



MEXICO HOUSING AUTHORITY



PO Box 484 – 828 Garfield Avenue – Mexico, Missouri 65265 Phone: (573) 581-2294 – Fax: (573) 581-6636 –
www.mexicoha.com

Board of Commissioners
Housing Authority of the City of Mexico, Missouri

TENATIVE AGENDA REGULAR MEETING
MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, January 21, 2020 at 3:30pm

1. **Call to order** by Chairperson Denise Harrington

2. **Roll Call** by Tammy Dreyer, Executive Director

3. **Adoption of Agenda**

4. **Comments from the Public** (limit 3 minutes per person)

5. **Approval of Consent Agenda**

Approval of Special meeting minutes for: October 29, 2019 and December 4, 2019

6. **Executive Director's Report:**

- a. Financial Reports
- b. Bills Expended
- c. S8/PH Report
- d. S8/PH Waitlist
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

7. **Unfinished Business**

Safety Policy discussion

8. **New Business:**

Resolution 2927 Acceptance of Annual Audit FYE 2018/2019
Resolution 2928 Approving Write Off FY 2020

9. **Other Business:**

10. **Comments from Commissioner:**

11. **Adjournment of Open Meeting:**

A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: www.mexicoha.com

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact MHA at (573) 581-2294 press 2 and leave a message, at least one working day prior to the meeting.

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON October 29, 2019

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, October 29, 2019 at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner Denise Harrington presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in special open session on October 29, 2019 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Denise Harrington called the meeting to order at 3:31pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyms
Commissioner Denise Harrington
Commissioner Amy Prater
Commissioner Vacancy

Commissioners excused:

Commissioner Rita Jackson

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney

3. Adoption of Agenda

D Harrington requested a motion to adopt the Agenda with the changes to include Executive Directors Report be added to Consent Agenda. Commissioner T Dobyms made a motion and A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes:	A Prater, T Dobyms
No:	None
Absent:	R Jackson

4. Comments from the public:

None

5. Approval of Consent Agenda (if applicable)

Approval of regular meeting minutes for: August 20, 2019

Executive Director’s Report

D Harrington requested a motion to approve Consent Agenda. Commissioner A Prater made a motion and T Dobyys second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyys
No: None
Absent: R Jackson

6. Unfinished Business

None

8. New Business

Resolution 2916 Approving Pay Range Scale FY 2020

Commissioner D Harrington requested a motion to approve the Resolution 2916. A motion was made by Commissioner A Prater and seconded by Commissioner T Dobyys. All Commissioners present voted “aye” and Commissioner D Harrington declared the motion carried.

Yes: A Prater, T Dobyys
No: None
Absent: R Jackson

Resolution 2917 Approving Payment Standards for Section 8 FY 2019/2020

D Harrington requested a motion to approve Resolution 2917. Commissioner T Dobyys made a motion and A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyys
No: None
Absent: R Jackson

Resolution 2918 Approving Flat Rent for Public Housing FY 2020

Commissioner D Harrington requested a motion to approve the Resolution 2918. A motion was made by Commissioner A Prater and seconded by Commissioner T Dobyys. All Commissioners present voted “aye” and Commissioner D Harrington declared the motion carried.

Yes: A Prater, T Dobyys
No: None
Absent: R Jackson

Resolution 2919 Approving Standardized Charge Revision FY 2020

D Harrington requested a motion to approve Resolution 2919. Commissioner T Dobyms made a motion and A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyms
No: None
Absent: R Jackson

Resolution 2920 Approving MHAPCI Renewal FY 2019/2020

D Harrington requested a motion to approve Resolution 2920. Commissioner A Prater made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyms
No: None
Absent: R Jackson

7. Other Business:

T Dreyer presented the BOC with some pictures on how we could paint the brick on our units to be able to clean up the wires and make a more curb appeal look. D Harrington is concerned about the upkeep on the painted brick and T Dreyer stated that after initial exterior paint by contractor that we would maintain touch up by our maintenance personnel. T Dreyer will work on getting some color ideas and putting together a contract to test the look on a certain area.

RATI update.... T Dreyer stated that the RATI will provide hot meals from the Community Center and use the old CMCA building for overnight guests.

T Dreyer would like to work with the community of Mexico to request for historical photos of this area to be displayed in the Community Center. At the same time MHA would like to do an official or renaming of the Community Center to be Garfield Community Center in remembrance of the history of Garfield School and community.

D Harrington requested a motion to approve the renaming or official naming of the Garfield Community Center and work with the Mexico community in requesting historical photos of the history of this area. Commissioner A Prater made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: A Prater, T Dobyms
No: None
Absent: R Jackson

10. Comments from Commissioners:

None

11. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on October 29, 2019, Commissioner T Dobyms the motion and Commissioner A Prater seconded. The regular session meeting was adjourned at 4:18 pm

ATTEST:

Denise Harrington, Board Chair

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on October 23, 2019, I posted public notice of the October 29, 2019 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at www.mexicoha.com, copies of the Agenda and Board Packet for review.

