

MEXICO HOUSING AUTHORITY

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

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

TENATIVE AGENDA REGULAR MEETING MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265 Scheduled for Tuesday, March 22, 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: January 19, 2016

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 2834 Tenant Write off for end of year 2015/2016, Board Resolution 2835 2016/2017 Budget Approval, Board Resolution 2836 2015/2016 Budget Revision, Board Resolution 2837 LSV Purchase approval, Board Resolution 2838 Approval of Vehicle Purchase

8. Other Business:

Handout of Operating Budget Comparison sheet, Election of new Board Chair and Vice Chair, Handout of HUD Board Training, Lead the Way, Copy of REAC Inspection Score sheet, Copy of the MHA Public Housing Newsletter, Copy of Yearly Progress Report

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.

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: March 18, 2016
Re: March 22, 2016 Board Meeting Agendas & Related Materials

Enclosed are the agenda packets for the MHA Board meeting on Tuesday, March 22, 2016. 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 January 2016 are located on typed page number 1, 2, 3

Financial Report and Bills Expended for February 2016, handwritten page number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11

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 with enclosed Resolution 2836. 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, 10 and 11 are the bills expended for February 2016.

Executive Director Report

Section 8 Report, page 12

This is the Housing Choice Voucher Program (Section 8) numbers showing voucher total, HAP total, waitlist total and ports. The HCV Program is currently in line with the BA (Budget Authority) according to our Two Year Tool indicators. The Two Year Tool is a tracking system that the local FO (Field Offices) uses to oversee each PHA is spending and leasing according to the BA. This device can be emailed to you upon request but is too complicated to print.

Public Housing Report, page 13

This the Public Housing Program report showing occupancy with an end of the month average 99%to100%, waitlist count total per bedroom, rent collections in the monthly amount of \$27,258.00, and termination for money owed totaling 26 terminations sent for the month of February.

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 another CFP window replacement on MacFarlane. We have just completed a 30 water heater replacement right in time before our REAC inspection. We will be removing some concrete steps that are in bad shape and replacing it with a sloped walkway on Trinity. The modernization project is a continuous work in process with replacement of old fixtures, vanity installations, and much needed countertops.

Maintenance Reports, page 15 and 16

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. This printout is for March 2016 and as you can see we have had a lot of activity due to our REAC inspection and Free Work Order week call in. The work orders that are showing not completed have been completed just had not been entered into the system. We had an extremely high volume of work orders called in due to that program. The Free Work Order week is critical and works just as planned to be able to address items needing fixed before an inspection.

New Business

Agenda Item Number 7

Page 17, 18

Resolution 2834 Approving to Write Off Tenant Account Receivable. This action is done several times a year to write off tenants that have moved out balances owed to the MHA. MHA writes these off and then does a collection process to recoup this money back.

Page 19, 20, 21, 22, 23, 24

Resolution 2835 Approving the FY Operating Budget for 2016/2017. This is an Annual process that takes place to put together an Annual Budget. Urlaub and the Executive Director work together to put into perspective a budget that reflects deficits from the previous budget and any foreseen increases in utilities, labor and operating costs.

Page 25, 26, 27, 28, 29, 30, 31

Resolution 2836 Approving the Operating Budget Revision for 2015/2016. This is an Annual process as well to make the necessary changes to the current budget for any line item that we went over in regards to expenditure, this is necessary to run the PHA on a budget.

Page 32, 33

Resolution 2837 Approving the Contract for LSV 510 Carryall Vehicle. This purchase request is for an all-terrain vehicle that can be used to plow snow on sidewalks and hard to get places. MHA would also like to use this vehicle to do weekly inspection of the entire property to alleviate lease violations, weather related events, fencing and debris issues. This is a much needed item and has been added to the budget revision for 2015/2016 to be purchased before the end of year.

Page 34

Resolution 2838 Approving the Trade In of the Administration Vehicle. The current car that we are using is NOT a logical vehicle for property management. The current sedan type car we currently have does not haul, no passenger seating, high gas mileage, low profile wheels which is a rough ride to travel to conferences with. We need something with a hatchback to haul Resident

Association things, travels better, possible resident rides to and from the Help Center, able to pick up items that are illegal on property and much more.

