	241,126.56
4715.100 HAP Parkside-Portability-Out	1,476.00	5,395.60
4715.230 HAP Homeownership	4,821.00	16,209.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	23,529.00	87,095.00
4715.500 HAP Vet.Affs.Support.Hous.	22,071.00	85,227.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	85,157.00	329,955.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,885.00	20,038.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	14,221.00	63,115.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	10,177.00	45,973.00
4716.100 UAP Parkside Occ. Units	6.00	337.00
4716.130 UAP Tanglewood Occ. Units	-	9.00
4716.230 UAP Homeownership	-	910.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	91.00	405.00
4716.500 UAP Vet.Affairs Support Hous.	279.00	1,069.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	374.00	3,687.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	2,912.20	9,134.20
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,336,687.40	5,273,804.36
RESIDUAL RECEIPTS (Profit/Loss)	(32,845.57)	(11,887.85)

Mainstream HAP Income Statement	Current Period	YTD Budget
INCOME		
8026.800 Contr. Earned- Mainstream	-	18,827.00
	-	18,827.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	1,465.00	7,128.40
4715.800 HAP Mainstream	10,951.00	41,885.00
4716.800 UAP Mainstream	-	-
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	12,416.00	49,013.40
RESIDUAL RECEIPTS (Profit/Loss)	(12,416.00)	(30,186.40)

RESOLUTION NO. 3818

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING
AUTHORITY & AFFILIATES APPROVING CHANGES TO ATTACHMENT B OF THE
INVESTMENT POLICY

WHEREAS, Waco Housing Authority & Affiliates has an approved Investment Policy,
and

WHEREAS, changes need to be made to Attachment B to this policy, and

WHEREAS, the changes include the addition of Texas First National Bank, the name
change of First Community Bank to Pioneer Bank and the name change of
Texas First State Bank to Bancorp South, and

WHEREAS, these changes will keep our Investment Policy up to date, 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 25th day of February 2020.

Secretary

Chairperson of the Board

(SEAL)

INVESTMENT POLICY

1.0 POLICY:

It is the policy of Waco Housing Authority & Affiliates of Waco, Texas to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Housing Authority while conforming to all federal, state and local statutes governing the investment of public funds.

2.0 SCOPE:

This investment policy applies to all financial assets of the Housing Authority. These funds are accounted for in the Housing Authority Annual Audit Reports and include:

- 2.1 Operating Reserves of all programs
- 2.2 Any newly acquired special funds
- 2.3 Development Reserves

3.0 OBJECTIVE:

The primary objectives, in priority order, of the Housing Authority investment activities shall be:

- 3.1 **Safety:** Safety of principal is the foremost objective of the Housing Authority investment program. Investments of the Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this goal, diversification is required in order that potential losses on individual investments do not exceed the income generated from the remainder of the portfolio.
- 3.2 **Liquidity:** Waco Housing Authority & Affiliates investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements, which might be reasonably anticipated.
- 3.3 **Return on Investments:** Waco Housing Authority & Affiliates investments portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the Authority's investment risk constraints and cash flow characteristics of the portfolio.

- 3.4 Legal Limitations: Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code and the U.S. Department of Housing and Urban Development Public and Indian Housing Notice 95-27 issued May 11, 1995.
- 3.5 Administrative Cost: In choosing an investment, Waco Housing Authority & Affiliates shall consider the administrative work involved, particularly with regards to investments of short duration. The more frequent turnover of investments may lead to higher administrative costs and, therefore, lower yield.

4.0 PRUDENCE:

The standard prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio. This standard states:

“Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

The Investment officer and those delegated with investment authority under this policy in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio, provided that deviations from expectations for specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

5.0 DELEGATION OF AUTHORITY

Authority to manage Waco Housing Authority & Affiliates investment program is derived from a Board of Commissioners Resolution. Management responsibility for the investment program is delegated to the Vice President of Financial Services who shall establish written procedures for the operation of the investment program consistent with this investment policy.

Procedures should include reference to safekeeping, repurchase agreements, wire transfer agreements, banking service contracts, collateral and depository agreements. Such procedures shall include transactions. No person may engage in an investment transaction established by the Vice President of Financial Services The Vice President of Financial Services shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 ETHICS AND CONFLICTS OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the President/CEO any material financial interests in financial institutions that conduct business with this Authority. Employees and investment officials shall further disclose any large personal financial investment positions that could be related to the performance of the Housing Authority, particularly with regard to the time of purchase and sale of investments. All Federal, State of Texas and Housing Ethics Policies shall be strictly followed.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

The Vice President of Financial Services shall maintain a list of all financial institutions authorized to provide investment services for the Housing Authority.

