



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

SPECIAL MEETING AGENDA

MHA Office
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, March 25, 2025, at 3:15 pm

1. **Call to order** by Chairperson, Rita Jackson.
2. **Roll Call** by Dawn Mahaney, Executive Director.
3. **Adoption of Agenda.**
4. **Comments from the Public** (limit 3 minutes per person).
5. **Executive Director's Report:**
6. **Unfinished Business.**
7. **New Business.**
 - a. **Resolution 2991 FYE Write off 2024/2025**
 - b. **Resolution 2992 Operating Budget FYE 2025/2026**
 - c. **Resolution 2993 Budget Revision for FYE 2024/2025**
8. **Other Business.**
9. **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 at least one working day prior to the meeting.



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Board Resolution

RESOLUTION NO. 2991

RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE FYE 2024/2025

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 25th day of March 2025, 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 2024/2025, and the accounts forwarded to a collection agent for further action. Total Write off for FYE 2024/2025 \$12,491.50.

Passed this 25th day of March 2025.

Rita Jackson, Board Chairperson

Dawn Mahaney, Board Secretary
Executive Director Mexico Housing Authority

Bad Debt/Write offs for FY 4/2024-3/2025

[illegible]



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Board Resolution

RESOLUTION NO. 2992

RESOLUTION APPROVING/AUTHORIZING FY 2025/2026 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, 2025,

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 25th day of March 2025, 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, 2025.

Passed this 25th day of March 2025

Rita Jackson, Board Chairperson

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 HousingOMB Approval No. 2577-0029
(exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. 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 and 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 budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Mexico PHA Code: MO010

PHA Fiscal Year Beginning: 04/01/2025

Board Resolution Number: 2992

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: 03/25/2025
- ☐ 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/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Board Chairperson's Name:	Signature:	Date:
Rita Jackson		

Identification: MO010-Housing Authority of the City of Mexico PHA Board Resolution form HUD-52574 (ID - 8329) for CY 2025 printed by Ronald Urlaub in HUD Secure Systems/Public Housing Portal at 03/24/2025 02:39PM EST

Mexico Housing Authority

Operating Budget Forecast Excluding Capital Fund Program
FYE 3/31/2026

88% 12%

	<i>Low Rent Housing Program</i>	<i>HCV Program</i>	<i>Total</i>
<u>Income</u>			
Dwelling Rent	572,860	-	572,860
Vacancy Loss	(5,730)	-	(5,730)
HUD Operating Subsidy/Admin. Fees	830,408	119,408	949,816
Funding Prorations	(24,912)	(9,553)	(34,465)
Capital Fund Program -Operations	-	-	-
Other Income	39,430	-	39,430
Interest Income	26,070	4,000	30,070
Total Income	1,438,126	113,856	1,551,982
<u>Expenses</u>			
Administrative Salaries	228,364	54,976	283,340
Administrative Benefits	68,694	18,261	86,955
Legal Fees	4,400	600	5,000
Travel	8,800	1,200	10,000
Accounting	8,800	1,200	10,000
Audit	6,160	840	7,000
Office Supplies	34,760	4,740	39,500
Advertising	1,760	240	2,000
Other Admin. Sundry	29,040	3,960	33,000
Tenant Services	5,075	-	5,075
Water	113,050	-	113,050
Electricity	19,400	-	19,400
Gas	3,050	-	3,050
Sewer	135,210	-	135,210
Protective Services	1,500	-	1,500
Maint. Labor	173,680	-	173,680
Maint. Benefits	79,138	-	79,138
Maint. Materials	200,000	-	200,000
Maint. Contract	30,000	-	30,000
Garbage	50,000	-	50,000
Heating & Air	50,000	-	50,000
Snow Removal	20,000	-	20,000
Landscape/Grounds	5,000	-	5,000
Unit Turnaround	-	-	-
Plumbing	50,000	-	50,000
Electrical	10,000	-	10,000
Extermination	15,000	-	15,000
Janitorial Contracts	-	-	-
Routine Maint	5,000	-	5,000
Insurance	174,220	4,380	178,600
Port In Expenses	-	-	-
Compensated Absences	20,530	3,590	24,120
Other General Expenses	-	-	-
Collection Losses	10,000	-	10,000
PILOT	29,640	-	29,640
Repl. of Equip./Betterments	122,000	-	122,000
Nonroutine Maint.	-	-	-
Total Expenses	1,712,271	93,987	1,806,258
Net Operating Cash Flow (Deficit)	(274,145)	19,869	(254,276)
Estimated Unrestricted Balance at 3/31/25	2,504,257	214,429	2,718,686
Estimated Unrestricted Balance at 3/31/26	2,230,112	234,298	2,464,410

