

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: February 16, 2017
Re: February 21, 2017 Board Meeting Agendas & Related Materials

Enclosed are the agenda packets for the MHA Board meeting on Tuesday, February 21, 2017. Included in the packets is the information related to the resolution. Please note the following:

Consent Agenda

Agenda Item Number 5

Previous Minutes for Board Meeting January 17, 2017 is located on page number 1, 2, 3

Financial Report located on handwritten page number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Page 1 and 2, is a summary the financial pages attached. Handwritten Page 3 and 4 is the operating budget break down. Handwritten Page 5 is the Financial Analysis for FY up to January 2017 giving you Sec 8 and PH occupancy, HAP payments, operating expense, units leased and average rent and HAP payments. Handwritten Page 6 and 7 is the Sec 8 HAP and Admin totals for the past 10 months. Handwritten Page 8, 9, and 10 is the bills expended and check amounts.

Overall we are coming up on the last few months of our Fiscal Year and we are under budget as of now. We will be doing a budget revision in March to move the money around to the correct over budget line items.

Executive Director Report

Section 8 Report, Handwritten page 11

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

Public Housing Report, Handwritten page 12

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

Contract/Capital Fund/Modernization Projects, Handwritten page 13

This is a summary put together so you as a Board Member can stay up to date with the day to day actions of our maintenance team and contractors.

Maintenance Reports, Handwritten page 14

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

New Business

Agenda Item Number 7

Handwritten Page 15

Resolution 2863 Approving the updating of our General Depository Agreement for our Bank Accounts. This is to update and get all of our accounts under a Depository Agreement according to our ACC contract with HUD.

Other Business

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 or my cell number is 573.819.6625

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, February 21, 2017 at 3:30pm**

- 1. Call to order by Chairperson Chris Miller**
- 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 17, 2017

Executive Director's Report:

- a. Financial Reports (January 2017)
- b. Bills Expended (January 2017)
- c. Section 8 Report
- d. Public Housing Report
- e. Contract/Capital Fund/Modernization Projects
- f. Maintenance Reports

6. Unfinished Business

7. New Business:

Board Resolution 2863 General Depository Agreement update

8. Other Business:

Copy of the MHA Public Housing Newsletter

9. Comments from Commissioner:

- 10. Adjournment into Executive Session pursuant to the revised statutes of Missouri
610.021(3) personnel matter**

11. Adjournment of Open Meeting:

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

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Robin Nitcher, 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 January 17, 2017

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, January 17, 2017 at 3:30 PM at the MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Chris Miller 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 17, 2017 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Chris Miller called the meeting to order at 3:31pm.

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

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Chris Miller
Commissioner Ed Lawton
Commissioner Joyce Jackson (late arrival 3:32p)
Commissioner Rita Jackson (late arrival 3:38p)

Commissioners excused:

none

Others present:

Executive Director/Secretary Tammy Dreyer

3. **Adoption of Agenda**

C Miller requested a motion to adopt the Agenda. Commissioner T Dobyns made a motion and E Lawton second. All commissioners present voted “aye”, and Chairperson Chris Miller declared the motion approved.

Yes: T Dobyns, J Jackson, E Lawton
No: None
Absent: R Jackson (late arrival)

4. **Comments from the public:**

None

5. Approval of Consent Agenda(if applicable)

Approval of regular meeting minutes for: November 16, 2016

Bills Expended August and December 2016

Executive Directors Report December 2016

Chairperson Chris Miller 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 Chris Miller declared the motion carried.

Yes:	T Dobyns, J Jackson, E Lawton
No:	None
Absent:	R Jackson (late arrival)

6. Unfinished Business

None

7. New Business

Board Resolution 2862 Approving Acceptance of Annual Audit 2016

Chairperson Chris Miller called for motion to approve Board Resolution 2862. 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, J Jackson, E Lawton
No:	None
Absent:	R Jackson (late arrival)

8. Other Business:

T Dreyer shared that NAHRO Spring Conference Commissioners training for any commissioner interested in attending. Commissioner and Board Chair C Miller and T Dreyer confirmed attendance at this conference.

9. Comments from Commissioners:

T Dobyns wanted to thank the MHA staff for a Great Holiday Dinner!!! T Dobyns also wanted to say that the Bad Collections is looking good, Great job in collecting.