Tammy Dreyer

date

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON December 4, 2019

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Wednesday, December 4, 2019 at 1:00 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner Denise Harrington presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in special open session on December 4, 2019 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner Denise Harrington called the meeting to order at 1:02pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Denise Harrington
Commissioner Rita Jackson
Commissioner Vacancy

Commissioners excused:

Commissioner Amy Prater

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney

3. Adoption of Agenda

D Harrington requested a motion to adopt the Agenda. Commissioner R Jackson made a motion and T Dobyns second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes:	T Dobyns, R Jackson
No:	None
Absent:	A Prater

4. Comments from the public:

None

5. Approval of Consent Agenda (if applicable)

Approval of regular meeting minutes for: October 29, 2019 was moved to next meeting for approval due to R Jackson abstaining for not attending last meeting to approve minutes.

Executive Director’s Report

D Harrington requested a motion to approve Consent Agenda. Commissioner T Dobyms made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

6. Unfinished Business

None

8. New Business

Resolution 2921 Approving MHA Safety Policy

D Harrington requested that the Resolution 2921 be tabled until changes are made to the Safety Policy as in dates of training and timelines for employee sign off. A motion was made by Commissioner R Jackson and seconded by Commissioner T Dobyms. All Commissioners present voted “aye” and Commissioner D Harrington declared the motion carried.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

Resolution 2922 Approving PHA Plan/5 Year Plan FY 2020

D Harrington requested a motion to approve Resolution 2922. Commissioner T Dobyms made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

Resolution 2923 Approving Annual Plan FY 2020

Commissioner D Harrington requested a motion to approve the Resolution 2923. A motion was made by Commissioner R Jackson and seconded by Commissioner T Dobyms. All Commissioners present voted “aye” and Commissioner D Harrington declared the motion carried.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

Resolution 2924 Approving CFP 2020

D Harrington requested a motion to approve Resolution 2924. Commissioner T Dobyms made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

Resolution 2925 Approving ACOP Revision 2020

D Harrington requested a motion to approve Resolution 2925. Commissioner R Jackson made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

Resolution 2926 Approving Revision to By Laws 12/2019

D Harrington requested a motion to approve Resolution 2926. Commissioner T Dobyms made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

7. Other Business:

D Harrington requested a motion to cancel December 2019 BOC Meeting. Commissioner R Jackson made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, T Dobyms
No: None
Absent: A Prater

10. Comments from Commissioners:

D Harrington wanted to thank all of the BOC for taking their time to be apart of this Board. D Harrington would like to have a closed session scheduled for February 2020 Meeting to evaluate the Executive Director.

11. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on December 4, 2019, Commissioner T Dobyms the motion and Commissioner R Jackson seconded. The special session meeting was adjourned at 1:48 pm

ATTEST:

Denise Harrington, Board Chair

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on November 26, 2019, I posted public notice of the December 4, 2019 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at www.mexicoha.com, copies of the Agenda and Board Packet for review.