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	3/31/2026	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	100

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	572,860		572,860
11230	Less: Vacancy Loss Rent	(5,730)		(5,730)
70300	Net Tenant Rental Revenue	567,130		567,130
11240	Gross Potential Subsidy	830,408		830,408
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(24,912)		(24,912)
70600	Net Operating Subsidy	805,496		805,496
70600	HUD PHA Operating Grant-CFP		-	-
70400	Other Tenant Charges	28,580		28,580
70400	Excess Utilities	-		-
71100	Investment Income	26,070		26,070
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	3,750		3,750
71500	Other Income	7,100		7,100
70000	Total Operating Income	1,438,126	-	1,438,126

Operating Expenditures:				
Administrative				
91100	Administrative Salaries	228,364	-	228,364
91500	Employee Benefits - Administrative	68,694	-	68,694
91200	Auditing Fees	6,160	-	6,160
91300	Management Fees	-	-	-
91900A	Accounting Fees	8,800	-	8,800
91400	Advertising and Marketing	1,760	-	1,760
91600	Office Expenses	34,760	-	34,760
91700	Legal Expense	4,400	-	4,400
91800	Travel	8,800	-	8,800
91900	Other Administrative Costs	29,040	-	29,040
91000	Total Administrative	390,778	-	390,778

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	5,075	-	5,075
92500	Total Tenant Services	5,075	-	5,075

Utilities				
93100	Water	113,050		113,050
93200	Electricity	19,400		19,400
93300	Gas	3,050		3,050
93400	Fuel	-		-
93600	Sewer	135,210		135,210
93800	Other	-		-
93000	Total Utilities	270,710	-	270,710

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	173,680	-	173,680
94500	Employee Benefits - Maintenance	79,138	-	79,138
94200	Maintenance Materials	200,000		200,000
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	50,000		50,000
94300-020	Heating & Cooling Contracts	50,000		50,000
94300-030	Snow Removal Contracts	20,000		20,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	5,000		5,000
94300-060	Unit Turnaround Contract	-		-
94300-070	Electrical Contracts	10,000		10,000
94300-080	Plumbing Contracts	50,000		50,000
94300-090	Extermination Contracts	15,000		15,000
94300-100	Janitorial Contracts	-		-
94300-110	Routine Maintenance Contracts	5,000		5,000
94300-120	Other Misc. Contract Costs	30,000		30,000
94000	Total Maintenance	687,818	-	687,818
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	142,110		142,110
96120	General Liability	10,580		10,580
96130	Worker's Comp.	11,440		11,440
96140	Other Insurance	10,090		10,090
96100	Total Insurance Expense	174,220	-	174,220
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	20,530		20,530
96300	Payments In Lieu of Taxes	29,640		29,640
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense	-		-
96000	Total General Expenses	60,170	-	60,170
96900	Total Operating Expenditures	1,590,271	-	1,590,271
97000	Cash Flow from Operations	(152,145)	-	(152,145)
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	-	-	-
	Capital Expenditures	(122,000)		(122,000)
	Other Items (PYA)			-
	Total Other Financial Items	(122,000)	-	(122,000)
10000	Net Cash Flow	(274,145)	-	(274,145)