10. Adjournment:

Chairperson Chris Miller requested a motion to adjourn the Open meeting on January 17, 2017, Commissioner E Lawton made the motion and Commissioner J Jackson seconded. The regular session meeting was adjourned at 3:52 pm

ATTEST:

Chris Miller, 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 12, 2017, I posted public notice of the January 17, 2017 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

February 21, 2017 Board Meeting

Finance Report – January 2017 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 10 month FYE2017 results, MHA is running under budgeted expenses by approximately \$127,444 as compared to the FYE2017 budget. A couple line items to note with explanations are:
 - Employee Benefits – Administrative: MHA continues to under-budget this line item. There have been no significant changes to the plan, but clearly FYE2017 budget was under-estimated.
 - Advertising & Marketing – two unusual one-time only expenses occurred. First the annual purchase of marketing materials for event giveaways, and secondly advertising for annual RFP for pest control and UPCS inspection contracts. The cost of newspaper advertising has skyrocketed over the last few years.
 - Legal Services – the unexpected cost of Bolivar property sales and the legal work that entailed.
 - The use of monies acquired due to sale of Tripoli property. HUD has approved the use of these funds for maintenance materials, however they were not in the FYE2017 budget.

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 FYE2017 being \$150.27/month.
- 2) Section 8 – units leased first of the month = 138; with average HAP rent payment for FYE2017 being \$357.80/month.

Page 4 – Income Statement for Section 8 Voucher

- 1) MHA is consistently working to maximize the funds being disbursed from HUD for this program. A new offering of vouchers will be disbursed to the public on Friday, February 17th. Funding is adequate to continue at the current levels and projections.

①

Page 5 – Balance Sheet – Combining

1) Current cash/invested assets:

PH (Low Rent) = \$2,446,142 (includes sale of Bolivar properties)

Section 8 - \$97,732

Local Fund (generated from HQS Inspections) = \$6,591

Pages 6-8 – Bills Expended Report – listing of all January 2017 expenses from the PH and Section 8 accounts.

2

Low Rent Operating Budget				
FDS Line #	Account Title	Actual Apr2016- Jan2017 Results	Apr2016- Jan2017 Budget	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	857,815	940,383	82,569
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	129,076	150,492	21,416
91500	Employee Benefits - Administrative	60,737	58,525	(2,212)
91200	Auditing Fees	5,538	5,483	(55)
91300	Management Fees	-	-	0
91900A	Accounting Fees	5,971	5,875	(96)
91400	Advertising and Marketing	4,713	1,958	(2,755)
91600	Office Expenses	22,025	28,200	6,175
91700	Legal Expense	3,472	1,958	(1,514)
91800	Travel	2,187	14,100	11,913
91900	Other Administrative Costs	12,353	11,750	(603)
91000	Total Administrative	246,072	278,342	32,270
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	2,145	-	
92400	Tenant Services-Other	2,484	5,000	
92500	Total Tenant Services	4,629	5,000	371
	<u>Utilities</u>			
93100	Water	48,228	64,150	15,922
93200	Electricity	13,693	13,042	(651)
93300	Gas	4,028	2,850	(1,178)
93400	Fuel		-	0
93600	Sewer	69,429	76,000	6,571
93800	Other		-	
93000	Total Utilities	135,377	156,042	20,664

3

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2016- Jan2017 Results	Apr2016- Jan2017 Budget	Variance Expenses vs. Budget
Maintenance				
94100	Labor	84,277	90,150	5,873
94500	Employee Benefits - Maintenance	35,032	45,633	10,601
94200	Maintenance Materials	72,050	58,333	(13,717)
	Maint. Contract:	73,688	101,250	27,562
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	265,047	295,367	30,320
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	50,148	51,667	1,519
96120	General Liability	5,327	4,700	(627)
96130	Worker's Comp.	5,440	11,750	6,310
96140	Other Insurance	5,313	5,900	587
96100	Total Insurance Expense	66,228	74,017	7,789
General Expenses				
96200	Other General Expense	14	-	
96210	Compensated Absences		12,017	
96300	Payments In Lieu of Taxes - Accrual	9,745	11,558	
96400	Bad Debt-Tenants	3,258	8,333	
96800	Severance Expense		-	
96000	Total General Expenses	13,017	31,908	18,891
96900	Total Operating Expenditures	730,370	840,675	110,305
OPERATING INCOME (LOSS)		127,444	-	

(4)

Mexico Housing Authority Financial Analysis

01/31/17

Low Rent 04/30/16 05/31/16 06/30/16 07/31/16 08/31/16 09/30/16 10/31/16 11/30/16 12/31/16 01/31/17 02/28/17 03/31/17

Balance Sheet

Cash-unrestricted	\$ 823,152.82	\$ 829,254.53	\$ 837,002.53	\$ 873,379.88	\$ 888,189.06	\$ 914,320.28	\$ 875,170.17	\$ 899,248.26	\$ 968,609.25	\$ 1,360,033.12		
Investments - unrestricted	874,247.74	874,302.55	874,366.53	874,826.76	874,826.76	874,826.76	875,434.07	875,734.58	876,120.22	876,120.22		
Tenant accounts receivable	3,923.24	6,723.56	10,741.81	6,968.10	7,813.97	9,126.57	10,375.50	11,454.35	12,210.23	11,814.78		

