

# MEXICO HOUSING AUTHORITY

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

To: MHA Board of Commissioners  
From: Tammy Dreyer, ED  
Date: January 10, 2019  
Re: January 15, 2019, Board Meeting Agendas & Related Materials

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Enclosed are the agenda packets for the MHA Board meeting on Tuesday, January 15, 2019. Please note the following:

## Consent Agenda

Previous Minutes for Board Meeting, November 2018

### Executive Director's Report

Financial Report-The first two reports are the income statements for PH and S8 programs. Next is the balance sheet with our three accounts on them. After that is the current totals of 2017-2018 CFP budget.

Bills expended-Attached is the December 2018 Check Register which is a snapshot of our expenditures.

Financial Analysis-This reports give the S8 and PH (Low Rent) summary of the programs that help low income individuals in our community.

Section 8 Utilization Report-This report gives a summary of the cash management portion of the S8 program. We need to lease more vouchers in this area to utilize our funding.

PH/S8 Waitlist-This report give the BOC a breakdown of the potential participants awaiting housing.

Contract/Capital Fund/Modernization Projects-I have attached December 2018 updates of what's going on here at MHA contract wise.

Maintenance Reports-Work orders are going well, Decembers report.

## Unfinished Business

Make sure system log in is in current status.

## New Business

Resolution 2905, Approving Tenant Accounts Receivable FY 2018/2019 Write off, this is our second write off for the FY 2018/2019.

Resolution 2906, Acceptance of the Annual Financial Audit for FYE March 2018, this is our annual audit submission to HUD.

**Other Business**

Copy of our monthly newsletter for public housing

Please contact me if you have any questions or need additional information about any of the items on the meeting agenda. 573.581.2294 ext 251 or my cell number is 573.819.6625

enclosures



# MEXICO HOUSING AUTHORITY

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## **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 15, 2019 at 3:30pm**

- 1. Call to order by Vice Chairperson Tad Dobyns**
- 2. Roll Call by Tammy Dreyer, Executive Director**
- 3. Adoption of Agenda**
- 4. Comments from the Public (limit 3 minutes per person)**

Auditor Presentation

- 5. Approval of Consent Agenda**

Approval of Regular meeting minutes for: November 20, 2018

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

- 6. Unfinished Business**

Secured System log in

- 7. New Business:**

Resolution 2905 Approving 2018/2019 Tenant Accounts Receivable Write off  
Resolution 2906 Acceptance of 2017/2018 Annual Audit

- 8. Other Business:**

T Dreyer wanted to remind everyone to try and solicit from local businesses in this area to donate 300 things to our SWNAHRO Annual Conference in Kansas City, theme is "Game on"

**9. Comments from Commissioner:**

**10. 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](http://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 November 20, 2018**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, November 20, 2018 at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Vice Board Chair Tad Dobyns 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 November 20, 2018 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Vice Board Chair Tad Dobyns called the meeting to order at 3:43pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Amy Prater  
Commissioner Denise Harrington  
Commissioner Tad Dobyns  
Commissioner Rita Jackson  
Commissioner Vacancy

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney

**3. Adoption of Agenda**

T Dobyns requested a motion to adopt the Agenda with the added October 2018 financials and the September 2018 corrected minutes. Commissioner A Prater made a motion and R Jackson second. All commissioners present voted “aye”, and Vice Chairperson T Dobyns declared the motion approved.

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

**4. Comments from the public:**

None

**5. Approval of Consent Agenda (if applicable)**

Approval of regular meeting minutes for: September 18, 2018

Executive Director’s Report

Vice Chairperson T Dobyms requested a motion to approve the Consent Agenda. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. All Commissioners present voted “aye” and Vice Chairperson T Dobyms declared the motion carried.

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

**6. Unfinished Business**

T Dobyms has recently logged into Secured System.

**7. New Business**

Board Resolution 2900, Approving MHA Employee Delta Dental Plan

Vice Chairperson Tad Dobyms called for motion to approve Board Resolution 2900. A motion was made by Commissioner A Prater and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2901, Approving MHA 2019 PHA Plan/5 Year Plan

Vice Chairperson Tad Dobyms called for motion to approve Board Resolution 2901. A motion was made by Commissioner A Prater and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2902, Approving MHA 2019 Capital Fund and Five-Year Plan

Vice Chairperson Tad Dobyms called for motion to approve Board Resolution 2902. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2903, Approving MHA PH Flat Rent 2019

Vice Chairperson Tad Dobyns called for motion to approve Board Resolution 2903. A motion was made by Commissioner R Jackson and seconded by Commissioner A Prater. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2904, Approving MHA HCV Payment Standards 2019

Vice Chairperson Tad Dobyns called for motion to approve Board Resolution 2904. A motion was made by Commissioner A Prater and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

**8. Other Business:**

Reminder for donation for the SW NAHRO Annual Conference items.