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	3/31/2026	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	100
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	572,860	237.54
11230	Less: Vacancy Loss	(5,730)	(2.38)
70300	Net Tenant Rental Revenue	567,130	235.16
11240	Gross Potential Subsidy	830,408	344.33
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(24,912)	(10.33)
70600	Net Operating Subsidy	805,496	334.00
70600	HUD PHA Operating Grant-CFP	-	0.00
70400	Other Tenant Charges	28,580	11.85
70400	Excess Utilities	-	0.00
71100	Investment Income	26,070	10.81
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	3,750	1.55
71500	Other Income	7,100	2.94
70000	Total Operating Income	1,438,126	596.33

Operating Expenditures:			
Administrative			
91100	Administrative Salaries	228,364	94.69
91500	Employee Benefits - Administrative	68,694	28.48
91200	Auditing Fees	6,160	2.55
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	8,800	3.65
91400	Advertising and Marketing	1,760	0.73
91600	Office Expenses	34,760	14.41
91700	Legal Expense	4,400	1.82
91800	Travel	8,800	3.65
91900	Other Administrative Costs	29,040	12.04
91000	Total Administrative	390,778	162.04

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	5,075	2.10
92500	Total Tenant Services	5,075	2.10

Utilities			
93100	Water	113,050	46.88
93200	Electricity	19,400	8.04
93300	Gas	3,050	1.26
93400	Fuel	-	0.00
93600	Sewer	135,210	56.07
93800	Other	-	0.00
93000	Total Utilities	270,710	112.25

FDS Line #	Account Title	Total Project Budget	PUM
Maintenance			
94100	Labor	173,680	72.02
94500	Employee Benefits - Maintenance	79,138	32.82
94200	Maintenance Materials	200,000	82.93
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	50,000	20.73
94300-020	Heating & Cooling Contracts	50,000	20.73
94300-030	Snow Removal Contracts	20,000	8.29
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	10,000	4.15
94300-080	Plumbing Contracts	50,000	20.73
94300-090	Extermination Contracts	15,000	6.22
94300-100	Janitorial Contracts	-	0.00
94300-110	Routine Maintenance Contracts	5,000	2.07
94300-120	Other Misc. Contract Costs	30,000	12.44
94000	Total Maintenance	687,818	285.21
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	142,110	58.93
96120	General Liability	10,580	4.39
96130	Worker's Comp.	11,440	4.74
96140	Other Insurance	10,090	4.18
96100	Total Insurance Expense	174,220	72.24
General Expenses			
96200	Other General Expense	-	0.00
96210	Compensated Absences	20,530	8.51
96300	Payments In Lieu of Taxes	29,640	12.29
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	Total General Expenses	60,170	24.95
96900	Total Operating Expenditures	1,590,271	659.41
97000	Cash Flow from Operations	(152,145)	(63.09)
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	-	0.00
	Capital Expenditures	(122,000)	(50.59)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(122,000)	(50.59)
10000	Net Cash Flow	(274,145)	(113.68)

