



## MEXICO HOUSING AUTHORITY



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

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

AGENDA Regular MEETING  
at  
Community Center Building,  
828 Garfield Avenue, Mexico, MO 65265  
Scheduled for  
Tuesday, March 21, 2023, at 2:00pm

1. **Call to order** by Chairperson
2. **Roll Call** by Dawn Mahaney, 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 January 17, 2023.
6. **Executive Director's Report:**
  - a. Financials
  - b. S8/PH Report
  - b. Contract/Capital Fund/Modernization Projects
7. **Unfinished Business.**
8. **New Business.**  
  
Resolution 2972 FYE Write off 2022/2023  
Resolution 2973 Operating Budget FYE 2023/2024  
Resolution 2974 Budget Revision for FYE 2022/2023
9. **Other Business.**
10. Adjournment into Executive Session pursuant to the Revised Statutes of Missouri § 610.021 (3) personnel matters.

**11. 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](http://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 January 17, 2023**

The Board of Commissioners of the Housing Authority of the City  
of Mexico convened in an Open Meeting on Tuesday,  
January 17, 2023, 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 January 17, 2023. Commissioner R Jackson called the meeting to order at 2:03pm.

2. **Roll Call** by Executive Director Dawn Mahaney:

The following Commissioners were present:

Commissioner Tad Dobyns  
Commissioner Rita Jackson  
Commissioner Martin Keller

Commissioners absent:

Commissioner Sandy Lecoque

Others present:

Executive Director/Secretary

Dawn Mahaney

3. **Adoption of Agenda**

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

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

4. **Comments from the public:**

None

5. **Approval of Meeting Minutes**

R Jackson requested a motion to approve the Meeting Minutes for the October 18, 2022 meeting. Commissioner M Keller made a motion and T Dobyms seconded. S Lecoque was absent. All Commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

**6. Executive Director’s Report**

D Mahaney stated that the financial reports for October through December were not in from the accountant yet but should be available by the next board meeting for the entire 3<sup>rd</sup> quarter. D Mahaney reported that the Public Housing waitlist has been pretty much at a standstill without any tenant moveouts during the winter months and holidays. She also stated that the MHA Section 8 program is still on a waitlist but has been steadily issuing a average of about 5 Section 8 vouchers each month due to not spending all of our monthly HAP funding and losing a few vouchers each month regularly due to moveouts and tenants becoming over the income limits. D Mahaney also stated that we have put a few concrete bid outs to the public and are working on getting some more contracting wrote up.

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

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

**7. Unfinished Business**

None

**8. New Business**

Resolution 2971 Acceptance of the Annual Audit for FYE 2022

R Jackson requested a motion to accept the Resolution 2971. Commissioner T Dobyms made a motion and M Keller seconded. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

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

**9. Other Business:**

**10. Adjournment of Open Meeting:**

Commissioner R Jackson requested a motion to adjourn the Open meeting on January 17, 2023, Commissioner T Dobyms made a motion and Commissioner M Keller seconded. The open session meeting was adjourned at 2:26pm

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R Jackson, Board Chair

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Dawn Mahaney, Executive Director

**Certification of Public Notice**

I, Dawn Mahaney, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on January 12, 2023, I posted public notice of the January 17, 2023 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at [www.mexicoha.com](http://www.mexicoha.com), copies of the Agenda and Board Packet for review.

