

**Agenda**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 856 9934 4758**  
**PASSCODE: 238455**  
**Waco, Texas**  
**November 9, 2020**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes
- V. Updates
  - Cares Act Funding
  - RAD Update
  - RAD Staff training
  - Staffing Module
- VI. Discussion Items
  - Board Attendance Record & Terms
  - Board Committees (Finance, Real Estate, Tenant, Bylaws)
  - Staff Training
- VII. Reports
- VIII. New Business
  - RESOLUTION 3831 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES APPROVING REVISIONS TO THE PROCUREMENT POLICY
- IX. Consideration of Future Agenda Items
- X. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**Board Room**  
**Waco, Texas**  
**October 14, 2020**  
**12:00 Noon**

- I. Call to Order  
Chair Malcolm Duncan Jr. called the meeting to order at 12:10 p.m.
- II. Establishment of Quorum  
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Connie Mack  
Commissioners absent: Shirley Langston, Jon Ramos
- III. Hearing from Visitors
  - Recognition of Officials
- IV. Approval of Minutes  
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the September 2020 Board Meeting. Commissioner Susan Cowley made the motion and Commissioner Connie Mack seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- V. Updates  
President/CEO Milet Hopping reviewed the CARES ACT FUNDING with the board and advised that we are currently working with our partnership with WISD as well as Connally and La Vega ISD schools to spend the money. Milet Hopping updated the board on the RAD process and advised them that we are on track for closing at the end of October/Early November.
- VI. New Business
  - RESOLUTION NO. 3830 THE GRANDVIEW HOUSING AUTHORITY (“GHA”) IS PENDING APPROVAL FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) TO CONVERT 20 DWELLING UNITS IN 10 DWELLING BUILDINGS (“PROJECT”) TO TENANT-BASED ASSISTANCE, AND THEN REMOVE ALL REAL PROPERTY ASSOCIATED WITH THOSE UNITS (10 DWELLING BUILDINGS, 6 NON-DWELLING BUILDINGS, AND 2.571 ACRES OF UNDERLYING LAND AT TX347000001) FROM ITS PUBLIC HOUSING INVENTORY THROUGH THE SECTION 18 DEMOLITION AND DISPOSITION (“S18”) PROGRAM AND UPON THE COMPLETION OF THE S18 TRANSACTION, THE PROJECT WILL BE CONVERTED TO SECTION 8 VOUCHER ASSISTANCE TO BE ADMINISTERED BY AN ADMINISTERING PHA AS MORE PARTICULARLY DESCRIBED IN THE RULES AND REGULATIONS PERTAINING TO THE S18 PROGRAM. GHA HAS REQUESTED THAT THE WACO HOUSING AUTHORITY (“WHA”) ACT AS THE ADMINISTERING PHA, AND WHA DESIRES TO FACILITATE THE S18 TRANSACTION BY ACTING IN SUCH CAPACITY.  
Milet Hopping explained to the board that resolution is for WHA to begin administering vouchers for Grandview Housing Authority per rules and regulations to S18. Chair Malcolm Duncan Jr. asked for a motion to approve Resolution No. 3830. Vice Chair Susan Cowley 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. 3830  
A copy of this resolution may be found in the resolution file
- VII. Consideration of Future Agenda Items  
Attendance Records and Commissioner Terms  
Board Committees

VIII. Executive Session

- Section 551.074 Personnel Matters
  - Employee Personnel Matters
    - Annual Performance Review of President/CEO

Commissioners reviewed the annual evaluation with the CEO, received her feedback and agreed on annual plan and compensation in keeping with the authority's step increase of 5%.

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 12:37 p.m.

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Secretary

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Chair of the Board

Seal

## Administrative Services Department October 2020 Report

- Offices have gone back to a normal work schedule.
- MRI Virtual Conference was held for staff to attend virtually to learn about the technologies we will be advancing to soon.

### Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **718** checks
- Travel and Training: *MRI Virtual Conference (Webinar)*
- Applications
  - **169** Public Housing (**down by 61** when compared to September 2020)
  - **0** VASH
- Processed **1,316** pieces of incoming mail
- Processed **5,880** pieces of outgoing mail
- Proofed all department monthly reports
- Made **15,605** copies for departments
- Sent out **194** Late Notices for Public Housing
- Sent out **169** Notices of Concern
- Sent out **453** Utility Notices

### Clients and Visitors

For the month of March, there were a total of **0 persons** that checked into the computerized receptionist in the lobby. **0** 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 September 2020 Raintree had a total of 80 units in the program, 40 very low income and 40 low income. 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. For the month of September 2020, 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. For the month of September 2020, Cimmaron had a total of 63 units in the program, 28 very low income and 35 low income. 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. For the month of September 2020, Hunnington had a total of 46 units in the program, 22 very low income and 25 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

# **Information Technology (IT) October 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](http://www.wacopha.org)
- Webpage statistic have transitioned to google analytics

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

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

- **Miscellaneous**

- Continued collaboration with Waco ISD on student services
- Continue development on digital documents, Public Housing annual recertification package on the secure sign product, moved to initial internal testing.
- Continue production YouTube video growing minds - story time
- Working on data clean up to leverage Callmax to its full potential
- Conducted comprehensive Callmax client surveys to determine critical needs regarding Covid funding for Section 8 students.
- Completed comprehensive student zip code analysis and geo mapping
- Started implementation of new security camera infrastructure
- Attended Virtual Convention with MRI software, critical planning regarding major transition to our Housing software.

# Board Report

Oct 1, 2020 - Oct 31, 2020

**All Users**  
100.00% Sessions

## Total users

**2,095**  
% of Total: 100.00% (2,095)



## Pageviews (total traffic)

**8,321**  
% of Total: 100.00% (8,321)



## Sessions (total visits)

**2,930**  
% of Total: 100.00% (2,930)

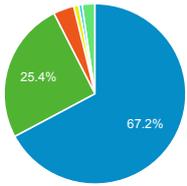


## Pageviews by Page

Page	Pageviews
/	3,281
/page/section_8	702
/page/waitinng_list	552
/page/public_housing_ops	444
/page/homepage	423
/page/contact_form	421
/page/departments	376
/page/helpful_links	289
/page/employment	268
/page/rad	261

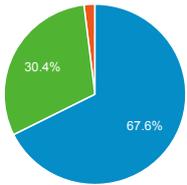
## Users by (referral) Source

google (direct) bing  
yahoo eoacwaco.org  
Other



## Traffic by device

mobile desktop tablet

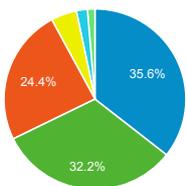


## Pageviews by City

City	Pageviews
Waco	2,908
Dallas	959
San Antonio	843
Austin	404
Plano	357
Waxahachie	295
Houston	218
Wichita Falls	94
Fort Worth	88
Richardson	79

## Users by Operating System

iOS Android Windows  
Macintosh Chrome OS  
Other



**Rising Images, Inc.**  
**Board Report for October 2020**

**Occupancy**

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	0	100%
Misty Square	16	0	100%
Picadilly	6	2	67%
Raintree	156	5	97%

**Rent Collections**

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$49,955.00	\$49,955.00	100%
Hunnington	\$33,465.00	\$33,350.00	\$34,968.87	100%
Misty Square	\$8,070.40	\$8,320.00	\$8,320.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$3,640.00	\$2,844.00	\$2,844.00	100%
Raintree	\$88,615.00	\$91,470.00	\$91,470.00	100%

**Contracts**

On October 5<sup>th</sup> & 7<sup>th</sup> Hoover Construction finished painting the top stairwell of Cimmaron Bldg. #8.

**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

## October 2020 Report

<b>Grant Year</b>	<b>Grant Amt.</b>	<b>Amt. Expended</b>	<b>% Expended</b>	<b>% Obligated</b>	<b>Deadline to Expend</b>
2017/517	\$1,177,497.00	\$1,046,908.02	89%	100%	August 15, 2023
2018/518	\$1,820,616.00	\$613,282.73	34%	44%	May 28, 2024
2019/519	\$1,904,253.00	\$380,850.70	20%	30%	April 15, 2025

### Current Projects

#### Public Housing

- **Staircase Repairs at Kate Ross**
  - Awarded to Zamco Services for \$37,672.56
  - Estimated completion December 2020
  
- **Unit Rehab & Fire Damage Repair**
  - Awarded to Zamco Services for \$197,272.60
  - Estimated Completion November 12<sup>th</sup> completion date extended two weeks countertop installation delay.
  
- **Interior Painting of 50 units**
  - Recommend awarding to JNA Painting for \$80,900.00
  - Estimated completion December 2020

#### Rising Images

- **4400 Cobbs Roof Reseal**
  - Awarded to Sapo Industrial Coatings for \$34,875.00
  - NTP November 16<sup>th</sup>
  
- **Hunnington/Cimmarron Roof Replacement**
  - Awarded to Johnson & Johnson Roofing for \$48,940.00
  - Estimated completion date December 2020

# Housing Operations Monthly Report

October 2020

## Public Housing Report

### Staff

Total Employees – 10      Temporary Staff – 1

### Waiting List Information

Total number of applicants on the waiting list –1027

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

Notification for assistance mailed	1
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	1
Units rejected by applicant	0
Total applicants not qualified	7

There were (0 due to COVID) orientations scheduled for this month and (0) prospective applicants interviewed. There were (0) prospective tenants that did not respond and (0) 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.

There was a total of (217) orientation packets mailed out, (169) received and in process of verifications, (2) completed

### Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	16	16	0
Estella Maxey	21	19	2
South Terrace	12	10	2
<b>Total</b>	<b>49</b>	<b>45</b>	<b>4</b>

We have completed 92% of certifications for this month. According to PIC submission we have reported 99.88% certifications for the year.

### Evictions

Community	Non-Payment	Lease Violation	One Strike
Kate Ross	0	0	0
Estella Maxey	0	0	0
South Terrace	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Percentage of Rent Collected

90% of the rent for October was collected.

Last Quarterly Average was -94% for July–August–Sept.

### Occupancy Percentage

The occupancy percentage for October was 80%; we did not meet our goal of 97%.

