



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

AGENDA Regular MEETING
at
Administration Building,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, March 15, 2022, at 2:00pm

1. **Call to order** by Chairperson
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 Regular Meeting Minutes.**

Approval of Board Meeting minutes from February 15, 2022.
6. **Executive Director's Report:**
 - a. Financials
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
 - e. Maintenance Reports
7. **Unfinished Business.**

Present proposal for Senior center security camera
8. **New Business.**

Resolution 2961 YE Write off 2022
Resolution 2962 Budget FYE 2022/2023
Resolution 2963 Budget Revision 2021/2022
9. **Other Business.**

10. Adjournment.

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 3 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 February 15, 2022

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, February 15, 2022, at 2:00 PM at Administration Building. Commissioner Rita Jackson presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on February 15, 2022. Commissioner R Jackson called the meeting to order at 2:03pm.

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

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Rita Jackson
Commissioner Martin Keller
Commissioner Sandy Lecoque

Commissioners excused:

Commissioner

Others present:

Executive Director/Secretary Finance Manager	Tammy Dreyer Dawn Mahaney
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3. **Adoption of Agenda**

R Jackson requested a motion to adopt the agenda. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes:	M Keller, T Dobyns, R Jackson, Sandy Lecoque
No:	None
Absent:	None

4. **Comments from the public:**

None

5. **Approval of Meeting Minutes**

R Jackson requested a motion to approve Meeting Minutes for December 21, 2022. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

6. Executive Director’s Report

T Dreyer started with a summary of the reports verbally. T Dreyer started with as soon as our financials come in she will email them out. They are late due to Budget Preparation. T Dreyer gave her report on the PH occupancy numbers of 99% and that we did have one PH vacant last month and that we were at 142 active vouchers.

R Jackson requested a motion to accept the Executive Director Report. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson, Sandy Lecoque
No: None
Absent: None

7. Unfinished Business

none

8. New Business

Senior center was present to update the Board on their interest in a security camera purchased by MHA. They also wanted to let us know that they will be getting a new walk-in freezer. T Dreyer stated to let us know when the specifics come in to get approval from us to install. T Dreyer also stated she would contact Sound Solutions for estimate on an additional camera.

9. Other Business:

Discussion on Senior Center lease agreement rental amount. The BOC agreed on keeping the rental amount as is, at \$150.00 per month starting July 1, 2022, until June 30, 2023.

R Jackson requested a motion to approve the lease rental amount of \$150.00 per month for the 12-month lease. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson, Sandy Lecoque
No: None
Absent: None

Discussion on the Community Center lease agreement on taking off the cleaning fees and increasing the rental amounts for PH residents to \$75.00 rental fee and a deposit of \$125.00 which is refundable if there is not damage to CC. As for general Public and other organizations increase rental amounts to \$250.00 and a refundable deposit of \$300.00 if there is no damage to CC.

R Jackson requested a motion to approve the lease rental amount increases of PH Residents to \$75.00 rental fee and \$125.00 refundable deposit and General Public increased to \$250.00 rental fee and \$300.00 refundable fee if no damages. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyys, M Keller, R Jackson, Sandy Lecoque
No: None
Absent: None

10. Adjournment of Open Meeting:

Commissioner R Jackson requested a motion to adjourn the Open meeting on February 15, 2022, Commissioner M Keller made a motion and Commissioner S Lecoque seconded. The open session meeting was adjourned at 2:47pm

ATTEST:

R Jackson, Board Chair

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 9, 2022, I posted public notice of the February 15, 2022 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

Low Rent Operating Budget

Previous Budget 2021

PHA Name	Mexico Housing Authority		
Address	828 Garfield Street		
City, State	Mexico, MO 65265		
HA Code	MO010	Built Date	2/28/1964
Fiscal Year Ending	3/31/2022	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Original	Average Bedroom Size	2.00
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	401,940		401,940
11230	Less: Vacancy Loss Rent	(4,020)		(4,020)
70300	Net Tenant Rental Revenue	397,920		397,920
11240	Gross Potential Subsidy	884,965		884,965
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(26,230)		(26,230)
70600	Net Operating Subsidy	858,735		858,735
70600	HUD PHA Operating Grant-CFP		-	-
70400	Other Tenant Charges	17,400		17,400
70400	Excess Utilities	-		-
71100	Investment Income	22,240		22,240
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	1,650		1,650
71500	Other Income	6,620		6,620
70000	Total Operating Income	1,304,565	-	1,304,565

Operating Expenditures:				
Administrative				
91100	Administrative Salaries	162,130	-	162,130
91500	Employee Benefits - Administrative	68,400	-	68,400
91200	Auditing Fees	5,740	-	5,740
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,210	-	6,210
91400	Advertising and Marketing	410	-	410
91600	Office Expenses	25,010	-	25,010
91700	Legal Expense	8,200	-	8,200
91800	Travel	4,510	-	4,510
91900	Other Administrative Costs	14,350	-	14,350
91000	Total Administrative	294,960	-	294,960

92000	Asset Management Fees	-	-	-
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Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	5,030	-	5,030
92500	Total Tenant Services	5,030	-	5,030

Utilities				
93100	Water	76,980		76,980
93200	Electricity	17,550		17,550
93300	Gas	1,940		1,940
93400	Fuel	-		-
93600	Sewer	99,850		99,850
93800	Other	-		-
93000	Total Utilities	196,320	-	196,320

