

Synopsis of the Minutes
WACO HOUSING AUTHORITY & AFFILIATES
4400 Cobbs Drive
ZOOM MEETING
DIAL IN: 1-346-248-7799
MEETING ID: 857 7508 6909
PASSCODE: 127514

Join Zoom Meeting Link:

https://us02web.zoom.us/join/register/tZEqcOyopi0jGt3Fz_RHXS3bLHDGE4TBPLSw

Waco, Texas

April 12, 2021

12:00 Noon

Chair Malcolm Duncan Jr. called the meeting to order at 12:03 p.m.

- I. Establishment of Quorum
Commissioner's present: Malcolm Duncan Jr., Susan Cowley, Jon Ramos, Connie Mack
Commissioners absent: Shirley Langston
- II. Hearing from Visitors
 - Recognition of Officials
- III. Approval of Minutes
Chair Malcolm Duncan Jr. asked for a motion to approve the minutes of the March 2021 Board Meeting. Commissioner Connie Mack made the motion and Commissioner Jon Ramos seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.
- IV. 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. Transformation Zone has postponed activities for students until more vaccines are issued or until COVID numbers decrease. The CARES ACT funds have been extended until December 2021.
Milet Hopping updated the board on the RAD process and advised them that due to the winter storm the rehabbed unit completion date has been extended.
Milet Hopping updated the board on recent community developments and our partnership with the V.A. as well as the Paige Estates development being built next to Kate Ross.
- V. Discussion Items
President/CEO discussed The Eviction Moratorium which has been extended until June 30, 2021. This will remain an item for discussion.
Milet Hopping asked the board to respond to doodle polls for the new Committees that will be conducting business for WHA. These committees will be Governance (Malcolm Duncan/Jon Ramos), People (Shirley Langston, Connie Mack, Susan Cowley), Real Estate/Finance (Melli Wickliffe); it was discussed that the committees will be allowed to have outside subject matter experts sit on the committee, since Susan Cowley is coming off the board this month, she will be allowed to sit on the People committee as a subject matter expert.
- VI. New Business
 - RESOLUTION NO. 3832 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ACCEPT THE PROPOSAL FOR EJP CONSULTING GROUP, LLC TO PROVIDE A STRATEGIC PLANNING PROCESS AND FACILITATION OF SERVICES FOR WACO HOUSING AUTHORITY AND AFFILIATES
Milet Hopping explained the proposal with EJP. Chair Malcolm Duncan asked for a motion to approve Resolution No. 3832. Commissioner Connie Mack made the motion and Commissioner Melli Wickliff seconded the motion. Chair Malcolm Duncan Jr. called for a vote and the motion passed unanimously.

Resolution No. 3832

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

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
Everything for MOD was usual business.

PUBLIC HOUSING
There are 1145 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 2584 vouchers and has 3359 total applicants on the combined waiting lists. There are 56 veterans in the VASH program.

COMMUNITY SERVICES - Milet Hopping
Our Community Services Department is working towards distributing PPE to our PH sites.

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
• Eviction Moratoriums

IX. Adjournment
Chair Malcolm Duncan Jr. adjourned the meeting at 1:30 p.m.

Secretary

Chair of the Board

Seal

Administrative Services Department March 2021 Report

- Offices have gone back to a normal work schedule.

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **711** checks
- Travel and Training: *(See attached training sheet for all training offered to staff)*
- Applications
 - **162** Public Housing (**up by 36** when compared to January 2021)
 - **0** VASH
- Processed **813** pieces of incoming mail
- Processed **4,557** pieces of outgoing mail
- Proofed all department monthly reports
- Made **210,433** copies for departments
- Sent out **141** Late Notices for Public Housing
- Sent out **139** Notices of Concern
- Sent out **490** Utility Notices

Clients and Visitors

For the month of February, 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 February 2021 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 February 2021, 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 February 2021, 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 February 2021, 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.

Administrative Services Department April 2021 Report

- Offices have gone back to a normal work schedule.

Routine Work Projects

- Mailing of WHA, Hill and Somervell Counties, and Groesbeck, Section 8 (HAP) checks – **662** checks
- Travel and Training: *(See attached training sheet for all training offered to staff)- we are currently working on scheduling drug training for all staff through the City of Waco Drug Enforcement and Community Service. We are also working on scheduling Diversity training for all staff with the Relationship Clinic.*
- Applications
 - **95** Public Housing (**down by 67** when compared to March 2021)
 - **0** VASH
- Processed **1,227** pieces of incoming mail
- Processed **6,000** pieces of outgoing mail
- Proofed all department monthly reports
- Made **238,263** copies for departments
- Sent out **158** Late Notices for Public Housing
- Sent out **135** Notices of Concern
- Sent out **371** Utility Notices

Clients and Visitors

For the month of February, 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

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Information Technology (IT)

March 2021

- **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 systems had no downtime.

- **Miscellaneous**
 - Continued implementation of new security camera infrastructure
 - Provided Operations with a workflow and instructions on moving displaced tenants at South Terrace to Public Housing vacant units due to major damaged caused by the historic winter storms.
 - Setup virtual retirement party for James McCoy, including email invitations to landlords, IT facilitated the virtual meeting, and produced a [retirement book](#) that was presented virtually, signed and mailed the book to James McCoy.
 - South Terrace wireless network, researching funding options, grants, and regulations as required by TDHCA.
 - Completed a [Spanish](#) reading for [Growing Minds Story time](#), IT produced and published it to social media.
 - Established and posted a Covid [physical appointment policy](#)

Board Report

Mar 1, 2021 - Mar 31, 2021

All Users
100.00% Sessions

Total users

2,058
% of Total: 100.00% (2,058)



Pageviews (total traffic)

7,756
% of Total: 100.00% (7,756)



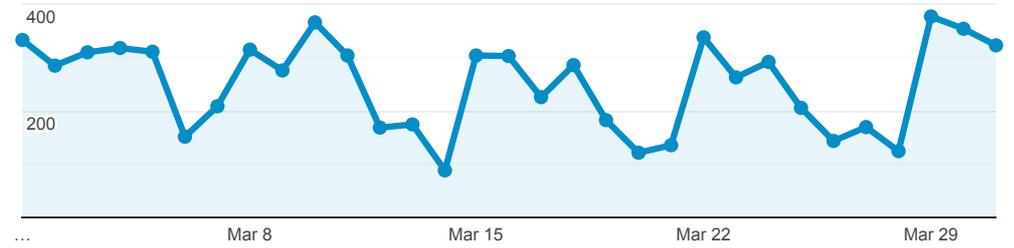
Sessions (total visits)

2,860
% of Total: 100.00% (2,860)



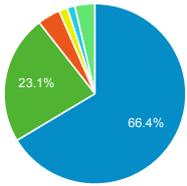
Pageviews

● Pageviews



Users by (referral) Source

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

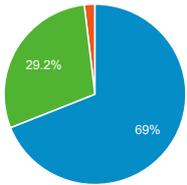


Pageviews by City

City	Pageviews
Waco	3,031
Dallas	1,054
Austin	953
Houston	273
Waxahachie	263
San Antonio	204
Killeen	137
Fort Worth	116
Arlington	58
Temple	50

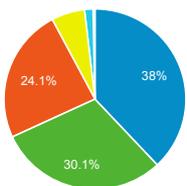
Traffic by device

mobile desktop tablet



Users by Operating System

iOS Android Windows
Macintosh Chrome OS
Other



Information Technology (IT)

April 2021

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

- **Miscellaneous**
 - Continued implementation of new security camera infrastructure
 - Continue South Terrace wireless network, researching funding options, grants, and regulations as required by TDHCA
 - Started reviewing a paperless electronic Tenant file solution - File vision
 - Completed deployment of additional IPADS for Public Housing to provide Covid responsible virtual house keeping inspections. We are able to provide a tablet to the tenant then provide instructions and monitor via another, using a video call.
 - Reviewing IT support tracking software, started initial discovery process
 - Completed comprehensive [Google map](#) to show S8 resident distribution by zip code and establish a 5 mile radius from major Hospitals & ER/Urgent care services.

Board Report

Apr 1, 2021 - Apr 30, 2021

All Users
100.00% Sessions

Total users

2,045
% of Total: 100.00% (2,045)



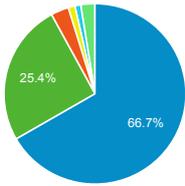
Sessions (total visits)

2,828
% of Total: 100.00% (2,828)



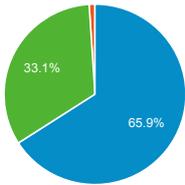
Users by (referral) Source

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



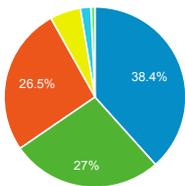
Traffic by device

■ mobile ■ desktop ■ tablet



Users by Operating System

■ iOS ■ Windows ■ Android
■ Macintosh ■ Chrome OS ■ Other

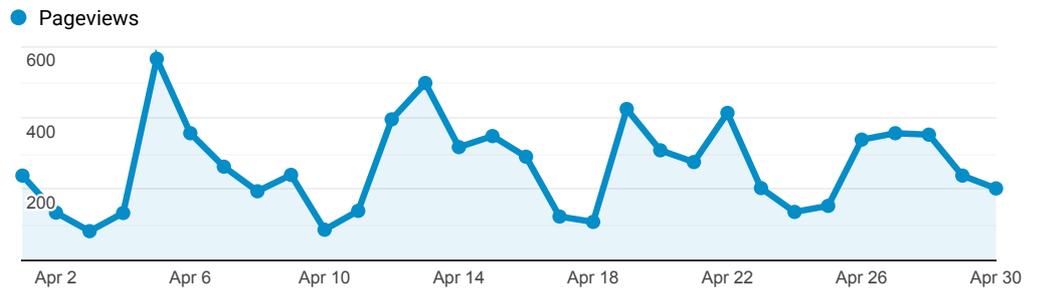


Pageviews (total traffic)

7,979
% of Total: 100.00% (7,979)



Pageviews



Pageviews by City

City	Pageviews
Waco	3,580
Dallas	1,001
Austin	855
Houston	324
San Antonio	143
Waxahachie	132
Temple	127
Fort Worth	62
Oklahoma City	61
Ashburn	58

Modernization Department

March 2021 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,167,029.49	99%	100%	February 15, 2025
2018/518	\$1,820,616.00	\$853,808.24	47%	48%	November 28, 2025
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	October 15, 2026
2020/20	\$2,037,987.00	\$139,074.36	7%	14%	March 25, 2025

Current Projects

All Sites

- 5-year Strategic Plan
 - Recommendation made to award to EJP
 - Resolution on April Board

Public Housing

None currently

Rising Images

- Siding Replacement on various buildings at Hunnington and Raintree
 - Recommend awarding to Zamco Services for \$232,486.21
 - Resolution on April Board

Modernization Department

April 2021 Report

Grant Year	Grant Amt.	Amt. Expended	% Expended	% Obligated	Deadline to Expend
2017/517	\$1,177,497.00	\$1,167,029.49	99%	100%	February 15, 2025
2018/518	\$1,820,616.00	\$853,808.24	47%	48%	November 28, 2025
2019/519	\$1,904,253.00	\$618,882.24	33%	33%	October 15, 2026
2020/20	\$2,037,987.00	\$190,024.04	9%	14%	March 25, 2025

Current Projects

All Sites

- 5-year Strategic Plan
 - Awarded to EJP
 - Estimated completion September 2021

- Community Services Shuttle Bus Purchase
 - Recommend purchasing off co-op contract from Creative Bus Solutions
 - Resolution on May board

Public Housing

None at this time

Rising Images

- Siding Replacement on various buildings at Hunnington and Raintree
 - Awarded to Zamco Services for \$232,486.21
 - Estimated completion September 2021

Rising Images, Inc.
Board Report for March 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
Cimmaron	100	0	100%
Hunnington	60	1	98%
Misty Square	16	0	100%
Picadilly	6	1	83%
Raintree	156	5	97%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$50,420.00	\$50,422.50	100%
Hunnington	\$33,465.00	\$33,350.00	\$33,400.11	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	\$3,724.00	\$3,724.00	100%
Raintree	\$88,615.00	\$93,820.00	\$93,820.00	100%

Contracts (MOD)

Zamco has been here replacing the privacy fence on property, around the dumpsters, around the pool equipment shed and our sign on the end of Cimmaron Bldg. 1.

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.

Rising Images, Inc.
Board Report for April 2021

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Cimmaron	100	0	100%
Hunnington	60	1	98%
Misty Square	16	0	100%

Picadilly	6	0	100%
Raintree	156	2	99%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
Cimmaron	\$48,907.40	\$50,420.00	\$50,422.50	100%
Hunnington	\$33,465.00	\$33,350.00	\$33,400.11	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	\$4,472.00	\$4,472.00	100%
Raintree	\$88,615.00	\$93,235.00	\$93,235.00	100%

Contracts (MOD)

Cabana Boys Pool Service has repaired our pool equipment that was damaged from the Ice Storm in February.