Motion was made to have T Dobyns acting Vice Chair to fulfill the duties of Chair until another BOC can be appointed. T Dreyer asked for a motion to be made, Commissioner A Prater made the motion and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R Jackson, A Prater, D Harrington  
No: None  
Absent: None

**9. Comments from Commissioners:**

Commissioner A Prater made a comment that she is proud to be apart of this organization and loves call MHA her home. The goals and future expectations are one to be proud of. T Dreyer thanked her for positive comments and stated that she has a passion for helping this community and the needs of low income people.

**10. Adjournment of Open Meeting:**

Vice Chairperson Tad Dobyns requested a motion to adjourn the Open meeting on November 20, 2018, Commissioner R Jackson made the motion and Commissioner A Prater seconded. The regular session meeting was adjourned at 4:35 pm

ATTEST:

\_\_\_\_\_  
Tad Dobyms, Vice Chairperson

\_\_\_\_\_  
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 15, 2018, I posted public notice of the November 20, 2018 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](http://www.mexicoha.com), copies of the Agenda and Board Packet for review.

\_\_\_\_\_  
Tammy Dreyer

\_\_\_\_\_  
date



**Mexico Housing Authority**  
**Income Statement-Operating Fund**  
**1 Month and 9 Months Ended 12/31/2018**

	Current Month	Year to Date	Budget	Variance
<b>Operating Revenues</b>				
Net tenant rental revenue	\$ 25,371.00	\$ 255,555.74	\$ 354,510.00	\$ 98,954.26
Tenant revenue - other	1,209.50	10,097.95	13,960.00	3,862.05
HUD PHA operating grants	67,832.00	557,918.00	689,103.00	131,185.00
Investment income - unrestricted	1,182.68	9,516.61	10,190.00	673.39
Other revenue	234.78	33,687.23	13,730.00	(19,957.23)
<b>Total Operating Revenues</b>	<u>95,829.96</u>	<u>866,775.53</u>	<u>1,081,493.00</u>	<u>214,717.47</u>
<b>Operating Expenses</b>				
Administrative salaries	9,751.17	115,448.48	155,320.00	39,871.52
Auditing fees	5,237.40	5,237.40	5,950.00	712.60
Advertising and marketing	0.00	983.96	2,175.00	1,191.04
Employee benefits - administrative	6,293.51	60,232.24	81,560.00	21,327.76
Office expenses	2,442.11	20,581.87	25,500.00	4,918.13
Legal expenses	726.00	4,919.04	6,090.00	1,170.96
Travel	1,187.58	4,796.53	15,300.00	10,503.47
Other admin.	1,472.83	17,977.47	22,140.00	4,162.53
<b>Total Administrative</b>	<u>27,110.60</u>	<u>230,176.99</u>	<u>314,035.00</u>	<u>83,858.01</u>
Tenant services - other	24.68	570.12	5,000.00	4,429.88
<b>Total Tenant Services</b>	<u>24.68</u>	<u>570.12</u>	<u>5,000.00</u>	<u>4,429.88</u>
Water	6,782.55	46,862.10	56,270.00	9,407.90
Electricity	1,493.55	13,192.96	17,380.00	4,187.04
Gas	381.56	2,632.58	4,400.00	1,767.42
Sewer	7,364.38	65,947.87	104,430.00	38,482.13
<b>Total Utilities</b>	<u>16,022.04</u>	<u>128,635.51</u>	<u>182,480.00</u>	<u>53,844.49</u>
Maintenance labor	6,234.61	79,265.26	126,210.00	46,944.74
Maintenance materials	1,181.05	83,083.20	95,000.00	11,916.80
Maintenance contracts	7,284.77	71,997.54	101,130.00	29,132.46
Employee benefits - maintenance	3,256.48	33,667.70	47,530.00	13,862.30
<b>Total Maintenance</b>	<u>17,956.91</u>	<u>268,013.70</u>	<u>369,870.00</u>	<u>101,856.30</u>
Property insurance	4,905.29	44,009.16	58,810.00	14,800.84
Liability insurance	674.66	6,071.94	6,690.00	618.06
Workmen's compensation	693.32	6,009.31	7,840.00	1,830.69
All other insurance	398.59	3,397.55	5,990.00	2,592.45
<b>Total Insurance</b>	<u>6,671.86</u>	<u>59,487.96</u>	<u>79,330.00</u>	<u>19,842.04</u>
Protective services - other contract costs	25.00	200.00	0.00	(200.00)
<b>Total Protective Services</b>	<u>25.00</u>	<u>200.00</u>	<u>0.00</u>	<u>(200.00)</u>
Other general expenses	132.20	1,194.53	0.00	(1,194.53)
Compensated absences	0.00	0.00	14,960.00	14,960.00
Payments in lieu of taxes	0.00	9,434.80	17,200.00	7,765.20
Bad debt - tenant rents	0.00	665.85	10,000.00	9,334.15
<b>Total General Expenses</b>	<u>132.20</u>	<u>11,295.18</u>	<u>42,160.00</u>	<u>30,864.82</u>
<b>Total Operating Expenses</b>	<u>67,943.29</u>	<u>698,379.46</u>	<u>992,875.00</u>	<u>294,495.54</u>
<b>Operating Income (Loss)</b>	<u>27,886.67</u>	<u>168,396.07</u>	<u>88,618.00</u>	<u>(79,778.07)</u>

