



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 Special MEETING
MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, March 24, 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: January 21, 2020
Approval of Regular meeting minutes for: February 18, 2020

Executive Director's Report:

- a. Financials
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
 - e. Maintenance Reports
7. **Unfinished Business**
 8. **New Business:**
Resolution 2929 Tenant Accounts Write off
Resolution 2930 Operating Budget Revision FY 2019/2020
Resolution 2931 Operating Budget FY 2020/2021
 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 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON February 18, 2020

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, February 18, 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 open session on February 18, 2020 in the MHA Administration Building at 828 Garfield, Mexico, Missouri 65265. Commissioner Denise Harrington called the meeting to order at 3:36pm.
- 2. Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns arrived late at 3:46pm
Commissioner Denise Harrington
Commissioner Amy Prater
Commissioner Rita Jackson

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 Dobyns, A Prater, R Jackson
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”, Commissioner D Harrington declared the motion approved with the minutes from January 21, 2020 to tabled for next meeting.

6. Unfinished Business

T Dreyer stated she is working on the revision to the Safety Policy.
FYE March 2019 Audit handed out.

8. New Business

PHAS Report attached to BOC Packet with High Performing status.
T Dobyns handed out CMCA Community Needs Assessment to BOC members and would like them to fill out one and return to him. This is done every three years and is due March 16, 2020.

7. Other Business:

March Meeting will be changed to March 24, 2020 due to MONAHRO Spring Conference and year end Budget Revisions and 2020 Budget.

D Harrington requested a motion to approve change in meeting date. Commissioner A Prater made a motion and R Jackson second. Commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

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

10. Comments from Commissioners:

D Harrington wanted to thank everyone for being a BOC member.

11. Adjournment into Closed Session at 4:00pm:

Commissioner D Harrington requested a motion to adjourn into Closed Session Commissioner A Prater the motion and Commissioner T Dobyns seconded.

Commissioner D Harrington requested a motion to adjourn back into Open Session at 4:50pm, Commissioner R Jackson the motion and Commissioner T Dobyns seconded.

12. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on February 18, 2020, Commissioner T Dobyns the motion and Commissioner A Prater seconded. The open session meeting was adjourned at 4:50 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 February 13, 2020, I posted public notice of the February 18, 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

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON January 21, 2020

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, January 21, 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 open session on January 21, 2020 in the MHA Administration Building at 828 Garfield, Mexico, Missouri 65265. Commissioner Denise Harrington called the meeting to order at 3:32pm.

D Harrington wanted to introduce our new BOC member Martin Keller and Josh Hinten for attending the meeting.

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

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Denise Harrington
Commissioner Amy Prater
Commissioner Martin Keller

Commissioners excused:

Commissioner Rita Jackson

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney
Maintenance/Contract Manager	Josh Hinten

3. **Adoption of Agenda**

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

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

4. Comments from the public:

None

5. Approval of Consent Agenda (if applicable)

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

6. Executive Director’s Report

D Harrington requested a motion to approve Executive Director Report. 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, M Keller, T Dobyms
No: None
Absent: R Jackson

7. Unfinished Business

D Harrington wanted MHA to work on combining the sample Safety Policy with the previous submitted policy and bring back to BOC for approval. She stated she wanted it to be worked on not entirely rewritten.

8. New Business

Resolution 2927 Acceptance of FY 2018/2019 Audit

D Harrington requested a motion to approve Resolution 2927. 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, M Keller
No: None
Absent: R Jackson

Resolution 2928 Approving FY 2019/2020 Tenant Write Offs

D Harrington requested a motion to approve Resolution 2928. 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, M Keller, T Dobyms
No: None
Absent: R Jackson

8. Other Business:

D Harrington requested a motion to permanently remove Tentative from our MHA BOC Agenda. Commissioner T Dobyys made a motion and M Keller second. Commissioners present voted “aye”, and “naye” as noted below, and Commissioner D Harrington declared the motion approved.