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Dawn Mahaney

Low Rent Operating Budget							A	B	C	D	E	F	G
FDS Line #	Account Title	Total spent 1st qtr (4/2022-6/2022)	Total spent 2nd qtr (7/2022-9/2022)	Total Spent 3rd qtr (10/2022-12/2022)	Actual Spent October 2022	Actual Spent November 2022	Actual Spent December 2022	FYE 3/2023 Budget	Budget left to date				
<b>Operating Income:</b>													
70000	Total Operating Income	373,506.56	358,774.55	348,357.96	112,422.55	115,448.13	120,487.28	1,284,387.00	203,747.93				
<b>Operating Expenditures:</b>													
<b>Administrative</b>													
91100	Administrative Salaries	29,078.39	38,095.58	31,060.38	10,936.11	10,043.77	10,080.50	186,850.00	88,616.04				
91500	Employee Benefits - Administrative	15,829.06	16,407.40	15,144.42	5,466.75	5,337.43	4,340.24	80,750.00	33,369.12				
91400	Advertising and Marketing	71.40	0.00	2,339.90	241.08	1,457.06	641.76	1,680.00	-731.30				
91600	Office Expenses	6,097.91	9,851.17	7,463.13	1,940.66	2,490.25	3,032.22	33,260.00	9,847.79				
91700	Auditing	5,056.80	0.00	5,653.20	0.00	5,653.20	0.00	10,110.00	-600.00				
91700	Legal Expense	0.00	549.75	1,549.25	1,099.50	449.75	0.00	8,400.00	6,301.00				
91800	Travel	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	4,200.00				
91900	Other Administrative Costs	5,367.88	10,861.89	6,992.86	1,861.13	2,885.22	2,246.51	23,150.00	-72.63				
91000	<b>Total Administrative</b>	<b>61,501.44</b>	<b>75,765.79</b>	<b>70,203.14</b>	<b>21,545.23</b>	<b>28,316.68</b>	<b>20,341.23</b>	<b>348,400.00</b>	<b>140,929.63</b>				
<b>Tenant Services</b>													
92400	Tenant Services-Other	819.50	1,186.67	1,197.26	517.28	550.00	129.98	5,000.00	1,796.57				
<b>Utilities</b>													
93100	Water	13,091.89	17,163.85	19,854.75	7,268.81	6,284.51	6,301.43	100,990.00	50,879.51				
93200	Electricity	1,457.01	6,976.56	4,817.02	1,832.53	1,165.75	1,818.74	20,320.00	7,069.41				
93300	Gas	271.81	410.48	569.82	152.57	150.41	266.84	2,510.00	1,257.89				
93600	Sewer	14,304.48	21,458.56	23,401.87	7,718.51	7,930.42	7,752.94	93,200.00	34,035.09				
93000	<b>Total Utilities</b>	<b>29,125.19</b>	<b>46,009.45</b>	<b>48,634.46</b>	<b>16,972.42</b>	<b>15,531.09</b>	<b>16,139.95</b>	<b>217,020.00</b>	<b>95,250.90</b>				
<b>Maintenance</b>													
94100	Labor	31,127.95	35,883.88	28,585.00	7,693.00	10,240.75	10,651.25	89,260.00	-6,336.83				
94500	Employee Benefits - Maintenance	8,512.71	16,432.68	6,149.29	1,719.74	1,801.44	2,628.11	46,140.00	15,045.32				
94200	Maintenance Materials	30,317.56	24,845.30	39,991.96	11,518.52	8,019.48	20,453.96	200,000.00	104,845.18				
94000	Maint. Contract	31,402.29	25,756.73	28,050.67	7,493.75	15,271.50	5,285.42	131,200.00	45,990.31				
	<b>Total Maintenance</b>	<b>101,360.51</b>	<b>102,918.59</b>	<b>102,776.92</b>	<b>28,425.01</b>	<b>35,333.17</b>	<b>39,018.74</b>	<b>466,600.00</b>	<b>159,543.98</b>				
<b>Protective Services</b>													
95000	<b>Total Protective Services</b>	<b>250.50</b>	<b>240.00</b>	<b>243.00</b>	<b>81.00</b>	<b>81.00</b>	<b>81.00</b>	<b>1,300.00</b>	<b>566.50</b>				
<b>Insurance</b>													
96110	Property	19,819.93	18,875.23	18,976.46	6,293.88	6,333.80	6,348.78	72,920.00	15,248.38				
96120	General Liability	1,669.20	1,669.20	1,669.18	556.40	556.40	556.38	5,380.00	372.42				
96130	Worker's Comp.	2,012.91	2,009.39	2,002.35	667.45	667.45	667.45	8,250.00	2,225.35				
96140	Other Insurance	2,117.46	2,117.50	2,117.45	661.74	749.90	705.81	6,890.00	537.59				
96100	<b>Total Insurance Expense</b>	<b>25,619.50</b>	<b>24,671.26</b>	<b>24,765.44</b>	<b>8,179.47</b>	<b>8,307.55</b>	<b>8,278.42</b>	<b>93,440.00</b>	<b>18,383.80</b>				
<b>General Expenses</b>													
96210	Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	6,960.00	6,960.00				
96300	Payments in Lieu of Taxes	0.00	17,258.19	0.00	0.00	0.00	0.00	26,530.00	9,271.81				
96400	Bad Debt-Tenants	6,133.72	1,326.00	0.00	0.00	0.00	0.00	15,000.00	7,540.28				
96000	<b>Total General Expenses</b>	<b>6,133.72</b>	<b>18,584.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48,490.00</b>	<b>23,772.09</b>				
96900	<b>Total Operating Expenditures</b>	<b>224,810.36</b>	<b>269,678.95</b>	<b>247,829.22</b>	<b>75,720.41</b>	<b>88,119.49</b>	<b>83,989.32</b>	<b>1,180,250.00</b>	<b>437,931.47</b>				