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	116,230	-	116,230
94500	Employee Benefits - Maintenance	51,870	-	51,870
94200	Maintenance Materials	150,000	-	150,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	32,980		32,980
94300-020	Heating & Cooling Contracts	15,000		15,000
94300-030	Snow Removal Contracts	5,000		5,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	12,000		12,000
94300-060	Unit Turnaround Contract	5,000		5,000
94300-070	Electrical Contracts	5,000		5,000
94300-080	Plumbing Contracts	6,000	-	6,000
94300-090	Extermination Contracts	10,000		10,000
94300-100	Janitorial Contracts	1,400	-	1,400
94300-110	Routine Maintenance Contracts	7,000		7,000
94300-120	Other Misc. Contract Costs	15,000	-	15,000
94000	Total Maintenance	432,480	-	432,480
Protective Services				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,500		1,500
95300	Protective Service Other	-		-
95000	Total Protective Services	1,500	-	1,500
Insurance				
96110	Property	71,690		71,690
96120	General Liability	5,260		5,260
96130	Worker's Comp.	9,800		9,800
96140	Other Insurance	6,430		6,430
96100	Total Insurance Expense	93,180	-	93,180
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	13,850		13,850
96300	Payments In Lieu of Taxes	20,160		20,160
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense			-
96000	Total General Expenses	44,010	-	44,010
96900	Total Operating Expenditures	1,067,480	-	1,067,480
97000	Cash Flow from Operations	237,085	-	237,085
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In			-
10020	Operating Transfers Out			-
70810	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(50,000)	-	(50,000)
	Capital Expenditures	(440,000)		(440,000)
	Other Items (PYA)			-
	Total Other Financial Items	(490,000)	-	(490,000)
10000	Net Cash Flow	(252,915)	-	(252,915)

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority		
Address	828 Garfield Street		
City, State	Mexico, MO 65265		
HA Code	MO010	Built Date	2/28/1964
Fiscal Year Ending	3/31/2022	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Original	Average Bedroom Size	2.00
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	401,940	166.67
11230	Less: Vacancy Loss	(4,020)	(1.67)
70300	Net Tenant Rental Revenue	397,920	165.00
11240	Gross Potential Subsidy	884,965	366.96
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(26,230)	(10.88)
70600	Net Operating Subsidy	858,735	356.08
70600	HUD PHA Operating Grant-CFP	-	0.00
70400	Other Tenant Charges	17,400	7.22
70400	Excess Utilities	-	0.00
71100	Investment Income	22,240	9.22
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	1,650	0.68
71500	Other Income	6,620	2.75
70000	Total Operating Income	1,304,565	540.95

Operating Expenditures:			
Administrative			
91100	Administrative Salaries	162,130	67.23
91500	Employee Benefits - Administrative	68,400	28.36
91200	Auditing Fees	5,740	2.38
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,210	2.58
91400	Advertising and Marketing	410	0.17
91600	Office Expenses	25,010	10.37
91700	Legal Expense	8,200	3.40
91800	Travel	4,510	1.87
91900	Other Administrative Costs	14,350	5.95
91000	Total Administrative	294,960	122.31

92000	Asset Management Fees	-	0.00
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Tenant Services			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	5,030	2.09
92500	Total Tenant Services	5,030	2.09

Utilities			
93100	Water	76,980	31.92
93200	Electricity	17,550	7.28
93300	Gas	1,940	0.80
93400	Fuel	-	0.00
93600	Sewer	99,850	41.40
93800	Other	-	0.00
93000	Total Utilities	196,320	81.41

FDS Line #	Account Title	Total Project Budget	PUM
Maintenance			
94100	Labor	116,230	48.20
94500	Employee Benefits - Maintenance	51,870	21.51
94200	Maintenance Materials	150,000	62.20
Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	32,980	13.68
94300-020	Heating & Cooling Contracts	15,000	6.22
94300-030	Snow Removal Contracts	5,000	2.07
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	12,000	4.98
94300-060	Unit Turnaround Contract	5,000	2.07
94300-070	Electrical Contracts	5,000	2.07
94300-080	Plumbing Contracts	6,000	2.49
94300-090	Extermination Contracts	10,000	4.15
94300-100	Janitorial Contracts	1,400	0.58
94300-110	Routine Maintenance Contracts	7,000	2.90
94300-120	Other Misc. Contract Costs	15,000	6.22
94000	Total Maintenance	432,480	179.33
Protective Services			
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,500	0.62
95300	Protective Service Other	-	0.00
95000	Total Protective Services	1,500	0.62
Insurance			
96110	Property	71,690	29.73
96120	General Liability	5,260	2.18
96130	Worker's Comp.	9,800	4.06
96140	Other Insurance	6,430	2.67
96100	Total Insurance Expense	93,180	38.64
General Expenses			
96200	Other General Expense	-	0.00
96210	Compensated Absences	13,850	5.74
96300	Payments In Lieu of Taxes	20,160	8.36
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	Total General Expenses	44,010	18.25
96900	Total Operating Expenditures	1,067,480	442.64
97000	Cash Flow from Operations	237,085	98.31
Other Financial Items-Sources & (Uses)			
10010	Operating Transfers In	-	0.00
10020	Operating Transfers Out	-	0.00
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	(50,000)	(20.73)
	Capital Expenditures	(440,000)	(182.45)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(490,000)	(203.18)
10000	Net Cash Flow	(252,915)	(104.87)

Mexico Housing Authority
Operating Budget Forecast Excluding Capital Fund Program
FYE 3/31/2022

82% 18%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Total</i>
<u>Income</u>			
Dwelling Rent	401,940	-	401,940
Vacancy Loss	(4,020)	-	(4,020)
HUD Operating Subsidy/Admin. Fees	884,965	103,341	988,306
Funding Prorations	(26,230)	(20,668)	(46,898)
Capital Fund Program -Operations	-	-	-
Other Income	25,670	5,320	30,990
Interest Income	22,240	1,000	23,240
Total Income	1,304,565	88,993	1,393,558
<u>Expenses</u>			
Administrative Salaries	162,130	60,460	222,590
Administrative Benefits	68,400	31,550	99,950
Legal Fees	8,200	1,800	10,000
Travel	4,510	990	5,500
Accounting	6,210	1,910	8,120
Audit	5,740	1,260	7,000
Office Supplies	25,010	5,490	30,500
Advertising	410	90	500
Other Admin. Sundry	14,350	3,150	17,500
Tenant Services	5,030	-	5,030
Water	76,980	-	76,980
Electricity	17,550	-	17,550
Gas	1,940	-	1,940
Sewer	99,850	-	99,850
Protective Services	1,500	-	1,500
Maint. Labor	116,230	-	116,230
Maint. Benefits	51,870	-	51,870
Maint. Materials	150,000	-	150,000
Maint. Contract	15,000	-	15,000
Garbage	32,980	-	32,980
Heating & Air	15,000	-	15,000
Snow Removal	5,000	-	5,000
Landscape/Grounds	12,000	-	12,000
Unit Turnaround	5,000	-	5,000
Plumbing	5,000	-	5,000
Electrical	6,000	-	6,000
Extermination	10,000	-	10,000
Janitorial Contracts	1,400	-	1,400
Routine Maint	7,000	-	7,000
Insurance	93,180	4,720	97,900
Port In Expenses	-	2,560	2,560
Compensated Absences	13,850	2,240	16,090
Other General Expenses	-	600	600
Collection Losses	10,000	-	10,000
PILOT	20,160	-	20,160
Repl. of Equip./Betterments	440,000	-	440,000
Nonroutine Maint.	50,000	-	50,000
Total Expenses	1,557,480	116,820	1,674,300
Net Operating Cash Flow (Deficit)	(252,915)	(27,827)	(280,742)
Estimated Unrestricted Balance at 3/31/21	2,361,540	115,373	2,476,913
Estimated Unrestricted Balance at 3/31/22	2,108,625	87,546	2,196,171