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

March 2021

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 1

Waiting List Information

Total number of applicants on the waiting list –999

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

Notification for assistance mailed	12
No response to notification letters	2
Pending Notification letter/expiration date	0
Move-in letters issued	10
Units rejected by applicant	0
Total applicants not qualified	07

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 (161) orientation packets mailed out, (25) received and in process of verifications, (11) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	26	19	7
Estella Maxey	28	17	11
Total	54	36	18

We have completed 67% of certifications for this month. According to PIC submission we have reported 97.94 % 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

100% of the rent for March was collected.
Last Quarterly Average was -92% for Oct–Nov–Dec.

Occupancy Percentage

The occupancy percentage for March was 87%; we did not meet our goal of 97%.
Last Quarterly Average was 81% for Oct–Nov–Dec

Maintenance Report

Staff

Total Employees – 15, 0 Temporary Staff – 1 Vacant Aide A Estella Maxey, 1 Vacant Utility Laborers ,1 Vacant Tech. I
Kate Ross

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	86	81%	11
Estella Maxey	71	51%	35
Total	157	69%	52

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.92 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	32	32	0
Over 24 hours	0	0	0
Total	32	32	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.

March Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
194.29	21.15	161.58	378.86

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
197.92	18.92	128.67	345.50

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 391.94, this puts us over by 325 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.

March Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	235	286	82%
Estella Maxey	308	362	85%
Overall Occupancy	543	648	84%

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	286	286
Estella Maxey	362	294	294
Overall Occupancy	648	580	580

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of March 2021

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 182 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
March 2021	\$16,615.97

Security Report for March 2021

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						
ROBBERY						1
ASSAULTS						
Agg. Assault						
Sexual Offense		1			1	1
Simple Assault	1	3		1	1	2
Family Violence	3	9		2	6	8
BURGLARY						
Habitation		3	1	2	3	5
Auto		2	1	1		
AUTO THEFTS		1				
ARSON						
CRIMINAL TRESPASS	2	4	1	1		1
CRIMINAL MISCHIEFS		1				2
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor						
DRUGS CONFISCATED		184 gr	24 gr.	24 gr		8 gr
Pills						13 gr
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	16	52	7	16	22	45
Security	10	31	3	8	8	23
INCIDENT REPORTS						
Other Agency	14	44	6	14	18	37
Security	8	27	3	8	6	18
Assist						
SECURITY HOURS	181.25	1099	178	1005.75	175	1007.75

Housing Operations Monthly Report

April 2021

Public Housing Report

Staff

Total Employees – 09 Temporary Staff – 1

Waiting List Information

Total number of applicants on the waiting list –893

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

Notification for assistance mailed	08
No response to notification letters	0
Pending Notification letter/expiration date	0
Move-in letters issued	07
Units rejected by applicant	1
Total applicants not qualified	06

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 (202) orientation packets mailed out, (21) received and in process of verifications, 181 no response, (8) completed.

Annual Re-Certifications

Community	Certifications	Completed	Remaining
Kate Ross	14	12	2
Estella Maxey	24	22	2
Total	38	34	4

We have completed 90% of certifications for this month. According to PIC submission we have reported 97.59 % 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 April was collected.

Last Quarterly Average was -97% for Jan-Feb-March.

Occupancy Percentage

The occupancy percentage for March was 86%; we did not meet our goal of 97%.

Last Quarterly Average was 84% for Jan-Feb-March

Maintenance Report

Staff

Total Employees – 13, 0 Temporary Staff – 1 Vacant Tech. | Estella Maxey, 1 Vacant Aide A Estella Maxey, 2 Vacant Utility Laborers Estella Maxey ,1 Vacant Tech. | Kate Ross, 1 Vacant Utility Laborer Kate Ross

Work Orders

Routine Work Orders

Community	Total	%Completed	Remaining
Kate Ross	73	68%	23
Estella Maxey	87	68%	28
Total	160	68%	51

Completing routine work orders within fifteen (15) days is our established annual goal. We presently have an average closing time of 1.89 days which is well above our goal.

Emergency Work Orders

	Amount Received	Amount Closed	Amount Remaining
Closed within 24 hours	37	37	0
Over 24 hours	0	0	0
Total	37	37	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.

April Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
255.96	47.59	130.38	433.87

Cumulative Average Unit Turn Around Time

Down Time	Make Ready Time	Lease-Up Time	Total Turnaround Time
236.08	44.37	111.14	395.79

Our annual cumulative goal is turning units in 20 days or less. Presently we have a cumulative turn-around time of 395.79, this puts us over by 375 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. Now older units with high days are being rented.

April Vacant Apartment Information

Vacancies	Leased	Total	Occupancy %
Kate Ross	250	286	87%
Estella Maxey	307	362	85%
Overall Occupancy	557	648	86%

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	286	286
Estella Maxey	362	362	362
Overall Occupancy	648	648	648

Fleet Vehicle Inspection

Total Vehicles Inspected – 10 No vehicle had major repairs for the month of April 2021

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 212 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
April 2021	\$33,047.73

Security Report for April 2021

CRIMINAL OFFENSES	Estella Maxey		South Terrace		Kate Ross	
	Month	YTD	Month	YTD	Month	YTD
HOMICIDE						1
ROBBERY						
ASSAULTS						
Agg. Assault						1
Sexual Offense	2	3				
Simple Assault	2	7				
Family Violence		3				1
BURGLARY						
Habitation		4				2
Auto						1
AUTO THEFTS						
ARSON						
CRIMINAL TRESPASS		1				3
CRIMINAL MISCHIEFS	1	2			1	2
WEAPON VIOLATIONS						
DRUG ARREST						
Felony						
Misdemeanor		1				
DRUGS CONFISCATED		.05gr				2.1gr
Pills						
HOUSING RELATED						
CALLS OF SERVICE						
Other Agency	13	40			5	25
Security	8	18			3	14
INCIDENT REPORTS						
Other Agency	13	38			5	23
Security	5	13			2	8
Assist						
SECURITY HOURS	239.75	1119.5			176.75	1003.25

Section 8 Board Report – March 2021

The Section 8 Department has leased a total of 2518 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	2235	2303
Hill County	4714	197
Somervell County	534	18
Totals	3240	2518

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

There are 8 applicant families searching for a place to live at this time.

Waco	8
Hill County	0
Somervell County	0
Total	8

Re-Certifications

Waco, Hill County, and Somervell County Offices are re-certifying annuals through March 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	6
Number Passed/Pending Inspection	1
Number housed in Waco	56

Ineligible	155
Total	80 %

Mainstream

Number Pending (Referral/Orientation)	74
Number Searching in Waco	19
Number Passed/Pending Inspection	2
Number Housed in Waco	55

Ineligible	84
Total	69 %

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.

Section 8 Board Report – April 2021

The Section 8 Department has leased a total of 2500 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	2243	2387
Hill County	471	195
Somervell County	534	18
Totals	3248	2500

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

There are 26 applicant families searching for a place to live at this time.

Waco	26
Hill County	0
Somervell County	0
Total	26

Re-certifications

Waco, Hill County and Somervell County Offices are recertifying annuals through April 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	55

Ineligible	157
Total	79%

Mainstream

Number Pending (Referral/Orientation)	64
Number Searching in Waco	15
Number Passed/Pending Inspection	6
Number housed in Waco	59

Ineligible	88
Total	74%

HUD Reports

No reports due

Staff

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

South Terrace Apartments
100 Kennedy Circle
Waco, TX 76706
254-870-3330

February 2021 Narrative



Summary of Operations- Manager Narrative

- Percentage Physical Occupancy – 83.6%, (41 vacant units) down from 84.8 at the close of the January Financial Period.
- Occupancy Trend average at 84.2% January- February 2021
- Overall Rents collected - \$52,868.09 (Resident Portions)
- Overall Subsidy (None wired for February Period). Anticipated wire of subsidies from Jan-March expected on March 1, 2021.
- February Delinquency (Resident Rent)- \$8,766.86 (Feb), +30-90 days \$6,754.15
- Move outs for the month of February totaled 2. Reasons related to one skip and the other moved to a home provided by family.
- Compliance Activity during February resulted in 193 completely certified units for TDHCA compliance at the close of the reporting period by Allied Orion Group.

Note, during the week of February 15-18th the community experienced freeze damages to the building piping at various locations throughout the community. Residents experienced water interruptions along with periodic electricity. WHA provided bottled water and worked with the site team to provide a watering station at the Community Youth Center to provide access to fill buckets with water for the residents throughout the end of February.

Fourteen residents were relocated to hotels on February 25 and remain through March for two weeks.

From February 19- February 26th, over fifty-three (53) repairs were completed by J4 contractors in response to the pipe breaks. Repairs continue through the month of March to address the peripheral damages to the sheetrock sustained in the units.

South Terrace Apartments
100 Kennedy Circle
Waco, TX 76706
254-870-3330

March 2021 Narrative



Summary of Operations- Manager Narrative

- Percentage Physical Occupancy – 72.8%, (68 vacant units) down from 83.6 at the close of the February Financial Period.
- Occupancy Trend average at 84.3% February- March 2021
- Overall Rents collected - \$50,668.97 (Resident Portions)
- Overall Subsidy received \$208,033 (Jan/Feb/Mar)
- March Delinquency (Resident Rent)- (Mar), \$7849.70 + 30-90 days \$9823.17
- Move outs for the month of March totaled 37. Reasons related to sister properties due to freeze relocations, transfers onsite due to freeze relocation, 2 lifestyle changes and 1 death.

All residents that were relocated to the hotel, except for 3, who were temporarily moved out and relocated to WHA sister properties (Kate Ross & Estella Maxey). The remaining 3 were extended with the anticipation of returning upon completion of their RAD units.

Some additional plumbing repairs had to be addressed throughout the month of March, as the water started to seep through the stucco walls.

On Mar 17th, an Electrical pole behind 1404 Benton had an emergency repair completed. An incident report was completed with pictures and turned into risk management and ownership. 2 families were temporarily relocated to a hotel and the 3rd family chose to stay with family.

On Mar 30th there was a small property fire at 2730 S. 14th back patio. Fire department was called by resident. Resident has renter's insurance and has put in a claim. An incident report with pictures was turned into risk management and ownership. Once Risk management and renter's insurance advises us of completed investigations, the repairs can start. Mostly superficial damage to storage door, dark soot on exterior under roof. No personal property was damaged to resident belongings. Asbestos will need to be investigated due to possible fascia repair.

Tax Credit Specialist – 4-day training is scheduled to be given by the National Center for Housing Management, for the office staff in April.

South Terrace Apartments Waco LP Board Report for March 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	42	83%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$53,148.00	\$ 53,148.00	\$ 53,038.97	100%

Administration

South Terrace is continuing the process for RAD conversion.

South Terrace Apartments Waco LP Board Report for April 2021

Occupancy

	Total Units	Vacant Units	Percentage Occupied
South Terrace	250	69	72%

Rent Collections

	Monthly Budget Rent	Rent Due	Rent Collected	Percentage Collected
South Terrace	\$49,612.00	\$ 49,612.00	\$ 47,530.95	96%

Administration

South Terrace is continuing the process for RAD conversion.

Community Services Report
March 2021
Director of Community Services
Melissa Johnson, Coordinator; L.B.S.W. Coordinator
Services and Programs Provided

Apricot Software

Staff attending weekly meetings and beginning to build forms, reports, etc.

WISD Tutoring

Centers have been open for WISD Tutoring on Tuesdays and Thursdays from 5:30pm to 7:30pm

Vaccination Sign Up

Attempts at getting one of WHA’s Community Centers designated as a Covid Vaccine Site have not been successful so far. SW has contacted Health Department, spoke with Jo Welter with Community Race Relations, also spoke with Dr.Haskett, CEO of Providence/Asencion HEB contacted SW about vaccine clinic but all 1500 doses were gone by Monday (Site was live starting Friday). I have asked them to let us know when they have another clinic. We will also be talking with board/community members in the next weeks. As of 4/19/21 the Health Department reached out about vaccine distribution at South Terrace.

Dot Clark Ministries continues to hand out to go meals at Estella Maxey and Kate Ross. She averages about 300 meals per day at Estella Maxey and 150 at Kate Ross. She provided meals to residents that were displaced to hotel due to winter storm problems.

Needs Assessment

Reviewed results with staff and are moving forward with ideas for programs that residents want.

