

Agenda
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 845 9926 9255
PASSCODE: 133493

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/84599269255?pwd=OTdCYWdsdVR0aThOZk1IZlFId1MyUT09>

Waco, Texas

February 8, 2021

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**
 - **Site Board Meeting in April at Estella Maxey**
- VI. **Discussion Items**
 - **Rental Payments**
 - Eviction Moratoriums
 - Grandview Housing Authority
 - Board Subcommittees
- VII. Reports
- VIII. Consideration of Future Agenda Items
- IX. Adjournment

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 854 3437 4231
PASSCODE: 199687

Join Zoom Meeting Link:

<https://us02web.zoom.us/j/85434374231?pwd=S1EjWVVAydHQ4VU1QdTZmbkJVNm9wQT09>

Waco, Texas

January 11, 2021

12:00 Noon

- I. Call to Order
Chair Malcolm Duncan Jr. called the meeting to order at 12:02 p.m.
- II. Establishment of Quorum
Commissioners present: Malcolm Duncan Jr., Susan Cowley, Shirley Langston, Jon Ramos
Commissioners absent: Connie Mack
- 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 November 2020 Board Meeting. Commissioner Susan Cowley made the motion and Commissioner Shirley Langston 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 still working with our partnership with WISD as well as Connally ISD schools to spend the money. We have recently partnered with Midway and Robinson ISD as well. Milet Hopping updated the board on the RAD process and advised them that we are hoping to have our first set of rehabbed units completed at the middle to end of February. We would like to conduct a Ribbon Cutting ceremony at the new office at South Terrace when it is completed. Milet Hopping asked the board to think about ideas as to how that will happen. Also, we would like to record the first families moving into their new units.
Milet Hopping updated the board on the STRATEGIC PLAN process and that we will be hiring an outside agency to complete our Strategic Plan and that we are hoping to partner with the City and other outside stakeholders to be involved in the plan as well.
- VI. Discussion Items
President/CEO discussed the Rental Payment Procedure with the board. A discussion was held to try and decide what the best way was for outside facilities to pay rent for tenants and receive receipts upon payment since this was a privacy issue. WHA must have permission from the tenant to release information to an outside agency. Milet Hopping will provide the board with the current authorization form we use; the tenant must fill this form out for WHA to release information. Mr. Duncan, Chair, asked that this topic be placed on the agenda for next months meeting to ensure follow up.
Nicole Wickliffe with RECAP Advisors had an in-depth discussion training on HUD Financial tools (Section 18) and provided a PowerPoint presentation to the board.
Milet Hopping presented the board with the draft copy of the WHA President/CEO Draft Performance Evaluation Tool. The board thought this looked good, Ms. Hopping asked for their feedback (if any) after they further reviewed the draft.
Milet Hopping also advised the board that we will be partnering with Grandview HA to help issue vouchers for S18 as they are converting 20 units to Section 18.
- VII. Reports
Administrative Services
Everything for Admin was usual business.
Information Technology
Every for I.T. was usual business.

OPERATIONS –Vice President Gloria Dancer

Rising Images

The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

MOD

Several projects are currently underway, and all are on schedule.

PUBLIC HOUSING

There are 1076 applicants on the WHA Public Housing Waiting list.

MAINTENANCE

The Maintenance Department continues to work on make readies.

SECTION 8 - Milet Hopping

The Section 8 department currently is leasing 2602 vouchers and has 3315 total applicants on the combined waiting lists. There are 58 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping

Waco McLennan County Public Health District provided “Aardvark” for mobile testing for each of our public housing developments.

FINANCE – Vice President Edwina Viera

A summary of the financial statements and the new Consolidated Financial Report was provided.

VIII. Consideration of Future Agenda Items

- Rental Payment Procedure discussion follow up.
- Eviction Moratoriums

IX. Adjournment

Chair Malcolm Duncan Jr. adjourned the meeting at 1:56 p.m.

Secretary

Chair of the Board

Seal

DELINQUENT RENTAL PAYMENTS

1/7/2021
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 gloriad
 Report Notes:

H.M.S. for Windows
 Tenant Accounts Receivable
 Aged Delinquency Report - Detail
 01/2021

Estella
 Maxey

02-A Estella Maxey #4 with a minimum balance of \$0.00 (Subgroups combined)

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02-B Estella Maxey #5 - TX21P010001

				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+	
				ALL TENANTS							
				BILLED	PAID	DUE	0-30	31-60	61-90	90+	
Total Tenants:	29	Deposits Rqd.	4,925.00	Dwell Rent	352,171.05	-342,384.70	9,786.35	3,457.32	1,752.55	1,527.28	3,049.20
		Deposits Paid	-4,925.00	Ex. Util	50,157.34	-48,586.37	1,570.97	212.55	182.89	300.32	875.21
				Retro Rent	2,860.32	-2,542.27	318.05	0.00	0.00	77.26	240.79
		Deposits Due	0.00	Addl Chrgs	24,864.87	-23,101.08	1,763.79	700.00	385.00	300.79	378.00
				TOTAL	430,053.58	-416,614.42	13,439.16	4,369.87	2,320.44	2,205.65	4,543.20
				VACATED TENANTS							
				BILLED	PAID	DUE	0-30	31-60	61-90	90+	
Vacated Tenants:	0			Dwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Ex. Util	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Retro Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Addl Chrgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				ACTIVE TENANTS							
				BILLED	PAID	DUE	0-30	31-60	61-90	90+	
Active Tenants:	29			Dwell Rent	352,171.05	-342,384.70	9,786.35	3,457.32	1,752.55	1,527.28	3,049.20
				Ex. Util	50,157.34	-48,586.37	1,570.97	212.55	182.89	300.32	875.21
				Retro Rent	2,860.32	-2,542.27	318.05	0.00	0.00	77.26	240.79
				Addl Chrgs	24,864.87	-23,101.08	1,763.79	700.00	385.00	300.79	378.00
				TOTAL	430,053.58	-416,614.42	13,439.16	4,369.87	2,320.44	2,205.65	4,543.20

