

# 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 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: February 21, 2017

#### **6. Executive Director's Report:**

- a. Financial Reports (February 2017)
- b. Bills Expended (February 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 2864 Approving FY Write off for 2016/2017, Board Resolution 2865 FY Operating Budget 2017/2018, Board Resolution 2866 FY2016/2017 Revision to Operating Budget, Board Resolution 2867 Acceptance of Declaration of Trust Revised

#### **8. Other Business:**

Copy of the Budget Comparison sheet

Nominations and Vote for approval of Board Chairperson and Vice Board Chairperson for FY 2017/2018

Cancellation of the April 2017 Board Meeting in regards to Board Training

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](http://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 February 21, 2017**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, February 21, 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 February 21, 2017 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Chris Miller called the meeting to order at 3:01pm.
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  
Commissioner Rita Jackson

Commissioners excused:

none

Others present:

Executive Director/Secretary                      Tammy Dreyer

**3. Adoption of Agenda**

C Miller requested a motion to adopt the Agenda. Commissioner R Jackson made a motion and J Jackson second. All commissioners present voted “aye”, and Chairperson Chris Miller declared the motion approved.

Yes:                      T Dobyns, J Jackson, E Lawton, R Jackson  
No:                      None  
Absent:                      None

**4. Comments from the public:**

None

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

Approval of regular meeting minutes for: January 17, 2017

Bills Expended January 2017

Executive Directors Report January 2017

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

Yes:	T Dobyys, J Jackson, E Lawton, R Jackson
No:	None
Absent:	None

**6. Unfinished Business**

None

**7. New Business**

Board Resolution 2863 Approving Updating our General Depository Agreement with our Bank Accounts

Chairperson Chris Miller called for motion to approve Board Resolution 2863. A motion was made by Commissioner R Jackson and seconded by Commissioner J Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	T Dobyys, J Jackson, E Lawton, R Jackson
No:	None
Absent:	None

**8. Other Business:**

None

**9. Comments from Commissioners:**

None

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

Chairperson Chris Miller requested a motion to adjourn into Executive Session Meeting(Closed) on February 21, 2017, at 3:37 pm, Commissioner R Jackson made the motion and Commissioner J Jackson seconded. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	T Dobyys, J Jackson, E Lawton, R Jackson
No:	None
Absent:	None

Tammy Dreyer, Executive Director left the executive session at 3:38 p.m.

A motion was made by Commissioner T Dobyys to adjourn the Executive Session and move back into regular session. The motion was seconded by Commissioner R Jackson at 4:15 pm. A roll call vote was taken and recorded as follows:

Yes:	T Dobyys, J Jackson, E Lawton, R Jackson
No:	None
Absent:	None

#### **11. Adjournment of Open Meeting:**

Chairperson Chris Miller requested a motion to adjourn the Open meeting on February 21, 2017, Commissioner T Dobyys made the motion and Commissioner R Jackson seconded. The regular session meeting was adjourned at 4:28 pm

ATTEST:

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Chris Miller, Chairperson

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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 February 16, 2017, I posted public notice of the February 21, 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](http://www.mexicoha.com), copies of the Agenda and Board Packet for review.

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Tammy Dreyer

Date

# March 21, 2017 Board Meeting

## Finance Report – February 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 11 month FYE2017 results, MHA is running under budgeted expenses by approximately \$587,851 as compared to the FYE2017 revised budget. Items for note:
  - This expense vs. budget comparison is based on the FYE2017 budget as revised at end of year annually.
  - The large Operating Income includes the sale of Bolivar properties totaling \$348,777.50, which was deposited into PH account in January 2017. Even without the Bolivar sale monies, income would be approximately \$240,000 over expenses.

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

- 1) Low Rent – occupancy rate = 99%; with average monthly rent received from tenant for FYE2017 being \$150.77/month.
- 2) Section 8 – units leased first of the month = 136; with average HAP rent payment for FYE2017 being \$342.10/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 voucher briefing was held in February with another scheduled for March. Funding is adequate to continue at the current levels and projections.

**Page 5** – Balance Sheet – Combining

- 1) Current cash/invested assets:
  - PH (Low Rent) = \$2,460,826
  - Section 8 - \$104,472
  - Local Fund (generated from HQS Inspections) = \$7,707

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

Low Rent Operating Budget		Actual Apr2016- Feb2017 Results	Apr2016- Feb2017 REVISED Budget	Variance Expenses vs. Budget
FDS Line #	Account Title			
<b>Operating Income:</b>				
70000	<b>Total Operating Income</b>	1,389,562	1,404,754	<b>15,192</b>
<b>Operating Expenditures:</b>				
	<b><u>Administrative</u></b>			
91100	Administrative Salaries	142,360	158,079	15,720
91500	Employee Benefits - Administrative	67,042	72,160	5,119
91200	Auditing Fees	5,538	5,078	(460)
91300	Management Fees	-	-	0
91900A	Accounting Fees	6,497	6,921	424
91400	Advertising and Marketing	4,713	5,702	989
91600	Office Expenses	24,589	25,850	1,261
91700	Legal Expense	3,472	3,850	378
91800	Travel	1,959	12,485	10,526
91900	Other Administrative Costs	13,073	15,235	2,162
91000	<b>Total Administrative</b>	269,242	305,360	36,118
92000	<b>Asset Management Fees</b>			
	<b><u>Tenant Services</u></b>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	2,145	1,962	
92400	Tenant Services-Other	2,534	2,732	
92500	<b>Total Tenant Services</b>	4,679	4,693	14
	<b><u>Utilities</u></b>			
93100	Water	53,383	58,942	5,558
93200	Electricity	15,618	16,738	1,120
93300	Gas	4,996	4,428	(569)
93400	Fuel		-	0
93600	Sewer	77,267	84,856	7,589
93800	Other		-	
93000	<b>Total Utilities</b>	151,265	164,963	13,698

# Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr2016- Feb2017 Results	Apr2016- Feb2017 REVISED Budget	Variance Expenses vs. Budget
<b>Maintenance</b>				
94100	Labor	90,610	88,898	(1,712)
94500	Employee Benefits - Maintenance	38,223	38,537	313
94200	Maintenance Materials	79,401	87,899	8,498
	Maint. Contract:	82,368	89,907	7,539
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	<b>Total Maintenance</b>	290,602	305,241	14,638
<b>Protective Services</b>				
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	<b>Total Protective Services</b>	-	-	0
<b>Insurance</b>				
96110	Property	55,080	55,009	(71)
96120	General Liability	5,860	5,867	7
96130	Worker's Comp.	6,111	6,215	104
96140	Other Insurance	5,854	5,812	(42)
96100	<b>Total Insurance Expense</b>	72,905	72,903	(3)
<b>General Expenses</b>				
96200	Other General Expense	14	18	
96210	Compensated Absences		14,098	
96300	Payments In Lieu of Taxes - Accrual	9,745	15,794	
96400	Bad Debt-Tenants	3,258	11,238	
96800	Severance Expense		-	
96000	<b>Total General Expenses</b>	13,017	41,149	28,132
96900	<b>Total Operating Expenditures</b>	801,711	894,309	92,598
<b>OPERATING INCOME (LOSS)</b>		<b>587,851</b>	-	

**Mexico Housing Authority  
Financial Analysis  
02/28/17**

**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	\$ 360,033.12	\$ 377,314.50
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	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	12,677.08

**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	30,305.00
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	71,340.88
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	13,730.33
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	561,344.47
Units leased	209.00	209.00	209.00	206.00	208.00	207.00	209.00	208.00	209.00	208.00	201.00
Occupancy rate	99%	99%	99%	98%	99%	98%	99%	99%	99%	99%	95%
Average monthly rent	138.08	137.53	136.71	136.55	140.89	143.83	142.11	141.84	142.30	150.27	150.77

**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	\$ 92,368.31
Investments - unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,662.00	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	46,526.00
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	2,586.83
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	4,281.19
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)	(543.21)
Units leased	132.00	129.00	125.00	124.00	125.00	132.00	136.00	139.00	140.00	138.00	136.00
Average HAP cost (monthly)	375.23	371.69	364.18	365.94	372.07	350.80	346.53	351.43	353.71	357.80	342.10

**Mexico Housing Authority**  
**Income Statement-Section 8 Voucher**  
**11 Months Ended 2/28/2017**

	Administration	HAP	Total
<b>Operating Revenues</b>			
HUD PHA operating grants	\$ 68,723.00	\$ 486,596.00	\$ 555,319.00
Investment income - unrestricted	158.59	0.00	158.59
Fraud recovery	159.50	159.50	319.00
Other revenue	693.86	0.00	693.86
<b>Total Operating Revenues</b>	<u>69,734.95</u>	<u>486,755.50</u>	<u>556,490.45</u>
<b>Operating Expenses</b>			
Administrative salaries	15,094.21	0.00	15,094.21
Auditing fees	361.20	0.00	361.20
Advertising and marketing	28.74	0.00	28.74
Employee benefits - administrative	8,656.80	0.00	8,656.80
Office expenses	1,441.90	0.00	1,441.90
Travel	306.87	0.00	306.87
Other admin.	1,462.16	0.00	1,462.16
<b>Total Administrative</b>	<u>27,351.88</u>	<u>0.00</u>	<u>27,351.88</u>
Liability insurance	184.53	0.00	184.53
Workmen's compensation	491.11	0.00	491.11
All other insurance	359.10	0.00	359.10
<b>Total Insurance</b>	<u>1,034.74</u>	<u>0.00</u>	<u>1,034.74</u>
Housing assistance payments	0.00	522,590.00	522,590.00
HAP portability-in	620.00	0.00	620.00
<b>Total Housing Assistance Payments</b>	<u>620.00</u>	<u>522,590.00</u>	<u>523,210.00</u>
Other general expenses	5,437.04	0.00	5,437.04
<b>Total General Expenses</b>	<u>5,437.04</u>	<u>0.00</u>	<u>5,437.04</u>
<b>Total Operating Expenses</b>	<u>34,443.66</u>	<u>522,590.00</u>	<u>557,033.66</u>
<b>Operating Income (Loss)</b>	<u>35,291.29</u>	<u>(35,834.50)</u>	<u>(543.21)</u>
<b>Other Financial Items</b>			
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
<b>Total Other Financial Items</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Income (Loss)</b>	<u>\$ 35,291.29</u>	<u>\$ (35,834.50)</u>	<u>\$ (543.21)</u>