Yes: M Keller, T Dobyys
No: A Prater
Absent: R Jackson

D Harrington requested a motion to not attach the financials to the BOC Packet, but to have readily available at the meeting on the big screen. 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, M Keller, T Dobyys
No: None
Absent: R Jackson

10. Comments from Commissioners:

D Harrington wanted to welcome M Keller to the BOC. T Dobyys recommends a tour of MHA as well. D Harrington wanted to let MHA know that they are here to support our agency. A Prater wanted to thank MHA for allowing her to feel safe in her home and that we are always there to help with anything that we can. She stated that TD has been able to handle anything that has come her way and she feels we are doing a great job.

11. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on January 21, 2020, Commissioner T Dobyys the motion and Commissioner M Keller seconded. The open session meeting was adjourned at 4:30 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 January 15, 2020, I posted public notice of the January 21, 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
02/29/20**

Low Rent 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

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	\$1,483,900.37	\$1,518,586.98
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	891,391.41	891,391.41
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	5,910.19	9,359.63

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	29,116.15	31,435.00
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	89,867.16	74,587.18
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	(8,054.33)	6,259.04
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	109,707.32	115,966.36
Units leased	200.00	200.00	201.00	201.00	200.00	201.00	201.00	201.00	201.00	201.00	201.00
Occupancy rate	99%	99%	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	144.86	156.39

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	\$ 111,182.91	\$ 119,043.77
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	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	41,336.00	41,465.00
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	4,901.73	5,827.55
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	(2,377.06)	2,035.93
Operating income/loss (ytd)	6,730.65	5,432.44	(15,227.95)	(13,867.62)	(10,029.85)	(12,568.49)	(14,536.38)	(40,278.55)	(30,823.97)	(33,201.03)	(31,165.10)
Units leased	120.00	122.00	125.00	123.00	125.00	125.00	136.00	133.00	135.00	138.00	135.00
Average HAP cost (monthly)	300.32	300.19	299.54	299.09	295.06	332.82	292.80	295.14	294.95	299.54	307.15

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	23,823.51	21,750.22	19,284.22	(5,099.66)	3,287.38	(428.62)	1,088.46	37,854.66
Revenues:													
Annual Contributions	39,994.00	37,438.00	17,924.00	38,134.00	38,134.00	37,355.00	37,355.00	14,627.00	48,124.00	37,620.00	42,820.00	-	389,425.00
Adjustment to bring balance:	-	-	-	-	-	-	-	-	-	-	-	-	-
Void Checks-HAP	-	-	-	-	-	-	-	-	-	-	-	-	-
AP-HUD Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income (HAP)	-	157.43	78.71	-	78.71	78.71	-	243.12	81.04	-	162.08	-	879.80
Total Revenue	39,994.00	37,595.43	17,902.71	38,134.00	38,212.71	37,433.71	37,355.00	14,870.12	48,205.04	37,620.00	42,982.08	-	390,304.80
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	41,336.00	41,465.00	-	427,071.00
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	41,336.00	41,465.00	-	427,071.00
Net Income (Loss)	3,596.00	612.43	(19,900.29)	986.00	674.71	(2,073.29)	(2,466.00)	(24,383.88)	8,387.04	(3,716.00)	1,517.08	-	(36,766.20)
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>(428.62)</u>	<u>1,088.46</u>	<u>1,088.46</u>	<u>1,088.46</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	131,414.21	131,933.06	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	6,067.00	6,067.00	-	65,572.00
Interest Income	139.64	146.65	124.24	166.51	113.67	101.88	104.94	78.77	78.64	123.03	64.06	-	1,242.03
Other Income	594.37	595.29	602.44	602.44	602.44	1,184.80	602.44	602.44	602.44	262.64	265.26	-	6,517.00
Adjustment to bring balance:	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income (Admin)	-	157.43	78.72	-	78.72	78.72	-	243.12	81.04	-	162.08	-	879.83
Total Revenue	6,886.01	7,053.37	6,605.40	6,568.95	6,594.83	7,165.40	6,507.38	6,889.33	6,829.12	6,452.67	6,558.40	-	74,210.86
Expenses:													
Admin Expenses	4,111.36	9,324.01	7,725.50	6,554.62	4,087.77	5,534.75	5,989.27	8,357.62	5,761.58	5,113.73	6,039.55	-	68,609.76
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	4,111.36	9,324.01	7,725.50	6,554.62	4,087.77	5,534.75	5,989.27	8,357.62	5,761.58	5,113.73	6,039.55	-	68,609.76
Net Income (Loss)	2,774.65	(2,270.64)	(1,120.10)	14.33	2,507.06	1,630.65	508.11	(1,388.29)	1,067.54	1,338.94	518.85	-	5,601.10
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>131,414.21</u>	<u>131,933.06</u>	<u>131,933.06</u>	<u>128,453.82</u>