- 7.1 All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Vice President of Financial Services with annual financial statements and certification in writing that the financial institution or the broker/dealer has read and will follow all Federal and State of Texas laws and regulations regarding investments made by Waco Housing Authority & Affiliates.
- 7.2 An annual review of the financial statements will be completed by the Vice President of Financial Services.
- 7.3 A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the Housing Authority invests.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS:

The Waco Housing Authority is empowered by the U.S. Department of Housing and Urban Development to invest only in approved and fully collateralized by other approved investments. ATTACHMENT A contains a listing and description of approved investment instruments available to the Waco Housing Authority.

9.0 COLLATERALIZATION:

Collateralization is required for all Housing Authority investments. In order to protect the Housing Authority assets collateralization of one hundred percent (100%) is required at all

times. All collateral shall conform to those investment instruments listed in ATTACHMENT A.

Collateral will always be held by an independent third party with whom the financial institution or broker/dealer has a current custodial agreement. A clearly marked evidence of ownership or safekeeping receipt must be available to the Housing Authority.

The right of collateral substitution is granted only when the substituted collateral is on the approved list of investments listed in ATTACHEMNT A.

10.0 DIVERSIFICATION:

Waco Housing Authority & Affiliates will diversify its investments by institution. With the exception of U.S. Treasury securities and authorized investment pools, no more than 50% of the Waco Housing Authority total investment portfolio will be invested with single financial institution or broker/dealer.

11.0 MAXIMUM MATURITIES:

To the extent possible Waco Housing Authority & Affiliates will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Authority will not directly invest in securities maturing more than three years (3) from the date of purchase. This maximum maturity policy applies to all Housing Authority funds. The maximum dollar weighted average maturity (WAM) is 365 days.

12.0 INTERNAL CONTROL:

The Vice President of Financial Services shall establish an annual process of independent review as part of the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

13.0 PERFORMANCE STANDARDS AND REPORTING:

The Vice President of Financial Services or designee will prepare a quarterly investments report for the Housing Authority Board of Commissioners. The report shall contain the name of the Financial institution or broker/dealer holding the investment, the cost of the investment, the fair market value of the investment, the purchase and maturity dates of the investment. The performance will be measured by standards set by the U.S. Department of Housing and Urban Development.

14.0 INVESTMENT POLICY ADOPTION:

Waco Housing Authority & Affiliates investment policy shall be adopted by resolution of the Board of Commissioners. The policy shall be reviewed on a continual basis and will be revised by the Vice President of Financial Services as necessary, It is the intent of the Housing Authority that if any changes of federal or State of Texas laws affect this policy, the new law or change becomes effective as stated and this policy is automatically conformed to existing law.

15.0 EXEMPTION:

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements contained herein. At maturity or liquidation, such funds shall be reinvested only as provided by this policy.

ATTACHMENT A

HUD APPROVED INVESTMENTS INSTRUMENTS

1. Direct Obligations of the Federal Government Backed by the Full Faith and Credit of the United States:
 - a. U.S. Treasury Bills
 - b. U.S. Treasury Notes
 - c. U.S. Treasury Bonds

2. Obligations of Federal Government Agencies:
 - a. Federal Financing Bank (FFB)
 - b. Government National Mortgage Association (GNMA)
 - c. Mortgage Backed Securities (GNMA I and GNMA II)
 - d. GNMA Participation Certificates
 - e. Maritime Administration Merchant Marine Bonds
 - f. Maritime Administration Merchant Marine Notes
 - g. Maritime Administration Merchant Marine Obligations
 - h. Small Business Administration (SBA)
 - i. Small Business Investment Corporation (SBIC) Debentures
 - j. Tennessee Valley Authority (TVA) Power Bonds
 - k. Tennessee Valley Authority (TVA) Power Notes

3. Securities of Government Sponsored Agencies:
 - a. Farm Credit Consolidated System Wide Discount Notes
 - b. Federal Farm Credit Banks Consolidated System Wide Bonds
 - c. Federal Home Loan Banks Consolidated Obligations
 - d. FHLMC Mortgage Participation Certificates (PC) (Guaranteed)
 - e. FHLMC Collateral and Mortgage Obligations (CMOs)
 - f. Federal National Mortgage Association (FNMA) Debentures
 - g. FNMA Notes
 - h. FNMA Short Term Discount Notes
 - i. FNMA Capital Debentures
 - j. Student Loan Marketing Associations (SLMA) Obligations

4. Demand and Savings Deposits

5. Money Market Deposit Accounts

- 6. Municipal Depository Fund
- 7. . Super NOW Accounts
- 8. Certificates of Deposit
- 9. Repurchase Agreements (Special Requirements)
- 10. Sweep Accounts
- 11. Separate Trading of Registered Interest and Principal Securities
- 12. Mutual Funds (Special Requirements)

CERTIFICATION BY FINANCIAL INSTITUTION

_____ CERTIFIES THAT THE
 (Name of Financial Institution)
 CURRENT STATE OF TEXAS LAW CONCERNING THE HOLDING OF
 INVESTMENTS OF PUBLIC FUNDS IS FULLY UNDERSTOOD AND IT WILL
 BE STRICTLY FOLLOWED.

