

MEXICO HOUSING AUTHORITY

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

To: MHA Board of Commissioners
From: Tammy Dreyer, ED
Date: January 15, 2016
Re: January 19, 2016 Board Meeting Agendas & Related Materials

Enclosed are the agenda packets for the MHA Board meeting on Tuesday, January 19, 2015. Included in the packets is the information related to each resolution. Please note the following:

Consent Agenda

Agenda Item Number 5

Previous Minutes for Board Meeting December is located on typed page number 1, 2, 3 and Financial Report, handwritten page number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Page 1, is a summary of next five pages of financial reports received from Urlaub, MHA's Fee Accountant. Note page 2 and 3 gives a brief explanation of the PHA Budget vs expenditures. The places that we have gone over budget will be adjusted at the end of the year. The most important thing is to stay within our overall budgetary money. Page 4 is a summary of both programs funding and occupancy for your information only. Page 5 is a breakdown of the Section 8 budget. Page 6 is the Balance Sheet for all funds – PH (Low Rent), Section 8 and the Local Fund. Page 7, 8, 9 and 10 are the bills expended for December 2015.

Executive Director Report

Section 8 Report, page 11

This is the Housing Choice Voucher Program (Section 8) numbers showing voucher total, HAP total, waitlist total and ports.

Public Housing Report, page 12

This the Public Housing Program report showing occupancy, waitlist total per bedroom, rent collections, and termination for money owed totals.

Contract/Capital Fund/Modernization Projects, page 13

This is a summary put together so you as a Board Member can stay up to date with the day to day actions of our maintenance team and contractors. Note we will be starting several contracting projects shortly.

Maintenance Reports, page 14

This is a monthly summary of our work orders. This report can keep you up to date on how many work orders are called in and how many are completed by the end of each month.

New Business

Agenda Item Number 7

Page

Resolution 2833 Approving to Accept the Audited Financial Statements for fiscal year ending March 31, 2015. The first section is summary of the financial highlights and provides an overview of the financial statements of the HA. It gives a brief financial analysis of the operations and capital asset activity. Section three gives the Board of Commissioners a report on compliance and on internal controls. This report found no findings and MHA is in excellent financial position.

Other Business

Attached is our monthly newsletter for public housing and our quarterly newsletter for section 8.

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

enclosures

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

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

TENATIVE AGENDA REGULAR MEETING MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265 Scheduled for Tuesday, January 19, 2016 at 3:30pm

- 1. Call to order by Chairperson Rita Jackson**
- 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: December 15, 2015

Executive Director's Report:

- a. Financial Reports
- b. Bills Expended
- c. Section 8 Report
- d. Public Housing Report
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

6. Unfinished Business:

None

7. New Business:

Board Resolution 2833 Acceptance of the Annual Audit

8. Other Business:

Copy of the MHA Public Housing Newsletter
Copy of MHA Section 8 Newsletter (quarterly)
Change of the Annual March 2016 Meeting from March 15, 2016 to March 22, 2016

9. Comments from Commissioner:

10. Adjournment of Open Meeting:

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

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Jennifer May, Program Assistant at (573) 581-2294, extension 222, 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 December 15, 2015

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, December 15, 2015 at 3:30 PM at the MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Rita Jackson 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 December 15, 2015 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:35pm.

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

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Christina Miller
Commissioner Tad Dobyns
Commissioner Vacant

Commissioners excused:

Commissioner Joyce Jackson

Others present:

Executive Director/Secretary

Tammy Dreyer

3. **Adoption of Agenda**

R. Jackson requested a motion to adopt the Agenda for December 15, 2015 for the Regular Meeting of the Mexico Housing Authority. Commissioner T Dobyns made a motion and C Miller second. All Commissioners present voted "aye", and Chairperson Rita Jackson declared the motion approved.

4. **Comments from the public:**

None

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

Approval of regular meeting minutes for: December 15, 2015

Bills Expended November 2015

Executive Directors Report November 2015

Chairperson Rita Jackson requested a motion to approve the Consent Agenda. A motion was made by Commissioner C Miller and seconded by Commissioner T Dobyys. All Commissioners present voted "aye" and Chairperson Rita Jackson declared the motion carried.