Section 8 Funding vs Expenses FY 2022/2023  
PH/S8 waitlist

	April	May	June	July	August	September	October	November	December	January	February	March
HAP Received	\$53,190.00	\$51,676.00	\$49,211.00	\$52,127.00	\$46,764.00	\$46,927.00	\$46,567.00	\$21,662.00	\$46,371.00	\$45,257.00	\$45,257.00	\$44,001.00
HAP Spent	\$49,488.00	\$45,654.00	\$44,625.00	\$45,000.00	\$44,730.00	\$44,551.00	\$43,845.00	\$44,122.00	\$44,695.00	\$45,823.00	\$46,815.00	\$47,354.00
Difference	\$3,702.00	\$6,022.00	\$4,586.00	\$7,127.00	\$2,034.00	\$2,376.00	\$2,722.00	-\$22,460.00	\$1,676.00	\$(566.00)	\$(1,558.00)	\$(3,353.00)
Vouchers EOM	135	130	130	132	132	131	127	127	130	131	131	130
Vouchers issued/searching	22	10	4	4	12	12	12	5	10	20	7	14
Waitlist						63	68	69	66	55	58	58
PH units leased EOM (201 total units)	200	201	201	200	201	200	201	201	201	201	201	199
Waitlist												
1 bedroom						26	33	34	39	38	35	35
2 bedroom						18	20	18	17	17	19	19
3 bedroom						6	7	7	4	5	8	6
4 bedroom						3	3	3	5	6	7	5







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### Board Resolution

RESOLUTION NO. 2972

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2022/2023

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 21<sup>st</sup> day of March 2023, 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 amounts to be written off as bad debt for the FYE 2022/2023, and the accounts forwarded to a collection agent for further action. Total Write off for FYE 2022/2023 \$15,169.05.

Passed this 21st day of March 2023.

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Rita Jackson, Board Member/Board Chair

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Dawn Mahaney, Board Secretary  
Executive Director Mexico Housing Authority

## Bad Debt/Write offs for FY 4/2022-3/2023

Tenant #	Name	MO date	Write off total
10522		4/1/2022	\$ 3,956.50
10456		1/23/2023	\$ 667.00
10459		8/18/2022	\$ 450.00
10959		3/8/2023	\$ 369.83
10831		5/11/2022	\$ 92.00
10925		3/13/2023	\$ 1,977.00
15486		7/6/2022	\$ 1,312.00
15810		6/13/2022	\$ 49.00
10261		12/12/2022	\$ 2.00
16083		9/7/2022	\$ 415.00
10704		2/1/2023	\$ 387.00
10875		11/14/2022	\$ 406.00
10549		10/13/2022	\$ 1,842.00
10951		9/27/2022	\$ 348.00
16552		9/1/2022	\$ 822.50
10706		4/1/2022	\$ 92.00
16625		4/1/2022	\$ 292.22
10731		4/18/2022	\$ 860.00
16796		11/2/2022	\$ 583.50
10742		3/1/2023	\$ 245.50
			<b>\$ 15,169.05</b>



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## Board Resolution

RESOLUTION NO. 2973

### RESOLUTION APPROVING/AUTHORIZING FY 2023/2024 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, 2023,

NOW, THEREFORE BE IT RESOLVED, that at a regular Board meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 21st day of March 2023, 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, 2023.

