

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 Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, December 19, 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: November 21, 2017
Executive Director's Report:

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

6. Unfinished Business

7. New Business: Review By-Laws

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 MHA at (573) 581-2294 press 4 and leave a message, at least one working day prior to the meeting.

MINUTES OF THE REGULAR MEETING

OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MEXICO HELD ON November 21, 2017

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, November 21, 2017 at 3:30 PM at the MHA Administration 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 November 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 3:31pm.
- 2. Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Ed Lawton
Commissioner Chris Miller
Commissioner Tad Dobyns (late arrival 3:33p)
Commissioner Joyce Jackson
Commissioner Rita Jackson

Commissioners excused:

Commissioner

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Jodie Penn

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

4. Comments from the public:

None

5. Approval of Consent Agenda(if applicable)

Approval of regular meeting minutes for: September 19, 2017

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

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

6. Executive Director Report

Financial Reports (October 2017)

Bills Expended (August, September, October 2017)

Executive Directors Report October 2017

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

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

Unfinished Business

None

7. New Business

Board Resolution 2879 Approving MAHAPCI Insurance

T Dreyer explained that this for property insurance and it is lower premium than last years.

Chairperson Chris Miller called for motion to approve Board Resolution 2879. 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:	E Lawton, J Jackson, R Jackson, T Dobyys
No:	None
Absent:	None

Board Resolution 2880 Approving Dental and Vision Benefits

T Dreyer explained that there is no price increase for this year's renewal on neither plan.

Chairperson Chris Miller called for motion to approve Board Resolution 2880. 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:	E Lawton, J Jackson, R Jackson, T Dobyns
No:	None
Absent:	None

Board Resolution 2881 Approving Revision to Standardized Charges

T Dreyer explained that we look at these every year to make sure that it reflects price increases.

Chairperson Chris Miller called for motion to approve Board Resolution 2881. A motion was made by Commissioner J Jackson and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2882 Approving PH Flat FMR Rent rates for 2018

T Dreyer explained that we make changes as needed to MHA's PH rent according to the new FMR.

Chairperson Chris Miller called for motion to approve Board Resolution 2882. A motion was made by Commissioner R Jackson and seconded by Commissioner T Dobyns. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2883 Approving HCV Payment Standards for 2018

T Dreyer explained that this is updated for this program every year as well according to the new FMR.

Chairperson Chris Miller called for motion to approve Board Resolution 2883. A motion was made by Commissioner T Dobyns and seconded by Commissioner J Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2884 Approving 2018 PHA/5 Year Plan

T Dreyer explained that she updated according to our new guidelines and updated the progress report to reflect updates that we are doing on property.

Chairperson Chris Miller called for motion to approve Board Resolution 2884. A motion was made by Commissioner J Jackson and seconded by Commissioner R Jackson. Upon a roll call vote of the motion, the following vote was recorded:

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

Board Resolution 2885 Approving 2018 CFP/5 Year Plan

T Dreyer explained that this is moving forward to expend our CFP monies.

Chairperson Chris Miller called for motion to approve Board Resolution 2885. 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: E Lawton, J Jackson, R Jackson, T Dobyns
No: None
Absent: None

Board Resolution 2886 Approving Executive Director Raise (cola) to be put into effect

T Dreyer explained that the Board has already approved for the past 4 years a 3% HUD approved for all employees.

Chairperson Chris Miller stated the Board could not come to an understanding and wanted to set another meeting to go into Closed Session to further discuss. C Miller tabled the Resolution 2886 til further notice.

Yes: None
No: None
Absent: None

Board Resolution 2887 Approving Tenant Write Offs to Bad Debt Collection

T Dreyer explained that this is to do periodic write offs so we can forward Bad Debts to Collections.

Chairperson Chris Miller called for motion to approve Board Resolution 2887. A motion was made by Commissioner R Jackson and seconded by Commissioner T Dobyns. Upon a roll call vote of the motion, the following vote was recorded:

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

8. Other Business:

J Jackson asked what the process of getting rid of Pests was. T Dreyer stated that we spray each unit once a month and if there is a problem identified, we do extra sprays until issue has been resolved. T Dreyer stated that we take serious Pest Infestation.