Winter Storm

The CS department with the help of Social Work Interns continues to follow residents displaced by the storm to help with FEMA applications. The Blue House donated \$2,000 in gift cards to Wal-Mart and HEB. This has helped residents replace some personal belongings such as clothing, bedding, etc. until they could receive help from FEMA

WHA Scholarship

WHA Scholarship has been posted to the website and outreach is occurring to get students to apply.

Agency Networking Contacts March 2021

Salvation Army, WISD, Texas Agrilife, CRCG, Dot Clark Ministries, Family Health Center, Voice, WISD Homeless Program, City of Waco Health Department, Community Race Relations Coalition, The Blue House,

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

<u>Active Participants</u>	<u>Graduates</u>	<u>New Participants</u>	<u>Ports</u>	<u>Reinstated</u>	<u>Terms</u>	<u>Extension</u>	<u>New Home</u>
<u>EM-9; KR-4 ;</u> <u>PH- 13</u> <u>S8/RAD –69 ;</u> <u>VASH -0</u> <u>TOTAL- 82</u>	<u>5</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>

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. Holding meetings virtually is being considered.

FSS Orientation: New recruits have been enrolled via telephone and mail. Microsoft Teams, webcams and microphones have been added to computers, so online meetings may occur in the future. We are hoping IT can get us set up for online signatures. IT did run a report for PH tenants which we will use to recruit tenants for the FSS Program.

FSS Meetings: Participants were emailed information in lieu of FSS Meeting info: MCC Career Pathways: Manufacturing, Paraprofessional, CNA Program info and McLennan County Rental Assistance Program. Next meeting, which will be held virtually, is tentatively set for May 2, 2021 at 10:30 am, 2:30 pm and/or 6:00 pm depending on response from FSS Participants.

2021 FSS Calendar

March 2021-No FSS Meeting held

April 2021-No FSS Meeting held

May 2, 2021- tentatively set for 10:30 am, 2:30 pm and/or 6:00 pm.

FSS Client's Goal Accomplishments

S8 client enrolled in MCC classes

Appointment with Grassroots Comm. Dev. to discuss homeownership.

1 PH client graduated and moved off of subsidized housing and received \$5,387.06 escrow funds

4 S8 clients graduated and moved off of subsidized housing; one went into homeownership; from escrow savings the one who did not go to homeownership received \$3,369.80; the next one received \$11,805.55; the next one received \$2,002.28; and the last one received \$10,820.05

[Total escrow money given out this month was PH \$5,387.06 + S8 \$27,997.68 = \$33,384.74]

Referrals – Sent via EML/PCs or FSS Client

Childcare Services

City of Waco - Covid-19 resources

Grassroots Comm. Dev. Financial Literacy classes

GED classes

Homeownership Programs (City of Waco, Habitat, Grassroots Comm. Dev., NeighborWorks)

KR CCLC lab

McLennan Community College – Adult Education

McLennan County Rental Emergency Assistance Program

Money Management Tips

Rental Relief for Texans

S8 Homeownership

Tax Prep Site

Texas Workforce Solution's classes

WHA Job openings

(WHA Scholarships-referrals to be made when scholarship is working correctly)

<u>Judy's Hours</u>		<u>Theresa's Hours</u>	
<u>Admin</u>	<u>70</u>	<u>Admin</u>	<u>35</u>
<u>Client Time</u>	<u>71</u>	<u>Client Time</u>	<u>61</u>
<u>Escrow</u>	<u>15.25</u>	<u>Escrow</u>	<u>7</u>
<u>Comm/Mtgs</u>	<u>5</u>	<u>Comm/Mtgs</u>	<u>2</u>
<u>Conf/Trng</u>	<u>8</u>	<u>Conf./Trainings</u>	
<u>Field Task Mgr.</u>	<u>6.25</u>	<u>Interns</u>	<u>2.5</u>
<u>Sick Days</u>	<u>5</u>	<u>Sick Days</u>	<u>12</u>
<u>Vacation</u>	<u>5</u>	<u>Vacation</u>	<u>5</u>
<u>United Way</u>		<u>United Way</u>	<u>10</u>
<u>Holiday</u>		<u>Holiday</u>	
<u>Covid 19</u>	<u>9.5</u>	<u>Covid-19</u>	<u>7.5</u>
<u>Total</u>	<u>190</u>	<u>Total</u>	<u>190</u>

FSS Activities

Assisted PH tenant with sign up for Covid-19 vaccine (City of Waco)
 Attended Adult & Families Zoom CRCG Meeting
 Reviewed FSS client due dates for FSS Addendums
 Assisted PH EM FSS client with late fees on rent, visited w/Janie
 Assisted Zoila in Finance regarding FSS Escrow questions
 Examined list of ST RAD tenants who had property damage & reached out to T Hill
 Provided task of contacting FSS clients to obtain information about virtual platforms they can access for FSS Meetings
 Distributed HEB donation bags and PPEs to FSS client
 Visited with Dana, Tarleton intern regarding FSS client, D Franklin issues
 Taught interns how to fill out Addendums in HMS system (mostly Dana)
 Visited w/Judy re: FSS RAD tenant's FSS Escrow fund location-general account, etc.
 Worked with IT to straighten out PH & RAD escrow account
 Reviewed and updated ST RAD FSS client's Escrow reconciliations that Judy and I have been inquiring about regarding status of account
 Continuing Apricot software training
 Compiled list of FSS reports needed for Apricot software to make formatting available for forms
 Visited with Vickie, FSS Advisory Board member regarding available funds for childcare services
 Attended CoC/CE meeting on the web
 Processed FSS Exit Addendum on ST RAD FSS client, T Hill, due to continued stay at hotel; PH Mgmt./Gloria will keep me updated regarding her move back
 Attempted to reach the FSS Coordinator at Houston HA regarding T Dunbar (Escrow account) and Port there
 Watched Managing Distractions webinar, Tex Protects and TX Advocacy
 Attended Baylor Dyer Ethics Zoom Webinar
 Met with Carrie's Field Liaison for her midterm via ZOOM
 Helped FSS Participant with issues while she was hospitalized
 Reviewed eviction sheet
 Completed Sex Trafficking Class required for renewal of License
 Recruiting efforts for the FSS Program
 Attended CS meeting regarding review of PH community survey & brainstorm of activities to offer

Resident Services Monthly Report March 2021

South Terrace:

- Met with Mary Powell and Gerald Davis with ST Resident Council concerning advisory meeting.

Kate Ross:

- Tonya Jackson and I met on several occasions to discuss starting Resident Council meetings. Tonya was able to get in contact with Crossroads Church which assisted with replacing furniture for RJ.
- Met with resident at Kate Ross to assist with getting his unit painted (accidental shooting occurred in his apartment)

Estella Maxey:

- Met with Joey Conway to confirm having a Resident Council Meeting in April.

Other

- Met with Melvin and Yoli to assist with residents at Kate Ross and Estella Maxey who are in danger of eviction.
- Met with representatives of the advisory committee to attend meeting in April.
- Met with residents to assist with rent.
- Met with Mr. Weeks, Principal at West Elem.
- Arranged and facilitated Resident Advisory Meeting

COMMUNITY SERVICES (QWHRA)

	Residents	Compliant	Non-Compliant
S.T	N/A		
K.R.	7	4	2
E.M.	14	9	5
Mart			

Sick: 0
HOLIDAY: 0
Vacation: 30
HV:90
C/S: 40
ADMIN:20
MEETINGS:10

Transportation Services Total Trip Count = 53

Other Transportation Activities

- Distributed meals to residents displaced from South Terrace. We delivered 50 meals to residents staying in hotels.
- WISD Tutoring cancelled at ST due to plumbing issue from winter storm.
- Transported residents needing to sign leases at EM or KR due to transfer from the winter storm. Also transported residents needing transportation from hotel to new apartments.
- Food Pantry Delivery
- Transported student to school (with parent riding as well). Student’s family transferred from ST to EM and student needed ride before WISD bus could schedule.

YOUTH SERVICES: Al Davis, Coordinator - March 2021

Counseling	8	WISD Visits (9 hours)	13
Home Visits	20	Girl Scouts Meeting	
Personal Contacts	21	YMCA	0
Phone Contacts	36	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	2
College Tour	0	Staff Meetings	3
Acts Church	1	Teen Court (4 hours)	2
Juvenile Probation (4 hrs.)	1	Juvenile Court (2 hours)	1
Community Serv. Total	4	Truancy Court (9 hours)	9

- Update office files and reports.
- Meetings – Mission Waco – Conference Calls – (3)
- Meetings – Starry Counseling Service – conference calls – (1)
- Meetings – WISD Truancy – (2) – Conference Calls – (3) – (Court Liaison (Ve’ Dukes)
- Clients Calls – South Terrace – (7)
- Client Calls – Estella Maxey – (12)
- Client Calls – Kate Ross – (10)
- Size of Man Mentoring – Getting volunteers for Father Mentoring – (restricted plans and activities due to Covid – still planning for Summer Camps.
- Transformation Waco Schools – (Truancy Court is Virtual) J.H. Hines cases filed (4) Carver Middle School cases filed to court – (5).. Covid regulations are still affecting speed of processing cases.
- Special Circumstance – Zoom Meeting – State & Foster Care Older youth ages (18 – 24), placed on Housing and Section 8 Voucher waiting list.
- Register PH Clients for the Covid 19 Shot.
- Administrative hrs. – (58)

TEEN LEARNING LAB: Kenneth Alexander, Coordinator:

Academic Support Services – work with youth ages 13-18 in public housing. Contact with students, on a weekly basis, by phone due to Covid.

Activity Summary

<u>Working with Students</u>	<u>77 Hours</u>
<u>Paperwork</u>	<u>2 Hours</u>
<u>Meetings</u>	<u>2 Hours</u>

Community Services Report
April 2021
Director of Community Services
Melissa Johnson, Coordinator; L.B.S.W. Coordinator

Services and Programs Provided

WISD Tutoring

Centers were open for WISD Tutoring on Tuesdays and Thursdays from 5:30pm to 7:30pm

Vaccination Sign Up

Community Services has been working to get a vaccination clinic for our residents of public housing. A vaccination clinic has been scheduled for May 15th at Estella Maxey. Staff is working with the Health Department who will be offering the Pfizer or Moderna vaccine. Staff will be trained as **Vaccine Ambassadors** by the Health Department to answer questions residents may have about the vaccine.

Dot Clark Ministries continues to hand out to go meals at Estella Maxey and Kate Ross. She averages about 300 meals per day at Estella Maxey and 150 at Kate Ross.

WHA Scholarship

WHA Scholarship has been posted to the website and outreach is occurring to get students to apply.

Community Programming

Community Services is working to add safe activities at all sites due to COVID decline and hope to have full scheduling in the fall. Programming includes Size of a Man Mentoring Program at Estella Maxey, Voice Summer Camp at Estella Maxey, Walking Clubs for seniors.

Agency Networking Contacts April 2021

Salvation Army, WISD, Texas Agrilife, CRCG, Dot Clark Ministries, Family Health Center, Voice, WISD Homeless Program, City of Waco Health Department, The Blue House, Voice, Size of a Man, MHMR, HOTCOG

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

Active Participants	Graduates	New Participants	Ports	Reinstated	Terms	Extension	New Home
EM-9; KR-4 ; PH- 13 S8/RAD -69 ; VASH -0 TOTAL- 82	0	0	0	0	0	0	0

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. Holding meetings virtually is being considered.

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. We are hoping ITS can get us set up for online signatures. ITS Dept. ran a report for PH Tenants to use for recruiting tenants for FSS Program.

FSS Meetings: Participants were emailed information in lieu of FSS Meeting info: Waco ISD – Winter Storm & Covid-19 Resources, Heartis Job Fair, emailed CFPB Information on Tenants' Rights and Protections from Eviction. Prepared for May meeting through videos, tutorial information and Jonathan. The next meeting will be held via Microsoft Teams on May 4, 2021 at 10:30 am, 2:30 pm and/or at 6 pm, depending upon responses from FSS Participants.

