

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: December 11, 2015
Re: December 15, 2015 Board Meeting Agendas & Related Materials

Enclosed are the agenda packets for the MHA Board meeting on Tuesday, December 15, 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 November is located on typed page number 1, 2, 3 and 4 Bills Expended and Financial Report, handwritten page number 1, 2, 3, 4, 5, 6, 7, 8, 9

Page 1, 2 and 3 is a summary of Bills expended for November 2015. Page 4 is a summary of next five pages of financial reports received from Urlaub, MHA's Fee Accountant. Note page 5 and 6 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 7 is a summary of both programs funding and occupancy for your information only. Page 8 is a breakdown of the Section 8 budget. Page 9 is the Balance Sheet for all funds – PH (Low Rent), Section 8 and the Local Fund.

Executive Director Report

Section 8 Report, page 10

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

Public Housing Report, page 11

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 12

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.

Maintenance Reports, page 13

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

Resolution 2821 is to approve MHA new office hours. We have went door to door and spoke about it to all residents that has come into the front office in the past three months to notify and get comment from residents, it has been positive feedback and only a couple people just really did not care. We have posted it in the resource room, front office, front door and put it in the newsletter for the past 5 months. We have been able to receive 145 signatures of approval from residents.

Resolution 2830 is to approve MHA's 2016 Annual Plan and 5 year Plan. We are staying on the same mission as in continued customer service for safe, sanitary housing for low income people in this community. Our plan is in updating exteriors with new windows and paint for more curb appeal. We are also staying on track to replace all old HVAC, hot water heaters, appliances and foundations as needed.

Resolution 2831 is to approve our 2016 Capital Fund Plan. This expenditure request is to mirror our overall five year plan capital improvements. Again the goal is to give our community more curb appeal and to have the residents take pride in the place they call home.

Resolution 2832 is to approve changes to the ACOP, which is the policy plan for Public Housing. MHA is in the position with the new staff and changes made to the demographic of positions to handle more monitoring of files and interaction with residents. We have posted a 30 day comment to the changes to be made to the policy. We have, to date, not received any feedback from residents.

Other Business

Attached is our monthly newsletter.

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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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, December 15, 2015 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: November 17, 2015

Bills Expended

Executive Director's Report:

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

6. Unfinished Business:

None

7. New Business:

Board Resolution 2821, New MHA Office hours, Board Resolution 2830 PHA 2016 Annual and Five Year Plan, Board Resolution 2831 2016 Capital Fund Plan, Board Resolution 2832 Revision to ACOP

8. Other Business:

Copy of the MHA Public Housing Newsletter

9. Comments from Commissioner:

10. Adjournment of Open Meeting:

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

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 November 17, 2015

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, November 17, 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 November 17, 2015 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:33pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Christina Miller
Commissioner Tad Dobyns
Commissioner Vacant
Commissioner Joyce Jackson

Commissioners excused:

Others present:

Executive Director/Secretary

Tammy Dreyer

3. Adoption of Agenda

R. Jackson requested a motion to adopt the Agenda for November 17, 2015 for the Regular Meeting of the Mexico Housing Authority. Commissioner T Dobyns made a motion and J Jackson 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: November 17, 2015

Bills Expended October 2015

Executive Directors Report October 2015

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

6. Unfinished Business

None

7. New Business

Board Resolution 2823 Approving the MAHAPCI insurance

A correction was made to the Resolution 2823 in regards to the amount on the original distributed copy of \$39,734.41. The corrected amount is \$47,852.67, the new copy of the Resolution 2823 was distributed to all Board Members for approval.

Chairperson Rita Jackson called for motion to approve Board Resolution 2823. A motion was made by Commissioner T Dobyns 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. Dobyns, J Jackson
No:	None
Absent:	None

Board Resolution 2824 Approving the employee benefits renewal

Chairperson Rita Jackson called for motion to approve Board Resolution 2824. A motion was made by Commissioner J Jackson 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. Dobyns, J Jackson
No:	None
Absent:	None

Board Resolution 2825 Approving Quarterly write off of Tenant Accounts

Chairperson Rita Jackson called for motion to approve Board Resolution 2825. A motion was made by Commissioner T Dobyns 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. Dobyns, J Jackson
No:	None
Absent:	None

Board Resolution 2826 Approving Upgrade to the Security System and Board room

Chairperson Rita Jackson called for motion to approve Board Resolution 2826. A motion was made by Commissioner J Jackson 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. Dobyns, J Jackson
No: None
Absent: None

Board Resolution 2827 Approving 2016 PH Flat Rent

Chairperson Rita Jackson called for motion to approve Board Resolution 2827. A motion was made by Commissioner T Dobyns 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. Dobyns, J Jackson
No: None
Absent: None

Board Resolution 2828 Approving 2016 S8 Payment Standards

Chairperson Rita Jackson called for motion to approve Board Resolution 2828. A motion was made by Commissioner C Miller and seconded by Commissioner T Dobyns. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2829 Approving Revision 1 to the 2015 CFP

Chairperson Rita Jackson called for motion to approve Board Resolution 2829. A motion was made by Commissioner J Jackson 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. Dobyns, J Jackson
No: None
Absent: None

8. Other Business:

R Jackson stated that we have received the resignation from J Biggs effective immediately. We will be advertising for another Resident Board Member.