Tammy Dreyer

date

Mexico Housing Authority
Income Statement-Combining
9 Months Ended 12/31/2019

	Low Rent	Section 8	Local Fund	Total
Operating Revenues				
Net tenant rental revenue	\$ 281,698.75	\$ 0.00	\$ 0.00	\$ 281,698.75
Tenant revenue - other	16,358.30	0.00	0.00	16,358.30
HUD PHA operating grants	559,478.33	362,423.00	0.00	921,901.33
Capital grants	274,080.00	0.00	0.00	274,080.00
Investment income - unrestricted	14,140.65	1,054.94	28.98	15,224.57
Fraud recovery	0.00	1,435.47	0.00	1,435.47
Other revenue	10,462.71	5,989.10	0.00	16,451.81
Total Operating Revenues	<u>1,156,218.74</u>	<u>370,902.51</u>	<u>28.98</u>	<u>1,527,150.23</u>
Operating Expenses				
Administrative salaries	108,871.88	28,733.97	0.00	137,605.85
Auditing fees	4,996.60	1,023.40	0.00	6,020.00
Advertising and marketing	275.00	0.00	0.00	275.00
Employee benefits - administrative	50,398.20	14,765.25	0.00	65,163.45
Office expenses	20,058.36	3,392.62	0.00	23,450.98
Legal expenses	3,310.43	64.26	0.00	3,374.69
Travel	6,017.80	473.33	0.00	6,491.13
Other admin.	15,642.14	2,737.32	134.41	18,513.87
Total Administrative	<u>209,570.41</u>	<u>51,190.15</u>	<u>134.41</u>	<u>260,894.97</u>
Tenant services - other	840.64	0.00	0.00	840.64
Total Tenant Services	<u>840.64</u>	<u>0.00</u>	<u>0.00</u>	<u>840.64</u>
Water	60,325.05	0.00	0.00	60,325.05
Electricity	13,318.06	0.00	0.00	13,318.06
Gas	1,836.67	0.00	0.00	1,836.67
Sewer	71,269.66	0.00	0.00	71,269.66
Total Utilities	<u>146,749.44</u>	<u>0.00</u>	<u>0.00</u>	<u>146,749.44</u>
Maintenance labor	70,029.20	0.00	0.00	70,029.20
Maintenance materials	90,948.03	0.00	0.00	90,948.03
Maintenance contracts	98,289.19	0.00	0.00	98,289.19
Employee benefits - maintenance	29,728.75	0.00	0.00	29,728.75
Total Maintenance	<u>288,995.17</u>	<u>0.00</u>	<u>0.00</u>	<u>288,995.17</u>
Property insurance	45,241.26	0.00	0.00	45,241.26
Liability insurance	4,323.15	55.71	0.00	4,378.86
Workmen's compensation	6,390.09	1,116.79	0.00	7,506.88
All other insurance	5,516.21	451.83	0.00	5,968.04
Total Insurance	<u>61,470.71</u>	<u>1,624.33</u>	<u>0.00</u>	<u>63,095.04</u>
Protective services - other contract costs	713.00	0.00	0.00	713.00
Total Protective Services	<u>713.00</u>	<u>0.00</u>	<u>0.00</u>	<u>713.00</u>
Payments in lieu of taxes	9,746.06	0.00	0.00	9,746.06
Bad debt - tenant rents	2,801.66	0.00	0.00	2,801.66
Total General Expenses	<u>12,547.72</u>	<u>0.00</u>	<u>0.00</u>	<u>12,547.72</u>
Housing assistance payments	0.00	344,270.00	0.00	344,270.00
HAP portability-in	0.00	4,642.00	0.00	4,642.00
Total Housing Assistance Payments	<u>0.00</u>	<u>348,912.00</u>	<u>0.00</u>	<u>348,912.00</u>
Total Operating Expenses	<u>720,887.09</u>	<u>401,726.48</u>	<u>134.41</u>	<u>1,122,747.98</u>
Operating Income (Loss)	<u>435,331.65</u>	<u>(30,823.97)</u>	<u>(105.43)</u>	<u>404,402.25</u>

Other Financial Items

Urlaub & Co., PLLC
See Accountant's Compilation Report

Mexico Housing Authority
Income Statement-Combining

9 Months Ended 12/31/2019

	Low Rent	Section 8	Local Fund	Total
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	6,115.00	0.00	0.00	6,115.00
Property betterments & additions	<u>311,455.00</u>	<u>0.00</u>	<u>0.00</u>	<u>311,455.00</u>
Total Other Financial Items	<u>317,570.00</u>	<u>0.00</u>	<u>0.00</u>	<u>317,570.00</u>
Net Income (Loss)	<u>\$ 117,761.65</u>	<u>\$ (30,823.97)</u>	<u>\$ (105.43)</u>	<u>\$ 86,832.25</u>

Mexico Housing Authority
Income Statement-Section 8 Voucher
9 Months Ended 12/31/2019

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 53,438.00	\$ 308,985.00	\$ 362,423.00
Investment income - unrestricted	1,054.94	0.00	1,054.94
Fraud recovery	717.75	717.72	1,435.47
Other revenue	5,989.10	0.00	5,989.10
Total Operating Revenues	<u>61,199.79</u>	<u>309,702.72</u>	<u>370,902.51</u>
Operating Expenses			
Administrative salaries	28,733.97	0.00	28,733.97
Auditing fees	1,023.40	0.00	1,023.40
Employee benefits - administrative	14,765.25	0.00	14,765.25
Office expenses	3,392.62	0.00	3,392.62
Legal expenses	64.26	0.00	64.26
Travel	473.33	0.00	473.33
Other admin.	2,737.32	0.00	2,737.32
Total Administrative	<u>51,190.15</u>	<u>0.00</u>	<u>51,190.15</u>
Liability insurance	55.71	0.00	55.71
Workmen's compensation	1,116.79	0.00	1,116.79
All other insurance	451.83	0.00	451.83
Total Insurance	<u>1,624.33</u>	<u>0.00</u>	<u>1,624.33</u>
Housing assistance payments	0.00	344,270.00	344,270.00
HAP portability-in	4,642.00	0.00	4,642.00
Total Housing Assistance Payments	<u>4,642.00</u>	<u>344,270.00</u>	<u>348,912.00</u>
Total Operating Expenses	<u>57,456.48</u>	<u>344,270.00</u>	<u>401,726.48</u>
Operating Income (Loss)	<u>3,743.31</u>	<u>(34,567.28)</u>	<u>(30,823.97)</u>
Other Financial Items			
Prior period adjustments	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 3,743.31</u>	<u>\$ (34,567.28)</u>	<u>\$ (30,823.97)</u>

**Mexico Housing Authority
2019 CFP Report
12/31/19**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Advances			
CFP Advances	<u>\$ 81,251.03</u>	<u>\$ 481,630.00</u>	<u>\$ 400,378.97</u>
Expenditures			
General Capital Activity	<u>81,251.03</u>	<u>481,630.00</u>	<u>400,378.97</u>
Total Expenditures	<u>\$ 81,251.03</u>	<u>\$ 481,630.00</u>	<u>\$ 400,378.97</u>
Excess (Deficiency) of Funds Advanced	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Mexico Housing Authority
Section 8 Utilization Report
For the Year Ended December 31, 2019

Available 12/31	Budgeted
498,209	498,209
149,090	129,746
20,656	-
667,955	627,955

Actual
Annual Budget Authority
HUD-held Program Reserve
PHA-held NRA Balance
Administrative Fee Reserve
Total Funding Available

Monthly HAP payments target is \$52,330 based on budgeted funding. This represents 126% of HUD funding.