9. Comments from Commissioners:

none

10. Adjournment of Open Meeting:

Chairperson Chris Miller requested a motion to adjourn the Open meeting on November 21, 2017, Commissioner J Jackson made the motion and Commissioner T Dobyms seconded. The regular session meeting was adjourned at 4:26 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 November 16, 2017, I posted public notice of the November 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, copies of the Agenda and Board Packet for review.

Tammy Dreyer

December 19, 2017 Board Meeting

Finance Report – November 2017 Results

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

- 1) Pages 1 & 2 detail April through November FYE 2018 and show an operating income YTD of \$274,526. This means we have UNDERSPENT our budgeted expenses by this amount. MHA is keeping expenses well in check.
- 2) On the “Maintenance Materials” and “Maintenance Contract” budget lines, note the inflated expense results. MHA is spending the funds gained by the sale of The Help Center and Tripoli/Bolivar properties as directed by HUD. At the end of our fiscal year, the budget will be adjusted accordingly and will not show a negative expenditure.

Pages 3 - Financial Analysis of Low Rent (PH) and Section 8 programs:

- 1) Low Rent – occupancy rate = 99%; with average monthly rent received from tenant for FYE2018 being \$147.43/month.
- 2) Section 8 – units leased first of the month = 132; with average HAP rent payment for FYE2018 being \$350.00/month.

Pages 4-5 – Income Statement for PH Operating Fund (matches funds on pages 1-2)

Page 6 – Income Statement for Section 8 fund

Page 7 – Balance Sheet – all funds

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$2,614,611
 - Section 8 - \$151,653
 - Local Fund (generated from HQS Inspections) = \$11,779

Pages 8-10 – Bills Expended Report November 2017

Low Rent Operating Budget		Actual Apr2017- Nov2017 Results	FYE 03/2018 Budget	Variance Expenses vs. Budget
FDS Line #	Account Title			
Operating Income:				
70000	Total Operating Income	852,824	738,693	114,131
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	95,619	115,820	20,201
91500	Employee Benefits - Administrative	49,355	58,313	8,958
91200	Auditing Fees	-	4,247	4,247
91300	Management Fees	-	-	0
91900A	Accounting Fees	3,975	4,513	539
91400	Advertising and Marketing	2,752	3,187	434
91600	Office Expenses	17,453	18,000	547
91700	Legal Expense	4,271	3,067	(1,205)
91800	Travel	2,598	10,920	8,322
91900	Other Administrative Costs	9,643	11,333	1,691
91000	Total Administrative	185,666	229,400	43,734
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	-	-	
92400	Tenant Services-Other	617	3,353	
92500	Total Tenant Services	617	3,353	2,736
	<u>Utilities</u>			
93100	Water	33,268	49,133	15,865
93200	Electricity	10,228	12,147	1,918
93300	Gas	1,847	3,020	1,173
93400	Fuel		-	0
93600	Sewer	62,398	61,593	(805)
93800	Other		-	
93000	Total Utilities	107,742	125,893	18,152
	<u>Maintenance</u>			
94100	Labor	72,111	63,420	(8,691)
94500	Employee Benefits - Maintenance	28,370	31,047	2,677
94200	Maintenance Materials	63,445	46,667	(16,778)
	Maint. Contract:	49,618	15,787.50	(33,831)
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			