T Dreyer stated that MHA has been asked to represent MONAHRO and MHA at the SWNAHRO for the upcoming year.

9. Comments from Commissioners:

None

10. Adjournment:

Chairperson Rita Jackson requested a motion to adjourn the Open meeting, Commissioner T Dobyns made the motion and Commissioner C Miller seconded. The regular session meeting was adjourned at 4:00 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 November 13, 2015, I posted public notice of the November 17, 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

NOVEMBER 2015 CHECK REGISTERM = Monthly
Q = Quarterly
A = Annual

Check #	Dollars	Date	Vendor	
00060979	\$51.15	11/02/2015	PH Tenant - credit balance refund	
00060980	\$37.00	11/02/2015	amerenue-1751112280	M
00060981	\$42.00	11/02/2015	amerenue-2451112366	M
00060982	\$45.00	11/02/2015	AMERENUE FOR #0951112241	M
00060983	\$45.00	11/02/2015	amerenue-9034208199	M
00060984	\$45.00	11/02/2015	amerenue-2051113345	M
00060985	\$37.00	11/02/2015	Ameren-9851112271	M
00060986	\$51.00	11/02/2015	amerenue-5000610588	M
00060987	\$35.00	11/02/2015	Ameren	M
00060988	\$45.00	11/02/2015	Amerenue for 4651112270	M
00060989	\$45.00	11/02/2015	amerenue-3951112426	M
00060990	\$45.00	11/02/2015	AMEREN UE FOR 7110212193	M
00060991	\$46.00	11/02/2015	Ameren UE for 69511-12263	M
00060992	\$45.00	11/02/2015	amerenue-5651112420	M
00060993	\$45.00	11/02/2015	amerenue-7051113439	M
00060994	\$45.00	11/02/2015	amerenue-3234208137	M
00060995	\$45.00	11/02/2015	AMEREN UE FOR 6934207167	M
00060996	\$35.00	11/02/2015	amerenue-5351112123	M
00060997	\$83.00	11/02/2015	amerenue-16511-13281	M
00060998	\$45.00	11/02/2015	amerenue-2651112441	M
00060999	\$35.00	11/02/2015	Ameren UE # 1351112314	M
00061000	\$35.00	11/02/2015	Ameren UE # 58511-12355	M
00061001	\$46.00	11/02/2015	amerenue-9934207324	M
00061002	\$9.00	11/02/2015	amerenue-7934207175	M
00061003	\$45.00	11/02/2015	amerenue-2000610448	M
00061004	\$10.00	11/02/2015	AMEREN UE FOR 60006-10239	M
00061005	\$45.00	11/02/2015	AMEREN UE FOR 90006-10156	M
00061006	\$45.00	11/02/2015	Amerenue-3651112468	M
00061007	\$35.00	11/02/2015	amerenue-8651112285	M
00061008	\$35.00	11/02/2015	Amerenue-8551112278	M
00061009	\$36.00	11/02/2015	ameren-4115109333	M
00061010	\$48.00	11/02/2015	amerenue-2838113372	M
00061011	\$25.00	11/02/2015	amerenue-2700610292	M
00061012	\$45.00	11/02/2015	amerenue-9351113379	M
00061013	\$44.00	11/02/2015	amerenue-2851113259	M
00061014	\$25.00	11/02/2015	amerenue-6451113165	M
00061015	\$61.00	11/02/2015	Amerenue 3838113353	M
00061016	\$25.00	11/02/2015	AMEREN UE FOR 1851113410	M
00061017	\$36.00	11/02/2015	Ameren Missouri # 3451113346	M
00061018	\$36.00	11/02/2015	amerenue-52738-00288	M

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NOVEMBER 2015 CHECK REGISTER