Operating Budget
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026

Name of Housing Authority Mexico Housing Authority			Locality: Mexico, MO 65265		Fiscal Year End 3/31/2026		Allocation of Salaries by Program							Executive Director or Designated Official		Date
Position Title and Name By Organizational Unit and Function			Present Salary Rate Date (2)	Requested Budget Year Estimated Payment			LR Management (6)	CFP Modernization (7)	Development (8)	Section 8 Programs (9)	Other Programs (10)	Other (11)	Method of Allocation (12)			
				Salary Rate (3)	No. Months (4)	Amount (5)										
(1)	(1a)															
ADMINISTRATION																
Executive Director	DM	69,000	82,000	12	6,833	72,160				9,840		-	88%LR/12%S8			
Finance Manager	xx	-	52,000	12	4,333	45,760				6,240		-	88%LR/12%S8			
Contracting and Inventory	xx	-	52,000	12	4,333	46,800				5,200		-	90%LR, 10%S8			
Program Assist	SA	35,360	37,440	12	3,120	22,464				14,976		-	60%LR/40%S8			
Program Assist	DL	21,220	22,460	12	1,872	22,460				-		-	100%LR/0%S8			
Program Assist	xx	-	37,440	12	3,120	18,720				18,720		-	50%LR/50%S8			
	A-NT	-	-	12	-	-				-		-				
	A-NT	-	-	12	-	-				-		-				
	A-NT	-	-	12	-	-				-		-				
Total Administration					23,612	228,364				54,976		-				
Administrative Benefits						68,694				18,261		-				
						0.81				0.19		-				
TENANT SERVICES																
xx	T-NT	-	-	12	-	-				-		-				
Total Tenant Services										-		-				
Tenant Ser. Benefits										-		-				
MAINTENANCE																
Maintenance Mech I	JH	39,520	41,600	12	3,467	41,600						-				
Maintenance Mech I	AL	36,920	39,520	12	3,293	39,520						-				
Maintenance Mech II	TN	41,600	43,680	12	3,640	43,680						-				
Maintenance Mech I	xx	-	-	12	-	-						-				
Maintenance Mech III	DA	47,840	48,880	12	4,073	48,880						-				
Mower (part-time)	xx	-	-	12	-	-				-		-				
			173,680		14,473	173,680				-		-				
Total Maintenance						79,138				-		-				
Maintenance Benefits										-		-				
PROTECTIVE SERVICES																
xx	P	-	-	12	-	-				-		-				
Total Protective Services										-		-				
Protective Ser. Benefits										-		-				
Total Salaries and Wages					38,085	402,044				54,976		-				
Total Employee Benefits						147,832				18,261		-				
Total Salary and Employee Benefits						549,876				73,237		-				
All positions, as identified, do not exceed 100% of any individual employee's time.																
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)																
														Executive Director or Designated Official	Date	

Schedule & Support of Nonroutine Items

PHA Name: Mexico Housing Authority
FYE: 3/31/2026

Nonroutine Maintenance (FDS Line # 97100)

Item	Description	Operating Fund	Capital Fund	Total
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Total Nonroutine Maintenance

-	-	-
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Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
	Trade Jeep for SUV	30,000		30,000
	Golfcart	12,000		12,000
	Truck for Maint	40,000		40,000
	Lawnmower	10,000		10,000
	Perma-Jack Mud Jacking	25,000		25,000
	Sewer Machinery	5,000		5,000
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Total Capital Expenditures

122,000		122,000
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PHA Name: Mexico Housing Authority
FYE: 3/31/2026

PHA Name: Mexico Housing Authority
FYE: 3/31/2026

**Mexico Housing Authority
Cost Allocation Method
3/31/2026**

Cost Allocation Determinant-Anticipated Budget Payroll Cost

Cost Driver-Direct Payroll cost

Direct Identifiable Payroll cost per Program

Color Code	Program		Direct Cost	Percentage
	Low Rent		\$ 284,124	88%
	Section 8		\$ 38,896	12%
	St/Local		\$ -	0%
		Total	\$ 323,020	100%

CFP salaries were not included in the overall allocation.

Indirect admin. salaries to be allocated

Based on the payroll costs, the final of all indirect administrative expenses and employee benefits will be as follows:

Low Rent	88%
Section 8	12%
St/Local	0%



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. 2993

RESOLUTION APPROVING/AUTHORIZING FY 2024/2025 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 25th day of March 2025, 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, 2025.

Passed on 25th day of March 2025.

Rita Jackson, Board Chairperson

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 HousingOMB Approval No. 2577-0029
(exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. 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 and 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 budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of Mexico PHA Code: MO010

PHA Fiscal Year Beginning: 04/01/2024

Board Resolution Number: 2993

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: 03/25/2025
- ☐ 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/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Board Chairperson's Name:	Signature:	Date:
Rita Jackson		

Identification: MO010-Housing Authority of the City of Mexico PHA Board Resolution form HUD-52574 (ID - 8330) for CY 2024 printed by Ronald Urlaub in HUD Secure Systems/Public Housing Portal at 03/24/2025 02:41PM EST

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	3/31/2025	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Rev #1	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	100