Other Business

Copy of the Operating Budget breakdown with original 2016 budget, 2016 revised budget and 2017 new budget. Copy of an email from HUD in regards to Board training recommendation online from a previous OIG (Office of Inspector General) audit finding. Copy of the MHA score from our REAC Inspection on March 10, 2016. MHA scored a 91 which is High Performer. I also put together a sheet on some of the things MHA has accomplished in the past few years. Also, attached is our monthly newsletter for public housing.

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

enclosures

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON January 19, 2016

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, January 19, 2016 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 January 19, 2016 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:32pm.

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

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Tad Dobyns
Commissioner Ed Lawton

Commissioners excused:

Commissioner Joyce Jackson
Commissioner Christina Miller

Others present:

Executive Director/Secretary Tammy Dreyer

3. **Adoption of Agenda**

R. Jackson requested a motion to adopt the Agenda for January 19, 2016 for the Regular Meeting of the Mexico Housing Authority. Commissioner T Dobyns made a motion and E Lawton 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: January 19, 2016

Bills Expended December 2015

Executive Directors Report December 2015

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

6. Unfinished Business

None

7. New Business

Board Resolution 2833 Approving the Acceptance of the Annual Audit

Chairperson Rita Jackson called for motion to approve Board Resolution 2821. A motion was made by Commissioner T Dobyns and seconded by Commissioner E Lawton. Upon a roll call vote of the motion, the following vote was recorded:

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

8. Other Business:

T Dreyer requested to change the March 15, 2016 meeting to a week later March 22, 2016.

R. Jackson requested a motion to approve this change for the Regular Meeting of the Mexico Housing Authority. Commissioner T Dobyns made a motion and E Lawton second. All Commissioners present voted "aye", and Chairperson Rita Jackson declared the motion approved.

9. Comments from Commissioners:

T Dobyns wanted to thank the MHA staff for no findings on the Annual Audit and welcome the new Board Member, Ed Lawton.

R Jackson wanted to welcome our new Board Member Ed Lawton and thanked him for dedicating his time to this position.

10. Adjournment:

Chairperson Rita Jackson requested a motion to adjourn the Open meeting on January 19, 2016, Commissioner T Dobyns made the motion and Commissioner E Lawton seconded. The regular session meeting was adjourned at 3:45 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 January 14, 2016, I posted public notice of the January 19, 2016 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

March 22, 2016 Board Meeting

Finance Report – February 2016 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 11 month FYE2016 results, MHA is running under budgeted expenses by approximately \$99,702 as compared to the newly accepted revised budget (see bottom of page 2 report).

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 \$130.42/month.
- 2) Section 8 – units leased first of the month = 133; with average HAP rent payment for FYE2016 being \$376.36/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 January to keep the funding at a constant level, with monthly HAP payments running right at budget level.

Page 5 – Balance Sheet – Combining

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$1,959,031
 - Section 8 - \$93,243
 - Local Fund (generated from HQS Inspections) = \$5,020

Pages 6-10 – Bills Expended Report – listing of all February 2016 expenses from the PH and Section 8 accounts.

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Feb2016 Results	Apr2015- Feb2016 Budget	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	1,115,133	1,166,625	51,492
Operating Expenditures:				
<u>Administrative</u>				
91100	Administrative Salaries	122,262	150,123	27,860
91500	Employee Benefits - Administrative	59,791	62,068	2,277
91200	Auditing Fees	5,538	5,078	(460)
91300	Management Fees	-	-	0
91900A	Accounting Fees	6,412	7,196	783
91400	Advertising and Marketing	2,765	2,924	159
91600	Office Expenses	23,688	24,521	833
91700	Legal Expense	2,617	1,833	(784)
91800	Travel	6,150	7,416	1,265
91900	Other Administrative Costs	19,752	20,167	415
91000	Total Administrative	248,976	281,325	32,349
92000	Asset Management Fees			
<u>Tenant Services</u>				
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs			
92400	Tenant Services-Other	1,653	1,696	
92500	Total Tenant Services	1,653	1,696	43
<u>Utilities</u>				
93100	Water	61,653	70,565	8,912
93200	Electricity	12,524	14,346	1,822
93300	Gas	3,148	3,135	(13)
93400	Fuel		-	0
93600	Sewer	73,758	83,600	9,842
93800	Other		-	
93000	Total Utilities	151,083	171,646	20,563