M = Monthly
Q = Quarterly
A = Annual

Check #	Dollars	Date	Vendor	
00061019	\$25.00	11/02/2015	AmerenUE-9500610299	M
00061020	\$65.00	11/02/2015	Amerenue-5373800375	M
00061021	\$65.00	11/02/2015	AMEREN UE FOR 8373800452	M
00061022	\$50.00	11/02/2015	amerenue-6310212396	M
00061023	\$33.00	11/02/2015	amerenue-1151114557	M
00061024	\$50.00	11/02/2015	AMEREN UE FOR 04511-12475	M
00061025	\$36.00	11/02/2015	amerenue-8410212560	M
00061026	\$46.00	11/02/2015	amerenue-2410212423	M
00061027	\$50.00	11/02/2015	AMEREN UE FOR 1410212380	M
00061028	\$48.00	11/02/2015	AMEREN UE 0110212421	M
00061029	\$34.00	11/02/2015	AMEREN UE FOR 93102-12302	M
00061030	\$35.00	11/02/2015	Amerenue-3410212262	M
00061031	\$59.00	11/02/2015	Amerenue for #47263-15382	M
00061032	\$151.04	11/02/2015	Always Care	M
00061033	\$1,237.15	11/02/2015	Ameren Missouri	
00061034	\$350.92	11/02/2015	Butler Supply, Inc.	
00061035	\$2,863.73	11/02/2015	Commerce Bank Visa	M
00061036	\$859.71	11/02/2015	DATA COMM INC	M
00061037	\$370.66	11/02/2015	Delta Dental Lockbox	M
00061038	\$93.15	11/02/2015	MHA employee travel reimbursement	
00061039	\$100.00	11/02/2015	Central Bank of Audrain Co - petty cash	
00061040	\$5,722.00	11/02/2015	General Electric Company	
00061041	\$3,647.03	11/02/2015	HD Supply Facilities Mtce Ltd	
00061042	\$54.65	11/02/2015	MHA employee 2014 insurance rebate	A
00061043	\$20.10	11/02/2015	MHA employee 2014 insurance rebate	A
00061044	\$58.63	11/02/2015	Ken's Fast-Lube	
00061045	\$5.22	11/02/2015	MHA employee 2014 insurance rebate	A
00061046	\$140.91	11/02/2015	Mertens Construction Company	
00061047	\$2,196.98	11/02/2015	Missouri American Water Co.	
00061048	\$349.00	11/02/2015	Nan McKay & Associates, Inc.	
00061049	\$95.00	11/02/2015	Nate's Computer Repair	
00061050	\$125.82	11/02/2015	MHA employee travel reimbursement	
00061051	\$55.68	11/02/2015	Quill Corporation	
00061052	\$854.00	11/02/2015	Sound Solutions	
00061053	\$420.98	11/02/2015	Staples Advantage	
00061054	\$25.00	11/02/2015	Senior Dancers - Comm Center deposit refund	
00061055	\$474.99	11/02/2015	Ultra-Chem, Inc.	
00061056	\$8,408.54	11/02/2015	United Health Care Ins. Co.	M
00061057	\$463.71	11/02/2015	Westlakes Hardware MO-019	M
00061058	\$1,208.70	11/02/2015	Wolverine Brass, Inc.	

(2)

NOVEMBER 2015 CHECK REGISTERM = Monthly
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Check #	Dollars	Date	Vendor	
00061059	\$201.86	11/16/2015	Ameren Missouri	
00061060	\$700.00	11/16/2015	Bug Out Pest Control, LLC	M
00061061	\$444.63	11/16/2015	Butler Supply, Inc.	
00061062	\$9,787.03	11/16/2015	City of Mexico	M
00061063	\$52.50	11/16/2015	Crown Linen	
00061064	\$134.00	11/16/2015	DATA COMM INC	M
00061065	\$138.69	11/16/2015	Dayne's Waste Disposal, Inc.	M
00061066	\$210.00	11/16/2015	Dollar General-MSC410526	M
00061067	\$14.00	11/16/2015	MHA employee travel reimbursement	
00061068	\$527.16	11/16/2015	MFA Oil Company-KC	M
00061069	\$47,852.67	11/16/2015	MHAPCI	A
00061070	\$272.37	11/16/2015	Meeks Mexico	
00061071	\$4,335.60	11/16/2015	Midwest Environmental	
00061072	\$562.84	11/16/2015	Miller Tire Company	
00061073	\$4,637.04	11/16/2015	Missouri American Water Co.	
00061074	\$3,075.00	11/16/2015	Missouri Employers Mutual	A
00061075	\$621.25	11/16/2015	Mommens Heating & Cooling, LLC	
00061076	\$285.00	11/16/2015	Nate's Computer Repair	
00061077	\$1,495.08	11/16/2015	Prudential Annuity Ser. Cen.	M
00061078	\$749.98	11/16/2015	Socket	M
00061079	\$212.87	11/16/2015	Staples Advantage	
00061080	\$682.35	11/16/2015	The P I Company	
00061081	\$50.00	11/16/2015	Comm Center deposit refund	
00061082	\$115.00	11/16/2015	U.S. Cellular	M
00061083	\$622.00	11/16/2015	Urlaub & Co., PLLC	M
00000001	\$340.00	11/25/2015	Canon Financial Services, INC.	M
\$110,701.37				

(3)

December 15, 2015 Board Meeting

Finance Report – November 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 8 month FYE2016 results, MHA is running under budgeted expenses by approximately \$111,680 (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 \$8,358. 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 \$8,358, the variance would be positive \$3,252, not negative (\$5,106).
- 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 \$132.03/month.
- 2) Section 8 – units leased first of the month = 126; with average HAP rent payment for FYE2016 being \$363.88/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 have been issued in both September and November to keep the funding at a constant level. No issues with funding levels at the current time.