Income Statement

Net tenant rental revenue	28,859.00	28,744.00	28,573.00	28,130.00	29,306.00	29,773.00	29,700.00	29,502.00	29,741.00	31,256.00		
Operating expenses	28,914.70	74,114.39	79,798.10	86,712.93	82,316.42	77,236.78	74,254.88	97,017.64	75,691.99	54,312.47		
Operating income/loss (monthly)	65,888.23	7,453.81	14,121.26	21,206.29	12,232.70	15,834.44	20,643.44	(43,984.23)	23,459.76	410,758.44		
Operating income/loss (ytd)	65,888.23	73,342.04	87,463.30	108,669.59	120,902.29	136,736.73	157,380.17	113,395.94	136,855.70	547,614.14		
Units leased	209.00	209.00	209.00	206.00	208.00	207.00	209.00	208.00	209.00	208.00		
Occupancy rate	99%	99%	99%	98%	99%	98%	99%	99%	99%	99%		
Average monthly rent	138.08	137.53	136.71	136.55	140.89	143.83	142.11	141.84	142.30	150.27		

Section 8

Balance Sheet

Cash-unrestricted	\$ 86,990.99	\$ 96,474.38	\$ 103,259.07	\$ 111,649.75	\$ 120,073.58	\$ 129,154.34	\$ 137,414.60	\$ 94,368.96	\$ 149,555.81	\$ 85,535.19		
Investments - unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,662.00		

Income Statement

Housing assistance payments	49,530.00	47,948.00	45,522.00	45,376.00	46,509.00	46,305.00	47,128.00	48,849.00	49,520.00	49,377.00		
Operating expenses	1,327.52	2,455.21	8,494.19	2,390.57	2,497.20	2,151.54	3,028.91	3,205.29	2,889.39	2,797.01		
Operating income/loss (monthly)	3,833.58	7,028.18	3,622.30	6,408.15	8,193.28	6,929.22	5,231.35	(46,250.93)	(1,042.54)	1,223.01		
Operating income/loss (ytd)	3,833.58	10,861.76	14,484.06	20,892.21	29,085.49	36,014.71	41,246.06	(5,004.87)	(6,047.41)	(4,824.40)		
Units leased	132.00	129.00	125.00	124.00	125.00	132.00	136.00	139.00	140.00	138.00		
Average HAP cost (monthly)	375.23	371.69	364.18	365.94	372.07	350.80	346.53	351.43	353.71	357.80		

Mexico Housing Authority
Income Statement-Section 8 Voucher
10 Months Ended 1/31/2017

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 62,614.00	\$ 439,365.00	\$ 501,979.00
Investment income - unrestricted	141.50	0.00	141.50
Fraud recovery	159.50	159.50	319.00
Other revenue	346.93	0.00	346.93
Total Operating Revenues	<u>63,261.93</u>	<u>439,524.50</u>	<u>502,786.43</u>
Operating Expenses			
Administrative salaries	13,718.27	0.00	13,718.27
Auditing fees	361.20	0.00	361.20
Advertising and marketing	28.74	0.00	28.74
Employee benefits - administrative	7,853.32	0.00	7,853.32
Office expenses	1,277.70	0.00	1,277.70
Travel	306.87	0.00	306.87
Other admin.	1,346.52	0.00	1,346.52
Total Administrative	<u>24,892.62</u>	<u>0.00</u>	<u>24,892.62</u>
Liability insurance	135.63	0.00	135.63
Workmen's compensation	447.34	0.00	447.34
All other insurance	359.10	0.00	359.10
Total Insurance	<u>942.07</u>	<u>0.00</u>	<u>942.07</u>
Housing assistance payments	0.00	476,064.00	476,064.00
HAP portability-in	310.00	0.00	310.00
Total Housing Assistance Payments	<u>310.00</u>	<u>476,064.00</u>	<u>476,374.00</u>
Other general expenses	5,402.14	0.00	5,402.14
Total General Expenses	<u>5,402.14</u>	<u>0.00</u>	<u>5,402.14</u>
Total Operating Expenses	<u>31,546.83</u>	<u>476,064.00</u>	<u>507,610.83</u>
Operating Income (Loss)	<u>31,715.10</u>	<u>(36,539.50)</u>	<u>(4,824.40)</u>
Other Financial Items			
Prior period adjustments	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 31,715.10</u>	<u>\$ (36,539.50)</u>	<u>\$ (4,824.40)</u>