2021 FSS Calendar

April 2021- No FSS Meetings held
 May 4, 2021– tentatively set for 10:30 am, 2:30 pm and/or 6 pm.
 June 8, 15, or 22nd (tbd)

FSS Client’s Goal Accomplishments

S8 client took assessment tests at MCC in preparation of GED classes

Referrals – Sent via EML/PCs or FSS Client

City of Waco - Covid-19 resources
 Grassroots Comm. Dev. Financial Literacy classes
 Homeownership Programs (City of Waco, Habitat, Grassroots Comm. Dev., NeighborWorks)
 Texas Workforce Solution's classes
 WHA Job openings
 (WHA Scholarships-referrals to be made when scholarship is working correctly)

Activities

Assisted client regarding daughter, a S8 tenant who passed away
 Recruited Meryl, MSW intern, to assist with outreach to FSS clients regarding Microsoft Teams for a virtual FSS Meeting in May ‘21
 Assisted S8 FSS client with landlord issues and referred to S8 Counselor
 Promoted Starry’ Fatherhood event, sent to FSS clients, distributed to PH Management offices & Sabrena posted in KRCC
 Assisted with Spring Fling event for PH tenants and community
 Assisted RAD-PBV S8 FSS client regarding rent/late fees & other concerns
 Assisted PH FSS client transitioning into S8 HCV Program
 Made calls to assist PH tenants to get vaccine.
 Videos & tutorials how to use TEAMS app to provide virtual meetings with FSS Participants
 Working with S8 tenant and S8 to help get extension on inspection due to hospitalization for high risk pregnancy & kidney/bladder issues & being covid-19 positive
 Recruiting efforts for the FSS Program
 Continuing to work with APRICOT to set up system for CS use
 Judy finished CEUs, Human Trafficking, MSW Colloquium
 Presented WHA/CS/FSS information to Family Abuse Case managers via web
 Completed Task Manager position with BU and Tarleton interns for 2020-202
 Attended CRCG Virtual Meeting

Judy’s Hours		Theresa’s Hours	
Admin	38	Admin	43.5
Client Time	54	Client Time	66
Escrow	11	Escrow	9
Comm/Mtgs	7	Comm/Mtgs	1
Conf/Trng	9	Conf./Trainings	0
Field Task Mgr.	5.5	Interns	7
Sick Days	20	Sick	15
United Way	20	United Way	10
Vacation	0	Vacation	11
COVID-19	7.5	COVID-19	7.5
TOTAL	170	TOTAL	170

Transportation Services Total Trip Count = 41

- Passed out PPE in Mart. Distributed 1 and a half cases of PPE.
- Transported groceries from Caritas to several residents.
- Transported client to new address at Kate Ross. Took him to post office to get new mailbox key and dropped off groceries for him.

Resident Services for April 2021

South Terrace Resident Council:

- Mary Powell and Gerald Davis attended the Resident advisory meeting in April for Annual Plan updates. We also discussed the possibility of having resident council meeting when the rental office is complete.

Kate Ross Resident Council:

- A meeting was held at 2:00pm with 9 residents present.
- One resident mentioned she is from Mississippi and she loves living at Kate Ross.
- Since most of the residents present were new residents, I mentioned the community services department and other departments through housing. Made residents aware of transportation services.
- Two of the residents present said they would love to be a resident council officer.

Estella Maxey Resident Council:

- Met with Joey Conway to confirm having a council meeting.
- Meeting was held with 8 residents present.

Other

- Met with residents to assist with rent also referred to Melvin Collins.
- Distributed PPE's to residents in Mart.

COMMUNITY SERVICE (QWHRA)

	Residents	Compliant	Non-Compliant
S.T			
K.R.	11	5	6
E.M.	17	8	9

YOUTH SERVICES: Al Davis, Coordinator - April 2021

Counseling	10	WISD Visits (9 hours)	12
Home Visits	23	Girl Scouts Meeting	
Personal Contacts	25	YMCA	0
Phone Contacts	34	Voice Inc.	2
Community Advisory Council (Carver Afterschool Program)		College Prep Program Methodist Home	2
College Tour	0	Staff Meetings	3
Acts Church	2	Teen Court (3 hours)	3
Juvenile Probation (4 hrs.)	1	Juvenile Court (2 hours)	2
Community Serv. Total	4	Truancy Court (11 hours)	10

Sick: HOLIDAY: Vacation:10 HV:45 C/S: 20 ADMIN:60 MEETINGS:35

- Update office files and reports.
- Meetings – Mission Waco – Conference Calls – (2)
- Meetings – Starr Counseling Service – conference calls – (2)
- Meetings – WISD Truancy – (4) – Conference Calls – (3) – (Court Liaison (Ve’ Dukes)
- Clients Calls – South Terrace – (11)
- Client Calls – Estella Maxey – (13)
- Client Calls – Kate Ross – (9)
- Size of Man Mentoring – Meetings – (2) – Darryl Thomas is putting together Summer Camps that will involve Estella Maxey PH youth. (Camps will be held at Carver Middle School.
- Transformation Waco Schools – (Truancy Court is Virtual) J.H. Hines cases filed (6) Carver Middle School cases files to court – (8).. Covid regulations are still affecting speed of processing cases, however there is more flexibility and cases are being processed faster.
- Special Circumstance – (2) Department planning sessions to do more Outreach.
- Register PH Clients for the Covid 19 Shot.
- Community Activities – (Potting and Plant activities with Kate Ross Resident (Inter – Merryll initiated the idea and lead.
- Administrative Hrs. – (63)

Summary of Financial Statements

March 31, 2021

Public Housing

All Sites– Expenses

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

Central Cost

- Administrative Salaries - There are two vacant positions in the Finance department causing this line item to be under budget.
- Sundry – Contract employee expense was over budget for the two Accounting Clerk vacant positions.
- Contract Cost – Electrical repairs contract was over budget because of the repair and replacement of lights throughout the parking lot and building for a total cost of \$3,000.

Kate Ross (KR)

- Dwelling Rental – For the month of March 2021, occupancy was at 88%; therefore, rental income was under budget by \$7,300.
- Labor – Maintenance labor was under budget for the Maintenance Tech I open position.
- Materials – A/c parts, paint, electrical and plumbing supplies were under budget by \$4,200.
- Contract Cost – A/C repairs, plumbing, grounds, and make-ready contract were under budget by \$17,400.

Estella Maxey (EM)

- Dwelling Rental – Occupancy was at 84% for the month of March 2021.
- Labor – Maintenance labor is under budget by \$7,200 for the vacancies of Utility Laborer and Maintenance Aide A positions.
- Materials – A/c parts and electrical supplies were under budget by \$3,000.
- Contract Cost – Make-ready contract, building, electrical and a/c repair contracts were under budget by \$13,500.

Section 8 - Admin

- Administrative Salaries - There are three vacant positions in the Section 8 department causing this line item to be under budget.
- Staff Training – For the month of March 2021, five employees registered for the Ethics for Management course for a total cost of \$1,355.

Section 8 - HAP

- The Housing Choice Voucher Program total HAP reserve is \$1,161,710.
- Mainstream Voucher Program total HAP reserve is \$246,168.
- PBV RAD – South Terrace total HAP reserve is \$405,879.

Non-Profits

Raintree

- Staff Training & Convention- The manager attended the Heart of Texas Apartment Association's Judges Eviction Q & A training; this was a split cost with Picadilly.
- Sundry- This is over budget due to temporary office labor expense. Picadilly was charged a portion of this.
- Labor & Employee Benefit Payments- There remains a vacancy in one of the Assistant Maintenance positions. This will also be under budget for Picadilly.
- Contract Cost- Maintenance temporary labor which is split with Picadilly, contributed to the overage for the month. Also, a stair repair (\$2,990), a plumbing repair (\$1,643), and carpet replacements (\$3,310) added to the overage.
- Non-Apartment Public Relations- A \$1,500 donation was made to Southwest NAHRO Dollars for Scholars.

Cimmaron

- Staff Training & Convention- The manager and assistant manager also attended the Heart of Texas Apartment Association's Judges Eviction Q & A training; this was a split cost with Hunnington and Misty.
- Labor & Employee Benefit Payments- This is under budget due to a vacancy in an Assistant Maintenance position. This will also be under budget for Hunnington and Misty.
- Material- An evaporator coil and condensing unit were purchased for a unit totaling \$1,510.
- Contract Cost- Maintenance temporary labor which is split with Hunnington and Misty, contributed to the overage for the month.
- Casualty Losses- Non- Capitalized- These are plumbing and water restoration repairs due to the February winter freeze.

Hunnington

- Material- A washer/dryer combo was purchased for one of the units costing \$1,295.
- Contract Cost- Plumbing repairs (\$981), a carpet replacement (\$801), and water restorations (\$1,507) caused this to go over budget for the month.
- Casualty Losses- Non- Capitalized- These are plumbing and water restoration repairs due to the February winter freeze.

Misty

- There are no other unusual income or expense amounts except the ones already mentioned above.

Picadilly

- Contract Cost- A carpet replacement was made in the amount of \$1,273.

WPFC II

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

Waco Housing Authority and Affiliates
Consolidated Financial Statements March 2021

	Central Cost Center	Kate Ross	Estella Maxey	HCV	Raintree	Cimmaron	Hunnington	Picadilly	Misty Square	Total	
Income											
Dwelling rental		50,062.67	72,220.42		93,362.25	50,420.00	33,400.00	3,858.67	8,320.00	311,644.01	
Excess Utilities		10,955.94	16,709.47							27,665.41	
Non-Dwelling Rental		6,000.00								6,000.00	
Total Rental Income		-	67,018.61	88,929.89	-	93,362.25	50,420.00	33,400.00	3,858.67	8,320.00	345,309.42
Mgmt. & Admin. Fees Rev.	156,124.34	12,548.10	15,157.82	189,582.00						373,412.26	
Interest on Investments	701.96	2,022.53	2,197.26	2,059.90	1,338.89	631.44	499.95	281.97	111.94	9,845.84	
Other Income	-	4,739.52	9,063.74	22,723.52	4,978.84	783.54	1,345.44	75.00	-	43,709.60	
Operating Transfer In		10,949.19	14,044.37							24,993.56	
HUD Contributions		95,010.00	127,108.50							222,118.50	
Total Operating Income	156,826.30	125,269.34	167,571.69	214,365.42	6,317.73	1,414.98	1,845.39	356.97	111.94	674,079.76	
Total Income	156,826.30	192,287.95	256,501.58	214,365.42	99,679.98	51,834.98	35,245.39	4,215.64	8,431.94	1,019,389.18	
Expenses											
Administrative Salaries	90,081.46	17,716.82	19,703.31	51,650.93	8,119.21	4,964.56	2,792.46	317.37	722.81	196,068.93	
Legal		17.29	21.86	156.85	-	-			-	196.00	
Staff Training & Travel	(126.66)	72.13	151.53	1,355.00	33.60	39.90	23.80	1.40	6.30	1,557.00	
Audit Fees		1,280.00	1,600.00	4,000.00						6,880.00	
Sundry	9,591.84	10,882.19	13,576.37	14,141.12	4,397.31	1,246.83	744.23	139.35	259.49	54,978.73	
Mgmt. & Bkpg. Fees Exp.		28,584.18	36,981.91	42,655.95	24,274.19	13,109.20	8,684.00	424.45	915.20	155,629.08	
Total Admin. Expenses	99,546.64	58,552.61	72,034.98	113,959.85	36,824.31	19,360.49	12,244.49	882.57	1,903.80	415,309.74	
Total Tenant Serv. Expenses		7,895.27	9,794.05							17,689.32	
Total Utility Expenses	1,692.18	28,747.50	40,839.65	187.87	8,241.37	5,800.22	3,488.01	564.45	695.09	90,256.34	
Labor		15,063.71	18,786.76		6,085.08	4,272.38	2,548.39	253.54	674.56	47,684.42	
Materials	559.52	4,372.18	5,830.07	127.62	4,281.55	2,094.79	2,080.39	38.27	92.18	19,476.57	
Contract Costs	4,875.74	15,428.06	23,647.75	1,896.17	17,919.87	4,232.61	7,360.26	1,850.26	1,298.16	78,508.88	
Total Maint & Operations	5,435.26	34,863.95	48,264.58	2,023.79	28,286.50	10,599.78	11,989.04	2,142.07	2,064.90	145,669.87	
Employee Benefits	23,329.47	13,931.24	17,890.14	17,219.52	6,413.92	3,317.00	1,913.24	259.42	500.79	84,774.74	
Insurance	677.06	5,121.52	5,270.31	823.12	3,024.32	1,704.86	740.59	104.30	192.38	17,658.46	
Administrative Fees				4,428.32						4,428.32	
Collection Losses		1,062.65	8,642.72		545.04	-	940.40	-		11,190.81	
Non-Routine Expense					1,500.00	14,318.67	14,029.55			29,848.22	
Depreciation Expense					15,030.04	7,439.89	4,654.93	273.68	2,651.94	30,050.48	
Total General Expenses	24,006.53	20,115.41	31,803.17	22,470.96	26,513.32	26,780.42	22,278.71	637.40	3,345.11	177,951.03	
Total Expenses	130,680.61	150,174.74	202,736.43	138,642.47	99,865.50	62,540.91	50,000.25	4,226.49	8,008.90	846,876.30	
Profit/Loss	26,145.69	42,113.21	53,765.15	75,722.95	(185.52)	(10,705.93)	(14,754.86)	(10.85)	423.04	172,512.88	