**Mexico Housing Authority**  
**Income Statement-Operating Fund**  
**1 Month and 9 Months Ended 12/31/2018**

	Current Month	Year to Date	Budget	Variance
<b>Other Financial Items</b>				
Operating transfer in	(20,000.00)	(20,000.00)	(20,000.00)	0.00
Casualty losses - non-capitalized	0.00	24,961.77	0.00	(24,961.77)
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	60,000.00	60,000.00
Property betterments & additions	1,994.50	160,102.20	173,600.00	13,497.80
<b>Total Other Financial Items</b>	<u>(18,005.50)</u>	<u>165,063.97</u>	<u>213,600.00</u>	<u>48,536.03</u>
<b>Net Income (Loss)</b>	<u>\$ 45,892.17</u>	<u>\$ 3,332.10</u>	<u>\$ (124,982.00)</u>	<u>\$ (128,314.10)</u>

**Mexico Housing Authority**  
**Income Statement-Section 8 Voucher**

9 Months Ended 12/31/2018

	Administration	HAP	Total
<b>Operating Revenues</b>			
HUD PHA operating grants	\$ 58,792.00	\$ 353,533.00	\$ 412,325.00
Investment income - unrestricted	1,157.57	0.00	1,157.57
Fraud recovery	1,229.11	1,229.08	2,458.19
Other revenue	16,194.99	0.00	16,194.99
<b>Total Operating Revenues</b>	<u>77,373.67</u>	<u>354,762.08</u>	<u>432,135.75</u>
<b>Operating Expenses</b>			
Administrative salaries	34,336.37	0.00	34,336.37
Auditing fees	782.60	0.00	782.60
Advertising and marketing	8.69	0.00	8.69
Employee benefits - administrative	16,615.43	0.00	16,615.43
Office expenses	2,997.59	0.00	2,997.59
Travel	709.83	0.00	709.83
Other admin.	2,188.59	0.00	2,188.59
<b>Total Administrative</b>	<u>57,639.10</u>	<u>0.00</u>	<u>57,639.10</u>
Liability insurance	408.58	0.00	408.58
Workmen's compensation	695.80	0.00	695.80
<b>Total Insurance</b>	<u>1,104.38</u>	<u>0.00</u>	<u>1,104.38</u>
Housing assistance payments	0.00	360,914.23	360,914.23
HAP portability-in	4,615.77	0.00	4,615.77
<b>Total Housing Assistance Payments</b>	<u>4,615.77</u>	<u>360,914.23</u>	<u>365,530.00</u>
Other general expenses	319.41	0.00	319.41
<b>Total General Expenses</b>	<u>319.41</u>	<u>0.00</u>	<u>319.41</u>
<b>Total Operating Expenses</b>	<u>63,678.66</u>	<u>360,914.23</u>	<u>424,592.89</u>
<b>Operating Income (Loss)</b>	<u>13,695.01</u>	<u>(6,152.15)</u>	<u>7,542.86</u>
<b>Other Financial Items</b>			
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
<b>Total Other Financial Items</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss)</b>	<u>\$ 13,695.01</u>	<u>\$ (6,152.15)</u>	<u>\$ 7,542.86</u>

**Mexico Housing Authority  
Balance Sheet - Combining  
As of December 31, 2018  
Assets**

	Low Rent	Section 8	Local Fund	Total
<b>Current Assets</b>				
Cash-unrestricted	\$ 1,322,906.37	\$ 136,406.13	\$ 11,341.01	\$ 1,470,653.51
Accounts receivable - PHA projects	0.00	(164.88)	0.00	(164.88)
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	15,727.42	0.00	0.00	15,727.42
Accrued interest receivable	458.16	9.20	0.00	467.36
Investments - unrestricted	881,863.21	29,244.80	0.00	911,108.01
Prepaid expenses and other assets	84,340.43	1,623.31	0.00	85,963.74
Inventories (net)	56,851.25	0.00	0.00	56,851.25
Inter program - due from	<u>8,145.37</u>	<u>0.00</u>	<u>0.00</u>	<u>8,145.37</u>
<b>Total Current Assets</b>	<u>2,370,441.21</u>	<u>167,118.56</u>	<u>11,341.01</u>	<u>2,548,900.78</u>
<b>Property and Equipment</b>				
Land	296,135.76	0.00	0.00	296,135.76
Buildings	13,323,491.41	27,883.88	0.00	13,351,375.29
Furniture, equipment and machinery - administration	299,291.91	0.00	0.00	299,291.91
Accumulated depreciation	(9,968,644.37)	(15,735.29)	0.00	(9,984,379.66)
Construction in progress	<u>412,870.10</u>	<u>0.00</u>	<u>0.00</u>	<u>412,870.10</u>
<b>Net Property and Equipment</b>	<u>4,363,144.81</u>	<u>12,148.59</u>	<u>0.00</u>	<u>4,375,293.40</u>
<b>Total Assets</b>	<u>\$ 6,733,586.02</u>	<u>\$ 179,267.15</u>	<u>\$ 11,341.01</u>	<u>\$ 6,924,194.18</u>