Baseline Units

151

Month	Units Leased	HAP Payments	% of Monthly HUD Funding Utilized	% of Year to Date HUD Funding Utilized	Monthly Average HAP	Year to Date Average HAP	Monthly Lease Up Rate	Year to Date Lease Up Rate
Jan	123	\$ 36,011.00	87%	87%	\$ 292.77	\$ 292.77	81%	81%
Feb	119	36,294.00	87%	87%	304.99	298.78	79%	80%
Mar	119	35,636.00	86%	87%	299.46	299.01	79%	80%
Apr	120	36,398.00	88%	87%	303.32	300.08	79%	80%
May	122	36,983.00	89%	87%	303.14	300.70	81%	80%
Jun	125	37,803.00	91%	88%	302.42	301.00	83%	80%
Jul	123	37,148.00	89%	88%	302.02	301.14	81%	81%
Aug	125	37,538.00	90%	88%	300.30	301.04	83%	81%
Sep	130	39,507.00	95%	89%	303.90	301.37	86%	81%
Oct	136	39,821.00	96%	90%	292.80	300.43	90%	82%
Nov	133	39,254.00	95%	90%	295.14	299.92	88%	83%
Dec	135	39,818.00	96%	91%	294.95	299.48	89%	83%

Mexico Housing Authority
FYE 3/31/19

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Beginning HAP Equity	37,854.66	41,450.66	42,063.09	22,162.80	23,148.80	23,623.51	21,750.22	19,284.22	(5,099.66)	3,287.38	3,287.38	3,287.38	37,854.66
Revenues:													
Annual Contributions	39,894.00	37,438.00	17,824.00	38,134.00	38,134.00	37,355.00	37,355.00	14,627.00	48,124.00				308,985.00
Adjustment to bring balances	-	-	-	-	-	-	-	-	-	-	-	-	-
Void Checks-HAP	-	-	-	-	-	-	-	-	-	-	-	-	-
A/P-HUD Interest	-	157.43	78.71	-	78.71	78.71	-	243.12	81.04	-	-	-	717.72
Fraud Income (HAP)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	39,894.00	37,595.43	17,902.71	38,134.00	38,212.71	37,433.71	37,355.00	14,870.12	48,205.04	-	-	-	309,702.72
Expenses:													
HAP Payments	36,398.00	36,983.00	37,803.00	37,148.00	37,538.00	39,507.00	39,821.00	39,254.00	39,818.00				344,270.00
Refund of move out port out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	36,398.00	36,983.00	37,803.00	37,148.00	37,538.00	39,507.00	39,821.00	39,254.00	39,818.00	-	-	-	344,270.00
Net Income (Loss)	3,496.00	612.43	(19,900.29)	986.00	674.71	(2,073.29)	(2,466.00)	(8,387.04)	8,387.04	-	-	-	(34,567.28)
Ending HAP Equity	<u>41,450.66</u>	<u>42,063.09</u>	<u>22,162.80</u>	<u>23,148.80</u>	<u>23,823.51</u>	<u>21,750.22</u>	<u>19,284.22</u>	<u>(5,099.66)</u>	<u>3,287.38</u>	<u>3,287.38</u>	<u>3,287.38</u>	<u>3,287.38</u>	<u>3,287.38</u>
Beginning Admin Equity	126,331.96	129,106.61	126,835.97	125,715.87	125,730.20	128,237.26	129,867.91	130,376.02	129,007.73	130,075.27	130,075.27	130,075.27	126,331.96
Revenues:													
Annual Contributions	6,152.00	6,152.00	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	6,067.00	6,067.00				53,438.00
Interest Income	139.64	145.65	124.24	166.51	113.67	101.88	104.94	76.77	78.64				1,054.94
Other Income	594.37	595.29	602.44	602.44	602.44	1,184.80	602.44	602.44	602.44				5,989.10
Adjustment to bring balances	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income (Admin)	-	157.43	78.72	-	78.72	78.72	-	243.12	81.04	-	-	-	717.75
Total Revenue	6,886.01	7,053.37	6,605.40	6,568.95	6,594.83	7,165.40	6,507.38	6,989.33	6,829.12	-	-	-	61,199.79
Expenses:													
Admin Expenses	4,111.36	9,324.01	7,725.50	6,554.62	4,097.77	5,534.75	5,999.27	8,357.62	5,761.58				57,456.48
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	4,111.36	9,324.01	7,725.50	6,554.62	4,097.77	5,534.75	5,999.27	8,357.62	5,761.58	-	-	-	57,456.48
Net Income (Loss)	2,774.65	(2,270.64)	(1,120.10)	14.33	2,507.06	1,630.65	508.11	(1,368.29)	1,067.54	-	-	-	3,743.31
Ending Admin Equity	<u>129,106.61</u>	<u>126,835.97</u>	<u>125,715.87</u>	<u>125,730.20</u>	<u>128,237.26</u>	<u>129,867.91</u>	<u>130,376.02</u>	<u>129,007.73</u>	<u>130,075.27</u>	<u>130,075.27</u>	<u>130,075.27</u>	<u>130,075.27</u>	<u>128,104.65</u>