Low Rent Operating Budget		Actual Apr2017- Nov2017 Results	FYE 03/2018 Budget	Variance Expenses vs. Budget
FDS Line #	Account Title			
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	213,544	156,921	(56,624)
	<u>Protective Services</u>			
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	Total Protective Services			
	<u>Insurance</u>			
96110	Property	39,243	40,167	924
96120	General Liability	4,173	3,640	(533)
96130	Worker's Comp.	5,276	5,460	184
96140	Other Insurance	4,372	4,180	(192)
96100	Total Insurance Expense	53,064	53,447	382
95200	Protective services - other contract costs	300	-	(300)
	Total Protective Services	300	-	(300)
	<u>General Expenses</u>			
96200	Other General Expense	-	-	0
96210	Compensated Absences		10,253	10,253
96300	Payments In Lieu of Taxes - Accrual	9,947	10,807	860
96400	Bad Debt-Tenants	7,419	6,667	(752)
96800	Severance Expense		-	0
96000	Total General Expenses	17,366	27,727	10,361
96900	Total Operating Expenditures	578,298	665,153	18,742
	OPERATING INCOME (LOSS)	274,526		

**Mexico Housing Authority
Financial Analysis
11/30/17**

Low Rent 04/30/17 05/31/17 06/30/17 07/31/17 08/31/17 09/30/17 10/31/17 11/30/17 12/31/17 01/31/18 02/28/18 03/31/18

Balance Sheet

Cash-unrestricted	\$1,419,889.81	\$1,436,111.03	\$1,487,149.65	\$1,462,488.27	\$1,496,303.22	\$1,491,292.00	\$1,525,702.93	\$1,589,061.11				
Investments - unrestricted	877,312.56	877,367.46	877,430.99	877,897.90	878,007.27	878,489.60	878,624.60	878,624.60				
Tenant accounts receivable	4,634.69	7,034.58	7,501.65	8,105.74	9,307.99	10,203.76	11,559.59	4,593.75				

Income Statement

Net tenant rental revenue	32,093.00	30,353.00	29,071.00	28,714.00	28,903.00	29,560.00	29,793.50	29,633.00				
Operating expenses	37,623.80	70,091.69	78,910.16	85,777.35	73,010.91	77,231.88	82,530.73	73,121.88				
Operating income/loss (monthly)	43,136.82	16,320.35	21,452.45	3,850.62	(21,713.28)	(8,798.42)	(715.92)	57,787.83				
Operating income/loss (ytd)	43,136.82	59,457.17	80,909.62	84,760.24	63,046.96	54,248.54	58,532.62	111,320.45				
Units leased	201.00	201.00	201.00	201.00	201.00	201.00	200.00	201.00				
Occupancy rate	99%	99%	99%	99%	99%	99%	99%	99%				
Average monthly rent	159.67	151.01	144.63	142.86	143.80	147.06	148.97	147.43				

Section 8

Balance Sheet

Cash-unrestricted	\$100,948.77	\$106,433.26	\$111,237.73	\$103,594.71	\$118,046.82	\$126,634.57	\$117,178.59	\$130,902.99				
Investments - unrestricted	10,662.00	10,662.00	10,662.00	15,993.80	15,993.80	15,993.80	15,993.80	15,993.80				

Income Statement

Housing assistance payments	49,850.00	50,414.00	49,596.00	51,685.00	48,941.00	47,998.00	48,697.00	46,200.00				
Operating expenses	904.08	1,654.57	2,084.26	3,619.01	3,288.28	3,389.54	3,715.78	6,432.28				
Operating income/loss (monthly)	6,216.95	4,307.80	4,713.11	(1,363.53)	11,154.83	5,198.21	1,279.40	7,292.12				
Operating income/loss (ytd)	6,216.95	10,524.75	15,237.86	13,874.33	25,029.16	30,227.37	31,506.77	38,798.89				
Units leased	144.00	150.00	149.00	148.00	146.00	141.00	137.00	132.00				
Average HAP cost (monthly)	346.18	336.09	332.86	349.22	335.21	340.41	355.45	350.00				