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3190 Non-Dwelling Rental	-	-	-	-	-
Total Rental Income	-	-	-	-	-
3430 Mart Management Fees	25,600.00	12,799.98	(42.58)	15,032.64	2,232.66
3440 Mgmt./Adm.Fees fr.Non-Profits	631,000.00	315,499.98	47,407.04	286,556.80	(28,943.18)
3450 Asset Management Fee fr.Sites	536,900.00	268,450.02	40,091.25	291,513.61	23,063.59
3460 Mgmt./Adm.Fees fr.Sect.8	293,600.00	146,800.02	43,132.28	167,779.06	20,979.04
3470 Mgmt./Adm.Fees fr.CFP	143,800.00	79,512.21	25,474.84	144,490.60	64,978.39
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on Investments	4,600.00	2,299.98	701.96	3,812.78	1,512.80
3650 Interest Inc.-Mortgages	-	-	-	-	-
3690 Other Income	1,600.00	799.98	61.51	104.83	(695.15)
9110.010 Oth.Inc.-Transfer from CFP	-	-	-	-	-
Total Operating Income	1,637,100.00	826,162.17	156,826.30	909,290.32	83,128.15
Total Income	1,637,100.00	826,162.17	156,826.30	909,290.32	83,128.15
EXPENSES					-
4110 Administrative Salaries	1,086,200.00	543,100.02	90,081.46	541,317.58	(1,782.44)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	800.00	400.02	-	-	(400.02)
4140 Staff Training	9,100.00	4,550.04	(126.66)	6,386.88	1,836.84
4150 Travel Convention & Meetings	9,000.00	4,500.00	-	-	(4,500.00)
4171 Auditing Fees	1,000.00	1,000.00	-	-	(1,000.00)
4190 Sundry	80,600.00	40,300.08	9,591.84	70,571.76	30,271.68
Total Admin Expense	1,186,700.00	593,850.16	99,546.64	618,276.22	24,426.06
4310 Water	4,300.00	2,149.98	176.62	5,694.04	3,544.06
4320 Electricity	14,500.00	7,249.98	1,212.06	6,192.59	(1,057.39)
4330 Gas	1,400.00	700.02	151.46	1,430.92	730.90
4390 Sewer	900.00	450.00	152.04	451.36	1.36
Total Utility Expense	21,100.00	10,549.98	1,692.18	13,768.91	3,218.93
4420 Material	4,500.00	2,250.00	559.52	2,563.06	313.06
4430 Contract Cost	42,600.00	21,300.06	4,875.74	25,313.93	4,013.87
Total Ordinary Maint. & Operation	47,100.00	23,550.06	5,435.26	27,876.99	4,326.93
4510.010 Workers Compensation	6,700.00	3,349.98	504.66	3,027.96	(322.02)
4510.040 Auto Insurance	2,000.00	1,000.02	159.58	957.48	(42.54)
4510.070 Crime / Dishonesty	100.00	49.98	5.38	32.28	(17.70)
4510.090 Fire & Extend Coverage	100.00	49.98	7.44	44.64	(5.34)
4540 Employee Benefit Payments	277,700.00	138,850.02	23,329.47	127,969.11	(10,880.91)
4570 FSS Jr League Loan Write-Off	-	-	-	-	-
Total General Expenses	286,600.00	143,299.98	24,006.53	132,031.47	(11,268.51)
Total Routine Expenses	1,541,500.00	771,250.18	130,680.61	791,953.59	20,703.41
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	1,541,500.00	771,250.18	130,680.61	791,953.59	20,703.41
Residual Receipts (Profit/Loss)	95,600.00	54,911.99	26,145.69	117,336.73	62,424.74

Kate Ross

Estella Maxey

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME										
Dwelling Rental	688,000.00	343,999.98	50,062.67	313,724.76	(30,275.22)	870,000.00	435,000.00	72,220.42	425,240.63	(9,759.37)
Excess Utilities	83,200.00	41,599.98	10,955.94	36,881.93	(4,718.05)	116,000.00	58,000.02	16,709.47	51,208.66	(6,791.36)
Non-Dwelling Rental	72,000.00	36,000.00	6,000.00	36,000.00	-	-	-	-	-	-
Total Rental Income	843,200.00	421,599.96	67,018.61	386,606.69	(34,993.27)	986,000.00	493,000.02	88,929.89	476,449.29	(16,550.73)
Management Fee from CFP	63,900.00	31,405.35	11,208.93	57,863.09	26,457.74	79,900.00	40,178.49	14,265.91	73,297.73	33,119.24
CFP Trnsf. In-Site Expenses	64,400.00	32,200.02	1,339.17	11,764.63	(20,435.39)	67,400.00	33,700.02	891.91	1,913.31	(31,786.71)
Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	1,697.98	3,496.14	3,496.14
Interest on Investments	20,300.00	10,150.02	2,022.53	13,722.57	3,572.55	31,700.00	15,850.02	2,197.26	20,799.11	4,949.09
Jr. League Grant	-	-	-	-	-	-	-	-	-	-
Other Income	59,300.00	29,650.02	4,739.52	18,045.47	(11,604.55)	74,600.00	37,300.02	6,802.02	28,187.57	(9,112.45)
Other Income-FSS Forfeitures	-	-	-	-	-	-	-	563.74	563.74	563.74
Other Income-Time Warner Cable	4,500.00	2,250.00	-	2,399.59	149.59	5,600.00	2,800.00	-	3,687.97	887.97
Operating Transfer In (1406)	64,900.00	32,449.98	10,949.19	73,211.44	40,761.46	81,000.00	39,631.65	14,044.37	94,092.49	54,460.84
Total Operating Income	277,300.00	138,105.39	30,259.34	177,006.79	38,901.40	340,200.00	169,460.20	40,463.19	226,038.06	56,577.86
Total HUD Contributions	1,111,800.00	547,592.88	95,010.00	609,140.00	61,547.12	1,485,700.00	730,822.65	127,108.50	810,408.50	79,585.85
Total Income	2,232,300.00	1,107,298.23	192,287.95	1,172,753.48	65,455.25	2,811,900.00	1,393,282.87	256,501.58	1,512,895.85	119,612.98
EXPENSES										
Administrative Salaries	187,800.00	93,900.00	17,716.82	99,654.23	5,754.23	247,800.00	123,900.00	19,703.31	114,043.09	(9,856.91)
Compensated Absences	-	-	-	-	-	-	-	-	-	-
Legal Expense	800.00	400.02	17.29	17.29	(382.73)	3,600.00	1,800.00	21.86	181.86	(1,618.14)
Staff Training	450.00	225.00	72.13	759.02	534.02	500.00	250.02	151.53	952.14	702.12
Travel & Conventions	1,450.00	725.04	-	-	(725.04)	1,800.00	900.00	-	-	(900.00)
Audit Fees	3,400.00	3,400.00	1,280.00	2,896.00	(504.00)	4,200.00	4,200.00	1,600.00	3,620.00	(580.00)
Sundry	97,145.00	48,572.52	10,882.19	65,134.97	16,562.45	114,470.00	57,234.96	13,576.37	72,890.60	15,655.64
Management Fees	300,900.00	149,905.35	28,584.18	168,511.84	18,606.49	379,800.00	190,128.51	36,981.91	214,488.48	24,359.97
Total Admin Expense	591,945.00	297,127.93	58,552.61	336,973.35	39,845.42	752,170.00	378,413.49	72,034.98	406,176.17	27,762.68
Tenant Services Salaries	101,500.00	50,749.98	7,835.27	52,212.26	1,462.28	126,900.00	63,450.00	9,794.05	65,285.10	1,835.10
Tenant Services-Recr., Etc.	10,000.00	4,999.98	60.00	1,304.16	(3,695.82)	10,000.00	4,999.98	-	909.03	(4,090.95)
Resident Council	4,000.00	1,999.98	-	-	(1,999.98)	4,000.00	1,999.98	-	-	(1,999.98)
Ten. Serv. Contr., Train., Spec. Needs	100.00	49.98	-	9.60	(40.38)	100.00	49.98	-	12.00	(37.98)
Total Tenant Expense	115,600.00	57,799.92	7,895.27	53,526.02	(4,273.90)	141,000.00	70,499.94	9,794.05	66,206.13	(4,293.81)
EXPENSES										
Water	67,300.00	33,649.98	5,659.68	36,872.80	3,222.82	97,600.00	48,799.98	6,014.73	54,428.25	5,628.27
Electricity	160,000.00	79,999.98	10,212.64	55,397.34	(24,602.64)	229,200.00	114,600.00	12,160.86	76,385.64	(38,214.36)
Gas	59,000.00	29,500.02	5,196.93	46,561.60	17,061.58	90,000.00	45,000.00	13,781.56	64,361.99	19,361.99
Other Utility Expense	88,500.00	44,250.00	7,678.25	48,677.84	4,427.84	137,600.00	68,800.02	8,882.50	81,532.32	12,732.30
Total Utility Expense	374,800.00	187,399.98	28,747.50	187,509.58	109.60	554,400.00	277,200.00	40,839.65	276,708.20	(491.80)
Labor	189,700.00	94,849.98	15,063.71	77,325.01	(17,524.97)	312,200.00	156,100.02	18,786.76	106,502.18	(49,597.84)
Material	102,400.00	61,199.96	4,372.18	34,877.44	(26,322.52)	106,300.00	63,150.02	5,830.07	27,416.13	(35,733.89)
Contract Cost	310,475.00	155,237.52	8,514.52	71,646.81	(83,590.71)	363,975.00	181,987.50	16,747.00	136,661.90	(45,325.60)
Total Ordinary Maint. & Operation	602,575.00	311,287.46	27,950.41	183,849.26	(127,438.20)	782,475.00	401,237.54	41,363.83	270,580.21	(130,657.33)
Protective Services Contract	77,650.00	38,824.98	6,913.54	39,004.98	180.00	76,000.00	37,999.98	6,900.75	41,965.17	3,965.19
Total Protective Services	77,650.00	38,824.98	6,913.54	39,004.98	180.00	76,000.00	37,999.98	6,900.75	41,965.17	3,965.19
Insurance	65,100.00	32,549.94	5,121.52	30,729.12	(1,820.82)	68,000.00	33,999.96	5,270.31	31,621.86	(2,378.10)
Payment in Lieu of Taxes (PILOT)	-	-	-	-	-	-	-	-	-	-
Employee Benefit Payments	186,530.00	93,264.96	13,931.24	71,421.91	(21,843.05)	311,430.00	155,714.94	17,890.14	98,753.60	(56,961.34)
Collection Losses	33,200.00	16,600.02	1,062.65	27,957.40	11,357.38	56,525.00	28,262.52	8,642.72	46,199.82	17,937.30
Total General Expenses	284,830.00	142,414.92	20,115.41	130,108.43	(12,306.49)	435,955.00	217,977.42	31,803.17	176,575.28	(41,402.14)
Total Routine Expenses	2,047,400.00	1,034,855.19	150,174.74	930,971.62	(103,883.57)	2,742,000.00	1,383,328.37	202,736.43	1,238,211.16	(145,117.21)
EXPENSES										
Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-
Casualty Losses-non capitalized	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	2,047,400.00	1,034,855.19	150,174.74	930,971.62	(103,883.57)	2,742,000.00	1,383,328.37	202,736.43	1,238,211.16	(145,117.21)
G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	-	-	-	-	-	-	-	-	-	-
Prior Yr Adj Affecting Residual Receipts	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-
Residual Receipts (Profit/Loss)	184,900.00	72,443.04	42,113.21	241,781.86	169,338.82	69,900.00	9,954.50	53,765.15	274,684.69	264,730.19

