

MEXICO HOUSING AUTHORITY

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

To: MHA Board of Commissioners
From: Tammy Dreyer, ED
Date: February 15, 2018
Re: February 20, 2018, Board Meeting Agendas & Related Materials

Enclosed are the agenda packets for the MHA Board meeting on Tuesday, February 20, 2018. There will not be any hand written page numbers on this month's Board Reports. Please note the following:

Consent Agenda

Previous Minutes for Board Meeting December, 2017

Executive Director's Report

Financial Report-there is a cover sheet here from Jodie summarizing the reports, January 2018 Financials we have not received from Urlaub as of date.

Bills expended-for December 2017, we do not have reports for January 2018 as of date.

Section 8 Report-We have dropped back down to 132 vouchers as of December

Public Housing Report-We are remaining 100 percent occupied in PH.

Contract/Capital Fund/Modernization Projects-.we are finishing up on windows in the central area.

Maintenance Reports-Work orders are going well. We are currently in Preventative Maintenance repair month for February 2018, which is why you are seeing a lot of open work orders. When we print from our software it is a complicated process and it never happens without reports to be reorganized.

Unfinished Business

Auditor will be here, as instructed by the Board, to give a report in regards to the FY ending March 31, 2017 and to answer any questions the Board may have.

New Business

Resolution 2888, is for the acceptance of the Annual Audit ending March 31, 2017

Resolution 2889, is for the board to have knowledge of the City requesting easement from HUD for the Holt Street Project.

Other Business

Copy of the Public Housing Assessment System (PHAS) Score Report for the Interim Rule FY March 31, 2017, please note the score of 96 out of 100, this is GREAT!

We have received two resident applications for Board Member to be forwarded to the Mayor for him to pick from for his appointment to the MHA Board.

Copy of our monthly newsletter for public housing

Closed Session

Please take note that there will be adjournment into Closed Session for personnel matters.

Please contact me if you have any questions or need additional information about any of the items on the meeting agenda. 573.581.2294 ext 251 or my cell number is 573.819.6625

enclosures



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

TENATIVE AGENDA REGULAR MEETING

**MHA Administration Office,
828 Garfield Avenue, Mexico, MO 65265**

**Scheduled for
Tuesday, February 20, 2018 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: December 2017
Executive Director's Report:

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

6. Unfinished Business

Auditor presentation of Audit Report

7. New Business:

Resolution 2888, Acceptance of the Annual Audit ending March 2017
Resolution 2889, Acceptance of Easement of Holt Street Project to be approved by HUD

8. Other Business:

Public Housing Assessment System (PHAS) Score Report for the Interim Rule FY March 31, 2017

Knowledge of two resident board applications to be forwarded to the Mayor for appointment

9. Comments from Commissioner:

- 10. Adjournment of Closed Session into Closed Session pursuant to the revised statutes of Missouri 610.021(3) RSMo. Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.**

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 December 19, 2017

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, December 19, 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 December 19, 2017 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Chris Miller called the meeting to order at 3:33pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Vacancy
Commissioner Chris Miller
Commissioner Tad Dobyns
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 T Dobyns made a motion and J Jackson second. All commissioners present voted “aye”, and Chairperson Chris Miller declared the motion approved.

Yes:	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: November 21, 2017

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

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

6. Unfinished Business

None

7. New Business

The Board reviewed By Laws through Article III

8. Other Business:

We have a vacancy for Resident Board Member

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 at 4:08pm. A motion was made by Commissioner J Jackson and seconded by Commissioner T Dobyys. All Commissioners present voted "aye" and Chairperson Chris Miller declared the motion carried

11. Adjournment of Open Meeting:

Chairperson Chris Miller requested a motion to adjourn the Open meeting on December 19, 2017, Commissioner R Jackson made the motion and Commissioner T Dobyys seconded. The regular session meeting was adjourned at 5:26 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 December 15, 2017, I posted public notice of the December 19, 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

February 20, 2018 Board Meeting

Finance Report – December 2017 Results

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

- 1) Pages 1 & 2 detail April through December FYE 2018 and show an operating income YTD of \$291,132. 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. The funds **MUST** be spent; they cannot be saved or otherwise directed. The HUD guidelines are very specific on how these must be spent on the MHA property. 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 \$146.67/month.
- 2) Section 8 – units leased first of the month = 132; with average HAP rent payment for FYE2018 being \$346.08/month.