Page 5 – Balance Sheet for PH and Section 8 programs

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$1,911,256
 - Section 8 - \$103,635

4

Low Rent Operating Budget		Actual Apr2015- Nov2015 Results	Apr2015- Nov2015 Budget	Variance Expenses vs. Budget
FDS Line #	Account Title			
Operating Income:				
70000	Total Operating Income	841,628	739,347	(102,280)
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	93,558	109,453	15,895
91500	Employee Benefits - Administrative	46,354	43,187	(3,167)
91200	Auditing Fees	-	3,693	3,693
91300	Management Fees	-	-	0
91900A	Accounting Fees	4,052	4,600	548
91400	Advertising and Marketing	1,475	1,227	(248)
91600	Office Expenses	17,226	20,000	2,774
91700	Legal Expense	1,592	1,533	(59)
91800	Travel	4,338	7,973	3,635
91900	Other Administrative Costs	13,556	7,667	(5,889)
91000	Total Administrative	182,150	199,333	17,184
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs			
92400	Tenant Services-Other	1,229	4,000	
92500	Total Tenant Services	1,229	4,000	2,771
	<u>Utilities</u>			
93100	Water	42,355	46,933	4,578
93200	Electricity	8,688	11,693	3,005
93300	Gas	1,727	3,347	1,619
93400	Fuel		-	0
93600	Sewer	51,417	73,947	22,530
93800	Other		-	
93000	Total Utilities	104,187	135,920	31,733

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Nov2015 Results	Apr2015- Nov2015 Budget	Variance Expenses vs. Budget
Maintenance				
94100	Labor	83,642	101,027	17,385
94500	Employee Benefits - Maintenance	32,707	58,360	25,653
94200	Maintenance Materials	45,106	40,000	(5,106)
	Maint. Contract:	42,550	54,273	11,723
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	204,005	253,660	49,656
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	37,921	39,333	1,412
96120	General Liability	4,049	3,987	(62)
96130	Worker's Comp.	9,740	7,360	(2,380)
96140	Other Insurance	4,324	4,447	123
96100	Total Insurance Expense	56,034	55,127	(908)
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	25,353	11,245
96900	Total Operating Expenditures	561,713	673,393	111,680
OPERATING INCOME (LOSS)		279,915		

**Mexico Housing Authority
Financial Analysis
11/30/15**

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				
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				
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				

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				
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				
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				
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				
Units leased	209.00	209.00	208.00	209.00	209.00	208.00	208.00	209.00				
Occupancy rate	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				

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				
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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				
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				
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				
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				
Units leased	143.00	142.00	139.00	134.00	125.00	129.00	133.00	126.00				
Average HAP cost (monthly)	372.21	368.22	366.91	367.87	388.04	370.31	353.99	363.88				

(7)

Mexico Housing Authority
Income Statement-Section 8 Voucher
8 Months Ended 11/30/2015

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 48,983.00	\$ 466,861.77	\$ 515,844.77
Investment income - unrestricted	10.09	0.00	10.09
Fraud recovery	397.00	397.00	794.00
Other revenue	<u>3,903.42</u>	<u>0.00</u>	<u>3,903.42</u>
Total Operating Revenues	<u>53,293.51</u>	<u>467,258.77</u>	<u>520,552.28</u>
Operating Expenses			
Administrative salaries	21,816.05	0.00	21,816.05
Advertising and marketing	7.70	0.00	7.70
Employee benefits - administrative	6,340.20	0.00	6,340.20
Office expenses	1,614.38	0.00	1,614.38
Travel	363.91	0.00	363.91
Other admin.	<u>1,218.99</u>	<u>0.00</u>	<u>1,218.99</u>
Total Administrative	<u>31,361.23</u>	<u>0.00</u>	<u>31,361.23</u>
Liability insurance	56.54	0.00	56.54
Workmen's compensation	867.76	0.00	867.76
All other insurance	<u>319.20</u>	<u>0.00</u>	<u>319.20</u>
Total Insurance	<u>1,243.50</u>	<u>0.00</u>	<u>1,243.50</u>
Housing assistance payments	0.00	395,013.28	395,013.28
HAP portability-in	<u>3,410.00</u>	<u>0.00</u>	<u>3,410.00</u>
Total Housing Assistance Payments	<u>3,410.00</u>	<u>395,013.28</u>	<u>398,423.28</u>
Other general expenses	<u>5,366.70</u>	<u>0.00</u>	<u>5,366.70</u>
Total General Expenses	<u>5,366.70</u>	<u>0.00</u>	<u>5,366.70</u>
Total Operating Expenses	<u>41,381.43</u>	<u>395,013.28</u>	<u>436,394.71</u>
Operating Income (Loss)	<u>11,912.08</u>	<u>72,245.49</u>	<u>84,157.57</u>
Other Financial Items			
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u><u>\$ 11,912.08</u></u>	<u><u>\$ 72,245.49</u></u>	<u><u>\$ 84,157.57</u></u>