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 8 Months Ended 11/30/2017

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 29,633.00	\$ 238,120.50	\$ 350,930.00	\$ 112,809.50
Tenant revenue - other	1,239.95	9,634.90	19,090.00	9,455.10
HUD PHA operating grants	60,298.50	482,116.50	688,839.00	206,722.50
Investment income - unrestricted	610.85	5,505.56	4,610.00	(895.56)
Other revenue	57,297.87	117,446.47	10,070.00	(107,376.47)
Total Operating Revenues	<u>149,080.17</u>	<u>852,823.93</u>	<u>1,073,539.00</u>	<u>220,715.07</u>
Operating Expenses				
Administrative salaries	15,565.53	95,618.54	173,730.00	78,111.46
Auditing fees	0.00	0.00	6,370.00	6,370.00
Advertising and marketing	0.00	2,752.38	2,280.00	(472.38)
Employee benefits - administrative	6,330.28	49,355.33	87,470.00	38,114.67
Office expenses	1,470.62	17,452.74	27,000.00	9,547.26
Legal expenses	469.40	4,271.32	4,600.00	328.68
Travel	0.00	2,597.87	16,380.00	13,782.13
Other admin.	1,099.09	13,617.37	23,770.00	10,152.63
Total Administrative	<u>24,934.92</u>	<u>185,665.55</u>	<u>341,600.00</u>	<u>155,934.45</u>
Tenant services - other	15.00	617.11	5,030.00	4,412.89
Total Tenant Services	<u>15.00</u>	<u>617.11</u>	<u>5,030.00</u>	<u>4,412.89</u>
Water	3,964.72	33,268.39	73,700.00	40,431.61
Electricity	1,383.64	10,228.22	18,220.00	7,991.78
Gas	303.32	1,846.87	4,530.00	2,683.13
Sewer	7,962.72	62,398.14	92,390.00	29,991.86
Total Utilities	<u>13,614.40</u>	<u>107,741.62</u>	<u>188,840.00</u>	<u>81,098.38</u>
Maintenance labor	9,868.51	72,111.36	95,130.00	23,018.64
Maintenance materials	5,864.51	63,444.90	70,000.00	6,555.10
Maintenance contracts	3,920.64	49,618.20	114,300.00	64,681.80
Employee benefits - maintenance	3,226.03	28,369.90	46,570.00	18,200.10
Total Maintenance	<u>22,879.69</u>	<u>213,544.36</u>	<u>326,000.00</u>	<u>112,455.64</u>
Property insurance	4,948.58	39,243.10	60,250.00	21,006.90
Liability insurance	488.25	4,172.78	5,460.00	1,287.22
Workmen's compensation	640.19	5,276.27	8,190.00	2,913.73
All other insurance	555.45	4,372.05	6,270.00	1,897.95
Total Insurance	<u>6,632.47</u>	<u>53,064.20</u>	<u>80,170.00</u>	<u>27,105.80</u>
Protective services - other contract costs	0.00	300.00	0.00	(300.00)
Total Protective Services	<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>(300.00)</u>
Compensated absences	0.00	0.00	15,380.00	15,380.00
Payments in lieu of taxes	0.00	9,946.78	16,210.00	6,263.22
Bad debt - tenant rents	5,045.40	7,418.78	10,000.00	2,581.22
Total General Expenses	<u>5,045.40</u>	<u>17,365.56</u>	<u>41,590.00</u>	<u>24,224.44</u>
Total Operating Expenses	<u>73,121.88</u>	<u>578,298.40</u>	<u>983,230.00</u>	<u>404,931.60</u>
Operating Income (Loss)	<u>75,958.29</u>	<u>274,525.53</u>	<u>90,309.00</u>	<u>(184,216.53)</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 8 Months Ended 11/30/2017

	Current Month	Year to Date	Budget	Variance
Other Financial Items				
Operating transfer in	0.00	0.00	(20,000.00)	(20,000.00)
Casualty losses - non-capitalized	0.00	95,267.08	0.00	(95,267.08)
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	0.00	13,850.00	60,000.00	46,150.00
Property betterments & additions	18,170.46	54,088.00	40,000.00	(14,088.00)
Total Other Financial Items	<u>18,170.46</u>	<u>163,205.08</u>	<u>80,000.00</u>	<u>(83,205.08)</u>
Net Income (Loss)	<u>\$ 57,787.83</u>	<u>\$ 111,320.45</u>	<u>\$ 10,309.00</u>	<u>\$ (101,011.45)</u>