**Mexico Housing Authority
Financial Analysis
01/31/22**

Low Rent **04/30/21** **05/31/21** **06/30/21** **07/31/21** **08/31/21** **09/30/21** **10/31/21** **11/30/21** **12/31/21** **01/31/22** **02/28/22** **03/31/22**

Balance Sheet

Cash-unrestricted	\$1,607,412.23	\$1,601,467.52	\$1,541,793.92	\$1,499,423.15	\$1,483,326.63	\$1,443,587.12	\$1,430,611.85	\$1,260,054.65	\$ 990,795.21	\$1,049,660.75
Investments - unrestricted	902,491.92	902,575.70	902,669.61	902,669.61	902,669.61	902,669.61	902,729.57	902,729.57	902,908.76	902,922.85
Tenant accounts receivable	5,803.20	9,313.80	13,292.33	15,164.50	17,852.05	23,436.26	33,152.70	31,543.75	39,299.70	32,505.25

Income Statement

Net tenant rental revenue	37,600.00	35,269.00	37,624.00	37,049.00	37,938.00	37,441.00	37,749.00	40,900.40	41,930.00	40,750.00
Operating expenses	55,171.82	75,341.39	69,963.68	69,888.04	91,806.22	113,451.15	80,880.85	89,763.85	73,783.61	84,367.00
Operating income/loss (monthly)	48,356.62	30,064.68	(12,516.00)	(37,429.52)	(1,401.71)	(22,232.89)	(18,467.59)	(173,320.96)	(168,975.32)	(25,540.31)
Operating income/loss (ytd)	48,356.62	78,421.30	65,905.30	28,475.78	27,074.07	4,841.18	(13,626.41)	(186,947.37)	(355,922.69)	(381,463.00)
Units leased	201.00	201.00	201.00	200.00	201.00	201.00	201.00	201.00	201.00	200.00
Occupancy rate	99%	99%	99%	99%	99%	99%	99%	99%	99%	99%
Average monthly rent	187.06	175.47	187.18	185.25	188.75	186.27	187.81	203.48	208.61	203.75

Section 8

Balance Sheet

Cash-unrestricted	\$ 126,599.96	\$ 134,608.45	\$ 138,124.42	\$ 148,931.05	\$ 153,379.56	\$ 161,279.45	\$ 168,070.48	\$ 175,541.68	\$ 184,227.31	\$ 119,731.10
Investments - unrestricted	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80

Income Statement

Housing assistance payments	46,639.00	48,440.00	48,628.00	51,174.00	50,226.00	50,595.00	50,532.00	50,832.00	49,309.00	48,560.00
Operating expenses	6,944.59	7,948.23	8,628.88	9,270.95	7,692.26	7,210.23	9,724.63	7,476.17	8,559.08	7,889.59
Operating income/loss (monthly)	(2,504.76)	60.26	(5,112.91)	3,493.18	(2,693.91)	744.69	(2,617.88)	4,328.58	1,346.98	3,636.09
Operating income/loss (ytd)	(2,504.76)	(2,444.50)	(7,557.41)	(4,064.23)	(6,758.14)	(6,013.45)	(8,631.33)	(4,302.75)	(2,955.77)	680.32
Units leased	136.00	140.00	143.00	141.00	142.00	143.00	143.00	143.00	145.00	142.00
Average HAP cost (monthly)	342.93	346.00	340.06	362.94	353.70	353.81	353.37	355.47	340.06	341.97