A COPY OF THE INVESTMENTS POLICY ADOPTED BY WACO HOUSING
 AUTHORITY & AFFILIATES HAS BEEN RECEIVED AND WILL BE
 MAINTAINED BY THIS INSTITUTION.

Acknowledged, Agreed and Accepted

By: _____ Date: _____
 (Name of Financial Institution)

Officer's Name: _____

ATTACHMENT B

BOARD APPROVED INVESTMENTS INSTITUTIONS

<u>Bank Name</u>	<u>Address</u>
1. Alliance Bank	4721 Bosque Blvd; Waco, TX 76710
2. American Bank	200 W State Highway 6; Waco, TX 76712
3. Bank of America	1100 N Valley Mills Dr; Waco, TX 76710
4. BBVA Compass	900 Washington Ave; Waco, TX 76701
5. Central National Bank	5400 Bosque Blvd; Waco, TX 76710
6. Chase Bank	320 N New Rd; Waco, TX 76710
7. Community Bank & Trust	1409 Wooded Acres; Waco, TX 76710
8. Extraco Banks	1700 N Valley Mills Dr; Waco, TX 76710
9. Fidelity Bank of Texas	1901 W Lake Shore Drive; Waco, TX 76708
10. First Community Bank Now Poineer Bank	1300 N Valley Mills Dr; Waco, TX 76710
11. First National Bank of Central Texas	1835 N Valley Mills Dr; Waco, TX 76710
12. Incommons Bank	5400 Crosslake Pkwy Ste 100; Waco, TX 76712
13. Independent Bank	5401 Bosque Blvd; Waco, TX 76710
14. Pointwest Bank	420 N Hewitt Dr; Hewitt, TX 76643
15. Synergy Bank	510 N Valley Mills Dr, Ste 100; Waco, TX 76710
16. Texas First State Bank Now Bancorp South	4800 Sanger Ave; Waco, TX 76710
17. The National Banks of Central Texas	5500 Bagby; Waco, TX 76711
18. Wells Fargo Bank	300 Franklin Ave; Waco, TX 76701
<u>19. Texass First National Bank</u>	<u>901 South 8th St., Waco, TX 76706</u>

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AGENDA
RISING IMAGES, INC.
Board Room
4400 Cobbs Dr.
Waco, Texas
February 25, 2020
12:00 Noon

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. New Business
 - RESOLUTION NO. 075 BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH MIRICK'S LANDSCAPING OF LORENA, TEXAS IN THE AMOUNT OF \$60, 720.00 FOR LANSCAPING SERVICES 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
November 19, 2019
12:00 Noon

- I. Call to Order
President Malcolm Duncan, Jr. called the meeting to order at 12:36 pm.

- II. Establishment of Quorum
Directors present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos
Directors absent: Shirley Langston, Connie Mack

- III. Approval of Minutes
The minutes were approved as presented.

- IV. Adjournment
President Malcolm Duncan, Jr. adjourned the meeting 12:36 pm.

Secretary

President of the Board

Seal

RESOLUTION NO. 075

RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC
AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH MIRICK'S
LANDSCAPING OF LORENA, TEXAS IN THE AMOUNT OF \$60,720.00 FOR
LANDSCAPING SERVICES FOR RAINTREE, PICADILLY, CIMMARON, HUNNINGTON
AND MISTY SQUARE APARTMENTS

WHEREAS, the Procurement Contract Compliance Officer solicited proposals in accordance with procurement guidelines from qualified service providers by placing an advertisement in newspapers on December 15 and December 22, 2019, and

WHEREAS, in addition to the advertisement, (23) landscaping contractors were notified by email, and

WHEREAS, RISING IMAGES, INC. received (4) compliant proposals, and

WHEREAS, it was determined that Mirick's Landscaping of Lorena, Texas, submitted the most responsive qualified proposal, and

WHEREAS, it is the recommendation of the President/CEO that the contract for Rising Images Landscaping Service, be awarded to Mirick's Landscaping in the amount of \$60,720.00, 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 25th day of February 2020.