Section 8 Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Section 8 Admin Fees	1,545,200.00	772,600.02	189,582.00	815,650.00	43,049.98
3480 Proceeds fr. Insurance Claims	-	-	-	-	-
3610 Interest on on Admin Reserve	12,000.00	6,000.00	2,059.90	11,125.45	5,125.45
3690 Other Income	-	-	22,723.52	87,113.43	87,113.43
Total Admin Income	1,557,200.00	778,600.02	214,365.42	913,888.88	135,288.86
EXPENSES					
4110 Administrative Salaries	719,600.00	359,585.40	51,650.93	305,665.27	(53,920.13)
4120 Compensated Absences	-	-	-	-	-
4130 Legal Expense	1,000.00	499.98	156.85	597.85	97.87
4140 Staff Training	2,000.00	1,000.02	1,355.00	11,175.00	10,174.98
4150 Travel Convention & Meetings	2,000.00	1,000.02	-	-	(1,000.02)
4171 Auditing Fees	7,000.00	7,000.00	4,000.00	9,050.00	2,050.00
4190 Sundry	178,825.00	92,232.42	14,141.12	78,199.37	(14,033.05)
4196 Management Fee	293,600.00	146,800.02	42,655.95	164,897.70	18,097.68
4220 Tenant Services Recreation	-	-	-	-	-
4250 Reichenbach Program Assistance	-	-	-	-	-
4260 FSS Donations Expense	-	-	-	-	-
Total Admin Expense	1,204,025.00	608,117.86	113,959.85	569,585.19	(38,532.67)
4310 Water	1,300.00	694.24	81.34	1,771.53	1,077.29
4320 Electricity	4,100.00	2,060.00	35.18	1,477.40	(582.60)
4330 Gas	1,300.00	812.42	20.65	874.12	61.70
4390 Sewer	400.00	199.98	50.70	367.95	167.97
Total Utility Expense	7,100.00	3,766.64	187.87	4,491.00	724.36
4420 Material	3,700.00	1,849.98	127.62	707.96	(1,142.02)
4430 Contract Cost	21,225.00	10,612.44	1,896.17	11,521.35	908.91
Total Ordinary Maint. & Operation	24,925.00	12,462.42	2,023.79	12,229.31	(233.11)
4510.010 Workers Compensation	7,000.00	3,499.98	529.60	3,707.20	207.22
4510.020 General Liability Insurance	500.00	250.02	40.51	243.06	(6.96)
4510.040 Auto Insurance	2,200.00	1,099.98	169.13	1,183.91	83.93
4510.050 Public Officials Liability -E&O	800.00	400.02	64.11	448.77	48.75
4510.070 Crime / Dishonesty	70.00	34.98	5.38	37.66	2.68
4510.090 Fire & Extend Coverage	180.00	90.00	14.39	100.73	10.73
4540 Employee Benefit Payments	278,700.00	140,216.84	17,219.52	92,685.57	(47,531.27)
4590 Admin Fee	29,800.00	14,900.04	4,428.32	26,232.28	11,332.24
Total General Expenses	319,250.00	160,491.86	22,470.96	124,639.18	(35,852.68)
Total Routine Expenses	1,555,300.00	784,838.78	138,642.47	710,944.68	(73,894.10)
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)	1,900.00	(6,238.76)	75,722.95	202,944.20	209,182.96

Mainstream Admin

	Year Budget	YTD Budget	Current Period	Current Year	Over & Under
INCOME					
3410 Mainstream Admin Fees	-	-	-	2,117.00	13,866.00
3610 Interest on on Admin Reserve	-	-	-	37.27	323.91
3690.070 Misc. Other Income	-	-	-	411.22	1,236.13
Total Admin Income	-	-	-	2,565.49	15,426.04
EXPENSES					
4110 Administrative Salaries	-	-	-	3,834.82	9,034.71
4196 Admin Fees	-	-	-	476.33	2,881.36
4189/4190 Sundry	-	-	-	6.83	490.49
Total Admin Expenses	-	-	-	4,317.98	12,406.56
4540 Employee Benefit Payments	-	-	-	1,403.29	3,266.63
4590 Admin Fee	-	-	-	-	-
4431 Building Repair Contract	-	-	-	-	-
4430 Clean/Desinf Contr. Svcs	-	-	-	1.44	8.64
Total General Expenses	-	-	-	1,404.73	3,275.27
Total Expenses	-	-	-	5,722.71	15,681.83
Residual Receipts (Profit/Loss)	-	-	-	(3,157.22)	(255.79)

Section 8 HAP

Mainstream HAP

	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.	1,584.00	5,415.69
3690.020 Other Income FSS Forfeitures	-	760.87
3690.080 Oth Inc fr Adm for Overleasing	-	-
8026.000 Contributions Earned- HAP	1,380,728.00	8,412,966.94
8026.240 Contr. Earned HAP - Katrina	-	-
8026.245 DVP Contributions Earned	-	-
8026.400 Contrib Earned HAP Liberty-RAD	-	-
8026.450 Contrib Earned HAP ST-RAD	153,478.00	230,217.00
8026.455 Contrib Earned HAP-ST Demolitio	8,336.00	15,000.00
8026.500 Contrib. -Vet.Affs.Supp.Hous.	-	-
8026.800 Contributions Earned- Mainstrea	-	-
TOTAL HAP INCOME	1,544,126.00	8,664,360.50
EXPENSES		
4715.010 HAP Occupied Units	1,113,295.00	6,809,262.02
4715.020 HAP Parkside Occ. Units	19,728.00	109,661.00
4715.030 HAP Damages	-	-
4715.040 HAP Tanglewood Occ. Units	1,432.00	8,635.00
4715.070 HAP Portability - In	-	-
4715.090 HAP - Portability - Out	84,823.33	323,646.61
4715.100 HAP Parkside-Portability-Out	2,160.00	12,885.00
4715.230 HAP Homeownership	4,958.00	30,026.00
4715.240 HAP Katrina	-	-
4715.245 HAP Disaster Vchr. Prog.	-	-
4715.400 HAP Liberty-RAD	23,341.00	140,843.00
4715.450 HAP ST-RAD	208,033.00	208,033.00
4715.500 HAP Vet.Affs.Support.Hous.	21,293.00	129,334.00
4715.501 HAP - VASH - Portability - Out	-	-
4715.800 HAP Mainstream	-	-
4715.801 HAP Mainstream Port-Out	-	-
4715.910 HAP Hill Co. Occ. Units	80,165.00	513,974.00
4715.911 HAP Hillsboro Housing	-	-
4715.925 HAP Somervell Co.	4,321.00	31,959.00
4715.926 HAP Somervell Co. Port Out	-	-
4715.990 HAP Hill Co. Portability	18,085.00	109,368.00
4715.991 HAP Hillsboro Housing Port-Out	-	-
4716.000 UAP Occupied Units	11,023.00	89,987.00
4716.100 UAP Parkside Occ. Units	143.00	679.00
4716.130 UAP Tanglewood Occ. Units	-	-
4716.230 UAP Homeownership	-	1,049.00
4716.240 UAP Katrina	-	-
4716.245 UAP Disaster Vchr. Prog.	-	-
4716.400 UAP Liberty-RAD	171.00	1,742.00
4716.500 UAP Vet.Affairs Support Hous.	112.00	736.00
4716.800 UAP Mainstream	-	-
4716.910 UAP Hill Co. Occ. Units	161.00	3,164.00
4716.911 UAP Hillsboro Housing	-	-
4716.925 UAP Somervell Co.	-	-
4717.000 UAP - Portability - Out	1,809.70	10,654.01
4717.100 UAP - Portability - In	-	-
TOTAL HAP/UAP EXPENSE	1,595,054.03	8,535,637.64
RESIDUAL RECEIPTS (Profit/Loss)	(50,928.03)	128,722.86

	Current Period	Current Year
INCOME		
8026.800 Contr. Earned- Mainstream	23,166.00	85,645.00
TOTAL HAP INCOME	23,166.00	85,645.00
EXPENSES		
4715.090 HAP Mainstream Port-Out	-	-
4715.800 HAP Mainstream	24,439.00	138,442.00
4716.800 UAP Mainstream	-	341.00
4716.801 UAP Mainstream Port-Out	-	-
TOTAL HAP/UAP EXPENSE	24,439.00	138,783.00
RESIDUAL RECEIPTS (Profit/Loss)	(1,273.00)	(53,138.00)

	Raintree					Cimmaron					Misty				
	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	1,114,800.00	557,400.00	93,362.25	565,409.88	8,009.88	586,900.00	293,449.98	50,420.00	301,611.45	8,161.47	96,800.00	48,400.02	8,320.00	49,920.00	1,519.98
Total Rental Income	1,114,800.00	557,400.00	93,362.25	565,409.88	8,009.88	586,900.00	293,449.98	50,420.00	301,611.45	8,161.47	96,800.00	48,400.02	8,320.00	49,920.00	1,519.98
3400 Donations to Scholarship Fd.	3,000.00	-	5.25	30.70	30.70	-	-	-	-	-	-	-	-	-	-
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3610 Interest Income	11,700.00	5,850.00	1,338.89	8,078.51	2,228.51	6,800.00	3,400.02	631.44	4,004.60	604.58	800.00	400.02	111.94	577.11	177.09
3690 Other Income	38,550.00	19,275.04	4,973.59	19,086.26	(188.78)	25,500.00	12,749.98	783.54	12,164.75	(585.23)	3,105.00	1,552.50	-	767.74	(784.76)
3999.000 Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Income	53,250.00	25,125.04	6,317.73	27,195.47	2,070.43	32,300.00	16,150.00	1,414.98	16,169.35	19.35	3,905.00	1,952.52	111.94	1,344.85	(607.67)
Total Income	1,168,050.00	582,525.04	99,679.98	592,605.35	10,080.31	619,200.00	309,599.98	51,834.98	317,780.80	8,180.82	100,705.00	50,352.54	8,431.94	51,264.85	912.31
EXPENSES															
4110 Administrative Salaries	88,600.00	44,096.00	8,119.21	35,275.08	(8,820.92)	52,620.00	26,187.98	4,964.56	25,319.81	(868.17)	8,125.00	4,044.00	722.81	3,941.68	(102.32)
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4130 Legal Expense	730.00	364.98	-	3,799.10	3,434.12	500.00	250.02	-	2,451.20	2,201.18	70.00	34.98	-	398.95	363.97
4140 Staff Training & Convention	700.00	349.98	33.60	33.60	(316.38)	540.00	270.00	39.90	39.90	(230.10)	85.00	42.48	6.30	6.30	(36.18)
4150 Travel	160.00	79.98	-	-	(79.98)	245.00	122.52	-	-	(122.52)	40.00	19.98	-	-	(19.98)
4171 Auditing Fees	3,250.00	3,250.00	-	-	(3,250.00)	2,070.00	2,070.00	-	-	(2,070.00)	280.00	280.00	-	-	(280.00)
4180 Office Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4190 Sundry	32,990.00	15,119.94	4,397.31	18,775.90	3,655.96	16,175.00	9,199.92	1,246.83	9,613.83	413.91	2,195.00	1,117.50	259.49	1,335.50	218.00
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4196 Mgmt./Bkpg./Adm.Fee	289,850.00	144,925.02	24,274.19	147,006.57	2,081.55	152,600.00	76,300.02	13,109.20	78,419.08	2,119.06	10,650.00	5,325.00	915.20	5,491.20	166.20
Total Admin Expense	416,280.00	208,185.90	36,824.31	204,890.25	(3,295.65)	224,750.00	114,400.46	19,360.49	115,843.82	1,443.36	21,445.00	10,863.94	1,903.80	11,173.63	309.69
4310 Water	48,700.00	23,627.00	3,177.33	28,654.70	5,027.70	27,900.00	11,503.00	3,416.67	21,200.61	9,697.61	4,500.00	1,891.00	352.84	2,298.52	407.52
4320 Electricity	13,700.00	7,055.00	1,180.95	7,708.00	653.00	7,500.00	3,991.00	427.27	3,497.53	(493.47)	1,800.00	961.00	47.64	639.22	(321.78)
4390 Sewer	46,200.00	20,890.00	3,883.09	28,277.40	7,387.40	19,700.00	9,177.00	1,956.28	12,146.93	2,969.93	4,000.00	1,492.00	294.61	2,023.02	531.02
Total Utility Expense	108,600.00	51,572.00	8,241.37	64,640.10	13,068.10	55,100.00	24,671.00	5,800.22	36,845.07	12,174.07	10,300.00	4,344.00	695.09	4,960.76	616.76
4410 Labor	93,300.00	46,428.00	6,085.08	31,703.59	(14,724.41)	64,600.00	32,146.00	4,272.38	23,296.70	(8,849.30)	10,190.00	5,070.00	674.56	3,675.51	(1,394.49)
4420 Material	44,260.00	22,129.98	4,281.55	14,907.60	(7,222.38)	12,090.00	6,090.02	2,094.79	5,652.46	(437.56)	2,280.00	1,139.88	92.18	956.58	(183.30)
4430 Contract Cost	122,570.00	67,055.49	17,896.37	98,557.56	31,502.07	42,770.00	21,385.02	4,194.42	27,352.35	5,967.33	14,700.00	7,446.90	1,292.13	5,590.01	(1,856.89)
Total Ordinary Maint. & Operation	260,130.00	135,613.47	28,253.00	145,168.75	9,555.28	119,460.00	59,621.04	10,561.59	56,301.51	(3,319.53)	27,170.00	13,656.78	2,058.87	10,222.10	(3,434.68)
4480 Contract Cost	420.00	210.00	33.50	201.00	(9.00)	480.00	240.00	38.19	229.14	(10.86)	70.00	34.98	6.03	36.18	1.20
Total Protective Services	420.00	210.00	33.50	201.00	(9.00)	480.00	240.00	38.19	229.14	(10.86)	70.00	34.98	6.03	36.18	1.20
4510.010 Workers Compensation	3,970.00	1,984.98	298.97	1,793.82	(191.16)	2,490.00	1,245.00	182.53	1,095.18	(149.82)	390.00	195.00	28.25	169.50	(25.50)
4510.020 General Liab Insurance	1,230.00	615.00	95.93	575.58	(39.42)	780.00	390.00	61.03	366.18	(23.82)	130.00	64.98	9.82	58.92	(6.06)
4510.040 Auto Insurance	500.00	250.02	38.15	228.90	(21.12)	310.00	154.98	24.21	145.26	(8.72)	40.00	19.98	2.95	17.70	(2.28)
4510.050 Public Officials Insurance	1,940.00	970.02	151.71	910.26	(59.76)	1,240.00	619.98	96.48	578.88	(41.10)	200.00	100.02	15.52	93.12	(6.90)
4510.070 Crime / Dishonesty	70.00	34.98	5.38	32.28	(2.70)	70.00	34.98	5.38	32.28	(2.70)	-	-	-	-	-
4510.090 Fire & Extend Coverage	31,000.00	15,499.98	2,434.18	14,605.08	(894.90)	17,000.00	8,500.02	1,335.23	8,011.38	(488.64)	1,700.00	850.02	135.84	815.04	(34.98)
4540 Employee Benefit Payments	90,330.00	45,194.15	6,413.92	28,009.57	(17,184.58)	41,380.00	20,718.10	3,317.00	16,895.05	(4,023.05)	6,430.00	3,208.02	500.79	2,612.72	(595.30)
4570 Collection Losses	1,030.00	515.00	545.04	4,414.80	3,899.80	1,770.00	885.00	-	573.11	(311.89)	-	-	-	-	-
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General Expenses	130,070.00	65,064.13	9,983.28	50,570.29	(14,493.84)	65,040.00	32,548.06	5,021.86	27,497.32	(5,050.74)	8,890.00	4,438.02	693.17	3,767.00	(671.02)
Total Routine Expenses	915,500.00	460,645.50	83,335.46	465,470.39	4,824.89	464,830.00	231,480.56	40,782.35	236,716.86	5,236.30	67,875.00	33,337.72	5,356.96	30,159.67	(3,178.05)
EXPENSES															
4191.100 Employee Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4191.200 Non-Apartment Meetings	-	-	-	-	-	4,000.00	1,999.98	289.10	2,170.81	170.83	-	-	-	-	-
4191.300 Non-Apartment Public Relations	6,000.00	3,000.00	1,500.00	3,039.95	39.95	-	-	-	-	-	-	-	-	-	-
Total Non-Apartment Expenses	6,000.00	3,000.00	1,500.00	3,039.95	39.95	4,000.00	1,999.98	289.10	2,170.81	170.83	-	-	-	-	-
4610.000 Extraordinary Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4620.040 Casualty Losses-non capitalized	-	-	-	-	-	-	-	14,029.57	14,029.57	14,029.57	-	-	-	-	-
4700 Scholarships Awarded	3,000.00	1,500.00	-	-	(1,500.00)	-	-	-	-	-	-	-	-	-	-
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Non Routine Expenses	3,000.00	1,500.00	-	-	(1,500.00)	-	-	14,029.57	14,029.57	14,029.57	-	-	-	-	-
4800 Depreciation Expense	185,450.00	92,725.02	15,030.04	89,913.68	(2,811.34)	92,170.00	46,084.98	7,439.89	44,664.34	(1,420.64)	32,700.00	16,350.06	2,651.94	15,956.11	(393.95)
6110 G/L Disposition of Real Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenses	185,450.00	92,725.02	15,030.04	89,913.68	(2,811.34)	92,170.00	46,084.98	7,439.89	44,664.34	(1,420.64)	32,700.00	16,350.06	2,651.94	15,956.11	(393.95)
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,109,950.00	557,870.52	99,865.50	558,424.02	553.50	561,000.00	279,565.52	62,540.91	297,581.58	18,016.06	100,575.00	49,687.78	8,008.90	46,115.78	(3,572.00)
Residual Receipts (Profit/Loss)	58,100.00	24,654.52	(185.52)	34,181.33	9,526.81	58,200.00	30,034.46	(10,705.93)	20,199.22	(9,835.24)	130.00	664.76	423.04	5,149.07	4,484.31