Last Quarterly Average was 81% for July–August– September

## Maintenance Report

### Staff

Total Employees – 17, 5 Temporary Staff – 2 Vacant Tech. | Estella Maxey and Kate Ross, 1 Vacant Aide A Estella Maxey, 1 Vacant Utility Laborer Kate Ross

### Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	56	79%	12
Estella Maxey	89	85%	14
South Terrace	51	81%	10
<b>Total</b>	<b>196</b>	<b>82%</b>	<b>36</b>

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.42 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	66	66	0
Over 24 hours	0	0	0
<b>Total</b>	<b>66</b>	<b>66</b>	<b>0</b>

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.

### October Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
212.25	54.25	45.25	311.75

### Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 311.75, this puts us over by 291.75 days. Due to staffing shortages and the high number of move outs over the past year staff had problems turning enough units each week to reduce the turnover days.

### October Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	221	286	77%
Estella Maxey	274	362	76%
South Terrace	218	248	88%
<b>Overall Occupancy</b>	<b>713</b>	<b>896</b>	<b>80%</b>

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

### Annual Inspections FY 20 - 21

Community	Total apts.	Units Inspected	Number of Annual Inspection Work Orders Y.T.D.
Kate Ross	286	0	0
Estella Maxey	362	0	0
South Terrace	248	0	0
<b>Overall Occupancy</b>	<b>896</b>	<b>0</b>	<b>0</b>

**Fleet Vehicle Inspection**

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of October 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 2020/2021**

Maintenance staff has accumulated 31 accidents free days with (0) zero 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
October 2020	\$29,261.66

**Security Report for October 2020**

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
<b>HOMICIDE</b>						
<b>ROBBERY</b>		1				
<b>ASSAULTS</b>						
Agg. Assault				1		
Sexual Offense		2		1	1	2
Simple Assault	1	17	4	8	1	11
Family Violence		23	3	13	2	5
<b>BURGLARY</b>						
Habitation		9		4	1	5
Auto		2			1	8
<b>AUTO THEFTS</b>		2		2		
<b>ARSON</b>						
<b>CRIMINAL TRESPASS</b>		9		5		5
<b>CRIMINAL MISCHIEFS</b>	1	12	1	5	2	11
<b>WEAPON VIOLATIONS</b>						
<b>DRUG ARREST</b>						
Felony						
Misdemeanor		1		1		
<b>DRUGS CONFISCATED</b>		0.2gr		64gr		4.0gr
<b>Pills</b>						
<b>HOUSING RELATED</b>						
<b>CALLS OF SERVICE</b>						
Other Agency	10	179	13	68	6	83
Security	4	90	8	34	4	35
<b>INCIDENT REPORTS</b>						
Other Agency	8	125	12	74	17	89
Security	5	74	8	35	7	34
Assist						
<b>SECURITY HOURS</b>	186	186	181.75	181.75	174	174

## Section 8 Board Report – October 2020

The Section 8 Department has leased a total of 2604 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	2398	2364
Hill County	432	221
Somervell County	534	19
<b>Totals</b>	<b>3364</b>	<b>2604</b>

The Waiting List is closed for McLennan County and Somervell County. The Hill County waiting list will open November 16, 2020 thru November 19, 2020.

There are 22 applicant families searching for a place to live at this time.

Waco	22
Hill County	0
Somervell County	0
Total	22

### Re-Certifications

Waco is re-certifying annuals through October 2020. Hill County and Somervell County Offices are re-certifying annuals through January 2021.

### Homeownership

The Homeownership Program is now assisting 10 families with mortgages.

### VASH (Veteran Affairs Supportive Housing)

Number Pending (VA Referral/Orientation)	0
Number Searching in Waco	8
Number Passed/Pending Inspection	1
Number housed in Waco	54

Ineligible	146
Total	77 %

### Mainstream

Number Pending (Referral/Orientation)	0
Number Searching in Waco	7
Number Passed/Pending Inspection	1
Number Housed in Waco	49

Ineligible	60
Total	62%

### 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.

**Community Services  
October 2020**

**SENIOR SERVICES: Melissa Johnson, LBSW, Elderly Services Coordinator**

Community Services with our IT department finalized a Needs Assessment which asks tenants about the programs and services they desire to have implemented at the developments. The Needs Assessment was developed into a form that could be answered online, with a drawing for prizes for tenants that answer the questionnaire. So far 59 have responded. Community Services will be reaching out to tenants by phone as well. Other questions in the Needs Assessment inquire about maintenance, office, and police/security.

Elder/Disabled Services Coordinator is working with the Relocation Team to give additional assistance to tenants that may need extra help during the RAD conversion process.

Community Services is working with the Health Department on finalizing a schedule for Covid Testing at each of the developments with their mobile testing units.

A Flu shot clinic was held at Estella Maxey on October 13th.

On October 28 Community Services handed out PPE to residents at each public housing development. Each household recieved one pack per person on the lease. Below are some photos of the PPE Handouts with Residents.



**During the Office Hours at KR Center in October 2020 the Service Coordinator Completed the following:**

- Met with WISD and Salvation Army regarding Sanctuary House.
- Ground Visits
- Worked with SW students and IT to develop Needs Assessment.
- Coordinated contacting residents to remind them of appointments with Orion Management (RAD)
- Answered tenants' questions about RAD
- Passed out workbooks from Texas Agrilife on Kits for Homebound residents.
- Completed RAD Relocation training.
- Began assisting with RAD Relocation Team by interviewing elderly and disabled resident and addressing special needs.

**Agency Networking Contacts for October 2020**

Salvation Army, WISD, Baylor University School of Social Work, Tarleton University, Waco McLennan County Public Health District, Caritas, KS Stevens Ministries, HEB Pharmacy, Adult Protective Services, Texas Agri-Life, Family Health Center, Caritas, Adult Protective Services, HOTCOG

Ground Visits – 19 Office Visits - 24

<b><u>Time Breakdown for October 170 hours</u></b>	
Home Visits & attempted home visits-	
4 Hours	
Ground Visits-	4.75
Office Visits-	6.75 Hours
Center Activities-	8 Hours
(Flu Clinic and PPE distr.)	
Holidays	10 Hours
Training Seminars	5 Hours
Administration	121.5 Hours
Vacation	10 Hours
Sick	0
Emergency leave-	0

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

<b>Active Participants</b>	<b>Graduates</b>	<b>New Participants</b>	<b>Ports</b>	<b>Reinstated</b>	<b>Terms</b>
<b>EM-9; KR-5 ; ST-9 PH- 23 S8 –67 ; VASH -0 TOTAL-90</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**FSS Advisory Board Meeting:** The board meeting will be held December 2020 if possible.

**FSS Orientation:** New recruits have been enrolled via telephone and mail. Microsoft Teams, webcams & microphones have been added to computers, so online meetings may occur in the future.

**FSS Meeting Report:** Visiting with clients via email/phone. Provided, Childcare Portal, Financial Navigator, City of Waco Covid-19 Resources, Voting Rights, Education STEM Resources, Caritas SNAP Outreach Program, WHA job vacancy announcements & other current local resource information.

**2020 FSS Calendar**

October–Examining HUD’s FSS Program proposed changes–“Streamlining & Implementation of Economic Growth  
November & December – No FSS Meetings held

**FSS Clients’ Goal Accomplishments**

S8 client completed Homebuyer Education/Financial Literacy class.  
S8 client continues participation in CWJC GED & spiritual support program.  
S8 client obtained a part time job.  
Two clients established Escrow accounts.  
S8 Participant working on buying home in China Springs.  
S8 participant studying for GED through Goodwill online.

**Referrals**

Advocacy Center  
Caritas  
City of Waco  
COVID-19 free testing sites  
EOAC  
Escrow-FSS Program  
Homeownership information  
Salvation Army – Toys for Tots  
Voting Rights information

**Other Activities**

Attended webinars for training/education: FSS Proposed Rule, Racial Equity & Housing Justice During Covid-19, Recovery & Healing from Trauma, Get Most from Hart Retirement, Managing Your Crazy Self  
Referred FSS Client to apply for WHA job posting & she obtained PT job  
Assisted Section 8 with a client’s port to Houston  
Reviewed “Streamlining & Implementation of Economic Growth, Regulatory FSS Program (Proposed changes)  
Assisted 2 FSS clients regarding rent issues & 1 with Jr. League Loan need  
Obtained numbers for families served via PH & S8 Vouchers-subsidized housing assistance  
Attended National FSS Conference via Zoom through Compass Link  
Assisted PH FSS client regarding domestic violence issue  
Visited with intern to explain Annual FSS Combined Grant and process  
Registered for HUD/PIC Error Training Session for 12.01.2020  
Sent information McLennan County/Waco Area Update: FREE TESTING COVID-19  
Sent information on registering to vote and encouraged all to vote  
Attended Sanctuary House Meetings  
Registered for Dyer Ethics

**Judy’s Hours**

**Theresa’s Hours**

<b>Admin</b>	<b>26</b>	<b>Admin</b>	<b>23</b>
<b>Client Time</b>	<b>39</b>	<b>Client Time</b>	<b>41.25</b>
<b>Escrow</b>	<b>7.5</b>	<b>Escrow</b>	<b>8</b>
<b>Comm/Mtgs</b>	<b>3.5</b>	<b>Comm/Mtgs</b>	
<b>Conf./Trng</b>	<b>23</b>	<b>Conf./Trainings</b>	<b>24.5</b>
<b>COVID19 (Home hours)</b>	<b>8.5</b>	<b>COVID19 (Home hours)</b>	<b>7</b>
<b>Family Leave</b>		<b>Family Leave</b>	<b>5.75</b>
<b>Sick Leave</b>	<b>48</b>	<b>Sick Leave</b>	
<b>Vacation</b>	<b>9.5</b>	<b>Vacation</b>	<b>29.5</b>
<b>Holiday</b>	<b>10</b>	<b>Columbus Day Holiday</b>	<b>10</b>
<b>Field Task</b>	<b>5</b>	<b>Bereavement</b>	<b>20</b>
		<b>Interns</b>	<b>1</b>
<b>TOTAL</b>	<b>170</b>	<b>TOTAL</b>	<b>170</b>

**RESIDENT SERVICES: Earnest Ward, Coordinator of Residents**

**South Terrace:**

Mr. Ward met with Resident Council members, Mary Powell, Mr. Davis, and Mrs. King. A resident council meeting will be held during the month of November. In order to have the meeting we would need to make sure we used social distancing, and all would need to wear mask.

