



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

AGENDA Regular MEETING
Conference Call at 978.990.5000 code 795037.
MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, July 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 Regular meeting minutes for: June 16, 2020
6. **Executive Director's Report:**
 - a. Financials (sent by email)
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
 - e. Maintenance Reports
7. **Unfinished Business**
8. **New Business:**
Resolution 2921 Safety Policy, previously tabled
Resolution 2934 Administration Plan Revision July 2020
Resolution 2935 Write Offs FY 2020 (1)
9. **Other Business:**
Chairperson appointment due to Resignation of Denise Harrington effective August 1, 2020.

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 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON June 16, 2020

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, June 16, at 3:30 PM by conference call in line at 978.990.5000 code 795037. 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 open session on June 16, 2020 by conference line. Commissioner Denise Harrington called the meeting to order at 3:30pm.

2. Roll Call by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyms
Commissioner Denise Harrington
Commissioner Rita Jackson
Commissioner Amy Prater

Commissioners excused:

Commissioner Martin Keller

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 A Prater second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

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

4. Comments from the public:

None

5. Approval of Consent Agenda (if applicable)

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

6. Unfinished Business

none

7. New Business

Resolution 2932 Personnel Policy Revised 2020

D Harrington requested a motion to approve Resolution 2932. Commissioner A Prater made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

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

Resolution 2933 Approving Senior Center Lease Agreement

D Harrington requested a motion to approve Resolution 2933 with the last sentence on the last page removed and we are to put the lease agreement on the agenda for next atleast 90 days before lease end date of 6/30/2021. Commissioner R Jackson made a motion and T Dobyys second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

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

8. Other Business:

None

9. Comments from Commissioners:

None

10. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on June 16, 2020, Commissioner A Prater the motion and Commissioner R Jackson seconded. The open session meeting was adjourned at 4:01 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 June 8, 2020, I posted public notice of the June 16, 2020 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
Financial Analysis
06/30/20**

	04/30/20	05/31/20	06/30/20	07/31/20	08/31/20	09/30/20	10/31/20	11/30/20	12/31/20	01/31/21	02/28/21	03/31/21
Low Rent												
Balance Sheet												
Cash-unrestricted	\$1,513,428.05	\$1,523,919.20	\$1,549,561.71									
Investments - unrestricted	894,082.05	895,128.26	895,139.01									
Tenant accounts receivable	5,515.70	9,116.00	10,706.70									

	04/30/20	05/31/20	06/30/20	07/31/20	08/31/20	09/30/20	10/31/20	11/30/20	12/31/20	01/31/21	02/28/21	03/31/21
Income Statement												
Net tenant rental revenue	32,547.95	29,175.00	29,443.00									
Operating expenses	31,037.67	78,222.32	73,334.08									
Operating income/loss (monthly)	64,349.12	14,507.29	24,933.93									
Operating income/loss (Ytd)	64,349.12	78,856.41	103,790.34									
Units leased	201.00	201.00	201.00									
Occupancy rate	99%	99%	99%									
Average monthly rent	161.93	145.15	146.48									

	04/30/20	05/31/20	06/30/20	07/31/20	08/31/20	09/30/20	10/31/20	11/30/20	12/31/20	01/31/21	02/28/21	03/31/21
Section 8												
Balance Sheet												
Cash-unrestricted	\$ 114,704.67	\$ 134,336.63	\$ 123,970.60									
Investments - unrestricted	29,244.80	29,244.80	29,244.80									

	04/30/20	05/31/20	06/30/20	07/31/20	08/31/20	09/30/20	10/31/20	11/30/20	12/31/20	01/31/21	02/28/21	03/31/21
Income Statement												
Housing assistance payments	43,046.00	43,129.00	43,131.00									
Operating expenses	7,309.43	7,858.35	10,142.69									
Operating income/loss (monthly)	(1,194.47)	(3,878.39)	(2,364.86)									
Operating income/loss (Ytd)	(1,194.47)	(5,072.86)	(7,437.72)									
Units leased	131.00	130.00	127.00									
Average HAP cost (monthly)	328.60	331.76	339.61									

Mexico Housing Authority
Section 8 Utilization Report
For the Year Ended December 31, 2020

	Actual	Available 12/31	Budgeted
Annual Budget Authority		462,286	462,286
HUD-held Program Reserve		213,410	116,697
PHA-held NRA Balance		3,287	-
Administrative Fee Reserve		-	-
Total Funding Available		678,983	578,983
Baseline Units			151

Monthly HAP payments target is \$48,249 based on budgeted funding. This represents 125% of HUD funding.