6

**Mexico Housing Authority
Balance Sheet - Combining
As of January 31, 2017**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 1,360,033.12	\$ 85,535.19	\$ 4,922.50	\$ 1,450,490.81
Cash-other restricted	93,992.96	0.00	0.00	93,992.96
Accounts receivable - PHA projects	0.00	346.93	0.00	346.93
Accounts receivable - miscellaneous	149.00	0.00	1,558.58	1,707.58
Accounts receivable - tenants (net)	11,630.37	0.00	0.00	11,630.37
Fraud recovery (net)	0.00	352.50	0.00	352.50
Accrued interest receivable	399.13	0.00	0.00	399.13
Investments - unrestricted	876,120.22	10,662.00	0.00	886,782.22
Prepaid expenses and other assets	67,365.71	835.54	109.85	68,311.10
Inventories (net)	32,692.01	0.00	0.00	32,692.01
Inter program - due from	3,760.17	0.00	0.00	3,760.17
Total Current Assets	<u>2,446,142.69</u>	<u>97,732.16</u>	<u>6,590.93</u>	<u>2,550,465.78</u>
Property and Equipment				
Land	296,148.76	0.00	0.00	296,148.76
Buildings	13,160,677.83	27,883.88	0.00	13,188,561.71
Furniture, equipment and machinery - administration	281,847.98	0.00	0.00	281,847.98
Accumulated depreciation	(9,411,129.98)	(13,504.59)	0.00	(9,424,634.57)
Construction in progress	285,799.40	0.00	0.00	285,799.40
Net Property and Equipment	<u>4,613,343.99</u>	<u>14,379.29</u>	<u>0.00</u>	<u>4,627,723.28</u>
Total Assets	<u>\$ 7,059,486.68</u>	<u>\$ 112,111.45</u>	<u>\$ 6,590.93</u>	<u>\$ 7,178,189.06</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ (16.92)	\$ 0.00	\$ 0.00	\$ (16.92)
Accrued compensated absences - current portion	5,574.58	444.18	0.00	6,018.76
Accounts payable - HUD PHA programs	0.00	10,662.00	0.00	10,662.00
Accounts payable - other government	24,273.37	0.00	0.00	24,273.37
Tenant security deposits	28,729.63	0.00	0.00	28,729.63
Unearned revenue	3,195.04	1,651.00	0.00	4,846.04
Inter program - due to	0.00	2,704.34	1,055.83	3,760.17
Total Current Liabilities	<u>61,755.70</u>	<u>15,461.52</u>	<u>1,055.83</u>	<u>78,273.05</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	5,221.87	179.82	0.00	5,401.69
Total Long-Term Liabilities	<u>5,221.87</u>	<u>179.82</u>	<u>0.00</u>	<u>5,401.69</u>
Total Liabilities	<u>66,977.57</u>	<u>15,641.34</u>	<u>1,055.83</u>	<u>83,674.74</u>
Net Position				
Investment in capital assets	4,428,253.36	14,379.29	0.00	4,442,632.65
Unrestricted	1,831,550.98	48,680.98	1,208.11	1,881,440.07
Restricted	0.00	38,234.24	0.00	38,234.24
Capital expenditures-contr	185,090.63	0.00	0.00	185,090.63
Net income (loss)	547,614.14	(4,824.40)	4,326.99	547,116.73
Total Net Position	<u>6,992,509.11</u>	<u>96,470.11</u>	<u>5,535.10</u>	<u>7,094,514.32</u>
Total Liabilities and Net Position	<u>\$ 7,059,486.68</u>	<u>\$ 112,111.45</u>	<u>\$ 6,590.93</u>	<u>\$ 7,178,189.06</u>