**Kate Ross:**

Mr. Ward met with Resident council members, Tonya, and Mary Helen. A resident council meeting be held during the month of November. In order to have the meeting we would need to make sure we used social distancing, and all would need to wear mask. Tonya suggested putting on flyers that we still have a few school supplies available. Mrs. Mary Helen mentioned distributing face masks and sanitizer to the residents and Mr. Ward informed Mary Helen that we have PPEs that are being distributed for all residents.

**Estella Maxey:**

Meeting Canceled- Mr. Ward met with Resident council members. A resident council meeting will be held during the month of November. In order to have the meeting we would need to make sure we used social distancing, and all would need to wear mask.

**TRANSPORTATION:**

Van was not in operation during October but will start running with restriction in November and other avenues are being evaluated.

**Other:**

Returned calls and messages from email.  
Met w/ all members of council.  
Still distributing supplies to various students.

Sick:

HOLIDAY: 10

Vacation:

HV:30

C/S: 30

**YOUTH SERVICES: Al Davis, Coordinator**

1. April Time Totals: Youth Services  
 Staff Meeting..... 2 hrs. Ground visits.....22 hrs.  
 Home visits..... 18 hrs. Counseling Sess... 0hrs.  
 Meetings..... 8 9hrs. School visits..... 6 hrs  
 Court..... .50 hrs Holiday ... 10 hrs  
 Administrative...98 hrs

- Update office files and reports.
- Total Community Service for the month (3).
- Meetings by Conference Calls – Mission Waco (2): Juvenile Probation – (3): Voice Inc. – (2): College Prep program / Methodist Home (2): YMCA (2): Starry Counseling Service Total Truancy Court – (4) – 4hrs.
- Total Teen Court – (1) – 1hr.
- Total WISD Visits for the month (10) – 6hrs.
- Client Calls for Kate Ross – (12)
- Client Calls for Estella Maxey – (13)
- Client Calls for South Terrace – (12)
- Transformation Waco Schools – Carver files (2) cases, J.H. Hines files (1) case. Total (3) Cases.

<b>Counseling</b>	<b>Home Visits</b>	<b>Court Hearings</b>
6	28	4
<b>Personal Contacts</b>	<b>Phone Contacts</b>	<b>Other Meetings/Trainings</b>
21	32	9
<b>Runaways</b>	<b>Staff Meetings</b>	<b>Number Doing Community Service</b>
0	2	3

**TEEN LEARNING LAB: Kenneth Alexander, Coordinator:**

<b>Older Youth Program</b>	<b>Working With Students</b>	<b>Case Work</b>	<b>Outreach</b>	<b>October, 2020</b>
15 enrolled 11 Actively participating	hours	hours	hours	<ul style="list-style-type: none"> <li>• Kenneth continues staying in contact with his youth via phone and he is working to make sure they all what they need for school</li> <li>• No Activities due to Covid.</li> </ul>

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.

**COMMUNITY Connections Learning Centers: (CCLC) Technical Coordinator: Clint Coulson:**  
**LABS CLOSED DUE TO COVID 19**

- WISD started its 1st Saturday school, Mrs. Sara from WISD brought in 4 kids for a book club reading on zoom in lab at EM. The class went from 11:30 to 1.



Voice has opened although some are still working from home. They have not planned any activities with the Youth yet.

**KIDZJAM: Coordinator Donnell Smith**

We were trying to come up with a plan but most of our volunteers for our KidzJam after school program are Baylor students and were warned not to be involved in activities that risked their safety

**Center Rentals-**

**Estella Maxey Senior Center Activity Calendar, 1809 J J Flewellen Rd, 799-3304**

October - No Events Scheduled Due to Covid-19

**Kate Ross Senior Center Activity Calendar, 1115 Cleveland, 752-0324. Ext 284**

October - No Events Scheduled Due to Covid-19

# Summary of Financial Statements

## September 30, 2020

### Public Housing

#### All Sites– Revenue

- There were no unusual expenses that were allocated to all sites.

#### Central Cost

- Sundry – The expense for contract employee is over budget by \$4,200 for the two Accounting Clerk vacant positions.
- Contract Cost – Grounds contract was over budget because of the repairs to the sprinkler system for a total cost of \$1,340.

#### Kate Ross (KR)

- Labor – Maintenance labor is under budget for the vacancy of Utility Laborer and Maintenance Technician.
- Contract Cost –A/c repairs and ground contract were under budget by \$5,400. Auto repair contract was over budget due to auto body repairs to vehicle #59.

#### Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 77%; therefore, rental income was under budget by \$10,000.
- Labor – Maintenance labor is under budget for the vacancies of Utility Laborer, Maintenance Technician and Maintenance Aide.
- Contract Cost – Make-Ready contract was over budget by \$12,000, while A/C and electrical repairs and ground contract were under budget by \$9,000.

#### South Terrace (ST)

- Materials – Cost is lower than budgeted amount by \$6,600 for the month of September. Management decided to use available inventory and purchase inventory as needed before RAD conversion.
- Contract Cost – Pest control contract as well as A/C, electrical and plumbing repairs were under budget by \$5,000, while roof repairs was over budget by \$1,000. Consequently, this line item was under budget for the month of September 2020.

### Section 8 - Admin

- Administrative Salaries – There are three vacant positions in the Section 8 department causing this line item to be under budget.
- Sundry – The expense for contract employee is over budget by \$5,000 for the Section 8 Counselor vacant positions.

### Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$1,172,202.
- Mainstream Voucher Program total HAP reserve is \$43,062.

## **Non-Profits**

### **Raintree**

- Legal Fees- This was for reviewing and researching the creation, status, and documents regarding Waco Public Facility Corporation. This was a split cost with Misty, Cimmaron and WPFC II.
- Staff Training & Convention- This amount is for the Assistant Development Manager to take monthly online training courses through Pryor Learning Solutions during the 2021 fiscal year. This expense was allocated to Picadilly as well.

### **Cimmaron**

- Material- For the month of September, a/c parts, appliances, water heaters were under budgeted.

### **Hunnington**

- Other Income – This line item is over budgeted by \$24,420. The proceeds are from the sale of land on SE ½ of Connor Avenue for \$24,420.
- Material – A/C parts is over budget due to the expense of \$1,373 for a condenser unit and evaporator unit.

### **Misty**

- For the month of September, there were no unusual expenses for Misty other than the one mentioned above.

### **Picadilly**

- Contract Cost – Carpet contract was over budget by \$2,398 for the installation of new carpet in two units.