Mexico Housing Authority
FYE 3/31/22

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Beginning RNP Equity	6,971.12	4,232.12	5,158.12	1,216.12	5,948.73	2,713.34	2,554.07	2,375.07	3,417.07	5,989.07	9,036.07	9,036.07	6,971.12
Revenues:													
Annual Contributions	43,900.00	49,366.00	44,686.00	55,509.00	46,909.00	50,353.00	50,353.00	51,874.00	52,197.00	51,607.00	51,607.00	51,607.00	496,754.00
Fraud Income (HAP)	-	-	-	81.61	81.61	82.73	-	-	-	-	-	-	245.95
Total Revenue	43,900.00	49,366.00	44,686.00	55,590.61	46,990.61	50,435.73	50,353.00	51,874.00	52,197.00	51,607.00	51,607.00	51,607.00	496,999.95
Expenses:													
HAP Payments	46,639.00	48,440.00	48,628.00	50,858.00	50,226.00	50,595.00	50,532.00	50,832.00	49,625.00	48,560.00	-	-	494,935.00
Bad Debt - Fraud	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	46,639.00	48,440.00	48,628.00	50,858.00	50,226.00	50,595.00	50,532.00	50,832.00	49,625.00	48,560.00	-	-	494,935.00
Net Income (Loss)	(2,739.00)	926.00	(3,942.00)	4,732.61	(3,235.39)	(169.27)	(179.00)	1,042.00	2,572.00	3,047.00	-	-	2,064.95
Ending RNP Equity-Financials	4,232.12	5,158.12	1,216.12	5,948.73	2,713.34	2,554.07	2,375.07	3,417.07	5,989.07	9,036.07	9,036.07	9,036.07	9,036.07
Ending RNP - VMS less fraud	3,971.88	4,897.28	955.88	5,688.49	2,453.10	2,293.83	2,114.83	3,156.83	5,728.83	8,775.83	8,775.83	8,775.83	8,775.83
Beginning UNP Equity	130,551.51	130,785.75	129,920.01	128,749.10	127,825.67	128,367.15	129,271.11	126,832.23	130,118.81	128,577.79	129,166.88	129,166.88	130,551.51
Revenues:													
Annual Contributions	7,128.00	7,032.00	7,035.00	7,035.00	7,085.00	7,780.00	7,035.00	5,862.00	5,862.00	8,118.00	8,118.00	8,118.00	68,922.00
Interest Income	1.44	1.10	1.13	88.74	3.17	3.33	2.63	3.36	3.51	92.26	92.26	92.26	200.67
Other Income	262.39	262.39	2,700.84	804.42	1,488.12	1,488.12	1,488.12	1,488.12	1,804.12	1,609.42	1,609.42	1,609.42	13,396.06
Fraud Income (Admin)	-	-	-	81.61	81.61	82.74	-	-	-	-	-	-	245.96
Total Revenue	7,391.83	7,295.49	9,736.97	8,009.77	8,607.90	9,354.19	8,525.75	7,353.48	7,669.63	9,819.68	-	-	83,764.69
Expenses:													
Admin Expenses	7,157.59	8,161.23	10,907.88	8,933.20	8,066.42	8,450.23	10,964.63	4,066.90	9,210.65	9,230.59	-	-	85,149.32
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	7,157.59	8,161.23	10,907.88	8,933.20	8,066.42	8,450.23	10,964.63	4,066.90	9,210.65	9,230.59	-	-	85,149.32
Net Income (Loss)	234.24	(865.74)	(1,170.91)	(923.43)	541.48	903.96	(2,438.88)	3,286.58	(1,541.02)	589.09	-	-	(1,384.63)
Ending UNP Equity	130,785.75	129,920.01	128,749.10	127,825.67	128,367.15	129,271.11	126,832.23	130,118.81	128,577.79	129,166.88	129,166.88	129,166.88	129,166.88

PT

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	5	1	0	0	0	0	0	6
Near Elderly	0	1	0	0	0	0	0	0	1
Handi/Disabled	0	11	0	1	1	0	0	0	13
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	21	6	8	3	0	0	0	38
Hispanic	0	1	0	0	1	0	0	0	2
White	0	26	7	6	2	0	0	0	41
Black	0	7	0	3	2	0	0	0	12
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	2	0	0	0	0	0	0	2
Other	0	1	0	0	0	0	0	0	1

Income Limit Breakdown

High:	1
Low:	5
Very Low:	5
ExtLow:	45

Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	4	1	0	0	0	0	0	5
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	13	4	2	1	0	0	0	20
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	12	12	10	1	0	0	0	35
Hispanic	0	1	2	0	1	0	0	0	4
White	0	21	11	6	0	0	0	0	38
Black	0	4	3	6	2	0	0	0	15
Indian/Alaskan	0	0	1	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	2	1	0	0	0	0	0	3
Other	0	0	1	0	0	0	0	0	1

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Income Limit Breakdown

High:	0
Low:	2
Very Low:	7



MEXICO HOUSING AUTHORITY



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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

February 2022

Current CFP Contracts

1. **2021-10 Community Center Remodel** Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 8/03/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 33,843.00
2. **2021-05 Lafayette Concrete Following** MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 2/7/2022 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 87,907.00

On Going Modernization Projects

1. We have replaced 153 countertops; we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets, and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. Replacing flooring as needed upon make ready to vinyl planking (1-2bdrm)
5. Replacement of screen doors
6. Removal of trees as needed

Proposed/Upcoming Capital Fund Projects (posted on MHA website)

1. Continued Concrete Replacement
2. Continued Exterior Painting

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
 2/1/2022 TO 2/28/2022

WORK ORDERS

Received	Processed
119	118

Routine Work Received	Avg. Completion Time Routine
89	35.537 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
1	0.067 Hrs.

All Other Work Received	Avg. Completion Time Other
29	50.505 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	25
Emergency work orders with completion time over 24 hours:	0

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

W/O #	Work Order Date
143222	02/28/2022

Work orders completed from prior months: 3

W/O #	Work Order Date	Completion Date
143076	01/26/2022	02/01/2022
143093	01/31/2022	02/04/2022
143094	01/31/2022	02/04/2022

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:
 Project:
 Starting Date: 2/1/2022
 Ending Date: 2/28/2022
 Staff Generated Work Orders: False



Proposal To:
Mexico Housing Authority

For:
Mexico Senior Center - Additional Cameras

Mexico, MO

February 23, 2022

Project Version 1.0

2 ADDITIONAL EXTERIOR CAMERAS

SCOPE

This project includes installing a wireless network link connected to the Senior Center. We would wire and install 2 exterior cameras covering the north side of the building. The cameras would connect to a network switch located in the maintenance closet. The cameras would record only to the Housing Authority recorder. All equipment is backed by a 3-year manufacturer warranty.

SURVEILLANCE SYSTEM

QTY	DESCRIPTION	TOTAL
2	3xLOGIC VS-1IP One (1) VIGIL IP Camera License	\$230.00
2	DSG B-2900 4MP, 4mm, 100ft IR, Bullet	\$550.00
2	DSG B-Box Exterior Back Box	\$132.00
1	Zyxel GS1350-6HP 5-Port Managed PoE Switch with GbE Uplink - 1 Passive/Fiber Capable	\$385.00
0.25	Windy City Wire 775600-10 CAT6 Cable - Non-Plenum 1000 Ft. CMR Rated	\$457.50
1	Ubiquiti Networks 5GHz LiteBeam ac Gen2 23dBi US Ubiquiti 5GHz LiteBeam With Mount	\$290.00
1	Sound Solutions Inc. Misc. Box Wireless Link Connection Box	\$115.00
1	Misc. Cat6 Connectors, Fasteners, Cable Ties, Etc. Cat6 Connectors, Fasteners, Cable Ties, Etc.	\$116.00
2 ADDITIONAL EXTERIOR CAMERAS TOTAL		\$2,275.50