Pages 4-5 – Income Statement for PH Operating Fund

Page 6 – Income Statement for Section 8 fund

Page 7 – Balance Sheet – all funds

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$2,556,315
 - Section 8 - \$153,905
 - Local Fund (generated from HQS Inspections) = \$13,515

Pages 8-10 – Bills Expended Report December 2017

Low Rent Operating Budget

Low Rent Operating Budget		Actual Apr2017- Dec2017 Results	FYE 03/2018 Budget	Variance Expenses vs. Budget
FDS Line #	Account Title			
Operating Income:				
70000	Total Operating Income	945,703	831,029	114,674
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	107,096	130,298	23,202
91500	Employee Benefits - Administrative	56,272	65,603	9,331
91200	Auditing Fees	5,478	4,778	(701)
91300	Management Fees	-	-	0
91900A	Accounting Fees	4,495	5,078	583
91400	Advertising and Marketing	2,752	3,585	833
91600	Office Expenses	20,628	20,250	(378)
91700	Legal Expense	4,576	3,450	(1,126)
91800	Travel	3,847	12,285	8,438
91900	Other Administrative Costs	10,390	12,750	2,360
91000	Total Administrative	215,534	258,075	42,541
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	-	-	
92400	Tenant Services-Other	637	3,773	
92500	Total Tenant Services	637	3,773	3,136
	<u>Utilities</u>			
93100	Water	37,755	55,275	17,520
93200	Electricity	11,432	13,665	2,233
93300	Gas	2,480	3,398	918
93400	Fuel		-	0
93600	Sewer	70,361	69,293	(1,069)
93800	Other		-	
93000	Total Utilities	122,028	141,630	19,602
	<u>Maintenance</u>			
94100	Labor	78,532	71,348	(7,185)
94500	Employee Benefits - Maintenance	33,151	34,928	1,777
94200	Maintenance Materials	73,617	52,500	(21,117)
	Maint. Contract:	53,711	14,033	(39,678)
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				
FDS Line #	Account Title	Actual Apr2017- Dec2017 Results	FYE 03/2018 Budget	Variance Expenses vs. Budget
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	239,011	172,808	(66,203)
	<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	44,192	45,188	996
96120	General Liability	4,661	4,095	(566)
96130	Worker's Comp.	5,916	6,143	227
96140	Other Insurance	4,927	4,703	(225)
96100	Total Insurance Expense	59,696	60,128	432
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		11,535	11,535
96300	Payments In Lieu of Taxes - Accrual	9,947	12,158	2,211
96400	Bad Debt-Tenants	7,419	7,500	81
96800	Severance Expense		-	0
96000	Total General Expenses	17,366	31,193	13,827
96900	Total Operating Expenditures	654,571	748,298	13,335
	OPERATING INCOME (LOSS)	291,132		

**Mexico Housing Authority
Financial Analysis
12/31/17**

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
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Balance Sheet

Cash-unrestricted	\$419,889.81	\$436,111.03	\$487,149.65	\$462,488.27	\$496,303.22	\$491,292.00	\$525,702.93	\$589,061.11	\$465,866.02
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	878,757.18
Tenant accounts receivable	4,634.69	7,034.58	7,501.65	8,105.74	9,307.99	10,208.76	11,559.59	4,593.75	7,739.78

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	29,333.85
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	76,273.51
Operating income/loss (monthly)	43,136.82	16,320.35	21,452.45	3,850.62	(21,713.28)	(8,790.42)	(715.92)	57,787.83	(56,361.97)
Operating income/loss (ytd)	43,136.82	59,457.17	80,909.62	84,760.24	63,046.96	54,248.54	53,532.62	111,320.45	54,958.48
Units leased	201.00	201.00	201.00	201.00	201.00	201.00	200.00	201.00	200.00
Occupancy rate	99%	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	146.67

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	\$132,713.19
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	15,993.80

Income Statement

Housing assistance payments	49,850.00	50,414.00	49,596.00	51,685.00	48,941.00	47,994.00	48,697.00	46,200.00	45,683.00
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	4,117.28
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	7,295.12	(2,307.08)
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	36,491.81
Units leased	144.00	150.00	149.00	148.00	146.00	141.00	137.00	132.00	132.00
Average HAP cost (monthly)	346.18	336.09	332.86	349.22	335.21	340.41	355.45	350.00	346.08