**Liabilities and Net Position**

<b>Current Liabilities</b>				
Accrued wage/payroll taxes payable	\$ 21.22	\$ 0.00	\$ 0.00	\$ 21.22
Accrued compensated absences - current portion	6,111.51	674.23	0.00	6,785.74
Accounts payable - other government	26,759.75	0.00	0.00	26,759.75
Tenant security deposits	27,255.63	0.00	0.00	27,255.63
Unearned revenue	5,220.80	222.00	0.00	5,442.80
Inter program - due to	<u>0.00</u>	<u>8,145.37</u>	<u>0.00</u>	<u>8,145.37</u>
<b>Total Current Liabilities</b>	<u>65,368.91</u>	<u>9,041.60</u>	<u>0.00</u>	<u>74,410.51</u>
<b>Long-Term Liabilities</b>				
Accrued compensated absences - non-current	<u>5,655.07</u>	<u>762.96</u>	<u>0.00</u>	<u>6,418.03</u>
<b>Total Long-Term Liabilities</b>	<u>5,655.07</u>	<u>762.96</u>	<u>0.00</u>	<u>6,418.03</u>
<b>Total Liabilities</b>	<u>71,023.98</u>	<u>9,804.56</u>	<u>0.00</u>	<u>80,828.54</u>
<b>Net Position</b>				
Investment in capital assets	4,008,999.71	12,148.59	0.00	4,021,148.30
Unrestricted	2,274,582.33	123,308.47	11,322.66	2,409,213.46
Restricted	0.00	26,462.67	0.00	26,462.67
Capital expenditures-contra	354,145.10	0.00	0.00	354,145.10
Net income (loss)	<u>24,834.90</u>	<u>7,542.86</u>	<u>18.35</u>	<u>32,396.11</u>
<b>Total Net Position</b>	<u>6,662,562.04</u>	<u>169,462.59</u>	<u>11,341.01</u>	<u>6,843,365.64</u>
<b>Total Liabilities and Net Position</b>	<u>\$ 6,733,586.02</u>	<u>\$ 179,267.15</u>	<u>\$ 11,341.01</u>	<u>\$ 6,924,194.18</u>

**Mexico Housing Authority  
2018 CFP Report  
12/31/99**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Advances</b>			
CFP Advances	<u>\$ 102,153.71</u>	<u>\$ 462,661.00</u>	<u>\$ 360,507.29</u>
<b>Expenditures</b>			
Operations	20,000.00	20,000.00	0.00
Management Improvement	0.00	5,000.00	5,000.00
Administration	0.00	27,500.00	27,500.00
General Capital Activity	<u>60,650.91</u>	<u>410,161.00</u>	<u>349,510.09</u>
<b>Total Expenditures</b>	<u><b>\$ 80,650.91</b></u>	<u><b>\$ 462,661.00</b></u>	<u><b>\$ 382,010.09</b></u>
<b>Excess (Deficiency) of Funds Advanced</b>	<u><b>\$ 21,502.80</b></u>	<u><b>\$ 0.00</b></u>	<u><b>\$ 21,502.80</b></u>

**Mexico Housing Authority  
2017 CFP Report  
12/31/99**

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>Advances</b>			
CFP Advances	<u>\$ 264,106.88</u>	<u>\$ 301,720.00</u>	<u>\$ 37,613.12</u>
<b>Expenditures</b>			
Operations	20,000.00	20,000.00	0.00
Management Improvement	4,632.50	5,000.00	367.50
Administration	0.00	29,500.00	29,500.00
General capital activity	<u>239,474.38</u>	<u>247,220.00</u>	<u>7,745.62</u>
<b>Total Expenditures</b>	<u>\$ 264,106.88</u>	<u>\$ 301,720.00</u>	<u>\$ 37,613.12</u>
<b>Excess (Deficiency) of Funds Advanced</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