**Mexico Housing Authority
Balance Sheet - Combining
As of November 30, 2015**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 732,905.36	\$ 101,593.59	\$ 2,383.68	\$ 836,882.63
Cash-other restricted	188,625.85	0.00	0.00	188,625.85
Accounts receivable - HUD other projects	0.34	0.00	0.00	0.34
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	2,902.33	0.00	0.00	2,902.33
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	83,002.72	1,302.97	0.00	84,305.69
Inventories (net)	25,307.29	0.00	0.00	25,307.29
Inter program - due from	5,308.98	0.00	0.00	5,308.98
Total Current Assets	<u>1,911,255.99</u>	<u>103,635.56</u>	<u>2,383.68</u>	<u>2,017,275.23</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	299,161.22	0.00	0.00	299,161.22
Net Property and Equipment	<u>4,682,560.07</u>	<u>15,494.64</u>	<u>0.00</u>	<u>4,698,054.71</u>
Total Assets	<u>\$ 6,593,816.06</u>	<u>\$ 119,130.20</u>	<u>\$ 2,383.68</u>	<u>\$ 6,715,329.94</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 50.86	\$ 0.00	\$ 0.00	\$ 50.86
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	30,152.63	0.00	0.00	30,152.63
Unearned revenue	3,231.34	(677.00)	0.00	2,554.34
Inter program - due to	0.00	4,448.12	860.86	5,308.98
Total Current Liabilities	<u>58,135.97</u>	<u>4,201.57</u>	<u>860.86</u>	<u>63,198.40</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	1,607.38	118.73	0.00	1,726.11
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>59,743.35</u>	<u>4,320.30</u>	<u>860.86</u>	<u>64,924.51</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	309,161.22	0.00	0.00	309,161.22
Net income (loss)	132,225.62	84,157.57	1,522.82	217,906.01
Total Net Position	<u>6,534,072.71</u>	<u>114,809.90</u>	<u>1,522.82</u>	<u>6,650,405.43</u>
Total Liabilities and Net Position	<u>\$ 6,593,816.06</u>	<u>\$ 119,130.20</u>	<u>\$ 2,383.68</u>	<u>\$ 6,715,329.94</u>

Urlaub & Co., PLLC
See Accountant's Compilation Report

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				
Total Leased Vouchers at first of month	143	142	139	134	133	129	133	126				
Total Leased Vouchers end of month			134	133	129	133	131	126				
Waiting List	127	133	141	96	91	99	103	100				
Average Monthly Funding Eligibility HAP	48,836	48,836	48,826	48,826	48,826	48,826	48,826	49,368				
Monthly HAP for current month	53,226	52,287	51,001	49,294	48,505	47,770	47,081	45,849				
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				
Tenant Protection	8	8	8	8	8	8	8	7				
Eligibility per ACC unit month	323.42	323.42	323.42	326.00	326.00	323.42	326.94	326.94				
Current Average ACC unit	372.21	368.22	366.91	373.00	370.00	370.31	370.00	370.00				
Port Ins	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00				
Port Outs	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00				

10

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				
2 Bedroom	22	25	30	19	18	13	16	16				
3 Bedroom	9	11	14	8	9	7	10	11				
4 Bedroom	13	13	12	7	7	8	5	3				
Handicap	11	11	11	8	9	7	9	9				
Rental Income												
Rent Charged	29590.00	27291.00	26661.00	25235.00	25,725.00	26169.00	26928.00	29250.40				
Rent Collected	27910.60	29333.05	27814.25	28312.55	28,359.50	30837.60	28486.89	27854.75				
Tenants Arrears	2676.05	3217.84	4704.41	3077.55	2,634.50	4668.60	1558.89	-1395.65				
14-Day Notices	27.00	16.00	16.00	36.00	17.00	18.00	17.00	11.00				
PHAS Occupancy	99.50%	100.00%	99.50%	100.00%	99.50%	100.00%	100.00%	100.00%				



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

December 2015

Current Modernization Projects

1. We have done nine occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. REAC is at the Auction.....

Current Capital Fund

1. Windows on Wade have been started.

12

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
11/1/2015 TO 11/30/2015

WORK ORDERS

Received	Processed
144	143

Routine Work Received	Avg. Completion Time Routine
133	6.789 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
6	1.667 Hrs.
All Other Work Received	Avg. Completion Time Other
5	43.500 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	3
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
128240	11/30/2015	48 hr notice required

Work orders completed from prior months: 0
Work orders still outstanding from prior months: 0
(** = Emergency Work Orders over 24 hours old.)

Report Criteria

PHA:
Project:
Starting Date: 11/1/2015
Ending Date: 11/30/2015
Staff Generated Work Orders: False

13

MEXICO HOUSING AUTHORITY

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RESOLUTION NO. 2821 RESOLUTION APPROVING UPDATED HOURS OF OPERATION

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and Section 8 programs, and

WHEREAS, to stream line the hours of operations for conservation of energy mandated by HUD MHA needs to periodically revise operational procedures, and

WHEREAS, a thirty-day comment period was allowed to offer input from the residents of MHA and there was a survey sent to all residents in regards to new office hours. All input was positive and residents were on board with the change in hours. A survey was done of local PHA's around the same size in this area with the majority having the same hours that are proposed for MHA, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the revision to the hours of operation for the Mexico Housing Authority to be 8:00 am to 4:30 pm with a 30 minute lunch period starting January 1, 2016.

Passed this 15th day of December 2015.