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 9 Months Ended 12/31/2017

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 29,333.85	\$ 267,454.35	\$ 350,930.00	\$ 83,475.65
Tenant revenue - other	1,000.10	10,635.00	19,090.00	8,455.00
HUD PHA operating grants	60,298.50	542,415.00	688,839.00	146,424.00
Investment income - unrestricted	822.51	6,328.07	4,610.00	(1,718.07)
Other revenue	1,424.46	118,870.93	10,070.00	(108,800.93)
Total Operating Revenues	<u>92,879.42</u>	<u>945,703.35</u>	<u>1,073,539.00</u>	<u>127,835.65</u>
Operating Expenses				
Administrative salaries	11,477.45	107,095.99	173,730.00	66,634.01
Auditing fees	5,478.20	5,478.20	6,370.00	891.80
Advertising and marketing	0.00	2,752.38	2,280.00	(472.38)
Employee benefits - administrative	6,916.32	56,271.65	87,470.00	31,198.35
Office expenses	3,174.93	20,627.67	27,000.00	6,372.33
Legal expenses	305.08	4,576.40	4,600.00	23.60
Travel	1,248.85	3,846.72	16,380.00	12,533.28
Other admin.	1,267.31	14,884.68	23,770.00	8,885.32
Total Administrative	<u>29,868.14</u>	<u>215,533.69</u>	<u>341,600.00</u>	<u>126,066.31</u>
Tenant services - other	19.90	637.01	5,030.00	4,392.99
Total Tenant Services	<u>19.90</u>	<u>637.01</u>	<u>5,030.00</u>	<u>4,392.99</u>
Water	4,486.97	37,755.36	73,700.00	35,944.64
Electricity	1,203.82	11,432.04	18,220.00	6,787.96
Gas	632.80	2,479.67	4,530.00	2,050.33
Sewer	7,962.72	70,360.86	92,390.00	22,029.14
Total Utilities	<u>14,286.31</u>	<u>122,027.93</u>	<u>188,840.00</u>	<u>66,812.07</u>
Maintenance labor	6,420.75	78,532.11	95,130.00	16,597.89
Maintenance materials	10,172.41	73,617.31	70,000.00	(3,617.31)
Maintenance contracts	4,092.87	53,711.07	114,300.00	60,588.93
Employee benefits - maintenance	4,780.69	33,150.59	46,570.00	13,419.41
Total Maintenance	<u>25,466.72</u>	<u>239,011.08</u>	<u>326,000.00</u>	<u>86,988.92</u>
Property insurance	4,948.58	44,191.68	60,250.00	16,058.32
Liability insurance	488.25	4,661.03	5,460.00	798.97
Workmen's compensation	640.19	5,916.46	8,190.00	2,273.54
All other insurance	555.42	4,927.47	6,270.00	1,342.53
Total Insurance	<u>6,632.44</u>	<u>59,696.64</u>	<u>80,170.00</u>	<u>20,473.36</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	0.00	7,418.78	10,000.00	2,581.22
Total General Expenses	<u>0.00</u>	<u>17,365.56</u>	<u>41,590.00</u>	<u>24,224.44</u>
Total Operating Expenses	<u>76,273.51</u>	<u>654,571.91</u>	<u>983,230.00</u>	<u>328,658.09</u>
Operating Income (Loss)	<u>16,605.91</u>	<u>291,131.44</u>	<u>90,309.00</u>	<u>(200,822.44)</u>

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

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 9 Months Ended 12/31/2017

	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	17,908.70	113,175.78	0.00	(113,175.78)
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	55,059.18	109,147.18	40,000.00	(69,147.18)
Total Other Financial Items	<u>72,967.88</u>	<u>236,172.96</u>	<u>80,000.00</u>	<u>(156,172.96)</u>
Net Income (Loss)	<u>\$ (56,361.97)</u>	<u>\$ 54,958.48</u>	<u>\$ 10,309.00</u>	<u>\$ (44,649.48)</u>

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

Mexico Housing Authority
Income Statement-Section 8 Voucher
9 Months Ended 12/31/2017

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 61,415.00	\$ 436,772.00	\$ 498,187.00
Investment income - unrestricted	428.94	0.00	428.94
Other revenue	11,315.95	0.00	11,315.95
Total Operating Revenues	<u>73,159.89</u>	<u>436,772.00</u>	<u>509,931.89</u>
Operating Expenses			
Administrative salaries	17,541.63	0.00	17,541.63
Auditing fees	481.60	0.00	481.60
Advertising and marketing	44.72	0.00	44.72
Employee benefits - administrative	6,338.50	0.00	6,338.50
Office expenses	1,797.58	0.00	1,797.58
Travel	340.65	0.00	340.65
Other admin.	1,645.48	0.00	1,645.48
Total Administrative	<u>28,190.16</u>	<u>0.00</u>	<u>28,190.16</u>
Liability insurance	431.35	0.00	431.35
Workmen's compensation	443.97	0.00	443.97
Total Insurance	<u>875.32</u>	<u>0.00</u>	<u>875.32</u>
Housing assistance payments	0.00	439,064.00	439,064.00
HAP portability-in	5,171.00	0.00	5,171.00
Total Housing Assistance Payments	<u>5,171.00</u>	<u>439,064.00</u>	<u>444,235.00</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>34,376.08</u>	<u>439,064.00</u>	<u>473,440.08</u>
Operating Income (Loss)	<u>38,783.81</u>	<u>(2,292.00)</u>	<u>36,491.81</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>\$ 38,783.81</u>	<u>\$ (2,292.00)</u>	<u>\$ 36,491.81</u>