REPORT TOTALS - ALL LISTED PROJECTS:

Total Tenants:	Deposits Rqd.	Deposits Paid	Deposits Due								
109	19,550.00	-19,350.00	200.00	BILLED	PAID	DUE	0-30	31-60	61-90	90+	
				Report Totals	1,524,896.29	-1,455,077.93	69,818.36	24,773.11	11,167.19	8,397.40	25,480.66
Vacated Tenants:				Vacates	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Active Tenants:				Actives	1,524,896.29	-1,455,077.93	69,818.36	24,773.11	11,167.19	8,397.40	25,480.66

1/7/2021
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Report Notes:

02-A Estella Maxey #4 with a minimum balance of \$0.00 (Subgroups combined)

H.M.S. for Windows
Tenant Accounts Receivable
Aged Delinquency Report - Detail
01/2021

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02-A Estella Maxey #4 - TX21P010001				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+
02-A Estella Maxey #4 - TX21P010001				ALL TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Total Tenants:	Deposits Rqd.	14,625.00	Dwell Rent	866,022.34	-819,765.91	46,256.43	17,025.78	7,238.72	4,822.20	17,169.73
80	Deposits Paid	-14,425.00	Ex. Util	124,839.78	-120,906.40	3,933.38	675.46	592.25	385.94	2,279.73
			Retro Rent	4,943.89	-4,005.39	938.50	590.00	0.00	158.00	190.50
	Deposits Due	<u>200.00</u>	Addl Chrgs	99,036.70	-93,785.81	5,250.89	2,112.00	1,015.78	825.61	1,297.50
			TOTAL	<u>1,094,842.71</u>	<u>-1,038,463.51</u>	<u>56,379.20</u>	<u>20,403.24</u>	<u>8,846.75</u>	<u>6,191.75</u>	<u>20,937.46</u>
				VACATED TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Vacated Tenants:			Dwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0			Ex. Util	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Retro Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Addl Chrgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			TOTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
				ACTIVE TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Active Tenants:			Dwell Rent	866,022.34	-819,765.91	46,256.43	17,025.78	7,238.72	4,822.20	17,169.73
80			Ex. Util	124,839.78	-120,906.40	3,933.38	675.46	592.25	385.94	2,279.73
			Retro Rent	4,943.89	-4,005.39	938.50	590.00	0.00	158.00	190.50
			Addl Chrgs	99,036.70	-93,785.81	5,250.89	2,112.00	1,015.78	825.61	1,297.50
			TOTAL	<u>1,094,842.71</u>	<u>-1,038,463.51</u>	<u>56,379.20</u>	<u>20,403.24</u>	<u>8,846.75</u>	<u>6,191.75</u>	<u>20,937.46</u>

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1/7/2021
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Report Notes:

01-A Kate Ross #1 with a minimum balance of \$0.00 (Subgroups combined)

H.M.S. for Windows
Tenant Accounts Receivable
Aged Delinquency Report - Detail
01/2021

Kate Ross

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01-C Kate Ross #7 - TX21P010001				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+
01-C Kate Ross #7 - TX21P010001				ALL TENANTS						
Total Tenants:	Deposits Rqd.	200.00	Dwell Rent	BILLED	PAID	DUE	0-30	31-60	61-90	90+
3	Deposits Paid	-200.00	Ex. Util	46,204.36	-45,695.55	508.81	197.10	71.00	71.00	169.71
	Deposits Due	0.00	Retro Rent	2,331.26	-2,239.92	91.34	0.00	0.00	0.00	91.34
			Addl Chrgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			TOTAL	4,719.05	-4,421.55	297.50	145.00	35.00	35.00	82.50
				53,254.67	-52,357.02	897.65	342.10	106.00	106.00	343.55
Vacated Tenants:				VACATED TENANTS						
0			Dwell Rent	BILLED	PAID	DUE	0-30	31-60	61-90	90+
			Ex. Util	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Retro Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Addl Chrgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Active Tenants:				ACTIVE TENANTS						
3			Dwell Rent	BILLED	PAID	DUE	0-30	31-60	61-90	90+
			Ex. Util	46,204.36	-45,695.55	508.81	197.10	71.00	71.00	169.71
			Retro Rent	2,331.26	-2,239.92	91.34	0.00	0.00	0.00	91.34
			Addl Chrgs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			TOTAL	4,719.05	-4,421.55	297.50	145.00	35.00	35.00	82.50
				53,254.67	-52,357.02	897.65	342.10	106.00	106.00	343.55

REPORT TOTALS - ALL LISTED PROJECTS:

Total Tenants:	Deposits Rqd.	Deposits Paid	Deposits Due	BILLED	PAID	DUE	0-30	31-60	61-90	90+
78	13,925.00	-14,125.00	-200.00	883,452.38	-839,273.33	44,179.05	16,685.97	8,019.33	6,193.45	13,280.30
Report Totals				883,452.38	-839,273.33	44,179.05	16,685.97	8,019.33	6,193.45	13,280.30
Vacated Tenants:	0	Vacates		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Active Tenants:	78	Actives		883,452.38	-839,273.33	44,179.05	16,685.97	8,019.33	6,193.45	13,280.30

