



## MEXICO HOUSING AUTHORITY



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

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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  
March 24, 2021 at 3:00pm

1. **Call to order** by Chairperson
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: March 16, 2021
6. **Executive Director's Report:**  
  
None
7. **Unfinished Business**  
  
Resolution 2945 Fiduciary Duties and Ethics for Public Housing Authority Officials  
(tabled 3-16-21)
8. **New Business:**  
  
Resolution 2946 Budget Revision 2020/2021  
Resolution 2947 Budget FYE 2021/2022  
Resolution 2948 YE Write off 2021
9. **Other Business:**  
  
None

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](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 March 16, 2021**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, March 16, 2021 at 2:00 PM at Garfield Community Center. 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 March 16, 2021. Commissioner Denise Harrington called the meeting to order at 2:00pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Denise Harrington  
Commissioner Rita Jackson  
Commissioner Martin Keller  
Commissioner Sandy Lecoque

Commissioners excused:

Commissioner Tad Dobyms

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney
Contract/Inventory Manager	Josh Hinten
Program Manager	Brandi Williams
Maintenance	Rob Dyke
Maintenance	Justin Bise
Maintenance	Aaron Hargus
Maintenance	Raven Twenter
Program Assistant	Alexandria Bradshaw
Program Assistant	Melynda Frohlich

**3. Adoption of Agenda**

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

Yes: R Jackson, M Keller, S Lecoque  
No: None

Absent: T Dobyns

**4. Comments from the public:**

None

**5. Approval of Meeting Minutes**

D Harrington requested a motion to approve Meeting Minutes for January 19, 2021. Commissioner R Jackson made a motion and M Keller second. All commissioners present voted “aye” with S Lecoque abstaining, and Commissioner D Harrington declared the motion approved.

**6. Executive Director’s Report**

T Dreyer went over and summarized February 2021 financials. B Williams updated us on voucher count of 135 and 100% occupancy for PH. B Williams went over the waitlist and discussed a voucher release. J Hinten went over contracts that are completed and what has been signed and awaiting start date. We discussed siding on the Administration building and Community Center received bids, and stated we wanted to use reserves funds for curb appeal on this contract. We updated the board on work order summary and stated we are experiencing a lot of turn over right now.

D Harrington wanted to let us know that she wants us to email BOC whenever something happens and keep the BOC updated on any things going on at the MHA including insurance claims, resident give away, new contractors and ect. B Williams stated that we post almost everything on our website and facebook. All presents said we would try to do this but cannot guarantee it will be done daily. D Harrington asked about some checks that had been printed on the previous check run in regard to contractors being used for snow removal and make ready units. She stated she would appreciate us telling her whenever we use a contractor in advance of paying them. D Mahaney said then I am letting you know right now that we will be using a contractor to help flip some units and that you will be seeing some of these bills on the next check run.

D Harrington requested a motion to accept the Executive Director Report. Commissioner R Jackson made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, M Keller, S Lecoque

No: None

Absent: T Dobyns

**7. Unfinished Business**

T Dreyer introduced the rest of the staff present for the BOC. T Dreyer introduced Sandy Lecoque once again as our new resident BOC member.

J Hinten told the board that the lowest responsible bidder is Anchor Contractors with \$78,000.00. He asked for the BOC approval to accept the bid and to use reserved funding to do this contract.

D Harrington requested a motion to accept the lowest responsible bid for the siding on the Administration Building and Community Center. Commissioner M Keller made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: R Jackson, M Keller, S Lecoque  
No: None  
Absent: T Dobyms

T Dreyer wanted to let the BOC know that we are still working on cleaning up the inventory list in MRI software and that it would not be done by our FYE.

**8. New Business**

Resolution 2945 Approving Fiduciary Duties and Ethics for Public Housing Authority Official

D Harrington requested a motion to table this Resolution 2945 till the next meeting to give all a chance to read through it. Commissioner R Jackson made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: S Lecoque, M Keller, R Jackson  
No: None  
Absent: T Dobyms

**9. Other Business:**

T Dreyer handed out Missouri State Statues for Public Housing Authority’s to all present BOC members.

**10. Comments from Commissioners:**

R Jackson requested that the Auditor be present at the BOC meeting to accept 2019/2020 Audit when it is ready. T Dreyer will contact them and let them know of the boards request.

**11. Adjournment of Open Meeting:**

Commissioner D Harrington requested a motion to adjourn the Open meeting on March 16, 2021, Commissioner M Keller made a motion and Commissioner R Jackson seconded. The open session meeting was adjourned at 2:52 pm

ATTEST:

\_\_\_\_\_  
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 March 11, 2021, I posted public notice of the March 16, 2021 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.

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Tammy Dreyer



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### RESOLUTION NO. 2945

#### THE MEXICO HOUSING AUTHORITY Fiduciary Duties and Ethics for Public Housing Authority Officials

Whereas, the fiduciary duties and ethics training for PHA Officials has become a mandatory requirement for Public Housing Authority's insurance for Directors and Officers, and

Whereas, the Board of Directors approves these duties and training requirement to best meet the needs of the Mexico Housing Authority and requirements of current insurance,

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, 2021, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners of the Housing Authority of the City of Mexico, hereby approves to adopt Resolution 2945 approving the training for Fiduciary Duties and Ethics for Public Housing Authority Officials.

Passed this 24th day of March, 2021.

\_\_\_\_\_  
Board Member/Chairperson

ATTEST:

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority



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### Fiduciary Duties and Ethics

#### for Public Housing Authority Officials

#### Creating a Culture of Honesty and High Ethics

#### FIDUCIARY BASICS

##### • **What is a Fiduciary?**

A fiduciary is an organization or person acting on behalf of another based on an expectation of trust, confidence, or responsibility. Fiduciary duty is the highest legal duty of one party to another and requires the fiduciary to act ethically in the other party's best interest.

A fiduciary's duties are both ethical and legal. When a party accepts fiduciary responsibility to another party (the "principal"), the fiduciary is required to act in the best interests of the principal and cannot personally benefit from the fiduciary relationship unless explicit consent is granted at the time the relationship is created. An agreement for the fiduciary to be paid for acting as a fiduciary is an example.

A fiduciary is judged by the "prudent person" standard of care, and a person acting as a fiduciary is required to act in a manner that would be expected of an ordinary, reasonable, and prudent person in the same circumstances.