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

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 1,465,866.02	\$ 132,713.19	\$ 9,842.19	\$ 1,608,421.40
Cash-other restricted	6,677.16	0.00	0.00	6,677.16
Accounts receivable - PHA projects	0.00	417.79	0.00	417.79
Accounts receivable - HUD other projects	0.00	3,780.00	0.00	3,780.00
Accounts receivable - miscellaneous	149.00	0.00	3,616.70	3,765.70
Accounts receivable - tenants (net)	7,483.14	0.00	0.00	7,483.14
Accrued interest receivable	375.14	6.13	0.00	381.27
Investments - unrestricted	878,757.18	15,993.80	0.00	894,750.98
Prepaid expenses and other assets	81,694.62	995.02	56.26	82,745.90
Inventories (net)	97,382.61	0.00	0.00	97,382.61
Inter program - due from	17,930.27	0.00	0.00	17,930.27
Total Current Assets	<u>2,556,315.14</u>	<u>153,905.93</u>	<u>13,515.15</u>	<u>2,723,736.22</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	112,699.93	0.00	0.00	112,699.93
Net Property and Equipment	<u>4,266,219.00</u>	<u>13,263.94</u>	<u>0.00</u>	<u>4,279,482.94</u>
Total Assets	<u>\$ 6,822,534.14</u>	<u>\$ 167,169.87</u>	<u>\$ 13,515.15</u>	<u>\$ 7,003,219.16</u>

Liabilities and Net Position

Current Liabilities				
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	27,584.63	0.00	0.00	27,584.63
Unearned revenue	3,725.00	0.00	0.00	3,725.00
Inter program - due to	0.00	14,503.33	3,426.94	17,930.27
Total Current Liabilities	<u>66,021.37</u>	<u>25,390.32</u>	<u>3,451.70</u>	<u>94,863.39</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>71,289.89</u>	<u>25,443.25</u>	<u>3,472.99</u>	<u>100,206.13</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	225,840.88	0.00	0.00	225,840.88
Net income (loss)	54,958.48	36,491.81	3,810.19	95,260.48
Total Net Position	<u>6,751,244.25</u>	<u>141,726.62</u>	<u>10,042.16</u>	<u>6,903,013.03</u>
Total Liabilities and Net Position	<u>\$ 6,822,534.14</u>	<u>\$ 167,169.87</u>	<u>\$ 13,515.15</u>	<u>\$ 7,003,219.16</u>

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

CHECK REGISTERS				S = Semi-Monthly
				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
Fund				
00063277	\$1,390.00	12/01/2017	Ameren Missouri	
00063278	\$102.58	12/01/2017	Always Care	M
00063279	\$1,617.56	12/01/2017	Ameren Missouri	
00063280	\$72,967.88	12/01/2017	Anchor Contractors LLC	
00063281	\$6,020.00	12/01/2017	BRZ Sailor Khan LLC	A
00063282	\$20.29	12/01/2017	Butler Supply, Inc.	
00063283	\$305.08	12/01/2017	Clampitt Law LLC	
00063284	\$1,896.95	12/01/2017	Commerce Bank	
00063285	\$415.35	12/01/2017	Delta Dental Lockbox	M
00063286	\$54.54	12/01/2017	Employee travel per diem	
00063287	\$732.02	12/01/2017	Falcon Door & Window	
00063288	\$42.99	12/01/2017	Ken's Fast-Lube	
00063289	\$59,846.28	12/01/2017	MHAPCI	A
00063290	\$187.22	12/01/2017	Marco Technologies LLC	M
00063291	\$781.59	12/01/2017	Missouri American Water Co.	
00063292	\$80.00	12/01/2017	Mommens Heating & Cooling, LLC	
00063293	\$275.42	12/01/2017	Plumb Supply Company	
00063294	\$75.00	12/01/2017	S & S Electric Motor Service	
00063295	\$665.99	12/01/2017	Socket	M
00063296	\$44.66	12/01/2017	Standard Insurance Co.	M
00063297	\$206.05	12/01/2017	Staples Advantage	
00063298	\$113.56	12/01/2017	U.S. Cellular	M
00063299	\$9,781.12	12/01/2017	United Health Care Ins. Co.	M
on-line trsfr	\$1,197.59	12/01/2017	Ameritas Retirement	S
00063300	\$272.15	12/07/2017	PH move-out credit balance	
00063301	\$219.06	12/15/2017	Ameren Missouri	
00063302	\$10,303.31	12/15/2017	City of Mexico	M
00063303	\$183.05	12/15/2017	Dayne's Waste Disposal, Inc.	M
00063304	\$49.20	12/15/2017	Dollar General-MSC410526	
00063305	\$700.00	12/15/2017	Guardian Pest Control	M
00063306	\$3,872.12	12/15/2017	HD Supply Facilities Mtce Ltd	
00063307	\$4,718.00	12/15/2017	Home Depot Credit Services	
00063308	\$313.48	12/15/2017	Lacrosse Lumber-Mexico	
00063309	\$412.00	12/15/2017	Lindsey Software	M
00063310	\$3,705.38	12/15/2017	Missouri American Water Co.	
00063311	\$305.00	12/15/2017	Mommens Heating & Cooling, LLC	
00063312	\$441.24	12/15/2017	Payless Plumbing	
00063313	\$70.00	12/15/2017	Postmaster	A
00063314	\$4,000.00	12/15/2017	Pro Foundation Technology, Inc	
00063315	\$557.74	12/15/2017	Purchase Power	
00063316	\$642.24	12/15/2017	Socket	M
00063317	\$102.64	12/15/2017	Staples Advantage	
00063318	\$260.65	12/15/2017	The P I Company	
00063319	\$8,905.33	12/15/2017	United Health Care Ins. Co.	M
00063320	\$622.00	12/15/2017	Urlaub & Co., PLLC	M
00063321	\$100.94	12/15/2017	Westlakes Hardware MO-019	
00063322	\$100.00	12/15/2017	Community Center deposit refund	