2

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2015- Feb2016 Results	Apr2015- Feb2016 Budget	Variance Expenses vs. Budget
Maintenance				
94100	Labor	111,781	114,107	2,325
94500	Employee Benefits - Maintenance	45,267	45,586	319
94200	Maintenance Materials	56,021	74,452	18,431
	Maint. Contract:	68,463	72,939.17	4,476
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	281,532	307,725	26,193
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	53,012	53,231	219
96120	General Liability	5,654	5,674	20
96130	Worker's Comp.	14,559	14,126	(433)
96140	Other Insurance	5,831	5,803	(29)
96100	Total Insurance Expense	79,056	78,833	(223)
General Expenses				
96200	Other General Expense	152		
96210	Compensated Absences			
96300	Payments In Lieu of Taxes - Accrual	8,937		
96400	Bad Debt-Tenants	5,838		
96800	Severance Expense			
96000	Total General Expenses	14,928	35,704	20,777
96900	Total Operating Expenditures	777,228	876,929	99,702
OPERATING INCOME (LOSS)		337,905		

CS

Mexico Housing Authority Financial Analysis 02/29/16

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	\$ 791,013.56	\$ 798,674.40
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	872,962.12	872,962.12
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	4,957.85	5,431.60

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	27,515.00	27,258.00
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	54,253.33	79,786.30
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	36,789.34	1,149.29
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	177,265.73	178,415.02
Units leased	209.00	209.00	208.00	209.00	209.00	208.00	208.00	209.00	209.00	208.00	209.00
Occupancy rate	99%	99%	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	132.28	130.42

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	\$ 88,224.15	\$ 91,572.35
-------------------	--------------	--------------	--------------	--------------	--------------	---------------	---------------	---------------	--------------	--------------	--------------

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	46,386.00	50,056.00
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	3,129.31	3,981.79
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)	5,363.07	(750.59)
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	65,157.66	64,407.07
Units leased	143.00	142.00	139.00	134.00	125.00	129.00	133.00	126.00	126.00	126.00	133.00
Average HAP cost (monthly)	372.21	368.22	366.91	367.87	388.04	370.31	353.99	363.88	375.25	368.14	376.36

4

Income Statement-Section 8 Voucher
11 Months Ended 2/29/2016

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 67,329.00	\$ 585,670.77	\$ 652,999.77
Investment income - unrestricted	28.98	0.00	28.98
Fraud recovery	579.00	579.00	1,158.00
Other revenue	<u>3,903.42</u>	<u>0.00</u>	<u>3,903.42</u>
Total Operating Revenues	<u>71,840.40</u>	<u>586,249.77</u>	<u>658,090.17</u>
Operating Expenses			
Administrative salaries	30,178.56	0.00	30,178.56
Auditing fees	481.60	0.00	481.60
Advertising and marketing	7.70	0.00	7.70
Employee benefits - administrative	8,975.52	0.00	8,975.52
Office expenses	2,161.95	0.00	2,161.95
Travel	521.51	0.00	521.51
Other admin.	<u>2,030.19</u>	<u>0.00</u>	<u>2,030.19</u>
Total Administrative	<u>44,357.03</u>	<u>0.00</u>	<u>44,357.03</u>
Liability insurance	86.40	0.00	86.40
Workmen's compensation	1,286.79	0.00	1,286.79
All other insurance	<u>438.90</u>	<u>0.00</u>	<u>438.90</u>
Total Insurance	<u>1,812.09</u>	<u>0.00</u>	<u>1,812.09</u>
Housing assistance payments	0.00	538,737.28	538,737.28
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>538,737.28</u>	<u>542,147.28</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>54,945.82</u>	<u>538,737.28</u>	<u>593,683.10</u>
Operating Income (Loss)	<u>16,894.58</u>	<u>47,512.49</u>	<u>64,407.07</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>\$ 16,894.58</u></u>	<u><u>\$ 47,512.49</u></u>	<u><u>\$ 64,407.07</u></u>