##### • **What are my responsibilities as a Fiduciary?**

The general duties of a fiduciary are a duty of care, a duty of loyalty, and a duty of obedience. These are further defined as follows:

a) **Duty of Care.** A duty of care is taking care and exercising good judgment that any reasonably prudent person would take in a like position under similar circumstances.

b) **Duty of Loyalty.** A board and its members must consider and act in good faith to advance the interest of the organization, rather than personal interests of the individual or others, or other entities to which the board member may also have certain fiduciary responsibilities. If a fiduciary finds himself or herself in a situation with conflicting loyalties, where the interests of one entity or individual may conflict with the interest of another entity to whom fiduciary duty is owed, such real or perceived conflicts of interest on part of the fiduciary can lead to situations in which the individual has breached his or her fiduciary duty. It is important, therefore, for the fiduciary in such a situation to disclose a potential conflict and either withdraw from consideration of the matter in which the conflicts arise or obtain approval of a transaction upon informed consent of disinterested directors/fiduciaries.



c) Duty of Obedience. A fiduciary is required to act with fidelity within the bounds of law, honoring the entity's mission and purpose, and complying with organizational documents, by-laws, and agreements. It requires fiduciaries to know the state and federal laws and regulations that apply to the entity, and to ensure that the Board and the entity operate within those parameters.

• **What if a fiduciary breach the duties?**

Fiduciaries, including officers and directors of an entity, can face substantial civil penalties and fines for a breach of fiduciary duty, even if the breach does not result in financial loss to the entity.

Example: The Delaware Supreme Court determined that a lawsuit filed against the board of directors of Blue Bell Creameries could move forward where the board failed to "exercise oversight". The Delaware Supreme Court reiterated that directors have a duty "to exercise oversight" and to monitor the corporation's operational viability, legal compliance, and financial performance. The board's "utter failure" to create a reasonable information and reporting system was an act of bad faith in breach of the duty of loyalty.

The failure to make a good faith effort to oversee the company's operations "breaches the duty of loyalty" and can expose a director to liability. The Court's opinion stated that, although "directors have great discretion to design context- and industry-specific approaches tailored to their companies' businesses and resources, the board must make a good faith effort— i.e., try—to put in place a reasonable board-level system of monitoring and reporting."

### **STATUTORY REQUIREMENTS**

Missouri Statutes contain requirements and prohibitions for public officials, including employees and commissioners of public housing authorities, and include the following, which are included starting at page 8:

**Section 105.452. Prohibited acts by elected and appointed public officials and employees;**

**Section 105.454. Additional prohibited acts by certain elected and appointed public officials and employees, and**

**Chapter 99: The Housing Authorities Law (selected sections)**

## CONFLICT OF INTEREST

Missouri law requires that public officials follow conflict of interest laws. These laws apply to actions by commissioners and employees of housing authorities. The holding of public office and public employment is intended to be a public trust. These individuals are delegated power as the public's trustees. They owe a duty of loyalty to the public interest. Actions which would tend to undermine that loyalty are destructive to the public's confidence in government and are prohibited by these laws.

### **What Actions and Issues are Covered by Conflict-of-Interest Laws?**

#### **▪ Prohibition of Financial Gain**

Missouri law prohibits a public officer or employee from:

- Making Decisions or engaging in activities which result in financial gain or receipt of monetary benefit for the officer, employee, or family member.
- Using their decision-making authority to obtain financial gain which materially enriches them or their family members, or to coerce or extort anything of actual monetary value from another person or entity.
- Exerting Influence over a decision that affects transactions dealing with the official or employee, spouse, dependent child, or businesses with which they are associated. If public notice and competitive bidding are required, there are exceptions to the prohibition, if the official, employee, family member or family business is the low bidder.
- Using or disclosing confidential information obtained in an official capacity or during employment with the intent of financial gain for themselves, spouse, dependent children, or related business.
- Quid Pro Quo actions in which a public official or employee acts or refrains from acting by reason of payment or receipt of value.

#### **▪ Employment**

In general, an elected or appointed public official cannot be employed in another capacity or position in the same political subdivision. For example, a Commissioner cannot also serve as the Executive Director of the Housing Authority. (However, Missouri law allows one commissioner of a Housing Authority to be an officer or employee of the city or county for which the Authority is created.) In addition, for a one-year period following termination of their role as a public official, they may not attempt to influence a decision of any agency or political subdivision of which they were an officer, employee, or over which they had supervisory authority, with limited exceptions.

#### **▪ Providing Services**

A public official may provide services or perform services for the political subdivision only if the amounts are under \$500 per transaction or \$5,000 annually, unless there is public notice and competitive bidding, and the awarded bid is the lowest bid received.

#### **▪ Nepotism**

Nepotism is the practice of showing favoritism toward one's relatives to provide them with economic or employment benefits. Granting favors or jobs to relatives is a form of nepotism. The nepotism provision applies to both unpaid and volunteer positions.

Missouri law provides for an absolute ban on nepotism for public officials and public employees. Article VII, Section 6 of the Missouri Constitution specifically forbids the appointment or hiring of relatives. Section 6 provides:

Any public officer or employee in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree, by consanguinity or affinity, shall there by forfeit his office or employment.

This definition of relative extends to include first cousins and grand nephews and reaches to relationships created both by blood and by marriage. There is a Relationship Chart on the Missouri Ethics Commission website that provides further guidance on this definition:

### **Missouri Ethics Commission**

Conflict of Interest Rules are enforced by the Missouri Ethics Commission, which also issues advisory opinions for questions which may occur and provides a resource for any public official who may have questions about the statutory requirements. It can be reached at [www.mec.mo.gov](http://www.mec.mo.gov).

## **SUNSHINE LAW: TOP TEN THINGS TO KNOW**

1. When in doubt, a meeting or record of a public body should be opened to the public.
2. The Sunshine Law applies to all records, regardless of what form they are kept in, and to all meetings, regardless of the manner in which they are held.
3. The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances, but it almost never requires a public body to do so.
4. Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.
5. Each public body must have a written Sunshine Law policy and a custodian of records whose name is available to the public upon request.
6. The Sunshine Law requires a custodian of records to respond to a record request as soon as possible but no later than three business days after the custodian receives it.
7. The Sunshine Law deals with whether a public body's records must be open to the public, but it generally does not state what records the body must keep or for how long. A body cannot, however, avoid a records request by destroying records after it receives a request for those records. For more information concerning records retention schedules, please visit the Missouri Secretary of State's Website – the Local Records Division for local public governmental bodies, and the Records Management Division for state agencies.
8. The Sunshine Law allows for public meetings to be both audio and video recorded by attendees. Each public governmental body may set up guidelines regarding the recording process. These guidelines can be found in the body's Sunshine Law Policy. No one is allowed to record a closed meeting, if they are not given permission to do so.
9. When responding to a request for copies of its records, the Sunshine Law limits how much a public body can charge – per page, and per hour – for copying and research costs.
10. There are specific provisions governing access to law enforcement and judicial records. For more information, see the Missouri Sunshine Law Handbook at:

<https://ago.mo.gov/docs/default-source/publications/missourisunshinelaw.pdf?sfvrsn=20>

Missouri Attorney General Sunshine Law FAQs:

<https://ago.mo.gov/missouri-law/sunshine-law/sunshine-law-faqs>

## WHISTLEBLOWING RIGHTS FOR PUBLIC EMPLOYEES

During the spring of 2018, the Missouri Legislature passed, and the governor signed legislation providing whistleblower protections for all public employees in Missouri. The legislation was intended to allow all public employees to report corruption, fraud, or waste of taxpayer dollars without fear of termination or discipline from their employers.