ACCEPTANCE

ACCEPTANCE

PAYMENT SCHEDULE
To be determined

TOTAL TAX (TAX EXEMPTION)	\$0.00
PROJECT TOTAL	\$2,275.50



TERMS

1. Sound Solutions will install all required main components, and perform final connections, calibrations, and checkout of the proposed surveillance equipment.
2. All work will be accomplished in a professional manner, using first quality workmanship, compatible with good commercial practices and standards. All of the wiring will be run open (Not in conduit) and concealed or routed to blend, wherever practical.
3. Owner is responsible for providing a dedicated 120 VAC, 15 Amp power circuit and receptacles for digital recorder location.
4. Owner is responsible for supplying an adequate network security and internet access to digital recorder location. Internet service or network security is not provided by Sound Solutions.
5. Work to be accomplished during regular day shift hours, 8-5:00 PM, Monday – Friday.
6. Written acceptance of this proposed package and quotation shall constitute agreement with the conditions and terms of this document.
7. If a Credit Card is used as payment, there is an additional charge of 3% of the total project.

WARRANTY

- A. **Surveillance System** - Sound Solutions guarantees all equipment (with the exception of existing and/or Owner provided equipment and wiring) and workmanship provided under this Agreement to be free of defects for a period of **One (1) year** from the date of completion or first beneficial use whichever occurs first. Sound Solutions will repair or replace, at its option, any defective equipment and will correct any defective workmanship during normal business hours while the warranty is in effect at no cost to the Owner.
- B. All equipment warranties provided by equipment manufacturers that extend beyond one year become warranties between the Owner and the equipment manufacturer and Sound Solutions has no liability beyond the stated one- year period. Claims to the functions and or the capabilities of equipment is limited to manufacturer claims. Other claims to said equipment shall not be warranted by Sound Solutions.
- C. This warranty does not apply in case of abuse, misuse, neglect, acts of nature, readjustment of the original system settings when they have been changed by other parties, or problems due to lack of routine maintenance.
- D. Disclaimer of Warranties-Sound Solutions DOES NOT represent or warrant that any surveillance system may not be compromised or circumvented; or the system will prevent any loss by burglary,hold-up or otherwise; or that the system will in all cases provide the security and function for which it is intended.

LIMITATIONS OF LIABILITY

- A. Sound Solutions shall have no liability for unauthorized access to the system through internet or other communication networks,data corruption or loss for any reason whatsoever.
- B. Owner agrees that should there arise any liability on Sound Solutions negligent performance to any degree, failure to perform any of Sound Solutions obligations, equipment failure, or strict products liability, that Sound Solutions shall be limited to the sum of \$250. If owner wishes to increase Sound Solutions maximum amount of liability, owner as a matter of right at any time may enter into a supplemental contract, obtain a higher limit by paying an annual payment consonant with Sound Solutions increased liability. This shall not be construed as insurance.
- c.Owner agrees to and shall indemnify and hold harmless Sound Solutions, its employees,agents,subsidiaries,and subcontractors from and against all claims,lawsuits,including those brought by third parties or owner,including reasonable attorneys fees and losses asserted against and alleged to be caused by Sound Solutions performance,negligent performance,or failure to perform its obligations. Parties agree that there are no third party beneficiaries .



ACCEPTANCE

MEXICO HOUSING AUTHORITY

SIGNED

DATE

PRINT NAME

TITLE

SOUND SOLUTIONS INC.

SIGNED

DATE

PRINT NAME

TITLE



MEXICO HOUSING AUTHORITY



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Board Resolution

RESOLUTION NO. 2961

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2021/2022

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 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 15th day of March 2022, 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 \$9990.00 to be written off as bad debt for the FYE 2021/2022, and the accounts forwarded to a collection agent for further action. Total Write off for FYE 2021/2022 \$19,864.10.

Passed this 15th day of March 2022.

Board Member/Board Chair

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			146	14086					20.00	20.00
1	01			124	11039						0.00
1	01			134	10790					20.00	20.00
1	01			105	16607					1,130.00	1,130.00
1	01			129	10905					43.00	43.00
1	01			076	10698					156.00	156.00
1	01			121	10368					3,683.00	3,683.00
1	01			028	10769					269.00	269.00
1	01			151	15090					1,912.00	1,912.00
1	01			156	16379					20.00	20.00
1	01			144	15121					230.00	230.00
PHA: 1		Project: 01		Totals	Count:	11				7,483.00	7,483.00
1	02			193	10565					145.00	145.00
PHA: 1		Project: 02		Totals	Count:	1				145.00	145.00
1	03			214	15129					2,362.00	2,362.00
PHA: 1		Project: 03		Totals	Count:	1				2,362.00	2,362.00
PHA: 1		Totals		Count:	13					9,990.00	9,990.00
Grand Totals					Count:	13				9,990.00	9,990.00



MEXICO HOUSING AUTHORITY



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Board Resolution

RESOLUTION NO. 2962

RESOLUTION APPROVING/AUTHORIZING FY 2022/2023 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, 2022,

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 15th day of March 2022, 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, 2022.

Passed this 15th, day of March 2022

Board Member/Board Chair

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. 06/30/2022)