Passed this 21st day of March 2023

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Rita Jackson, Board Member/Board  
Chair

\_\_\_\_\_  
Dawn Mahaney, 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: 04/01/2023

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

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2024	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Operating Income:</b>				
11220	Gross Potential Rent	524,690		524,690
11230	Less: Vacancy Loss Rent	(5,250)		(5,250)
70300	Net Tenant Rental Revenue	519,440		519,440
11240	Gross Potential Subsidy	909,201		909,201
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(45,460)		(45,460)
70600	Net Operating Subsidy	863,741		863,741
70600	HUD PHA Operating Grant-CFP		-	-
70400	Other Tenant Charges	22,200		22,200
70400	Excess Utilities	-		-
71100	Investment Income	13,700		13,700
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	2,400		2,400
71500	Other Income	9,850		9,850
70000	<b>Total Operating Income</b>	<b>1,431,331</b>	<b>-</b>	<b>1,431,331</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	190,057	-	190,057
91500	Employee Benefits - Administrative	72,419	-	72,419
91200	Auditing Fees	5,590	-	5,590
91300	Management Fees	-	-	-
91900A	Accounting Fees	8,600	-	8,600
91400	Advertising and Marketing	1,720	-	1,720
91600	Office Expenses	34,830	-	34,830
91700	Legal Expense	4,300	-	4,300
91800	Travel	8,600	-	8,600
91900	Other Administrative Costs	19,780	-	19,780
91000	<b>Total Administrative</b>	<b>345,895</b>	<b>-</b>	<b>345,895</b>

92000	<b>Asset Management Fees</b>	-		-
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<b>Tenant Services</b>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	10,000		10,000
92500	<b>Total Tenant Services</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>

<b>Utilities</b>				
93100	Water	78,250		78,250
93200	Electricity	24,380		24,380
93300	Gas	2,770		2,770
93400	Fuel	-		-
93600	Sewer	94,200		94,200
93800	Other	-		-
93000	<b>Total Utilities</b>	<b>199,600</b>	<b>-</b>	<b>199,600</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	131,040	-	131,040
94500	Employee Benefits - Maintenance	49,230	-	49,230
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	75,000		75,000
94300-030	Snow Removal Contracts	-		-
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	5,000		5,000
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	5,000		5,000
94300-080	Plumbing Contracts	14,000		14,000
94300-090	Extermination Contracts	15,000		15,000
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	-		-
94300-120	Other Misc. Contract Costs	75,000	-	75,000
94000	<b>Total Maintenance</b>	<b>604,270</b>	<b>-</b>	<b>604,270</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,500		1,500
95300	Protective Service Other	-		-
95000	<b>Total Protective Services</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>Insurance</b>				
96110	Property	91,000		91,000
96120	General Liability	8,000		8,000
96130	Worker's Comp.	10,000		10,000
96140	Other Insurance	9,600		9,600
96100	<b>Total Insurance Expense</b>	<b>118,600</b>	<b>-</b>	<b>118,600</b>
<b>General Expenses</b>				
96200	Other General Expense	-		-
96210	Compensated Absences	15,580		15,580
96300	Payments In Lieu of Taxes	31,990		31,990
96400	Bad Debt-Tenants	15,000		15,000
96800	Severance Expense	-		-
96000	<b>Total General Expenses</b>	<b>62,570</b>	<b>-</b>	<b>62,570</b>
96900	<b>Total Operating Expenditures</b>	<b>1,342,435</b>	<b>-</b>	<b>1,342,435</b>
97000	<b>Cash Flow from Operations</b>	<b>88,896</b>	<b>-</b>	<b>88,896</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In	-		-
10020	Operating Transfers Out	-		-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	-	-	-
	Capital Expenditures	(57,000)		(57,000)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(57,000)</b>	<b>-</b>	<b>(57,000)</b>
10000	<b>Net Cash Flow</b>	<b>31,896</b>	<b>-</b>	<b>31,896</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2024	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Original	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75
<b>Estimated Unit Months Leased</b>	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	524,690	217.57
11230	Less: Vacancy Loss	(5,250)	(2.18)
70300	Net Tenant Rental Revenue	519,440	215.39
11240	Gross Potential Subsidy	909,201	377.01
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(45,460)	(18.85)
70600	Net Operating Subsidy	863,741	358.16
70600	HUD PHA Operating Grant-CFP	-	0.00
70400	Other Tenant Charges	22,200	9.21
70400	Excess Utilities	-	0.00
71100	Investment Income	13,700	5.68
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	2,400	1.00
71500	Other Income	9,850	4.08
70000	<b>Total Operating Income</b>	<b>1,431,331</b>	<b>593.51</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	190,057	78.81
91500	Employee Benefits - Administrative	72,419	30.03
91200	Auditing Fees	5,590	2.32
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	8,600	3.57
91400	Advertising and Marketing	1,720	0.71
91600	Office Expenses	34,830	14.44
91700	Legal Expense	4,300	1.78
91800	Travel	8,600	3.57
91900	Other Administrative Costs	19,780	8.20
91000	<b>Total Administrative</b>	<b>345,895</b>	<b>143.43</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	10,000	4.15
92500	<b>Total Tenant Services</b>	<b>10,000</b>	<b>4.15</b>