### **Background:**

**Prior Law:** Under prior law, state employees had specific statutory protection from a retaliation for whistleblowing, and Missouri courts had upheld the right of all employees to be protected from retaliation for whistleblowing.

However, in 2017, the legislature passed an act making it more difficult for plaintiffs in litigation to prove discrimination. As a result of the 2017 Whistleblowers Protection Act, (i) only an employee of a private, non-public organization could make a claim under the Act, (ii) no independent protection from the courts was possible outside of the Act, and, (iii) public employees who were not directly employed by the state had no protection from retaliation for any whistleblowing activity.

**2018 Act:** The legislation enacted in 2018 was intended to cover this gap to specifically provide protection for whistleblowing for all public employees, including an employee, volunteer, intern or other individual performing work or services for a public employer, including any state agency or office, the general assembly, any legislative or governing body of the state, any unit or political subdivision of the state, or any other instrumentality of the state.

Now supervisors and appointing authorities cannot prohibit any public employee from

- discussing the operations of the public employer with any member of the legislature, state auditor, attorney general, a prosecuting attorney, a law enforcement agent, news media, the public, or any state office or body charged with investigation of alleged misconduct of a public employer; or

- disclosure of any alleged prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes evidences:

- (1) a violation of any rule of law or regulation, or

- (2) mismanagement, as long as the disclosure is not specifically prohibited by law.

In addition, the public employer cannot require that public employees give notice to a supervisor or the employer prior to disclosing that activity and cannot prevent a public employee from testifying before a court, administrative body, or legislative body concerning the information.

The statute further provides that each public employer shall prominently post a copy of the statute in locations where it can reasonably come to the attention of all employees. (A copy of the statute is attached.)

A person may bring a civil action for damages against a public employer for alleged retaliation, and if the person shows by clear and convincing evidence that he has reported or was about to report a prohibited activity, the employer then has the burden of proving that any disciplinary action was not the result of such a report.

## PERTINENT MISSOURI STATUTORY PROVISIONS

### **Conflict of Interest Provisions**

#### **1. 105.452. Prohibited acts by elected and appointed public officials and employees.**

1. No elected or appointed official or employee of the state or any political subdivision thereof shall:

(1) Act or refrain from acting in any capacity in which he is lawfully empowered to act as such an official or employee by reason of any payment, offer to pay, promise to pay, or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to himself or any third person, including any gift or campaign contribution, made or received in relationship to or as a condition of the performance of an official act, other than compensation to be paid by the state or political subdivision; or

(2) Use confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself, his spouse, his dependent child in his custody, or any business with which he is associated;

(3) Disclose confidential information obtained in the course of or by reason of his employment or official capacity in any manner with intent to result in financial gain for himself or any other person;

(4) Favorably act on any matter that is so specifically designed to provide a special monetary benefit to such official or his spouse or dependent children, including but not limited to increases in retirement benefits, whether received from the state of Missouri or any third party by reason of such act. For the purposes of this subdivision, "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected. In all such matters such officials must recuse themselves from acting, except that such official may act on increases in compensation subject to the restrictions of Section 13 of Article VII of the Missouri Constitution; or

(5) Use his decision-making authority for the purpose of obtaining a financial gain which materially enriches himself, his spouse or dependent children by acting or refraining from acting for the purpose of coercing or extorting from another anything of actual pecuniary value.

2. No elected or appointed official or employee of any political subdivision shall offer, promote, or advocate for a political appointment in exchange for anything of value to any political subdivision.

**2. 105.454. Additional prohibited acts by certain elected and appointed public officials and employees, exceptions. —**

1. No elected or appointed official or employee of the state or any political subdivision thereof, serving in an executive or administrative capacity, shall:

(1) Perform any service for any agency of the state, or for any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power for receipt or payment of any compensation, other than of the compensation provided for the performance of his or her official duties, in excess of five hundred dollars per transaction or five thousand dollars per annum, except on transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received;

(2) Sell, rent or lease any property to any agency of the state, or to any political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power and received consideration therefor in excess of five hundred dollars per transaction or five thousand dollars per year, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(3) Participate in any matter, directly or indirectly, in which he or she attempts to influence any decision of any agency of the state, or political subdivision thereof in which he or she is an officer or employee or over which he or she has supervisory power, when he or she knows the result of such decision may be the acceptance of the performance of a service or the sale, rental, or lease of any property to that agency for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received;

(4) Perform any services during the time of his or her office or employment for any consideration from any person, firm, or corporation, other than the compensation provided for the performance of his or her official duties, by which service he or she attempts to influence a decision of any agency of the state, or of any political subdivision in which he or she is an officer or employee or over which he or she has supervisory power;

(5) Perform any service for consideration, during one year after termination of his or her office or employment, by which performance he or she attempts to influence a decision of any agency of the state, or a decision of any political subdivision in which he or she was an officer or employee or over which he or she had supervisory power, except that this provision shall not be construed to prohibit any person from performing such service and receiving compensation therefor, in any adversary proceeding or in the preparation or filing of any public document or to prohibit an employee of the executive department from being employed by any other department, division or agency of the executive branch of state government. For purposes of this subdivision, within ninety days after assuming office, the governor shall by executive order designate those members of his or her staff who have supervisory authority over each



department, division, or agency of state government for purposes of application of this subdivision. The executive order shall be amended within ninety days of any change in the supervisory assignments of the governor's staff. The governor shall designate not less than three staff members pursuant to this subdivision;

(6) Perform any service for any consideration for any person, firm or corporation after termination of his or her office or employment in relation to any case, decision, proceeding or application with respect to which he or she was directly concerned or in which he or she personally participated during the period of his or her service or employment.