	Hunnington					Picadilly					WPFC II				
	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	401,600.00	200,800.02	33,400.00	205,426.76	4,626.74	49,800.00	24,900.00	3,858.67	20,263.54	(4,636.46)					
Total Rental Income	401,600.00	200,800.02	33,400.00	205,426.76	4,626.74	49,800.00	24,900.00	3,858.67	20,263.54	(4,636.46)					
3400.100 Youth Literacy Grant-Dollar Gen	-	-	-	-	-	-	-	-	-	-					
3480 Proceeds fr. Insurance Claims	-	-	-	-	-	-	-	-	-	-					
3610 Interest Income	3,700.00	1,849.98	499.95	2,992.29	1,142.31	3,700.00	1,849.98	281.97	1,714.36	(135.62)			2,691.84	15,352.97	15,352.97
3690 Other Income	11,600.00	5,800.02	1,345.44	6,230.07	430.05	2,400.00	1,199.98	75.00	2,177.98	978.00				240,000.00	240,000.00
Total Operating Income	15,300.00	7,650.00	1,845.39	9,222.36	1,572.36	6,100.00	3,049.96	356.97	3,892.34	842.38			2,691.84	255,352.97	255,352.97
3999 Transfer In	-	-	-	-	-	-	-	-	-	-					
Total Income	416,900.00	208,450.02	35,245.39	214,649.12	6,199.10	55,900.00	27,949.96	4,215.64	24,155.88	(3,794.08)					
EXPENSES															
4110 Administrative Salaries	35,740.00	17,796.00	2,792.46	14,750.05	(3,045.95)	3,500.00	1,742.00	317.37	1,413.66	(328.34)					
4120 Compensated Absences	-	-	-	-	-	-	-	-	-	-					
4130 Legal Expense	350.00	175.02	-	-	(175.02)	40.00	19.98	-	-	(19.98)				2,819.75	2,819.75
4140 Staff Training & Convention	320.00	160.02	23.80	23.80	(136.22)	30.00	15.00	1.40	1.40	(13.60)					
4150 Travel	150.00	75.00	-	-	(75.00)	10.00	4.98	-	-	(4.98)					
4171 Auditing Fees	1,275.00	1,275.00	-	-	(1,275.00)	130.00	130.00	-	-	(130.00)					
4180 Office Rent	-	-	-	-	-	-	-	-	-	-					
4190 Sundry	11,115.00	6,732.44	744.23	6,701.67	(30.57)	2,090.00	1,169.60	139.35	978.54	(191.26)					
4195 Property Management Fee	-	-	-	-	-	-	-	-	-	-				2,819.75	2,819.75
4196 Mgmt./Bkpg./Adm.Fee	104,400.00	52,200.00	8,684.00	53,410.96	1,210.96	5,480.00	2,740.02	424.45	2,228.99	(511.03)					
Total Admin Expense	153,350.00	78,413.48	12,244.49	74,886.68	(3,526.80)	11,280.00	5,821.78	882.57	4,622.59	(1,199.19)					
4310 Water	20,400.00	9,537.00	1,377.71	10,337.92	800.92	970.00	389.00	224.80	2,048.24	1,659.24					
4320 Electricity	8,300.00	4,292.00	921.79	4,372.70	80.70	300.00	177.00	311.12	986.64	809.64					
4390 Sewer	20,000.00	9,000.00	1,188.51	10,338.15	1,338.15	40.00	19.98	28.53	295.44	275.46					
Total Utility Expense	48,700.00	22,829.00	3,488.01	25,048.77	2,219.77	1,310.00	585.98	564.45	3,330.32	2,744.34					
4410 Maint. & Operation Labor	38,500.00	19,158.00	2,548.39	13,885.39	(5,272.61)	4,200.00	2,090.00	253.54	1,320.97	(769.03)					
4420 Material	8,135.00	4,067.40	2,080.39	5,671.09	1,603.69	2,030.00	1,014.96	38.27	1,334.41	319.45					
4430 Contract Cost	39,675.00	15,587.46	7,337.48	29,173.99	13,586.53	8,520.00	4,260.00	1,850.26	7,659.18	3,399.18					
Total Ordinary Maint. & Operation	86,310.00	38,812.86	11,966.26	48,730.47	9,917.61	14,750.00	7,364.96	2,142.07	10,314.56	2,949.60					
4480 Contract Cost	270.00	135.00	22.78	136.68	1.68	-	-	-	-	-					
Total Protective Services	270.00	135.00	22.78	136.68	1.68	-	-	-	-	-					
4510.010 Workers Compensation	1,640.00	820.02	122.92	737.52	(82.50)	160.00	79.98	11.78	70.68	(9.30)					
4510.020 General Liab Insurance	470.00	235.02	37.11	222.66	(12.36)	40.00	19.98	3.39	20.34	0.36					
4510.040 Auto Insurance	140.00	70.02	11.16	66.96	(3.06)	20.00	10.02	1.31	7.86	(2.16)					
4510.050 Public Officials Insurance	750.00	375.00	58.59	351.54	(23.46)	70.00	34.98	5.26	31.56	(3.42)					
4510.090 Fire & Extend Coverage	6,500.00	3,250.02	510.81	3,064.86	(185.16)	1,000.00	499.98	82.56	495.36	(4.62)					
4540 Employee Benefit Payments	26,300.00	13,171.42	1,913.24	9,812.16	(3,359.26)	3,690.00	1,835.18	259.42	1,144.87	(890.31)					
4570 Collection Losses	-	-	940.40	1,375.59	1,375.59	-	-	-	461.67	461.67					
4580 Interest Expense	-	-	-	-	-	-	-	-	-	-					
Total General Expenses	35,800.00	17,921.50	3,594.23	15,631.29	(2,290.21)	4,980.00	2,480.12	363.72	2,232.34	(247.76)				2,819.75	2,819.75
Total Routine Expenses	324,430.00	158,111.84	31,315.77	164,433.89	6,322.05	32,320.00	16,252.84	3,952.81	20,499.81	4,246.97					
EXPENSES															
4191.500 Dollar General Grant-Books	-	-	-	-	-	-	-	-	-	-					
Total Non-Apparatus Expenses	-	-	-	-	-	-	-	-	-	-					
4610.000 Extraordinary Maintenance	-	-	(5,800.90)	-	-	-	-	-	-	-					
4620.040 Casualty Losses-non capitalized	-	-	19,830.45	19,830.45	19,830.45	-	-	-	-	-					
5999.000 Transfer Out	-	-	-	-	-	-	-	-	-	-					
Total Non Routine Expenses	-	-	14,029.55	19,830.45	19,830.45	-	-	-	-	-					
4800 Depreciation Expense	60,870.00	30,435.00	4,654.93	27,990.80	(2,444.20)	3,280.00	1,639.98	273.68	1,644.88	4.90					
6120 G/L Disposition of Nonexp. Equip.	-	-	-	-	-	-	-	-	-	-					
Total Capital Expenses	60,870.00	30,435.00	4,654.93	27,990.80	(2,444.20)	3,280.00	1,639.98	273.68	1,644.88	4.90					
6010 Prior Year Adjustment - ARR	-	-	-	-	-	-	-	-	-	-					
Total Prior Year Receipts	-	-	-	-	-	-	-	-	-	-					
Total Expenses	385,300.00	188,546.84	50,000.25	212,255.14	23,708.30	35,600.00	17,892.82	4,226.49	22,144.69	4,251.87				2,819.75	2,819.75
Residual Receipts (Profit/Loss)	31,600.00	19,903.18	(14,754.86)	2,393.98	(17,509.20)	20,300.00	10,057.14	(10.85)	2,011.19	(8,045.95)			2,691.84	252,533.22	252,533.22