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Report Notes:

01-A Kate Ross #1 with a minimum balance of \$0.00 (Subgroups combined)

H.M.S. for Windows
Tenant Accounts Receivable
Aged Delinquency Report - Detail
01/2021

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01-B Kate Ross #3 - TX21P010001				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+
01-B Kate Ross #3 - TX21P010001				ALL TENANTS						
Total Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
	52	Deposits Rqd.	9,325.00	514,109.46	-488,970.22	25,139.24	10,260.69	4,476.00	3,628.24	6,774.31
		Deposits Paid	-9,525.00	67,628.71	-64,173.47	3,455.24	643.88	336.92	482.15	1,992.29
				3,151.59	-2,017.90	1,133.69	0.00	1,133.69	0.00	0.00
		Deposits Due	-200.00	45,238.08	-41,143.76	4,094.32	1,396.50	690.00	590.04	1,417.78
				TOTAL						
				630,127.84	-596,305.35	33,822.49	12,301.07	6,636.61	4,700.43	10,184.38
				VACATED TENANTS						
Vacated Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
	0	Dwell Rent		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Ex. Util		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Retro Rent		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Addl Chrgs		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
				ACTIVE TENANTS						
Active Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
	52	Dwell Rent		514,109.46	-488,970.22	25,139.24	10,260.69	4,476.00	3,628.24	6,774.31
		Ex. Util		67,628.71	-64,173.47	3,455.24	643.88	336.92	482.15	1,992.29
		Retro Rent		3,151.59	-2,017.90	1,133.69	0.00	1,133.69	0.00	0.00
		Addl Chrgs		45,238.08	-41,143.76	4,094.32	1,396.50	690.00	590.04	1,417.78
		TOTAL		630,127.84	-596,305.35	33,822.49	12,301.07	6,636.61	4,700.43	10,184.38

1/7/2021
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 Report Notes:

H.M.S. for Windows
Tenant Accounts Receivable
Aged Delinquency Report - Detail
 01/2021

01-A Kate Ross #1 with a minimum balance of \$0.00 (Subgroups combined)

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01-A Kate Ross #1 - TX21P010001				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+
01-A Kate Ross #1 - TX21P010001				ALL TENANTS						
Total Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
23	Deposits Rqd.	4,400.00	Dwell Rent	154,557.69	-146,783.82	7,773.87	3,181.48	1,035.50	1,132.08	2,424.81
	Deposits Paid	-4,400.00	Ex. Util	28,849.89	-28,211.33	638.56	343.34	101.22	114.94	79.06
			Retro Rent	801.61	-735.13	66.48	-7.02	0.00	0.00	73.50
	Deposits Due	<u>0.00</u>	Addl Chrgs	15,860.68	-14,880.68	980.00	525.00	140.00	140.00	175.00
			TOTAL	<u>200,069.87</u>	<u>-190,610.96</u>	<u>9,458.91</u>	<u>4,042.80</u>	<u>1,276.72</u>	<u>1,387.02</u>	<u>2,752.37</u>
				VACATED TENANTS						
Vacated Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
0	Dwell Rent			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Ex. Util			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Retro Rent			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Addl Chrgs			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL			<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
				ACTIVE TENANTS						
Active Tenants:				BILLED	PAID	DUE	0-30	31-60	61-90	90+
23	Dwell Rent			154,557.69	-146,783.82	7,773.87	3,181.48	1,035.50	1,132.08	2,424.81
	Ex. Util			28,849.89	-28,211.33	638.56	343.34	101.22	114.94	79.06
	Retro Rent			801.61	-735.13	66.48	-7.02	0.00	0.00	73.50
	Addl Chrgs			15,860.68	-14,880.68	980.00	525.00	140.00	140.00	175.00
	TOTAL			<u>200,069.87</u>	<u>-190,610.96</u>	<u>9,458.91</u>	<u>4,042.80</u>	<u>1,276.72</u>	<u>1,387.02</u>	<u>2,752.37</u>

1/7/2021
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 Report Notes:

H.M.S. for Windows
 Tenant Accounts Receivable
 Aged Delinquency Report - Detail
 11/2020

South
 Terrace
 as of
 11-30-2020

03-A South Terrace #8 with a minimum balance of \$0.00 (Subgroups combined)

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03-B South Terrace #9 - TX21P010001				BILLED	PAID	BALANCE	0-30	31-60	61-90	90+
03-B South Terrace #9 - TX21P010001				ALL TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Total Tenants:	Deposits Rqd.	3,050.00	Dwell Rent	478,373.61	-474,455.14	3,918.47	1,170.85	326.66	317.67	2,103.29
24	Deposits Paid	-3,050.00	Ex. Util	30,976.02	-30,908.29	67.73	19.88	18.84	15.18	13.83
			Retro Rent	697.89	-278.00	419.89	0.00	419.89	0.00	0.00
	Deposits Due	0.00	Addl Chrgs	16,552.26	-15,947.62	604.64	288.16	70.00	144.48	102.00
			TOTAL	526,599.78	-521,589.05	5,010.73	1,478.89	835.39	477.33	2,219.12
				VACATED TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Vacated Tenants:	Dwell Rent			478,373.61	-474,455.14	3,918.47	1,170.85	326.66	317.67	2,103.29
24	Ex. Util			30,976.02	-30,908.29	67.73	19.88	18.84	15.18	13.83
	Retro Rent			697.89	-278.00	419.89	0.00	419.89	0.00	0.00
	Addl Chrgs			16,552.26	-15,947.62	604.64	288.16	70.00	144.48	102.00
	TOTAL			526,599.78	-521,589.05	5,010.73	1,478.89	835.39	477.33	2,219.12
				ACTIVE TENANTS						
				BILLED	PAID	DUE	0-30	31-60	61-90	90+
Active Tenants:	Dwell Rent			0.00	0.00	0.00	0.00	0.00	0.00	0.00
0	Ex. Util			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Retro Rent			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Addl Chrgs			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00