6. Unfinished Business

None

7. New Business

Board Resolution 2821 Approving the New Office Hours

Chairperson Rita Jackson called for motion to approve Board Resolution 2821. A motion was made by Commissioner T Dobyys and no second, therefore this Resolution has been rejected. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	T. Dobyys
No:	C Miller, R Jackson
Absent:	J Jackson

Board Resolution 2830 Approving the MHA 2016 Annual Plan and 5 year Plan

Chairperson Rita Jackson called for motion to approve Board Resolution 2830. A motion was made by Commissioner C Miller and seconded by Commissioner T Dobyys. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	R. Jackson, C. Miller, T. Dobyys
No:	None
Absent:	J Jackson

Board Resolution 2831 Approving 2016 Capital Fund Plan

Chairperson Rita Jackson called for motion to approve Board Resolution 2831. A motion was made by Commissioner T Dobyys and seconded by Commissioner C Miller. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	R. Jackson, C. Miller, T. Dobyys
No:	None
Absent:	J Jackson

Board Resolution 2832 Approving Changes to the ACOP

Chairperson Rita Jackson called for motion to approve Board Resolution 2832. A motion was made by Commissioner T Dobyys and seconded by Commissioner C Miller. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	R. Jackson, C. Miller, T. Dobyys
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No: None
Absent: J Jackson

8. Other Business:

T Dreyer presented the Board with a new Resident Board member application for approval.

9. Comments from Commissioners:

T Dobyms wanted to say that he gave a tour to a CMCA employee around Mexico, MO community and the person was very impressed with how nice the MHA grounds and units looked from the outside.

10. Adjournment:

Chairperson Rita Jackson requested a motion to adjourn the Open meeting, Commissioner T Dobyms made the motion and Commissioner C Miller seconded. The regular session meeting was adjourned at 4:25 pm

ATTEST:

Rita Jackson, Chairperson

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on December 11, 2015, I posted public notice of the December 15, 2015 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

January 19, 2016 Board Meeting

Finance Report – December 2015 Results

Pages 1 & 2 – Detail monthly PH expenses versus budget.

- 1) Totals from fee accountant summary, with key individual lines provided for informational purposes only. For 9 month FYE2016 results, MHA is running under budgeted expenses by approximately \$114,379 (see bottom of page 2 report).
- 2) Also note the deficit shown on the Maintenance Materials line. Funds accumulated from the Tripoli and Help Center property sales are being used to upgrade many of the fixtures and amenities in the PH units. For current fiscal year, those funds have totaled \$11,596. These expenses are reflected in the negative expense vs. budget, but the funds are actually coming from the sale of these two properties. If the expenses could be reduced by this \$11,596, the variance would be positive \$8,901, not negative (\$2,695).
- 3) Also note the higher than normal expense in budget line 91900 “Other Administrative Costs”. The environmental review necessary for the Bolivar property disposition cost was **\$4,335.60** and was expensed from this budget line.

Page 3 – Financial Analysis of Low Rent & Section 8 programs. Key detailed information provided:

- 1) Low Rent – occupancy rate = 99%; with average monthly rent received from tenant for FYE2016 being \$132.70/month.
- 2) Section 8 – units leased first of the month = 126; with average HAP rent payment for FYE2016 being \$375.25/month.

Page 4 – Income Statement for Section 8 Voucher

- 1) MHA is in a strong position currently for the Section 8 program in regards to funding. New vouchers were issued in both September and November to keep the funding at a constant level. Additional vouchers will be issued in January 2016. No issues with funding levels at the current time.

Page 5 – Balance Sheet – Combining

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$1,923,847
 - Section 8 - \$80,328

Pages 6-9 – Bills Expended Report – listing of all November 2015 expenses from the PH general fund.

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Dec2015 Results	Apr2015- Dec2015 Budget	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	931,354	831,766	(99,588)
Operating Expenditures:				
<u>Administrative</u>				
91100	Administrative Salaries	110,690	123,135	12,445
91500	Employee Benefits - Administrative	52,572	48,585	(3,987)
91200	Auditing Fees	-	4,155	4,155
91300	Management Fees	-	-	0
91900A	Accounting Fees	4,826	5,175	349
91400	Advertising and Marketing	1,550	1,380	(170)
91600	Office Expenses	19,473	22,500	3,027
91700	Legal Expense	1,592	1,725	133
91800	Travel	5,364	8,970	3,606
91900	Other Administrative Costs	17,521	8,625	(8,896)
91000	Total Administrative	213,588	224,250	10,662
92000	Asset Management Fees			
<u>Tenant Services</u>				
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs			
92400	Tenant Services-Other	1,323	4,500	
92500	Total Tenant Services	1,323	4,500	3,177
<u>Utilities</u>				
93100	Water	48,539	52,800	4,261
93200	Electricity	9,863	13,155	3,292
93300	Gas	2,031	3,765	1,734
93400	Fuel		-	0
93600	Sewer	58,308	83,190	24,882
93800	Other		-	
93000	Total Utilities	118,741	152,910	34,169