Housing Authority of the City of Mexico

Check Register

8

Housing Authority of the City of Mexico

Bank Account: 8 01 1111.2 0 - Section 8 Fund

All Check Numbers

Check Dates from 12/1/2019 through 12/31/2019

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00019993	ACH	\$196.00	Reconciled	12/02/2019	Ahmann, Thomas & Linda
00019994	Check	\$712.00	Reconciled	12/02/2019	Ameren Missouri
00019995	ACH	\$474.00	Reconciled	12/02/2019	JUDY BIRD
00019996	ACH	\$3,276.00	Reconciled	12/02/2019	Berkshire Estates, LP
00019997	ACH	\$1,043.00	Reconciled	12/02/2019	Chris Bohr
00019998	ACH	\$878.00	Reconciled	12/02/2019	Brenda Bryan
00019999	ACH	\$201.00	Reconciled	12/02/2019	Buffington, Kelli
00020000	ACH	\$344.00	Reconciled	12/02/2019	Henry Butts
00020001	ACH	\$539.00	Reconciled	12/02/2019	Derek R Clifton
00020002	ACH	\$1,000.00	Reconciled	12/02/2019	Paul Carlson
00020003	ACH	\$4,535.00	Reconciled	12/02/2019	Cedar Grove LLC
00020004	ACH	\$480.00	Reconciled	12/02/2019	Davidson, Dan
00020005	ACH	\$296.00	Reconciled	12/02/2019	Dysart Trust
00020006	ACH	\$274.00	Reconciled	12/02/2019	ESmith Investments LLC
00020007	ACH	\$549.00	Reconciled	12/02/2019	Tammy Gibbons
00020008	ACH	\$704.00	Reconciled	12/02/2019	STEVE HARTING
00020009	ACH	\$359.00	Reconciled	12/02/2019	Barbara Jones
00020010	Check	\$450.00	Reconciled	12/02/2019	Joy Manning
00020011	Check	\$388.00	Reconciled	12/02/2019	K & C Properties, LLC
00020012	ACH	\$345.00	Reconciled	12/02/2019	Lick Branch Properties, LLC
00020013	ACH	\$3,825.00	Reconciled	12/02/2019	MEXICO MEADOWS
00020014	Check	\$364.00	Reconciled	12/02/2019	RALPH MIKA
00020015	ACH	\$500.00	Reconciled	12/02/2019	Frank Marth
00020016	ACH	\$2,229.00	Reconciled	12/02/2019	Maco Management
00020017	ACH	\$1,018.00	Reconciled	12/02/2019	Joshua Newlon
00020018	ACH	\$1,160.00	Reconciled	12/02/2019	Warren Nordwald
00020019	ACH	\$550.00	Reconciled	12/02/2019	Stuart Pfeifer
00020020	Check	\$545.00	Reconciled	12/02/2019	ROGERS, GREGORY MARK
00020021	Check	\$408.00	Reconciled	12/02/2019	Don Rittmann
00020022	ACH	\$321.00	Reconciled	12/02/2019	Rural Real Estate Holdings LLC
00020023	ACH	\$141.00	Reconciled	12/02/2019	Schinkel Rentals
00020024	ACH	\$447.00	Reconciled	12/02/2019	Virgil O. Schroff Trust
00020025	ACH	\$260.00	Reconciled	12/02/2019	Roger Shuck
00020026	ACH	\$2,943.00	Reconciled	12/02/2019	DBA Country Place
00020027	ACH	\$2,048.00	Reconciled	12/02/2019	Teal Lake Village Mexico, LP
00020028	ACH	\$150.00	Reconciled	12/02/2019	Thomas, Garnett and Joann
00020029	ACH	\$1,604.00	Reconciled	12/02/2019	CLIFFORD WILSON
00020030	Check	\$550.00	Reconciled	12/02/2019	Walker, Kenneth