REPORT TOTALS - ALL LISTED PROJECTS:

Total Tenants:	Deposits Rqd.	Deposits Paid	Deposits Due	BILLED	PAID	DUE	0-30	31-60	61-90	90+
59	8,250.00	-8,250.00	0.00	1,074,624.61	-1,056,672.32	17,952.29	6,071.30	3,937.46	1,880.39	6,063.14
Vacated Tenants:				1,074,624.61	-1,056,672.32	17,952.29	6,071.30	3,937.46	1,880.39	6,063.14
Active Tenants:				0.00	0.00	0.00	0.00	0.00	0.00	0.00

59

6,063.14

REPORTS

Administrative Services Department December 2020 Report

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **656** checks
- Travel and Training: *(See attached training sheet for all training offered to staff)*
- Applications
 - **129** Public Housing (**down by 40** when compared to October 2020)
 - **0** VASH
- Processed **875** pieces of incoming mail
- Processed **5,998** pieces of outgoing mail
- Proofed all department monthly reports
- Made **202,389** copies for departments
- Sent out **160** Late Notices for Public Housing
- Sent out **167** Notices of Concern
- Sent out **410** Utility Notices

Clients and Visitors

For the month of December, 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 December 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 December 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 December 2020, Cimmaron had a total of 62 units in the program, 28 very low income and 34 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 December 2020, Hunnington had a total of 47 units in the program, 18 very low income and 29 low income. Based on the compliance audit completed, 10 files were reviewed, no corrections were required and Hunnington was in compliance.

WHA STAFF TRAINING 2020 2021

Staff Name	Training	Date Completed	Location
Ed Cotton	HUDs Floodplain Management	3/31/2020	Webinar
Jasmine Bartlett	HCV Training Webinar	4/16/2020	Webinar
Edwina Viera	RAD Virtual Training	June 16-24 2020	Webinar
Jonathan Young	MRI Software Virtual Conference	10/12 - 10/16	Webinar
Milet Hopping	Dyer Ethics Training	11/19/2020	Webinar
Melissa Johnson	Dyer Ethics Training	11/19/2020	Webinar
Judy Perry	Dyer Ethics Training	11/19/2020	Webinar
Theresa Salinas	Dyer Ethics Training	11/19/2020	Webinar
Kaitlin Drago	Procurement & Contract Management	12/7 - 12/11	Webinar
Judy Perry	MRI PIC Training FSS	12/1/2020	Webinar
Theresa Salinas	MRI PIC Training FSS	12/1/2020	Webinar
Milet Hopping	Race Equity Impact Assessment Tool	12/3/2020	Webinar
Zoila Acevedo	2021: Everything You Need to Know Webinar	12/9 - 12/11	Webinar
Rebecca Suarez	2021: Everything You Need to Know Webinar	12/9 - 12/11	Webinar
Edwina Viera	2021: Everything You Need to Know Webinar	12/9 - 12/12	Webinar
Rebecca Suarez	HUD Form SF-424 and related forms training	1/7/2021	Webinar
Dannia Johnson	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Angelica Torres	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Jasmine Bartlett	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Casundra Foreman	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Tiffany Montgomery	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
Corina Mendoza	HCV Training Webinar & Exam	2/8/2021 - 2/12/21	Webinar
PH Managers/Asst Mgrs	Texas Eviction Diversion Program	2/18/2021	Webinar
Zoila Acevedo	Everything You Need To Know 2021 (strategies to protect reserves and surv	2/22/21 - 2/23/21	Webinar
Milet Hopping	Intersectional Allyship for Racial Justice Workshop	2/23/2021	Webinar
Gloria Dancer	Board Governance Training	4/9/2021	Webinar
Jasmine Bartlett	HQS Training Webinar & Exam	3/22/2021 - 3/26/21	Webinar
Marla Carter	HQS Training Webinar & Exam	3/22/2021 - 3/26/21	Webinar

Information Technology (IT) December 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 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 Community services on Public housing assessment survey
 - Continued implementation of new security camera infrastructure
 - Continued work on supporting/facilitating Virtual Orientation S8/PH
 - Review Community Service case management software
 - Produced and uploaded an episode of Growing Minds - Story Time
 - Completed retirement books for Annie Botsford and Jeanne Byrd
 - Provided virtual training on Secure sign for Public Housing and Section 8
 - Facilitated virtual bingo for all WHA staff
 - Continue solution planning on South Terrace Waco LP – Resident Data services

Board Report

Dec 1, 2020 - Dec 31, 2020

All Users
100.00% Sessions

Total users

2,005
% of Total: 100.00% (2,005)



Pageviews (total traffic)

7,384
% of Total: 100.00% (7,384)



Sessions (total visits)

2,837
% of Total: 100.00% (2,837)