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

Mexico Housing Authority
Income Statement-Section 8 Voucher
8 Months Ended 11/30/2017

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 54,608.00	\$ 395,542.00	\$ 450,150.00
Investment income - unrestricted	363.76	0.00	363.76
Other revenue	10,870.93	0.00	10,870.93
Total Operating Revenues	<u>65,842.69</u>	<u>395,542.00</u>	<u>461,384.69</u>
Operating Expenses			
Administrative salaries	15,491.79	0.00	15,491.79
Advertising and marketing	44.72	0.00	44.72
Employee benefits - administrative	5,379.31	0.00	5,379.31
Office expenses	1,522.10	0.00	1,522.10
Travel	232.06	0.00	232.06
Other admin.	1,505.13	0.00	1,505.13
Total Administrative	<u>24,175.11</u>	<u>0.00</u>	<u>24,175.11</u>
Liability insurance	385.40	0.00	385.40
Workmen's compensation	387.69	0.00	387.69
Total Insurance	<u>773.09</u>	<u>0.00</u>	<u>773.09</u>
Housing assistance payments	0.00	393,381.00	393,381.00
HAP portability-in	4,117.00	0.00	4,117.00
Total Housing Assistance Payments	<u>4,117.00</u>	<u>393,381.00</u>	<u>397,498.00</u>
Other general expenses	139.60	0.00	139.60
Total General Expenses	<u>139.60</u>	<u>0.00</u>	<u>139.60</u>
Total Operating Expenses	<u>29,204.80</u>	<u>393,381.00</u>	<u>422,585.80</u>
Operating Income (Loss)	<u>36,637.89</u>	<u>2,161.00</u>	<u>38,798.89</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>\$ 36,637.89</u>	<u>\$ 2,161.00</u>	<u>\$ 38,798.89</u>

**Mexico Housing Authority
Balance Sheet - Combining
As of November 30, 2017
Assets**

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 1,589,061.11	\$ 130,902.99	\$ 9,841.77	\$ 1,729,805.87
Cash-other restricted	12,459.34	0.00	0.00	12,459.34
Accounts receivable - PHA projects	0.00	417.79	0.00	417.79
Accounts receivable - HUD other projects	0.50	3,780.00	0.00	3,780.50
Accounts receivable - miscellaneous	149.00	0.00	1,874.34	2,023.34
Accounts receivable - tenants (net)	4,337.11	0.00	0.00	4,337.11
Accrued interest receivable	375.14	6.13	0.00	381.27
Investments - unrestricted	878,624.60	15,993.80	0.00	894,618.40
Prepaid expenses and other assets	20,120.23	552.47	63.30	20,736.00
Inventories (net)	97,382.61	0.00	0.00	97,382.61
Inter program - due from	12,102.17	0.00	0.00	12,102.17
Total Current Assets	<u>2,614,611.81</u>	<u>151,653.18</u>	<u>11,779.41</u>	<u>2,778,044.40</u>
Property and Equipment				
Land	296,135.76	0.00	0.00	296,135.76
Buildings	13,099,570.66	27,883.88	0.00	13,127,454.54
Furniture, equipment and machinery - administration	290,872.30	0.00	0.00	290,872.30
Accumulated depreciation	(9,533,059.65)	(14,619.94)	0.00	(9,547,679.59)
Construction in progress	57,640.75	0.00	0.00	57,640.75
Net Property and Equipment	<u>4,211,159.82</u>	<u>13,263.94</u>	<u>0.00</u>	<u>4,224,423.76</u>
Total Assets	<u>\$ 6,825,771.63</u>	<u>\$ 164,917.12</u>	<u>\$ 11,779.41</u>	<u>\$ 7,002,468.16</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 624.03	\$ 0.00	\$ 0.00	\$ 624.03
Accrued compensated absences - current portion	6,471.59	223.39	24.76	6,719.74
Accounts payable - HUD PHA programs	0.00	10,663.60	0.00	10,663.60
Accounts payable - other government	28,240.15	0.00	0.00	28,240.15
Tenant security deposits	27,659.63	0.00	0.00	27,659.63
Unearned revenue	4,960.67	0.00	0.00	4,960.67
Inter program - due to	0.00	9,943.50	2,158.67	12,102.17
Total Current Liabilities	<u>67,956.07</u>	<u>20,830.49</u>	<u>2,183.43</u>	<u>90,969.99</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	5,268.52	52.93	21.29	5,342.74
Total Long-Term Liabilities	<u>5,268.52</u>	<u>52.93</u>	<u>21.29</u>	<u>5,342.74</u>
Total Liabilities	<u>73,224.59</u>	<u>20,883.42</u>	<u>2,204.72</u>	<u>96,312.73</u>
Net Position				
Investment in capital assets	4,040,378.12	13,263.94	0.00	4,053,642.06
Unrestricted	2,430,066.77	85,808.38	6,231.97	2,522,107.12
Restricted	0.00	6,162.49	0.00	6,162.49
Capital expenditures-contra	170,781.70	0.00	0.00	170,781.70
Net income (loss)	111,320.45	38,798.89	3,342.72	153,462.06
Total Net Position	<u>6,752,547.04</u>	<u>144,033.70</u>	<u>9,574.69</u>	<u>6,906,155.43</u>
Total Liabilities and Net Position	<u>\$ 6,825,771.63</u>	<u>\$ 164,917.12</u>	<u>\$ 11,779.41</u>	<u>\$ 7,002,468.16</u>