CHECK REGISTERS

				S = Semi-Monthly
				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
on-line trsfr	\$1,197.59	12/15/2017	Ameritas Retirement	S
on-line trsfr	\$340.00	12/27/2017	Canon Financial	M
on-line trsfr	\$1,197.59	12/17/2017	Ameritas Retirement	S
	\$202,410.43			
Section 8 Fund				
00018867	\$211.00	12/01/2017	Ahmann, Thomas & Linda	M
00018868	\$1,866.00	12/01/2017	Ameren Missouri	M
00018869	\$282.00	12/01/2017	JUDY BIRD	M
00018870	\$3,847.00	12/01/2017	Berkshire Estates, LP	M
00018871	\$500.00	12/01/2017	Century 21	M
00018872	\$2,434.00	12/01/2017	Chris Bohr	M
00018873	\$1,253.00	12/01/2017	Jerry Boles	M
00018874	\$930.00	12/01/2017	Brenda Bryan	M
00018875	\$542.00	12/01/2017	Henry Butts	M
00018876	\$996.00	12/01/2017	Paul Carlson	M
00018877	\$6,136.00	12/01/2017	Cedar Grove LLC	M
00018878	\$561.00	12/01/2017	SAMMY DYSART	M
00018879	\$474.00	12/01/2017	Davidson, Dan	M
00018880	\$32.00	12/01/2017	Grooms, James W.	M
00018881	\$592.00	12/01/2017	STEVE HARTING	M
00018882	\$349.00	12/01/2017	Ed Hammett	M
00018883	\$420.00	12/01/2017	Harting, Cynthia	M
00018884	\$361.00	12/01/2017	Hudson, Dustin	M
00018885	\$2,026.00	12/01/2017	Barbara Jones	M
00018886	\$828.00	12/01/2017	K & C Properties, LLC	M
00018887	\$1,229.00	12/01/2017	Lick Branch Properties, LLC	M
00018888	\$4,015.00	12/01/2017	MEXICO MEADOWS	M
00018889	\$381.00	12/01/2017	RALPH MIKA	M
00018890	\$500.00	12/01/2017	Frank Marth	M
00018891	\$644.00	12/01/2017	Estil Meeks	M
00018892	\$1,317.00	12/01/2017	Maco Management	M
00018893	\$170.00	12/01/2017	Roger Montague	M
00018894	\$1,221.00	12/01/2017	Joshua Newlon	M
00018895	\$773.00	12/01/2017	Warren Nordwald	M
00018896	\$510.00	12/01/2017	Stuart Pfeifer	M
00018897	\$550.00	12/01/2017	Mark R Prater	M
00018898	\$1,220.00	12/01/2017	ROGERS, GREGORY MARK	M
00018899	\$215.00	12/01/2017	Reaser, Elvera	M
00018900	\$550.00	12/01/2017	Clarence Replogle	M
00018901	\$309.00	12/01/2017	Don Rittmann	M
00018902	\$137.00	12/01/2017	Rural Real Estate Holdings LLC	M
00018903	\$36.00	12/01/2017	SAP INVESTMENTS	M
00018904	\$255.00	12/01/2017	Schinkel Rentals	M
00018905	\$544.00	12/01/2017	Smith Properties	M
00018906	\$487.00	12/01/2017	Virgil O. Schroff Trust	M