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

(14)

MEXICO HOUSING AUTHORITY

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

RESOLUTION NO. 2830

RESOLUTION APPROVING THE MHA PHA PLAN AND 5 YEAR PLAN AND 2016 ANNUAL PLAN

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 its housing programs, and

WHEREAS, HUD requires all housing authorities to prepare a PHA Plan and submit a 5 Year Plan and Annual Plan for each year in accordance with HUD's rules and regulations, and

WHEREAS, comments were received from the Resident Association. The following suggestions were provided by the RA:

- New windows
- Ceiling Fans
- Landscaping
- Kitchen Counter
- Bathroom upgrades

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of December, 2015, The Board of Commissioners approved /authorized the submission of the MHA's PHA Plan, 5 year Plan and 2016 Annual Plan.

Passed this 15th day of December 2015

Rita Jackson, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

15

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: _____ City of Mexico Housing Authority _____ PHA Code: MO010 PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04/01/2016												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>211</u> Number of HCV units: <u>151</u>												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PH	HCV						
PH	HCV												
	PHA 1:												
	PHA 2:												
	PHA 3:												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The mission of the Mexico Housing Authority is to provide and facilitate the availability of decent, quality and affordable housing in a safe and secure living environment, improve neighborhoods and the quality of life for low and moderate – income residents throughout the City of Mexico. In order to fulfill this mission, Mexico Housing Authority must preserve its aging housing stock through timely maintenance and modernization of developments. While continuing this effort, we have made customer care our top priority by placing our residents and stakeholders first in everything we do, thereby providing safe, decent and sanitary housing and compassionate service to residents.												

5.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The Housing Authority of the City of Mexico (MHA) is a small, rural authority with less than 250 dwelling units of public housing and 151 housing choice vouchers. Most of the housing units were constructed in the 1960s and now require various renovations to meet current acceptable standards such as energy efficiency, ada accessibility, and resident resource programs. Therefore, the primary focus of this Five Year Plan and the previous Annual Plan is to continue the renovation of existing housing units, modernize and update infrastructure and develop resources to support the families currently residing in public housing units. The Plan is to;</p> <ol style="list-style-type: none"> 1. To provide high quality maintenance service 2. Ensure Equal Opportunity in Housing 3. Improve public housing management (PHAS score) 4. Increase the availability of decent, safe and affordable Housing 5. Improve the quality of assisted Housing 6. Improve community quality of life and economic vitality 7. Promote self-sufficiency and asset development of families and individuals 8. Improve customer service. 9. MHA may lease and/or sell 716 E Breckenridge(property is approved for disposition) 10. Promote Fair Housing/LGBT 11. Disposition of MO-01 607 (1 bdrm), 609 (1 bdrm), 613 (2 bdrm), 615(2 bdrm), 701 (3 bdrm), 703 (3 bdrm), 707 (2 bdrm), 709 (2 bdrm) Bolivar, MHA looks to decide on disposition within the next 12 months. <p>PROGRESS REPORT FROM THE PREVIOUS 5-Year Plan.</p> <ol style="list-style-type: none"> 1. Replaced 387 windows 2. Replace 45 water heaters, upgrade to energy efficient water heaters. 3. Replace 25 ranges for energy efficiency. 4. Repaired 23 sinking foundations 5. Replaced 21 roofs 6. Replacement of (56) Water Heaters 7. Replacement of (9) Countertops 8. Painting of (20) Exterior Buildings 9. Continuous replacement ofsidewalks, driveways, porches,& retaining walls 10. Continuous landscaping/erosion control 11. Continuous replacement/upgrades of lighting, vanity's, ranges, refrigerators, & faucets in units
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ol style="list-style-type: none"> 1. Continuous upgrades for better curb appeal 2. Updated Community Service guidelines <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The City of Mexico housing Authority Office located at 828 Garfield, Mexico, MO 65265 to be viewed between 8am and 5pm</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</p> <p>Disposition of MO-01 607 (1 bdrm), 609 (1 bdrm), 613 (2 bdrm), 615(2 bdrm), 701 (3 bdrm), 703 (3 bdrm), 707 (2 bdrm), 709 (2 bdrm) Bolivar, MHA looks to decide on disposition within the next 12 months.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. "See HUD Form 50075.2 approved by HUD on 06/12/2014</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