Account Description	Account #	Bank Name	Interest Rate	Purchased	Maturity	3/31/2021	Total by Site
Waco Housing Authority							
Central Cost							
Public Fund Checking							
Revolving	20470357	Extraco	1.51%			\$ 1,585,223.75	
FSS Junior League Grant	20470381	Extraco	1.51%			\$ 12,063.38	
Employee Committee	20470258	Extraco	1.51%			399.52	
Payroll	20470340	Extraco	1.51%			2,615.17	
Central Cost Center	20470381	Extraco	1.51%			169,594.36	
Central Cost sub-total							\$ 1,769,896.18
Kate Ross							
Public Fund Checking							
Kate Ross-Operating	20470399	Extraco	1.51%			\$ 647,991.74	
Public Housing FSS Escrow-KR	20573010	Extraco	1.51%			5,546.51	
1 Certificate of Deposit - 12 months	402638	Alliance Bank	1.00%	10/25/2020	10/25/2021	261,449.61	
Certificate of Deposit - 12 months	403335	Alliance Bank	1.00%	2/26/2021	2/26/2022	214,249.69	
Certificate of Deposit - 12 months	403336	Alliance Bank	1.00%	2/26/2021	2/26/2022	158,278.61	
4 Certificate of Deposit - 12 months	52814	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021	257,583.85	
5 Certificate of Deposit - 12 months	50863	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021	79,199.59	
6 Certificate of Deposit - 12 months	56050	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021	77,411.35	
7 Certificate of Deposit - 24 months	57894	The First National Bank of McGr	2.25%	2/25/2020	2/25/2022	270,069.86	\$ 1,971,780.81 KR
Estella Maxey							
Public Fund Checking							
Estella Maxey-Operating	20470407	Extraco	1.51%			\$ 963,859.21	
Public Housing FSS Escrow-EM	20573119	Extraco	1.51%			2,154.70	
1 Certificate of Deposit - 12 months	402637	Alliance Bank	1.00%	10/25/2020	10/25/2021	212,456.94	
2 Certificate of Deposit - 12 months	403196	Alliance Bank	1.00%	12/20/2020	12/20/2021	108,738.14	
3 Certificate of Deposit - 12 months	403291	Alliance Bank	0.75%	11/18/2020	11/18/2021	107,880.80	
Certificate of Deposit - 12 months	403338	Alliance Bank	1.00%	2/26/2021	2/26/2022	52,766.29	
Certificate of Deposit - 12 months	403337	Alliance Bank	1.00%	2/26/2021	2/26/2022	171,399.76	
4 Certificate of Deposit - 12 months	403315	Alliance Bank	1.00%	1/25/2021	1/25/2022	461,379.76	
7 Certificate of Deposit - 12 months	403064	Alliance Bank	1.00%	12/12/2020	12/12/2021	505,258.12	
8 Certificate of Deposit - 12 months	56123	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021	105,599.49	
9 Certificate of Deposit - 12 months	56938	The First National Bank of McGr	1.20%	6/25/2020	6/25/2021	51,607.56	
10 Certificate of Deposit - 24 months	51165	The First National Bank of McGr	2.25%	2/25/2020	2/25/2022	331,333.20	\$ 3,074,433.97 EM
South Terrace							
Public Fund Checking							
South Terrace-Operating	20470415	Extraco	1.51%			\$ 953,599.56	
Public Housing FSS Escrow-ST	20470324	Extraco	1.51%			23,556.17	
Public Housing sub-total							\$ 6,023,370.51
Section 8							
Public Fund Checking							
Section 8 - HAP	20470142	Extraco	1.51%			\$ 1,674,884.70	
Section 8- Mainstream	20969713	Extraco	1.51%			23,738.36	
Section 8 FSS Escrow	20470308	Extraco	1.51%			142,478.49	
Section 8 sub-total							\$ 1,841,101.55
Non-Profit Corporations							
Waco Housing Opportunities Corporation							
WHOC Public Fund Checking	20470423	Extraco	1.52%			411,446.44	
1 CD: Picadilly/Hunnington - 12 months	402635	Alliance Bank	1.00%	10/25/2020	10/25/2021	212,456.94	
2 CD: Picadilly/Hunnington - 12 months	403063	Alliance Bank	1.00%	11/25/2020	11/25/2021	53,677.11	
WHOC sub-total							\$ 677,580.49
Waco Public Facilities Corporation							
Misty Public Fund Checking	20470126	Extraco	1.52%			85,968.74	
Cimmaron Public Fund Checking	20469920	Extraco	1.52%			354,223.62	
1 CD: Cimmaron - 12 months	402636	Alliance Bank	1.00%	10/25/2020	10/25/2021	53,114.22	
2 CD: Cimmaron - 12 months	403061	Alliance Bank	1.00%	11/25/2020	11/25/2021	107,354.20	\$ 85,968.74 Misty
WPFC sub-total							\$ 514,692.04 Cimm
WPFC sub-total							\$ 600,660.78
South Terrace-WPFC	21026158	Extraco	1.51%			1,422,420.46	\$ 1,422,420.46 STWPFC
Raintree Public Funds Checking							
Raintree Operating	20469987	Extraco	1.51%			548,620.22	
Raintree Scholarship Fund	20470100	Extraco	1.51%			4,122.47	
1 CD: Raintree - 12 months	402634	Alliance Bank	1.00%	10/25/2020	10/25/2021	79,671.34	
2 CD: Raintree - 12 months	403062	Alliance Bank	1.00%	11/25/2020	11/25/2021	161,031.36	
3 CD: Raintree - 12 months	402863	Alliance Bank	1.00%	6/21/2020	6/21/2021	105,435.71	
4 CD: Raintree - 12 months	403350	Alliance Bank	0.85%	3/30/2021	3/30/2022	261,182.24	\$ 1,160,063.34 RT
Waco Public Facilities Corporation II							
WPFC II Public Fund Checking	20868733	Extraco	1.51%			2,115,643.56	\$ 2,115,643.56 WPFC II
Non-profits sub-total							\$ 5,976,368.63
Total WHA & Affiliates							\$ 15,610,736.87

164,924.41



Edwina Viera
Vice President, Financial Services

5/4/2021
Date

Weighted average maturity: 81.26 days

Bank	Balance @ 3/31/21	
1 Extraco	11,150,151.13	71.43%
2 Central National	-	0.00%
3 Alliance Bank	3,287,780.84	21.06%
4 First National Bk.	-	0.00%
5 The First National Bank of McGr	1,172,804.90	7.51%
	<u>15,610,736.87</u>	<u>1.00</u>

Resolution No. 3833

RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING
AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO
PURCHASE A 2019 STARCRAFT ALLSTAR 22FT SHUTTLE BUS WITH GRAPHICS

- Whereas, the procurement guidelines were followed, and
- Whereas, a cooperative contract was found for this item, and
- Whereas, the quote received in the amount of \$56,591.00 includes the bus, delivery and a custom graphics package with our logo, and
- Whereas, it is the recommendation of the President/CEO that we accept the quote from Creative Bus Sales
- 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 10TH day of May, 2021.

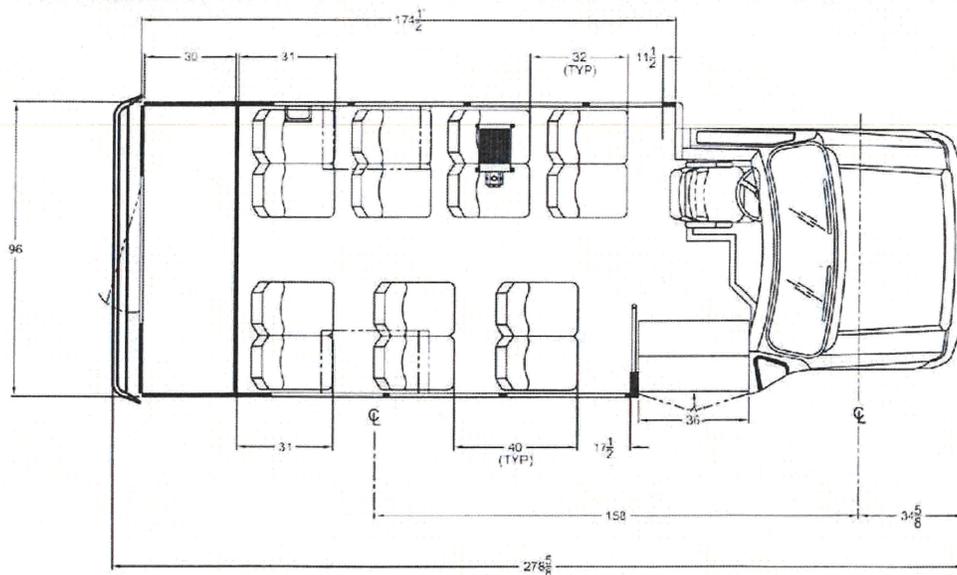
Secretary

Chairperson of the Board

(Seal)



H-GAC BT01-21 ModelType ZCA 2019 Starcraft Allstar 22'





Specifications

Chassis

- 2019 Ford E-350
- Engine: 6.2L V-8

Exterior

- Exterior Color: white
- 158" wheelbase
- Fully welded steel cage construction meeting all applicable FMVSS requirements
- "Starview" driver's visibility window in front of entry door
- Electric actuated 36" passenger entry door with full length glass
- 36" wide x 36" high upper double T-Slider tempered safety glass windows with climate control tint
- Black powder coated steel rear bumper
- Rear mud flaps
- Front mud flap, Passenger side only
- Pre-painted white aluminum side, skirts
- Fiberglass front and rear caps
- One-piece seamless FRP (fiberglass reinforced plastic) roof
- Breakaway rearview mirrors with built-in convex
- Blue exterior graphic
- Extruded aluminum running board on driver side
- Stainless steel extender inner dual rear wheel, pair
- Exterior passenger entrance door key

Interior

- 93" interior width
- 80" interior floor to ceiling height (raised floor is 75")
- Floor and wall seat track for flexible seating
- 5/8" exterior grade plywood flooring
- Ceiling and rear wall fabric for sound abatement
- White step nosing
- Printed circuit board with automotive type fuses and LED trouble shooting lights
- Walls and Ceiling: Grey padded cloth
- Flooring: Gerflor Sirius Graphite Grey
- 1 1/4" dual entry grab rails parallel to entrance steps (both sides)
- Overhead luggage rack, both sides
- Rear luggage with rear door, felt liner, escape hatch, light, and rubber floor

A/C and Heat

- A/C System: TA712 Super 55K Dual Compressor
- Heater: 65K BTU floor mounted, 3 speed low profile OK side sliders

Lighting

- Door activated interior lights
- Surface mound LED entry door exterior light
- Sealed LED stop, tail, and turn signal lights with LED back-up lights
- LED rear center mount brake light, rectangular
- LED dual reading lights (each) in overhead luggage (7)
- LED front and rear marker lights
- LED entry door step well lights
- LED driver and passenger area lighting

Electrical

- 240 AMP OEM alternator
- Intermotive Flex Tech Electrical System

Audio/Visual

- Deluxe AM/FM/CD with clock & 4 speakers PA ready
- Rosco back-up camera system w/ 7" rearview monitor/mirror combo



Creative Bus Sales

THE NATION'S LARGEST BUS DEALER SINCE 1980

Safety

- Back-up alarm SAE type C 97 db(A)
- 5 Lb. fire extinguisher
- Emergency triangle kit
- Interior convex mirror 6" x 9"

Passenger Seating Options Seating

- 14 Passenger, 0 Wheelchair
- Passenger Seating
 - Seat Fabric: Level 4 Incense Blue Cloth
 - High back, double seat (7)
 - Seat belt, non- retractable (14)
 - Seat belt loop (14)
 - Black armrest each on aisle seats (7)
 - Recliner *Not on rear row* (10)
 - Side slider per double (7)
- Driver Seating: SHIELD FC Recliner, RH Arm, 4 Position Lumbar, Mesh Pocket
 - Driver Seat Cover: Level 4 Incense Blue Cloth

Warranty

Manufacturer Warranty

- Starcraft 3 Year/36,000 Miles

Chassis Warranty

- Ford E-350 Bumper to Bumper: 3 Year/36,000 Miles
- Ford E-350 Powertrain: 5 Year/60,000 Miles

All vehicles come with warranty, but Creative Bus Sales offers more value without the added cost. Our coverage and support comes with each of our new buses — *standard*.

We Process All The Warranty Registrations

We register all of your bus parts for you, no more pesky warranty cards to fill out. This includes *all* parts, wheelchair lift, electronics, HVAC, etc.

We Handle All The Paperwork

We administer and coordinate any warranty work. You make one call to our warranty department, and they take it from there.

Repair Facilities Near You

When warranty work is needed, we use service repair facilities near the bus location. We have over 3200 authorized centers and growing. You will never have to drive far to get repairs completed.

No More Claim Forms

Creative Bus handles all parts of the claim process, you will have no out of pocket expenses, no reimbursements, and the service facility will be paid directly by us.

Longer Warranty Period

We have negotiated extended periods for the units we sell. Unprecedented 60 month/100,000 mile bumper-to-bumper warranty on the Starcraft bus upfit.



Pricing

Description	Amount
Bus Cost	\$61,791
Ford HGAC GPC	\$-5,200
Total*	\$56,591

** Pricing does not include DMV, title, or licensing.
This quote is valid for 30 days from date issued.*

Available Options

• Graphics Packages	Logos Only	Included in price
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Contact:

Date Issued: 4/19/2021

Name: Joe Wesolowski

Phone: 469-416-8100

Email: JoeW@CreativeBusSales.com