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	138	\$ 40,910.00	106%	106%	\$ 296.45	\$ 296.45	91%	91%
Feb	135	41,465.00	108%	107%	\$ 307.15	\$ 301.74	89%	90%
Mar	132	40,932.00	106%	107%	\$ 310.09	\$ 304.46	87%	89%
Apr	131	42,754.00	111%	108%	\$ 326.37	\$ 309.82	87%	89%
May	129	42,638.00	111%	108%	\$ 330.53	\$ 313.83	85%	88%
Jun	127	43,914.00	114%	109%	\$ 345.78	\$ 318.96	84%	87%
Jul								
Aug								
Sep								
Oct								
Nov								
Dec								

Bedroom Size: 3

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	2	0	0	1	0	0	0	3
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	11	3	2	1	0	0	0	17
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	29	3	5	5	0	0	0	42
Hispanic	0	0	0	0	0	0	0	0	0
White	0	24	5	4	4	0	0	0	37
Black	0	14	1	2	1	0	0	0	18
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	1	0	1	1	0	0	0	3
Other	0	2	0	0	0	0	0	0	2

Income Limit Breakdown

High:	1
Low:	5
Very Low:	4
ExtLow:	50

B - Section 8 Mexico

Housing Authority of the City of Mexico
 Section 8

Effective Date : 7/13/2020

Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	4	1	0	1	0	0	0	6
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	2	7	5	2	1	0	0	0	17
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	2	6	5	6	3	0	0	0	22
Hispanic	0	0	0	0	0	0	0	0	0
White	3	9	5	4	2	0	0	0	23
Black	0	6	5	4	1	0	0	0	16
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	1	1	0	0	1	0	0	0	3
Other	0	0	0	0	0	0	0	0	0

Income Limit Breakdown

High:	0
Low:	4
Very Low:	5
ExtLow:	33

MEXICO HOUSING AUTHORITY

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

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

June 2020

Current Modernization Projects

1. We have replaced 139 countertops; we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. We are also replacing unit tile/vinyl and counter tops as needed and funds available
5. We are refinishing tubs, showers, and cabinets on as needed basis. Currently we have refinished eight tubs, one countertop, and one set of cabinets.

Current Capital Fund

1. Hassen Gutters and Soffit are complete
2. 808 Lafayette roof is complete
3. Exterior painting of brick on East Holt is complete

Current Contracting

1. Driveway entry gates at the Senior Center is to begin soon.
2. There are several sidewalk replacements is to begin soon.
3. There is contracts to address water ponding at several areas is to begin soon.
4. We just went out for bid on exterior painting of the brick on 16 more buildings

Housing Authority of the City of Mexico Monthly Report for Housing Authority Board

6/1/2020 TO 6/30/2020

WORK ORDERS

Received	Processed
186	186

Routine Work Received	Avg. Completion Time Routine
186	4.402 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
0	0.000 Hrs.

All Other Work Received	Avg. Completion Time Other
0	0.000 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	5
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 0

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: 6/1/2020
 Ending Date: 6/30/2020
 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

BOARD RESOLUTION 2921

Mexico Housing Authority Safety Policy

WHEREAS, the Board of Commissioners of the Mexico Housing Authority recognizes the need to prepare for, respond to and recover from safety concerns and issues ; and

WHEREAS, the Mexico Housing Authority has a responsibility to provide for the safety and well-being of its residents and employees; and

WHEREAS, the Mexico Housing Authority has the duty to ensure that appropriate and reasonable steps are taken to protect the employees of the Housing Authority and try to ensure that the Housing Authority can maintain critical services during a safety situation.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT, The attached Safety Policy shall be, and the same is hereby adopted by the Board of Commissioners of the Mexico Housing Authority, as the official Safety Policy for the Authority; and The Executive Director of the Mexico Housing Authority, or his/her designee, is hereby authorized and directed to implement the Policy in accordance with its terms, as may be amended from time-to-time by the Executive Director.

Passed this 21st day of July, 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. 2934
Revision To
Administration Plan for the Housing Choice Voucher Program

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and the Housing Choice Voucher Programs and,

WHEREAS, HUD requires all housing authorities to have a written Administration Plan and to periodically revise the policy, and due to the current pandemic HUD has issued several waivers and has allowed PHA's to update policy to current standards and to utilize technology:

WHEREAS, the Admin Plan was prepared in accordance with prescribed guidelines and in the correct form to allow for periodic corrections and changes and;

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 July, 2020, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board. The Board of the Housing Authority of the City of Mexico hereby approves to adopt Resolution 2934 revision to the Admin Plan.

Passed this 21st day of July 2020.

Denise Harrington, Chairperson

ATTEST:

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

Board Resolution

RESOLUTION NO. 2935

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2020/201 (1)

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 July 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 \$1,077.50 to be written off as bad debt for the FYE 2020/2021, and the accounts forwarded to a collection agent for further action.

Passed this 21st day of July 2020.

Denise Harrington, Board Chair

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			124	11039	60.00					0.00
1	01			075	10600					230.00	230.00
1	01			101	10478					60.00	60.00
1	01			131	11846					416.00	416.00
1	01			032	10553					110.00	110.00
PHA: 1		Project: 01		Totals	Count:	5	60.00			816.00	816.00
1	02			207	10527					25.00	25.00
PHA: 1		Project: 02		Totals	Count:	1				25.00	25.00
1	03			214	14657					105.00	105.00
PHA: 1		Project: 03		Totals	Count:	1				105.00	105.00
1	04			245	16430					131.50	131.50
PHA: 1		Project: 04		Totals	Count:	1				131.50	131.50
PHA: 1		Totals		Count:	8	60.00				1,077.50	1,077.50
Grand Totals					Count:	8	60.00			1,077.50	1,077.50