A - Low Rent Waiting List

Housing Authority of the City of Mexico
Bedroom Size: ALL

Effective Date : 3/16/2020

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	TOTAL
Elderly	0	2	0	0	1	0	0	3
Near Elderly	0	0	0	0	0	0	0	0
Handi/Disabled	0	9	0	3	2	0	0	14
Single Fed Disp	0	0	0	0	0	0	0	0
Family	0	24	4	1	6	0	0	35
Hispanic	0	0	0	1	0	0	0	1
White	0	23	2	3	5	0	0	33
Black	0	11	0	0	2	0	0	13
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	0	1	0	1	0	0	2
Other	0	1	1	1	0	0	0	3

Income Limit Breakdown

High:	0
Low:	2
Very Low:	2
ExtLow:	47

B - Section 8 Mexico

Housing Authority of the City of Mexico
Section 8

Effective Date : 3/16/2020

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	3	8	0	4	2	0	0	17
Single Fed Disp	0	0	0	0	0	0	0	0
Family	4	8	14	7	2	0	0	35
Hispanic	0	1	0	1	0	0	0	2
White	5	9	7	5	1	0	0	27
Black	2	8	6	4	2	0	0	22
Indian/Alaskan	0	1	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0
Mixed	0	1	1	1	1	0	0	4
Other	0	0	0	1	0	0	0	1

Income Limit Breakdown

High:	2
Low:	7
Very Low:	7
ExtLow:	39



MEXICO HOUSING AUTHORITY

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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

February 2020

Current Modernization Projects

1. We have replaced 134 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. We have several concrete bids out

Current Contracting

1. Exterior Paint of brick has been put on hold.

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

2/1/2020 TO 2/29/2020

WORK ORDERS

Received	Processed
232	231

Routine Work Received	Avg. Completion Time Routine
181	11.223 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
2	7.542 Hrs.
All Other Work Received	Avg. Completion Time Other
49	32.090 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: 1

W/O #	Work Order Date
139092	02/21/2020 - make ready

Work orders completed from prior months:	1	
W/O #	Work Order Date	Completion Date
138919	01/30/2020	02/04/2020

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:
 Project:
 Starting Date: 2/1/2020
 Ending Date: 2/29/2020
 Staff Generated Work Orders: False



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Board Resolution

RESOLUTION NO. 2929

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2019/2020

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 24th day of March 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 \$1,806.00 to be written off as bad debt for the FYE 2019/2020, and the accounts forwarded to a collection agent for further action. Total Write off for FYE 2019/2020 \$13,570.28.