CHECK REGISTERS				S = Semi-Monthly
				M = Monthly
				Q = Quarterly
Check #	Dollars	Date	Vendor	A = Annually
00018907	\$488.00	12/01/2017	Roger Shuck	M
00018908	\$2,428.00	12/01/2017	DBA Country Place	M
00018909	\$197.00	12/01/2017	Thomas, Garnett and Joann	M
00018910	\$706.00	12/01/2017	CLIFFORD WILSON	M
00018911	\$231.00	12/01/2017	La Shonia West	M
00018912	\$680.00	12/01/2017	William David Holdings LLC	M
00018913	\$278.00	12/01/2017	YELTON, GARY & SUSAN	M
00018914	\$1,625.00	12/01/2017	Cotton Top II, LLC	M
00018915	\$544.00	12/01/2017	James Zumwalt	M
00018916	\$161.00	12/26/2017	Henry Butts	M
	\$47,041.00			

[illegible][illegible]

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	201	201	201	201		
Units Occupied End of Month	201	201	201	201	201	201	200	200	200	201		
Waiting List												
1 Bedroom	33	38	40	45	31	32	34	33	35	38		
2 Bedroom	11	17	23	26	13	15	13	10	11	9		
3 Bedroom	8	9	10	13	13	13	11	13	13	12		
4 Bedroom	1	3	3	4	3	3	3	4	3	4		
Handicap	12	14	15	18	13	14	13	15	15	15		
Rental Income												
Rent Charged	35932.85	32783.95	32305.50	28714.00	28,903.00	29560.00	30081.00	32967.10	32072.10	31802.00		
Rent Collected	28556.65	28266.19	31703.70	28660.39	31,048.95	31584.05	29937.40	32894.25	27791.40	29881.00		
Tenants Arrears	7376.20	4517.76	601.80	53.61	-2,145.95	-2024.05	143.60	72.85	4280.70	1921.00		
14-Day Notices	14.00	26.00	17.00	26.00	20.00	14.00	16.00	18.00	16.00	20.00		
PHAS Occupancy	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.50%	99.50%	99.50%	100.00%		

MEXICO HOUSING AUTHORITY

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

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

February 2018

Current Modernization Projects

1. We have replaced 75 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
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

1. Nothing at this time

Current Contracting

1. Window replacement on Central, Northside of Trinity, and Union has begun. Is almost complete and they look great. We have received several compliments on them.
2. Exterior paint, gutters, downspouts, and soffit on Lafayette, Singleton, Central, Northside of Trinity, and union have begun. Due to weather we are moving slower than usual.

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

1/1/2018 TO 1/31/2018

WORK ORDERS

Received	Processed
295	291

Routine Work Received	Avg. Completion Time Routine
157	9.765 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
3	10.417 Hrs.

All Other Work Received	Avg. Completion Time Other
135	7.188 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	19
Emergency work orders with completion time over 24 hours:	1

Work Orders called in this month/Outstanding 1st day of next month: 4

W/O #	Work Order Date
-------	-----------------

134286	01/31/2018
134335	01/31/2018
134369	01/31/2018
134371	01/31/2018

*Preventative
Maintenance*

Work orders completed from prior months: 212

W/O #	Work Order Date	Completion Date
133932	07/01/2015	01/29/2018
133933	07/01/2015	01/29/2018
133934	07/01/2015	01/29/2018
133935	07/01/2015	01/29/2018
133936	07/01/2015	01/29/2018
133937	07/01/2015	01/29/2018
133938	07/01/2015	01/29/2018
133939	07/01/2015	01/29/2018
133940	07/01/2015	01/29/2018
133941	07/01/2015	01/29/2018
133942	07/01/2015	01/29/2018
133943	07/01/2015	01/29/2018
133944	07/01/2015	01/29/2018
133945	07/01/2015	01/29/2018
133946	07/01/2015	01/29/2018
133947	07/01/2015	01/29/2018
133948	07/01/2015	01/29/2018
133949	07/01/2015	01/29/2018
133950	07/01/2015	01/29/2018
133951	07/01/2015	01/29/2018
133952	07/01/2015	01/29/2018
133953	07/01/2015	01/29/2018
133954	07/01/2015	01/29/2018
133955	07/01/2015	01/29/2018
133956	07/01/2015	01/29/2018
133957	07/01/2015	01/29/2018
133958	07/01/2015	01/29/2018
133959	07/01/2015	01/29/2018
133960	07/01/2015	01/29/2018
133961	07/01/2015	01/29/2018
133962	05/09/2017	01/29/2018
133963	06/30/2015	01/29/2018
133964	09/21/2015	01/29/2018
133965	06/30/2015	01/29/2018
133966	06/30/2015	01/29/2018
133967	06/30/2015	01/29/2018