**Mexico Housing Authority
Balance Sheet - Combining
As of February 29, 2016**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 798,674.40	\$ 91,572.35	\$ 5,020.58	\$ 895,267.33
Cash-other restricted	183,458.28	0.00	0.00	183,458.28
Accounts receivable - miscellaneous	749.00	0.00	0.00	749.00
Accounts receivable - tenants (net)	5,420.75	0.00	0.00	5,420.75
Fraud recovery (net)	0.00	739.00	0.00	739.00
Accrued interest receivable	433.81	0.00	0.00	433.81
Investments - unrestricted	872,962.12	0.00	0.00	872,962.12
Prepaid expenses and other assets	62,245.09	931.26	0.00	63,176.35
Inventories (net)	25,307.29	0.00	0.00	25,307.29
Inter program - due from	9,780.56	0.00	0.00	9,780.56
Total Current Assets	<u>1,959,031.30</u>	<u>93,242.61</u>	<u>5,020.58</u>	<u>2,057,294.49</u>
Property and Equipment				
Land	296,148.76	0.00	0.00	296,148.76
Buildings	12,818,727.28	27,883.88	0.00	12,846,611.16
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	331,650.67	0.00	0.00	331,650.67
Net Property and Equipment	<u>4,717,418.96</u>	<u>15,494.64</u>	<u>0.00</u>	<u>4,732,913.60</u>
Total Assets	<u>\$ 6,676,450.26</u>	<u>\$ 108,737.25</u>	<u>\$ 5,020.58</u>	<u>\$ 6,790,208.09</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 32.04	\$ 0.00	\$ 0.00	\$ 32.04
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	30,487.63	0.00	0.00	30,487.63
Unearned revenue	4,501.07	5,894.00	0.00	10,395.07
Inter program - due to	0.00	7,234.67	2,545.89	9,780.56
Total Current Liabilities	<u>59,721.88</u>	<u>13,559.12</u>	<u>2,545.89</u>	<u>75,826.89</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>61,329.26</u>	<u>13,677.85</u>	<u>2,545.89</u>	<u>77,553.00</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	344,020.11	0.00	0.00	344,020.11
Net income (loss)	178,415.02	64,407.07	2,474.69	245,296.78
Total Net Position	<u>6,615,121.00</u>	<u>95,059.40</u>	<u>2,474.69</u>	<u>6,712,655.09</u>
Total Liabilities and Net Position	<u>\$ 6,676,450.26</u>	<u>\$ 108,737.25</u>	<u>\$ 5,020.58</u>	<u>\$ 6,790,208.09</u>



FEBRUARY 2016 CHECK REGISTER

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
PH Fund				
00000001	\$340.00	02/17/2016	Canon Financial Services, INC.	M
00000002	\$554.41	02/29/2016	Purchase Power	
00061285	\$39.00	02/01/2016	amerenue 09511-12321	M
00061286	\$37.00	02/01/2016	amerenue-1751112280	M
00061287	\$45.00	02/01/2016	amerenue-2451112366	M
00061288	\$45.00	02/01/2016	AMERENUE FOR #0951112241	M
00061289	\$59.00	02/01/2016	amerenue 90342-08224	M
00061290	\$45.00	02/01/2016	amerenue-2051113345	M
00061291	\$51.00	02/01/2016	amerenue-5000610588	M
00061292	\$41.00	02/01/2016	amerenue-16511-13281	M
00061293	\$4.00	02/01/2016	amerenue-27511-12252	M
00061294	\$35.00	02/01/2016	amerenue-5251112250	M
00061295	\$45.00	02/01/2016	amerenue-0134209169	M
00061296	\$45.00	02/01/2016	Amerenue for 4651112270	M
00061297	\$45.00	02/01/2016	amerenue-3951112426	M
00061298	\$45.00	02/01/2016	AMEREN UE FOR 7110212193	M
00061299	\$45.00	02/01/2016	Ameren UE for 69511-12263	M
00061300	\$45.00	02/01/2016	amerenue-7051113439	M
00061301	\$45.00	02/01/2016	amerenue-3234208137	M
00061302	\$48.00	02/01/2016	amerenue90511-13160	M
00061303	\$45.00	02/01/2016	AMEREN UE FOR 6934207167	M
00061304	\$45.00	02/01/2016	amerenue-2651112441	M
00061305	\$35.00	02/01/2016	Ameren UE # 1351112314	M
00061306	\$35.00	02/01/2016	Ameren UE # 58511-12355	M
00061307	\$35.00	02/01/2016	amerenue-1151113228	M
00061308	\$17.00	02/01/2016	amerenue-9934207324	M
00061309	\$9.00	02/01/2016	amerenue-7934207175	M
00061310	\$45.00	02/01/2016	amerenue-2000610448	M
00061311	\$10.00	02/01/2016	AMEREN UE FOR 60006-10239	M
00061312	\$45.00	02/01/2016	AMEREN UE FOR 90006-10156	M
00061313	\$45.00	02/01/2016	Amerenue-3651112468	M
00061314	\$35.00	02/01/2016	amerenue-8651112285	M
00061315	\$35.00	02/01/2016	Amerenue-8551112278	M
00061316	\$36.00	02/01/2016	ameren-4115109333	M
00061317	\$39.00	02/01/2016	amerenue-2838113372	M
00061318	\$25.00	02/01/2016	amerenue-2700610292	M
00061319	\$45.00	02/01/2016	amerenue-9351113379	M