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Operating Income:				
11220	Gross Potential Rent	602,860		602,860
11230	Less: Vacancy Loss Rent	(6,030)		(6,030)
70300	Net Tenant Rental Revenue	596,830		596,830
11240	Gross Potential Subsidy	847,374		847,374
11260	Less: Subsidy Loss - Vacancy	-		-
11250	Less: Subsidy Loss - Proration	(19,001)		(19,001)
70600	Net Operating Subsidy	828,373		828,373
70600	HUD PHA Operating Grant-CFP		24,330	24,330
70400	Other Tenant Charges	28,580		28,580
70400	Excess Utilities	-		-
71100	Investment Income	26,070		26,070
71400	Fraud Recovery	-		-
71500	Non-Dwelling Rent	3,750		3,750
71500	Other Income	11,100		11,100
70000	Total Operating Income	1,494,703	24,330	1,519,033

Operating Expenditures:				
Administrative				
91100	Administrative Salaries	180,000	-	180,000
91500	Employee Benefits - Administrative	50,000	-	50,000
91200	Auditing Fees	6,450	-	6,450
91300	Management Fees	-	-	-
91900A	Accounting Fees	8,800	-	8,800
91400	Advertising and Marketing	1,760	-	1,760
91600	Office Expenses	32,500	-	32,500
91700	Legal Expense	4,400	-	4,400
91800	Travel	5,000	-	5,000
91900	Other Administrative Costs	29,040	-	29,040
91000	Total Administrative	317,950	-	317,950

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	1,500	-	1,500
92500	Total Tenant Services	1,500	-	1,500

Utilities				
93100	Water	110,850	-	110,850
93200	Electricity	19,020	-	19,020
93300	Gas	3,000	-	3,000
93400	Fuel	-	-	-
93600	Sewer	132,570	-	132,570
93800	Other	-	-	-
93000	Total Utilities	265,440	-	265,440

FDS Line #	Account Title	Operating Fund	Capital Fund	Total Project Budget
Maintenance				
94100	Labor	180,000	-	180,000
94500	Employee Benefits - Maintenance	62,420	-	62,420
94200	Maintenance Materials	211,000	3,600	214,600
	Maint. Contract:			
94300-010	Garbage and Trash Removal Contracts	43,050		43,050
94300-020	Heating & Cooling Contracts	30,000		30,000
94300-030	Snow Removal Contracts	24,000		24,000
94300-040	Elevator Maintenance	-		-
94300-050	Landscape & Grounds Contracts	9,370	4,850	14,220
94300-060	Unit Turnaround Contract	960		960
94300-070	Electrical Contracts	2,500		2,500
94300-080	Plumbing Contracts	86,000	15,880	101,880
94300-090	Extermination Contracts	13,620		13,620
94300-100	Janitorial Contracts	1,070	-	1,070
94300-110	Routine Maintenance Contracts	7,350		7,350
94300-120	Other Misc. Contract Costs	10,000	-	10,000
94000	Total Maintenance	681,340	24,330	705,670
Protective Services				
95100	Protective Services - Labor	-	-	-
95500	Employee Benefits - Protective Services	-	-	-
95200	Protective Services Contract Costs	4,050		4,050
95300	Protective Service Other	-		-
95000	Total Protective Services	4,050	-	4,050
Insurance				
96110	Property	140,000		140,000
96120	General Liability	11,840		11,840
96130	Worker's Comp.	9,500		9,500
96140	Other Insurance	11,300		11,300
96100	Total Insurance Expense	172,640	-	172,640
General Expenses				
96200	Other General Expense	-		-
96210	Compensated Absences	20,530		20,530
96300	Payments In Lieu of Taxes	33,150		33,150
96400	Bad Debt-Tenants	10,000		10,000
96800	Severance Expense	-		-
96000	Total General Expenses	63,680	-	63,680
96900	Total Operating Expenditures	1,506,600	24,330	1,530,930
97000	Cash Flow from Operations	(11,897)	-	(11,897)
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	(13,550)	-	(13,550)
	Capital Expenditures	(138,730)		(138,730)
	Other Items (PYA)			-
	Total Other Financial Items	(152,280)	-	(152,280)
10000	Net Cash Flow	(164,177)	-	(164,177)