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Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Dec2015 Results	Apr2015- Dec2015 Budget	Variance Expenses vs. Budget
Maintenance				
94100	Labor	95,352	113,655	18,303
94500	Employee Benefits - Maintenance	37,207	65,655	28,448
94200	Maintenance Materials	47,695	45,000	(2,695)
	Maint. Contract:	50,003	61,056	11,053
94300-010	Garbage and Trash Removal Contracts			
94300-020	Heating & Cooling Contracts			
94300-030	Snow Removal Contracts			
94300-040	Elevator Maintenance			
94300-050	Landscape & Grounds Contracts			
94300-060	Unit Turnaround Contract			
94300-070	Electrical Contracts			
94300-080	Plumbing Contracts			
94300-090	Extermination Contracts			
94300-100	Janitorial Contracts			
94300-110	Routine Maintenance Contracts			
94300-120	Other Misc. Contract Costs			
94000	Total Maintenance	230,256	285,368	55,111
Protective Services				
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	Total Protective Services	-	-	0
Insurance				
96110	Property	42,898	44,250	1,352
96120	General Liability	4,588	4,485	(103)
96130	Worker's Comp.	12,856	8,280	(4,576)
96140	Other Insurance	4,828	5,003	174
96100	Total Insurance Expense	65,171	62,018	(3,153)
General Expenses				
96200	Other General Expense	32		
96210	Compensated Absences			
96300	Payments In Lieu of Taxes - Accrual	8,937		
96400	Bad Debt-Tenants	5,139		
96800	Severance Expense			
96000	Total General Expenses	14,109	28,523	14,414
96900	Total Operating Expenditures	643,188	757,568	114,379
OPERATING INCOME (LOSS)		288,165		

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**Mexico Housing Authority
Financial Analysis
12/31/15**

Low Rent 04/30/15 05/31/15 06/30/15 07/31/15 08/31/15 09/30/15 10/31/15 11/30/15 12/31/15 01/31/16 02/29/16 03/31/16

Balance Sheet

Cash-unrestricted	\$ 773,087.59	\$ 757,735.07	\$ 795,439.44	\$ 793,400.05	\$ 807,014.24	\$ 669,149.12	\$ 739,371.04	\$ 732,905.36	\$ 750,556.62			
Investments - unrestricted	871,497.24	871,497.24	871,497.24	871,844.38	871,844.38	871,844.38	872,197.79	872,620.31	872,620.31			
Tenant accounts receivable	3,281.05	5,534.78	7,068.56	4,546.71	4,931.52	4,206.54	6,403.68	2,913.18	3,883.23			

Income Statement

Net tenant rental revenue	29,590.00	27,571.00	27,110.00	26,404.00	25,812.00	26,196.00	27,049.99	27,594.00	27,735.00			
Operating expenses	26,957.71	75,550.51	73,613.97	88,646.79	66,574.80	77,881.32	69,475.29	83,012.53	81,475.03			
Operating income/loss (monthly)	166,996.13	(17,972.17)	16,394.51	(2,333.22)	22,873.64	(95,989.60)	22,417.73	19,838.60	8,250.77			
Operating income/loss (ytd)	166,996.13	149,023.96	165,418.47	163,085.25	185,958.89	89,969.29	112,387.02	132,225.62	140,476.39			
Units leased	209.00	209.00	208.00	209.00	209.00	208.00	208.00	209.00	209.00			
Occupancy rate	99%	99%	99%	99%	99%	99%	99%	99%	99%			
Average monthly rent	141.58	131.92	130.34	126.33	123.50	125.94	130.05	132.03	132.70			

Section 8

Balance Sheet

Cash-unrestricted	\$ 76,283.96	\$ 84,596.53	\$ 69,298.49	\$ 84,052.71	\$ 93,513.19	\$ 104,500.97	\$ 112,658.61	\$ 101,593.59	\$ 78,410.78			
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Income Statement

Housing assistance payments	53,226.00	52,287.00	51,001.00	49,294.28	48,505.00	47,770.00	47,081.00	45,849.00	47,282.00			
Operating expenses	2,889.06	4,193.78	3,079.09	11,163.01	3,438.50	4,761.89	5,365.09	3,081.01	6,453.29			
Operating income/loss (monthly)	49,065.00	3,898.79	6,399.44	321.21	7,381.93	7,009.29	4,457.64	5,624.27	(24,362.98)			
Operating income/loss (ytd)	49,065.00	52,963.79	59,363.23	59,684.44	67,066.37	74,075.66	78,533.30	84,157.57	59,794.59			
Units leased	143.00	142.00	139.00	134.00	125.00	129.00	133.00	126.00	126.00			
Average HAP cost (monthly)	372.21	368.22	366.91	367.87	388.04	370.31	353.99	363.88	375.25			