Passed this 24th day of March 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			129	10388					34.00	34.00
1	01			120	16564					47.00	47.00
1	01			124	11039						0.00
1	01			151	11265					190.00	190.00
1	01			024	10346					80.00	80.00
	PHA: 1		Project: 01	Totals	Count:	5				351.00	351.00
1	02			175	11216					200.00	200.00
1	02			210	15486					32.00	32.00
1	02			195	10439					1,093.00	1,093.00
1	02			163	15573					130.00	130.00
	PHA: 1		Project: 02	Totals	Count:	4				1,455.00	1,455.00
			PHA: 1	Totals	Count:	9	60.00			1,806.00	1,806.00
				Grand Totals	Count:	9	60.00			1,806.00	1,806.00



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Board Resolution

RESOLUTION NO. 2930

RESOLUTION APPROVING/AUTHORIZING FY 2019/2020 OPERATING BUDGET REVISION #1

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of the public housing units in the City of Mexico through the Performance Funding System (PFS), and

WHEREAS, receipt of funding is contingent upon the ability of the MHA to maintain proper fiscal controls, and

WHEREAS, actual expenditures made it advisable to revise the budget at this time, and

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 24th day of March, 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 the revision #1 to the operating budget for the fiscal year ending March 31, 2020.

Passed on 24th day of March 2020.

Denise Harrington, Board Chair

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Mexico Housing Authority

PHA Code: MO010

PHA Fiscal Year Beginning: 4/1/2019

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

Low Rent Operating Budget

PHA Name	Mexico Housing Authority			
Address	828 Garfield Street			
City, State	Mexico, MO 65265			
HA Code	MO010	Built Date	2/28/1964	
Fiscal Year Ending	3/31/2020	Date of Last Renovation	On Going	
Type of Budget (Original, Revision #)	Revision	Average Bedroom Size	2.00	
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed	
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex	
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75	
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	377,320		377,320
11230	Less: Vacancy Loss Rent	(4,340)		(4,340)
70300	Net Tenant Rental Revenue	372,980		372,980
11240	Gross Potential Subsidy	736,659		736,659
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(24,505)		(24,505)
70600	Net Operating Subsidy	712,154		712,154
70600	HUD PHA Operating Grant-CFP		4,670	4,670
70400	Other Tenant Charges	22,410		22,410
70400	Excess Utilities	-		-
71100	Investment Income	21,261		21,261
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	3,020		3,020
71500	Other Income	9,550		9,550
70000	Total Operating Income	1,141,375	4,670	1,146,045
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	144,470	-	144,470
91500	Employee Benefits - Administrative	66,970	-	66,970
91200	Auditing Fees	5,000	-	5,000
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,840	-	6,840
91400	Advertising and Marketing	350	-	350
91600	Office Expenses	23,010	2,500	25,510
91700	Legal Expense	4,070	-	4,070
91800	Travel	5,180	2,170	7,350
91900	Other Administrative Costs	14,140	-	14,140
91000	Total Administrative	270,030	4,670	274,700
92000	Asset Management Fees	-	-	-
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	1,300	-	1,300
92500	Total Tenant Services	1,300	-	1,300
Utilities				
93100	Water	81,310	-	81,310
93200	Electricity	18,790	-	18,790
93300	Gas	2,840	-	2,840
93400	Fuel	-	-	-
93600	Sewer	107,450	-	107,450
93800	Other	-	-	-
93000	Total Utilities	210,390	-	210,390

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	90,670	-	90,670
94500	Employee Benefits - Maintenance	41,200	-	41,200
94200	Maintenance Materials	143,540	-	143,540
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	32,160		32,160
94300-020	Heating & Cooling Contracts	18,300		18,300
94300-030	Snow Removal Contracts	5,000		5,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	20,000		20,000
94300-060	Unit Turnaround Contract	5,000		5,000
94300-070	Electrical Contracts	2,500		2,500
94300-080	Plumbing Contracts	8,400	-	8,400
94300-090	Extermination Contracts	-		-
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	3,270		3,270
94300-120	Other Misc. Contract Costs	21,030	-	21,030
94000	Total Maintenance	391,070	-	391,070
Protective Services				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,000		1,000
95300	Protective Service Other	-		-
95000	Total Protective Services	1,000	-	1,000
Insurance				
96110	Property	61,800		61,800
96120	General Liability	5,830		5,830
96130	Worker's Comp.	8,580		8,580
96140	Other Insurance	7,210		7,210
96100	Total Insurance Expense	83,420	-	83,420
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	13,460		13,460
96300	Payments In Lieu of Taxes	16,260		16,260
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense	-		-
96000	Total General Expenses	39,720	-	39,720
96900	Total Operating Expenditures	996,930	4,670	1,001,600
97000	Cash Flow from Operations	144,445	-	144,445
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In	-		-
10020	Operating Transfers Out		-	-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	-	-	-
	Capital Expenditures	(49,150)		(49,150)
	Other Items (PYA)			-
	Total Other Financial Items	(49,150)	-	(49,150)
10000	Net Cash Flow	95,295	-	95,295