CHECK REGISTERS				S = Semi-Monthly
				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
PH FUND				
00063233	\$1,439.00	11/01/2017	Ameren Missouri	M
00063234	\$1,476.95	11/01/2017	Ameren Missouri	M
00063235	\$469.40	11/01/2017	Clampitt Law LLC	
00063236	\$263.27	11/01/2017	Delta Dental Lockbox	M
00063237	\$24.40	11/01/2017	Dollar General-MSC410526	
00063238	\$795.23	11/01/2017	Lacrosse Lumber-Mexico	
00063239	\$412.00	11/01/2017	Lindsey Software	M
00063240	\$175.00	11/01/2017	Missouri Chapter of NAHRO	A
00063241	\$41.00	11/01/2017	Mexico Service Center	
00063242	\$3,362.59	11/01/2017	Missouri American Water Co.	M
00063243	\$350.60	11/01/2017	Mommens Heating & Cooling, LLC	
00063244	\$349.00	11/01/2017	Nan McKay & Associates, Inc.	A
00063245	\$100.00	11/01/2017	Comm Ctr deposit refund	
00063246	\$7.68	11/01/2017	Plumb Supply Company	
00063247	\$272.40	11/01/2017	S & S Electric Motor Service	
00063248	\$3,552.75	11/01/2017	Sam Robinett Construction, Inc	
00063249	\$2,290.35	11/01/2017	Sherwin Williams Co.	
00063250	\$85.76	11/01/2017	Sound Solutions	
00063251	\$106.20	11/01/2017	Southwest NAHRO	A
00063252	\$44.66	11/01/2017	Standard Insurance Co.	M
00063253	\$118.28	11/01/2017	U.S. Cellular	M
00063254	\$8,029.54	11/01/2017	United Health Care Ins. Co.	M
00063255	\$152.92	11/01/2017	Walmart Community/GEMB	
00063256	\$345.31	11/01/2017	Westlakes Hardware MO-019	
on-line trnsfer	\$1,195.19	11/07/2017	Ameritas Retirement Plan	S
00063257	\$4.30	11/13/2017	PH tenant account refund	
00063258	\$80.00	11/13/2017	PH tenant account refund	
00063259	\$210.01	11/16/2017	Ameren Missouri	M
00063260	\$186.00	11/16/2017	Butler Supply, Inc.	
00063261	\$168.50	11/16/2017	Chigger Hill	
00063262	\$10,295.19	11/16/2017	City of Mexico	M
00063263	\$188.05	11/16/2017	Dayne's Waste Disposal, Inc.	M
00063264	\$1,297.00	11/16/2017	Erdel & Wood Home	
00063265	\$1,400.00	11/16/2017	Guardian Pest Control	
00063266	\$512.94	11/16/2017	MFA Oil Company-KC	M
00063267	\$99.32	11/16/2017	Meeks Mexico	
00063268	\$147.99	11/16/2017	Mexico Ledger	A
00063269	\$602.13	11/16/2017	Missouri American Water Co.	M
00063270	\$261.96	11/16/2017	Mommens Heating & Cooling, LLC	
00063271	\$100.00	11/16/2017	Petty Cash	
00063272	\$7,500.00	11/16/2017	Pro Foundation Technology, Inc	
00063273	\$7.33	11/16/2017	Plumb Supply Company	
00063274	\$18,170.46	11/16/2017	Sam Robinett Construction, Inc	
00063275	\$90.03	11/16/2017	Staples Advantage	
00063276	\$622.00	11/16/2017	Urlaub & Co., PLLC	M
on-line trnsfer	\$1,195.19	11/20/2017	Ameritas Retirement Plan	S