(4)

Mexico Housing Authority
Income Statement-Section 8 Voucher
9 Months Ended 12/31/2015

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 54,945.00	\$ 490,179.77	\$ 545,124.77
Investment income - unrestricted	11.40	0.00	11.40
Fraud recovery	442.50	442.50	885.00
Other revenue	3,903.42	0.00	3,903.42
Total Operating Revenues	<u>59,302.32</u>	<u>490,622.27</u>	<u>549,924.59</u>
Operating Expenses			
Administrative salaries	26,486.35	0.00	26,486.35
Advertising and marketing	7.70	0.00	7.70
Employee benefits - administrative	7,025.14	0.00	7,025.14
Office expenses	1,833.12	0.00	1,833.12
Travel	453.15	0.00	453.15
Other admin.	1,688.31	0.00	1,688.31
Total Administrative	<u>37,493.77</u>	<u>0.00</u>	<u>37,493.77</u>
Liability insurance	66.46	0.00	66.46
Workmen's compensation	1,138.69	0.00	1,138.69
All other insurance	359.10	0.00	359.10
Total Insurance	<u>1,564.25</u>	<u>0.00</u>	<u>1,564.25</u>
Housing assistance payments	0.00	442,295.28	442,295.28
HAP portability-in	3,410.00	0.00	3,410.00
Total Housing Assistance Payments	<u>3,410.00</u>	<u>442,295.28</u>	<u>445,705.28</u>
Other general expenses	5,366.70	0.00	5,366.70
Total General Expenses	<u>5,366.70</u>	<u>0.00</u>	<u>5,366.70</u>
Total Operating Expenses	<u>47,834.72</u>	<u>442,295.28</u>	<u>490,130.00</u>
Operating Income (Loss)	<u>11,467.60</u>	<u>48,326.99</u>	<u>59,794.59</u>
Other Financial Items			
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 11,467.60</u>	<u>\$ 48,326.99</u>	<u>\$ 59,794.59</u>

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**Mexico Housing Authority
Balance Sheet - Combining
As of December 31, 2015**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 750,556.62	\$ 78,410.78	\$ 3,528.73	\$ 832,496.13
Cash-other restricted	188,091.49	0.00	0.00	188,091.49
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	3,872.38	0.00	0.00	3,872.38
Fraud recovery (net)	0.00	739.00	0.00	739.00
Accrued interest receivable	433.81	0.00	0.00	433.81
Investments - unrestricted	872,620.31	0.00	0.00	872,620.31
Prepaid expenses and other assets	76,130.51	1,179.10	0.00	77,309.61
Inventories (net)	25,307.29	0.00	0.00	25,307.29
Inter program - due from	6,685.99	0.00	0.00	6,685.99
Total Current Assets	<u>1,923,847.40</u>	<u>80,328.88</u>	<u>3,528.73</u>	<u>2,007,705.01</u>
Property and Equipment				
Land	296,148.76	0.00	0.00	296,148.76
Buildings	12,816,357.84	27,883.88	0.00	12,844,241.72
Furniture, equipment and machinery - administration	289,931.60	1,180.00	0.00	291,111.60
Accumulated depreciation	(9,019,039.35)	(13,569.24)	0.00	(9,032,608.59)
Construction in progress	303,650.67	0.00	0.00	303,650.67
Net Property and Equipment	<u>4,687,049.52</u>	<u>15,494.64</u>	<u>0.00</u>	<u>4,702,544.16</u>
Total Assets	<u>\$ 6,610,896.92</u>	<u>\$ 95,823.52</u>	<u>\$ 3,528.73</u>	<u>\$ 6,710,249.17</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 35.80	\$ 0.00	\$ 0.00	\$ 35.80
Accrued compensated absences - current portion	5,423.78	430.45	0.00	5,854.23
Accounts payable - other government	19,277.36	0.00	0.00	19,277.36
Tenant security deposits	30,337.63	0.00	0.00	30,337.63
Unearned revenue	3,251.04	22.00	0.00	3,273.04
Inter program - due to	0.00	4,805.42	1,880.57	6,685.99
Total Current Liabilities	<u>58,325.61</u>	<u>5,257.87</u>	<u>1,880.57</u>	<u>65,464.05</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	<u>1,607.38</u>	<u>118.73</u>	<u>0.00</u>	<u>1,726.11</u>
Total Long-Term Liabilities	<u>1,607.38</u>	<u>118.73</u>	<u>0.00</u>	<u>1,726.11</u>
Total Liabilities	<u>59,932.99</u>	<u>5,376.60</u>	<u>1,880.57</u>	<u>67,190.16</u>
Net Position				
Investment in capital assets	4,412,931.18	15,494.64	0.00	4,428,425.82
Unrestricted	1,602,052.88	15,157.69	0.00	1,617,210.57
Restricted	77,701.81	0.00	0.00	77,701.81
Capital expenditures-contra	313,650.67	0.00	0.00	313,650.67
Net income (loss)	144,627.39	59,794.59	1,648.16	206,070.14
Total Net Position	<u>6,550,963.93</u>	<u>90,446.92</u>	<u>1,648.16</u>	<u>6,643,059.01</u>
Total Liabilities and Net Position	<u>\$ 6,610,896.92</u>	<u>\$ 95,823.52</u>	<u>\$ 3,528.73</u>	<u>\$ 6,710,249.17</u>