**Mexico Housing Authority  
Balance Sheet - Combining  
As of February 28, 2017  
Assets**

	Low Rent	Section 8	Local Fund	Total
<b>Current Assets</b>				
Cash-unrestricted	\$ 1,377,314.50	\$ 92,368.31	\$ 6,481.28	\$ 1,476,164.09
Cash-other restricted	93,996.20	0.00	0.00	93,996.20
Accounts receivable - PHA projects	0.00	346.93	0.00	346.93
Accounts receivable - miscellaneous	149.00	0.00	1,131.90	1,280.90
Accounts receivable - tenants (net)	12,492.67	0.00	0.00	12,492.67
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	60,609.54	742.87	94.29	61,446.70
Inventories (net)	32,692.01	0.00	0.00	32,692.01
Inter program - due from	7,053.37	0.00	0.00	7,053.37
<b>Total Current Assets</b>	<u>2,460,826.64</u>	<u>104,472.61</u>	<u>7,707.47</u>	<u>2,573,006.72</u>
<b>Property and Equipment</b>				
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	311,970.43	0.00	0.00	311,970.43
<b>Net Property and Equipment</b>	<u>4,639,515.02</u>	<u>14,379.29</u>	<u>0.00</u>	<u>4,653,894.31</u>
<b>Total Assets</b>	<u>\$ 7,100,341.66</u>	<u>\$ 118,851.90</u>	<u>\$ 7,707.47</u>	<u>\$ 7,226,901.03</u>

**Liabilities and Net Position**

<b>Current Liabilities</b>				
Accrued wage/payroll taxes payable	\$ (18.80)	\$ 0.00	\$ 0.00	\$ (18.80)
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	28,449.63	0.00	0.00	28,449.63
Unearned revenue	4,430.54	1,651.00	0.00	6,081.54
Inter program - due to	0.00	5,163.60	1,889.77	7,053.37
<b>Total Current Liabilities</b>	<u>62,709.32</u>	<u>17,920.78</u>	<u>1,889.77</u>	<u>82,519.87</u>
<b>Long-Term Liabilities</b>				
Accrued compensated absences - non-current	5,221.87	179.82	0.00	5,401.69
<b>Total Long-Term Liabilities</b>	<u>5,221.87</u>	<u>179.82</u>	<u>0.00</u>	<u>5,401.69</u>
<b>Total Liabilities</b>	<u>67,931.19</u>	<u>18,100.60</u>	<u>1,889.77</u>	<u>87,921.56</u>
<b>Net Position</b>				
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-contra	211,261.66	0.00	0.00	211,261.66
Net income (loss)	561,344.47	(543.21)	4,609.59	565,410.85
<b>Total Net Position</b>	<u>7,032,410.47</u>	<u>100,751.30</u>	<u>5,817.70</u>	<u>7,138,979.47</u>
<b>Total Liabilities and Net Position</b>	<u>\$ 7,100,341.66</u>	<u>\$ 118,851.90</u>	<u>\$ 7,707.47</u>	<u>\$ 7,226,901.03</u>

# FEBRUARY 2017 CHECK REGISTERS

M = Monthly

Q = Quarterly

A = Annually

Check #	Dollars	Date	Vendor	
<b>PH Fund</b>				
00062487	\$38.00	02/01/2017	amerenue-10051113537	M
00062488	\$41.00	02/01/2017	amerenue-2451112366	M
00062489	\$38.00	02/01/2017	Amerenue-6100611405	M
00062490	\$29.00	02/01/2017	amerenue-6351112435	M
00062491	\$23.00	02/01/2017	amerenue-2051113345	M
00062492	\$51.00	02/01/2017	amerenue-5000610588	M
00062493	\$31.00	02/01/2017	amerenue-8134208125	M
00062494	\$41.00	02/01/2017	Amerenue for 4651112270	M
00062495	\$38.00	02/01/2017	amerenue-4451112266	M
00062496	\$38.00	02/01/2017	AmerenMO - 7034208468	M
00062497	\$40.00	02/01/2017	AMEREN UE FOR 6934207167	M
00062498	\$38.00	02/01/2017	amerenue-0951112349	M
00062499	\$31.00	02/01/2017	Ameren UE # 58511-12355	M
00062500	\$41.00	02/01/2017	amerenue-9934207324	M
00062501	\$38.00	02/01/2017	amerenue-5051113761	M
00062502	\$41.00	02/01/2017	amerenue-3951112471	M
00062503	\$41.00	02/01/2017	AMEREN UE FOR 90006-10156	M
00062504	\$10.00	02/01/2017	amerenue-6551112500	M
00062505	\$39.00	02/01/2017	Amerenue-3651112468	M
00062506	\$31.00	02/01/2017	amerenue-8651112285	M
00062507	\$41.00	02/01/2017	AmerenMO - 9851112324	M
00062508	\$38.00	02/01/2017	AmerenMO - #70511-13484	M
00062509	\$2.00	02/01/2017	amerenue-2838113372	M
00062510	\$23.00	02/01/2017	ameren ue-9600610297	M
00062511	\$33.00	02/01/2017	AmerenMO - 4951111462	M
00062512	\$30.00	02/01/2017	amerenue-5273800304	M
00062513	\$33.00	02/01/2017	Amerenue-4115109351	M
00062514	\$21.00	02/01/2017	AMERENUE-6000611247	M
00062515	\$21.00	02/01/2017	AMEREN UE FOR 1851113410	M
00062516	\$21.00	02/01/2017	AMERENUE FOR 4273800378	M
00062517	\$21.00	02/01/2017	amerenue-8000611405	M
00062518	\$42.00	02/01/2017	amerenue-5373800393	M
00062519	\$59.00	02/01/2017	AmerenMO - 63738-00212	M
00062520	\$2.00	02/01/2017	amerenue-6310212396	M
00062521	\$32.00	02/01/2017	AmerenMO - 72102-12324	M
00062522	\$29.00	02/01/2017	amerenue-8410212560	M
00062523	\$33.00	02/01/2017	Ameren Missouri # 9034208162	M
00062524	\$43.00	02/01/2017	amerenue-8310212296	M
00062525	\$43.00	02/01/2017	AmerenMO - 7310212242	M
00062526	\$753.82	02/01/2017	Ameren Missouri	
00062527	\$1,338.72	02/01/2017	Commerce Bank	
00062528	\$300.88	02/01/2017	Delta Dental Lockbox	M
00062529	\$1,729.00	02/01/2017	Greenhead Construction LLC	
00062530	\$700.00	02/01/2017	Guardian Pest Control	M
00062531	\$1,455.90	02/01/2017	Midwest Inspections	A
00062532	\$618.34	02/01/2017	Missouri American Water Co.	

# FEBRUARY 2017 CHECK REGISTERS

M = Monthly

Q = Quarterly

A = Annually

Check #	Dollars	Date	Vendor	
00062533	\$481.43	02/01/2017	Mommens Heating & Cooling, LLC	
00062534	\$60.46	02/01/2017	Quill Corporation	
00062535	\$57.42	02/01/2017	Standard Insurance Co.	M
00062536	\$9,291.80	02/01/2017	United Health Care Ins. Co.	M
00062537	\$112.11	02/01/2017	Walmart Community/GEMB	
00062538	\$426.52	02/01/2017	Westlakes Hardware MO-019	
00062539	\$50.00	02/07/2017	YMCA	A
00062540	\$10.00	02/14/2017	Tenant account refund	
00062541	\$24.48	02/15/2017	AFLAC-WWHQ	M
00062542	\$2,139.88	02/15/2017	Ameren Missouri	
00062543	\$428.40	02/15/2017	Auffenberg Motor CO of Mexico	
00062544	\$10.52	02/15/2017	Butler Supply, Inc.	
00062545	\$155.00	02/15/2017	Chigger Hill	
00062546	\$10,207.78	02/15/2017	City of Mexico	M
00062547	\$240.74	02/15/2017	Dayne's Waste Disposal, Inc.	M
00062548	\$20,114.60	02/15/2017	Greenhead Construction LLC	
00062549	\$3,039.18	02/15/2017	HD Supply Facilities Mtce Ltd	
00062550	\$459.00	02/15/2017	Home Depot Credit Services	
00062551	\$1,515.58	02/15/2017	Lacrosse Lumber-Mexico	
00062552	\$406.00	02/15/2017	Lindsey Software	M
00062553	\$449.21	02/15/2017	MFA Oil Company-KC	M
00062554	\$357.97	02/15/2017	Meeks Mexico	
00062555	\$315.50	02/15/2017	Miller Tire Company	
00062556	\$4,537.26	02/15/2017	Missouri American Water Co.	
00062557	\$393.98	02/15/2017	Mommens Heating & Cooling, LLC	
00062558	\$1,125.44	02/15/2017	PITNEY BOWES INC	
00062559	\$65.87	02/15/2017	Pearl Motor Company	
00062560	\$6,056.43	02/15/2017	Sam Robinett Construction, Inc	
00062561	\$644.98	02/15/2017	Socket	M
00062562	\$500.00	02/15/2017	Sound Solutions	
00062563	\$213.87	02/15/2017	Staples Advantage	
00062564	\$171.35	02/15/2017	The P I Company	M
00062565	\$111.78	02/15/2017	U.S. Cellular	M
00062566	\$622.00	02/15/2017	Urlaub & Co., PLLC	M
00062567	\$50.00	02/15/2017	Community Center deposit refund	
00062568	\$1,093.20	02/15/2017	Wolverine Brass, Inc.	
00062569	\$101.00	02/28/2017	Tenant account refund	
	\$74,222.40			
<b>Section 8 Fund</b>				
00018344	\$1,373.00	02/01/2017	Ameren Missouri	M
00018345	\$275.00	02/01/2017	Landlord Rent payment	M
00018346	\$1,644.00	02/01/2017	Landlord Rent payment	M
00018347	\$500.00	02/01/2017	Landlord Rent payment	M
00018348	\$1,802.00	02/01/2017	Landlord Rent payment	M
00018349	\$394.00	02/01/2017	Landlord Rent payment	M