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: 04/01/2022

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 3/31/2023

84% 16%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Total</i>
<u>Income</u>			
Dwelling Rent	487,200	-	487,200
Vacancy Loss	(4,870)	-	(4,870)
HUD Operating Subsidy/Admin. Fees	805,650	116,110	921,760
Funding Prorations	(40,283)	(23,222)	(63,505)
Capital Fund Program -Operations	-	-	-
Other Income	29,490	17,880	47,370
Interest Income	7,200	500	7,700
Total Income	1,284,387	111,268	1,395,655
<u>Expenses</u>			
Administrative Salaries	186,850	53,220	240,070
Administrative Benefits	80,750	24,540	105,290
Legal Fees	8,400	1,600	10,000
Travel	4,200	800	5,000
Accounting	6,350	1,760	8,110
Audit	10,110	1,930	12,040
Office Supplies	33,260	6,340	39,600
Advertising	1,680	320	2,000
Other Admin. Sundry	16,800	3,200	20,000
Tenant Services	5,000	-	5,000
Water	100,990	-	100,990
Electricity	20,320	-	20,320
Gas	2,510	-	2,510
Sewer	93,200	-	93,200
Protective Services	1,300	-	1,300
Maint. Labor	89,260	-	89,260
Maint. Benefits	46,140	-	46,140
Maint. Materials	200,000	-	200,000
Maint. Contract	25,000	-	25,000
Garbage	35,000	-	35,000
Heating & Air	20,000	-	20,000
Snow Removal	4,000	-	4,000
Landscape/Grounds	10,000	-	10,000
Unit Turnaround	-	-	-
Plumbing	10,000	-	10,000
Electrical	2,000	-	2,000
Extermination	20,000	-	20,000
Janitorial Contracts	-	-	-
Routine Maint	5,200	-	5,200
Insurance	93,440	3,910	97,350
Port In Expenses	-	14,880	14,880
Compensated Absences	6,960	4,010	10,970
Other General Expenses	-	-	-
Collection Losses	15,000	-	15,000
PILOT	26,530	-	26,530
Repl. of Equip./Betterments	61,000	-	61,000
Nonroutine Maint.	25,000	-	25,000
	-	-	-
Total Expenses	1,266,250	116,510	1,382,760
Net Operating Cash Flow (Deficit)	18,137	(5,242)	12,895
Estimated Unrestricted Balance at 3/31/22	2,252,408	102,725	2,355,133
Estimated Unrestricted Balance at 3/31/23	2,270,545	97,483	2,368,028

Low Rent Operating Budget

PHA Name	Mexico Housing Authority			
Address	828 Garfield Street			
City, State	Mexico, MO 65265			
HA Code	MO010	Built Date	2/28/1964	
Fiscal Year Ending	3/31/2023	Date of Last Renovation	On Going	
Type of Budget (Original, Revision #)	Original	Average Bedroom Size	2.00	
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed	
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex	
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75	
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	487,200		487,200
11230	Less: Vacancy Loss Rent	(4,870)		(4,870)
70300	Net Tenant Rental Revenue	482,330		482,330
11240	Gross Potential Subsidy	805,650		805,650
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(40,283)		(40,283)
70600	Net Operating Subsidy	765,367		765,367
70600	HUD PHA Operating Grant-CFP		-	-
70400	Other Tenant Charges	21,630		21,630
70400	Excess Utilities	-		-
71100	Investment Income	7,200		7,200
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	2,520		2,520
71500	Other Income	5,340		5,340
70000	Total Operating Income	1,284,387	-	1,284,387
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	186,850	-	186,850
91500	Employee Benefits - Administrative	80,750	-	80,750
91200	Auditing Fees	10,110	-	10,110
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,350	-	6,350
91400	Advertising and Marketing	1,680	-	1,680
91600	Office Expenses	33,260	-	33,260
91700	Legal Expense	8,400	-	8,400
91800	Travel	4,200	-	4,200
91900	Other Administrative Costs	16,800	-	16,800
91000	Total Administrative	348,400	-	348,400
92000	Asset Management Fees	-	-	-
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	5,000	-	5,000
92500	Total Tenant Services	5,000	-	5,000
Utilities				
93100	Water	100,990	-	100,990
93200	Electricity	20,320	-	20,320
93300	Gas	2,510	-	2,510
93400	Fuel	-	-	-
93600	Sewer	93,200	-	93,200
93800	Other	-	-	-
93000	Total Utilities	217,020	-	217,020

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	89,260	-	89,260
94500	Employee Benefits - Maintenance	46,140	-	46,140
94200	Maintenance Materials	200,000	-	200,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	35,000		35,000
94300-020	Heating & Cooling Contracts	20,000		20,000
94300-030	Snow Removal Contracts	4,000		4,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	10,000		10,000
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	2,000		2,000
94300-080	Plumbing Contracts	10,000	-	10,000
94300-090	Extermination Contracts	20,000		20,000
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	5,200		5,200
94300-120	Other Misc. Contract Costs	25,000	-	25,000
94000	Total Maintenance	466,600	-	466,600
Protective Services				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,300		1,300
95300	Protective Service Other	-		-
95000	Total Protective Services	1,300	-	1,300
Insurance				
96110	Property	72,920		72,920
96120	General Liability	5,380		5,380
96130	Worker's Comp.	8,250		8,250
96140	Other Insurance	6,890		6,890
96100	Total Insurance Expense	93,440	-	93,440
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	6,960		6,960
96300	Payments In Lieu of Taxes	26,530		26,530
96400	Bad Debt-Tenants	15,000		15,000
96800	Severance Expense			-
96000	Total General Expenses	48,490	-	48,490
96900	Total Operating Expenditures	1,180,250	-	1,180,250
97000	Cash Flow from Operations	104,137	-	104,137
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In			-
10020	Operating Transfers Out			-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(25,000)	-	(25,000)
	Capital Expenditures	(61,000)		(61,000)
	Other Items (PYA)			-
	Total Other Financial Items	(86,000)	-	(86,000)
10000	Net Cash Flow	18,137	-	18,137

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority		
Address	828 Garfield Street		
City, State	Mexico, MO 65265		
HA Code	MO010	Built Date	2/28/1964
Fiscal Year Ending	3/31/2023	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Original	Average Bedroom Size	2.00
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	487,200	202.02
11230	Less: Vacancy Loss	(4,870)	(2.02)
70300	Net Tenant Rental Revenue	482,330	200.00
11240	Gross Potential Subsidy	805,650	334.07
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(40,283)	(16.70)
70600	Net Operating Subsidy	765,367	317.36
70600	HUD PHA Operating Grant-CFP	-	0.00
70400	Other Tenant Charges	21,630	8.97
70400	Excess Utilities	-	0.00
71100	Investment Income	7,200	2.99
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	2,520	1.04
71500	Other Income	5,340	2.21
70000	Total Operating Income	1,284,387	532.58

Operating Expenditures:

Administrative			
91100	Administrative Salaries	186,850	77.48
91500	Employee Benefits - Administrative	80,750	33.48
91200	Auditing Fees	10,110	4.19
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,350	2.63
91400	Advertising and Marketing	1,680	0.70
91600	Office Expenses	33,260	13.79
91700	Legal Expense	8,400	3.48
91800	Travel	4,200	1.74
91900	Other Administrative Costs	16,800	6.97
91000	Total Administrative	348,400	144.47

92000	Asset Management Fees	-	0.00
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Tenant Services			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	5,000	2.07
92500	Total Tenant Services	5,000	2.07

Utilities			
93100	Water	100,990	41.88
93200	Electricity	20,320	8.43
93300	Gas	2,510	1.04
93400	Fuel	-	0.00
93600	Sewer	93,200	38.65
93800	Other	-	0.00
93000	Total Utilities	217,020	89.99

FDS Line #	Account Title	Total Project Budget	PUM
	Maintenance		
94100	Labor	89,260	37.01
94500	Employee Benefits - Maintenance	46,140	19.13
94200	Maintenance Materials	200,000	82.93
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	35,000	14.51
94300-020	Heating & Cooling Contracts	20,000	8.29
94300-030	Snow Removal Contracts	4,000	1.66
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	10,000	4.15
94300-060	Unit Turnaround Contract	-	0.00
94300-070	Electrical Contracts	2,000	0.83
94300-080	Plumbing Contracts	10,000	4.15
94300-090	Extermination Contracts	20,000	8.29
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	5,200	2.16
94300-120	Other Misc. Contract Costs	25,000	10.37
94000	Total Maintenance	466,600	193.48
	Protective Services		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,300	0.54
95300	Protective Service Other	-	0.00
95000	Total Protective Services	1,300	0.54
	Insurance		
96110	Property	72,920	30.24
96120	General Liability	5,380	2.23
96130	Worker's Comp.	8,250	3.42
96140	Other Insurance	6,890	2.86
96100	Total Insurance Expense	93,440	38.75
	General Expenses		
96200	Other General Expense	-	0.00
96210	Compensated Absences	6,960	2.89
96300	Payments In Lieu of Taxes	26,530	11.00
96400	Bad Debt-Tenants	15,000	6.22
96800	Severance Expense	-	0.00
96000	Total General Expenses	48,490	20.11
96900	Total Operating Expenditures	1,180,250	489.40
97000	Cash Flow from Operations	104,137	43.18
	Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	-	0.00
10020	Operating Transfers Out	-	0.00
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	(25,000)	(10.37)
	Capital Expenditures	(61,000)	(25.29)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(86,000)	(35.66)
10000	Net Cash Flow	18,137	7.52



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. 2963

RESOLUTION APPROVING/AUTHORIZING FY 2021/2022 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 15th day of March 2022, 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, 2022.

Passed on 15th day of March 2022.

Board Member/Board Chair

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. 06/30/2022)

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: 04/01/2021

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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Low Rent Operating Budget

PHA Name	Mexico Housing Authority			
Address	828 Garfield Street			
City, State	Mexico, MO 65265			
HA Code	MO010	Built Date	2/28/1964	
Fiscal Year Ending	3/31/2022	Date of Last Renovation	On Going	
Type of Budget (Original, Revision #)	Revision	Average Bedroom Size	2.00	
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed	
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex	
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75	
FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	462,630		462,630
11230	Less: Vacancy Loss Rent	(4,630)		(4,630)
70300	Net Tenant Rental Revenue	458,000		458,000
11240	Gross Potential Subsidy	915,227		915,227
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(45,232)		(45,232)
70600	Net Operating Subsidy	869,995		869,995
70600	HUD PHA Operating Grant-CFP		130,390	130,390
70400	Other Tenant Charges	27,040		27,040
70400	Excess Utilities	-		-
71100	Investment Income	7,500		7,500
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	2,520		2,520
71500	Other Income	21,780		21,780
70000	Total Operating Income	1,386,835	130,390	1,517,225
Operating Expenditures:				
Administrative				
91100	Administrative Salaries	162,130	-	162,130
91500	Employee Benefits - Administrative	73,400	-	73,400
91200	Auditing Fees	-	-	-
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,530	-	6,530
91400	Advertising and Marketing	2,110	-	2,110
91600	Office Expenses	32,680	-	32,680
91700	Legal Expense	3,860	-	3,860
91800	Travel	4,450	-	4,450
91900	Other Administrative Costs	17,320	-	17,320
91000	Total Administrative	302,480	-	302,480
92000	Asset Management Fees	-	-	-
Tenant Services				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	3,930	-	3,930
92500	Total Tenant Services	3,930	-	3,930
Utilities				
93100	Water	91,810	-	91,810
93200	Electricity	20,150	-	20,150
93300	Gas	2,280	-	2,280
93400	Fuel	-	-	-
93600	Sewer	88,760	-	88,760
93800	Other	-	-	-
93000	Total Utilities	203,000	-	203,000

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	95,050	-	95,050
94500	Employee Benefits - Maintenance	44,920	-	44,920
94200	Maintenance Materials	150,000	83,000	233,000
Maint. Contract:				
94300-010	Garbage and Trash Removal Contracts	35,180		35,180
94300-020	Heating & Cooling Contracts	12,800	10,120	22,920
94300-030	Snow Removal Contracts	4,000		4,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	300	10,320	10,620
94300-060	Unit Turnaround Contract	1,930		1,930
94300-070	Electrical Contracts	180		180
94300-080	Plumbing Contracts	7,770	14,030	21,800
94300-090	Extermination Contracts	12,700		12,700
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	4,080		4,080
94300-120	Other Misc. Contract Costs	11,600	12,920	24,520
94000	Total Maintenance	380,510	130,390	510,900
Protective Services				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,330		1,330
95300	Protective Service Other	-		-
95000	Total Protective Services	1,330	-	1,330
Insurance				
96110	Property	72,910		72,910
96120	General Liability	6,330		6,330
96130	Worker's Comp.	8,680		8,680
96140	Other Insurance	8,040		8,040
96100	Total Insurance Expense	95,960	-	95,960
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	6,960		6,960
96300	Payments in Lieu of Taxes	25,500		25,500
96400	Bad Debt-Tenants	15,000		15,000
96800	Severance Expense			-
96000	Total General Expenses	47,460	-	47,460
96900	Total Operating Expenditures	1,034,670	130,390	1,165,060
97000	Cash Flow from Operations	352,165	-	352,165
Other Financial Items-Sources & (Uses)				
10010	Operating Transfers In			-
10020	Operating Transfers Out			-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(23,880)	-	(23,880)
	Capital Expenditures	(677,640)		(677,640)
	Other Items (PYA)			-
	Total Other Financial Items	(701,520)	-	(701,520)
10000	Net Cash Flow	(349,355)	-	(349,355)