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DECEMBER 2015 CHECK REGISTER

M = Monthly
Q = Quarterly
A = Annual

Check #	Dollars	Date	Vendor	
PH Fund				
00000002	\$466.00	12/16/2015	PH Tenant - credit balance refund	
00000003	\$340.00	12/21/2015	Canon Financial Services, INC.	M
00061084	\$37.00	12/01/2015	amerenue-1751112280	M
00061085	\$45.00	12/01/2015	amerenue-2451112366	M
00061086	\$45.00	12/01/2015	AMERENUE FOR #0951112241	M
00061087	\$45.00	12/01/2015	amerenue-9034208199	M
00061088	\$45.00	12/01/2015	amerenue-2051113345	M
00061089	\$37.00	12/01/2015	Ameren-9851112271	M
00061090	\$51.00	12/01/2015	amerenue-5000610588	M
00061091	\$35.00	12/01/2015	amerenue-5251112250	M
00061092	\$45.00	12/01/2015	amerenue-0134209169	M
00061093	\$45.00	12/01/2015	Amerenue for 4651112270	M
00061094	\$45.00	12/01/2015	amerenue-3951112426	M
00061095	\$45.00	12/01/2015	AMEREN UE FOR 7110212193	M
00061096	\$45.00	12/01/2015	Ameren UE for 69511-12263	M
00061097	\$45.00	12/01/2015	amerenue-7051113439	M
00061098	\$45.00	12/01/2015	amerenue-3234208137	M
00061099	\$45.00	12/01/2015	AMEREN UE FOR 6934207167	M
00061100	\$35.00	12/01/2015	amerenue-5351112123	M
00061101	\$45.00	12/01/2015	amerenue-16511-13281	M
00061102	\$45.00	12/01/2015	amerenue-2651112441	M
00061103	\$35.00	12/01/2015	Ameren UE # 1351112314	M
00061104	\$35.00	12/01/2015	Ameren UE # 58511-12355	M
00061105	\$45.00	12/01/2015	amerenue-9934207324	M
00061106	\$9.00	12/01/2015	amerenue-7934207175	M
00061107	\$45.00	12/01/2015	amerenue-2000610448	M
00061108	\$10.00	12/01/2015	AMEREN UE FOR 60006-10239	M
00061109	\$45.00	12/01/2015	AMEREN UE FOR 90006-10156	M
00061110	\$45.00	12/01/2015	Amerenue-3651112468	M
00061111	\$35.00	12/01/2015	amerenue-8651112285	M
00061112	\$35.00	12/01/2015	Amerenue-8551112278	M
00061113	\$36.00	12/01/2015	ameren-4115109333	M
00061114	\$39.00	12/01/2015	amerenue-2838113372	M
00061115	\$25.00	12/01/2015	amerenue-2700610292	M
00061116	\$45.00	12/01/2015	amerenue-9351113379	M
00061117	\$44.00	12/01/2015	amerenue-2851113259	M
00061118	\$25.00	12/01/2015	amerenue-6451113165	M
00061119	\$25.00	12/01/2015	AMEREN UE FOR 1851113410	M
00061120	\$36.00	12/01/2015	Ameren Missouri # 3451113346	M
00061121	\$36.00	12/01/2015	amerenue-52738-00288	M
00061122	\$25.00	12/01/2015	AmerenUE-9500610299	M
00061123	\$65.00	12/01/2015	Amerenue-5373800375	M
00061124	\$65.00	12/01/2015	AMEREN UE FOR 8373800452	M
00061125	\$50.00	12/01/2015	amerenue-6310212396	M
00061126	\$35.00	12/01/2015	amerenue-7210212306	M