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	3/31/2025	Date of Last Renovation	On Going
Type of Budget (Original, Revision #)	Rev #1	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	100
Estimated Unit Months Leased	2,412		

FDS Line #	Account Title	Total Project Budget	PUM
Operating Income:			
11220	Gross Potential Rent	602,860	249.98
11230	Less: Vacancy Loss	(6,030)	(2.50)
70300	Net Tenant Rental Revenue	596,830	247.48
11240	Gross Potential Subsidy	847,374	351.37
11260	Less: Vacancy Loss	-	0.00
11250	Less: Proration Amount	(19,001)	(7.88)
70600	Net Operating Subsidy	828,373	343.49
70600	HUD PHA Operating Grant-CFP	24,330	10.09
70400	Other Tenant Charges	28,580	11.85
70400	Excess Utilities	-	0.00
71100	Investment Income	26,070	10.81
71400	Fraud Recovery	-	0.00
71500	Non-Dwelling Rent	3,750	1.55
71500	Other Income	11,100	4.60
70000	Total Operating Income	1,519,033	629.88

Operating Expenditures:			
Administrative			
91100	Administrative Salaries	180,000	74.64
91500	Employee Benefits - Administrative	50,000	20.73
91200	Auditing Fees	6,450	2.67
91300	Management Fees	-	0.00
91310	Bookkeeping Fees	8,800	3.65
91400	Advertising and Marketing	1,760	0.73
91600	Office Expenses	32,500	13.48
91700	Legal Expense	4,400	1.82
91800	Travel	5,000	2.07
91900	Other Administrative Costs	29,040	12.04
91000	Total Administrative	317,950	131.84

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	1,500	0.62
92500	Total Tenant Services	1,500	0.62

Utilities			
93100	Water	110,850	45.96
93200	Electricity	19,020	7.89
93300	Gas	3,000	1.24
93400	Fuel	-	0.00
93600	Sewer	132,570	54.97
93800	Other	-	0.00
93000	Total Utilities	265,440	110.07

FDS Line #	Account Title	Total Project Budget	PUM
	<u>Maintenance</u>		
94100	Labor	180,000	74.64
94500	Employee Benefits - Maintenance	62,420	25.88
94200	Maintenance Materials	214,600	88.99
	Maint. Contract:		
94300-010	Garbage and Trash Removal Contracts	43,050	17.85
94300-020	Heating & Cooling Contracts	30,000	12.44
94300-030	Snow Removal Contracts	24,000	9.95
94300-040	Elevator Maintenance	-	0.00
94300-050	Landscape & Grounds Contracts	14,220	5.90
94300-060	Unit Turnaround Contract	960	0.40
94300-070	Electrical Contracts	2,500	1.04
94300-080	Plumbing Contracts	101,880	42.25
94300-090	Extermination Contracts	13,620	5.65
94300-100	Janitorial Contracts	1,070	0.44
94300-110	Routine Maintenance Contracts	7,350	3.05
94300-120	Other Misc. Contract Costs	10,000	4.15
94000	Total Maintenance	705,670	292.61
	<u>Protective Services</u>		
95100	Protective Services - Labor	-	0.00
95500	Employee Benefits - Protective Services	-	0.00
95200	Protective Services Contract Costs	4,050	1.68
95300	Protective Service Other	-	0.00
95000	Total Protective Services	4,050	1.68
	<u>Insurance</u>		
96110	Property	140,000	58.05
96120	General Liability	11,840	4.91
96130	Worker's Comp.	9,500	3.94
96140	Other Insurance	11,300	4.69
96100	Total Insurance Expense	172,640	71.59
	<u>General Expenses</u>		
96200	Other General Expense	-	0.00
96210	Compensated Absences	20,530	8.51
96300	Payments In Lieu of Taxes	33,150	13.75
96400	Bad Debt-Tenants	10,000	4.15
96800	Severance Expense	-	0.00
96000	Total General Expenses	63,680	26.41
96900	Total Operating Expenditures	1,530,930	634.81
97000	Cash Flow from Operations	(11,897)	(4.93)
	<u>Other Financial Items-Sources & (Uses)</u>		
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	(13,550)	(5.62)
	Capital Expenditures	(138,730)	(57.53)
	Other Items (PYA)	-	0.00
	Total Other Financial Items	(152,280)	(63.14)
10000	Net Cash Flow	(164,177)	(68.08)