2. No elected or appointed official or employee of any school district shall perform a service or sell, rent, or lease any property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per annum to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

### **Housing Authority Commissioners**

#### **99.050. Commissioners — appointment — qualifications — term — compensation.**

When the governing body of a city adopts a resolution or other declaration as aforesaid, it shall promptly notify the mayor of such adoption. Upon receiving such notice, the mayor shall appoint five persons who shall be taxpayers who have resided in said city for one year prior to such appointment as commissioners of the authority created for said city. When the governing body of a county adopts a resolution or other declaration as aforesaid, said body shall appoint five persons as commissioners of the authority created for said county. Three of the commissioners who are first appointed shall be designated to serve for terms of one, two, and three years, respectively, from the date of their appointment, and two shall be designated to serve for terms of four years from the date of their appointment. Thereafter commissioners shall be appointed as aforesaid for a term of office of four years except that all vacancies shall be filled for the unexpired term. No commissioner of an authority may be an officer or employee of the city or county for which the authority is created. A commissioner shall hold office until his successor has been appointed and has qualified, unless sooner removed according to sections 99.010 to 99.230. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner. A commissioner shall receive no compensation for his services for the authority, in any capacity, but he shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. The powers of each authority shall be vested in the commissioners thereof in office from time to time. One more than one-half of all commissioners shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the authority upon a vote of a majority of a quorum, unless in any case the bylaws of the authority shall require a larger number. The mayor (or in the case of an authority for a county, the governing body of the county) shall designate which of the commissioners shall be the first chairman and he shall serve in the capacity of chairman until the expiration of his term

of office as commissioner. When the office of the chairman of the authority thereafter becomes vacant, the authority shall select a chairman from among its commissioners. An authority shall select from among its commissioners a vice chairman, and it may employ a secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation. For such legal services as it may require, an authority may call upon the chief law officer of the city or the county or may employ its own counsel and legal staff. An authority may delegate to one or more of its agents or employees such powers or duties as it may deem proper.

**99.051. Additional provisions, additional commissioners, St. Louis City — to be tenants of housing authority — qualifications, vacancies. —**

1. Notwithstanding any conflicting provisions of section 99.050, in cities not within a county the following provisions shall govern the composition of the housing authority commission and the selection of the members thereof:

(1) Appointive members of the housing authority commission shall be appointed by the mayor subject to the approval of the governing body of the city;

(2) Within one hundred days of the date the term of two appointed members is to expire, and every fourth year thereafter, an election shall be conducted by the housing authority commission, after ten days' written notice to each tenant of the housing authority, to elect from among the tenants in good standing of the housing authority two housing authority commissioners in addition to the five appointed members. The election shall be by written ballot and each tenant of the housing authority who has attained the age of eighteen years shall be entitled to one vote. The two persons, tenants of the housing authority, receiving the two highest numbers of votes cast at the election shall be elected to terms of four years and until their successors are elected and qualified. The elective members of the commission, in addition to being tenants in good standing of the housing authority, shall possess the other qualifications required for the office by the provisions of sections 99.010 to 99.230, and shall not be employed in any capacity by the authority.

2. Commissioners of the housing authority required by this section to be tenants of the housing authority shall not be construed, because of such tenancy, to have a direct or indirect interest in any housing authority project, or in any property included or planned to be included in any project, or in any proposed contract for materials or services within the meaning of section 99.060.

3. Any commissioner required by provisions of this section to be a tenant of the housing authority who ceases to be such shall there by forfeit his office. In the event a tenant commissioner forfeits his office, a special election shall be held for the purpose of filling the vacancy. The election shall be conducted according to the procedures specified in subdivision (2) of subsection 1 of this section governing the conduct of regular elections of tenant commissioners. The successor elected at a special election shall serve only the remaining term of his predecessor.

**99.052. Commissioner may be employee of city or county. —**

Notwithstanding any provision in section 99.050 to the contrary, one commissioner of an authority may be an officer or employee of the city or county for which the authority is created.

**99.053. Appointment of additional housing commissioner authorized where necessary to comply with federal law. —**

1. Notwithstanding any provision of section 99.050 to the contrary regarding the number of housing commissioners, in any political subdivision except those described in subsection 2 of this section, a sixth housing commissioner may be appointed. Such a commissioner may be appointed, in the same manner as other appointees pursuant to section 99.050, if the housing authority determines that such a commissioner is needed to fulfill any federal requirement stating that at least one person who receives direct assistance from the housing authority shall serve as a commissioner. Any commissioner appointed to serve as a commissioner for the purposes of meeting the requirement of having a person who is directly assisted by the housing authority shall forfeit such appointment if that person:

(1) Ceases to meet the requirements of housing commissioners pursuant to section 99.050; or

(2) Ceases receiving direct assistance from the housing authority for which he or she is a commissioner.

2. The provisions of this section shall not apply to those housing authorities:

(1) Located within a city not within a county;

(2) Located within a city with a population of over four hundred thousand inhabitants;

(3) Which are exempted, pursuant to federal law or regulation, from any federal requirement stating that at least one person who receives direct assistance from the housing authority shall serve as a commissioner.

**99.060. Commissioner or employee of authority to have no interest in any housing project.**

No commissioner or employee of an authority shall acquire any interest direct or indirect in any housing project or in any property included or planned to be included in any project, nor shall he have any interest direct or indirect in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project. If any commissioner or employee of an authority owns or controls an interest direct or indirect in any property included or planned to be included in any housing project, he immediately shall disclose the same in writing to the authority and such disclosure shall be entered upon the minutes of the authority. Failure so to disclose such interest shall constitute misconduct in office. Upon such disclosure such commissioner or employee shall not participate in any action by the authority affecting such property.

**99.070. Commissioner, how removed. —**

For inefficiency or neglect of duty or misconduct in office, a commissioner of an authority may be removed by the mayor (or in the case of an authority for a county, by the governing body of said county), but a commissioner shall be removed only after he shall have been given a copy of the charges at least ten days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the clerk.

HOUSING AUTHORITY OF CITY OF MEXICO

Annual Certification of MHAPCI Member Compliance with the Requirements for  
MHAPCI Liability Coverage for Directors and Officers

Purpose: Pursuant to policy adopted by the Missouri Housing Authorities Property & Casualty, Inc. (MHAPCI), every MHAPCI Member is required to: review MHAPCI’s Board Policy entitled “Requirements for Liability Coverage for Directors and Officers and for Employment Practices;” review the MHAPCI Fiduciary Duties and Ethics for Public Housing Authority pamphlet; adopt a Code of Ethics; and require each Commissioner and Employee of the Authority to complete and sign a statement acknowledging having read and understood the ethics policy and agreeing to comply with the policy.