# FEBRUARY 2017 CHECK REGISTERS

M = Monthly

Q = Quarterly

A = Annually

Check #	Dollars	Date	Vendor	
00018350	\$759.00	02/01/2017	Landlord Rent payment	M
00018351	\$469.00	02/01/2017	Landlord Rent payment	M
00018352	\$362.00	02/01/2017	Landlord Rent payment	M
00018353	\$1,803.00	02/01/2017	Landlord Rent payment	M
00018354	\$6,126.00	02/01/2017	Landlord Rent payment	M
00018355	\$5.00	02/01/2017	Consolidated Electric Coop	M
00018356	\$714.00	02/01/2017	Landlord Rent payment	M
00018357	\$229.00	02/01/2017	Landlord Rent payment	M
00018358	\$825.00	02/01/2017	Landlord Rent payment	M
00018359	\$643.00	02/01/2017	Landlord Rent payment	M
00018360	\$832.00	02/01/2017	Landlord Rent payment	M
00018361	\$474.90	02/01/2017	Landlord Rent payment	M
00018362	\$273.00	02/01/2017	Landlord Rent payment	M
00018363	\$222.00	02/01/2017	Landlord Rent payment	M
00018364	\$2,604.00	02/01/2017	Landlord Rent payment	M
00018365	\$736.00	02/01/2017	Landlord Rent payment	M
00018366	\$1,701.00	02/01/2017	Landlord Rent payment	M
00018367	\$4,749.00	02/01/2017	Landlord Rent payment	M
00018368	\$374.00	02/01/2017	Landlord Rent payment	M
00018369	\$1,037.00	02/01/2017	Landlord Rent payment	M
00018370	\$1,512.00	02/01/2017	Landlord Rent payment	M
00018371	\$637.00	02/01/2017	Landlord Rent payment	M
00018372	\$714.00	02/01/2017	Landlord Rent payment	M
00018373	\$716.00	02/01/2017	Landlord Rent payment	M
00018374	\$550.00	02/01/2017	Landlord Rent payment	M
00018375	\$486.00	02/01/2017	Landlord Rent payment	M
00018376	\$1,743.00	02/01/2017	Landlord Rent payment	M
00018377	\$215.00	02/01/2017	Landlord Rent payment	M
00018378	\$294.00	02/01/2017	Landlord Rent payment	M
00018379	\$309.00	02/01/2017	Landlord Rent payment	M
00018380	\$194.00	02/01/2017	Landlord Rent payment	M
00018381	\$155.00	02/01/2017	Landlord Rent payment	M
00018382	\$207.00	02/01/2017	Landlord Rent payment	M
00018383	\$409.00	02/01/2017	Landlord Rent payment	M
00018384	\$517.00	02/01/2017	Landlord Rent payment	M
00018385	\$560.00	02/01/2017	Landlord Rent payment	M
00018386	\$1,646.00	02/01/2017	Landlord Rent payment	M
00018387	\$87.00	02/01/2017	Landlord Rent payment	M
00018388	\$797.00	02/01/2017	Landlord Rent payment	M
00018389	\$255.00	02/01/2017	Landlord Rent payment	M
00018390	\$726.00	02/01/2017	Landlord Rent payment	M
00018391	\$276.00	02/01/2017	Landlord Rent payment	M
00018392	\$1,847.00	02/01/2017	Landlord Rent payment	M
00018393	\$644.00	02/01/2017	Landlord Rent payment	M
00018394	\$449.00	02/15/2017	Landlord Rent payment	M
	\$46,870.90			

## Housing Choice Voucher Report FY 2016/2017

[illegible]

## Public Housing Management Report FY 2016/2017

[illegible]

# MEXICO HOUSING AUTHORITY

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

## CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

March 2017

### Current Modernization Projects

1. We have completed thirty eight 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 is completed
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. Interior painting at the Senior Center, is complete
2. Window replacement on Fieldcrest is scheduled to begin in March.

# Housing Authority of the City of Mexico

## Monthly Report for Housing Authority Board

2/1/2017 TO 2/28/2017

**WORK ORDERS**

Received	Processed
199	192

Routine Work Received	Avg. Completion Time Routine
135	20.889 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
0	0.000 Hrs.
All Other Work Received	Avg. Completion Time Other
64	18.746 Hrs.

**PRODUCTION**

Routine work orders with completion time over 24 hours:	33
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 7

W/O #	Work Order Date	Reason Not Complete
131855	02/22/2017	
131825	02/24/2017	
131836	02/27/2017	
131841	02/27/2017	
131844	02/27/2017	
131847	02/28/2017	
131848	02/28/2017	

Work orders completed from prior months: 19

W/O #	Work Order Date	Completion Date
131600	01/27/2017	02/01/2017
131755	01/30/2017	02/01/2017
131668	01/26/2017	02/01/2017
131703	01/31/2017	02/01/2017
131705	01/31/2017	02/01/2017
131704	01/31/2017	02/01/2017
131707	01/31/2017	02/02/2017
131706	01/31/2017	02/02/2017
131701	01/31/2017	02/02/2017
131708	01/31/2017	02/02/2017
131640	01/26/2017	02/02/2017
131719	01/27/2017	02/03/2017
131700	01/31/2017	02/06/2017
131643	01/26/2017	02/06/2017
131653	01/26/2017	02/07/2017
131646	01/26/2017	02/07/2017
131651	01/26/2017	02/07/2017
131645	01/26/2017	02/07/2017
131654	01/26/2017	02/07/2017

Work orders still outstanding from prior months: 0

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

**Report Criteria**

PHA:  
 Project:  
 Starting Date: 2/1/2017  
 Ending Date: 2/28/2017  
 Staff Generated Work Orders: False

# 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. 2864 RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funding for the operation and maintenance of public housing through the Performance Funding System (PFS), and

WHEREAS, delinquent and unpaid rents periodically accumulate in the course of managing the public housing units, and

WHEREAS, the MHA is required to make reasonable efforts to collect delinquent rents, and

WHEREAS, the MHA has entered into appropriate collection activities which include, direct resident contact, garnishment, eviction, and collection referrals, and

WHEREAS, there remains uncollected vacated tenant accounts receivable, and

WHEREAS, the MHA is required to annually write-off delinquent accounts.

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 21st day of March 2017, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized \$8,552.80 to be written off as bad debt for the FYE 2016/2017, and the accounts forwarded to a collection agent for further action.

Passed this 21st day of March 2017.

\_\_\_\_\_  
Chris Miller, Chairperson

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

## Housing Authority of the City of Mexico

## A/R Balance Due Report

Effective Posting Date: Most Current Data

PHA	Prj	Site	Bldg	Unit	Tenant # and Name		Formal	SecDep Cr	General Open Cr	Util Reimb Open Cr	Amount Due	Net Due
1	01			094	16556						13.00	13.00
1	01			099	16681						80.00	80.00
1	01			137	16686						136.00	136.00
1	01			138	16644						53.00	53.00
1	01			099	16758						102.70	102.70
1	01			016	15890						443.50	443.50
1	01			119	16509						533.00	533.00
1	01			019	16630						91.00	91.00
1	01			108	16562						112.00	112.00
1	01			076	16752						144.00	144.00
1	01			018	16548						402.00	402.00
1	01			133	15471						14.85	14.85
1	01			027	16511						232.00	232.00
1	01			075	16231						383.00	383.00
1	01			006	16508						44.40	44.40
1	01			131	11846			100.00			<del>471.85</del>	<del>471.85</del>
1	01			154	16488						584.00	584.00
1	01			088	16454						430.00	430.00
1	01			016	16651						30.00	30.00
1	01			015	10930			300.00			<del>293.00</del>	<del>293.00</del>
1	01			076	16278						713.00	713.00
1	01			030	16652						50.00	50.00
1	01			138	16706						60.00	60.00
PHA: 1		Project: 01		Totals	Count:	23		400.00			5,416.30	5,416.30
1	02			205	16636						297.00	297.00
1	02			164	14472						187.40	187.40
1	02			195	16302						37.00	37.00
1	02			210	15234						163.25	163.25
PHA: 1		Project: 02		Totals	Count:	4					684.65	684.65
1	03			215	16390						357.00	357.00
PHA: 1		Project: 03		Totals	Count:	1					357.00	357.00
1	04			246	15811						110.00	110.00
1	04			229	16456						889.00	889.00
1	04			253	16585						287.00	287.00
1	04			232	16541						248.70	248.70
1	04			231	15219						50.00	50.00
1	04			236	16554						210.00	210.00
1	04			228	15577						576.00	576.00
1	04			219	16507						132.00	132.00
PHA: 1		Project: 04		Totals	Count:	8					2,502.70	2,502.70
PHA: 1		Totals		Count:	36		400.00				8,960.65	8,960.65
Grand Totals		Count:		36		400.00					8,960.65	8,960.65

Add 357.00

P552 R

total for 2016/2017 FY  
\$ 12,575.65



# MEXICO HOUSING AUTHORITY

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## Board Resolution

### RESOLUTION NO. 2865

#### RESOLUTION APPROVING/AUTHORIZING FY 2017-2018 OPERATING BUDGET

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of the public housing units in the City of Mexico through the Performance Funding System (PFS), and

WHEREAS, the Housing Authority of the City of Mexico (MHA) is required to prepare operating budget for each fiscal year, and

WHEREAS, operating budget has been prepared for the fiscal year beginning April 1, 2017,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 21st day of March 2017, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized the operating budget for the fiscal year beginning April 1, 2017.