①

FEBRUARY 2016 CHECK REGISTER

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00061320	\$44.00	02/01/2016	amerenue-2851113259	M
00061321	\$25.00	02/01/2016	amerenue-6451113165	M
00061322	\$25.00	02/01/2016	AMEREN UE FOR 1851113410	M
00061323	\$36.00	02/01/2016	Ameren Missouri # 3451113346	M
00061324	\$25.00	02/01/2016	amerenue-8000611405	M
00061325	\$36.00	02/01/2016	amerenue-52738-00288	M
00061326	\$25.00	02/01/2016	AmerenUE-9500610299	M
00061327	\$65.00	02/01/2016	Amerenue-5373800375	M
00061328	\$65.00	02/01/2016	AMEREN UE FOR 8373800452	M
00061329	\$50.00	02/01/2016	amerenue-6310212396	M
00061330	\$35.00	02/01/2016	amerenue-7210212306	M
00061331	\$33.00	02/01/2016	amerenue-1151114557	M
00061332	\$33.00	02/01/2016	AMEREN UE FOR 04511-12475	M
00061333	\$36.00	02/01/2016	amerenue-8410212560	M
00061334	\$46.00	02/01/2016	amerenue-2410212423	M
00061335	\$11.00	02/01/2016	AMEREN UE FOR 1410212380	M
00061336	\$50.00	02/01/2016	AMEREN UE 0110212421	M
00061337	\$34.00	02/01/2016	AMEREN UE FOR 93102-12302	M
00061338	\$25.00	02/01/2016	Amerenue-3410212262	M
00061339	\$59.00	02/01/2016	Amerenue for #47263-15382	M
00061340	\$24.48	02/01/2016	AFLAC-WWHQ	M
00061341	\$351.79	02/01/2016	Ameren Missouri	M
00061342	\$28.00	02/01/2016	Butler Supply, Inc.	
00061343	\$1,025.25	02/01/2016	Clampitt Law Firm, P.C.	
00061344	\$370.98	02/01/2016	Commerce Bank	
00061345	\$392.31	02/01/2016	Delta Dental Lockbox	M
00061346	\$81.65	02/01/2016	Employee Travel	
00061347	\$4,813.00	02/01/2016	EverGreen Lawn Care Service	
00061348	\$658.00	02/01/2016	General Electric Company	
00061349	\$9,100.00	02/01/2016	Greenhead Construction LLC	
00061350	\$1,887.44	02/01/2016	HD Supply Facilities Mtce Ltd	
00061351	\$1,572.98	02/01/2016	Housing Interiors, Inc.	
00061352	\$26.22	02/01/2016	Mertens Construction Company	
00061353	\$1,269.29	02/01/2016	Missouri American Water Co.	M
00061354	\$80.00	02/01/2016	Mommens Heating & Cooling, LLC	
00061355	\$155.46	02/01/2016	Nate's Computer Repair	
00061356	\$9,432.00	02/01/2016	Pro Foundation Technology, Inc	
00061357	\$503.50	02/01/2016	Purchase Power	
00061358	\$106.98	02/01/2016	Quill Corporation	