Housing Authority of the City of Mexico

Check Register

8

Housing Authority of the City of Mexico

Bank Account: 8 01 1111.2 0 - Section 8 Fund

All Check Numbers

Check Dates from 12/1/2019 through 12/31/2019

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00020031	ACH	\$418.00	Reconciled	12/02/2019	Michael Welch
00020032	ACH	\$1,596.00	Reconciled	12/02/2019	Welch, William
00020033	ACH	\$224.00	Reconciled	12/02/2019	La Shonia West
00020034	Check	\$360.00	Reconciled	12/02/2019	William David Holdings LLC
00020035	ACH	\$296.00	Reconciled	12/02/2019	YELTON, GARY & SUSAN
00020036	ACH	\$463.00	Reconciled	12/02/2019	Cotton Top II, LLC
00020037	ACH	\$220.00	Reconciled	12/02/2019	James Zumwalt
00020038	Check	\$74.00	Open	12/31/2019	Ameren Missouri
00020039	Check	\$412.00	Open	12/31/2019	Cedar Grove LLC
00020040	Check	\$163.00	Open	12/31/2019	Lick Branch Properties, LLC

Total # of checks listed: 48

Total amount of all checks: \$40,332.00

Total Open: 3

Total Cleared: 0

Total Reconciled: 45

Total Void: 0

Housing Authority of the City of Mexico

Check Register

1

Housing Authority of the City of Mexico

Bank Account: 1 01 1111.1 0 - Public Housing & General Fund

All Check Numbers

Check Dates from 12/1/2019 through 12/31/2019

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00064446	Check	\$1,514.89	Reconciled	12/02/2019	Ameren Missouri
00064447	Check	\$246.00	Reconciled	12/02/2019	Clampitt Law LLC
00064448	Check	\$48.23	Reconciled	12/02/2019	Crown Linen
00064449	Check	\$515.00	Reconciled	12/02/2019	JLT RE North America Inc
00064450	Check	\$432.00	Reconciled	12/02/2019	Lindsey Software
00064451	Check	\$213.50	Reconciled	12/02/2019	Mahaney, Dawn
00064452	Check	\$6,198.03	Reconciled	12/02/2019	Missouri American Water Co.
00064453	Check	\$42.43	Reconciled	12/02/2019	Standard Insurance Co.
00064454	Check	\$263.84	Reconciled	12/02/2019	Walmart Community/GEMB
00064456	Check	\$678.21	Reconciled	12/17/2019	Ameren Missouri
00064457	Check	\$35.00	Reconciled	12/17/2019	SSM Health St Mary's-Audrain
00064458	Check	\$550.00	Open	12/17/2019	Beals Tree Service
00064459	Check	\$11,747.56	Reconciled	12/17/2019	City of Mexico
00064460	Check	\$842.76	Reconciled	12/17/2019	Commerce Bank
00064461	Check	\$189.46	Reconciled	12/17/2019	Dayne's Waste Disposal, Inc.
00064462	Check	\$700.00	Reconciled	12/17/2019	Guardian Pest Control
00064463	Check	\$5,338.00	Reconciled	12/17/2019	Home Depot Credit Services
00064464	Check	\$75.00	Reconciled	12/17/2019	IMS
00064465	Check	\$373.74	Reconciled	12/17/2019	Lacrosse Lumber-Mexico
00064466	Check	\$149.40	Reconciled	12/17/2019	Love's Transfer, LLC
00064467	Check	\$362.02	Reconciled	12/17/2019	MFA Oil Company-KC
00064468	Check	\$136.88	Reconciled	12/17/2019	Mahaney, Dawn
00064469	Check	\$469.55	Reconciled	12/17/2019	Marco Technologies LLC
00064470	Check	\$653.84	Reconciled	12/17/2019	Missouri American Water Co.
00064471	Check	\$402.98	Reconciled	12/17/2019	Mommens Heating & Cooling, LLC
00064472	Check	\$84.99	Reconciled	12/17/2019	PITNEY BOWES INC
00064473	Check	\$41.00	Reconciled	12/17/2019	Q Security Solutions
00064474	Check	\$1,772.40	Reconciled	12/17/2019	Sherwin Williams Co.
00064475	Check	\$604.17	Reconciled	12/17/2019	Socket
00064476	Check	\$338.89	Reconciled	12/17/2019	Staples Advantage
00064477	Check	\$131.35	Reconciled	12/17/2019	The P I Company
00064478	Check	\$347.85	Reconciled	12/17/2019	U.S. Cellular
00064479	Check	\$1,292.00	Reconciled	12/17/2019	Urlaub & Co., PLLC
00064480	Check	\$319.73	Reconciled	12/17/2019	Westlakes Hardware MO-019
00064481	Check	\$1,403.08	Reconciled	12/17/2019	Wright Electric LLC

Housing Authority of the City of Mexico

Check Register

1

Housing Authority of the City of Mexico

Bank Account: 1 01 1111.1 0 - Public Housing & General Fund

All Check Numbers

Check Dates from 12/1/2019 through 12/31/2019

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
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Total # of checks listed: 35

Total amount of all checks: \$38,513.78

Total Open: 1

Total Cleared: 0

Total Reconciled: 34

Total Void: 0

**Mexico Housing Authority
Financial Analysis
12/31/19**

04/30/19 05/31/19 06/30/19 07/31/19 08/31/19 09/30/19 10/31/19 11/30/19 12/31/19 01/31/20 02/29/20 03/31/20