JANUARY 2017 CHECK REGISTERS

M = Monthly

Q = Quarterly

A = Annually

Check #	Dollars	Date	Vendor	
PH Fund				
00062406	\$41.00	01/03/2017	amerenue-2451112366	M
00062407	\$41.00	01/03/2017	Amerenue-6100611405	M
00062408	\$39.00	01/03/2017	amerenue-6351112435	M
00062409	\$23.00	01/03/2017	amerenue-2051113345	M
00062410	\$51.00	01/03/2017	amerenue-5000610588	M
00062411	\$31.00	01/03/2017	amerenue-8134208125	M
00062412	\$41.00	01/03/2017	Amerenue for 4651112270	M
00062413	\$38.00	01/03/2017	amerenue-4451112266	M
00062414	\$41.00	01/03/2017	AmerenMO - 7034208468	M
00062415	\$40.00	01/03/2017	AMEREN UE FOR 6934207167	M
00062416	\$31.00	01/03/2017	Ameren UE # 58511-12355	M
00062417	\$41.00	01/03/2017	amerenue-9934207324	M
00062418	\$38.00	01/03/2017	amerenue-5051113761	M
00062419	\$41.00	01/03/2017	amerenue-3951112471	M
00062420	\$41.00	01/03/2017	AMEREN UE FOR 90006-10156	M
00062421	\$10.00	01/03/2017	amerenue-6551112500	M
00062422	\$39.00	01/03/2017	Amerenue-3651112468	M
00062423	\$31.00	01/03/2017	amerenue-8651112285	M
00062424	\$41.00	01/03/2017	AmerenMO - 9851112324	M
00062425	\$53.00	01/03/2017	Ameren MO	M
00062426	\$2.00	01/03/2017	amerenue-2838113372	M
00062427	\$23.00	01/03/2017	ameren ue-9600610297	M
00062428	\$33.00	01/03/2017	AmerenMO - 4951111462	M
00062429	\$23.00	01/03/2017	AmerenMO - 5851113354	M
00062430	\$33.00	01/03/2017	Amerenue-4115109351	M
00062431	\$25.00	01/03/2017	AMEREN UE FOR 1851113410	M
00062432	\$21.00	01/03/2017	AMERENUE FOR 4273800378	M
00062433	\$21.00	01/03/2017	amerenue-8000611405	M
00062434	\$42.00	01/03/2017	amerenue-5373800393	M
00062435	\$59.00	01/03/2017	AmerenMO - 63738-00212	M
00062436	\$2.00	01/03/2017	amerenue-6310212396	M
00062437	\$32.00	01/03/2017	AmerenMO - 72102-12324	M
00062438	\$29.00	01/03/2017	amerenue-8410212560	M
00062439	\$33.00	01/03/2017	Ameren Missouri # 9034208162	M
00062440	\$43.00	01/03/2017	amerenue-8310212296	M
00062441	\$43.00	01/03/2017	AmerenMO - 7310212242	M
00062442	\$157.68	01/03/2017	Always Care	M
00062443	\$2,338.95	01/03/2017	Ameren Missouri	M
00062444	\$254.29	01/03/2017	Commerce Bank	
00062445	\$300.88	01/03/2017	Delta Dental Lockbox	M
00062446	\$1,400.00	01/03/2017	EverGreen Lawn Care Service	
00062447	\$700.00	01/03/2017	Guardian Pest Control	M
00062448	\$406.00	01/03/2017	Lindsey Software	M
00062449	\$315.43	01/03/2017	MFA Oil Company-KC	
00062450	\$315.25	01/03/2017	Marco Technologies LLC	
00062451	\$30.00	01/03/2017	Mexico Kiwanis Club	A
00062452	\$898.25	01/03/2017	Missouri American Water Co.	M
00062453	\$1,437.54	01/03/2017	Mommens Heating & Cooling, LLC	
00062454	\$125.78	01/03/2017	O'Reilly Automotive, Inc.	
00062455	\$117.00	01/03/2017	PITNEY BOWES INC	Q