### **WPFC II**

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

**Waco Housing Authority Affiliates**  
**Consolidated Financial Statements September 2020**

	Central Cost Center	Kate Ross	Estella Maxey	South Terrace	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
<b>Income</b>											
Dwelling rental		55,453.24	65,168.20	61,143.01		93,036.19	50,255.17	33,475.83	2,944.70	8,320.00	369,796.34
Excess Utilities		8,193.43	11,434.12	1,556.42							21,183.97
Non-Dwelling Rental		6,000.00									6,000.00
<b>Total Rental Income</b>		<b>69,646.67</b>	<b>76,602.32</b>	<b>62,699.43</b>	<b>-</b>	<b>93,036.19</b>	<b>50,255.17</b>	<b>33,475.83</b>	<b>2,944.70</b>	<b>8,320.00</b>	<b>396,980.31</b>
Mgmt. & Admin. Fees Rev.	193,360.68	8,297.41	10,476.91	11,664.49	158,586.00						382,385.49
Interest on Investments	848.46	2,414.27	4,076.90	2,905.23	1,725.00	1,361.60	723.14	508.82	354.16	76.45	14,994.03
Other Income		3,453.11	6,897.72	4,080.94	14,062.10	2,275.04	998.08	24,869.00	220.44	100.00	56,956.43
Operating Transfer In		21,519.24	23,315.12	16,250.41							61,084.77
HUD Contributions		79,897.68	105,912.00	66,313.33							252,123.01
<b>Total Operating Income</b>	<b>194,209.14</b>	<b>115,581.71</b>	<b>150,678.65</b>	<b>101,214.40</b>	<b>174,373.10</b>	<b>3,636.64</b>	<b>1,721.22</b>	<b>25,377.82</b>	<b>574.60</b>	<b>176.45</b>	<b>767,543.73</b>
<b>Total Income</b>	<b>194,209.14</b>	<b>185,228.38</b>	<b>227,280.97</b>	<b>163,913.83</b>	<b>174,373.10</b>	<b>96,672.83</b>	<b>51,976.39</b>	<b>58,853.65</b>	<b>3,519.30</b>	<b>8,496.45</b>	<b>1,164,524.04</b>
<b>Expenses</b>											
Administrative Salaries	96,188.98	13,690.65	19,146.37	18,613.21	56,987.17	7,115.89	4,336.92	2,586.91	296.51	684.77	219,647.38
Legal						426.65	276.94			44.91	748.50
Staff Training & Travel	1,561.57	285.08	754.35	249.44	1,325.45	191.04	113.43	67.66	7.96	17.91	4,573.89
Sundry	9,221.04	10,737.65	12,100.41	5,836.84	15,495.22	1,754.22	777.65	472.64	138.81	199.47	56,733.95
Mgmt. & Bkpg. Fees Exp.		32,926.89	41,430.40	31,310.64	35,681.85	24,016.71	13,222.20	8,687.11	191.48	974.30	188,441.58
<b>Total Admin. Expenses</b>	<b>106,971.59</b>	<b>57,640.27</b>	<b>73,431.53</b>	<b>56,010.13</b>	<b>109,489.69</b>	<b>33,504.51</b>	<b>18,727.14</b>	<b>11,814.32</b>	<b>634.76</b>	<b>1,921.36</b>	<b>470,145.30</b>
<b>Total Tenant Serv. Expenses</b>		<b>9,659.72</b>	<b>11,682.93</b>	<b>8,216.79</b>							<b>29,559.44</b>
<b>Total Utility Expenses</b>	<b>3,095.37</b>	<b>32,352.84</b>	<b>51,954.50</b>	<b>36,625.33</b>	<b>890.62</b>	<b>10,385.41</b>	<b>5,789.13</b>	<b>4,248.33</b>	<b>249.24</b>	<b>913.57</b>	<b>146,504.34</b>
Labor		10,761.35	14,028.56	15,205.78		7,692.06	4,688.16	2,796.42	320.48	740.23	56,233.04
Materials	1,118.12	5,836.14	5,755.94	379.55	359.81	2,996.48	200.84	2,357.07	2.77	114.56	19,121.28
Contract Costs	5,464.66	23,960.14	36,784.75	19,246.12	1,322.25	8,441.60	4,684.33	2,879.70	3,001.31	670.28	106,455.14
<b>Total Maint &amp; Operations</b>	<b>6,582.78</b>	<b>40,557.63</b>	<b>56,569.25</b>	<b>34,831.45</b>	<b>1,682.06</b>	<b>19,130.14</b>	<b>9,573.33</b>	<b>8,033.19</b>	<b>3,324.56</b>	<b>1,525.07</b>	<b>181,809.46</b>
Employee Benefits	23,623.51	10,547.53	16,162.57	14,347.22	16,550.52	5,300.94	3,240.91	1,933.17	220.89	511.61	92,438.87
Insurance	677.06	5,121.52	5,270.31	2,969.36	823.12	3,024.32	1,704.86	740.59	104.30	192.38	20,627.82
Administrative Fees					2,758.61						2,758.61
Collection Losses		9,998.72	8,676.23	6.82		5,441.99	1,756.07	71.00	2,676.21		28,627.04
Non-Routine Expense							8.63				8.63
Depreciation Expense						19,451.85	10,881.90	7,625.86	275.07	3,165.26	41,399.94
<b>Total General Expenses</b>	<b>24,300.57</b>	<b>25,667.77</b>	<b>30,109.11</b>	<b>17,323.40</b>	<b>20,132.25</b>	<b>33,219.10</b>	<b>17,592.37</b>	<b>10,370.62</b>	<b>3,276.47</b>	<b>3,869.25</b>	<b>185,860.91</b>
<b>Total Expenses</b>	<b>140,950.31</b>	<b>165,878.23</b>	<b>223,747.32</b>	<b>153,007.10</b>	<b>132,194.62</b>	<b>96,239.16</b>	<b>51,681.97</b>	<b>34,466.46</b>	<b>7,485.03</b>	<b>8,229.25</b>	<b>1,013,879.45</b>
<b>Profit/Loss</b>	<b>53,258.83</b>	<b>19,350.15</b>	<b>3,533.65</b>	<b>10,906.73</b>	<b>42,178.48</b>	<b>433.67</b>	<b>294.42</b>	<b>24,387.19</b>	<b>(3,965.73)</b>	<b>267.20</b>	<b>150,644.59</b>

Central Cost Income Statement  
September 2020

Finance Board Reports for September 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	26,190.00	2,871.60	29,880.21	3,690.21
3440 Mgmt./Adm.Fees fr.Non-Profits	562,100.00	562,100.00	47,091.80	570,418.69	8,318.69
3450 Asset Management Fee fr.Sites	741,750.00	741,750.00	81,864.76	844,303.24	102,553.24
3460 Mgmt./Adm.Fees fr.Sect.8	218,880.00	218,880.00	37,729.35	299,980.07	81,100.07
3470 Mgmt./Adm.Fees fr.CFP	187,620.00	187,620.00	23,803.17	235,940.76	48,320.76
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	1,960.00	1,960.00	848.46	6,947.89	4,987.89
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,000.00	1,000.00	-	624.02	(375.98)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,739,500.00	1,739,500.00	194,209.14	1,988,094.88	248,594.88
Total Income	1,739,500.00	1,739,500.00	194,209.14	1,988,094.88	248,594.88
EXPENSES					-
4110 Administrative Salaries	1,132,500.00	1,132,500.00	96,188.98	1,124,765.86	(7,734.14)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	-	-	-	570.50	570.50
4140 Staff Training	10,010.00	10,010.00	1,561.57	6,192.71	(3,817.29)
4150 Travel Convention & Meetings	22,650.00	22,650.00	-	8,319.73	(14,330.27)
4171 Auditing Fees	1,000.00	1,000.00	-	500.00	(500.00)
4190 Sundry	67,700.00	67,700.00	9,221.04	107,853.09	40,153.09
Total Admin Expense	1,233,860.00	1,233,860.00	106,971.59	1,248,201.89	14,341.89
4310 Water	10,800.00	10,800.00	443.72	3,138.73	(7,661.27)
4320 Electricity	15,200.00	15,200.00	2,449.77	14,585.22	(614.78)
4330 Gas	1,700.00	1,700.00	48.62	1,331.49	(368.51)
4390 Sewer	900.00	900.00	153.26	939.38	39.38
Total Utility Expense	28,600.00	28,600.00	3,095.37	19,994.82	(8,605.18)
4420 Material	4,850.00	4,850.00	1,118.12	5,091.76	241.76
4430 Contract Cost	43,490.00	43,490.00	5,464.66	43,547.00	57.00
Total Ordinary Maint. & Operation	48,340.00	48,340.00	6,582.78	48,638.76	298.76
4510.010 Workers Compensation	6,640.00	6,640.00	504.66	6,082.19	(557.81)
4510.040 Auto Insurance	1,960.00	1,960.00	159.58	1,914.96	(45.04)
4510.070 Crime / Dishonesty	90.00	90.00	5.38	64.56	(25.44)
4510.090 Fire & Extend Coverage	60.00	60.00	7.44	89.28	29.28
4540 Employee Benefit Payments	310,410.00	310,410.00	23,623.51	263,941.34	(46,468.66)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	319,160.00	319,160.00	24,300.57	272,092.33	(47,067.67)
Total Routine Expenses	1,629,960.00	1,629,960.00	140,950.31	1,588,927.80	(41,032.20)
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	1,629,960.00	140,950.31	1,588,927.80	(41,032.20)
Residual Receipts (Profit/Loss)	109,540.00	109,540.00	53,258.83	399,167.08	289,627.08