Low Rent

Balance Sheet

Cash-unrestricted	\$1,407,092.78	\$1,442,265.22	\$1,449,671.82	\$1,431,738.89	\$1,447,411.20	\$1,443,554.36	\$1,446,512.16	\$1,402,973.75	\$1,425,492.40
Investments - unrestricted	885,602.45	886,232.81	886,476.62	886,476.62	886,476.62	886,878.47	887,854.38	890,182.46	888,852.94
Tenant accounts receivable	8,542.48	9,235.73	9,630.65	8,427.04	10,458.44	14,254.52	15,862.02	15,696.27	19,744.92

Income Statement

Net tenant rental revenue	36,177.25	30,114.00	31,092.00	30,774.00	31,224.50	32,207.00	30,344.00	30,473.00	29,293.00
Operating expenses	48,675.47	97,977.10	60,765.94	116,823.99	76,833.86	84,355.84	70,754.29	86,332.50	73,697.10
Operating income/loss (monthly)	46,827.38	(13,768.15)	50,547.71	(26,936.61)	11,092.63	(3,679.69)	23,437.16	8,791.82	21,449.40
Operating income/loss (Ytd)	46,827.38	33,059.23	83,606.94	56,670.33	67,762.96	64,083.27	87,520.43	96,312.25	117,761.65
Units leased	200.00	200.00	201.00	201.00	200.00	201.00	201.00	201.00	201.00
Occupancy rate	99%	99%	99%	99%	99%	99%	99%	99%	99%
Average monthly rent	180.89	150.57	154.69	153.10	156.12	160.23	150.97	151.61	145.74

Section 8

Balance Sheet

Cash-unrestricted	\$ 154,153.07	\$ 161,656.87	\$ 132,795.70	\$ 133,159.25	\$ 134,704.27	\$ 136,604.02	\$ 140,131.40	\$ 122,222.85	\$ 136,925.01
Investments - unrestricted	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80

Income Statement

Housing assistance payments	36,038.00	36,623.00	37,443.00	36,788.00	36,882.00	41,603.00	39,821.00	39,254.00	39,818.00
Operating expenses	3,589.36	8,802.01	7,211.50	6,040.62	3,573.77	5,020.75	5,485.27	7,843.62	5,247.58
Operating income/loss (monthly)	6,730.65	(1,298.21)	(20,660.39)	1,360.33	3,837.77	(2,538.64)	(1,957.89)	(25,752.17)	9,454.58
Operating income/loss (Ytd)	6,730.65	5,432.44	(15,227.95)	(13,867.62)	(10,029.85)	(12,568.49)	(14,526.38)	(40,278.55)	(30,823.97)
Units leased	120.00	122.00	125.00	123.00	125.00	125.00	136.00	133.00	135.00
Average HAP cost (monthly)	300.32	300.19	299.54	299.09	295.06	332.82	292.80	295.14	294.95

A - Low Rent Waiting List
 Housing Authority of the City of Mexico
 Bedroom Size: ALL

Effective Date : 1/13/2020

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	1	0	0	1	0	0	2
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	7	0	0	1	0	0	8
Single Fed Disp	0	0	0	0	0	0	0	0
Family	0	26	1	3	7	0	0	37
Hispanic	0	0	0	0	0	0	0	0
White	0	18	1	3	5	0	0	27
Black	0	13	0	0	2	0	0	15
Indian/Alaskan	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0
Mixed	0	1	0	0	1	0	0	2
Other	0	2	0	0	0	0	0	2

1/13/2020 12:53:45 PM

Page 3 of 4

B - Section 8 Mexico
 Housing Authority of the City of Mexico
 Section 8

Effective Date : 1/13/2020

Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	1	4	0	0	1	0	0	6
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	6	6	0	1	1	0	0	14
Single Fed Disp	0	0	0	0	0	0	0	0
Family	8	7	5	5	4	0	0	29
Hispanic	0	0	0	0	0	0	0	0
White	8	4	1	3	3	0	0	19
Black	6	8	4	3	2	0	0	23
Indian/Alaskan	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0
Mixed	0	1	0	0	0	0	0	1
Other	0	1	0	0	0	0	0	1

Income Limit Breakdown

High:	0
Low:	1
Very Low:	5
ExtLow:	38

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
12/1/2019 TO 12/31/2019

WORK ORDERS

Received Processed
130 128

Routine Work Received Avg. Completion Time Routine
117 11.163 Hrs.

Emergency Work Received Avg. Completion Time Emergency
10 3.117 Hrs.

All Other Work Received Avg. Completion Time Other
3 114.000 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours: 16
Emergency work orders with completion time over 24 hours: 0

Work Orders called in this month/Outstanding 1st day of next month: 2

W/O # Work Order Date
138590 12/27/2019 *Done*
138592 12/27/2019 *Done*

Work orders completed from prior months: 0
Work orders still outstanding from prior months: 0

(** = Emergency Work Orders over 24 hours old.)