JANUARY 2017 CHECK REGISTERS				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
00062456	\$66.00	01/03/2017	Postmaster	A
00062457	\$76.14	01/03/2017	Plumb Supply Company	
00062458	\$6,571.00	01/03/2017	Sam Robinett Construction, Inc	
00062459	\$57.42	01/03/2017	Standard Insurance Co.	M
00062460	\$334.87	01/03/2017	Staples Advantage	
00062461	\$114.70	01/03/2017	U.S. Cellular	M
00062462	\$9,291.80	01/03/2017	United Health Care Ins. Co.	M
00062463	\$28.49	01/03/2017	Walmart Community/GEMB	
00062464	\$45.00	01/17/2017	PH Tenant Security Deposit	
00062465	\$24.48	01/19/2017	AFLAC-WWHQ	M
00062466	\$78.84	01/19/2017	Always Care	M
00062467	\$219.20	01/19/2017	Ameren Missouri	M
00062468	\$10,201.36	01/19/2017	City of Mexico	M
00062469	\$150.74	01/19/2017	Dayne's Waste Disposal, Inc.	M
00062470	\$36.91	01/19/2017	Erdel & Wood Home	
00062471	\$40.00	01/19/2017	Community Center Deposit Refund	
00062472	\$3,535.77	01/19/2017	HD Supply Facilities Mtce Ltd	
00062473	\$1,035.70	01/19/2017	Home Depot Credit Services	
00062474	\$369.71	01/19/2017	Lacrosse Lumber-Mexico	
00062475	\$295.00	01/19/2017	Loyds Locks Co	
00062476	\$282.61	01/19/2017	MFA Oil Company-KC	M
00062477	\$154.10	01/19/2017	Marco Technologies LLC	M
00062478	\$3,991.23	01/19/2017	Missouri American Water Co.	M
00062479	\$493.21	01/19/2017	Mommens Heating & Cooling, LLC	
00062480	\$1,000.00	01/19/2017	RER Services, Inc.	A
00062481	\$633.48	01/19/2017	Socket	M
00062482	\$234.65	01/19/2017	The P I Company	
00062483	\$872.00	01/19/2017	Urlaub & Co., PLLC	M/A
00062484	\$179.73	01/19/2017	Westlakes Hardware MO-019	
00062485	\$50.00	01/19/2017	Community Center Deposit Refund	
00062486	\$170.24	01/23/2017	Employee Travel	
	\$50,647.43			
Section 8 Fund				
00018288	\$1,668.00	01/03/2017	Ameren Missouri	M
00018289	\$275.00	01/03/2017	Section 8 Landlord Payment	M
00018290	\$1,323.00	01/03/2017	Section 8 Landlord Payment	M
00018291	\$500.00	01/03/2017	Section 8 Landlord Payment	M
00018292	\$1,802.00	01/03/2017	Section 8 Landlord Payment	M
00018293	\$394.00	01/03/2017	Section 8 Landlord Payment	M
00018294	\$759.00	01/03/2017	Section 8 Landlord Payment	M
00018295	\$534.00	01/03/2017	Section 8 Landlord Payment	M
00018296	\$362.00	01/03/2017	Section 8 Landlord Payment	M
00018297	\$1,803.00	01/03/2017	Section 8 Landlord Payment	M
00018298	\$6,126.00	01/03/2017	Section 8 Landlord Payment	M
00018299	\$5.00	01/03/2017	Consolidated Electric Coop	M
00018300	\$714.00	01/03/2017	Section 8 Landlord Payment	M
00018301	\$719.00	01/03/2017	Section 8 Landlord Payment	M
00018302	\$825.00	01/03/2017	Section 8 Landlord Payment	M
00018303	\$555.00	01/03/2017	Section 8 Landlord Payment	M
00018304	\$832.00	01/03/2017	Section 8 Landlord Payment	M

9

JANUARY 2017 CHECK REGISTERS				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
00018305	\$273.00	01/03/2017	Section 8 Landlord Payment	M
00018306	\$222.00	01/03/2017	Section 8 Landlord Payment	M
00018307	\$2,679.00	01/03/2017	Section 8 Landlord Payment	M
00018308	\$736.00	01/03/2017	Section 8 Landlord Payment	M
00018309	\$725.00	01/03/2017	Section 8 Landlord Payment	M
00018310	\$1,812.00	01/03/2017	Section 8 Landlord Payment	M
00018311	\$4,846.00	01/03/2017	Section 8 Landlord Payment	M
00018312	\$374.00	01/03/2017	Section 8 Landlord Payment	M
00018313	\$1,370.00	01/03/2017	Section 8 Landlord Payment	M
00018314	\$1,512.00	01/03/2017	Section 8 Landlord Payment	M
00018315	\$700.00	01/03/2017	Section 8 Landlord Payment	M
00018316	\$637.00	01/03/2017	Section 8 Landlord Payment	M
00018317	\$714.00	01/03/2017	Section 8 Landlord Payment	M
00018318	\$550.00	01/03/2017	Section 8 Landlord Payment	M
00018319	\$716.00	01/03/2017	Section 8 Landlord Payment	M
00018320	\$550.00	01/03/2017	Section 8 Landlord Payment	M
00018321	\$486.00	01/03/2017	Section 8 Landlord Payment	M
00018322	\$1,743.00	01/03/2017	Section 8 Landlord Payment	M
00018323	\$203.00	01/03/2017	Section 8 Landlord Payment	M
00018324	\$294.00	01/03/2017	Section 8 Landlord Payment	M
00018325	\$309.00	01/03/2017	Section 8 Landlord Payment	M
00018326	\$194.00	01/03/2017	Section 8 Landlord Payment	M
00018327	\$155.00	01/03/2017	Section 8 Landlord Payment	M
00018328	\$207.00	01/03/2017	Section 8 Landlord Payment	M
00018329	\$409.00	01/03/2017	Section 8 Landlord Payment	M
00018330	\$517.00	01/03/2017	Section 8 Landlord Payment	M
00018331	\$560.00	01/03/2017	Section 8 Landlord Payment	M
00018332	\$1,646.00	01/03/2017	Section 8 Landlord Payment	M
00018333	\$87.00	01/03/2017	Section 8 Landlord Payment	M
00018334	\$797.00	01/03/2017	Section 8 Landlord Payment	M
00018335	\$255.00	01/03/2017	Section 8 Landlord Payment	M
00018336	\$726.00	01/03/2017	Section 8 Landlord Payment	M
00018337	\$276.00	01/03/2017	Section 8 Landlord Payment	M
00018338	\$1,795.00	01/03/2017	Section 8 Landlord Payment	M
00018339	\$644.00	01/03/2017	Section 8 Landlord Payment	M
00018340	\$310.00	01/03/2017	Section 8 Landlord Payment	M
00018341	\$52.00	01/17/2017	Section 8 Landlord Payment	M
00018342	Void	01/18/2017	Columbia Housing Authority	M
00018343	\$410.00	01/23/2017	Housing Authority of Sedalia	M
	\$49,687.00			