Passed this 21st, day of March 2017

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Chris Miller, Chairperson

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Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Mexico Housing Authority

PHA Code: MO010

PHA Fiscal Year Beginning: April 1, 2017

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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**Mexico Housing Authority**  
**Operating Budget Forecast Excluding Capital Fund Program**  
FYE 3/31/2018

91%                      8%                      1%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Local</i>	<i>Total</i>
<b><u>Income</u></b>				
Dwelling Rent	354,480	-	-	354,480
Vacancy Loss	(3,550)	-	-	(3,550)
HUD Operating Subsidy/Admin. Fees	765,377	98,229	-	863,606
Funding Prorations	(76,538)	(15,717)	-	(92,255)
Capital Fund Program -Operations	20,000	-	-	20,000
Other Income	29,160	500	10	29,670
Interest Income	4,610	150	18,150	22,910
<b>Total Income</b>	<b>1,093,539</b>	<b>83,162</b>	<b>18,160</b>	<b>1,194,861</b>
<b><u>Expenses</u></b>				
Administrative Salaries	173,730	23,770	1,020	198,520
Administrative Benefits	87,470	11,242	100	98,812
Legal Fees	4,600	400	-	5,000
Office Rent	-	-	-	-
Travel	16,380	1,440	4,910	22,730
Accounting	6,770	1,173	70	8,013
Audit	6,370	560	70	7,000
Office Supplies	27,000	2,960	370	30,330
Advertising	2,280	200	20	2,500
Other Admin. Sundry	17,000	2,800	350	20,150
Tenant Services	5,030	-	-	5,030
Water	73,700	-	-	73,700
Electricity	18,220	-	-	18,220
Gas	4,530	-	-	4,530
Sewer	92,390	-	-	92,390
Protective Services	-	-	-	-
Maint. Labor	95,130	-	5,390	100,520
Maint. Benefits	46,570	-	410	46,980
Maint. Materials	70,000	-	-	70,000
Maint. Contract	20,000	-	-	20,000
Garbage	30,000	-	-	30,000
Heating & Air	20,000	-	-	20,000
Snow Removal	7,000	-	-	7,000
Landscape/Grounds	4,800	-	-	4,800
Unit Turnaround	-	-	-	-
Plumbing	9,000	-	-	9,000
Electrical	5,000	-	-	5,000
Extermination	8,500	-	-	8,500
Janitorial Contracts	-	-	-	-
Routine Maint	10,000	-	-	10,000
Insurance	80,170	1,200	150	81,520
Other General Expenses	-	7,160	-	7,160
Compensated Absences	15,380	1,530	-	16,910
Collection Losses	10,000	-	-	10,000
PILOT	16,210	-	-	16,210
Repl. of Equip./Betterments	100,000	-	-	100,000
Nonroutine Maint.	-	-	-	-
<b>Total Expenses</b>	<b>1,083,230</b>	<b>54,435</b>	<b>12,860</b>	<b>1,150,525</b>
<b>Net Operating Cash Flow (Deficit)</b>	<b>10,309</b>	<b>28,727</b>	<b>5,300</b>	<b>44,336</b>
Estimated Unrestricted Balance at 3/31/17	1,951,201	42,634	5,048	1,993,835
Estimated Unrestricted Balance at 3/31/18	1,961,510	71,361	10,348	2,038,171

## Low Rent Operating Budget

<b>PHA Name</b>	Mexico Housing Authority			
<b>Address</b>	828 Garfield Street			
<b>City, State</b>	Mexico, MO 65265			
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964	
<b>Fiscal Year Ending</b>	3/31/2018	<b>Date of Last Renovation</b>	On Going	
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00	
<b>ACC Units</b>	211	<b>Occupancy Type (family, senior, mixed)</b>	Mixed	
<b>Unit Months Available (UMAs)</b>	2,532	<b>Building Type (high-rise, garden, etc.)</b>	Duplex	
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75	
<b>FDS Line #</b>	<b>Account Title</b>	<b>Operating Fund</b>	<b>Capital Fund</b>	<b>Total Project Budget</b>
<b>Operating Income:</b>				
11220	Gross Potential Rent	354,480		354,480
11230	Less: Vacancy Loss Rent	(3,550)		(3,550)
70300	Net Tenant Rental Revenue	350,930		350,930
11240	Gross Potential Subsidy	765,377		765,377
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(76,538)		(76,538)
70600	Net Operating Subsidy	688,839		688,839
70600	HUD PHA Operating Grant-CFP		34,500	34,500
70400	Other Tenant Charges	19,090		19,090
70400	Excess Utilities	-		-
71100	Investment Income	4,610		4,610
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	3,070		3,070
71500	Other Income	7,000		7,000
70000	<b>Total Operating Income</b>	<b>1,073,539</b>	<b>34,500</b>	<b>1,108,039</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	173,730	-	173,730
91500	Employee Benefits - Administrative	87,470	-	87,470
91200	Auditing Fees	6,370	-	6,370
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,770	-	6,770
91400	Advertising and Marketing	2,280	2,500	4,780
91600	Office Expenses	27,000	-	27,000
91700	Legal Expense	4,600	-	4,600
91800	Travel	16,380	-	16,380
91900	Other Administrative Costs	17,000	-	17,000
91000	<b>Total Administrative</b>	<b>341,600</b>	<b>2,500</b>	<b>344,100</b>
92000	<b>Asset Management Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Tenant Services</b>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	5,030	-	5,030
92500	<b>Total Tenant Services</b>	<b>5,030</b>	<b>-</b>	<b>5,030</b>
<b>Utilities</b>				
93100	Water	73,700	-	73,700
93200	Electricity	18,220	-	18,220
93300	Gas	4,530	-	4,530
93400	Fuel	-	-	-
93600	Sewer	92,390	-	92,390
93800	Other	-	-	-
93000	<b>Total Utilities</b>	<b>188,840</b>	<b>-</b>	<b>188,840</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	95,130	-	95,130
94500	Employee Benefits - Maintenance	46,570	-	46,570
94200	Maintenance Materials	70,000	-	70,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	30,000		30,000
94300-020	Heating & Cooling Contracts	20,000		20,000
94300-030	Snow Removal Contracts	7,000		7,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	4,800	12,000	16,800
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	5,000		5,000
94300-080	Plumbing Contracts	9,000	-	9,000
94300-090	Extermination Contracts	8,500		8,500
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	10,000		10,000
94300-120	Other Misc. Contract Costs	20,000	-	20,000
94000	<b>Total Maintenance</b>	<b>326,000</b>	<b>12,000</b>	<b>338,000</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs			-
95300	Protective Service Other			-
95000	<b>Total Protective Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance</b>				
96110	Property	60,250		60,250
96120	General Liability	5,460		5,460
96130	Worker's Comp.	8,190		8,190
96140	Other Insurance	6,270		6,270
96100	<b>Total Insurance Expense</b>	<b>80,170</b>	<b>-</b>	<b>80,170</b>
<b>General Expenses</b>				
96200	Other General Expense	-		-
96210	Compensated Absences	15,380		15,380
96300	Payments In Lieu of Taxes	16,210		16,210
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense			-
96000	<b>Total General Expenses</b>	<b>41,590</b>	<b>-</b>	<b>41,590</b>
96900	<b>Total Operating Expenditures</b>	<b>983,230</b>	<b>14,500</b>	<b>997,730</b>
97000	<b>Cash Flow from Operations</b>	<b>90,309</b>	<b>20,000</b>	<b>110,309</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In	20,000		20,000
10020	Operating Transfers Out		(20,000)	(20,000)
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	-	-	-
	Capital Expenditures	(100,000)		(100,000)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(80,000)</b>	<b>(20,000)</b>	<b>(100,000)</b>
10000	<b>Net Cash Flow</b>	<b>10,309</b>	<b>-</b>	<b>10,309</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2018	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	211	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,532	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75
<b>Estimated Unit Months Leased</b>	2,507		

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	354,480	141.41
11230	Less: Vacancy Loss	(3,550)	(1.42)
70300	Net Tenant Rental Revenue	350,930	140.00
11240	Gross Potential Subsidy	765,377	305.33
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(76,538)	(30.53)
70600	Net Operating Subsidy	688,839	274.80
70600	HUD PHA Operating Grant-CFP	34,500	13.76
70400	Other Tenant Charges	19,090	7.62
70400	Excess Utilities	-	0.00
71100	Investment Income	4,610	1.84
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	3,070	1.22
71500	Other Income	7,000	2.79
70000	<b>Total Operating Income</b>	<b>1,108,039</b>	<b>442.03</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	173,730	69.31
91500	Employee Benefits - Administrative	87,470	34.89
91200	Auditing Fees	6,370	2.54
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,770	2.70
91400	Advertising and Marketing	4,780	1.91
91600	Office Expenses	27,000	10.77
91700	Legal Expense	4,600	1.84
91800	Travel	16,380	6.53
91900	Other Administrative Costs	17,000	6.78
91000	<b>Total Administrative</b>	<b>344,100</b>	<b>137.27</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	5,030	2.01
92500	<b>Total Tenant Services</b>	<b>5,030</b>	<b>2.01</b>

<b>Utilities</b>			
93100	Water	73,700	29.40
93200	Electricity	18,220	7.27
93300	Gas	4,530	1.81
93400	Fuel	-	0.00
93600	Sewer	92,390	36.86
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>188,840</b>	<b>75.33</b>