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority		
Address	828 Garfield Street		
City, State	Mexico, MO 65265		
HA Code	MO010	Built Date	2/28/1964
Fiscal Year Ending	3/31/2020	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Revision	Average Bedroom Size	2.00
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	377,320	156.46
11230	Less: Vacancy Loss	(4,340)	(1.80)
70300	Net Tenant Rental Revenue	372,980	154.66
11240	Gross Potential Subsidy	736,659	305.46
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(24,505)	(10.16)
70600	Net Operating Subsidy	712,154	295.30
70600	HUD PHA Operating Grant-CFP	4,670	1.94
70400	Other Tenant Charges	22,410	9.29
70400	Excess Utilities	-	0.00
71100	Investment Income	21,261	8.82
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	3,020	1.25
71500	Other Income	9,550	3.96
70000	Total Operating Income	1,146,045	475.21

Operating Expenditures:			
Administrative			
91100	Administrative Salaries	144,470	59.91
91500	Employee Benefits - Administrative	66,970	27.77
91200	Auditing Fees	5,000	2.07
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,840	2.84
91400	Advertising and Marketing	350	0.15
91600	Office Expenses	25,510	10.58
91700	Legal Expense	4,070	1.69
91800	Travel	7,350	3.05
91900	Other Administrative Costs	14,140	5.86
91000	Total Administrative	274,700	113.91

92000	Asset Management Fees	-	0.00
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Tenant Services			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	1,300	0.54
92500	Total Tenant Services	1,300	0.54

Utilities			
93100	Water	81,310	33.72
93200	Electricity	18,790	7.79
93300	Gas	2,840	1.18
93400	Fuel	-	0.00
93600	Sewer	107,450	44.55
93800	Other	-	0.00
93000	Total Utilities	210,390	87.24

FDS Line #	Account Title	Total Project Budget	PUM
	Maintenance		
94100	Labor	90,670	37.60
94500	Employee Benefits - Maintenance	41,200	17.08
94200	Maintenance Materials	143,540	59.52
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	32,160	13.34
94300-020	Heating & Cooling Contracts	18,300	7.59
94300-030	Snow Removal Contracts	5,000	2.07
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	20,000	8.29
94300-060	Unit Turnaround Contract	5,000	2.07
94300-070	Electrical Contracts	2,500	1.04
94300-080	Plumbing Contracts	8,400	3.48
94300-090	Extermination Contracts	-	0.00
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	3,270	1.36
94300-120	Other Misc. Contract Costs	21,030	8.72
94000	Total Maintenance	391,070	162.16
	Protective Services		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,000	0.41
95300	Protective Service Other	-	0.00
95000	Total Protective Services	1,000	0.41
	Insurance		
96110	Property	61,800	25.63
96120	General Liability	5,830	2.42
96130	Worker's Comp.	8,580	3.56
96140	Other Insurance	7,210	2.99
96100	Total Insurance Expense	83,420	34.59
	General Expenses		
96200	Other General Expense	-	0.00
96210	Compensated Absences	13,460	5.58
96300	Payments In Lieu of Taxes	16,260	6.74
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	Total General Expenses	39,720	16.47
96900	Total Operating Expenditures	1,001,600	415.32
97000	Cash Flow from Operations	144,445	59.89
	Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	-	0.00
10020	Operating Transfers Out	-	0.00
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	-	0.00
	Capital Expenditures	(49,150)	(20.38)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(49,150)	(20.38)
10000	Net Cash Flow	95,295	39.51