## 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 &amp; General Fund

All Check Numbers

Check Dates from 12/1/2018 through 12/31/2018

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00063899	Check	\$726.00	Reconciled	12/03/2018	Clampitt Law LLC
00063900	Check	\$1,827.62	Reconciled	12/03/2018	Commerce Bank
00063901	Check	\$18.38	Reconciled	12/03/2018	Crown Linen
00063902	Check	\$199.00	Reconciled	12/03/2018	Hinten, Josh
00063903	Check	\$162.00	Reconciled	12/03/2018	Lacrosse Lumber-Mexico
00063904	Check	\$422.38	Reconciled	12/03/2018	MFA Oil Company-KC
00063905	Check	\$516.24	Reconciled	12/03/2018	Mommens Heating & Cooling, LLC
00063906	Check	\$1,540.00	Reconciled	12/03/2018	Pathway Investment Group
00063907	Check	\$1,994.50	Reconciled	12/03/2018	Robinett Construction
00063908	Check	\$36.05	Reconciled	12/03/2018	Standard Insurance Co.
00063909	Check	\$262.67	Reconciled	12/03/2018	Staples Advantage
00063910	Check	\$221.72	Reconciled	12/03/2018	U.S. Cellular
00063911	Check	\$58.07	Reconciled	12/03/2018	Walmart Community/GEMB
00063912	Check	\$90.00	Reconciled	12/03/2018	Wright Electric LLC
00063913	Check	\$1,875.11	Reconciled	12/18/2018	Ameren Missouri
00063914	Check	\$6,020.00	Open	12/18/2018	BRZ Sailor Khan LLC
00063915	Check		Void	12/18/2018	Butler Supply, Inc.
00063916	Check	\$9,751.66	Reconciled	12/18/2018	City of Mexico
00063917	Check	\$486.24	Reconciled	12/18/2018	Commerce Bank
00063918	Check	\$189.46	Reconciled	12/18/2018	Dayne's Waste Disposal, Inc.
00063919	Check	\$700.00	Reconciled	12/18/2018	Guardian Pest Control
00063920	Check	\$58.50	Reconciled	12/18/2018	Hinten, Josh
00063921	Check	\$420.00	Reconciled	12/18/2018	Lindsey Software
00063922	Check	\$326.66	Reconciled	12/18/2018	MFA Oil Company-KC
00063923	Check	\$440.87	Reconciled	12/18/2018	Marco Technologies LLC
00063924	Check	\$6,782.55	Reconciled	12/18/2018	Missouri American Water Co.
00063925	Check	\$80.00	Reconciled	12/18/2018	Mommens Heating & Cooling, LLC
00063926	Check	\$1,781.79	Reconciled	12/18/2018	Thomas E. McBride
00063927	Check	\$57,202.15	Reconciled	12/18/2018	Robinett Construction
00063928	Check	\$394.48	Reconciled	12/18/2018	Socket
00063929	Check	\$109.40	Reconciled	12/18/2018	Staples Advantage
00063930	Check	\$204.90	Reconciled	12/18/2018	The P I Company
00063931	Check	\$6,772.64	Reconciled	12/18/2018	United Health Care Ins. Co.
00063932	Check	\$622.00	Reconciled	12/18/2018	Urlaub & Co., PLLC
00063933	Check	\$137.05	Reconciled	12/18/2018	Westlakes Hardware MO-019
00063934	Check	\$100.00	Reconciled	12/19/2018	Petty Cash

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 12/1/2018 through 12/31/2018

<b>Check Number</b>	<b>Check Type</b>	<b>Check Amount</b>	<b>Status</b>	<b>Check Date</b>	<b>Vendor Name</b>
---------------------	-------------------	---------------------	---------------	-------------------	--------------------