FDS Line #	Account Title	Total Project Budget	PUM
	<b>Maintenance</b>		
94100	Labor	95,130	37.95
94500	Employee Benefits - Maintenance	46,570	18.58
94200	Maintenance Materials	70,000	27.93
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	30,000	11.97
94300-020	Heating & Cooling Contracts	20,000	7.98
94300-030	Snow Removal Contracts	7,000	2.79
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	16,800	6.70
94300-060	Unit Turnaround Contract	-	0.00
94300-070	Electrical Contracts	5,000	1.99
94300-080	Plumbing Contracts	9,000	3.59
94300-090	Extermination Contracts	8,500	3.39
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	10,000	3.99
94300-120	Other Misc. Contract Costs	20,000	7.98
94000	<b>Total Maintenance</b>	<b>338,000</b>	<b>134.84</b>
	<b>Protective Services</b>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	-	0.00
95300	Protective Service Other	-	0.00
95000	<b>Total Protective Services</b>	<b>-</b>	<b>0.00</b>
	<b>Insurance</b>		
96110	Property	60,250	24.04
96120	General Liability	5,460	2.18
96130	Worker's Comp.	8,190	3.27
96140	Other Insurance	6,270	2.50
96100	<b>Total Insurance Expense</b>	<b>80,170</b>	<b>31.98</b>
	<b>General Expenses</b>		
96200	Other General Expense	-	0.00
96210	Compensated Absences	15,380	6.14
96300	Payments In Lieu of Taxes	16,210	6.47
96400	Bad Debt-Tenants	10,000	3.99
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>41,590</b>	<b>16.59</b>
96900	<b>Total Operating Expenditures</b>	<b>997,730</b>	<b>398.03</b>
97000	<b>Cash Flow from Operations</b>	<b>110,309</b>	<b>44.01</b>
	<b>Other Financial Items-Sources &amp; (Uses)</b>		
10010	Operating Transfers In	20,000	7.98
10020	Operating Transfers Out	(20,000)	(7.98)
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	-	0.00
	Capital Expenditures	(100,000)	(39.89)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(100,000)</b>	<b>(39.89)</b>
10000	<b>Net Cash Flow</b>	<b>10,309</b>	<b>4.11</b>

**PHA Name:** Mexico Housing Authority  
**FYE:** 3/31/2018

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

### Total Nonroutine Maintenance

[illegible]

100,000

100,000

**PHA Name:** Mexico Housing Authority  
**FYE:** 3/31/2018

FDS Line #	Account Title	Comments
11220	Gross Potential Rent	Average Rent \$140 x 211 units x 12 mo = \$354,480
11230	Less: Vacancy Loss Rent	\$354,480 x 1% = \$3,545
11240	Gross Potential Subsidy	2017 subsidy caculation \$765,377
11260	Less: Subsidy Loss - Vacancy	not applicable
11250	Less: Subsidy Loss - Proration	\$765,377 x 10% proration = \$76,538
71100	Interest Income	\$1,844,729 x .25% = \$4,612
91500	Employee Benefits - Administrative	FICA/Medicare: \$179,120 x 7.65% = \$13,703 Unemployment: \$179,120 x 1% = \$1,791 Health: \$4,831 x 12 months = \$57,972 Retirement: \$180,140 x 8% = \$14,411 Total \$87,877
92300	Employee Benefits - Maintenance	FICA/Medicare: \$95,130 x 7.65% = \$7,277 Unemployment: \$95,130 x 1% = \$951 Health: \$2,561 x 12 months = \$30,732 Retirement: \$95,130 x 8% = \$7,610 Total \$46,570





# MEXICO HOUSING AUTHORITY

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

## Board Resolution

### RESOLUTION NO. 2866

#### RESOLUTION APPROVING/AUTHORIZING FY 2016-2017 OPERATING BUDGET REVISION #1

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the management and administration of the public housing units in the City of Mexico through the Performance Funding System (PFS), and

WHEREAS, receipt of funding is contingent upon the ability of the MHA to maintain proper fiscal controls, and

WHEREAS, actual expenditures made it advisable to revise the budget at this time, and

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 21st day of March, 2017, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized the revision #1 to the operating budget for the fiscal year ending March 31, 2017.

Passed on 21st day of March 2017.

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Chris Miller, Chairperson

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Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

**PHA Board Resolution**  
Approving Operating Budget

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Mexico Housing Authority

PHA Code: MO010

PHA Fiscal Year Beginning: April 1, 2016

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
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# Mexico Housing Authority

## Operating Budget Forecast Excluding Capital Fund Program

FYE 3/31/2017

Revision

93%

6%

1%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Mgmt</i>
<b><u>Income</u></b>			
Dwelling Rent	356,880		
Vacancy Loss	(4,580)		
HUD Operating Subsidy/Admin. Fees	833,470	92,105	
Funding Prorations	(91,681)	(14,737)	
Capital Fund Program -Operations	20,000	-	
Other Income	375,790	610	18,210
Interest Income	3,840	170	10
<b>Total Income</b>	<b>1,493,719</b>	<b>78,148</b>	<b>18,220</b>
<b><u>Expenses</u></b>			
Administrative Salaries	160,330	18,310	1,220
Administrative Benefits	72,880	9,420	110
Legal Fees	4,200	-	-
Travel	2,620	370	5,000
Accounting	7,550	1,150	160
Audit	5,540	360	-
Office Supplies	27,820	1,530	490
Advertising	5,000	50	-
Other Admin. Sundry	14,820	580	60
Tenant Services	5,120	-	-
HAP Port-in	-	310	-
Water	64,300	-	-
Electricity	18,260	-	-
Gas	4,830	-	-
Sewer	92,570	-	-
Protective Services	-	-	-
Maint. Labor	96,980	-	5,380
Maint. Benefits	42,040	-	410
Maint. Materials	91,010	-	-
Maint. Contract	24,730	-	-
Garbage	30,690	-	-
Heating & Air	13,590	-	-
Snow Removal	4,200	-	-
Landscape/Grounds	3,000	-	-
Unit Turnaround	-	-	-
Plumbing	850	-	-
Electrical	9,190	-	-
Extermination	8,400	-	-
Janitorial Contracts	-	-	-
Routine Maint	1,930	-	-
Insurance	79,530	1,210	60
General Expenses	20	-	-
Compensated Absences	15,380	1,530	1,530
Collection Losses	12,260	-	-
PILOT	17,230	-	-
Repl. of Equip./Betterments	56,070	-	-
Nonroutine Maint.	8,830	-	-
<b>Total Expenses</b>	<b>1,001,770</b>	<b>34,820</b>	<b>14,420</b>
<b>Net Operating Cash Flow (Deficit)</b>	<b>491,949</b>	<b>43,328</b>	<b>3,800</b>
Unrestricted Balance at 3/31/16	1,831,551	48,681	1,208
Estimated Unrestricted Balance at 3/31/17	2,323,500	92,009	5,008

## Low Rent Operating Budget

<b>PHA Name</b>	Mexico Housing Authority			
<b>Address</b>	828 Garfield Street			
<b>City, State</b>	Mexico, MO 65265			
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964	
<b>Fiscal Year Ending</b>	3/31/2017	<b>Date of Last Renovation</b>	On Going	
<b>Type of Budget (Original, Revision #)</b>	Revision	<b>Average Bedroom Size</b>	2.00	
<b>ACC Units</b>	211	<b>Occupancy Type (family, senior, mixed)</b>	Mixed	
<b>Unit Months Available (UMAs)</b>	2,532	<b>Building Type (high-rise, garden, etc.)</b>	Duplex	
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	108	
<b>FDS Line #</b>	<b>Account Title</b>	<b>Operating Fund</b>	<b>Capital Fund</b>	<b>Total Project Budget</b>
<b>Operating Income:</b>				
11220	Gross Potential Rent	356,880		356,880
11230	Less: Vacancy Loss Rent	(4,580)		(4,580)
70300	Net Tenant Rental Revenue	352,300		352,300
11240	Gross Potential Subsidy	833,470		833,470
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(91,681)		(91,681)
70600	Net Operating Subsidy	741,789		741,789
70600	HUD PHA Operating Grant-CFP		58,740	58,740
70400	Other Tenant Charges	17,640		17,640
70400	Excess Utilities	-		-
71100	Investment Income	3,840		3,840
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	2,530		2,530
71500	Other Income	355,620		355,620
70000	<b>Total Operating Income</b>	<b>1,473,719</b>	<b>58,740</b>	<b>1,532,459</b>
<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	160,330	12,120	172,450
91500	Employee Benefits - Administrative	72,880	5,840	78,720
91200	Auditing Fees	5,540	-	5,540
91300	Management Fees	-	-	-
91900A	Accounting Fees	7,550	-	7,550
91400	Advertising and Marketing	5,000	1,220	6,220
91600	Office Expenses	27,820	380	28,200
91700	Legal Expense	4,200	-	4,200
91800	Travel	2,620	11,000	13,620
91900	Other Administrative Costs	14,820	1,800	16,620
91000	<b>Total Administrative</b>	<b>300,760</b>	<b>32,360</b>	<b>333,120</b>
92000	<b>Asset Management Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Tenant Services</b>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	2,140		2,140
92400	Tenant Services-Other	2,980		2,980
92500	<b>Total Tenant Services</b>	<b>5,120</b>	<b>-</b>	<b>5,120</b>
<b>Utilities</b>				
93100	Water	64,300		64,300
93200	Electricity	18,260		18,260
93300	Gas	4,830		4,830
93400	Fuel	-		-
93600	Sewer	92,570		92,570
93800	Other	-		-
93000	<b>Total Utilities</b>	<b>179,960</b>	<b>-</b>	<b>179,960</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	96,980	-	96,980
94500	Employee Benefits - Maintenance	42,040	-	42,040
94200	Maintenance Materials	91,010	4,880	95,890
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	30,690		30,690
94300-020	Heating & Cooling Contracts	13,590		13,590
94300-030	Snow Removal Contracts	4,200		4,200
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	3,000	1,500	4,500
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	850		850
94300-080	Plumbing Contracts	9,190	-	9,190
94300-090	Extermination Contracts	8,400		8,400
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	1,930		1,930
94300-120	Other Misc. Contract Costs	24,730	-	24,730
94000	<b>Total Maintenance</b>	<b>326,610</b>	<b>6,380</b>	<b>332,990</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs			-
95300	Protective Service Other			-
95000	<b>Total Protective Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance</b>				
96110	Property	60,010		60,010
96120	General Liability	6,400		6,400
96130	Worker's Comp.	6,780		6,780
96140	Other Insurance	6,340		6,340
96100	<b>Total Insurance Expense</b>	<b>79,530</b>	<b>-</b>	<b>79,530</b>
<b>General Expenses</b>				
96200	Other General Expense	20		20
96210	Compensated Absences	15,380		15,380
96300	Payments In Lieu of Taxes	17,230		17,230
96400	Bad Debt-Tenants	12,260		12,260
96800	Severance Expense			-
96000	<b>Total General Expenses</b>	<b>44,890</b>	<b>-</b>	<b>44,890</b>
96900	<b>Total Operating Expenditures</b>	<b>936,870</b>	<b>38,740</b>	<b>975,610</b>
97000	<b>Cash Flow from Operations</b>	<b>536,849</b>	<b>20,000</b>	<b>556,849</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In	20,000		20,000
10020	Operating Transfers Out		(20,000)	(20,000)
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(8,830)	-	(8,830)
	Capital Expenditures	(56,070)		(56,070)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(44,900)</b>	<b>(20,000)</b>	<b>(64,900)</b>
10000	<b>Net Cash Flow</b>	<b>491,949</b>	<b>-</b>	<b>491,949</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2017	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Revision	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	211	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,532	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	108
<b>Estimated Unit Months Leased</b>	2,507		