<u>Item</u>	<u>Description</u>	Funded by Operations	Capital Fund	Total
	Security equipment	6,120		6,120
	HVAC	43,030		43,030
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total Capital Expenditures		49,150		49,150

PHA Name: Mexico Housing Authority
FYE: 3/31/2020

[illegible]



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. 2931

RESOLUTION APPROVING/AUTHORIZING FY 2020/2021 OPERATING BUDGET

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of the public housing units in the City of Mexico through the Performance Funding System (PFS), and

WHEREAS, the Housing Authority of the City of Mexico (MHA) is required to prepare operating budget for each fiscal year, and

WHEREAS, operating budget has been prepared for the fiscal year beginning April 1, 2020,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 24th day of March 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 the operating budget for the fiscal year beginning April 1, 2020.

Passed this 24th, day of March 2020

Denise Harrington, Board Chair

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

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This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Mexico Housing Authority

PHA Code: MO010

PHA Fiscal Year Beginning: 4/1/2020

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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Mexico Housing Authority
Operating Budget Forecast Excluding Capital Fund Program
FYE 3/31/2021

80% 20%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Total</i>
<u>Income</u>			
Dwelling Rent	365,400	-	365,400
Vacancy Loss	(3,650)	-	(3,650)
HUD Operating Subsidy/Admin. Fees	785,597	102,546	888,143
Funding Prorations	(39,280)	(20,509)	(59,789)
Capital Fund Program -Operations	20,000	-	20,000
Other Income	25,500	4,010	29,510
Interest Income	21,380	1,410	22,790
Total Income	1,174,947	87,457	1,262,404
<u>Expenses</u>			
Administrative Salaries	145,070	62,720	207,790
Administrative Benefits	68,750	24,350	93,100
Legal Fees	4,000	1,000	5,000
Office Rent	-	-	-
Travel	14,400	3,600	18,000
Accounting	6,800	1,700	8,500
Audit	5,600	1,400	7,000
Office Supplies	24,400	6,100	30,500
Advertising	400	100	500
Other Admin. Sundry	21,360	5,340	26,700
Tenant Services	5,000	-	5,000
Water	82,120	-	82,120
Electricity	19,000	-	19,000
Gas	2,900	-	2,900
Sewer	108,520	-	108,520
Protective Services	2,000	-	2,000
Maint. Labor	101,550	-	101,550
Maint. Benefits	46,790	-	46,790
Maint. Materials	110,000	-	110,000
Maint. Contract	21,030	-	21,030
Garbage	32,160	-	32,160
Heating & Air	20,000	-	20,000
Snow Removal	5,000	-	5,000
Landscape/Grounds	20,000	-	20,000
Unit Turnaround	-	-	-
Plumbing	7,000	-	7,000
Electrical	5,000	-	5,000
Extermination	10,000	-	10,000
Janitorial Contracts	-	-	-
Routine Maint	3,270	-	3,270
Insurance	87,770	2,380	90,150
Port In Expenses	-	2,540	2,540
Compensated Absences	13,460	1,600	15,060
Collection Losses	10,000	-	10,000
PILOT	14,920	-	14,920
Repl. of Equip./Betterments	190,000	-	190,000
Nonroutine Maint.	-	-	-
Total Expenses	1,208,270	112,830	1,321,100
Net Operating Cash Flow (Deficit)	(33,323)	(25,373)	(58,696)
Estimated Unrestricted Balance at 3/31/20	2,355,395	126,332	2,481,727
Estimated Unrestricted Balance at 3/31/21	2,322,072	100,959	2,423,031