Public Housing Income Statement  
September 2020

Kate Ross BR Income Statement						Estrella 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	665,400.00	55,453.24	599,041.84	(66,358.16)	897,800.00	897,800.00	65,168.20	784,687.44	(113,112.56)	759,500.00	759,500.00	61,143.01	754,885.07	(4,614.93)		
Excess Utilities	85,300.00	85,300.00	8,193.43	74,356.23	(10,943.77)	118,000.00	118,000.00	11,434.12	102,458.31	(15,541.69)	30,200.00	30,200.00	1,556.42	25,390.01	(4,809.99)		
Non-Dwelling Rental	72,000.00	72,000.00	6,000.00	72,000.00	-	-	-	-	-	-	-	-	-	-	-		
Total Rental Income	822,700.00	822,700.00	69,646.67	745,398.07	(77,301.93)	1,015,800.00	1,015,800.00	76,602.32	887,145.75	(128,654.25)	789,700.00	789,700.00	62,699.43	780,275.08	(9,424.92)		
Management Fee from CFP	60,040.00	60,040.00	7,617.01	75,501.04	15,461.04	75,050.00	75,050.00	9,521.27	94,376.30	19,326.30	52,530.00	52,530.00	6,664.89	66,063.42	13,533.42		
CFP Trnsf. In-Site Expenses	63,740.00	63,740.00	680.40	39,953.91	(23,786.09)	92,790.00	92,790.00	955.64	79,766.14	(13,023.86)	62,150.00	62,150.00	4,999.60	30,869.34	(31,280.66)		
Proceeds fr. Insurance Claims	-	-	-	1,000.00	1,000.00	-	-	1,143.66	6,998.12	6,998.12	-	-	-	432.00	7,926.27		
Interest on Investments	22,620.00	22,620.00	2,414.27	29,345.58	6,725.58	37,800.00	37,800.00	4,076.90	48,484.28	10,684.28	31,770.00	31,770.00	2,905.23	35,054.73	3,284.73		
Jr. League Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Income	76,700.00	76,700.00	3,453.11	52,868.03	(23,831.97)	118,000.00	118,000.00	5,754.06	67,693.78	(50,306.22)	66,000.00	66,000.00	3,648.94	42,234.14	(23,765.86)		
Other Income-FSS Forfeitures	-	-	-	2,202.81	2,202.81	-	-	-	445.78	445.78	-	-	-	3,349.60	3,349.60		
Other Income-Time Warner Cable	5,200.00	5,200.00	-	4,313.10	(886.90)	8,440.00	8,440.00	-	6,355.85	(2,084.15)	5,100.00	5,100.00	-	8,325.93	3,225.93		
Operating Transfer In (1406)	60,630.00	60,630.00	21,519.24	219,884.92	159,254.92	75,790.00	75,790.00	23,315.12	273,654.78	197,864.78	53,050.00	53,050.00	16,250.41	218,335.07	165,285.07		
Total Operating Income	288,930.00	288,930.00	35,684.03	425,069.39	136,139.39	407,870.00	407,870.00	44,766.65	577,775.03	169,905.03	270,600.00	270,600.00	34,901.07	412,158.50	141,558.50		
Total HUD Contributions	1,077,900.00	1,077,900.00	79,897.68	1,092,347.00	14,447.00	1,422,140.00	1,422,140.00	105,912.00	1,437,015.00	14,875.00	881,000.00	881,000.00	66,313.33	900,937.00	19,937.00		
Total Income	2,189,530.00	2,189,530.00	185,228.38	2,262,814.46	73,284.46	2,845,810.00	2,845,810.00	227,280.97	2,901,935.78	56,125.78	1,941,300.00	1,941,300.00	163,913.83	2,093,370.58	152,070.58		
EXPENSES																	
Administrative Salaries	191,850.00	191,850.00	13,690.65	159,284.32	(32,565.68)	245,700.00	245,700.00	19,146.37	215,192.44	(30,507.56)	190,420.00	190,420.00	18,613.21	183,373.65	(7,046.35)		
Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Legal Expense	1,000.00	1,000.00	-	562.24	(437.76)	2,000.00	2,000.00	-	2,449.34	449.34	1,000.00	1,000.00	-	491.96	(508.04)		
Staff Training	2,250.00	2,250.00	285.08	1,314.25	(935.75)	2,560.00	2,560.00	754.35	2,040.82	(519.18)	2,100.00	2,100.00	249.44	1,149.97	(950.03)		
Travel & Conventions	3,870.00	3,870.00	-	540.71	(3,329.29)	4,640.00	4,640.00	-	675.89	(3,964.11)	3,480.00	3,480.00	-	473.14	(3,006.86)		
Audit Fees	3,360.00	3,360.00	-	2,960.00	(400.00)	4,200.00	4,200.00	-	3,700.00	(500.00)	2,940.00	2,940.00	-	2,590.00	(350.00)		
Sundry	79,860.00	79,860.00	10,737.65	86,898.02	7,038.02	111,860.00	111,860.00	12,100.41	92,517.93	(19,342.07)	70,950.00	70,950.00	5,836.84	66,901.20	(4,048.80)		
Management Fees	296,820.00	296,820.00	32,926.89	334,949.40	38,129.40	374,680.00	374,680.00	41,430.40	426,171.52	51,491.52	257,870.00	257,870.00	31,310.64	319,123.08	61,253.08		
Total Admin Expense	579,010.00	579,010.00	57,640.27	586,508.94	7,498.94	745,640.00	745,640.00	73,431.53	742,747.94	(2,892.06)	528,760.00	528,760.00	56,010.13	574,103.00	45,343.00		
Tenant Services Salaries	118,590.00	118,590.00	9,229.99	109,597.10	(8,992.90)	148,230.00	148,230.00	11,537.51	136,996.33	(11,233.67)	103,760.00	103,760.00	8,076.24	95,897.42	(7,862.58)		
Tenant Services-Recr., Etc.	12,000.00	12,000.00	429.73	8,135.83	(3,864.17)	15,000.00	15,000.00	145.42	8,690.06	(6,309.94)	10,500.00	10,500.00	140.55	7,761.39	(2,738.61)		
Resident Council	4,020.00	4,020.00	-	2,250.00	(1,770.00)	5,100.00	5,100.00	-	2,500.00	(2,600.00)	3,600.00	3,600.00	-	2,350.00	(1,250.00)		
Ten. Serv. Contr., Train., Spec. Needs	30.00	30.00	-	9.60	(20.40)	40.00	40.00	-	12.00	(28.00)	30.00	30.00	-	8.40	(21.60)		
Total Tenant Expense	134,640.00	134,640.00	9,659.72	119,992.53	(14,647.47)	168,370.00	168,370.00	11,682.93	148,198.39	(20,171.61)	117,890.00	117,890.00	8,216.79	106,017.21	(11,872.79)		
EXPENSES																	
Water	61,100.00	61,100.00	7,237.38	72,593.09	11,493.09	94,400.00	94,400.00	11,008.66	95,586.01	1,186.01	71,200.00	71,200.00	7,734.14	78,209.89	7,009.89		
Electricity	181,000.00	181,000.00	12,070.02	147,178.95	(33,821.05)	244,000.00	244,000.00	20,943.25	203,352.27	(40,647.73)	183,500.00	183,500.00	15,377.04	159,124.93	(24,375.07)		
Gas	70,000.00	70,000.00	3,222.03	55,994.60	(14,005.40)	95,000.00	95,000.00	3,411.39	72,787.47	(22,212.53)	65,000.00	65,000.00	3,282.68	53,279.91	(11,720.09)		
Other Utility Expense	75,200.00	75,200.00	9,823.41	96,902.28	21,702.28	129,600.00	129,600.00	16,591.20	140,422.79	10,822.79	83,600.00	83,600.00	10,231.47	99,425.14	15,825.14		
Total Utility Expense	387,300.00	387,300.00	32,352.84	372,668.92	(14,631.08)	563,000.00	563,000.00	51,954.50	512,148.54	(50,851.46)	403,300.00	403,300.00	36,625.33	390,039.87	(13,260.13)		
Labor	176,450.00	176,450.00	10,761.35	156,787.52	(19,662.48)	299,300.00	299,300.00	14,028.56	189,836.44	(109,463.56)	187,150.00	187,150.00	15,205.78	175,922.15	(11,227.85)		
Material	106,950.00	106,950.00	5,836.14	87,462.82	(19,487.18)	116,110.00	116,110.00	5,755.94	117,456.48	1,346.48	83,900.00	83,900.00	379.55	35,437.28	(48,462.72)		
Contract Cost	215,750.00	215,750.00	16,919.22	203,976.03	(11,773.97)	310,240.00	310,240.00	29,310.00	319,844.54	9,604.54	194,890.00	194,890.00	12,854.48	169,839.70	(25,050.30)		
Total Ordinary Maint. & Operation	499,150.00	499,150.00	33,516.71	448,226.37	(50,923.63)	725,650.00	725,650.00	49,094.50	627,137.46	(98,512.54)	465,940.00	465,940.00	28,439.81	381,199.13	(84,740.87)		
Protective Services Contract	76,650.00	76,650.00	7,040.92	78,158.96	1,508.96	81,970.00	81,970.00	7,474.75	77,751.88	(4,218.12)	75,590.00	75,590.00	6,391.64	75,452.54	(137.46)		
Total Protective Services	76,650.00	76,650.00	7,040.92	78,158.96	1,508.96	81,970.00	81,970.00	7,474.75	77,751.88	(4,218.12)	75,590.00	75,590.00	6,391.64	75,452.54	(137.46)		
Insurance	63,740.00	63,740.00	5,121.52	61,090.98	(2,649.02)	67,260.00	67,260.00	5,270.31	63,445.61	(3,814.39)	39,090.00	39,090.00	2,969.36	35,748.08	(3,341.92)		
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Employee Benefit Payments	209,990.00	209,990.00	10,547.53	142,268.05	(67,721.95)	282,360.00	282,360.00	16,162.57	190,186.80	(92,173.20)	188,040.00	188,040.00	14,347.22	148,813.47	(39,226.53)		
Collection Losses	34,000.00	34,000.00	9,998.72	36,736.86	2,736.86	48,700.00	48,700.00	8,676.23	42,707.90	(5,992.10)	30,560.00	30,560.00	6.82	18,782.24	(11,777.76)		
Total General Expenses	307,730.00	307,730.00	25,667.77	240,095.89	(67,634.11)	398,320.00	398,320.00	30,109.11	296,340.31	(101,979.69)	257,690.00	257,690.00	17,323.40	203,343.79	(54,346.21)		
Total Routine Expenses	1,984,480.00	1,984,480.00	165,878.23	1,845,651.61	(138,828.39)	2,682,950.00	2,682,950.00	223,747.32	2,404,324.52	(278,625.48)	1,849,170.00	1,849,170.00	153,007.10	1,730,155.54	(119,014.46)		
EXPENSES																	
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Expenses	1,984,480.00	1,984,480.00	165,878.23	1,845,651.61	(138,828.39)	2,682,950.00	2,682,950.00	223,747.32	2,404,324.52	(278,625.48)	1,849,170.00	1,849,170.00	153,007.10	1,730,155.54	(119,014.46)		
G/L 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	205,050.00	19,350.15	417,834.85	212,784.85	162,860.00	162,86										

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	1,459,200.00	158,586.00	1,558,074.00	98,874.00
3480 Proceeds fr. Insurance Claims	-	-	-	1,206.03	1,206.03
3610 Interest on on Admin Reserve	10,000.00	10,000.00	1,725.20	13,550.96	3,550.96
3690 Other Income	1,000.00	1,000.00	14,062.10	272,731.35	271,731.35
Total Admin Income	1,470,200.00	1,470,200.00	174,373.30	1,845,562.34	375,362.34
EXPENSES					
4110 Administrative Salaries	736,770.00	736,770.00	56,987.17	668,271.55	(68,498.45)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	1,000.00	-	-	(1,000.00)
4140 Staff Training	5,880.00	5,880.00	1,325.45	2,375.45	(3,504.55)
4150 Travel Convention & Meetings	7,440.00	7,440.00	-	1,514.63	(5,925.37)
4171 Auditing Fees	7,000.00	7,000.00	-	6,200.00	(800.00)
4190 Sundry	125,920.00	125,920.00	15,495.22	162,879.22	36,959.22
4196 Management Fee	218,880.00	218,880.00	35,681.85	296,552.11	77,672.11
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	100.00	100.00	-	-	(100.00)
Total Admin Expense	1,102,990.00	1,102,990.00	109,489.69	1,137,792.96	34,802.96
4310 Water	3,000.00	3,000.00	139.97	1,206.08	(1,793.92)
4320 Electricity	4,800.00	4,800.00	614.42	4,168.60	(631.40)
4330 Gas	1,150.00	1,150.00	85.26	1,187.38	37.38
4390 Sewer	360.00	360.00	50.97	418.19	58.19
Total Utility Expense	9,310.00	9,310.00	890.62	6,980.25	(2,329.75)
4420 Material	3,990.00	3,990.00	359.81	2,882.99	(1,107.01)
4430 Contract Cost	18,750.00	18,750.00	1,322.25	18,049.38	(700.62)
Total Ordinary Maint. & Operation	22,740.00	22,740.00	1,682.06	20,932.37	(1,807.63)
4510.010 Workers Compensation	6,700.00	6,700.00	529.60	6,355.18	(344.82)
4510.020 General Liability Insurance	560.00	560.00	40.51	486.12	(73.88)
4510.040 Auto Insurance	1,710.00	1,710.00	169.13	2,029.56	319.56
4510.050 Public Officials Liability -E&O	990.00	990.00	64.11	769.32	(220.68)
4510.070 Crime / Dishonesty	70.00	70.00	5.38	64.56	(5.44)
4510.090 Fire & Extend Coverage	110.00	110.00	14.39	172.68	62.68
4540 Employee Benefit Payments	289,830.00	289,830.00	16,550.52	195,468.73	(94,361.27)
4590 Admin Fee	34,450.00	34,450.00	2,758.61	26,525.55	(7,924.45)
Total General Expenses	334,420.00	334,420.00	20,132.25	231,871.70	(102,548.30)
Total Routine Expenses	1,469,460.00	1,469,460.00	132,194.62	1,397,577.28	(71,882.72)
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	740.00	42,178.68	447,985.06	447,245.06