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	356,880	142.37
11230	Less: Vacancy Loss	(4,580)	(1.83)
70300	Net Tenant Rental Revenue	352,300	140.54
11240	Gross Potential Subsidy	833,470	332.50
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(91,681)	(36.57)
70600	Net Operating Subsidy	741,789	295.92
70600	HUD PHA Operating Grant-CFP	58,740	23.43
70400	Other Tenant Charges	17,640	7.04
70400	Excess Utilities	-	0.00
71100	Investment Income	3,840	1.53
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	2,530	1.01
71500	Other Income	355,620	141.87
70000	<b>Total Operating Income</b>	<b>1,532,459</b>	<b>611.35</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	172,450	68.80
91500	Employee Benefits - Administrative	78,720	31.40
91200	Auditing Fees	5,540	2.21
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	7,550	3.01
91400	Advertising and Marketing	6,220	2.48
91600	Office Expenses	28,200	11.25
91700	Legal Expense	4,200	1.68
91800	Travel	13,620	5.43
91900	Other Administrative Costs	16,620	6.63
91000	<b>Total Administrative</b>	<b>333,120</b>	<b>132.89</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	2,140	0.85
92400	Tenant Services-Other	2,980	1.19
92500	<b>Total Tenant Services</b>	<b>5,120</b>	<b>2.04</b>

<b>Utilities</b>			
93100	Water	64,300	25.65
93200	Electricity	18,260	7.28
93300	Gas	4,830	1.93
93400	Fuel	-	0.00
93600	Sewer	92,570	36.93
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>179,960</b>	<b>71.79</b>

FDS Line #	Account Title	Total Project Budget	PUM
	<b><u>Maintenance</u></b>		
94100	Labor	96,980	38.69
94500	Employee Benefits - Maintenance	42,040	16.77
94200	Maintenance Materials	95,890	38.25
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	30,690	12.24
94300-020	Heating & Cooling Contracts	13,590	5.42
94300-030	Snow Removal Contracts	4,200	1.68
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	4,500	1.80
94300-060	Unit Turnaround Contract	-	0.00
94300-070	Electrical Contracts	850	0.34
94300-080	Plumbing Contracts	9,190	3.67
94300-090	Extermination Contracts	8,400	3.35
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	1,930	0.77
94300-120	Other Misc. Contract Costs	24,730	9.87
94000	<b>Total Maintenance</b>	<b>332,990</b>	<b>132.84</b>
	<b><u>Protective Services</u></b>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	-	0.00
95300	Protective Service Other	-	0.00
95000	<b>Total Protective Services</b>	<b>-</b>	<b>0.00</b>
	<b><u>Insurance</u></b>		
96110	Property	60,010	23.94
96120	General Liability	6,400	2.55
96130	Worker's Comp.	6,780	2.70
96140	Other Insurance	6,340	2.53
96100	<b>Total Insurance Expense</b>	<b>79,530</b>	<b>31.73</b>
	<b><u>General Expenses</u></b>		
96200	Other General Expense	20	0.01
96210	Compensated Absences	15,380	6.14
96300	Payments In Lieu of Taxes	17,230	6.87
96400	Bad Debt-Tenants	12,260	4.89
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>44,890</b>	<b>17.91</b>
96900	<b>Total Operating Expenditures</b>	<b>975,610</b>	<b>389.20</b>
97000	<b>Cash Flow from Operations</b>	<b>556,849</b>	<b>222.15</b>
	<b><u>Other Financial Items-Sources &amp; (Uses)</u></b>		
10010	Operating Transfers In	20,000	7.98
10020	Operating Transfers Out	(20,000)	(7.98)
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	(8,830)	(3.52)
	Capital Expenditures	(56,070)	(22.37)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(64,900)</b>	<b>(25.89)</b>
10000	<b>Net Cash Flow</b>	<b>491,949</b>	<b>196.26</b>

## Schedule & Support of Nonroutine Items

PHA Name: Mexico Housing Authority  
FYE: 3/31/2017

### Nonroutine Maintenance (FDS Line # 97100)

Item	Description	Operating Fund	Capital Fund	Total
	Main Water Line Repair	8830		8,830
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total Nonroutine Maintenance		8,830	-	8,830

### Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
	Trane A/C	2,700		2,700
	Windows	13,280		13,280
	LED Lights	40,090		40,090
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total Capital Expenditures		56,070		56,070

**PHA Name:** Mexico Housing Authority  
**FYE:** 3/31/2017

[illegible]

# MEXICO HOUSING AUTHORITY

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

## Board Resolution

### RESOLUTION NO. 2867 RESOLUTION APPROVING THE ACCEPTANCE OF THE REVISION TO THE DECLARATION OF TRUST (DOT)

WHEREAS, the Housing Authority of the City of Mexico (MHA) herein called the Public Housing Agency (PHA), a public body corporate and politic, duly created and organized pursuant to the United States Housing Act of 1937 and the Department of Housing and Urban Development Act entered into a certain contract, herein called the Annual Contributions Contract (ACC) and, herein called the Modernizations Grant Amendment providing for a grant to be made by HUD to assist the PHA in modernizing lower income housing projects, and

WHEREAS, as of the date of the execution of this Declaration of Trust, the Modernizations Grant Amendment and the Annual Contributions Contract cover certain individual lower income housing projects located in City of Mexico, County of Audrain, State of Missouri which will provide approximately 203 dwelling units and which lower income housing projects, and

WHEREAS, the modernization of each Project will have been financed with grant assistance provided by HUD, and

WHEREAS, the revision to remove 8 Bolivar units from our DOT, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof, and said ACC requires updates to be made, and

NOW, THEREFORE, to assure HUD of the performance by the PHA of the covenants contained in the Modernization Grant Amendment and the Annual Contributions Contract, the PHA does hereby acknowledge and declare that it is possessed of and holds in trust for the benefit of HUD, for the purposed herein stated, the following described real property situated in City of Mexico, County of Audrain, State of Missouri.

THEREFOR BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the submission of the Declaration of Trust.

Passed this 21st day of March 2017

ATTEST:

\_\_\_\_\_  
Chris Miller, Chairperson

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



\* 2 0 1 7 D R 0 0 0 5 0 0 5 \*

2017DR000500

JANIS DEIMEKE, RECORDER OF DEEDS  
AUDRAIN COUNTY, STATE OF MISSOURI  
RECORDED: 03/10/2017 11:31:52AM FEES: \$36.00

*Betty Pester* Deputy

BETTY PESTER



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(Space above reserved for Recorder of Deeds certification)

1. Title of Document: Declaration of Trust
2. Date of Document: March 1, 2017
3. Grantor(s): Housing Authority of the City of Mexico
4. Grantee(s): U.S. Department of Housing & Urban Development
5. Statutory Mailing Address: 828 Garfield Avenue  
Mexico, MO 65265
6. Legal Description: See attached documents
7. Reference Book & Page(s):

**Declaration of Trust**  
(Public Housing Modernization Grant Projects)

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

OMB No. 2577-0270  
exp. 10/31/2017

Whereas, (1, see instructions) Mexico Housing Authority (herein called the Public Housing Agency (PHA), a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws of the (2) State of Missouri, and the United States of America, Secretary of Housing and Urban Development (herein called HUD) pursuant to the United States Housing Act of 1937 (42 U.S.C. 1437, et seq.) and the Department of Housing and Urban Development Act (5 U.S.C. 624) entered into a certain contract with the effective date as of (mm/dd/yyyy) (3) 01-29-1996, (herein called the Annual Contributions Contract) and a certain Modernization Project Grant Amendment to the Annual Contributions Contract with the effective date as of (mm/dd/yyyy) (4) 02-13-2016, (herein called the Modernization Grant Amendment) providing for a grant to be made by HUD to assist the PHA in modernizing lower income housing project(s); and

Whereas, as of the date of the execution of this Declaration of Trust, the Modernization Grant Amendment and the Annual Contributions Contract cover certain individual lower income housing projects located in: (5) City of Mexico, County of Audrain, State of Missouri which will provide approximately (6) 203 dwelling units; and which lower income housing projects are known as Modernization Project No. (7) MO36P01050116 and individual projects as follows:  
Project No. (8) \_\_\_\_\_ with approximately \_\_\_\_\_ dwelling units,  
Project No. (8) \_\_\_\_\_ with approximately \_\_\_\_\_ dwelling units,

Whereas, the modernization of each Project will have been financed with grant assistance provided by HUD.  
Now Therefore, to assure HUD of the performance by the PHA of the covenants contained in the Modernization Grant Amendment and the Annual Contributions Contract, the PHA does hereby acknowledge and declare that it is possessed of and holds in trust for the benefit of HUD, for the purposes herein stated, the following described real property situated in:

**City of Mexico, County of Audrain, State of Missouri**

To Wit: (Insert legal description for each individual project). SEE ATTACHMENTS

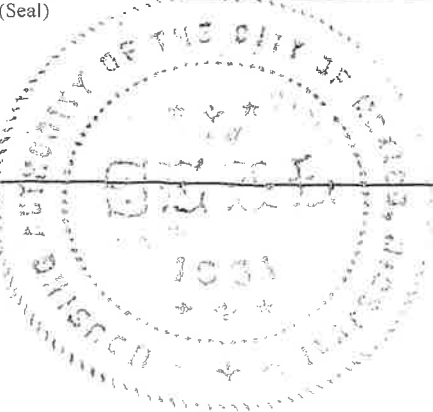
and all buildings and fixtures erected or to be erected thereon or appurtenant thereto.  
The PHA hereby declares and acknowledges that during the existence of the trust hereby created, HUD has been granted and is possessed of an interest in the above described Project property, To Wit:

The right to require the PHA to remain seized of the title to said property and to refrain from transferring, conveying, assigning, leasing, mortgaging, pledging, or otherwise encumbering or permitting or suffering any transfer, conveyance, assignment, lease, mortgage, pledge or other encumbrance of said property or any part thereof, appurtenances thereto, or any rent, revenues, income, or receipts therefrom or in connection therewith, or any of the benefits or contributions granted to it by or pursuant to the Modernization Grant Amendment and the Annual Contributions Contract, or any interest in any of the same except that the PHA may (1) to the extent and in the manner provided in the Annual Contributions Contract, (a) lease dwellings and other spaces and facilities in any Project, or (b) convey or otherwise dispose of any real or personal property which is determined to be excess to the needs of any Project, or (c) convey or dedicate land for use as streets, alleys, or other public right-of-way, and grant easements for the establishment, operation, and maintenance of public utilities; or (d) enter into and perform contracts for the sale of dwelling units to members of tenant families, as authorized by the United States Housing Act of 1937, or (2) with the approval of HUD, release any Project from the trust hereby created; Provided, That nothing herein contained shall be construed as prohibiting the conveyance of title to or the delivery of possession of any Project to HUD pursuant to the Annual Contributions Contract.

The endorsement by a duly authorized officer of HUD (1) upon any conveyance or transfer made by the PHA of any real or personal property which is determined to be excess to the needs of any Project, or (2) upon any instrument of conveyance or dedication of property, or any interest therein, for use as streets, alleys, or other public right-of-way, or for the establishment, operation and maintenance of public utilities, or (3) upon any instrument transferring or conveying a dwelling unit, or an interest therein, to a member of a tenant family, or (4) upon any instrument of release made by the PHA of any Project shall be effective to release such property from the trust hereby created.

The individual projects covered by the Modernization Grant Amendment shall be subject to this Declaration of Trust for a period of twenty years beginning on the date of the Modernization Grant Amendment. Each individual project shall also be subject to this Declaration of Trust for a period of twenty years after the date of the most recent Modernization Grant Amendment applicable to that project. Upon expiration of the period during which the PHA is obligated to operate the individual projects in accordance with the Annual Contributions Contract, the trust hereby created shall terminate and no longer be effective.

In Witness Whereof, the PHA by its officers thereunto duly authorized has caused these presents to be signed in its name and its corporate seal to be hereunto affixed and attested this date (mm/dd/yyyy) 03/01/2017  
(Seal)



(1, see instructions)  
By [Signature] Chairperson  
Attest [Signature] Secretary  
Date (mm/dd/yyyy) 03/01/2017

Subscribed and sworn to before me  
this 1st day of March, 2017. My commission  
expires 07-05-2018.

JO ELLEN PENN  
Notary Public - Notary Seal  
State of Missouri  
Commissioned for Audrain County  
My Commission Expires: July 05, 2018  
Commission Number: 14992230  
Notary

Lots 1, 2, 3 and 4 in Berrey Subdivision No. 1, in the City of Mexico, County of Audrain and State of Missouri, as per plat recorded in Plat Book 5, at Page 43 in the office of the Recorder of Deeds of Audrain County, Missouri.

Lot One (1) of J. H. Gibbins Subdivision, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lot Five (5) in Block One (1) of Lakenan and Barnes' Addition to the City of Mexico, County of Audrain and State of Missouri, together with the East Half of vacated Singleton Street adjacent to the West line thereof.

The West 72 feet of the following described tract of land, to-wit: Commence at the Southeast corner of Lot No. 15 in City Survey #43, the same being Lot No. 2 of Survey No. 1032 of the Surveyor's Records of Audrain County, Missouri, and 471 feet West and 30 feet North of the center of Section 26, in Township 51 North, of Range 9 West of the 5th P.M., for a point of beginning; run thence West 312 feet, thence North 208 feet, more or less, to the South line of the right-of-way of the Wabash, St. Louis and Pacific Railroad Company, thence South 73 degrees 31 minutes East to the point North of the point of beginning; thence South 116 feet, more or less, to the point of beginning.

Lot One (1) in Lawrence M. Barnes Subdivision No. 4, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1), Two (2) and Three (3) of Housing Resubdivision (Site 7) as per plat recorded in Book 213, at Page 963 in the office of the Recorder of Deeds of Audrain County, Missouri.

Lots One (1) and Two (2) in Block One (1) of T. J. Bates' Addition, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof, together with the North Half of vacated alley adjoining the South lines thereof, and the West Half of the vacated alley adjoining the East side thereof.

Lots One (1) and Two (2) in Block Four (4) in Carrico's Highview Addition, an Addition to the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof, together the East Half of the vacated alley adjoining the West line thereof.

All that part of Lot 20 in Mrs. Sparks' Southern Addition to the City of Mexico, in the County of Audrain and State of Missouri, described as follows:- Begin on the East line of said Lot 20, at a point 34 feet 7 1/2 inches South of the Northeast corner of said Lot 20, run thence South 123 feet, thence in a Northwesterly direction 135 feet, thence North 75 feet, the East 128 feet to the point of beginning.

The West Half of Lot 13 and the South 50 feet of the East 120 feet of Lot 13, in Mrs. Sparks' Southern Addition to the City of Mexico, in the County of Audrain and State of Missouri, as per recorded plat thereof; excepting that part used for street purposes. Also that part of vacated Central Street described in Ordinance No. 3541 recorded in Book 276, at Page 281 of the Deed Records of Audrain County, Missouri.

Lots One (1) and Two (2) of Housing Resubdivision (Site 6) as per plat recorded in Book 213, at Page 961 in the office of the Recorder of Deeds of Audrain County, Missouri; excepting the East 10 feet thereof.

Lots One (1), Two (2) and Three (3) of Housing Resubdivision (Site 5) as per plat recorded in Book 213, at Page 959 in the office of the Recorder of Deeds of Audrain County, Missouri.

Lots One (1) and Two (2) of Housing Resubdivision (Site 1) as per plat recorded in Book 213, at Page 953 in the office of the Recorder of Deeds of Audrain County, Missouri.

The West Half of Lots One (1) and Two (2) in Block Four (4) of Ladd's Addition to the City of Mexico, in the County of Audrain and State of Missouri, as per recorded plat thereof.

The West 50.57 feet of Lot Two (2) in Block Twenty-three (23) of Ladd's Addition, Extended, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1) through Seven (7), inclusive, of Housing Resubdivision (Site 2) as per plat recorded in Book 213, at Page 955 in the office of the Recorder of Deeds of Audrain County, Missouri.

Lots One (1) through Nine (9), inclusive, of Garfield Heights Subdivision, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1) through Five (5) in Block One (1); Lots One (1) and Two (2) in Block Two (2); Lots One (1) through Seven (7) in Block Three (3); Lots One (1) and Two (2) in Block Four (4); Lots One (1) through Eleven (11) in Block Five (5); and Lots One (1) through Five

(5) in Block Six (6); all in Garfield Heights Subdivision #2, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1) through Ten (10), inclusive, in Lafayette Park Subdivision, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1) and Two (2) of Lafayette Park Subd. #2, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lots One (1) through Sixteen (16) in Fieldcrest Subdivision, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof.

Lot Five (5) of Bass Subdivision, in the City of Mexico, County of Audrain and State of Missouri, as per recorded plat thereof; excepting therefrom the North 120 feet thereof.

The South Half of Lot Four (4) in Block Five (5) of Rawlings' Addition to the City of Mexico, in the County of Audrain and State of Missouri, as per recorded plat thereof.

Low Rent Operating Budget				2017 ORIGINAL BUDGET			2017 REVISED BUDGET			2018 BUDGET			Change in Totals 2017 vs. 2017 Revised
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2017 Original vs. 2017 Revised	Operating Fund	Capital Fund	Total Project Budget		
Operating Income:													
11220	Gross Potential Rent	329,160		329,160	356,880		356,880	27,720	354,480		354,480	(2,400)	
11230	Less: Vacancy Loss Rent	(3,190)		(3,190)	(4,580)		(4,580)	(1,390)	(3,550)		(3,550)	1,030	
70300	Net Tenant Rental Revenue	325,970		325,970	352,300		352,300	26,330	350,930		350,930	(1,370)	
11240	Gross Potential Subsidy	840,079		840,079	833,470		833,470	(6,609)	765,377		765,377	(68,093)	
11260	Less: Subsidy Loss - Vacancy	-		-	-		-	-	-		-	-	
11250	Less: Subsidy Loss - Proration	(92,409)		(92,409)	(91,681)		(91,681)	728	(76,538)		(76,538)	15,143	
70600	Net Operating Subsidy	747,670		747,670	741,789		741,789	(5,881)	688,839		688,839	(52,950)	
70600	HUD PHA Operating Grant-CFP		20,000	20,000		58,740	58,740	38,740		34,500		(24,240)	
70400	Other Tenant Charges	17,130		17,130	17,640		17,640	510	19,090		19,090	1,450	
70400	Excess Utilities	-		-	-		-	-	-		-	-	
71100	Investment Income	2,230		2,230	3,840		3,840	1,610	4,610		4,610	770	
71400	Fraud Recovery	-		-	-		-	-	-		-	-	
71500	Non-Dwelling Rent	5,000		5,000	2,530		2,530	(2,470)	3,070		3,070	540	
71500	Other Income	10,460		10,460	355,620		355,620	345,160	7,000		7,000	(348,620)	
70000	Total Operating Income	1,108,460	20,000	1,128,460	1,473,719	58,740	1,532,459	403,999	1,073,539	34,500	1,108,039	(424,420)	
Operating Expenditures:													
Administrative													
91100	Administrative Salaries	180,590	-	180,590	160,330	12,120	172,450	(8,140)	173,730	-	173,730	1,280	
91500	Employee Benefits - Administrative	70,230	-	70,230	72,880	5,840	78,720	8,490	87,470	-	87,470	8,750	
91200	Auditing Fees	6,580	-	6,580	5,540	-	5,540	(1,040)	6,370	-	6,370	830	
91300	Management Fees	-	-	-	-	-	-	-	-	-	-	-	
91900A	Accounting Fees	7,050	-	7,050	7,550	-	7,550	500	6,770	-	6,770	(780)	
91400	Advertising and Marketing	2,350	-	2,350	5,000	1,220	6,220	3,870	2,280	2,500	4,780	(1,440)	
91600	Office Expenses	33,840	-	33,840	27,820	380	28,200	(5,640)	27,000	-	27,000	(1,200)	
91700	Legal Expense	2,350	-	2,350	4,200	-	4,200	1,850	4,600	-	4,600	400	
91800	Travel	16,920	-	16,920	2,620	11,000	13,620	(3,300)	16,380	-	16,380	2,760	
91900	Other Administrative Costs	14,100	-	14,100	14,820	1,800	16,620	2,520	17,000	-	17,000	380	
91000	Total Administrative	334,010	-	334,010	300,760	32,360	333,120	(890)	341,600	2,500	344,100	10,980	
92000	Asset Management Fees	-	-	-	-	-	-	-	-	-	-	-	
Tenant Services													
92100	Tenant Services - Salaries	-	-	-	-	-	-	-	-	-	-	-	
92300	Employee Benefits - Tenant Services	-	-	-	-	-	-	-	-	-	-	-	
92200	Relocation Costs	-	-	-	2,140	-	2,140	2,140	-	-	-	(2,140)	
92400	Tenant Services-Other	6,000	-	6,000	2,980	-	2,980	(3,020)	5,030	-	5,030	2,050	
92500	Total Tenant Services	6,000	-	6,000	5,120	-	5,120	(880)	5,030	-	5,030	(90)	