Total # of checks listed: 36

Total amount of all checks: \$102,530.09

Total Open: 1

Total Cleared: 0

Total Reconciled: 34

Total Void: 1



## 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 12/1/2018 through 12/31/2018

Check Number	Check Type	Check Amount	Status	Check Date	Vendor Name
00019441	ACH	\$204.00	Reconciled	12/01/2018	Ahmann, Thomas & Linda
00019442	Check	\$866.00	Reconciled	12/01/2018	Ameren Missouri
00019443	ACH	\$284.00	Reconciled	12/01/2018	JUDY BIRD
00019444	ACH	\$3,278.00	Reconciled	12/01/2018	Berkshire Estates, LP
00019445	Check	\$500.00	Reconciled	12/01/2018	Century 21
00019446	ACH	\$1,615.00	Reconciled	12/01/2018	Chris Bohr
00019447	ACH	\$1,176.00	Reconciled	12/01/2018	Jerry Boles
00019448	ACH	\$882.00	Reconciled	12/01/2018	Brenda Bryan
00019449	ACH	\$424.00	Reconciled	12/01/2018	Henry Butts
00019450	ACH	\$460.00	Reconciled	12/01/2018	Paul Carlson
00019451	ACH	\$5,760.00	Reconciled	12/01/2018	Cedar Grove LLC
00019452	ACH	\$323.00	Reconciled	12/01/2018	SAMMY DYSART
00019453	ACH	\$481.00	Reconciled	12/01/2018	Davidson, Dan
00019454	ACH	\$534.00	Reconciled	12/01/2018	Tammy Gibbons
00019455	ACH	\$747.00	Reconciled	12/01/2018	STEVE HARTING
00019456	Check	\$605.49	Open	12/01/2018	Hous Auth City of Charleston
00019457	ACH	\$1,424.00	Reconciled	12/01/2018	Barbara Jones
00019458	Check	\$595.00	Reconciled	12/01/2018	K & C Properties, LLC
00019459	ACH	\$486.00	Reconciled	12/01/2018	Lick Branch Properties, LLC
00019460	ACH	\$3,599.00	Reconciled	12/01/2018	MEXICO MEADOWS
00019461	Check	\$392.00	Reconciled	12/01/2018	RALPH MIKA
00019462	ACH	\$500.00	Reconciled	12/01/2018	Frank Marth
00019463	ACH	\$1,187.00	Reconciled	12/01/2018	Maco Management
00019464	ACH	\$720.00	Reconciled	12/01/2018	Joshua Newlon
00019465	ACH	\$730.00	Reconciled	12/01/2018	Warren Nordwald
00019466	ACH	\$550.00	Reconciled	12/01/2018	Stuart Pfeifer
00019467	Check	\$966.00	Reconciled	12/01/2018	ROGERS, GREGORY MARK
00019468	ACH	\$321.00	Reconciled	12/01/2018	Replogle, Clarence P.
00019469	Check	\$248.00	Reconciled	12/01/2018	Don Rittmann
00019470	ACH	\$831.00	Reconciled	12/01/2018	Rural Real Estate Holdings LLC
00019471	Check	\$44.00	Reconciled	12/01/2018	SAP INVESTMENTS
00019472	ACH	\$152.00	Reconciled	12/01/2018	Schinkel Rentals
00019473	ACH	\$388.00	Reconciled	12/01/2018	Smith Properties
00019474	Check	\$24.00	Reconciled	12/01/2018	Sha'Neisha N Belcher
00019475	ACH	\$557.00	Reconciled	12/01/2018	Roger Shuck
00019476	ACH	\$1,406.00	Reconciled	12/01/2018	DBA Country Place
00019477	ACH	\$731.00	Reconciled	12/01/2018	Teal Lake Village Mexico, LP
00019478	ACH	\$311.00	Reconciled	12/01/2018	Thomas, Garnett and Joann

## 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 12/1/2018 through 12/31/2018

<b>Check Number</b>	<b>Check Type</b>	<b>Check Amount</b>	<b>Status</b>	<b>Check Date</b>	<b>Vendor Name</b>
00019479	ACH	\$1,012.00	Reconciled	12/01/2018	CLIFFORD WILSON
00019480	Check	\$163.00	Reconciled	12/01/2018	Walker, Kenneth
00019481	ACH	\$232.00	Reconciled	12/01/2018	La Shonia West
00019482	ACH	\$641.00	Reconciled	12/01/2018	William David Holdings LLC
00019483	ACH	\$281.00	Reconciled	12/01/2018	YELTON, GARY & SUSAN
00019484	ACH	\$463.00	Reconciled	12/01/2018	Cotton Top II, LLC
00019485	ACH	\$222.00	Reconciled	12/01/2018	James Zumwalt

Total # of checks listed: 45

Total amount of all checks: \$37,315.49

Total Open: 1

Total Cleared: 0

Total Reconciled: 44

Total Void: 0

Mexico Housing Authority  
 FYE 3/31/19

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Beginning HAP Equity	26,462.67	33,380.67	40,186.88	36,407.92	42,279.92	43,608.91	44,214.61	47,077.61	14,853.81	20,310.52	20,310.52	20,310.52	26,462.67
<b>Revenues:</b>													
Annual Contributions	47,599.00	46,819.00	37,036.00	46,819.00	42,073.00	42,073.00	42,073.00	6,959.00	42,082.00	-	-	-	353,533.00
Adjustment for QAD repay	-	-	-	-	-	-	-	-	-	-	-	-	-
Void Checks-HAP	-	-	-	-	-	-	-	-	-	-	-	-	-
AP-HUD Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income (HAP)	-	607.21	153.04	-	76.99	155.70	-	157.43	78.71	-	-	-	1,229.08
Total Revenue	47,599.00	47,426.21	37,189.04	46,819.00	42,149.99	42,228.70	42,073.00	7,116.43	42,160.71	-	-	-	354,762.08
<b>Expenses:</b>													
HAP Payments	40,681.00	40,620.00	40,968.00	40,947.00	40,821.00	41,623.00	39,210.00	39,340.23	36,704.00	-	-	-	380,914.23
Fraud Bad Debt HAP Portif	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	40,681.00	40,620.00	40,968.00	40,947.00	40,821.00	41,623.00	39,210.00	39,340.23	36,704.00	-	-	-	360,914.23
Net Income (Loss)	6,918.00	6,806.21	(3,778.96)	5,872.00	1,328.99	605.70	2,863.00	(32,223.80)	5,456.71	-	-	-	(6,152.15)
Ending HAP Equity	33,380.67	40,186.88	36,407.92	42,279.92	43,608.91	44,214.61	47,077.61	14,853.81	20,310.52	20,310.52	20,310.52	20,310.52	20,310.52
Beginning Admin Equity	123,308.47	126,498.09	128,138.43	128,252.02	140,063.28	141,476.95	142,070.18	143,536.65	138,910.03	137,003.48	137,003.48	137,003.48	123,308.47
<b>Revenues:</b>													
Annual Contributions	6,543.00	6,462.00	7,657.00	6,462.00	6,462.00	6,462.00	6,462.00	6,141.00	6,141.00	-	-	-	58,792.00
Interest Income	102.28	118.72	126.16	160.16	136.41	125.58	141.89	118.75	127.60	-	-	-	1,157.57
Other Income	647.51	647.51	647.51	11,009.09	1,574.54	(134.47)	671.53	449.30	682.47	-	-	-	16,194.99
Adjustment for QAD repay	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income (Admin)	-	607.22	153.04	-	76.99	155.71	-	157.43	78.72	-	-	-	1,229.11
Total Revenue	7,292.79	7,835.45	8,583.73	17,631.25	8,249.94	6,608.82	7,275.42	6,866.48	7,029.79	-	-	-	77,373.67
<b>Expenses:</b>													
Admin Expenses	4,103.17	6,195.11	8,470.14	5,819.99	6,836.27	6,015.59	5,808.95	11,493.10	8,936.34	-	-	-	63,678.66
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	4,103.17	6,195.11	8,470.14	5,819.99	6,836.27	6,015.59	5,808.95	11,493.10	8,936.34	-	-	-	63,678.66
Net Income (Loss)	3,189.62	1,640.34	113.59	11,811.26	1,413.67	593.23	1,466.47	(4,626.62)	(1,906.55)	-	-	-	13,695.01
Ending Admin Equity	126,498.09	128,138.43	128,252.02	140,063.28	141,476.95	142,070.18	143,536.65	138,910.03	137,003.48	137,003.48	137,003.48	137,003.48	125,695.15