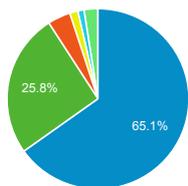


Pageviews by Page

Page	Pageviews
/	3,295
/page/section_8	637
/page/waitinng_list	509
/page/public_housing_ops	388
/page/homepage	329
/page/contact_form	297
/page/departments	283
/page/helpful_links	243
/page/rad	221
/page/employment	187

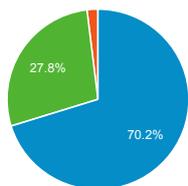
Users by (referral) Source

■ google ■ (direct) ■ bing
■ m.facebook.com ■ facebook.com ■ Other



Traffic by device

■ mobile ■ desktop ■ tablet

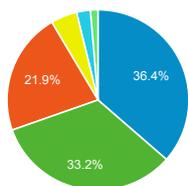


Pageviews by City

City	Pageviews
Waco	2,700
San Antonio	1,042
Dallas	1,008
Waxahachie	450
Austin	283
Houston	231
Temple	90
Fort Worth	59
Woodway	52
Columbus	45

Users by Operating System

■ iOS ■ Android ■ Windows
■ Macintosh ■ Linux ■ Other



Modernization Department

December 2020 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,166,995.47	99%	100%	August 15, 2023
2018/518	\$1,820,616.00	\$839,048.20	46%	48%	May 28, 2024
2019/519	\$1,904,253.00	\$571,275.98	30%	33%	April 15, 2025
2020/20	\$2,037,987.00	\$37,175.00	2%	2%	March 25, 2025

Current Projects

Public Housing

- **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**
 - **Completed**

Rising Images, Inc.
Board Report for December 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	4	97%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$49,350.00	\$49,390.48	100%
Hunnington	\$33,465.00	\$33,450.00	\$33,649.84	100%
Misty Square	\$8,070.40	\$8,320.00	\$8,320.00	100%

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Picadilly	\$4,151.60	\$2,872.00	\$2,872.00	100%
Raintree	\$92,901.75	\$94,010.00	\$94,010.00	100%

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.

Housing Operations Monthly Report

December 2020

Public Housing Report

Staff

Total Employees – 12 Temporary Staff – 0

Waiting List Information

Total number of applicants on the waiting list –1145

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

Notification for assistance mailed	11
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	10
Units rejected by applicant	1
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 (135) orientation packets mailed out, (43) received and in process of verifications, (06) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	14	8	6
Estella Maxey	16	15	1
Total	30	23	3

We have completed 94% of certifications for this month. According to PIC submission we have reported 98.74 % 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
Total	0	0	0

Percentage of Rent Collected

91% of the rent for December was collected.
Last Quarterly Average was -94% for July–August–Sept.

Occupancy Percentage

The occupancy percentage for December was 81%; we did not meet our goal of 97%.
Last Quarterly Average was 81% for July–August– September

Maintenance Report

Staff

Total Employees – 18, 4 Temporary Staff – 1 Vacant Aide A Estella Maxey, 3 Vacant Utility Laborers ,1 Kate Ross, 2 Estella Maxey

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	63	80%	13
Estella Maxey	67	75%	17
Total	130	78%	30

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.08 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	61	61	0
Over 24 hours	0	0	0
Total	61	61	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.

December Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
245.93	51.15	115.15	412.22

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
221.74	53.27	110.25	385.25

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 371.26, this puts us over by 385 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 turn over days.

December Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	226	286	79%
Estella Maxey	295	362	81%
Overall Occupancy	521	648	80%

Public Housing consists of 652 dwelling units, four 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
Overall Occupancy	896	0	0

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of December 2020

Planned/Preventative Maintenance

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

Accident free days by staff FY 2020/2021

Maintenance staff has accumulated 92 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	\$27,787.26
December 2020	\$11,228.19

Security Report for December 2020

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY		1				
ASSAULTS						
Agg. Assault				1		
Sexual Offense		3		1		2
Simple Assault	1	19	3	12	2	14
Family Violence	3	30		13	1	7
BURGLARY						
Habitation	2	15		4	1	7
Auto		2				8
AUTO THEFTS	1	3		2		1
ARSON						
CRIMINAL TRESPASS	2	11		5		5
CRIMINAL MISCHIEFS	1	18	2	7		11
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor		1		1		
DRUGS CONFISCATED		0.4gr		64gr		4.0gr
Pills		1				
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	17	219	15	86	12	104
Security	8	108	6	41	7	47
INCIDENT REPORTS						
Other Agency	16	160	13	90	11	107
Security	8	89	6	42	5	43
Assist						
SECURITY HOURS	171.75	357.75	186.75	368.5	164.5	338.5

Section 8 Board Report – December 2020

The Section 8 Department has leased a total of 2584 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	2354	2354
Hill County	471	211
Somervell County	534	19
Totals	3359	2584

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

There are 7 applicant families searching for a place to live at this time.

Waco	7
Hill County	0
Somervell County	0
Total	7

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through February 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	11
Number Passed/Pending Inspection	0
Number housed in Waco	56

Ineligible	149
Total	80 %

Mainstream

Number Pending (Referral/Orientation)	24
Number Searching in Waco	12
Number Passed/Pending Inspection	0
Number Housed in Waco	50

Ineligible	66
Total	63 %

HUD Reports

No reports due at this time.