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	9,100.00	15,981.00	15,981.00
3610 Interest on on Admin Reserve	-	-	30.23	609.40	609.40
3690.070 Misc. Other Income	-	-	683.94	1,865.14	1,865.14
Total Admin Income	-	-	9,814.17	18,455.54	18,455.54
EXPENSES					
4110 Administrative Salaries	-	-	305.08	2,290.11	2,290.11
4196 Admin Fees	-	-	2,047.50	3,427.96	3,427.96
4189/4190 Sundry	-	-	-	102.20	102.20
Total Admin Expenses	-	-	2,352.58	5,820.27	5,820.27
4540 Employee Benefit Payments	-	-	105.02	386.58	386.58
4590 Admin Fee	-	-	-	415.25	415.25
4431 Building Repair Contract	-	-	-	39.54	39.54
4430 Clean/Desinf Contr. Srvc	-	-	1.44	4.32	4.32
Total General Expenses	-	-	106.46	845.69	845.69
Total Expenses	-	-	2,459.04	6,665.96	6,665.96
Residual Receipts (Profit/Loss)	-	-	7,355.13	11,789.58	11,789.58

Section 8 HAP Income Statement

	Current Period	Current Year
INCOME		
3610.000 Interest on HAP Reserve	-	-
3610.030 Interest on VASH Reserve	-	-
3690.000 Oth.Inc.-Fraud Recov.-HAP Resr.	530.27	11,709.57
3690.020 Other Income FSS Forfeitures	-	5,028.21
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,562,245.06	16,103,958.06
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.500 Contrib.-Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,562,775.33	16,120,695.84
EXPENSES		
4715.010 HAP Occupied Units	1,175,938.00	13,201,918.33
4715.020 HAP Parkside Occ. Units	19,154.00	241,197.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	1,475.00	18,412.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	50,548.43	622,962.47
4715.100 HAP Parkside-Portability-Out	2,085.00	29,233.60
4715.230 HAP Homeownership	4,945.00	54,514.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	22,613.00	264,983.00
4715.500 HAP Vet.Affs.Support.Hous.	21,490.00	259,672.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	91,062.00	1,097,832.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,279.00	65,335.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	13,286.00	157,285.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	16,374.00	155,860.00
4716.100 UAP Parkside Occ. Units	20.00	399.00
4716.130 UAP Tanglewood Occ. Units	-	9.00
4716.230 UAP Homeownership	107.00	1,017.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	391.00	2,623.00
4716.500 UAP Vet.Affairs Support Hous.	176.00	2,974.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	441.00	8,205.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	2,308.66	22,905.86
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,426,693.09	16,207,337.26
RESIDUAL RECEIPTS (Profit/Loss)	136,082.24	(86,641.42)

Mainstream HAP Income Statement

	Current Period	Current Year
INCOME		
8026.800 Contr. Earned- Mainstream	(10,853.00)	62,344.00
TOTAL HAP INCOME	(10,853.00)	62,344.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	-	8,650.40
4715.800 HAP Mainstream	20,606.00	201,689.00
4716.800 UAP Mainstream	-	-
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	20,606.00	210,339.40
RESIDUAL RECEIPTS (Profit/Loss)	(31,459.00)	(147,995.40)

Raintree BR Income Statement					Cimmaron BR Income Statement					Misty 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															
3110 Dwelling Rental	1,112,730.00	1,112,730.00	93,036.19	1,128,650.56	15,920.56	586,890.00	586,890.00	50,255.17	598,419.48	11,529.48	96,850.00	96,850.00	8,320.00	98,289.00	1,439.00
Total Rental Income	1,112,730.00	1,112,730.00	93,036.19	1,128,650.56	15,920.56	586,890.00	586,890.00	50,255.17	598,419.48	11,529.48	96,850.00	96,850.00	8,320.00	98,289.00	1,439.00
3400 Donations to Scholarship Fd.	3,000.00	3,000.00	5.04	3,031.98	31.98	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	730.76	730.76	730.76	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	14,970.00	14,970.00	1,361.60	17,400.23	2,430.23	7,410.00	7,410.00	723.14	8,604.43	1,194.43	400.00	400.00	76.45	719.32	319.32
3690 Other Income	43,880.00	43,880.00	1,539.24	31,941.63	(11,938.37)	28,180.00	28,180.00	998.08	23,391.21	(4,788.79)	2,060.00	2,060.00	100.00	2,461.31	401.31
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	61,850.00	61,850.00	3,636.64	53,104.60	(8,745.40)	35,590.00	35,590.00	1,721.22	31,995.64	(3,594.36)	2,460.00	2,460.00	176.45	3,180.63	720.63
Total Income	1,174,580.00	1,174,580.00	96,672.83	1,181,755.16	7,175.16	622,480.00	622,480.00	51,976.39	630,415.12	7,935.12	99,310.00	99,310.00	8,496.45	101,469.63	2,159.63
EXPENSES															
4110 Administrative Salaries	86,300.00	86,300.00	7,115.89	85,069.97	(1,230.03)	52,000.00	52,000.00	4,336.92	50,936.28	(1,063.72)	8,000.00	8,000.00	684.77	10,252.92	2,252.92
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	-	-	426.65	1,351.06	1,351.06	-	-	276.94	836.16	836.16	-	-	44.91	119.48	119.48
4140 Staff Training & Convention	900.00	900.00	191.04	440.64	(459.36)	420.00	420.00	113.43	164.73	(255.27)	70.00	70.00	17.91	26.01	(43.99)
4150 Travel	510.00	510.00	-	117.12	(392.88)	330.00	330.00	-	-	(330.00)	50.00	50.00	-	-	(50.00)
4171 Auditing Fees	3,250.00	3,250.00	-	3,248.00	(2.00)	2,070.00	2,070.00	-	2,072.00	2.00	280.00	280.00	-	280.00	-
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	27,880.00	27,880.00	1,754.22	26,141.03	(1,738.97)	11,870.00	11,870.00	777.65	12,826.86	956.86	1,680.00	1,680.00	199.47	1,882.44	202.44
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,310.00	289,310.00	24,016.71	293,449.15	4,139.15	152,590.00	152,590.00	13,222.20	155,589.06	2,999.06	10,650.00	10,650.00	974.30	10,811.79	161.79
Total Admin Expense	408,150.00	408,150.00	33,504.51	409,816.97	1,666.97	219,280.00	219,280.00	18,727.14	222,425.09	3,145.09	20,730.00	20,730.00	1,921.36	23,372.64	2,642.64
4310 Water	51,580.00	51,580.00	4,777.74	47,389.85	(4,190.15)	26,540.00	26,540.00	3,565.69	28,571.35	2,031.35	4,590.00	4,590.00	416.48	5,047.47	457.47
4320 Electricity	15,400.00	15,400.00	1,222.85	14,130.80	(1,269.20)	8,840.00	8,840.00	489.00	7,534.84	(1,305.16)	1,900.00	1,900.00	112.30	1,704.77	(195.23)
4390 Sewer	53,440.00	53,440.00	4,384.82	47,217.32	(6,222.68)	19,790.00	19,790.00	1,734.44	20,086.71	296.71	3,500.00	3,500.00	384.79	4,728.56	1,228.56
Total Utility Expense	120,420.00	120,420.00	10,385.41	108,737.97	(11,682.03)	55,170.00	55,170.00	5,789.13	56,192.90	1,022.90	9,990.00	9,990.00	913.57	11,480.80	1,490.80
4410 Labor	98,080.00	98,080.00	7,692.06	84,025.18	(14,054.82)	62,250.00	62,250.00	4,688.16	60,063.19	(2,186.81)	9,830.00	9,830.00	740.23	9,483.57	(346.43)
4420 Material	47,600.00	47,600.00	2,996.48	40,830.47	(6,769.53)	20,620.00	20,620.00	200.84	13,616.39	(7,003.61)	1,880.00	1,880.00	114.56	2,593.59	713.59
4430 Contract Cost	131,060.00	131,060.00	8,408.10	108,801.93	(22,258.07)	53,020.00	53,020.00	4,646.14	45,583.06	(7,436.94)	12,910.00	12,910.00	664.25	12,158.24	(751.76)
Total Ordinary Maint. & Operation	276,740.00	276,740.00	19,096.64	233,657.58	(43,082.42)	135,890.00	135,890.00	9,535.14	119,262.64	(16,627.36)	24,620.00	24,620.00	1,519.04	24,235.40	(384.60)
4480 Contract Cost	400.00	400.00	33.50	402.00	2.00	460.00	460.00	38.19	456.00	(4.00)	80.00	80.00	6.03	72.00	(8.00)
Total Protective Services	400.00	400.00	33.50	402.00	2.00	460.00	460.00	38.19	456.00	(4.00)	80.00	80.00	6.03	72.00	(8.00)
4510.010 Workers Compensation	3,660.00	3,660.00	298.97	3,587.62	(72.38)	2,290.00	2,290.00	182.53	2,190.35	(99.65)	330.00	330.00	28.25	339.00	9.00
4510.020 General Liab Insurance	1,170.00	1,170.00	95.93	1,151.16	(18.84)	820.00	820.00	61.03	732.36	(87.64)	100.00	100.00	9.82	117.84	17.84
4510.040 Auto Insurance	480.00	480.00	38.15	457.80	(22.20)	300.00	300.00	24.21	290.52	(9.48)	40.00	40.00	2.95	35.40	(4.60)
4510.050 Public Officials Insurance	1,850.00	1,850.00	151.71	1,820.52	(29.48)	1,300.00	1,300.00	96.48	1,157.76	(142.24)	160.00	160.00	15.52	186.24	26.24
4510.070 Crime / Dishonesty	60.00	60.00	5.38	64.56	4.56	60.00	60.00	5.38	64.56	4.56	-	-	-	-	-
4510.090 Fire & Extend Coverage	21,870.00	21,870.00	2,434.18	29,210.16	7,340.16	11,980.00	11,980.00	1,335.23	16,022.76	4,042.76	1,220.00	1,220.00	135.84	1,630.08	410.08
4540 Employee Benefit Payments	86,680.00	86,680.00	5,300.94	64,927.38	(21,752.62)	44,580.00	44,580.00	3,240.91	38,797.95	(5,782.05)	6,970.00	6,970.00	511.61	6,741.10	(228.90)
4570 Collection Losses	12,680.00	12,680.00	5,441.99	6,211.38	(6,468.62)	2,210.00	2,210.00	1,756.07	3,021.82	811.82	840.00	840.00	-	-	(840.00)
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	128,450.00	128,450.00	13,767.25	107,430.58	(21,019.42)	63,540.00	63,540.00	6,701.84	62,278.08	(1,261.92)	9,660.00	9,660.00	703.99	9,049.66	(610.34)
Total Routine Expenses	934,160.00	934,160.00	76,787.31	860,045.10	(74,114.90)	474,340.00	474,340.00	40,791.44	460,614.71	(13,725.29)	65,080.00	65,080.00	5,063.99	68,210.50	3,130.50
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	2,000.00	2,000.00	-	475.00	(1,525.00)	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	3,000.00	3,000.00	8.63	1,478.09	(1,521.91)	-	-	-	-	-
4191.300 Non-Apartment Public Relations	5,000.00	5,000.00	-	5,859.47	859.47	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	5,000.00	5,000.00	-	5,859.47	859.47	5,000.00	5,000.00	8.63	1,953.09	(3,046.91)	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	7,645.17	7,645.17	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Scholarships Awarded	3,030.00	3,030.00	-	1,150.00	(1,880.00)	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,030.00	3,030.00	-	8,795.17	5,765.17	-	-	-	-	-	-	-	-	-	-
4800 Depreciation Expense	166,940.00	166,940.00	19,451.85	172,408.22	5,468.22	87,430.00	87,430.00	10,881.90	89,020.74	1,590.74	31,860.00	31,860.00	3,165.26	32,137.10	277.10
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	166,940.00	166,940.00	19,451.85	172,408.22	5,468.22	87,430.00	87,430.00	10,881.90	89,020.74	1,590.74	31,860.00	31,860.00	3,165.26	32,137.10	277.10
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,130.00	1,109,130.00	96,239.16	1,047,107.96	(62,022.04)	566,770.00	566,770.00	51,681.97	551,588.54	(15,181.46)	96,940.00	96,940.00	8,229.25	100,347.60	3,407.60
Residual Receipts (Profit/Loss)	65,450.00	65,450.00	433.67	134,647.20	69,197.20	55,710.00	55,710.00	294.42	78,826.58	23,116.58	2,370.00	2,370.00	267.20	1,122.03	(1,247.97)