**Mexico Housing Authority  
Financial Analysis  
12/31/18**

	04/30/18	05/31/18	06/30/18	07/31/18	08/31/18	09/30/18	10/31/18	11/30/18	12/31/18	01/31/19	02/28/19	03/31/19
<b>Balance Sheet</b>												
Cash-unrestricted	\$1,385,603.72	\$1,360,307.93	\$1,260,939.71	\$1,269,573.66	\$1,271,219.15	\$1,232,433.13	\$1,234,846.23	\$1,194,795.74	\$1,322,906.37			
Investments - unrestricted	880,809.91	880,809.91	880,942.14	880,942.14	880,967.52	881,172.49	881,172.49	881,767.31	881,863.21			
Tenant accounts receivable	2,490.38	4,469.03	6,082.87	6,051.96	9,348.67	11,459.31	12,410.25	14,227.15	15,989.12			
<b>Income Statement</b>												
Net tenant rental revenue	29,021.00	28,069.00	28,209.00	30,187.00	29,889.00	29,201.00	28,863.74	26,745.00	25,371.00			
Operating expenses	42,153.30	74,281.54	102,609.10	73,520.79	80,233.36	87,803.34	73,570.50	96,264.24	67,943.29			
Operating income/loss (monthly)	53,844.27	(15,457.48)	(96,498.12)	(4,170.31)	7,955.24	(16,307.18)	12,737.20	15,336.31	45,892.17			
Operating income/loss (ytd)	53,844.27	38,386.79	(58,111.33)	(62,281.64)	(54,326.40)	(70,633.58)	(57,896.38)	(42,560.07)	3,332.10			
Units leased	199.00	200.00	200.00	201.00	201.00	199.00	201.00	201.00	201.00			
Occupancy rate	98%	99%	99%	95%	99%	98%	95%	99%	99%			
Average monthly rent	145.83	140.35	141.05	150.18	148.70	146.74	143.60	133.06	126.22			

**Mexico Housing Authority**  
**Section 8 Utilization Report**  
**For the Year Ended December 31, 2018**

	Available 12/31	Budgeted
Annual Budget Authority	591,407	591,407
HUD-held Program Reserve	56,256	25,834
PHA-held NRA Balance	10,578	-
Administrative Fee Reserve	-	-
<b>Total Funding Available</b>	<b>658,241</b>	<b>617,241</b>

Actual

Baseline Units

151

Monthly HAP payments target is \$51,437 based on budgeted funding. This represents 104% 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	132	\$ 45,273.00	92%	92%	\$ 342.98	\$ 342.98	87%	87%
Feb	126	42,643.00	87%	89%	338.44	340.76	83%	85%
Mar	123	40,444.33	82%	87%	328.82	336.90	81%	84%
Apr	122	40,681.00	83%	86%	333.45	336.07	81%	83%
May	124	40,787.00	83%	85%	328.93	334.65	82%	83%
Jun	123	41,135.00	83%	85%	334.43	334.62	81%	83%
Jul	123	41,257.00	84%	85%	335.42	334.73	81%	83%
Aug	123	40,821.00	83%	84%	331.88	334.38	81%	82%
Sep	129	40,979.00	83%	84%	317.67	332.46	85%	83%
Oct	130	39,210.00	80%	84%	301.62	329.27	86%	83%
Nov	131	39,340.23	80%	83%	300.31	326.53	87%	83%
Dec	123	36,704.00	74%	83%	298.41	324.24	81%	83%