Low Rent Operating Budget

PHA Name	Mexico Housing Authority			
Address	828 Garfield Street			
City, State	Mexico, MO 65265			
HA Code	MO010	Built Date	2/28/1964	
Fiscal Year Ending	3/31/2021	Date of Last Renovation	On Going	
Type of Budget (Original, Revision #)	Original	Average Bedroom Size	2.00	
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed	
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex	
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75	
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	365,400		365,400
11230	Less: Vacancy Loss Rent	(3,650)		(3,650)
70300	Net Tenant Rental Revenue	361,750		361,750
11240	Gross Potential Subsidy	785,597		785,597
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(39,280)		(39,280)
70600	Net Operating Subsidy	746,317		746,317
70600	HUD PHA Operating Grant-CFP		20,000	20,000
70400	Other Tenant Charges	15,000		15,000
70400	Excess Utilities	-		-
71100	Investment Income	21,380		21,380
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	3,000		3,000
71500	Other Income	7,500		7,500
70000	Total Operating Income	1,154,947	20,000	1,174,947
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	145,070	-	145,070
91500	Employee Benefits - Administrative	68,750	-	68,750
91200	Auditing Fees	5,600	-	5,600
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,800	-	6,800
91400	Advertising and Marketing	400	-	400
91600	Office Expenses	24,400	-	24,400
91700	Legal Expense	4,000	-	4,000
91800	Travel	14,400	-	14,400
91900	Other Administrative Costs	21,360	-	21,360
91000	Total Administrative	290,780	-	290,780
92000	Asset Management Fees	-	-	-
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	5,000	-	5,000
92500	Total Tenant Services	5,000	-	5,000
Utilities				
93100	Water	82,120	-	82,120
93200	Electricity	19,000	-	19,000
93300	Gas	2,900	-	2,900
93400	Fuel	-	-	-
93600	Sewer	108,520	-	108,520
93800	Other	-	-	-
93000	Total Utilities	212,540	-	212,540

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<u>Maintenance</u>				
94100	Labor	101,550	-	101,550
94500	Employee Benefits - Maintenance	46,790	-	46,790
94200	Maintenance Materials	110,000	-	110,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	32,160		32,160
94300-020	Heating & Cooling Contracts	20,000		20,000
94300-030	Snow Removal Contracts	5,000		5,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	20,000		20,000
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	5,000		5,000
94300-080	Plumbing Contracts	7,000	-	7,000
94300-090	Extermination Contracts	10,000		10,000
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	3,270		3,270
94300-120	Other Misc. Contract Costs	21,030	-	21,030
94000	Total Maintenance	381,800	-	381,800
<u>Protective Services</u>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	2,000		2,000
95300	Protective Service Other	-		-
95000	Total Protective Services	2,000	-	2,000
<u>Insurance</u>				
96110	Property	66,200		66,200
96120	General Liability	6,020		6,020
96130	Worker's Comp.	8,770		8,770
96140	Other Insurance	6,780		6,780
96100	Total Insurance Expense	87,770	-	87,770
<u>General Expenses</u>				
96200	Other General Expense	-		-
96210	Compensated Absences	13,460		13,460
96300	Payments in Lieu of Taxes	14,920		14,920
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense	-		-
96000	Total General Expenses	38,380	-	38,380
96900	Total Operating Expenditures	1,018,270	-	1,018,270
97000	Cash Flow from Operations	136,677	20,000	156,677
<u>Other Financial Items-Sources & (Uses)</u>				
10010	Operating Transfers In	20,000		20,000
10020	Operating Transfers Out		(20,000)	(20,000)
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	-	-	-
	Capital Expenditures	(190,000)		(190,000)
	Other Items (PYA)	-		-
	Total Other Financial Items	(170,000)	(20,000)	(190,000)
10000	Net Cash Flow	(33,323)	-	(33,323)

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority
Address	828 Garfield Street
City, State	Mexico, MO 65265
HA Code	MO010
Built Date	2/28/1964
Fiscal Year Ending	3/31/2021
Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Original
Average Bedroom Size	2.00
ACC Units	203
Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436
Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%
Anticipated Number of Turnovers	75
Estimated Unit Months Leased	2,412