Staff

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

Community Services
December 2020 Monthly Report

SENIOR SERVICES: Melissa Johnson, LBSW
Monthly Report for December 2020

8 Covid Positive Households Contacted this Month/ 17 total calls.

Public Housing PPE Distribution for Month of November: 607 Units

241 Total Households

South Terrace	75 Households
Estella Maxey	98 Households
Kate Ross	68 Households

Community Needs Assessment

Data is still being collected from the Community Needs Assessment. Since there was not adequate response from the age groups of 18-25 and 65 and up, CS called 55 households aged 65 and up to get their responses recorded. IT will send out a Call Max text to ages 18-25 with link to complete survey.

During the Office Hours at KR Center in December the Service Coordinator Completed the following:

- Administrative duties filling in for Jeanne as well as transitioning to administrative role
- Coordination and meeting with WISD and Salvation Army regarding Sanctuary House.
- Ground Visits
- Coordinated distribution of PPE
- Sat in on conferences with software company presentations, provided input so that software could be purchased to track services provided to tenants
- Kept spreadsheet of Covid positive tenants (informed by management). Placed calls to check for needs. Had PPE delivered (contactless) to their homes. Asked about any needs.
- Communicated with Girl Scouts of America about "Girl Scouts in a Box" program. Mail outs to households will be sent out in January.
- Reached out to Health Department about public housing developments being potential location for vaccination distribution.
- Welfare checks on residents and communication with managers
- Assisted resident with Spanish interpretation of lease.
- Zoom meeting with potential MSW student
- Helped resident with resources for son who is very ill
- Worked with IT and temp employee to get calls placed for Community Needs Assessment

Agency Networking Contacts for December 2020

Salvation Army, WISD, Baylor University School of Social Work, Tarleton University, Waco McLennan County Public Health District, Caritas, Family Health Center, Adult Protective Services, Girl Scouts of America, Mosaic Church, Ground Visits – 52 (Distributing PPE-Community Services)

Time Breakdown for December 2020 - 140 hours

Home Visits	N/A due to Covid
Ground Visits	5
Office Visits	N/A
Center Activities	N/A
Holidays	10 hrs.
Trainings/Seminars	1
Vacation	40
Sick	10 hrs.

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

EM-9; KR-5 ; ST-8 PH- 22 S8 -64 ; VASH -0 TOTAL-86	0
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FSS Advisory Board Meeting: The board meeting will be scheduled as soon as possible. Communicate via email to inform members of FSS Program status and to obtain current resource information for FSS participants.

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. FSS Coordinators provided FSS Program update, TX NAHRO Scholarship information, City of Waco Covid-19 Resources, and emailed & attempted PPE distribution for PH FSS clients. We are sending out a short survey soon to all FSS clients with email to obtain information regarding their access to attend virtual meetings. Will also research about Informed Consent for Technology use.

2020 FSS Calendar

December – No FSS Meeting held
January 2021 – tbd
February 2021 - tbd

FSS Clients’ Goal Accomplishments

ST PH FSS client presented a story with WHA’ online Growing Minds Story Time
PH FSS client became eligible for Escrow deposits again
Two S8 clients started receiving escrow

Referrals

COVID-19 free testing sites
Food Pantries
Teen Leadership
TX NAHRO Scholarship opportunity

Other Activities

Updated FSS client's Addendum in preparation of being out for holidays & WHA closure
Emails discussion with Melissa & Judy regarding TAAG modules, services, cost, etc.
Attended the TAAG webinar: FSS PIC Training
Emailed FSS clients regarding their HUD required Annual visits for updates
Assisted Liz with Orion/Allied Co. regarding PH FSS client's concern about sharing her personal information
Visited with Jose Palacios, TX Workforce Solutions regarding Job Fairs & updated service info
Met Tanya & Lawrence with Orion/Allied Co. regarding ST PH FSS client's (8) transition to RAD
Set up WHA computer at home due to Covid situation
Joined a free national FSS Yahoo Group to discuss various FSS situations, HUD Guidelines, etc.
Discussion with Melissa regarding Meryl, a Tarleton MSW student wanting to conduct internship at WHA CS Dept.
Emailed FSS Program Survey to FSS clients with email regarding their access to apps for virtual meetings
Attended Baylor S& W Wellness webinars
Updated the FSS Advisory Board members regarding FSS Program data and services & to obtain social service agencies resources
Obtained donations to assist an FSS client family with a Christmas meal (picked up meal items & delivered to family) and a EM tenant and family who got Covid and needed help during holidays
Examined FSS data for possible transfer to Apricot Software
Requested check for expenses to prepare to recognize FSS Graduates & those who have achieved goals throughout 2020
Help find items for Jeanne's Retirement celebration
Attended Annie's Retirement event
Received notice from HUD that WHA FSS Program Coordinators received the 2020 award of \$117,068.00!
Visited with FSS family who tested positive for Covid to ensure they had what they needed
Updated Rebecca regarding FSS Advisory Board member' addresses for WHA Christmas cards
Attended various webinars for training and education
Resolved issue with two S8 FSS terminations not showing in PIC via help from regional HUD, PIC Superuser and Latanya R. --they now show up in PIC properly
Unable to resolve issue of change with PH ST FSS GRAD because she was terminated by other staff with RAD changeover
Working on trying to get ST Participants back into PIC count and in order to make changes for escrow account and contract changes since participants were EOP-ed from ST for RAD changeover
Reviewed paperwork on FSS and RAD changes-unable to process FSS Participants in way stated in HUD paperwork
Visited with Janie regarding changes; visited with Lawrence and Tanya at ST regarding FSS Clients
Answered questions regarding housing for Lindsey with CoC/CE
Attended S & W "Exercise for You"
Solicited donations to provide for family who lost most of income and needed help for Christmas. Also, helped get info to S8 Counselor
Shopped for gifts for family, gift wrapped and then delivered to family
Attended Non-profit ZOOM MTG
Attended Jeanne's Retirement Reception
Took part in Virtual Demo of Apricot Program
Participated in ZOOM MTG with M. Anderegg, MSW student for possible internship