<b>Utilities</b>			
93100	Water	78,250	32.45
93200	Electricity	24,380	10.11
93300	Gas	2,770	1.15
93400	Fuel	-	0.00
93600	Sewer	94,200	39.06
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>199,600</b>	<b>82.77</b>

FDS Line #	Account Title	Total Project Budget	PUM
<b>Maintenance</b>			
94100	Labor	131,040	54.34
94500	Employee Benefits - Maintenance	49,230	20.41
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	75,000	31.10
94300-030	Snow Removal Contracts	-	0.00
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	5,000	2.07
94300-060	Unit Turnaround Contract	-	0.00
94300-070	Electrical Contracts	5,000	2.07
94300-080	Plumbing Contracts	14,000	5.81
94300-090	Extermination Contracts	15,000	6.22
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	-	0.00
94300-120	Other Misc. Contract Costs	75,000	31.10
94000	<b>Total Maintenance</b>	<b>604,270</b>	<b>250.56</b>
<b>Protective Services</b>			
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	<b>Total Protective Services</b>	<b>1,500</b>	<b>0.62</b>
<b>Insurance</b>			
96110	Property	91,000	37.73
96120	General Liability	8,000	3.32
96130	Worker's Comp.	10,000	4.15
96140	Other Insurance	9,600	3.98
96100	<b>Total Insurance Expense</b>	<b>118,600</b>	<b>49.18</b>
<b>General Expenses</b>			
96200	Other General Expense	-	0.00
96210	Compensated Absences	15,580	6.46
96300	Payments In Lieu of Taxes	31,990	13.26
96400	Bad Debt-Tenants	15,000	6.22
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>62,570</b>	<b>25.95</b>
96900	<b>Total Operating Expenditures</b>	<b>1,342,435</b>	<b>556.65</b>
97000	<b>Cash Flow from Operations</b>	<b>88,896</b>	<b>36.86</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>			
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	-	0.00
	Capital Expenditures	(57,000)	(23.64)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(57,000)</b>	<b>(23.64)</b>
10000	<b>Net Cash Flow</b>	<b>31,896</b>	<b>13.23</b>





## MEXICO HOUSING AUTHORITY



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

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### Board Resolution

RESOLUTION NO. 2974

#### RESOLUTION APPROVING/AUTHORIZING FY 2022/2023 OPERATING BUDGET REVISION #1

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

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

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

NOW, THEREFORE BE IT RESOLVED, that at a regular Board Meeting of the Board of Commissioners of the Mexico Housing Authority, duly called and held on the 21st day of March 2023, 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, 2023.

Passed on 21st day of March 2023.

\_\_\_\_\_  
Rita Jackson, Board Member/Board Chair

\_\_\_\_\_  
Dawn Mahaney, 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 8(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:

## Low Rent Operating Budget

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2023	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Revision 1	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Operating Income:</b>				
11220	Gross Potential Rent	498,730		498,730
11230	Less: Vacancy Loss Rent	-		-
70300	Net Tenant Rental Revenue	498,730		498,730
11240	Gross Potential Subsidy	895,101		895,101
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(44,755)		(44,755)
70600	Net Operating Subsidy	850,346		850,346
70600	HUD PHA Operating Grant-CFP		36,060	36,060
70400	Other Tenant Charges	22,200		22,200
70400	Excess Utilities	-		-
71100	Investment Income	13,700		13,700
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	2,400		2,400
71500	Other Income	50,900		50,900
70000	<b>Total Operating Income</b>	<b>1,438,276</b>	<b>36,060</b>	<b>1,474,336</b>

<b>Operating Expenditures:</b>				
<b>Administrative</b>				
91100	Administrative Salaries	136,777	-	136,777
91500	Employee Benefits - Administrative	62,750	-	62,750
91200	Auditing Fees	10,710	-	10,710
91300	Management Fees	-	-	-
91900A	Accounting Fees	6,850	-	6,850
91400	Advertising and Marketing	2,750	-	2,750
91600	Office Expenses	30,870	-	30,870
91700	Legal Expense	2,850	-	2,850
91800	Travel	1,000	-	1,000
91900	Other Administrative Costs	24,050	-	24,050
91000	<b>Total Administrative</b>	<b>278,607</b>	<b>-</b>	<b>278,607</b>