Secretary

Chairperson of the Board

(SEAL)

Scope of Services

WHA is seeking landscaping and lawn maintenance services for Rising Images Properties Cimmaron, Hunnington, Misty Square, Raintree & Picadilly. All Contractors information must be submitted on the "Landscaping and Lawn Maintenance Services Proposals Information Form". The contractor will be responsible to provide labor, materials, and equipment to accomplish the following work at each visit unless otherwise noted:

Mowing, Edging and Trimming

All lawn areas, walks and curbs within the limits of the complex shall be machine mowed and edged. Trash will be picked up prior to cutting; turf will be mowed at a recommended height according to the type of season, shrubbery trimmed in a neat fashion. Bush/shrubs need to be trimmed 3 feet up from the ground or trimmed down to 3 foot in height at Cimmaron, Hunnington, Misty Square, Raintree, & Picadilly. Cutting will be away from building so grass is not thrown on porches, brickwork, etc. walks and parking lots shall be machine blown, and grass clippings accumulated after each mowing cycle. If sprinkler system exists, all heads in turf will be trimmed around to prevent any spray blockage. All dirt overlays will be removed from adjoining areas after mowing and edging operations. Mowing guards must be down while mowing.

Monofilament Trimming

Grass around fences, clothesline poles, guide wire tie downs, trees, shrubbery, sewer cleanouts, water cutoffs and the perimeter of the building shall be trimmed and ground cover will also be trimmed. All parking lots and sidewalks seams shall be kept weed-free. Weed killer should be used around all gas meters to prevent damage to Anode wires attached to meters.

Weed Eradication and Bed Cultivation

All bed areas will be kept weed-free by monofilament trimming. Established ground cover beds will not be disturbed. All bed edges are to be kept clean and well defined. All shrubbery will be trimmed and pruned as needed to present a uniform appearance acceptable to agency standards at all times. Vegetation, trees, shrubbery, tree stumps, should be removed from fences, and should not hang over walkways.

Flower Maintenance

Flower beds at all sites must have seasonal flowers planted and maintained throughout the year. Flowers are to be changed out in the spring and fall. Pricing must be included in bids for this service.

Cimmaron & Hunnington- 31 flats per change
 Misty Square- 15 flats per change
 Raintree- 100 flats per change
 Picadilly- 15 flats per change

Mulch

Flower beds and tree wells at all sites must have mulch kept at a minimum of 3 inches at all times. Mulch is to be raked or moved around to maintain this height. Additional mulch may be added twice per year. Price of additional mulch must be included as part of your bid price.

Tree Trimming

All lower tree limbs must never be lower than 8 feet above any walkway or parking area. Contractor must ensure that this height is maintained throughout the year.

Turf Fertilization with Weed Control

All turf to be fertilized twice per year at all sites. Fertilizer with weed control must be used.

Fire Ant & Poison Ivy Control

Property shall be free of fire ants and poison ivy at all times. Chemical is to be applied as needed.

General Clean Up

All extraneous litter will be removed. All cuttings, clippings, etc, must be removed from site.

Frequency Requirements

Lawn care services will be provided an estimated thirty five (35) cuts per site per year. The below is an example of the anticipated schedule. In the event that a scheduled cut is due and cannot be done due to heat or cold weather where the grass does not need cutting, the contractor will contact the Manager for directions on other needed work that can be performed in lieu of the cut. (Tree trimming, tree removal, shrub removal or excessive leaf removal).

The contractor is to provide a calendar of what day of the week each site is to be done. In the event that a scheduled cut cannot be done due to rain, the contractor must immediately notify the management office and the cut must be made up on the next WHA business day when rain is no longer a factor.

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Mow/Edge/Tr	1	2	3	3	4	4	4	4	4	3	2	1	35

im													
Monofilament	1	2	3	3	4	4	4	4	4	3	2	1	35
Weeds/Bed Cultivation	1	2	3	3	4	4	4	4	4	3	2	1	35
Flower Maint.				1							1		2
Mulch				1						1			2
Tree Trimming	1	1	1	1	1	1	1	1	1	1	1	1	12
Turf Fertilization				1						1			2
Fire Ant & Poison Ivy	1	2	3	3	4	4	4	4	4	3	2	1	35
General Cleanup	1	2	3	3	4	4	4	4	4	3	2	1	35

Qualifications

The selected vendor must have experience in lawn care maintenance for commercial apartment properties that are comparable in size to the WHA properties. Proposers shall insert this information in the proposal. Vendor must provide all tools, gas, equipment and maintenance of equipment, and bags for removal of cuttings and trash.