Judy's Hours**Theresa's Hours**

Admin	54	Admin	30.25
Client Time	61	Client Time	53.75
Escrow	7.5	Escrow	7
Comm/Mtgs	3.5	Comm/Mtgs	1
Conf./Trng	7	Conf./Trainings	5
COVID19 (Home hours)	7	COVID19 (Home hours)	6.5
Sick Leave	0	Sick Leave	35
Vacation	20	Vacation	0
Holidays	30	Holidays	30
Field Task	0	United Way	20
		Interns	1.5
TOTAL	190	TOTAL	190

Resident Services**Earnest Ward****Resident Services Monthly Report**

South Terrace:

- No meetings held due to the break.

Kate Ross:

- Met with Tonya and we discuss Mary Helen moving and waiting for the opportunity to have a council meeting.

Estella Maxey:

- No meeting was held due to the break.

Other

- Vicky Smith of Allergan adopted a family from Estella Maxey for the Holidays.
- Myron requested to adopt two families for the Holidays.

Sick: 10

HOLIDAY: 10

Vacation:

HV:30

C/S: 30

ADMIN: 70

MEETINGS:20

YOUTH SERVICES: Al Davis, Coordinator

- Update office files and reports.
- Total Community service for the month (3).
- Total Truancy Court for the month – (3) – 4hrs.
- Total Teen Court for the month – (1) – 1hr.
- Total WISD School visits for the month – (8) – 8hrs.
- Meetings: **Juvenile Probation** – (2) & Conference calls (3): **Mission Waco** (2) & Conference calls (2): **Voice Inc:** (2) & Conference call (1): **College Prep program /Methodist Home:** (2) & Conference calls (2): **YMCA** – Conference Calls (2): **Starry Counseling Service** (1) & Conference calls (2): Size of a Man Mentoring Program (1) & Conference Call (1)
- Clients Calls for South Terrace (4): Estella Maxey (5): Clients calls for Kate Ross – (6)
- Transformation Waco Schools – Carver files; (2) cases J.H. Hines files (1): Total (3) cases.
- Passed out some Personal protective supplies at (PH) Sites2020,
- 18Winter School break & Agency Closed for Holidays

Monthly Totals

Staff Meeting (2hrs.) Ground Visits (18hrs.)
 Home Visits...(18 hrs.) Meetings..... (11hrs.)
 Court..... (5 hrs.) Conference Calls12 hrs.)
 School visits....(8 hrs.) Holiday.....(20 hrs.)
 Vacation..... (20 hrs.) Counseling Sess..(4hrs.)
 Home visits... (8) Administrative...(20 hrs.)
 Personal Calls..(17) Personal Contacts (12)
 Runaways.....(0) Total = 170 (Working hrs. for the month) .

Counseling	Home Visits	Court Hearings
7	18	7
Personal Calls	Phone Contacts	Other Meetings/Trainings
22	15	11
Runaways	Staff Meetings	Number Doing Community Service
0	2	3

TEEN LEARNING LAB: Kenneth Alexander, Coordinator:

Older Youth Program	Working With Students	Case Work	Outreach	December 2020
15 enrolled 11 Actively participating	hours	hours	hours	<ul style="list-style-type: none"> • Kenneth has continued to contact students weekly over the phone. Some they have face time with over the phone and computer. They are checking with students and their family to make sure they are safe and warm during the holiday season.

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.

Dana Bibus, Tarleton Intern: Winter Break

Carrie Sloan, Baylor Intern: Winter Break



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

KidzJam

KidzJam is still not meeting due to the continued threat of Covid 19.

Center Rentals-

Estella Maxey Senior Center No Activity.

Kate Ross Senior Center Activity Calendar: No Activities

December: No Events Scheduled Due To Covid-19 but Continue to help anyone that knocked on the door for assistance.

January: No Events, none Scheduled

Summary of Financial Statements

November 30, 2020

Public Housing

All Sites– Revenue

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

Central Cost

- Sundry – Contract employee expense was over budget by \$2,000 for the two Accounting Clerk vacant positions. Postage, computer maintenance and equipment were under budget by \$1,500.
- Contract Cost – Electrical repairs contract was over budget because of the replacement of security light outside the building and parking lot for a total of \$1,076.

Kate Ross (KR)

- Sundry – Contract employee expense was under budget by \$3,000 for the month of November 2020.
- Labor – Maintenance labor was under budget for the vacancy of Utility Laborer position.
- Materials – Electrical supplies were over budget because of the purchase of five transformers for a total cost of \$8,950.
- Contract Cost – A/C repairs, plumbing, grounds and make-ready contract were under budget by \$13,000.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 76%; therefore, rental income was under budget by \$7,700.
- Administrative Salaries – The expense was under budget due to the Assistant Property Manager vacant position.
- Labor – Maintenance labor is under budget by \$6,400 for the vacancies of two Utility Laborer and Maintenance Aide A positions.
- Materials – Plumbing, electrical and building supplies are under budget by \$4,300.

Section 8 - Admin

- Sundry – Software maintenance, office supplies and equipment, and contract employee expenses were under budget for the month of November 2020.
- Contract Cost – Auto repair contract and building repair contract were under budget for this month.

Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$1,155,566.
- Mainstream Voucher Program total negative HAP reserve is (\$24,686).

Non-Profits

Raintree

- Legal Fees- This was for the 501c3 application for Waco Public Facility Corporation and Waco Public Facilities Corporation II. It was a split cost with Misty, Cimmaron and WPFC II.
- Administrative Salaries - There was a vacancy for half the month in the Assistant Manager's position. This cost is usually split with Picadilly.
- Sundry- This is over budget for November since there were 6 forcible detainers at a total cost of \$996.
- Labor- This is under budget due to a vacancy in one of the Assistant Maintenance positions. This will also be under budget for Picadilly as this cost is normally allocated there as well.
- Employee Benefit Payments- This is under budget due to the two vacant positions. Again, this is a split expense with Picadilly.

Cimmaron

- Labor & Employee Benefit Payments- This is under budget due to two vacancies in the Maintenance positions. This will also be under budget for Hunnington and Misty as well because the expense is normally distributed there.

Hunnington

- There were no other unusual expenses or income amounts other than the ones mentioned above.

Misty

- There were no other unusual expenses or income amounts other than the ones mentioned above.

Picadilly

- Contract Cost- This went over budget for the month due to a carpet replacement in one of the units totaling \$1,239.

WPFC II

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

Waco Housing Authority and Affiliates
Consolidated Financial Statements November 2020

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total
Income										
Dwelling rental		56,945.43	64,751.86		94,077.15	50,420.00	34,817.09	3,729.53	8,320.00	313,061.06
Excess Utilities		5,441.94	6,554.64							11,996.58
Non-Dwelling Rental		6,000.00								6,000.00
Total Rental Income	-	68,387.37	71,306.50	-	94,077.15	50,420.00	34,817.09	3,729.53	8,320.00	331,057.64
Mgmt. & Admin. Fees Rev.	184,700.31	16,948.29	9,585.93	125,918.00						337,152.53
Interest on Investments	696.80	2,411.70	3,909.73	1,794.15	1,429.26	751.07	550.54	356.42	84.88	11,984.55
Other Income	-	3,725.71	7,886.43	19,157.13	3,072.08	2,361.78	443.00	477.89	-	37,124.02
Operating Transfer In		7,617.01	9,521.27							17,138.28
HUD Contributions		107,819.50	142,980.50							250,800.00
Total Operating Income	185,397.11	138,522.21	173,883.86	146,869.28	4,501.34	3,112.85	993.54	834.31	84.88	654,199.38
Total Income	185,397.11	206,909.58	245,190.36	146,869.28	98,578.49	53,532.85	35,810.63	4,563.84	8,404.88	985,257.02
Expenses										
Administrative Salaries	93,191.23	16,096.42	14,847.32	53,750.20	5,905.09	3,662.78	2,184.80	233.89	631.98	190,503.71
Legal			-		1,092.84	709.38			115.03	1,917.25
Staff Training & Travel	155.00	63.36	79.20	-	-	-	-	-	-	297.56
Sundry	7,219.38	4,711.68	5,634.67	6,504.87	3,381.64	1,534.59	643.46	90.51	216.99	29,937.79
Mgmt. & Bkpg. Fees Exp.		32,738.64	40,865.65	28,331.55	24,460.06	13,109.30	9,052.44	410.25	915.20	149,883.09
Total Admin. Expenses	100,565.61	53,610.10	61,426.84	88,586.62	34,839.63	19,016.05	11,880.70	734.65	1,879.20	372,539.40
Total Tenant Serv. Expenses		11,032.84	13,663.59							24,696.43
Total Utility Expenses	2,489.79	28,011.90	44,227.01	741.87	12,661.07	6,143.93	4,138.06	364.91	780.49	99,559.03
Labor		15,316.82	19,549.78		4,265.37	3,834.85	2,287.45	177.71	605.51	46,037.49
Materials	244.08	12,407.80	4,486.61	95.33	1,104.85	59.15	474.95	1.68	0.59	18,875.04
Contract Costs	5,214.06	18,744.87	36,737.96	1,179.72	8,490.37	3,065.08	2,379.58	1,516.27	617.63	77,945.54
Total Maint & Operations	5,458.14	46,469.49	60,774.35	1,275.05	13,860.59	6,959.08	5,141.98	1,695.66	1,223.73	142,858.07
Employee Benefits	20,904.35	12,075.76	16,675.53	15,714.61	4,309.41	2,636.58	1,572.72	174.71	437.38	74,501.05
Insurance	677.06	5,121.52	5,270.31	782.61	3,024.32	1,704.86	740.59	104.30	192.38	17,617.95
Administrative Fees				2,373.06						2,373.06
Collection Losses		9,467.36	7,382.55		-	-	-	-		16,849.91
Non-Routine Expense					77.34	-				77.34
Depreciation Expense					14,930.45	7,331.38	4,621.10	275.08	2,657.12	29,815.13
Total General Expenses	21,581.41	26,664.64	29,328.39	18,870.28	22,341.52	11,672.82	6,934.41	554.09	3,286.88	141,234.44
Total Expenses	130,094.95	165,788.97	209,420.18	109,473.82	83,702.81	43,791.88	28,095.15	3,349.31	7,170.30	780,887.37
Profit/Loss	55,302.16	41,120.61	35,770.18	37,395.46	14,875.68	9,740.97	7,715.48	1,214.53	1,234.58	204,369.65