92000	<b>Asset Management Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>
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<b>Tenant Services</b>				
92100	Tenant Services - Salaries	-	-	-
92300	Employee Benefits - Tenant Services	-	-	-
92200	Relocation Costs	-	-	-
92400	Tenant Services-Other	3,680	-	3,680
92500	<b>Total Tenant Services</b>	<b>3,680</b>	<b>-</b>	<b>3,680</b>

<b>Utilities</b>				
93100	Water	74,520		74,520
93200	Electricity	23,220		23,220
93300	Gas	2,640		2,640
93400	Fuel	-		-
93600	Sewer	89,720		89,720
93800	Other	-		-
93000	<b>Total Utilities</b>	<b>190,100</b>	<b>-</b>	<b>190,100</b>

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
<b>Maintenance</b>				
94100	Labor	120,640	-	120,640
94500	Employee Benefits - Maintenance	40,680	-	40,680
94200	Maintenance Materials	136,100	-	136,100
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	37,100		37,100
94300-020	Heating & Cooling Contracts	26,100		26,100
94300-030	Snow Removal Contracts	-		-
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	500	3,200	3,700
94300-060	Unit Turnaround Contract	7,350		7,350
94300-070	Electrical Contracts	6,250		6,250
94300-080	Plumbing Contracts	16,700	32,860	49,560
94300-090	Extermination Contracts	13,560		13,560
94300-100	Janitorial Contracts	-	-	-
94300-110	Routine Maintenance Contracts	7,600		7,600
94300-120	Other Misc. Contract Costs	8,000	-	8,000
94000	<b>Total Maintenance</b>	<b>420,580</b>	<b>36,060</b>	<b>456,640</b>
<b>Protective Services</b>				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	1,300		1,300
95300	Protective Service Other	-		-
95000	<b>Total Protective Services</b>	<b>1,300</b>	<b>-</b>	<b>1,300</b>
<b>Insurance</b>				
96110	Property	79,100		79,100
96120	General Liability	6,830		6,830
96130	Worker's Comp.	8,030		8,030
96140	Other Insurance	8,460		8,460
96100	<b>Total Insurance Expense</b>	<b>102,420</b>	<b>-</b>	<b>102,420</b>
<b>General Expenses</b>				
96200	Other General Expense	-		-
96210	Compensated Absences	15,580		15,580
96300	Payments In Lieu of Taxes	30,860		30,860
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense	-		-
96000	<b>Total General Expenses</b>	<b>56,440</b>	<b>-</b>	<b>56,440</b>
96900	<b>Total Operating Expenditures</b>	<b>1,053,127</b>	<b>36,060</b>	<b>1,089,187</b>
97000	<b>Cash Flow from Operations</b>	<b>385,149</b>	<b>-</b>	<b>385,149</b>
<b>Other Financial Items-Sources &amp; (Uses)</b>				
10010	Operating Transfers In	-		-
10020	Operating Transfers Out	-		-
70610	HUD Grants-Capital Contributions			-
11020/96710	Debt Service Payment (Principal & Interest)			-
97100	Extraordinary Maintenance	(9,560)	-	(9,560)
	Capital Expenditures	(147,340)		(147,340)
	Other Items (PYA)			-
	<b>Total Other Financial Items</b>	<b>(156,900)</b>	<b>-</b>	<b>(156,900)</b>
10000	<b>Net Cash Flow</b>	<b>228,249</b>	<b>-</b>	<b>228,249</b>

## Low Rent Operating Budget (PUM Basis)

<b>PHA Name</b>	Mexico Housing Authority		
<b>Address</b>	828 Garfield Street		
<b>City, State</b>	Mexico, MO 65265		
<b>HA Code</b>	MO010	<b>Built Date</b>	2/28/1964
<b>Fiscal Year Ending</b>	3/31/2023	<b>Date of Last Renovation</b>	On Going
<b>Type of Budget (Original, Revision #)</b>	Revision 1	<b>Average Bedroom Size</b>	2.00
<b>ACC Units</b>	203	<b>Occupancy Type (family, senior, mixed)</b>	Mixed
<b>Unit Months Available (UMAs)</b>	2,436	<b>Building Type (high-rise, garden, etc.)</b>	Duplex
<b>Estimated Occupancy Rate</b>	99%	<b>Anticipated Number of Turnovers</b>	75
<b>Estimated Unit Months Leased</b>	2,412		