DECEMBER 2015 CHECK REGISTER

M = Monthly
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A = Annual

Check #	Dollars	Date	Vendor	
00061127	\$33.00	12/01/2015	amerenue-1151114557	M
00061128	\$33.00	12/01/2015	AMEREN UE FOR 04511-12475	M
00061129	\$36.00	12/01/2015	amerenue-8410212560	M
00061130	\$46.00	12/01/2015	amerenue-2410212423	M
00061131	\$11.00	12/01/2015	AMEREN UE FOR 1410212380	M
00061132	\$48.00	12/01/2015	AMEREN UE 0110212421	M
00061133	\$34.00	12/01/2015	AMEREN UE FOR 93102-12302	M
00061134	\$35.00	12/01/2015	Amerenue-3410212262	M
00061135	\$59.00	12/01/2015	Amerenue for #47263-15382	M
00061136	\$48.96	12/01/2015	AFLAC-WWHQ	M
00061137	\$78.84	12/01/2015	Always Care	M
00061138	\$1,406.11	12/01/2015	Ameren Missouri	M
00061139	\$446.26	12/01/2015	Butler Supply, Inc.	
00061140	\$1,780.54	12/01/2015	Commerce Bank	
00061141	\$392.31	12/01/2015	Delta Dental Lockbox	M
00061142	\$94.30	12/01/2015	Employee travel	
00061143	\$50.00	12/01/2015	Community Room deposit refund	
00061144	\$3,217.09	12/01/2015	Housing Interiors, Inc.	
00061145	\$128.45	12/01/2015	May Communications	
00061146	\$5,479.34	12/01/2015	Missouri American Water Co.	M
00061147	\$80.00	12/01/2015	Mommens Heating & Cooling, LLC	
00061148	\$2,244.73	12/01/2015	Sound Solutions	
00061149	\$191.10	12/01/2015	Standard Insurance Company	Q
00061150	\$113.88	12/01/2015	U.S. Cellular	M
00061151	\$25.00	12/01/2015	U.S. Bank - Credit Inquiries	A
00061152	\$9,171.09	12/01/2015	United Health Care Ins. Co.	M
00061153	\$116.69	12/01/2015	Walmart Community/GEMB	
00061154	\$247.58	12/01/2015	Wright Electric LLC	
00061155	\$50.00	12/01/2015	YMCA	
00061156	\$245.00	12/16/2015	Adam's Glass	
00061157	\$72.68	12/16/2015	Ameren Missouri	M
00061158	\$700.00	12/16/2015	Bug Out Pest Control, LLC	M
00061159	\$337.50	12/16/2015	Butler Supply, Inc.	
00061160	\$9,220.46	12/16/2015	City of Mexico	M
00061161	\$20.00	12/16/2015	Community Room deposit refund	
00061162	\$1,029.64	12/16/2015	Commerce Bank	
00061163	\$197.10	12/16/2015	DATA COMM INC	M
00061164	\$138.69	12/16/2015	Dayne's Waste Disposal, Inc.	M
00061165	\$252.25	12/16/2015	Dollar General-MS410526	
00061166	\$50.00	12/16/2015	Community Room deposit refund	
00061167	\$1,046.54	12/16/2015	HD Supply Facilities Mtce Ltd	
00061168	\$790.00	12/16/2015	Lindsey Software	M
00061169	\$291.20	12/16/2015	MFA Oil Company-KC	
00061170	\$25.00	12/16/2015	Mexico Kiwanis Club	A
00061171	\$185.24	12/16/2015	Mexico Service Center	
00061172	\$40.90	12/16/2015	Miller Tire Company	

DECEMBER 2015 CHECK REGISTER

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Check #	Dollars	Date	Vendor	
00061173	\$704.72	12/16/2015	Missouri American Water Co.	M
00061174	\$2,461.00	12/16/2015	Missouri Employers Mutual	A
00061175	\$454.21	12/16/2015	Mommens Heating & Cooling, LLC	
00061176	\$230.00	12/16/2015	Nate's Computer Repair	
00061177	\$68.00	12/16/2015	Postmaster	A
00061178	\$1,495.08	12/16/2015	Prudential Annuity Ser. Cen.	M
00061179	\$503.50	12/16/2015	Purchase Power	
00061180	\$83.97	12/16/2015	Quill Corporation	
00061181	\$1,600.00	12/16/2015	RER Services, Inc.	A
00061182	\$738.10	12/16/2015	Socket	M
00061183	\$2,244.72	12/16/2015	Sound Solutions	
00061184	\$892.00	12/16/2015	Urlaub & Co., PLLC	M
00061185	\$58.77	12/16/2015	Westlakes Hardware MO-019	
00061186	\$50.00	12/16/2015	Community Room deposit refund	
00061187	\$29.99	12/30/2015	U.S. Cellular	
00061188	\$78.00	12/30/2015	PH Tenant - credit balance refund	