Account Description	Account #	Bank Name	Interest Rate	Purchased	Maturity	Bal 9/30/20	Total by Site
<b>Waco Housing Authority</b>							
<u>Central Cost</u>							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$ 260.83	
FSS Junior League Grant	20470381	Extraco	1.51%			\$ 12,003.38	
Employee Committee	20470258	Extraco	1.51%			396.54	
Payroll	20470340	Extraco	1.51%			1,963.92	
Central Cost Center	20470381	Extraco	1.51%			510,010.80	
<b>Central Cost sub-total</b>							<b>\$ 524,635.47</b>
<u>Kate Ross</u>							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$ 415,460.20	
Public Housing FSS Escrow-KR	20573010	Extraco	1.51%			7,889.54	
1 Certificate of Deposit - 12 months	402638	Alliance Bank	1.90%	10/25/2019	10/25/2020	259,549.28	
2 Certificate of Deposit - 13 months	2829021	Central National	1.80%	1/17/2020	2/17/2021	211,976.07	
3 Certificate of Deposit - 13-months	2829022	Central National	1.80%	1/17/2020	2/17/2021	156,598.95	
5 Certificate of Deposit - 12 months	52814	e First National Bank of Mc	1.20%	6/25/2020	6/25/2021	256,057.86	
6 Certificate of Deposit - 12 months	50863	e First National Bank of Mc	1.20%	6/25/2020	6/25/2021	78,730.40	
7 Certificate of Deposit - 12 months	56050	e First National Bank of Mc	1.20%	6/25/2020	6/25/2021	76,952.74	
Certificate of Deposit - 24 months	57894	e First National Bank of Mc	2.25%	2/25/2020	2/25/2022	267,032.47	\$ 1,730,247.51 KR
<u>Estella Maxey</u>							
Public Fund Checking							
Estella Maxey-Operating	20470407	Extraco	1.51%			\$ 652,881.47	
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%			1,203.37	
1 Certificate of Deposit - 12 months	402637	Alliance Bank	1.90%	10/25/2019	10/25/2020	210,912.71	
2 Certificate of Deposit - 12 months	403196	Alliance Bank	1.80%	12/20/2019	12/20/2020	107,986.07	
3 Certificate of Deposit - 12 months	2827837	Central National	1.80%	12/28/2019	12/28/2020	459,318.49	
4 Certificate of Deposit - 13 months	2829019	Central National	1.80%	1/17/2020	2/17/2021	169,580.86	
5 Certificate of Deposit - 13-months	2829020	Central National	1.80%	1/17/2020	2/17/2021	52,206.33	
6 Certificate of Deposit - 12 months	403064	Alliance Bank	1.80%	12/12/2019	12/12/2020	501,763.59	
9 Certificate of Deposit - 12 months	56123	e First National Bank of Mc	1.20%	6/25/2020	6/25/2021	104,973.89	
10 Certificate of Deposit - 13 months	2828616	Central National	1.80%	10/7/2019	11/7/2020	107,027.31	
11 Certificate of Deposit - 12 months	56938	e First National Bank of Mc	1.20%	6/25/2020	6/25/2021	51,301.83	
Certificate of Deposit - 24 months	51165	e First National Bank of Mc	2.25%	2/25/2020	2/25/2022	327,606.80	\$ 2,746,762.72 EM
<u>South Terrace</u>							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$ 574,254.49	
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%			22,623.69	
1 Certificate of Deposit - 12 months	140509	First National Bk.	2.00%	10/31/2019	10/31/2020	358,881.29	
2 Certificate of Deposit - 12 months	2827836	Central National	1.80%	12/28/2019	12/28/2020	422,403.64	
3 Certificate of Deposit - 12 months	403065	Alliance Bank	1.80%	12/12/2019	12/12/2020	350,028.96	
4 Certificate of Deposit - 13 months	2829023	Central National	1.80%	1/17/2020	2/17/2021	264,970.10	\$ 1,993,162.17 ST
<b>Public Housing sub-total</b>							<b>\$ 6,470,172.40</b>
<u>Section 8</u>							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$ 2,809,782.36	
Section 8- Mainstream	20969713	Extraco	1.51%			\$ 78,373.95	
Section 8 FSS Escrow	20470308	Extraco	1.51%			141,525.46	
<b>Section 8 sub-total</b>							<b>\$ 3,029,681.77</b>
<b>Non-Profit Corporations</b>							
<u>Waco Housing Opportunities Corporation</u>							
WHOC Public Fund Checking	20470423	Extraco	1.52%			363,752.20	
2 CD: Picadilly/Hunnington - 12 months	402635	Alliance Bank	1.90%	10/25/2019	10/25/2020	210,912.71	
3 CD: Picadilly/Hunnington - 12 months	403063	Alliance Bank	1.80%	11/25/2019	11/25/2020	53,300.34	
<b>WHOC sub-total</b>							<b>\$ 627,965.25</b>
<u>Waco Public Facilities Corporation</u>							
Misty Public Fund Checking	20470126	Extraco	1.52%			59,449.58	
Cimmaron Public Fund Checking	20469920	Extraco	1.52%			362,946.21	
2 CD: Cimmaron - 12 months	402636	Alliance Bank	1.90%	10/25/2019	10/25/2020	52,728.16	
3 CD: Cimmaron - 12 months	403061	Alliance Bank	1.80%	11/25/2019	11/25/2020	106,600.65	\$ 59,449.58 Misty
<b>WPFC sub-total</b>							<b>\$ 522,275.02 Cimm</b>
<b>\$ 581,724.60</b>							
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%			372,217.06	
Raintree Scholarship Fund	20470100	Extraco	1.51%			4,091.77	
2 CD: Raintree - 12 months	402634	Alliance Bank	1.90%	10/25/2019	10/25/2020	79,092.25	
3 CD: Raintree - 12 months	403062	Alliance Bank	1.80%	11/25/2019	11/25/2020	159,901.02	
5 CD: Raintree - 12 months	402863	Alliance Bank	1.00%	6/21/2020	6/21/2021	104,914.80	
CD: Raintree - 13 months	2829075	Central National	1.80%	2/24/2020	3/24/2021	258,454.41	\$ 978,671.31 RT
<u>Waco Public Facilities Corporation II</u>							
WPFC II Public Fund Checking	20868733	Extraco	1.51%			1,863,858.84	\$ 1,863,858.84 WPFC II
<b>Non-profits sub-total</b>						<b>\$ 4,052,220.00</b>	
<b>Total WHA &amp; Affiliates</b>						<b>\$ 14,076,709.64</b>	



Edwina Viera  
Vice President, Financial Services  
10/20/2020  
Date

Weighted average maturity: 98.63 days

Bank	Balance @ 9/30/2020	
1 Extraco	8,254,945.66	58.64%
2 Central National	2,102,536.16	14.94%
3 Alliance Bank	2,197,690.54	15.61%
4 First National Bk.	358,881.29	2.55%
5 TX First State Bk.	-	0.00%
6 Pioneer Bank	-	0.00%
7 Incommons Bank	-	0.00%
8 First National Bank of I	1,162,655.99	8.26%
	<u>14,076,709.64</u>	<u>1.00</u>

RESOLUTION NO. 3831

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING  
AUTHORITY & AFFILIATES APPROVING REVISIONS TO THE PROCUREMENT  
POLICY

WHEREAS, it was determined the need for adopting changes in the policy regarding the procedures to remain current with regulations and improve workflow of the procurement policy,

WHEREAS, the guidelines in this policy promotes efficiency, effectiveness, equity, and fairness in public purchasing, and

WHEREAS, these revisions are in the attached comparison chart to show and explain changes recommended, 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 9<sup>th</sup> day of November 2020.