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

Effective Date : 1/7/2019

**Waiting List Recap by Voucher Size**

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	4	0	0	0	0	0	4
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	9	3	2	1	0	0	15
Single Fed Disp	0	0	0	0	0	0	0	0
Family	0	15	15	9	4	0	0	43
Hispanic	0	0	1	0	1	0	0	2
White	0	15	10	6	1	0	0	32
Black	0	8	6	4	2	0	0	20
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	3	1	0	1	0	0	5

**Income Limit Breakdown**

High:	0
Low:	4
Very Low:	11
ExtLow:	45

# A - Low Rent Waiting List

## Housing Authority of the City of Mexico

Effective Date : 1/7/2019

Bedroom Size: ALL

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	2	0	0	0	0	0	2
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	10	0	1	2	0	0	13
Single Fed Disp	0	0	0	0	0	0	0	0
Family	0	19	3	7	4	0	0	33
Hispanic	0	0	0	0	1	0	0	1
White	0	20	2	6	2	0	0	30
Black	0	6	1	2	2	0	0	11
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	4	0	0	1	0	0	5

### Income Limit Breakdown

High:	2
Low:	2
Very Low:	11
ExtLow:	32



# MEXICO HOUSING AUTHORITY

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

## CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

December 2018

### Current Modernization Projects

1. We have replaced 103 occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink
5. We are also replacing unit tile as needed and funds available
6. We are refinishing tubs, showers, countertops, and cabinets on as needed basis. Currently we have refinished two tubs

### Current Capital Fund

1. The replacement of soffit, fascia, gutters and down spouts on East & West Holt, Trinity, Seminary, Bolivar, Breckenridge, Buchanan, is well underway

### Current Contracting



**Housing Authority of the City of Mexico**  
**Monthly Report for Housing Authority Board**  
 12/1/2018 TO 12/31/2018

**WORK ORDERS**

Received	Processed
116	115

Routine Work Received	Avg. Completion Time Routine
103	6.233 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
8	3.252 Hrs.

All Other Work Received	Avg. Completion Time Other
5	1.100 Hrs.

**PRODUCTION**

Routine work orders with completion time over 24 hours:	8
Emergency work orders with completion time over 24 hours:	0

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

W/O #	Work Order Date
136364	12/31/2018

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: 12/1/2018

Ending Date: 12/31/2018

Staff Generated Work Orders: False

# MEXICO HOUSING AUTHORITY

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## RESOLUTION NO. 2905 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 15th day of January 2019, 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 \$8,082.85 to be written off as bad debt for the FYE 2018/2019, and the accounts forwarded to a collection agent for further action.

Passed this 15th day of January 2019.

\_\_\_\_\_  
Tad Dobyms, Vice 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			121	15339					701.10	701.10
1	01			151	15815					200.00	200.00
1	01			035	16473					170.00	170.00
1	01			148	16895					1.00	1.00
1	01			018	16152					112.00	112.00
1	01			141	16122					229.00	229.00
1	01			149	10392					60.00	60.00
1	01			143	16688					289.00	289.00
1	01			028	16533					191.40	191.40
1	01			078	14978					66.00	66.00
1	01			006	12190					109.00	109.00
1	01			138	16867					20.00	20.00
1	01			078	16699					130.00	130.00
1	01			021	16746					120.00	120.00
1	01			096	16846					5.00	5.00
1	01			129	16900					285.00	285.00
1	01			074	16709					2,363.95	2,363.95
1	01			076	16283					412.74	412.74
PHA: 1      Project: 01      Totals      Count:      18										5,465.19	5,465.19
1	02			209	16422					140.00	140.00
1	02			195	15842					1,289.52	1,289.52
1	02			167	15121					21.00	21.00
1	02			202	16713					205.00	205.00
1	02			162	16572					70.00	70.00
PHA: 1      Project: 02      Totals      Count:      5										1,725.52	1,725.52
1	04			217	10361					393.00	393.00
1	04			217	10263					105.00	105.00
1	04			223	14323					18.00	18.00
1	04			248	16595					253.14	253.14
1	04			248	13645					123.00	123.00
PHA: 1      Project: 04      Totals      Count:      5										892.14	892.14
PHA: 1      Totals      Count:      28										8,082.85	8,082.85
Grand Totals      Count:      28										8,082.85	8,082.85

# MEXICO HOUSING AUTHORITY

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## RESOLUTION NO. 2906

### RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF THE CITY OF MEXICO HOUSING AUTHORITY FOR FISCAL YEAR ENDING MARCH 31, 2018

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, 2018 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 15th day of January, 2019, 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, 2018, performed by BRZ Sailor and Khan, LLC Certified Public Accountants.

Passed this 15th day of January 2019

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Tad Dobyms, Vice Chairperson

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Tammy Dreyer, Board Secretary  
Executive Director, Mexico Housing Authority