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority		
Address	828 Garfield Street		
City, State	Mexico, MO 65265		
HA Code	MO010	Built Date	2/28/1964
Fiscal Year Ending	3/31/2022	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Revision	Average Bedroom Size	2.00
ACC Units	203	Occupancy Type (family, senior, mixed)	Mixed
Unit Months Available (UMAs)	2,436	Building Type (high-rise, garden, etc.)	Duplex
Estimated Occupancy Rate	99%	Anticipated Number of Turnovers	75
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	462,630	191.83
11230	Less: Vacancy Loss	(4,630)	(1.92)
70300	Net Tenant Rental Revenue	458,000	189.91
11240	Gross Potential Subsidy	915,227	379.50
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(45,232)	(18.76)
70600	Net Operating Subsidy	869,995	360.75
70600	HUD PHA Operating Grant-CFP	130,390	54.07
70400	Other Tenant Charges	27,040	11.21
70400	Excess Utilities	-	0.00
71100	Investment Income	7,500	3.11
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	2,520	1.04
71500	Other Income	21,780	9.03
70000	Total Operating Income	1,517,225	629.13

Operating Expenditures:

Administrative			
91100	Administrative Salaries	162,130	67.23
91500	Employee Benefits - Administrative	73,400	30.44
91200	Auditing Fees	-	0.00
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,530	2.71
91400	Advertising and Marketing	2,110	0.87
91600	Office Expenses	32,680	13.55
91700	Legal Expense	3,860	1.60
91800	Travel	4,450	1.85
91900	Other Administrative Costs	17,320	7.18
91000	Total Administrative	302,480	125.43

92000	Asset Management Fees	-	0.00
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Tenant Services			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	3,930	1.63
92500	Total Tenant Services	3,930	1.63

Utilities			
93100	Water	91,810	38.07
93200	Electricity	20,150	8.36
93300	Gas	2,280	0.95
93400	Fuel	-	0.00
93600	Sewer	88,760	36.80
93800	Other	-	0.00
93000	Total Utilities	203,000	84.18

FDS Line #	Account Title	Total Project Budget	PUM
Maintenance			
94100	Labor	95,050	39.41
94500	Employee Benefits - Maintenance	44,920	18.63
94200	Maintenance Materials	233,000	96.61
Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	35,180	14.59
94300-020	Heating & Cooling Contracts	22,920	9.50
94300-030	Snow Removal Contracts	4,000	1.66
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	10,620	4.40
94300-060	Unit Turnaround Contract	1,930	0.80
94300-070	Electrical Contracts	180	0.07
94300-080	Plumbing Contracts	21,800	9.04
94300-090	Extermination Contracts	12,700	5.27
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	4,080	1.69
94300-120	Other Misc. Contract Costs	24,520	10.17
94000	Total Maintenance	510,900	211.85
Protective Services			
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	1,330	0.55
95300	Protective Service Other	-	0.00
95000	Total Protective Services	1,330	0.55
Insurance			
96110	Property	72,910	30.23
96120	General Liability	6,330	2.62
96130	Worker's Comp.	8,680	3.60
96140	Other Insurance	8,040	3.33
96100	Total Insurance Expense	95,960	39.79
General Expenses			
96200	Other General Expense	-	0.00
96210	Compensated Absences	6,960	2.89
96300	Payments In Lieu of Taxes	25,500	10.57
96400	Bad Debt-Tenants	15,000	6.22
96800	Severance Expense	-	0.00
96000	Total General Expenses	47,460	19.68
96900	Total Operating Expenditures	1,165,060	483.10
97000	Cash Flow from Operations	352,165	146.03
Other Financial Items-Sources & (Uses)			
10010	Operating Transfers In	-	0.00
10020	Operating Transfers Out	-	0.00
70610	HUD Grants-Capital Contributions	-	0.00
11020/96710	Debt Service Payment (Principal & Interest)	-	0.00
97100	Extraordinary Maintenance	(23,880)	(9.90)
	Capital Expenditures	(677,640)	(280.99)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(701,520)	(290.89)
10000	Net Cash Flow	(349,355)	(144.86)

Schedule & Support of Nonroutine Items

PHA Name: Mexico Housing Authority
 FYE: 3/31/2022

Nonroutine Maintenance (FDS Line # 97100)

Item	Description	Operating Fund	Capital Fund	Total
	Tree Removal	9,680		9,680
	Fire Restoration	10,840	-	10,840
	Vehicle Damage	1,400		1,400
	Sewage cleanup	1,960	-	1,960
				-
			-	-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Total Nonroutine Maintenance	23,880	-	23,880
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Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
	Truck	50,980		50,980
	Unit Remodels/Upgrades	600,000		600,000
	Golf Cart	11,700		11,700
	Tool Boxes	4,380		4,380
	Dump Trailer	10,580		10,580
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Total Capital Expenditures	677,640		677,640
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Summary of Budget Justification

PHA Name: Mexico Housing Authority
 FYE: 3/31/2022

FDS Line #	Account Title	Comments
11220	Gross Potential Rent	\$343,500 / 9 x 12 = \$462,626 / .99 = \$462,626
11230	Less: Vacancy Loss Rent	\$462,626 x 1% = \$4,626
11240	Gross Potential Subsidy	2021 subsidy (9 mths) 2022 subsidy (3 mths) = \$904,647
11260	Less: Subsidy Loss - Vacancy	COVID Funding \$10,580
11250	Less: Subsidy Loss - Proration	not applicable
		\$45,232 based on actuals
71100	Interest Income	based on last years actuals plus lower interest rates \$7,500
	Revenues and expenses	Based on 9 month actuals