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Secretary

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Chairperson of the Board

(SEAL)

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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

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## MEMORANDUM

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

FROM: Kaitlin Dragoo, Procurement Contract Compliance Officer *KD*

DATE: October 27, 2020

SUBJECT: Approval of Procurement Policy for Board

The last revision to our procurement policy was done in February 2018. In order to remain current with regulations and improve workflow, I recommend we update the current policy to the revised policy attached. Attached, you will also find a copy of the current policy for reference, and a comparison chart to show and explain the major changes recommended.

If approved, this will need to go to the board for November.

*MS ok to go to Board 11-2-2020*

REVIEWED BY Gloria Dancer

## PROCUREMENT POLICY COMPARRISON- 2018 POLICY VS. 2020 REVISION

	CURRENT WHA POLICY	PROPOSED POLICY CHANGE	REASON
Board Approval Amount	For purchases over \$30,000.00 board approval must be obtained. (page 8)	For procurements over \$50,000, approval of the Board of Commissioners is required. (page 5)	Other than the approval of the procurement policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under HUD, State, and local law. It is the responsibility of the President/CEO to make sure that all procurement actions are conducted in accordance with these policies. The \$50,000.00 contract amount triggers sealed bidding requirements verses a \$30,000.00 contract amount being a quote. Increasing the board approval amount will streamline our process of what is required with sealed bids and reduce delayed start dates on the smaller projects that are waiting on board approval.
Purchase Order Signature	For amounts up to \$1,000 a purchase order must be signed by the department head. For purchases from \$1,000 to \$1,500 a purchase order must be signed by the Vice President of Operations. For purchases in excess of \$1,500 a purchase order must be signed by the President/CEO or designee. (page 8)	For amounts up to \$1,500 the department head must sign a purchase order. For amounts from \$1,500.01 to \$5,000.00 the Vice President of Operations must sign a purchase order. For amounts in excess of \$5,000.00 the President/CEO or designees must sign a purchase order. (page 19)	By increasing the amounts that a department head or the Vice President can sign off on, we will eliminate any delays in the ordering/approval process for supplies and work to be done in instances where the Vice President or President/CEO or designees are unavailable to sign. For example, when a large training or conference is taking place.

## PROCUREMENT POLICY COMPAIRSON- 2018 POLICY VS. 2020 REVISION

	CURRENT WHA POLICY	PROPOSED POLICY CHANGE	REASON
Micro Purchase Limit	For purchases less than \$5,000, at least 3 quotes shall be informally obtained by the authorized purchaser. (page 8)	For any amounts not exceeding \$5,000, only one quote is required provided the quote is considered reasonable. (page 6)	HUD has recently increased the Micro Purchase limit. Our current procurement policy requiring 3 quotes for amounts less than \$5,000 is neither necessary nor required and delays the process of getting the small micro purchases for supplies or work.
Procurement Authority	Any delegations to contracting authority must be documented in writing. (page 1)	In absence of President/ CEO, all procurement duties will fall upon the Vice President of Operations or staff designated by President/CEO. (page 5)	This is a change in how the current policy was worded and automatically delegates the contracting authority to the Vice President of Operations or staff.
Layout/Clarity	See current policy	See proposed policy	The proposed new policy contains the information of our current policy but in greater detail and clearly outlines what is required for each type of purchase and defines common procurement terms. This format and elaboration will help avoid any confusion and will be easier to understand for those that are new or not familiar with procurement.

**AGENDA  
RISING IMAGES, INC.  
ANNUAL MEETING  
4400 Cobbs Drive  
ZOOM MEETING  
DIAL IN: 1-346-248-7799  
MEETING ID: 856 9934 4758  
PASSCODE: 238455  
Waco, Texas  
November 9, 2020  
12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. Adjournment

**Synopsis of the Minutes**  
**RISING IMAGES, INC.**  
**Board Room**  
**4400 Cobbs Dr.**  
**Waco, Texas**  
**October 14, 2020**  
**12:00 Noon**

- I. Call to Order  
President Malcolm Duncan, Jr. called the meeting to order at 12:09 p.m.
- II. Establishment of Quorum  
Directors present: Malcolm Duncan Jr., Susan Cowley, Connie Mack  
Directors absent: Jon Ramos, Shirley Langston
- III. Approval of Minutes  
The minutes were approved as presented.
- IV. New Business
- RESOLUTION NO. 079 RESOLUTION BY THE BOARD OF DIRECTORS OF RISING IMAGES, INC., AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH JOHNSON ROOFING OF WACO, TEXAS IN THE AMOUNT OF \$48,940.00 TO REPLACE THE ROOF COVERING AT VARIOUS BUILDINGS AT HUNNINGTON/CIMMARON.  
Ms. Hopping explained that this resolution is for the contract with Johnson Roofing to repair the roofs at Huntington and Cimmaron. President Malcolm Duncan Jr. asked for a motion to approve Resolution No. 079. Vice President Susan Cowley made the motion and Commissioner Connie Mack seconded the motion. President Malcolm Duncan Jr. called for a vote and the motion passed unanimously.  

Resolution No. 079  
A copy of this resolution may be found in the resolution file
- V. Adjournment  
President Malcolm Duncan, Jr. adjourned the meeting 12:10 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President of the Board

Seal

**Agenda**  
**WACO HOUSING OPPORTUNITIES CORPORATION**  
**ANNUAL MEETING**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 856 9934 4758**  
**PASSCODE: 238455**  
**Waco, Texas**  
**November 9, 2020**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. Adjournment

**Synopsis of the Minutes**  
**WACO HOUSING OPPORTUNITIES CORPORATION**  
**ANNUAL MEETING**  
**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 12:37 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 12:37p.m.

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Secretary

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President of the Board

Seal

**AGENDA**  
**WACO PUBLIC FACILITY CORPORATION**  
**ANNUAL MEETING**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 856 9934 4758**  
**PASSCODE: 238455**  
**Waco, Texas**  
**November 9, 2020**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. Adjournment

**Synopsis of the Minutes**  
**WACO PUBLIC FACILITY CORPORATION**  
**BOARD MEETING**  
**Board Room**  
**4400 Cobbs Dr.**  
**WACO, TEXAS**  
**September 22, 2020**  
**12:00 Noon**

- I. Call to Order  
President Malcolm Duncan called the meeting to order at 1:13 pm.
- II. Establishment of Quorum  
Directors Present: Susan Cowley, Jon Ramos, Connie Mack  
Directors Absent: Malcolm Duncan Jr., Shirley Langston
- III. New Business
- RESOLUTION NO. 108 RESOLUTION NO. 108 A RESOLUTION BY THE WACO PUBLIC FACILITY CORPORATION (“WPFC”) BOARD OF DIRECTORS AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION THAT IS NECESSARY OR DESIRABLE TO: FACILITATE THE DEVELOPMENT OF THE SOUTH TERRACE APARTMENTS, WHICH CONSISTS OF AFFORDABLE HOUSING UNITS AND ASSOCIATED AMENITIES UPON LAND TO BE GROUND-LEASED FROM THE HOUSING AUTHORITY OF THE CITY OF WACO, TEXAS (“WHA”)
  - President/CEO Milet Hopping explained to the Board that this resolution is in needed to authorize WPFC to execute all documents regarding South Terrace RAD. President Malcolm Duncan asked for a motion to approve Resolution No. 108. Director Jon Ramos made the motion and Director Connie Mack seconded the motion. Vote was unanimous and the resolution was approved.  
Resolution No. 108  
A copy of this resolution may be found in the resolution file.
- IV. Adjournment  
President Malcolm Duncan adjourned the meeting at 1:15 pm.

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Secretary

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President of the Board

Seal

**Agenda**  
**Waco Public Facility Corporation II**  
**ANNUAL MEETING**  
**4400 Cobbs Drive**  
**ZOOM MEETING**  
**DIAL IN: 1-346-248-7799**  
**MEETING ID: 856 9934 4758**  
**PASSCODE: 238455**  
**Waco, Texas**  
**November 9, 2020**  
**12:00 Noon**

- I. Call to Order
- II. Establishment of Quorum
- III. Approval of Minutes
- IV. Adjournment

**Agenda**  
**Waco Public Facility Corporation II**  
**Regular Meeting**  
**4400 Cobbs Drive**  
**Board Room**  
**Waco, Texas**  
**September 22, 2020**  
**12:00 Noon**

- I. Call to Order  
President Malcolm Duncan, Jr. called the meeting to order at 1:06 pm.
- II. Establishment of Quorum  
Directors present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos, Shirley Langston, Connie Mack  
Directors absent: None
- III. Approval of Minutes  
Minutes were approved as presented.
- IV. New Business
- RESOLUTION NO. 009 RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTES (SOUTH TERRACE APARTMENTS) SERIES 2020; 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  
Milet Hopping explained that this resolution is authorizing the issuance, sale, and delivery of the notes for South Terrace. President Malcolm Duncan Jr. asked for a motion to approve Resolution No. 009. Director Susan Cowley made the motion and Director Jon Ramos seconded the motion. President Malcolm Duncan, Jr. called for a vote and the motion passed unanimously.  

Resolution No. 009  
A copy of this resolution may be found in the resolution file.
- V. Adjournment  
President Malcolm Duncan Jr. adjourned the meeting at 1:08 pm.

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Secretary

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President of the Board

Seal