FDS Line.#	Account Title	Total Project Budget	PUM
<b>Operating Income:</b>			
11220	Gross Potential Rent	498,730	206.80
11230	Less: Vacancy Loss	-	0.00
70300	Net Tenant Rental Revenue	498,730	206.80
11240	Gross Potential Subsidy	895,101	371.16
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(44,755)	(18.56)
70600	Net Operating Subsidy	850,346	352.60
70600	HUD PHA Operating Grant-CFP	36,060	14.95
70400	Other Tenant Charges	22,200	9.21
70400	Excess Utilities	-	0.00
71100	Investment Income	13,700	5.68
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	2,400	1.00
71500	Other Income	50,900	21.11
70000	<b>Total Operating Income</b>	<b>1,474,336</b>	<b>611.34</b>

<b>Operating Expenditures:</b>			
<b>Administrative</b>			
91100	Administrative Salaries	136,777	56.72
91500	Employee Benefits - Administrative	62,750	26.02
91200	Auditing Fees	10,710	4.44
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	6,850	2.84
91400	Advertising and Marketing	2,750	1.14
91600	Office Expenses	30,870	12.80
91700	Legal Expense	2,850	1.18
91800	Travel	1,000	0.41
91900	Other Administrative Costs	24,050	9.97
91000	<b>Total Administrative</b>	<b>278,607</b>	<b>115.53</b>

92000	<b>Asset Management Fees</b>	-	0.00
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<b>Tenant Services</b>			
92100	Tenant Service Salaries	-	0.00
92300	Employee Benefits - Tenant Services	-	0.00
92200	Relocation Costs	-	0.00
92400	Tenant Services-Other	3,680	1.53
92500	<b>Total Tenant Services</b>	<b>3,680</b>	<b>1.53</b>

<b>Utilities</b>			
93100	Water	74,520	30.90
93200	Electricity	23,220	9.63
93300	Gas	2,640	1.09
93400	Fuel	-	0.00
93600	Sewer	89,720	37.20
93800	Other	-	0.00
93000	<b>Total Utilities</b>	<b>190,100</b>	<b>78.83</b>

FDS Line #	Account Title	Total Project Budget	PUM
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<b>Maintenance</b>			
94100	Labor	120,640	50.02
94500	Employee Benefits - Maintenance	40,680	16.87
94200	Maintenance Materials	136,100	56.43
<b>Maint. Contract:</b>			
94300-010	Garbage and Trash Removal Contracts	37,100	15.38
94300-020	Heating & Cooling Contracts	26,100	10.82
94300-030	Snow Removal Contracts	-	0.00
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	3,700	1.53
94300-060	Unit Turnaround Contract	7,350	3.05
94300-070	Electrical Contracts	6,250	2.59
94300-080	Plumbing Contracts	49,560	20.55
94300-090	Extermination Contracts	13,560	5.62
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	7,600	3.15
94300-120	Other Misc. Contract Costs	8,000	3.32
94000	<b>Total Maintenance</b>	<b>456,640</b>	<b>189.35</b>

<b>Protective Services</b>			
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	<b>Total Protective Services</b>	<b>1,300</b>	<b>0.54</b>

<b>Insurance</b>			
96110	Property	79,100	32.80
96120	General Liability	6,830	2.83
96130	Worker's Comp.	8,030	3.33
96140	Other Insurance	8,460	3.51
96100	<b>Total Insurance Expense</b>	<b>102,420</b>	<b>42.47</b>

<b>General Expenses</b>			
96200	Other General Expense	-	0.00
96210	Compensated Absences	15,580	6.46
96300	Payments In Lieu of Taxes	30,860	12.80
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	<b>Total General Expenses</b>	<b>56,440</b>	<b>23.40</b>

96900	<b>Total Operating Expenditures</b>	<b>1,089,187</b>	<b>451.64</b>
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97000	<b>Cash Flow from Operations</b>	<b>385,149</b>	<b>159.70</b>
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<b>Other Financial Items-Sources &amp; (Uses)</b>			
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	(9,560)	(3.96)
	Capital Expenditures	(147,340)	(61.10)
	Other Items (PYA)	-	0.00
	<b>Total Other Financial Items</b>	<b>(156,900)</b>	<b>(65.06)</b>

10000	<b>Net Cash Flow</b>	<b>228,249</b>	<b>94.64</b>
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