10

Housing Choice Voucher Report FY 2016/2017

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Occupancy Report												
Total Vouchers	151	151	151	151	151	151	151	151	151	151	151	151
Total Leased Vouchers at first of month	132	129	125	124	125	132	136	139	140	138		
Total Leased Vouchers end of month	129	125	121	122	127	132	136	139	138	135		
Waiting List	102	107	128	121	126	125	120	113	113	121		
Average Monthly Funding Eligibility HAP												
Monthly HAP for current month	\$49,530	\$47,948	\$45,691	\$45,207	\$45,768	46,305	47,102	48,849	49,520	49,405		
Admin Fee Earned	6,046	6,046	6,046	6,463	6,464	6,464	6,464	5,791	5,791	6109		
Admin Fee Expense	\$1,328	\$2,455	8,494	2,391	2,497	2,152	3029	3,205	2889			
Tenant Protection	7	7	7	7	7	7	7	7	7	7		
Current Average ACC unit												
Port Ins	0.00	0.00	0.00		1.00	0.00	0.00	0.00	0.00	1.00		
Port Outs	0.00	0.00	1.00	2.00	1.00	0.00	0.00	0.00	1.00	1.00		

Public Housing Management Report FY 2016/2017

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Occupancy Report												
Total Units	209	209	209	209	209	209	209	209	209	209	209	209
Units Occupied End of Month	209	209	209	206	208	208	209	208	209	208		
Waiting List												
1 Bedroom	49	48	45	29	29	40	40	42	44	47		
2 Bedroom	13	20	29	30	29	17	14	13	9	7		
3 Bedroom	2	5	9	6	7	4	5	4	4	4		
4 Bedroom	4	2	4	2	4	2	1	1	1	1		
Handicap	9	9	13	10	5	9	12	14	13	16		
Rental Income												
Rent Charged	28859.00	27442.00	28068.00	32401.35	29,306.00	31177.45	32534.85	33139.40	32240.75	32879.70		
Rent Collected	28463.00	28558.00	26752.85	30806.90	31,981.32	29581.00	30030.19	31589.15	30103.86	33183.55		
Tenants Arrears	396.00	-1116.00	1315.15	1594.45	-2,675.32	1596.45	2504.66	1550.25	2136.89	-303.85		
14-Day Notices	16.00	19.00	19.00	23.00	15.00	15.00	15.00	19.00	20.00	30.00		
PHAS Occupancy	100.00%	100.00%	100.00%	98.50%	99.50%	99.50%	100.00%	99.50%	100.00%	99.50%		

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

February 2017

Current Modernization Projects

1. We have completed thirty three occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink
4. We are building ADA compliant decks on porches, on a reasonable accommodation bases, we have built 5.
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

1. The replacement of the retaining wall on Seminary has begun.
2. The concrete contract for concrete replacement at the office and on Lafayette has been awarded to Robinett Construction.

Current Contracting

1. Nothing current going on

Misc

1. We are in the process re-painting the interior Senior Center, and have received several compliments.
2. Window replacement on Fieldcrest is scheduled to begin in March.

13

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

1/1/2017 TO 1/31/2017

WORK ORDERS

Received	Processed
358	339

Routine Work Received	Avg. Completion Time Routine
178	20.626 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
2	1.500 Hrs.
All Other Work Received	Avg. Completion Time Other
178	22.733 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	40
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 19

W/O #	Work Order Date	Reason Not Complete
131640	01/26/2017	
131643	01/26/2017	
131645	01/26/2017	
131646	01/26/2017	
131651	01/26/2017	
131653	01/26/2017	
131654	01/26/2017	
131668	01/26/2017	
131719	01/27/2017	
131600	01/27/2017	
131755	01/30/2017	
131700	01/31/2017	
131701	01/31/2017	
131703	01/31/2017	
131704	01/31/2017	
131705	01/31/2017	
131706	01/31/2017	
131707	01/31/2017	
131708	01/31/2017	

*PM
w/order*

Work orders completed from prior months:	1	
W/O #	Work Order Date	Completion Date
131220	12/21/2016	01/03/2017