17

9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing needs have remained high during the past year. Significant increases in utility costs make it more difficult for low income households to secure and maintain their housing. Poor energy saving measures puts families at financial risk often leading to unpaid utility bills and loss of housing. In turn, low income families with large debts owed to utility companies are unable to get utilities turned on in their names without paying off their debt to the utility companies. Based upon the waitlist and information we receive there is a need for low income housing in this area. It appears there is a high demand for one bedroom units. Based upon the information contained in the Consolidated Plan applicable to the Mexico Housing Authority jurisdiction, and the history of applicants and current residents, the need is for elderly and handicap affordable housing and single moms and young starting families.</p> <table border="0"> <tr> <td>PH</td> <td>S8</td> </tr> <tr> <td>Waitlist total # of families 63</td> <td>Waitlist total # families 100</td> </tr> <tr> <td>Elderly total 5</td> <td>Elderly total 12</td> </tr> <tr> <td>Families with disabilities total 9</td> <td>Families with disabilities total 13</td> </tr> <tr> <td>Race/ethnicity White total 49</td> <td>Race/ethnicity White total 51</td> </tr> <tr> <td>Race/ethnicity Black total 13</td> <td>Race/ethnicity Black total 46</td> </tr> <tr> <td>Race/ethnicity Hispanic total 0</td> <td>Race/ethnicity Hispanic total 2</td> </tr> <tr> <td>Race/ethnicity Mixed total 1</td> <td>Race/ethnicity Mixed total 3</td> </tr> <tr> <td></td> <td><u>Income</u></td> </tr> <tr> <td></td> <td>Extremely low total 78</td> </tr> <tr> <td></td> <td>Very low total 42</td> </tr> <tr> <td></td> <td>Low income total 5</td> </tr> <tr> <td></td> <td>Total vouchers leased 126</td> </tr> <tr> <td><u>Income</u></td> <td></td> </tr> <tr> <td>Extremely low total 51</td> <td></td> </tr> <tr> <td>Very low total 9</td> <td></td> </tr> <tr> <td>Low income total 2</td> <td></td> </tr> </table> <p>PH Waitlist is currently open S8 Waitlist is currently open</p>	PH	S8	Waitlist total # of families 63	Waitlist total # families 100	Elderly total 5	Elderly total 12	Families with disabilities total 9	Families with disabilities total 13	Race/ethnicity White total 49	Race/ethnicity White total 51	Race/ethnicity Black total 13	Race/ethnicity Black total 46	Race/ethnicity Hispanic total 0	Race/ethnicity Hispanic total 2	Race/ethnicity Mixed total 1	Race/ethnicity Mixed total 3		<u>Income</u>		Extremely low total 78		Very low total 42		Low income total 5		Total vouchers leased 126	<u>Income</u>		Extremely low total 51		Very low total 9		Low income total 2	
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Mexico Housing Authority has a Board appointed points system that creates a preference for working and residence preference when housing in the Audrain area. Which include disabled and elderly. MHA continues to upgrade units with energy efficient products and works with the residents to get utility assistant as needed. MHA is dedicated to doing weather-stripping around doors, replacement of windows and/or sealing windows, upgrading hot water heaters to energy star ratings, and as one bedroom units are available we return to move in condition as quickly as possible to serve those in need of one bedroom units.</p>
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18

<p>10.0</p>	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The Mexico Housing Authority's mission and goals are to provide "safe, decent and sanitary housing" opportunities to low income individuals and families. In carrying out this mission MHA will seek collaboration with local organizations and government agencies that provide services to improve the quality of life for our residents. Each employee, administrative and maintenance are constantly observed and directed in the proper implementation of our policies and appropriate training will be provided to ensure qualified workforce with a high degree of respect for each other and for the persons we serve.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Reduce PH vacancies 2. Improve PHAS score 3. Improve SEMAP score 4. Increase customer service 5. Conduct outreach efforts to voucher landlords 6. Ensure equal opportunity and affirmatively further fair housing <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" Significant amendment is where there has been a major change in the 5-Year Plan. Whereas, substantial deviation/Modification is where the change in plan is so remote from the original plan</p> <ol style="list-style-type: none"> 1. Changes to rent or admissions policies or organization of the waiting list 2. Change to the PH ACOP 3. Changes to the HCV Admin Plan 4. Any changes with regard to demolition or disposition
<p>11.0</p>	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ol style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

19

MEXICO HOUSING AUTHORITY

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

RESOLUTION NO. 2831

RESOLUTION APPROVING THE MHA 2016 CAPITAL FUND PLAN

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 its housing programs, and

WHEREAS, HUD requires all housing authorities to prepare a Capital Fund Plan for each year in accordance with HUD's rules and regulations, and

WHEREAS, comments were received from the Resident Association. The following suggestions were provided by the RA:

New windows
Ceiling Fans
Kitchen Counter
Bathroom upgrades

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of December, 2015, The Board of Commissioners approved /authorized the submission of the MHA's PHA 2016 Capital Fund Plan.

Passed this 15th day of December 2015

Rita Jackson, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

20

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary		PHA Name: Housing Authority of City of Mexico MO		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2016 FFY of Grant Approval: 2016	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:				<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended		
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³	\$20,000.00					
3	1408 Management Improvements	\$5,000.00					
4	1410 Administration (may not exceed 10% of line 21)	\$25,200.00					
5	1411 Audit	\$0.00					
6	1415 Liquidated Damages	\$0.00					
7	1430 Fees and Costs	\$20,000.00					
8	1440 Site Acquisition	\$0.00					
9	1450 Site Improvement	\$55,920.00					
10	1460 Dwelling Structures	\$111,840.00					
11	1465.1 Dwelling Equipment—Nonexpendable	\$14,040.00					
12	1470 Non-dwelling Structures	\$0.00					
13	1475 Non-dwelling Equipment	\$0.00					
14	1485 Demolition	\$0.00					
15	1492 Moving to Work Demonstration	\$0.00					
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