CHECK REGISTERS

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Check #	Dollars	Date	Vendor	
on-line trnsfer	\$340.00	11/29/2017	Canon Financial	M
	\$ 68,937.88			
Section 8 Fund				
00018817	\$211.00	11/01/2017	Ahmann, Thomas & Linda	M
00018818	\$2,060.00	11/01/2017	Ameren Missouri	M
00018819	\$282.00	11/01/2017	JUDY BIRD	M
00018820	\$3,984.00	11/01/2017	Berkshire Estates, LP	M
00018821	\$500.00	11/01/2017	Century 21	M
00018822	\$1,358.00	11/01/2017	Chris Bohr	M
00018823	\$1,253.00	11/01/2017	Jerry Boles	M
00018824	\$930.00	11/01/2017	Brenda Bryan	M
00018825	\$308.00	11/01/2017	Henry Butts	M
00018826	\$996.00	11/01/2017	Paul Carlson	M
00018827	\$6,130.00	11/01/2017	Cedar Grove LLC	M
00018828	\$561.00	11/01/2017	SAMMY DYSART	M
00018829	\$474.00	11/01/2017	Davidson, Dan	M
00018830	\$32.00	11/01/2017	Grooms, James W.	M
00018831	\$592.00	11/01/2017	STEVE HARTING	M
00018832	\$349.00	11/01/2017	Ed Hammett	M
00018833	\$420.00	11/01/2017	Harting, Cynthia	M
00018834	\$361.00	11/01/2017	Hudson, Dustin	M
00018835	\$2,026.00	11/01/2017	Barbara Jones	M
00018836	\$828.00	11/01/2017	K & C Properties, LLC	M
00018837	\$1,929.00	11/01/2017	Lick Branch Properties, LLC	M
00018838	\$4,017.00	11/01/2017	MEXICO MEADOWS	M
00018839	\$381.00	11/01/2017	RALPH MIKA	M
00018840	\$500.00	11/01/2017	Frank Marth	M
00018841	\$664.00	11/01/2017	Estil Meeks	M
00018842	\$1,317.00	11/01/2017	Maco Management	M
00018843	\$170.00	11/01/2017	Roger Montague	M
00018844	\$1,221.00	11/01/2017	Joshua Newlon	M
00018845	\$279.00	11/01/2017	Warren Nordwald	M
00018846	\$510.00	11/01/2017	Stuart Pfeifer	M
00018847	\$550.00	11/01/2017	Mark R Prater	M
00018848	\$1,220.00	11/01/2017	ROGERS, GREGORY MARK	M
00018849	\$215.00	11/01/2017	Reaser, Elvera	M
00018850	\$550.00	11/01/2017	Clarence Replogle	M
00018851	\$309.00	11/01/2017	Don Rittmann	M
00018852	\$137.00	11/01/2017	Rural Real Estate Holdings LLC	M
00018853	\$36.00	11/01/2017	SAP INVESTMENTS	M
00018854	\$255.00	11/01/2017	Schinkel Rentals	M
00018855	\$953.00	11/01/2017	Smith Properties	M
00018856	\$487.00	11/01/2017	Virgil O. Schroff Trust	M
00018857	\$488.00	11/01/2017	Roger Shuck	M
00018858	\$2,428.00	11/01/2017	DBA Country Place	M