Certification: We, the Chair and Executive Director of the Mexico Housing Authority (“the Authority”) state as follows:

- a. The Board of Commissioners and Executive Director of the Authority have received a copy of:
  - i. the MHAPCI Board Policy Section O entitled “Requirements for Liability Coverage for Directors and Officers and for Employment Practices”, amended April 9, 2020; and
  - ii. the pamphlet entitled “Fiduciary Duties and Ethics for Public Housing Authority Officials.
- b. The Board of Commissioners of the Authority has reviewed and discussed these documents in a meeting of the Board of Commissioners on \_\_\_\_\_, 20\_\_.
- c. Each employee and Commissioner of the Authority has (i) received a current copy of the Authority’s ethics policy; (ii) signed a statement attesting that such person has read and understood the policy and agrees to comply with the policy.
- d. Current copies of the executed statements are on file with the Authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director



## MEXICO HOUSING AUTHORITY



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

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### Board Resolution

RESOLUTION NO. 2946

#### RESOLUTION APPROVING/AUTHORIZING FY 2020/2021 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, 2021, 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, 2021.

Passed on 24th day of March 2021.

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Board Member/Board Chair

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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: 4/1/2020

Board Resolution Number: 2946

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: 03/24/2021
- 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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## Low Rent Operating Budget

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

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Operating Income:</b>				
11220	Gross Potential Rent	376,040		376,040
11230	Less: Vacancy Loss Rent	(3,710)		(3,710)
70300	Net Tenant Rental Revenue	372,330		372,330
11240	Gross Potential Subsidy	897,913		897,913
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(5,590)		(5,590)
70600	Net Operating Subsidy	892,323		892,323
70600	HUD PHA Operating Grant-CFP		89,580	89,580
70400	Other Tenant Charges	17,400		17,400
70400	Excess Utilities	-		-
71100	Investment Income	21,380		21,380
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	1,650		1,650
71500	Other Income	24,230		24,230
70000	<b>Total Operating Income</b>	<b>1,329,313</b>	<b>89,580</b>	<b>1,418,893</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	151,050	-	151,050
91500	Employee Benefits - Administrative	58,570	-	58,570
91200	Auditing Fees	5,600	-	5,600
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,040	-	6,040
91400	Advertising and Marketing	-	-	-
91600	Office Expenses	24,500	-	24,500
91700	Legal Expense	4,000	-	4,000
91800	Travel	300	-	300
91900	Other Administrative Costs	11,680	-	11,680
91000	<b>Total Administrative</b>	<b>261,740</b>	<b>-</b>	<b>261,740</b>

92000	<b>Asset Management Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Tenant Services</b>				
92100	Tenant Services - Salaries	100	-	100
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	12,370	-	12,370
92500	<b>Total Tenant Services</b>	<b>12,470</b>	<b>-</b>	<b>12,470</b>

<b>Utilities</b>				
93100	Water	76,980	-	76,980
93200	Electricity	17,550	-	17,550
93300	Gas	1,940	-	1,940
93400	Fuel	-	-	-
93600	Sewer	99,850	-	99,850
93800	Other	-	-	-
93000	<b>Total Utilities</b>	<b>196,320</b>	<b>-</b>	<b>196,320</b>



FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	107,120	-	107,120
94500	Employee Benefits - Maintenance	40,800	-	40,800
94200	Maintenance Materials	155,240	12,180	167,420
<b>Maint. Contract:</b>				
94300-010	Garbage and Trash Removal Contracts	32,980		32,980
94300-020	Heating & Cooling Contracts	7,830	12,170	20,000
94300-030	Snow Removal Contracts	7,600		7,600
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	4,500		4,500
94300-060	Unit Turnaround Contract	5,550		5,550
94300-070	Electrical Contracts	600		600
94300-080	Plumbing Contracts	5,160	24,420	29,580
94300-090	Extermination Contracts	10,200		10,200
94300-100	Janitorial Contracts	1,380	-	1,380
94300-110	Routine Maintenance Contracts	6,690		6,690
94300-120	Other Misc. Contract Costs	8,080	-	8,080
94000	<b>Total Maintenance</b>	<b>393,730</b>	<b>48,770</b>	<b>442,500</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,500		1,500
95300	Protective Service Other	-		-
95000	<b>Total Protective Services</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>Insurance</b>				
96110	Property	68,020		68,020
96120	General Liability	6,090		6,090
96130	Worker's Comp.	9,230		9,230
96140	Other Insurance	6,960		6,960
96100	<b>Total Insurance Expense</b>	<b>90,300</b>	<b>-</b>	<b>90,300</b>
<b>General Expenses</b>				
96200	Other General Expense	-		-
96210	Compensated Absences	13,850		13,850
96300	Payments In Lieu of Taxes	17,600		17,600
96400	Bad Debt-Tenants	10,080		10,080
96800	Severance Expense			-
96000	<b>Total General Expenses</b>	<b>41,530</b>	<b>-</b>	<b>41,530</b>
96900	<b>Total Operating Expenditures</b>	<b>997,590</b>	<b>48,770</b>	<b>1,046,360</b>
97000	<b>Cash Flow from Operations</b>	<b>331,723</b>	<b>40,810</b>	<b>372,533</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In			-
10020	Operating Transfers Out			-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(5,020)	(40,810)	(45,830)
	Capital Expenditures	(179,570)		(179,570)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(184,590)</b>	<b>(40,810)</b>	<b>(225,400)</b>
10000	<b>Net Cash Flow</b>	<b>147,133</b>	<b>-</b>	<b>147,133</b>

## Low Rent Operating Budget (PUM Basis)

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

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	376,040	155.93
11230	Less: Vacancy Loss	(3,710)	(1.54)
70300	Net Tenant Rental Revenue	372,330	154.39
11240	Gross Potential Subsidy	897,913	372.32
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(5,590)	(2.32)
70600	Net Operating Subsidy	892,323	370.01
70600	HUD PHA Operating Grant-CFP	89,580	37.14
70400	Other Tenant Charges	17,400	7.22
70400	Excess Utilities	-	0.00
71100	Investment Income	21,380	8.87
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	1,650	0.68
71500	Other Income	24,230	10.05
70000	<b>Total Operating Income</b>	<b>1,418,893</b>	<b>588.35</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	151,050	62.63
91500	Employee Benefits - Administrative	58,570	24.29
91200	Auditing Fees	5,600	2.32
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,040	2.50
91400	Advertising and Marketing	-	0.00
91600	Office Expenses	24,500	10.16
91700	Legal Expense	4,000	1.66
91800	Travel	300	0.12
91900	Other Administrative Costs	11,680	4.84
91000	<b>Total Administrative</b>	<b>261,740</b>	<b>108.53</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	100	0.04
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	12,370	5.13
92500	<b>Total Tenant Services</b>	<b>12,470</b>	<b>5.17</b>