FEBRUARY 2016 CHECK REGISTER

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00061359	\$203.18	02/01/2016	Riback Supply Co.	
00061360	\$74.56	02/01/2016	Staples Advantage	
00061361	\$11,341.43	02/01/2016	United Health Care Ins. Co.	M
00061362	\$159.00	02/01/2016	Walmart Community/GEMB	
00061363	\$387.11	02/01/2016	Westlakes Hardware MO-019	
00061364	\$1,364.32	02/01/2016	Wolverine Brass, Inc.	
00061365	\$130.00	02/17/2016	Adam's Glass	
00061366	\$30.52	02/17/2016	Ahrens Steel and Welding Suppl	
00061367	\$78.84	02/17/2016	Always Care	M
00061368	\$1,712.20	02/17/2016	Ameren Missouri	M
00061369	\$120.00	02/17/2016	Audrain Humane Society	A
00061370	\$700.00	02/17/2016	Bug Out Pest Control, LLC	M
00061371	\$10,927.51	02/17/2016	City of Mexico	M
00061372	\$697.94	02/17/2016	Commerce Bank	
00061373	\$134.00	02/17/2016	DATA COMM INC	M
00061374	\$138.69	02/17/2016	Dayne's Waste Disposal, Inc.	M
00061375	\$70.00	02/17/2016	Dollar General-MSC410526	M
00061376	\$587.06	02/17/2016	General Electric Company	
00061377	\$3.68	02/17/2016	Lacrosse Lumber-Mexico	
00061378	\$424.58	02/17/2016	MFA Oil Company-KC	M
00061379	\$19.47	02/17/2016	Meeks Mexico	
00061380	\$856.50	02/17/2016	Mexico Ledger	
00061381	\$5,404.17	02/17/2016	Missouri American Water Co.	M
00061382	\$2,489.66	02/17/2016	Mommens Heating & Cooling, LLC	
00061383	\$310.00	02/17/2016	Nate's Computer Repair	
00061384	\$61.19	02/17/2016	PITNEY BOWES INC	
00061385	\$1,495.08	02/17/2016	Prudential Annuity Ser. Cen.	M
00061386	\$484.04	02/17/2016	Riback Supply Co.	
00061387	\$50.00	02/17/2016	Community Center deposit refund	
00061388	\$732.22	02/17/2016	Socket	
00061389	\$230.43	02/17/2016	Staples Advantage	
00061390	\$448.20	02/17/2016	The P I Company	
00061391	\$114.11	02/17/2016	U.S. Cellular	M
00061392	\$622.00	02/17/2016	Urlaub & Co., PLLC	M
\$77,478.43				

19

FEBRUARY 2016 CHECK REGISTER

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor
---------	---------	------	--------

Section 8 Fund

00017708	\$2,875.00	02/01/2016	Ameren Missouri	M
00017709	\$275.00	02/01/2016	Section 8 landlord payment	M
00017710	\$583.00	02/01/2016	Section 8 landlord payment	M
00017711	\$1,918.00	02/01/2016	Section 8 landlord payment	M
00017712	\$850.00	02/01/2016	Section 8 landlord payment	M
00017713	\$759.00	02/01/2016	Section 8 landlord payment	M
00017714	\$885.00	02/01/2016	Section 8 landlord payment	M
00017715	\$618.00	02/01/2016	Section 8 landlord payment	M
00017716	\$2,057.00	02/01/2016	Section 8 landlord payment	M
00017717	\$5,670.00	02/01/2016	Section 8 landlord payment	M
00017718	\$7.00	02/01/2016	Ameren Missouri	M
00017719	\$532.00	02/01/2016	Section 8 landlord payment	M
00017720	\$272.00	02/01/2016	Section 8 landlord payment	M
00017721	\$225.00	02/01/2016	Section 8 landlord payment	M
00017722	\$3,308.00	02/01/2016	Section 8 landlord payment	M
00017723	\$299.00	02/01/2016	Section 8 landlord payment	M
00017724	\$594.00	02/01/2016	Section 8 landlord payment	M
00017725	\$374.00	02/01/2016	Section 8 landlord payment	M
00017726	\$1,872.00	02/01/2016	Section 8 landlord payment	M
00017727	\$756.00	02/01/2016	Section 8 landlord payment	M
00017728	\$1,133.00	02/01/2016	Section 8 landlord payment	M
00017729	\$1,637.00	02/01/2016	Section 8 landlord payment	M
00017730	\$5,411.00	02/01/2016	Section 8 landlord payment	M
00017731	\$500.00	02/01/2016	Section 8 landlord payment	M
00017732	\$1,919.00	02/01/2016	Section 8 landlord payment	M
00017733	\$1,071.00	02/01/2016	Section 8 landlord payment	M
00017734	\$1,033.00	02/01/2016	Section 8 landlord payment	M
00017735	\$325.00	02/01/2016	Section 8 landlord payment	M
00017736	\$312.00	02/01/2016	Section 8 landlord payment	M
00017737	\$550.00	02/01/2016	Section 8 landlord payment	M
00017738	\$69.00	02/01/2016	amerenue-4763809262	M
00017739	\$1,550.00	02/01/2016	Section 8 landlord payment	M
00017740	\$203.00	02/01/2016	Section 8 landlord payment	M
00017741	\$182.00	02/01/2016	Section 8 landlord payment	M
00017742	\$310.00	02/01/2016	Section 8 landlord payment	M
00017743	\$195.00	02/01/2016	Section 8 landlord payment	M
00017744	\$152.00	02/01/2016	Section 8 landlord payment	M
00017745	\$396.00	02/01/2016	Section 8 landlord payment	M