Work Times

WHA’s work hours are currently from 7:30 a.m. to 6:30 pm. on Monday through Thursday excluding WHA observed holidays. Any request for extenuation of time to perform under this contract must be made in writing five (5) days of the occurrence of the delay except in cases of poor weather conditions. The request must be made to and approved by the WHA Contract Administrator.

Notification

Vendor must notify the Management Office for each site upon arrival and leaving by going to the management office to sign log sheet. If management office is closed vendor will need to notify VP of Operations by text or voicemail on cell at (254) 723-2154.

Current Pricing based on 30 cuts per year

	Current Pricing based on 30 cuts per year	Proposed price w/Mirciks based on 35 cuts per year	Increased by
Raintree	28,370.25	28,800.00	429.75
Cimmaron/Misty	14,413.50	16,440.00	2,026.50
Hunnington/Picadilly	13,230.00	15,480.00	2,250.00
Total Combined for All Sites	56,013.75	60,720.00	4,706.25

<u>Proposed Vendor</u>	<u>Raintree Year 1</u>	<u>Picadilly Year 1</u>	<u>Cimmaron Year 1</u>	<u>Hunnington Year 1</u>	<u>Misty Year 1</u>	<u>Total Combined for All Sites</u>
Kwik Kutz	61,125.00	6,750.00	19,975.00	27,850.00	7,150.00	122,850.00
Lawn's LTD	81,592.48	4,594.96	17,798.16	12,200.57	9,068.42	125,254.59
Mirick's	28,800.00	2,880.00	12,300.00	12,600.00	4,140.00	60,720.00
Sanders Lawn & Landscape	37,699.90	5,899.95	11,565.75	11,565.75	4,052.30	70,783.65

<u>Proposed Vendor</u>	<u>Raintree Extention 1</u>	<u>Picadilly Extention 1</u>	<u>Cimmaron Extention 1</u>	<u>Hunnington Extention 1</u>	<u>Misty Extention 1</u>	<u>Total Combined for All Sites</u>
Kwik Kutz	61,125.00	6,750.00	19,975.00	27,850.00	7,150.00	122,850.00
Lawns LTD	84,040.25	4,732.81	18,332.05	12,566.59	9,309.57	128,981.27
Mirick's	28,800.00	2,880.00	12,300.00	12,600.00	4,140.00	60,720.00
Sanders Lawn & Landscape	38,830.75	6,076.70	11,912.60	11,912.60	4,175.75	72,908.40

<u>Proposed Vendor</u>	<u>Raintree Extention 2</u>	<u>Picadilly Extention 2</u>	<u>Cimmaron Extention 2</u>	<u>Hunnington Extention 2</u>	<u>Misty Extention 2</u>	<u>Total Combined for All Sites</u>
Kwik Kutz	62,960.00	6,950.00	20,575.00	28,685.00	7,365.00	126,535.00
Lawns LTD	86,561.46	4,874.79	18,882.01	12,943.58	9,588.86	132,850.70
Mirick's	28,800.00	2,880.00	12,300.00	12,600.00	4,140.00	60,720.00
Sanders Lawn & Landscape	39,995.55	6,259.05	12,269.95	12,269.95	4,299.05	75,093.55

<u>Proposed Vendor</u>	<u>Raintree Extention 3</u>	<u>Picadilly Extention 3</u>	<u>Cimmaron Extention 3</u>	<u>Hunnington Extention 3</u>	<u>Misty Extention 3</u>	<u>Total Combined for All Sites</u>
Kwik Kutz	64,850.00	7,160.00	21,190.00	29,545.00	7,585.00	130,330.00
Lawns LTD	89,158.30	5,021.04	19,448.47	13,331.89	9,876.52	136,836.22
Mirick's	28,800.00	2,880.00	12,300.00	12,600.00	4,140.00	60,720.00
Sanders Lawn & Landscape	41,195.35	6,446.65	12,638.15	12,638.15	4,427.85	77,346.15

<u>Proposed Vendor</u>	<u>Raintree Extention 4</u>	<u>Picadilly Extention 4</u>	<u>Cimmaron Extention 4</u>	<u>Hunnington Extention 4</u>	<u>Misty Extention 4</u>	<u>Total Combined for All Sites</u>
Kwik Kutz	66,795.00	7,375.00	21,825.00	30,430.00	7,815.00	134,240.00
Lawns LTD	91,833.06	5,171.67	20,031.93	13,731.85	10,172.82	140,941.33
Mirick's	28,800.00	2,880.00	12,300.00	12,600.00	4,140.00	60,720.00
Sanders Lawn & Landscape	42,431.21	6,640.05	13,017.29	13,017.29	4,560.69	79,666.53