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	365,400	151.52
11230	Less: Vacancy Loss	(3,650)	(1.51)
70300	Net Tenant Rental Revenue	361,750	150.00
11240	Gross Potential Subsidy	785,597	325.75
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(39,280)	(16.29)
70600	Net Operating Subsidy	746,317	309.46
70600	HUD PHA Operating Grant-CFP	20,000	8.29
70400	Other Tenant Charges	15,000	6.22
70400	Excess Utilities	-	0.00
71100	Investment Income	21,380	8.87
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	3,000	1.24
71500	Other Income	7,500	3.11
70000	Total Operating Income	1,174,947	487.20

Operating Expenditures:			
Administrative			
91100	Administrative Salaries	145,070	60.15
91500	Employee Benefits - Administrative	68,750	28.51
91200	Auditing Fees	5,600	2.32
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,800	2.82
91400	Advertising and Marketing	400	0.17
91600	Office Expenses	24,400	10.12
91700	Legal Expense	4,000	1.66
91800	Travel	14,400	5.97
91900	Other Administrative Costs	21,360	8.86
91000	Total Administrative	290,780	120.57

92000	Asset Management Fees	-	0.00
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Tenant Services			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	5,000	2.07
92500	Total Tenant Services	5,000	2.07

Utilities			
93100	Water	82,120	34.05
93200	Electricity	19,000	7.88
93300	Gas	2,900	1.20
93400	Fuel	-	0.00
93600	Sewer	108,520	45.00
93800	Other	-	0.00
93000	Total Utilities	212,540	88.13

FDS Line #	Account Title	Total Project Budget	PUM
	<u>Maintenance</u>		
94100	Labor	101,550	42.11
94500	Employee Benefits - Maintenance	46,790	19.40
94200	Maintenance Materials	110,000	45.61
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	32,160	13.34
94300-020	Heating & Cooling Contracts	20,000	8.29
94300-030	Snow Removal Contracts	5,000	2.07
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	20,000	8.29
94300-060	Unit Turnaround Contract	-	0.00
94300-070	Electrical Contracts	5,000	2.07
94300-080	Plumbing Contracts	7,000	2.90
94300-090	Extermination Contracts	10,000	4.15
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	3,270	1.36
94300-120	Other Misc. Contract Costs	21,030	8.72
94000	Total Maintenance	381,800	158.32
	<u>Protective Services</u>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	2,000	0.83
95300	Protective Service Other	-	0.00
95000	Total Protective Services	2,000	0.83
	<u>Insurance</u>		
96110	Property	66,200	27.45
96120	General Liability	6,020	2.50
96130	Worker's Comp.	8,770	3.64
96140	Other Insurance	6,780	2.81
96100	Total Insurance Expense	87,770	36.39
	<u>General Expenses</u>		
96200	Other General Expense	-	0.00
96210	Compensated Absences	13,460	5.58
96300	Payments In Lieu of Taxes	14,920	6.19
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	Total General Expenses	38,380	15.91
96900	Total Operating Expenditures	1,018,270	422.23
97000	Cash Flow from Operations	156,677	64.97
	<u>Other Financial Items-Sources & (Uses)</u>		
10010	Operating Transfers In	20,000	8.29
10020	Operating Transfers Out	(20,000)	(8.29)
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	-	0.00
	Capital Expenditures	(190,000)	(78.78)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(190,000)	(78.78)
10000	Net Cash Flow	(33,323)	(13.82)

Schedule & Support of Nonroutine Items

PHA Name: Mexico Housing Authority
FYE: 3/31/2021

Nonroutine Maintenance (FDS Line # 97100)

Item	Description	Operating Fund	Capital Fund	Total
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total Nonroutine Maintenance		-	-	-

Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
	Office remodel	35,000		35,000
	Office furniture	10,000		10,000
	Security equipment	10,000		10,000
	Community remodel	25,000		25,000
	Concrete	50,000		50,000
	Senior center remodel	25,000		25,000
	Truck	35,000		35,000
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total Capital Expenditures		190,000		190,000

Summary of Budget Justification

PHA Name: Mexico Housing Authority
FYE: 3/31/2021

[illegible]