21

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary		FFY of Grant: 2016 FFY of Grant Approval: 2016	
PHA Name: HA of City of Mexico MO	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		
<div style="display: flex; justify-content: space-between;"> <div> Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report </div> </div>			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised² Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$252,000.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	\$ 41,940.00	
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

22

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part II: Supporting Pages						
PHA Name: Housing Authority of City Of Mexico MO			Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/ No): Replacement Housing Factor Grant No:		Federal FFY of Grant: 2016	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
Operations	Operations	1406		20,000.00		
Administration	Management Fees	1410.000		25,200.00		
PHA Wide	A&E Fees	1430.010		20,000.00		
	Staff Training	1408.020		5,000.00		
PHA Wide	Tree services	1450.320	10units	13,980.00		
PHA Wide	Landscape, Erosion Control	1450.400	20 units	13,980.00		
MO -01.02, 03, 04	Water supply, outside	1450.440	20units	13,980.00		
PHA Wide	Concrete work	1450.560	1800sq	13,980.00		
MO 03-04	Windows	1460.310	10 units	13,980.00		
PHA Wide	Unit Restoration	1460.830	25units	13,980.00		
MO -01.02, 03, 04	Painting Exterior	1460.180	5 units	13,980.00		
MO -01.02, 03, 04	Bath cabinets/fixtures	1460.230	20 units	13,980.00		
MO 01 02 03 04	Mailboxes	1460.400	40 units	13,980.00		
MO 01, 02 03, 04	Roofing	1460.450	5 units	13,980.00		
MO 01 02 03 04	Porches/ Balconies	1460.460	5 units	13,980.00		
MO 01 02 03 04	Gas Lines	1460.680	10 units	13,980.00		
MO -01.02, 03, 04	Ranges	1460.014	23 units	14,040.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

23

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

Part I: Summary

PHA Name/Number		Locality (City/County & State) Mexico Audrain Missouri				Original 5-Year Plan		Revision No:
A.	Development Number and Name	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5		
		FFY 2016	FFY 2017	FFY 2018	FFY 2019	FFY 2020		
B.	Physical Improvements Subtotal	Annual Statement	\$186,800.00	\$181,800.00	\$186,800.00	\$181,800.00		
C.	Management Improvements		\$0.00	\$5,000.00	\$0.00	\$5,000.00		
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00		
E.	Administration		\$25,200.00	\$25,200.00	\$25,200.00	\$25,200.00		
F.	Other (A&E FEES)		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		
G.	Operations		\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00		
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00		
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00		
J.	Capital Fund Financing – Debt Service							
K.	Total CFP Funds		\$252,000.00	\$252,000.00	\$252,000.00	\$252,000.00		
L.	Total Non-CFP Funds							
M.	Grand Total							

2251

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001**

26

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

[illegible]

~~form HUD-50075.2 (4/2008)~~

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

Work	Work Statement for Year 2019	Work Statement for Year: 2020
Work		
Work		

[illegible]

~~form HUD-50075.2 (4/2008)~~

U.S. Department of Housing and Urban Development
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Expires 4/30/2001

29

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

~~form HUD-50075.2 (4/2008)~~

MEXICO HOUSING AUTHORITY

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

RESOLUTION NO. 2832 RESOLUTION APPROVING THE REVISION TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICIES (ACOP)

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

WHEREAS, HUD requires all housing authorities to have a written Admissions and Continued Occupancy Policy (ACOP) and to periodically revise the policy, and

WHEREAS, the ACOP was prepared in accordance with prescribed guidelines and in the correct form to allow for minor additions, corrections and changes. Current changes to ACOP are, to implement rent increases on an Interim basis, not only at Annual re examinations, with a thirty day rent increase notice to resident.

WHEREAS, a thirty-day comment period was necessary due to the significant changes, and therefore the changes will be effective February 1, 2016 and,

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 15th day of December, 2015, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board. The Board of the Housing Authority of the City of Mexico hereby approves to adopt Resolution 2832 revision to the ACOP.

Passed this 15th day of December, 2015.

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

(31)

Old

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) calendar days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family received a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

15.6 INTERIM REEXAMINATIONS

The Mexico Housing Authority will only conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family's rent will change as a result of the increase. In all other cases, the MHA will note the information in the tenant file, but will not conduct an interim reexamination. The family shall report these changes within ten (10) calendar days of their occurrence:

- A. A member has already been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Cumulative Increase of \$200.00 or more per month or a decrease in income of family member.

In order to add a household member other than through birth, adoption, or court-awarded custody, the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Mexico Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with Section 15.8.

32

New

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) calendar days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family received a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

15.6 INTERIM REEXAMINATIONS

The Mexico Housing Authority will conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and when the EID family's rent will change as a result of the increase. In all other cases, the MHA will conduct rent increases when MHA has become aware if an income increase and/or resident has notified MHA of changes that warrant an Interim re exam. The family must report any income changes, family composition changes within ten (10) calendar days of their occurrence:

- A. A member has already been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Increase or a decrease in income of family member.

In order to add a household member other than through birth, adoption, or court-awarded custody, the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Mexico Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the income method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with the 30 day notification of rent increase.