Operating Budget
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026

Name of Housing Authority Mexico Housing Authority			Locality: Mexico, MO 65265		Fiscal Year End 3/31/2025		Allocation of Salaries by Program						Method of Allocation (12)		
Position Title and Name By Organizational Unit and Function (1)			Present Salary Rate Date (2)		Requested Budget Year Estimated Payment (3)		No. Months (4)	Amount (5)	LR Management (6)	CFP Modernization (7)	Development (8)	Section 8 Programs (9)	Other Programs (10)	Other (11)	
			Salary Rate (3)	No. Months (4)	Amount (5)										
ADMINISTRATION															
Executive Director	DM	A-NT	65,720	69,000	12	5,750	60,720					8,280		-	88%LR/12%S8
Finance Manager	KH	A-NT	53,000	55,650	12	4,638	48,972					6,678		-	88%LR/12%S8
Contracting and Inventory	JH	A-NT	40,040	41,600	12	3,467	37,440					4,160		-	90%LR, 10%S8
Program Manager	BW	A-NT	41,600	43,680	12	3,640	21,840					21,840		-	50%LR/50%S8
Program Assist	HW	A-NT	33,280	35,360	12	2,947	35,360					-		-	100%LR/0%S8
Receptionist	NM	A-NT	31,200	33,280	12	2,773	16,640					16,640		-	50%LR/50%S8
	A-NT		-	-	12	-	-					-		-	
	A-NT		-	-	12	-	-					-		-	
Total Administration				278,570		23,214	220,972					57,598		-	
Administrative Benefits							82,364					21,894		-	
							0.79					0.21		-	
TENANT SERVICES															
xx	T-NT		-	-	12	-	-					-		-	
Total Tenant Services												-		-	
Tenant Ser. Benefits												-		-	
												-		-	
MAINTENANCE															
Maintenance Mech I	JH	M	33,280	35,360	12	2,947	35,360							-	
Maintenance Mech I	AL	M	33,280	35,360	12	2,947	35,360							-	
Maintenance Mech I	DW	M	33,280	35,360	12	2,947	35,360							-	
Maintenance Mech I	RA	M	33,280	35,360	12	2,947	35,360							-	
Maintenance Mech III	DB	M	41,600	43,680	12	3,640	43,680							-	
Mower (part-time)	M		-	3,750	12	313	3,750							-	
				-	12	-	-					-		-	
Total Maintenance				188,870		15,739	188,870					-		-	
Maintenance Benefits							62,420					-		-	
PROTECTIVE SERVICES															
xx	P		-	-	12	-	-					-		-	
Total Protective Services												-		-	
Protective Ser. Benefits												-		-	
												-		-	
Total Salaries and Wages						38,953	409,842					57,598		-	
Total Employee Benefits							144,784					21,894		-	
Total Salary and Employee Benefits							554,626					79,492		-	
All positions, as identified, do not exceed 100% of any individual employee's time.															
To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802)															
Executive Director or Designated Official											Date				

Substitute form HUD-5.

[illegible]

PHA Name: Mexico Housing Authority
FYE: 3/31/2025

[illegible]

**Mexico Housing Authority
Cost Allocation Method
3/31/2025**

Cost Allocation Determinant-Anticipated Budget Payroll Cost

Cost Driver-Direct Payroll cost

Direct Identifiable Payroll cost per Program

Color Code	Program		Direct Cost	Percentage
	Low Rent		\$ 300,150	88%
	Section 8		\$ 42,640	12%
	St/Local		\$ -	0%
		Total	\$ 342,790	100%

CFP salaries were not included in the overall allocation.

Indirect admin. salaries to be allocated

Based on the payroll costs, the final of all indirect administrative expenses and employee benefits will be as follows:

Low Rent	88%
Section 8	12%
St/Local	0%