*Software
clean up
to print*

*Preventative
Maintenance
Work Orders*

MEXICO HOUSING AUTHORITY

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RESOLUTION NO. 2888

RESOLUTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS AND SINGLE AUDIT OF THE CITY OF MEXICO HOUSING AUTHORITY FOR FISCAL YEAR ENDING MARCH 31, 2017

WHEREAS, the Annual Contributions Contract with the US Department of Housing and Urban Development (HUD) and the Missouri Housing Authorities Law requires that an annual audit of financial statements and single audit be performed by an independent public accounting firm; and

WHEREAS, the Single Audit Act of 1984 requires comprehensive single audits for state and local governments that receive Federal assistance; and

WHEREAS, the City of Mexico Housing Authority, Missouri, receives Federal assistance in the form of Public Housing operating subsidies, Section 8 Housing Choice Voucher rental assistance, and various other Federal grants; and

WHEREAS, the account firm BRZ Sailor and Khan LLC has performed an audit of the financial statements of the City of Mexico Housing Authority, Missouri, for the fiscal year ended March 31, 2017 that is in accordance with generally accepted auditing standards of the Comptroller General of the United States, and the provisions of the Office of Management and Budget Circular A-133,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners duly called and held on the 20th day of February, 2018, The Board of Commissioners approved /authorized the acceptance of the independent audited financial statements and single audit of the City of Mexico Housing Authority for fiscal years ending March 31, 2017, performed by BRZ Sailor and Khan, LLC Certified Public Accountants.

Passed this 20th day of February 2018

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

MEXICO HOUSING AUTHORITY

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Board Resolution

RESOLUTION NO. 2889

RESOLUTION ACCEPTANCE OF EASEMENT OF HOLT STREET PROJECT FOR HUD APPROVAL

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of public housing program through the Operating Fund, and

WHEREAS, the MHA received notification from the City of Mexico, MO that they would like to improve sidewalks on Holt Street to make more accessible, and

WHEREAS, the MHA will accept this proposal to forward to HUD for easement approval, and

WHEREAS, the MHA would like to receive the Board of Commissioners permission to continue with the easement process of Holt Street Project with the City of Mexico, MO, and

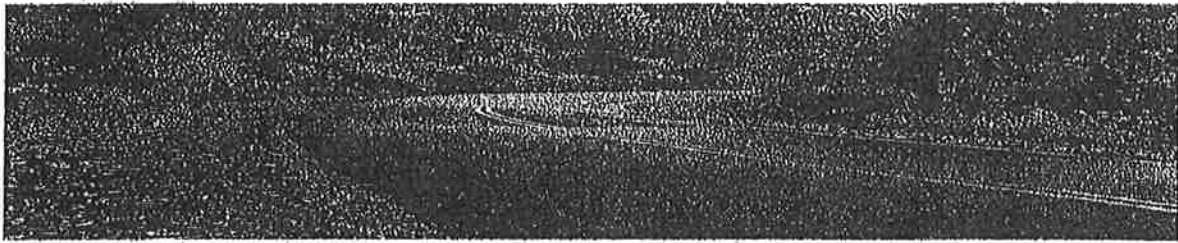
NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 20th day of February, 2018, that the Board of Commissioners of the Housing Authority of the City of Mexico hereby accepts the easement of Holt Street to be HUD approved.

Passed this 20th day of February, 2018

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority



Right of Way Acquisition

Introduction

Improving our transportation system often requires us to ask neighboring property owners for help. Sometimes we need a small piece of your property to improve safety for you and others using the transportation system. Other times we need large pieces of property to add to or change the transportation system's path. In any event, we have prepared this leaflet because we are committed to being fair, honest, and open in our work with you. To follow you will find information related to the acquisition process.

Donations

Property owners, having been made aware of their right to receive just compensation, may elect to waive this right and donate their property to the local public agency. In this situation, an owner will be asked to sign a Waiver of Compensation in addition to the deed and other supporting documents.

Acquiring Property

The first step in the process of acquiring property is deciding what it's worth. The value of the property will be determined by an accepted valuation process. A qualified individual will inspect and prepare a valuation document. This may be one of the agency's staff members or a contract appraiser; you will be kept informed as this process evolves. You may be present during the inspection. Any information you are willing to share about your property, including information about buildings, wells, septic tanks, cisterns, private utility lines, etc., would be greatly appreciated. This completed valuation document will be reviewed by a qualified person and just compensation will be approved by an agency official. In no case shall the approved compensation be less than the value determined during the valuation review process.