\$54,552.53

Section 8 Fund

00017603	\$2,659.00	12/01/2015	Ameren Missouri	M
00017604	\$275.00	12/01/2015	Section 8 Landlord payment	M
00017605	\$583.00	12/01/2015	Section 8 Landlord payment	M
00017606	\$1,918.00	12/01/2015	Section 8 Landlord payment	M
00017607	\$850.00	12/01/2015	Section 8 Landlord payment	M
00017608	\$746.00	12/01/2015	Section 8 Landlord payment	M
00017609	\$957.00	12/01/2015	Section 8 Landlord payment	M
00017610	\$618.00	12/01/2015	Section 8 Landlord payment	M
00017611	\$1,201.00	12/01/2015	Section 8 Landlord payment	M
00017612	\$5,477.00	12/01/2015	Section 8 Landlord payment	M
00017613	Void	12/01/2015	Consolidated Electric	M
00017614	\$532.00	12/01/2015	Section 8 Landlord payment	M
00017615	\$272.00	12/01/2015	Section 8 Landlord payment	M
00017616	\$225.00	12/01/2015	Section 8 Landlord payment	M
00017617	\$3,749.00	12/01/2015	Section 8 Landlord payment	M
00017618	\$299.00	12/01/2015	Section 8 Landlord payment	M
00017619	\$594.00	12/01/2015	Section 8 Landlord payment	M
00017620	\$446.00	12/01/2015	Section 8 Landlord payment	M
00017621	\$2,624.00	12/01/2015	Section 8 Landlord payment	M
00017622	\$772.00	12/01/2015	Section 8 Landlord payment	M
00017623	\$1,133.00	12/01/2015	Section 8 Landlord payment	M
00017624	\$5,162.00	12/01/2015	Section 8 Landlord payment	M
00017625	\$500.00	12/01/2015	Section 8 Landlord payment	M
00017626	\$1,455.00	12/01/2015	Section 8 Landlord payment	M
00017627	\$1,079.00	12/01/2015	Section 8 Landlord payment	M
00017628	\$333.00	12/01/2015	Section 8 Landlord payment	M

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DECEMBER 2015 CHECK REGISTER

M = Monthly
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Check #	Dollars	Date	Vendor	
00017629	\$325.00	12/01/2015	Section 8 Landlord payment	M
00017630	\$312.00	12/01/2015	Section 8 Landlord payment	M
00017631	\$550.00	12/01/2015	Section 8 Landlord payment	M
00017632	\$1,097.00	12/01/2015	Section 8 Landlord payment	M
00017633	\$182.00	12/01/2015	Section 8 Landlord payment	M
00017634	\$313.00	12/01/2015	Section 8 Landlord payment	M
00017635	\$203.00	12/01/2015	Section 8 Landlord payment	M
00017636	\$152.00	12/01/2015	Section 8 Landlord payment	M
00017637	\$396.00	12/01/2015	Section 8 Landlord payment	M
00017638	\$193.00	12/01/2015	Section 8 Landlord payment	M
00017639	\$600.00	12/01/2015	Section 8 Landlord payment	M
00017640	\$1,352.00	12/01/2015	Section 8 Landlord payment	M
00017641	\$236.00	12/01/2015	Section 8 Landlord payment	M
00017642	\$202.00	12/01/2015	Section 8 Landlord payment	M
00017643	\$254.00	12/01/2015	Section 8 Landlord payment	M
00017644	\$729.00	12/01/2015	Section 8 Landlord payment	M
00017645	\$222.00	12/01/2015	Section 8 Landlord payment	M
00017646	\$1,204.00	12/01/2015	Section 8 Landlord payment	M
00017647	\$533.00	12/01/2015	Section 8 Landlord payment	M
00017648	\$1,784.00	12/01/2015	Section 8 Landlord payment	M
00017649	\$630.00	12/01/2015	Section 8 Landlord payment	M
00017650	\$449.00	12/02/2015	Section 8 Landlord payment	M
00017651	\$150.00	12/11/2015	Ameren Missouri	M
00017652	\$333.00	12/14/2015	Section 8 Landlord payment	M
00017653	\$274.00	12/16/2015	Section 8 Landlord payment	M
00017654	\$289.00	12/16/2015	Section 8 Landlord payment	M
00017655	\$192.00	12/16/2015	Section 8 Landlord payment	M
00017656	\$4,448.12	12/16/2015	Mexico Housing Authority	M