Report Criteria

PHA:
Project:
Starting Date: 12/1/2019
Ending Date: 12/31/2019
Staff Generated Work Orders: False

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

RESOLUTION NO. 2927

RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF THE CITY OF MEXICO HOUSING AUTHORITY FOR FISCAL YEAR ENDING MARCH 31, 2019

WHEREAS, the Annual Contributions Contract with the US Department of Housing and Urban Development (HUD) and the Missouri Housing Authorities Law requires that an annual audit of financial statements and single audit be performed by an independent public accounting firm; and

WHEREAS, the Single Audit Act of 1984 requires comprehensive single audits for state and local governments that receive Federal assistance; and

WHEREAS, the City of Mexico Housing Authority, Missouri, receives Federal assistance in the form of Public Housing operating subsidies, Section 8 Housing Choice Voucher rental assistance, and various other Federal grants; and

WHEREAS, the account firm BRZ Sailor and Khan LLC has performed an audit of the financial statements of the City of Mexico Housing Authority, Missouri, for the fiscal year ended March 31, 2019 that is in accordance with generally accepted auditing standards of the Comptroller General of the United States, and the provisions of the Office of Management and Budget Circular A-133,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 21st day of January, 2020, The Board of Commissioners approved /authorized the acceptance of the independent audited financial statements and single audit of the City of Mexico Housing Authority for fiscal years ending March 31, 2019, performed by BRZ Sailor and Khan, LLC Certified Public Accountants.

Passed this 21st day of January 2020

Denise Harrington, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

MEXICO HOUSING AUTHORITY

PO Box 484 • 828 Garfield Avenue • Mexico, Missouri 65265 Phone: (573) 581 - 2294 • Fax: (573) 581-6636 • www.mexicoha.com

RESOLUTION NO. 2928 RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funding for the operation and maintenance of public housing through the Performance Funding System (PFS), and

WHEREAS, delinquent and unpaid rents periodically accumulate in the course of managing the public housing units, and

WHEREAS, the MHA is required to make reasonable efforts to collect delinquent rents, and

WHEREAS, the MHA has entered appropriate collection activities which include, direct resident contact, garnishment, eviction, and collection referrals, and

WHEREAS, there remains uncollected vacated tenant accounts receivable, and

WHEREAS, the MHA is required to annually write-off delinquent accounts.

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 21st day of January 2020, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized \$10,915.62 to be written off as bad debt for the FYE 2019/2020, and the accounts forwarded to a collection agent for further action.

Passed this 21st day of January 2020.

Denise Harrington, Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

Housing Authority of the City of Mexico

A/R Balance Due Report

Effective Posting Date: Most Current Data

PHA	Prj	Site	Bldg	Unit	Tenant # and Name	Formal	SecDep Cr	General Open Cr	Util Reimb Open Cr	Amount Due	Net Due
1	01			087	10545					260.00	260.00
1	01			007	10349					80.00	80.00
1	01			075	10398					128.00	128.00
1	01			138	11558					227.00	227.00
1	01			087	10444					162.00	162.00
1	01			020	16673					50.00	50.00
1	01			124	11039	60.00					0.00
1	01			012	15091					47.00	47.00
1	01			099	16835					1,615.00	1,615.00
1	01			006	15830					58.00	58.00
1	01			123	10546					59.00	59.00
1	01			153	16442					170.00	170.00
1	01			154	10331					67.00	67.00
1	01			090	14069					229.00	229.00
1	01			086	10456					17.00	17.00
1	01			031	10208					325.00	325.00
1	01			019	15162					320.00	320.00
1	01			030	10448					40.00	40.00
1	01			077	16378					20.00	20.00
1	01			105	10241					225.00	225.00
1	01			096	16668					2,099.00	2,099.00
1	01			088	16248					229.00	229.00
<hr/>											
	PHA: 1		Project: 01	Totals	Count:	22	60.00			6,427.00	6,427.00
<hr/>											
1	02			175	11216					200.00	200.00
1	02			172	16173					165.00	165.00
1	02			164	10326					789.42	789.42
1	02			202	16406					60.00	60.00
<hr/>											
	PHA: 1		Project: 02	Totals	Count:	4				1,214.42	1,214.42
<hr/>											
1	04			222	16857					140.00	140.00
1	04			232	10302					296.00	296.00
1	04			239	16663					1,167.85	1,167.85
1	04			229	10433					320.00	320.00
1	04			254	16883					374.00	374.00
1	04			246	16472					596.00	596.00
1	04			238	10187					69.00	69.00
1	04			229	16068					311.35	311.35
<hr/>											
	PHA: 1		Project: 04	Totals	Count:	8				3,274.20	3,274.20
<hr/>											
	PHA: 1		Totals	Count:	34	60.00				10,915.62	10,915.62
<hr/>											
			Grand Totals	Count:	34	60.00				10,915.62	10,915.62

Write off Jan 2020 (2nd)