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Check #	Dollars	Date	Vendor	
00018859	\$197.00	11/01/2017	Thomas, Garnett and Joann	M
00018860	\$706.00	11/01/2017	CLIFFORD WILSON	M
00018861	\$231.00	11/01/2017	La Shonia West	M
00018862	\$680.00	11/01/2017	William David Holdings LLC	M
00018863	\$278.00	11/01/2017	YELTON, GARY & SUSAN	M
00018864	\$1,625.00	11/01/2017	Cotton Top II, LLC	M
00018865	\$544.00	11/01/2017	James Zumwalt	M
00018866	\$412.00	11/16/2017	Warren Nordwald	M
	\$46,944.00			

[illegible]

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Occupancy Report												
Total Vouchers	151	151	151	151	151	151	151	151	151	151	151	151
Total Leased Vouchers at first of month												
Total Leased Vouchers end of month	144	141	149	148	146	141	137	132				
Waiting List	57	53	86	100	78	84	79	82				
Average Monthly Funding Eligibility HAP												
Monthly HAP for current month	\$49,606	\$50,214	\$49,827	\$51,885	\$49,166	48,677	49,113	46,228				
Admin Fee Earned	7,085	6,411	6,412	6,267	6,267	9,197	6,267	6,842				
Admin Fee Expense	\$1,214	\$2,334	2,800	3,619	3,000	3,500	3500	0				
Tenant Protection	7	7	7	7	7	7	7	7	7	7	7	7
Current Average ACC unit												
Port Ins (Billing)	2.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	1.00			
Port Outs (Billing)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

Public Housing Management Report FY 2017/2018

	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Occupancy Report												
Total Units	201	201	201	201	201	201	202	202				
Units Occupied End of Month	201	201	201	201	201	201	201	201				
Waiting List												
1 Bedroom	33	38	40	45	31	32	34	33				
2 Bedroom	11	17	23	26	13	15	13	10				
3 Bedroom	8	9	10	13	13	13	11	13				
4 Bedroom	1	3	3	4	3	3	3	4				
Handicap	12	14	15	18	13	14	13	15				
Rental Income												
Rent Charged	35932.85	32783.95	32305.50	28714.00	28,903.00	29560.00	30081.00	32967.10				
Rent Collected	28556.65	28266.19	31703.70	28660.39	31,048.95	31584.05	29937.40	32894.25				
Tenants Arrears	7376.20	4517.76	601.80	53.61	-2,145.95	-2024.05	143.60	72.85				
14-Day Notices	14.00	26.00	17.00	26.00	20.00	14.00	16.00	18.00				
PHAS Occupancy	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.50%	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

December 2017

Current Modernization Projects

1. We have replaced 73 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.
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

- 1.

Current Contracting

1. Window replacement on Central, Northside of Trinity, and Union has begun
2. Exterior paint, gutters, downspouts, and soffit on Lafayette, Singleton, Central, Northside of Trinity, and union have begun.

Housing Authority of the City of Mexico Monthly Report for Housing Authority Board

11/1/2017 TO 11/30/2017

WORK ORDERS

Received	Processed
126	124

Routine Work Received	Avg. Completion Time Routine
113	19.436 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
5	1.200 Hrs.
All Other Work Received	Avg. Completion Time Other
8	153.827 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	20
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 2

W/O #	Work Order Date	Reason Not Complete
133624	11/28/2017	
133647	11/30/2017	

Work orders completed from prior months: 2

W/O #	Work Order Date	Completion Date
133287	10/27/2017	11/01/2017
133436	10/11/2017	11/07/2017

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:
Project:
Starting Date: 11/1/2017
Ending Date: 11/30/2017
Staff Generated Work Orders: False