(10)

FEBRUARY 2016 CHECK REGISTER

M = Monthly

Q = Quarterly

A = Annual

Check #	Dollars	Date	Vendor	
00017746	\$193.00	02/01/2016	Section 8 landlord payment	M
00017747	\$600.00	02/01/2016	Section 8 landlord payment	M
00017748	\$63.00	02/01/2016	Section 8 landlord payment	M
00017749	\$1,352.00	02/01/2016	Section 8 landlord payment	M
00017750	\$236.00	02/01/2016	Section 8 landlord payment	M
00017751	\$202.00	02/01/2016	Section 8 landlord payment	M
00017752	\$550.00	02/01/2016	Section 8 landlord payment	M
00017753	\$254.00	02/01/2016	Section 8 landlord payment	M
00017754	\$404.00	02/01/2016	Section 8 landlord payment	M
00017755	\$222.00	02/01/2016	Section 8 landlord payment	M
00017756	\$1,204.00	02/01/2016	Section 8 landlord payment	M
00017757	\$533.00	02/01/2016	Section 8 landlord payment	M
00017758	\$1,936.00	02/01/2016	Section 8 landlord payment	M
00017759	\$630.00	02/01/2016	Section 8 landlord payment	M
\$50,056.00				



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	151	151	
Total Leased Vouchers at first of month	143	142	139	134	133	129	133	126	126	126	133	
Total Leased Vouchers end of month			134	133	129	133	131	126	128	126	133	
Waiting List	127	133	141	96	91	99	103	100	101	103	92	
Average Monthly Funding Eligibility HAP	48,836	48,836	48,826	48,826	48,826	48,826	48,826	49,368	49,411	49,411	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	46,386	50,056	
Admin Fee Earned	6,252	6,252	6,252	6,252	6,252	6,252	6,470	6,470	6,661	11,717	6,539	
Admin Fee Expense	3,571	4,876	3,761	11,845	4,121	4,762	5,365	5,158	6,453	3,129	2,209	
Tenant Protection	8	8	8	8	8	8	8	7	7	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	326.00	326.00	
Current Average ACC unit	372.21	368.22	366.91	373.00	370.00	370.31	370.00	370.00	375.00	375.00	376.00	
Port Ins	1.00	1.00	1.00	1.00	1.00	0.00	0.00	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	0.00	0.00	

12

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	209	209	
Units Occupied End of Month	208	209	208	209	208	209	209	209	209	208	209	
Waiting List												
1 Bedroom	28	31	31	21	21	26	34	33	36	41	42	
2 Bedroom	22	25	30	19	18	13	16	16	17	17	17	
3 Bedroom	9	11	14	8	9	7	10	11	12	9	4	
4 Bedroom	13	13	12	7	7	8	5	3	5	4	4	
Handicap	11	11	11	8	9	7	9	9	8	10	9	
Rental Income												
Rent Charged	29590.00	27291.00	26661.00	25235.00	25,725.00	26169.00	26928.00	29250.40	27537.00	27886.00	27258.00	
Rent Collected	27910.60	29333.05	27814.25	28312.55	28,359.50	30837.60	28486.89	27854.75	29777.05	28488.70	32534.65	
Tenants Arrears	2676.05	3217.84	4704.41	3077.55	2,634.50	4668.60	1558.89	-1395.65	2240.05	622.70	5276.65	
14-Day Notices	27.00	16.00	16.00	36.00	17.00	18.00	17.00	11.00	20.00	27.00	26.00	
PHAS Occupancy	99.50%	100.00%	99.50%	100.00%	99.50%	100.00%	100.00%	100.00%	100.00%	99.50%	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