<b>Utilities</b>			
93100	Water	76,980	31.92
93200	Electricity	17,550	7.28
93300	Gas	1,940	0.80
93400	Fuel	-	0.00
93600	Sewer	99,850	41.40
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>196,320</b>	<b>81.41</b>

FDS Line #	Account Title	Total Project Budget	PUM
	<b>Maintenance</b>		
94100	Labor	107,120	44.42
94500	Employee Benefits - Maintenance	40,800	16.92
94200	Maintenance Materials	167,420	69.42
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	32,980	13.68
94300-020	Heating & Cooling Contracts	20,000	8.29
94300-030	Snow Removal Contracts	7,600	3.15
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	4,500	1.87
94300-060	Unit Turnaround Contract	5,550	2.30
94300-070	Electrical Contracts	600	0.25
94300-080	Plumbing Contracts	29,580	12.27
94300-090	Extermination Contracts	10,200	4.23
94300-100	Janitorial Contracts	1,380	0.57
94300-110	Routine Maintenance Contracts	6,690	2.77
94300-120	Other Misc. Contract Costs	8,080	3.35
94000	<b>Total Maintenance</b>	<b>442,500</b>	<b>183.49</b>
	<b>Protective Services</b>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,500	0.62
95300	Protective Service Other	-	0.00
95000	<b>Total Protective Services</b>	<b>1,500</b>	<b>0.62</b>
	<b>Insurance</b>		
96110	Property	68,020	28.20
96120	General Liability	6,090	2.53
96130	Worker's Comp.	9,230	3.83
96140	Other Insurance	6,960	2.89
96100	<b>Total Insurance Expense</b>	<b>90,300</b>	<b>37.44</b>
	<b>General Expenses</b>		
96200	Other General Expense	-	0.00
96210	Compensated Absences	13,850	5.74
96300	Payments In Lieu of Taxes	17,600	7.30
96400	Bad Debt-Tenants	10,080	4.18
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>41,530</b>	<b>17.22</b>
96900	<b>Total Operating Expenditures</b>	<b>1,046,360</b>	<b>433.88</b>
97000	<b>Cash Flow from Operations</b>	<b>372,533</b>	<b>154.47</b>
	<b>Other Financial Items-Sources &amp; (Uses)</b>		
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	(45,830)	(19.00)
	Capital Expenditures	(179,570)	(74.46)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(225,400)</b>	<b>(93.46)</b>
10000	<b>Net Cash Flow</b>	<b>147,133</b>	<b>61.01</b>







# 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. 2947

### RESOLUTION APPROVING/AUTHORIZING FY 2021/2022 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, 2021,

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 2021, 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, 2021.

Passed this 24th, day of March 2021

\_\_\_\_\_  
Board Member/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: 4/1/2021

Board Resolution Number: 2947

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:

03/24/2021

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 3/31/2022

82%                      18%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Total</i>
<b>Income</b>			
Dwelling Rent	401,940	-	401,940
Vacancy Loss	(4,020)	-	(4,020)
HUD Operating Subsidy/Admin. Fees	884,965	103,341	988,306
Funding Prorations	(26,230)	(20,668)	(46,898)
Capital Fund Program -Operations	-	-	-
Other Income	25,670	5,320	30,990
Interest Income	22,240	1,000	23,240
<b>Total Income</b>	<b>1,304,565</b>	<b>88,993</b>	<b>1,393,558</b>
<b>Expenses</b>			
Administrative Salaries	162,130	60,460	222,590
Administrative Benefits	68,400	31,550	99,950
Legal Fees	8,200	1,800	10,000
Travel	4,510	990	5,500
Accounting	6,210	1,910	8,120
Audit	5,740	1,260	7,000
Office Supplies	25,010	5,490	30,500
Advertising	410	90	500
Other Admin. Sundry	14,350	3,150	17,500
Tenant Services	5,030	-	5,030
Water	76,980	-	76,980
Electricity	17,550	-	17,550
Gas	1,940	-	1,940
Sewer	99,850	-	99,850
Protective Services	1,500	-	1,500
Maint. Labor	116,230	-	116,230
Maint. Benefits	51,870	-	51,870
Maint. Materials	150,000	-	150,000
Maint. Contract	15,000	-	15,000
Garbage	32,980	-	32,980
Heating & Air	15,000	-	15,000
Snow Removal	5,000	-	5,000
Landscape/Grounds	12,000	-	12,000
Unit Turnaround	5,000	-	5,000
Plumbing	5,000	-	5,000
Electrical	6,000	-	6,000
Extermination	10,000	-	10,000
Janitorial Contracts	1,400	-	1,400
Routine Maint	7,000	-	7,000
Insurance	93,180	4,720	97,900
Port In Expenses	-	2,560	2,560
Compensated Absences	13,850	2,240	16,090
Other General Expenses	-	600	600
Collection Losses	10,000	-	10,000
PILOT	20,160	-	20,160
Repl. of Equip./Betterments	440,000	-	440,000
Nonroutine Maint.	50,000	-	50,000
			-
<b>Total Expenses</b>	<b>1,557,480</b>	<b>116,820</b>	<b>1,674,300</b>
<b>Net Operating Cash Flow (Deficit)</b>	<b>(252,915)</b>	<b>(27,827)</b>	<b>(280,742)</b>
Estimated Unrestricted Balance at 3/31/21	2,361,540	115,373	2,476,913
Estimated Unrestricted Balance at 3/31/22	2,108,625	87,546	2,196,171



# Low Rent Operating Budget

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2022	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Operating Income:</b>				
11220	Gross Potential Rent	401,940		401,940
11230	Less: Vacancy Loss Rent	(4,020)		(4,020)
70300	Net Tenant Rental Revenue	397,920		397,920
11240	Gross Potential Subsidy	884,965		884,965
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(26,230)		(26,230)
70600	Net Operating Subsidy	858,735		858,735
70600	HUD PHA Operating Grant-CFP		-	-
70400	Other Tenant Charges	17,400		17,400
70400	Excess Utilities	-		-
71100	Investment Income	22,240		22,240
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	1,650		1,650
71500	Other Income	6,620		6,620
70000	<b>Total Operating Income</b>	<b>1,304,565</b>	<b>-</b>	<b>1,304,565</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	162,130	-	162,130
91500	Employee Benefits - Administrative	68,400	-	68,400
91200	Auditing Fees	5,740	-	5,740
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,210	-	6,210
91400	Advertising and Marketing	410	-	410
91600	Office Expenses	25,010	-	25,010
91700	Legal Expense	8,200	-	8,200
91800	Travel	4,510	-	4,510
91900	Other Administrative Costs	14,350	-	14,350
91000	<b>Total Administrative</b>	<b>294,960</b>	<b>-</b>	<b>294,960</b>