Low Rent Operating Budget				2017 ORIGINAL BUDGET			2017 REVISED BUDGET			2018 BUDGET		
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2017 Original vs. 2017 Revised	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2018 vs. 2017 Revised
<b>Utilities</b>												
93100	Water	76,980		76,980	64,300		64,300	(12,680)	73,700		73,700	9,400
93200	Electricity	15,650		15,650	18,260		18,260	2,610	18,220		18,220	(40)
93300	Gas	3,420		3,420	4,830		4,830	1,410	4,530		4,530	(300)
93400	Fuel	-		-	-		-	-	-		-	-
93600	Sewer	91,200		91,200	92,570		92,570	1,370	92,390		92,390	(180)
93800	Other	-		-	-		-	-	-		-	-
93000	<b>Total Utilities</b>	<b>187,250</b>	<b>-</b>	<b>187,250</b>	<b>179,960</b>	<b>-</b>	<b>179,960</b>	<b>(7,290)</b>	<b>188,840</b>	<b>-</b>	<b>188,840</b>	<b>8,880</b>
<b>Maintenance</b>												
94100	Labor	108,180	-	108,180	96,980	-	96,980	(11,200)	95,130	-	95,130	(1,860)
94500	Employee Benefits - Maintenance	54,760	-	54,760	42,040	-	42,040	(12,720)	46,570	-	46,570	4,530
94200	Maintenance Materials	70,000	-	70,000	91,010	4,880	95,890	25,890	70,000	-	70,000	(25,890)
Maint. Contract:												
94300-010	Garbage and Trash Removal Contracts	27,000		27,000	30,690		30,690	3,690	30,000		30,000	(690)
94300-020	Heating & Cooling Contracts	15,000		15,000	13,590		13,590	(1,410)	20,000		20,000	6,410
94300-030	Snow Removal Contracts	7,000		7,000	4,200		4,200	(2,800)	7,000		7,000	2,800
94300-040	Elevator Maintenance	-		-	-		-	-	-		-	-
94300-050	Landscape & Grounds Contracts	5,000	-	5,000	3,000	1,500	4,500	(500)	4,800	12,000	16,800	12,300
94300-060	Unit Turnaround Contract	10,000		10,000	-		-	(10,000)	-		-	-
94300-070	Electrical Contracts	5,000		5,000	850	-	850	(4,150)	5,000		5,000	4,150
94300-080	Plumbing Contracts	5,000	-	5,000	9,190	-	9,190	4,190	9,000	-	9,000	(190)
94300-090	Extermination Contracts	8,500		8,500	8,400		8,400	(100)	8,500		8,500	100
94300-100	Janitorial Contracts	-		-	-		-	-	-		-	-
94300-110	Routine Maintenance Contracts	15,000		15,000	1,930		1,930	(13,070)	10,000		10,000	8,070
94300-120	Other Misc. Contract Costs	24,000	-	24,000	24,730		24,730	730	20,000	-	20,000	(4,730)
94000	<b>Total Maintenance</b>	<b>354,440</b>	<b>-</b>	<b>354,440</b>	<b>326,610</b>	<b>6,380</b>	<b>332,990</b>	<b>(21,450)</b>	<b>326,000</b>	<b>12,000</b>	<b>338,000</b>	<b>5,010</b>
<b>Protective Services</b>												
95100	Protective Services - Labor	-	-	-	-	-	-	-	-	-	-	-
95500	Employee Benefits - Protective Services	-	-	-	-	-	-	-	-	-	-	-
95200	Protective Services Contract Costs	-		-	-		-	-	-		-	-
95300	Protective Service Other	-		-	-		-	-	-		-	-
95000	<b>Total Protective Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Insurance</b>												
96110	Property	62,000		62,000	60,010		60,010	(1,990)	60,250		60,250	240
96120	General Liability	5,640		5,640	6,400		6,400	760	5,460		5,460	(940)
96130	Worker's Comp.	14,100		14,100	6,780		6,780	(7,320)	8,190		8,190	1,410
96140	Other Insurance	7,080		7,080	6,340		6,340	(740)	6,270		6,270	(70)
96000	<b>Total Insurance Expense</b>	<b>88,820</b>	<b>-</b>	<b>88,820</b>	<b>79,530</b>	<b>-</b>	<b>79,530</b>	<b>(9,290)</b>	<b>80,170</b>	<b>-</b>	<b>80,170</b>	<b>640</b>
Total Insurance Expense Budget comparison to 2018 Budget												

Low Rent Operating Budget		2017 ORIGINAL BUDGET			2017 REVISED BUDGET			2018 BUDGET			Change in Totals 2018 vs. 2017 Revised		
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget	Operating Fund	Capital Fund	Total Project Budget	Change in Totals 2017 Original vs. 2017 Revised	Operating Fund	Capital Fund	Total Project Budget		
General Expenses													
96200	Other General Expenses	-	-	-	20	-	20	20	-	-	-	(20)	
96210	Compensated Absences	14,420	-	14,420	15,380	-	15,380	960	15,380	-	15,380	-	
96300	Payments In Lieu of Taxes - Accrual	13,870	-	13,870	17,230	-	17,230	3,360	16,210	-	16,210	(1,020)	
96400	Bad Debt-Tenants	10,000	-	10,000	12,260	-	12,260	2,260	10,000	-	10,000	(2,260)	
96800	Severance Expense	-	-	-	-	-	-	-	-	-	-	-	
96000	Total General Expenses	38,290	-	38,290	44,890	-	44,890	6,600	41,590	-	41,590	(3,300)	
96900	Total Operating Expenditures	1,008,810	-	1,008,810	936,870	38,740	975,610	(33,200)	983,230	14,500	997,730	22,120	



# MEXICO HOUSING AUTHORITY

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

## Appointment of Board Chairperson and Vice Chairperson 2017/2018

Put a mark by the person you would like to vote for each category of Board Chairperson and Board Vice Chairperson:

### Board Chairperson

Chris Miller \_\_\_\_\_

Tad Dobyns \_\_\_\_\_

Rita Jackson \_\_\_\_\_

Joyce Jackson \_\_\_\_\_

Ed Lawton \_\_\_\_\_

### Vice Chairperson

Chris Miller \_\_\_\_\_

Tad Dobyns \_\_\_\_\_

Rita Jackson \_\_\_\_\_

Joyce Jackson \_\_\_\_\_

Ed Lawton \_\_\_\_\_



**U.S. Department of Housing and Urban Development**

St. Louis Field Office  
Robert A. Young Federal Building  
1222 Spruce Street – Room 3.203  
St. Louis, Missouri 63103-2836

March 6, 2017

Ms. Chris Miller  
Board Chair  
Housing Authority of  
The City of Mexico  
2101 S. Clark Street  
Mexico, MO 65265

Dear Ms. Miller:

An on-site visit to the Mexico Public Housing Authority (PHA) has been scheduled for April 18-19, 2017. The St. Louis HUD Field Office (FO) feels strongly that on-site visits and face-to-face communications with PHA staff, Boards and residents are valuable tools in promoting HUD's missions. Toward this end, the FO is providing training to as many PHA Boards as possible. The St. Louis HUD Field Office firmly believes providing training to the Board of Commissioners (BOC) will enhance their knowledge and skills so that they in turn can provide the best possible service to the PHA and its residents.

The FO staff who will provide the BOC training will consist of Anita Hagerman, Public Housing Revitalization Specialist (PHRS), Doug Robinson, and Anthony Anderson, Financial Analyst (FA), and Joyce Hoeing, Portfolio Management Specialist (PMS). If funding permits, the training has been scheduled to start at 3:30 p.m. on April 19, 2017. We anticipate the training will last approximately two hours. Please contact all Board members and ensure they will be present for this training. As this is a training session and not an official Board meeting, no posting of the meeting is required. Mexico PHA staff are also welcome to attend this training.

We look forward to meeting with you at this training session and appreciate your continued work with the PHA, the residents, and your community. If you have any questions regarding this training, please contact Anita Hagerman at 314-418-5227 or via email at [Anita.L.Hagerman@hud.gov](mailto:Anita.L.Hagerman@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "D. Sherrod", is written over the word "Sincerely,".

Daniel W. Sherrod  
Director  
Office of Public Housing