\$52,063.12

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Housing Choice Voucher Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Vouchers	151	151	151	151	151	151	151	151	151			
Total Leased Vouchers at first of month	143	142	139	134	133	129	133	126	126			
Total Leased Vouchers end of month			134	133	129	133	131	126	128			
Waiting List	127	133	141	96	91	99	103	100	101			
Average Monthly Funding Eligibility HAP	48,836	48,836	48,826	48,826	48,826	48,826	48,826	49,368	49,411			
Monthly HAP for current month	53,226	52,287	51,001	49,294	48,505	47,770	47,081	45,849	47,282			
Admin Fee Earned	6,252	6,252	6,252	6,252	6,252	6,252	6,470	6,470				
Admin Fee Expense	3,571	4,876	3,761	11,845	4,121	4,762	5365	5,158	6453			
Tenant Protection	8	8	8	8	8	8	8	7	7			
Eligibility per ACC unit month	323.42	323.42	323.42	326.00	326.00	323.42	326.94	326.94	326.94			
Current Average ACC unit	372.21	368.22	366.91	373.00	370.00	370.31	370.00	370.00	375.00			
Port Ins	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00			
Port Outs	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00			

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Public Housing Management Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Units	209	209	209	209	209	209	209	209	209			
Units Occupied End of Month	208	209	208	209	208	209	209	209	209			
Waiting List												
1 Bedroom	28	31	31	21	21	26	34	33	36			
2 Bedroom	22	25	30	19	18	13	16	16	17			
3 Bedroom	9	11	14	8	9	7	10	11	12			
4 Bedroom	13	13	12	7	7	8	5	3	5			
Handicap	11	11	11	8	9	7	9	9	8			
Rental Income												
Rent Charged	29590.00	27291.00	26661.00	25235.00	25,725.00	26169.00	26928.00	29250.40	27537.00			
Rent Collected	27910.60	29333.05	27814.25	28312.55	28,359.50	30837.60	28486.89	27854.75	29777.05			
Tenants Arrears	2676.05	3217.84	4704.41	3077.55	2,634.50	4668.60	1558.89	-1395.65	2240.05			
14-Day Notices	27.00	16.00	16.00	36.00	17.00	18.00	17.00	11.00	20.00			
PHAS Occupancy	99.50%	100.00%	99.50%	100.00%	99.50%	100.00%	100.00%	100.00%	100.00%			

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MEXICO HOUSING AUTHORITY

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

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

January 2016

Current Modernization Projects

1. We have done eleven occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. REAC will be here March 10th and 11th 2016.....

Current Capital Fund

1. Windows on Wade have been completed except waiting on three screens to come in and install.
2. Bid on 30 hot water heaters is due January 25, 2016.
3. Window bid for MacFarlane is due January 19, 2016.
4. New sidewalk and landscaping at 815, 819, 817 and 821 Trinity will be started shortly weather permitting to solve tripping and chipping concrete issues. This will be an ADA suitable sidewalk and access to parking area.

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Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
12/1/2015 TO 12/31/2015

WORK ORDERS

Received	Processed
183	182

Routine Work Received	Avg. Completion Time Routine
177	12.978 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
5	1.400 Hrs.
All Other Work Received	Avg. Completion Time Other
1	99.000 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	20
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	Reason Not Complete
128432	12/30/2015	<i>drywall repair</i>

Work orders completed from prior months:	1	
W/O #	Work Order Date	Completion Date
128240	11/30/2015	12/02/2015

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:
Project:
Starting Date: 12/1/2015
Ending Date: 12/31/2015
Staff Generated Work Orders: False

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MEXICO HOUSING AUTHORITY

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RESOLUTION NO. 2833

RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF THE CITY OF MEXICO HOUSING AUTHORITY FOR FISCAL YEAR ENDING MARCH 31, 2015

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

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

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

WHEREAS, the account firm BRZ Sailor and Khan LLC has performed an audit of the financial statements of the City of Mexico Housing Authority, Missouri, for the fiscal year ended March 31, 2014 that is in accordance with generally accepted auditing standards of the Comptroller General of the United States, and the provisions of the Office of Management and Budget Circular A-133,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 19th day of January, 2016, The Board of Commissioners approved /authorized the acceptance of the independent audited financial statements and single audit of the City of Mexico Housing Authority for fiscal years ending March 31, 2014, performed by BRZ Sailor and Khan, LLC Certified Public Accountants.

Passed this 19th day of January 2016

Rita Jackson, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

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