92000	<b>Asset Management Fees</b>	-		-
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<b>Tenant Services</b>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs			-
92400	Tenant Services-Other	5,030		5,030
92500	<b>Total Tenant Services</b>	<b>5,030</b>	<b>-</b>	<b>5,030</b>

<b>Utilities</b>				
93100	Water	76,980		76,980
93200	Electricity	17,550		17,550
93300	Gas	1,940		1,940
93400	Fuel	-		-
93600	Sewer	99,850		99,850
93800	Other	-		-
93000	<b>Total Utilities</b>	<b>196,320</b>	<b>-</b>	<b>196,320</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	116,230	-	116,230
94500	Employee Benefits - Maintenance	51,870	-	51,870
94200	Maintenance Materials	150,000	-	150,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	32,980		32,980
94300-020	Heating & Cooling Contracts	15,000		15,000
94300-030	Snow Removal Contracts	5,000		5,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	12,000		12,000
94300-060	Unit Turnaround Contract	5,000		5,000
94300-070	Electrical Contracts	5,000		5,000
94300-080	Plumbing Contracts	6,000	-	6,000
94300-090	Extermination Contracts	10,000		10,000
94300-100	Janitorial Contracts	1,400	-	1,400
94300-110	Routine Maintenance Contracts	7,000		7,000
94300-120	Other Misc. Contract Costs	15,000	-	15,000
94000	<b>Total Maintenance</b>	<b>432,480</b>	<b>-</b>	<b>432,480</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,500		1,500
95300	Protective Service Other	-		-
95000	<b>Total Protective Services</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>Insurance</b>				
96110	Property	71,690		71,690
96120	General Liability	5,260		5,260
96130	Worker's Comp.	9,800		9,800
96140	Other Insurance	6,430		6,430
96100	<b>Total Insurance Expense</b>	<b>93,180</b>	<b>-</b>	<b>93,180</b>
<b>General Expenses</b>				
96200	Other General Expense	-		-
96210	Compensated Absences	13,850		13,850
96300	Payments In Lieu of Taxes	20,160		20,160
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense			-
96000	<b>Total General Expenses</b>	<b>44,010</b>	<b>-</b>	<b>44,010</b>
96900	<b>Total Operating Expenditures</b>	<b>1,067,480</b>	<b>-</b>	<b>1,067,480</b>
97000	<b>Cash Flow from Operations</b>	<b>237,085</b>	<b>-</b>	<b>237,085</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In			-
10020	Operating Transfers Out			-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(50,000)	-	(50,000)
	Capital Expenditures	(440,000)		(440,000)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(490,000)</b>	<b>-</b>	<b>(490,000)</b>
10000	<b>Net Cash Flow</b>	<b>(252,915)</b>	<b>-</b>	<b>(252,915)</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2022	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75
<b>Estimated Unit Months Leased</b>	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	401,940	166.67
11230	Less: Vacancy Loss	(4,020)	(1.67)
70300	Net Tenant Rental Revenue	397,920	165.00
11240	Gross Potential Subsidy	884,965	366.96
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(26,230)	(10.88)
70600	Net Operating Subsidy	858,735	356.08
70600	HUD PHA Operating Grant-CFP	-	0.00
70400	Other Tenant Charges	17,400	7.22
70400	Excess Utilities	-	0.00
71100	Investment Income	22,240	9.22
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	1,650	0.68
71500	Other Income	6,620	2.75
70000	<b>Total Operating Income</b>	<b>1,304,565</b>	<b>540.95</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	162,130	67.23
91500	Employee Benefits - Administrative	68,400	28.36
91200	Auditing Fees	5,740	2.38
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,210	2.58
91400	Advertising and Marketing	410	0.17
91600	Office Expenses	25,010	10.37
91700	Legal Expense	8,200	3.40
91800	Travel	4,510	1.87
91900	Other Administrative Costs	14,350	5.95
91000	<b>Total Administrative</b>	<b>294,960</b>	<b>122.31</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	5,030	2.09
92500	<b>Total Tenant Services</b>	<b>5,030</b>	<b>2.09</b>

<b>Utilities</b>			
93100	Water	76,980	31.92
93200	Electricity	17,550	7.28
93300	Gas	1,940	0.80
93400	Fuel	-	0.00
93600	Sewer	99,850	41.40
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>196,320</b>	<b>81.41</b>

FDS Line #	Account Title	Total Project Budget	PUM
	<b>Maintenance</b>		
94100	Labor	116,230	48.20
94500	Employee Benefits - Maintenance	51,870	21.51
94200	Maintenance Materials	150,000	62.20
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	32,980	13.68
94300-020	Heating & Cooling Contracts	15,000	6.22
94300-030	Snow Removal Contracts	5,000	2.07
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	12,000	4.98
94300-060	Unit Turnaround Contract	5,000	2.07
94300-070	Electrical Contracts	5,000	2.07
94300-080	Plumbing Contracts	6,000	2.49
94300-090	Extermination Contracts	10,000	4.15
94300-100	Janitorial Contracts	1,400	0.58
94300-110	Routine Maintenance Contracts	7,000	2.90
94300-120	Other Misc. Contract Costs	15,000	6.22
94000	<b>Total Maintenance</b>	<b>432,480</b>	<b>179.33</b>
	<b>Protective Services</b>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,500	0.62
95300	Protective Service Other	-	0.00
95000	<b>Total Protective Services</b>	<b>1,500</b>	<b>0.62</b>
	<b>Insurance</b>		
96110	Property	71,690	29.73
96120	General Liability	5,260	2.18
96130	Worker's Comp.	9,800	4.06
96140	Other Insurance	6,430	2.67
96100	<b>Total Insurance Expense</b>	<b>93,180</b>	<b>38.64</b>
	<b>General Expenses</b>		
96200	Other General Expense	-	0.00
96210	Compensated Absences	13,850	5.74
96300	Payments In Lieu of Taxes	20,160	8.36
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>44,010</b>	<b>18.25</b>
96900	<b>Total Operating Expenditures</b>	<b>1,067,480</b>	<b>442.64</b>
97000	<b>Cash Flow from Operations</b>	<b>237,085</b>	<b>98.31</b>
	<b>Other Financial Items-Sources &amp; (Uses)</b>		
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	(50,000)	(20.73)
	Capital Expenditures	(440,000)	(182.45)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(490,000)</b>	<b>(203.18)</b>
10000	<b>Net Cash Flow</b>	<b>(252,915)</b>	<b>(104.87)</b>







## MEXICO HOUSING AUTHORITY



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

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### Board Resolution

RESOLUTION NO. 2948

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2020/2021

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 2021, 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 \$8827.05 to be written off as bad debt for the FYE 2020/2021, and the accounts forwarded to a collection agent for further action. Total Write off for FYE 2021/2022 \$9904.55.