Work orders still outstanding from prior months:	6		
W/O #	Called In Date	PHA/Proj/Site/Bldg/Unit	Reason Not Complete
131491	11/09/2016	1 01 073	
131496	11/09/2016	1 01 079	
131498	11/10/2016	1 01 084	
131529	11/21/2016	1 01 126	
131531	11/25/2016	1 01 128	
131558	11/10/2016	1 01 159	

*PM
w/order
Error in Lindsey
System*

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

Report Criteria

PHA:
Project:
Starting Date: 1/1/2017
Ending Date: 1/31/2017
Staff Generated Work Orders: False

14

MEXICO HOUSING AUTHORITY

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RESOLUTION NO. 2863 APPROVAL OF GENERAL DEPOSITORY AGREEMENT UPDATED FOR BANKING SERVICES

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 through the Performance Funding System (PFS), and

WHEREAS, HUD mandates that certain guidelines be followed in the course of selecting and maintaining banking services, and

WHEREAS, the MHA finds it necessary to update our providers so that we are able to comply with the provisions, and

WHEREAS, a request to sign the General Depository Agreement as required by HUD (OMB No. 2577-0075) with Central Bank of Audrain County, and

WHEREAS, the board authorizes use of these funds for the sole purposes outlined in paragraphs a) and b)

- a) Honor any check or other order to pay, or
- b) Directive to purchase investment securities with monies from the accounts or to sell securities.

CD #29033

CD #28774

CD #36415

CD #31576

CD #28789

CD #33770

CD #29758

Acct #138019071

Acct #302090

Acct #302104

Acct #138016463

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby agrees to enter into a General Depository Agreement with Central Bank of Audrain County for banking services.

Passed this 21ST, day of February 2017

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Mexico Housing Authority Executive Director

15

General Depository Agreement

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0270
exp. 09/30/2013

This Agreement, entered into this _____ day of _____, 19____ by and between _____

(herein called the "PHA/IHA"), a duly organized and existing public body corporate and politic of the _____
of _____
and _____

(herein called the "Depository"), located at _____

Witnesseth:

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more contracts (herein called the "Contract" with the PHA/IHA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the Contract the PHA/IHA is required to select as depositories of its funds financial institutions whose deposits or accounts are insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants herein-after set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund.

2. All monies deposited by the PHA/IHA with the Depository shall be credited to the PHA/IHA in a separate interest bearing deposit or interest bearing accounts, designated

Accounts" (herein the "Accounts"). Any portion of PHA/IHA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The PHA/IHA shall have possession of the securities (or the PHA/IHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA/IHA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If PHA/IHA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.

3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in

writing and signed on behalf of the PHA/IHA by an officer or member designated by resolution of the Board of Directors of the PHA/IHA to have such authority. To assist the Depository in its obligation, the PHA/IHA shall furnish the Depository with a certified copy of the resolution.

4. Any securities received from the PHA/IHA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the PHA/IHA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt.

5. If the Depository received written notice from HUD that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the PHA/IHA from said Accounts until the Depository is authorized to do so by written notice from HUD.

6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the Contract, and shall be under no duty to investigate or determine whether any action taken by either the PHA/IHA or HUD in respect of the Accounts are consistent with or are authorized by the Contract or whether either PHA/IHA or HUD is in default under the provisions of the Contract. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed.

7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the PHA/IHA and HUD.

16

This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

8. HUD is intended to be a third party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall promptly notify the PHA/IHA of crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD.

11. Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the PHA/IHA are hereby terminated and all monies and securities of the PHA/IHA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the PHA/IHA pursuant to and in accordance with the provisions of this Agreement.

12. At no time shall the PHA/IHA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the PHA/IHA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the PHA/IHA or, (b) on behalf of the PHA/IHA, purchase securities approved for

investment by the PHA/IHA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the PHA/IHA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated:

Income or other proceeds from securities held in the Securities Account shall, as directed by the PHA/IHA, upon receipt, be paid to or on behalf of the PHA/IHA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any directive from the PHA/IHA to sell securities, or permit any withdrawals by the PHA/IHA, from the Securities Account until the Depository is authorized to do so by written notice from HUD. During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the PHA/IHA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the PHA/IHA and hold such securities in the Securities Account.

(For use only in certain States that have statutes that prohibit Public Housing Agencies and Indian Housing Authorities from implementing paragraph 2.)

In Witness Whereof, the PHA/IHA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

(SEAL)
ATTEST:
By _____

Secretary

(SEAL)
ATTEST:

PHA/IHA

Chairman

Depository

By _____

Note: Strike paragraphs 11 and 12 if not applicable.

17