March 2016

Current Modernization Projects

1. We have completed fourteen occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing light above the kitchen sink
4. We are currently working the correct erosion and drainage issues MHA wide

Current Capital Fund

1. Window replacement on MacFarlane will begin in the next couple weeks
2. The replacement of 30 water heater is complete
3. New sidewalk and landscaping at 815, 819, 817 and 821 Trinity began this week.

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

3/1/2016 TO 3/31/2016

WORK ORDERS

Received	Processed
271	265

Routine Work Received	Avg. Completion Time Routine
267	28.363 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
3	2.000 Hrs.

All Other Work Received	Avg. Completion Time Other
1	146.000 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	74
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month:	6
---	---

W/O #	Work Order Date	Reason Not Complete
129398	03/14/2016	
129415	03/15/2016	
129417	03/16/2016	
129418	03/17/2016	
129419	03/17/2016	
129420	03/17/2016	

Work orders completed from prior months:	55
--	----

W/O #	Work Order Date	Completion Date
129006	02/23/2016	03/01/2016
129100	02/29/2016	03/01/2016
129066	02/26/2016	03/01/2016
129050	02/26/2016	03/01/2016
129010	02/23/2016	03/01/2016
129044	02/26/2016	03/01/2016
129080	02/26/2016	03/01/2016
129087	02/26/2016	03/01/2016
129093	02/29/2016	03/01/2016
129015	02/23/2016	03/01/2016
128961	02/19/2016	03/01/2016
129095	02/29/2016	03/01/2016
128982	02/22/2016	03/01/2016
128972	02/22/2016	03/01/2016
129039	02/25/2016	03/01/2016
128987	02/22/2016	03/01/2016
129096	02/29/2016	03/01/2016
129059	02/26/2016	03/01/2016
129053	02/26/2016	03/01/2016
129060	02/26/2016	03/01/2016
129068	02/26/2016	03/01/2016
129089	02/26/2016	03/01/2016
129057	02/26/2016	03/01/2016
129049	02/26/2016	03/01/2016
129078	02/26/2016	03/01/2016
129094	02/29/2016	03/01/2016
129099	02/29/2016	03/01/2016
129037	02/25/2016	03/01/2016
129092	02/26/2016	03/01/2016
129107	02/29/2016	03/02/2016
129058	02/26/2016	03/02/2016
129048	02/26/2016	03/02/2016
129061	02/26/2016	03/02/2016
129072	02/26/2016	03/02/2016



Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

3/1/2016 TO 3/31/2016

W/O #	Work Order Date	Completion Date
129073	02/26/2016	03/02/2016
129065	02/26/2016	03/02/2016
129063	02/26/2016	03/02/2016
129101	02/29/2016	03/02/2016
129069	02/26/2016	03/02/2016
129030	02/24/2016	03/02/2016
129062	02/26/2016	03/02/2016
129064	02/26/2016	03/02/2016
129018	02/24/2016	03/02/2016
129097	02/29/2016	03/03/2016
129070	02/26/2016	03/03/2016
129071	02/26/2016	03/03/2016
129077	02/26/2016	03/03/2016
129090	02/26/2016	03/03/2016
129108	02/29/2016	03/03/2016
129103	02/29/2016	03/03/2016
129076	02/26/2016	03/04/2016
128973	02/22/2016	03/04/2016
129074	02/26/2016	03/04/2016
129075	02/26/2016	03/04/2016
128939**	02/15/2016	03/07/2016

Work orders still outstanding from prior months: 2

W/O #	Called In Date	PHA/Proj/Site/Bldg/Unit	Reason Not Complete
129052	02/26/2016	1 01 159	
129104	02/29/2016	1 01 035	

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

Report Criteria

PHA:

Project:

Starting Date: 3/1/2016

Ending Date: 3/31/2016

Staff Generated Work Orders: False

16