Passed this 24th day of March 2021.

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Board Member/Board Chair

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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			153	10567					192.00	192.00
1	01			134	16285					1,340.00	1,340.00
1	01			120	15108					356.50	356.50
1	01			140	10591					737.00	737.00
1	01			124	11039	60.00					0.00
1	01			113	10445					88.00	88.00
1	01			130	10667					168.00	168.00
1	01			138	10589					129.00	129.00
1	01			023	10056					21.00	21.00
1	01			073	10694					86.00	86.00
1	01			086	10429					620.00	620.00
1	01			133	16906					170.00	170.00
1	01			073	16712					162.00	162.00
<hr/>											
	PHA: 1		Project: 01	Totals	Count:	13	60.00			4,069.50	4,069.50
1	02			163	1069*					148.00	148.00
1	02			195	10639					30.50	30.50
1	02			205	1679E					42.00	42.00
1	02			171	1685E					261.00	261.00
1	02			209	16490					167.00	167.00
1	02			164	16530					647.00	647.00
<hr/>											
	PHA: 1		Project: 02	Totals	Count:	6				1,295.50	1,295.50
1	03			216	16907					70.00	70.00
1	03			213	15429					144.70	144.70
<hr/>											
	PHA: 1		Project: 03	Totals	Count:	2				214.70	214.70
1	04			233	14088					153.00	153.00
1	04			236	10617					145.00	145.00
1	04			251	16387					57.00	57.00
1	04			238	10615					308.00	308.00
1	04			240	16598					134.00	134.00
1	04			242	10267					230.00	230.00
1	04			229	16068					91.35	91.35
1	04			218	10405					2,129.00	2,129.00
<hr/>											
	PHA: 1		Project: 04	Totals	Count:	8				3,247.35	3,247.35
<hr/>											
	PHA: 1		Totals	Count:	29	60.00				8,827.05	8,827.05
<hr/>											
			Grand Totals	Count:	29	60.00				8,827.05	8,827.05



## Low Rent Operating Budget

<b>PHA Name</b>		Mexico Housing Authority		
<b>Address</b>		828 Garfield Street		
<b>City, State</b>		Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1984	
<b>Fiscal Year Ending</b>	3/31/2021	<b>Date of Last Renovation</b>	On Going	
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00	
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed	
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex	
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75	

  

FD\$ Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Operating Income:</b>				
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	<b>Total Operating Income</b>	<b>1,154,947</b>	<b>20,000</b>	<b>1,174,947</b>

  

<b>Operating Expenditures:</b>				
<u>Administrative</u>				
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	<b>Total Administrative</b>	<b>290,780</b>	<b>-</b>	<b>290,780</b>
92000	<b>Asset Management Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Tenant Services</u>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	5,000	-	5,000
92500	<b>Total Tenant Services</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<u>Utilities</u>				
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	<b>Total Utilities</b>	<b>212,540</b>	<b>-</b>	<b>212,540</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
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	<b>Total Maintenance</b>	<b>381,800</b>	<b>-</b>	<b>381,800</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	2,000		2,000
95300	Protective Service Other	-	-	-
95000	<b>Total Protective Services</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>Insurance</b>				
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	<b>Total Insurance Expense</b>	<b>87,770</b>	<b>-</b>	<b>87,770</b>
<b>General Expenses</b>				
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	<b>Total General Expenses</b>	<b>38,380</b>	<b>-</b>	<b>38,380</b>
96900	<b>Total Operating Expenditures</b>	<b>1,018,270</b>	<b>-</b>	<b>1,018,270</b>
97000	<b>Cash Flow from Operations</b>	<b>136,677</b>	<b>20,000</b>	<b>156,677</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
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)			-
	<b>Total Other Financial Items</b>	<b>(170,000)</b>	<b>(20,000)</b>	<b>(190,000)</b>
10000	<b>Net Cash Flow</b>	<b>(33,323)</b>	<b>-</b>	<b>(33,323)</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1954
<b>Fiscal Year Ending</b>	3/31/2021	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75
<b>Estimated Unit Months Leased</b>	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
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	<b>Total Operating Income</b>	<b>1,174,947</b>	<b>487.20</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
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	<b>Total Administrative</b>	<b>290,780</b>	<b>120.57</b>

92000	Asset Management Fees	-	0.00
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<b>Tenant Services</b>			
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	<b>Total Tenant Services</b>	<b>5,000</b>	<b>2.07</b>

<b>Utilities</b>			
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	<b>Total Utilities</b>	<b>212,540</b>	<b>88.13</b>

FDS Line #	Account Title	Total Project Budget	PUM
	<b>Maintenance</b>		
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	<b>Total Maintenance</b>	<b>381,800</b>	<b>158.32</b>
	<b>Protective Services</b>		
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	<b>Total Protective Services</b>	<b>2,000</b>	<b>0.83</b>
	<b>Insurance</b>		
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	<b>Total Insurance Expense</b>	<b>87,770</b>	<b>36.39</b>
	<b>General Expenses</b>		
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	<b>Total General Expenses</b>	<b>38,380</b>	<b>15.91</b>
96900	<b>Total Operating Expenditures</b>	<b>1,018,270</b>	<b>422.23</b>
97000	<b>Cash Flow from Operations</b>	<b>156,677</b>	<b>64.97</b>
	<b>Other Financial Items-Sources &amp; Uses</b>		
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
	<b>Total Other Financial Items</b>	<b>(190,000)</b>	<b>(78.78)</b>
10000	<b>Net Cash Flow</b>	<b>(33,323)</b>	<b>(13.82)</b>

**Schedule & Support of Nonroutine Items**

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

**Nonroutine Maintenance (FDS Line # 97100)**

<u>Item</u>	<u>Description</u>	<u>Operating Fund</u>	<u>Capital Fund</u>	<u>Total</u>
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>Total Nonroutine Maintenance</b>		-	-	-

**Capitalized Expenditures**

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