Reaching an Agreement



A representative from the agency office in your area will work with you throughout the acquisition process. If you

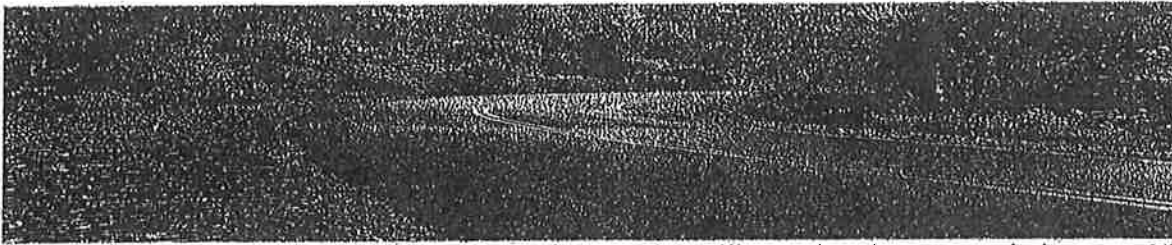
would like to designate someone else to work with the agency representative on your behalf, that can be arranged. When an offer for your property has been determined, an agency representative will contact you to schedule a meeting. During this meeting, the representative will explain how the agency acquires land and realty rights and how the particular project will affect your property. If you receive your offer by mail, the representative's contact information will be included in the packet.

If you are not in agreement with the amount offered for your property, you may make a counteroffer and engage in negotiations with the agency.

Settlements and Closings

Settlements and closings can be confusing with a flurry of paperwork. Information that may simplify the process and help you be prepared is listed below.

- All closing costs and recording fees will be paid for by the agency.
- All necessary paperwork will be provided by the agency representative or the closing agent. All paperwork will be held by the agency or a closing agent until distribution of the money is made to you and/or other parties entitled to receive payment. Appropriate documents will then be



recorded in the appropriate Office of Recorder of Deeds.

- After payment is made and it is determined by the agency that you are required to move, you will be given a minimum of 90 days in advance of the date required to relinquish possession of your property to the agency.
- The agency will reimburse you for a pro rata portion of the state, county, and city real estate taxes paid for the current tax year on property purchased by the agency. The pro rata portion of the taxes will cover the full number of months remaining in the calendar year after payment for real property has been made. Delinquent tax payments are not reimbursable. You will be provided with a reimbursement claim form and instructions on how to properly submit a claim.

Eminent Domain

When it is not possible to agree on a fair amount for your property, the agency will use another process to determine the price to be paid. Eminent Domain brings in the judicial system to set the fair market value of the property. Eminent Domain is a right provided for under RSMo. 523.



How the process works -- The agency will file a condemnation petition in the circuit court of the county where the property is located. This petition will set out the land and/or rights to be acquired and all parties who own an interest in it. After the circuit judge sets the date for hearing the petition, you will receive a summons to attend the hearing. The judge will review the agency's condemnation petition. If the judge finds the petition to be proper, he or

she will appoint three commissioners. The commissioners must own land and reside in the same county where your property is located and cannot have any special interest in the property being condemned or the transportation project. The commissioners will view the property and establish fair market value. After the commissioners file their report with the court, the agency must deposit that amount with the circuit clerk before obtaining possession of the property. However, within a 30 day period, either side may file exceptions to the commissioners' award and request a jury trial to determine the matter. Legal and physical possession of the property will transfer to the agency even when exceptions are filed. Trials can either increase or decrease the amount determined by the commissioners. Subject to the requirements of the circuit court, you may withdraw money at any time, regardless of whether or not exceptions are filed. If exceptions are filed and the jury trial established a smaller amount than the commissioners' report, you must refund the difference plus interest on the refunded amount. If the jury trial results in a higher amount, the agency will pay you the difference plus interest on the increased amount.

You are not required to have an attorney represent you at the hearing appointment of commissioners. However, you may if you so desire. If exceptions are filed by either you or the agency, you may want to contact an attorney.

In Conclusion

We hope this information helps explain some of the general procedures we use to acquire realty rights for transportation projects. If you would like additional information about the land acquisition process, please feel free to contact the local public agency with any questions you may have or information you may need.



U.S. Department of Housing and Urban
OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 01/26/2018

PHA Code:	MO010
PHA Name:	Housing Authority of the City of Mexico
Fiscal Year End:	03/31/2017

PHAS Indicators	Score	Maximum Score
Physical	36	40
Financial	25	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	96	100
Designation Status:	Small PHA Deregulation	
Published 01/26/2018	Initial published	08/11/2017

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	100.00	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>