



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.

Rita Jackson, Board Chairperson

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

Tenant #	Name	Wri	te off total
10943		\$	2,128.00
10869		\$	827.00
11378		\$ \$ \$	1,336.00
11315		\$	121.00
10775		\$	1,516.50
16715		\$	512.00
11206		\$	419.00
11119		\$	100.00
10598		\$	145.00
10883		\$	23.00
14725			130.00
11381		\$ \$	678.50
10061			70.00
11024		\$ \$	1,345.00
14557		\$	471.00
10891		\$	18.00
10846		\$	628.50
11062		\$	50.00
10806		\$	412.00
10699		\$ \$	864.00
16530		\$	251.00
10525		\$	67.00
11425		\$ \$ \$	104.00
16432		\$	275.00
23.32			
		\$	12,491.50





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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	

3/24/25, 1:40 PM

PHA Board Resolution
Approving Operating Budget

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

	<u>DATE</u>
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:	
\square 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

Previous editions are obsolete Form HUD-52574

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

88% 12%

	Low Rent Housing		7-4-1
	Program	HCV Program	Total
Income	572 960	940	572,860
Dwelling Rent	572,860	- 1	(5,730)
Vacancy Loss	(5,730)	119,408	949,816
HUD Operating Subsidy/Admin. Fees	830,408	(9,553)	(34,465)
Funding Prorations	(24,912)	(9,555)	(54,465)
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
Expenses			
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	- 1	5,075
Water	113,050	-	113,050
Electricity	19,400	- 1	19,400
Gas	3,050	- 1	3,050
Sewer	135,210	-	135,210
Protective Services	1,500	- 1	1,500
Maint, Labor	173,680	- 1	173,680
Maint. Benefits	79,138	- 1	79,138
Maint. Materials	200,000	-	200,000 30,000
Maint. Contract	30,000	_	50,000
Garbage	50,000	-	50,000
Heating & Air	50,000 20,000	•	20,000
Snow Removal	5,000		5,000
Landscape/Grounds Unit Turnaround	3,000		3,555
	50,000	_	50,000
Plumbing Electrical	10,000		10,000
Extermination	15,000		15,000
Janitorial Contracts	10,000		-
Routine Maint	5,000	1	5,000
Insurance	174,220	4,380	178,600
Port In Expenses		.,,,,,,	
Compensated Absences	20,530	3,590	24,120
Other General Expenses	-	3,000	
Collection Losses	10,000	- 1	10,000
PILOT	29,640	- 1	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

Address	Mexico Housing Authority 828 Garfield Street				
City, State	Mexico, MO 65265				0/00/4004
HA Code		MO010	Built Date	21	2/28/1964
iscal Year Er		3/31/2026	Date of Last Renovation		On Going 2.00
	et (Original, Revision #)	Original	Average Bedroom Size		Mixed
ACC Units			Occupancy Type (family, senior, mixed Building Type (high-rise, garden, etc.)		Duplex
	(Vailable (UMAs)				100
Estimated Oc	cupancy Rate	99%	Anticipated Number	or rurnovers	
FDS Line #	Account Title		Operating Fund	Capital Fund	Total Project Budget
Operating I	ncome:				
11220	Gross Potential Rent		572,860		572,86
11230	Less: Vacancy Loss Rent		(5,730)	ALCOHOLD THE THE	(5,73
70300	Net Tenant Rental Revenue		567,130		567,13
11240	Gross Potential Subsidy		830,408		830,40
11260	Less: Subsidy Loss - Vacan	cy	-		
11250	Less: Subsidy Loss - Prorat		(24,912)		(24,91
70600	Net Operating Subsidy		805,496		805,49
70600	HUD PHA Operating Grant-Cl	-P	THE YEAR OF THE PARTY OF THE PA	-	-
70400	Other Tenant Charges		28,580	MU HOLLEN BLE	28,58
70400	Excess Utilities				
71100	Investment Income		26,070		26,07
71400	Fraud Recovery		-		
71500	Non-Dwelling Rent		3,750		3,750
71500	Other Income		7,100		7,10
70000	Total Operating Income		1,438,126		1,438,12
	xpenditures: Administrative		220.264		228,364
91100	Administrative Salaries	-41	228,364		68,69
91500	Employee Benefits - Administr	rative	68,694		6,16
91200	Auditing Fees		6,160		0,10
91300	Management Fees		8,800		8,80
91900A	Accounting Fees				1,76
91400	Advertising and Marketing		1,760		34,76
91600	Office Expenses		34,760		4,40
91700	Legal Expense		4,400		8,80
91800	Travel		8,800		29,046
91900	Other Administrative Costs		29,040	-	390,77
91000	Total Administrative		390,778	-	390,77
92000	Asset Management Fees		-		
	Tenant Services				
92100	Tenant Services - Salaries		-	-	
92300	Employee Benefits - Tenant S	ervices	-		
92200	Relocation Costs		-		
92400	Tenant Services-Other		5,075		5,075
92500	Total Tenant Services		5,075	- 1	5,07
	Utilities				
93100	Water		113,050		113,05
93200	Electricity		19,400		19,40
93300	Gas		3,050		3,050
93400	Fuel		-		-
93600	Sewer		135,210		135,210
93800	Other		-		_
93800					270,710

	Maintenance			
94100	Labor	173,680		173,
94500	Employee Benefits - Maintenance	79,138		79,
94200	Maintenance Materials	200,000		200,
	Maint. Contract:			MESS NEWS
94300-010	Garbage and Trash Removal Contracts	50,000		50,
94300-020	Heating & Cooling Contracts	50,000		50,
94300-030	Snow Removal Contracts	20,000		20,
94300-040	Elevator Maintenance	-		
94300-050	Landscape & Grounds Contracts	5,000		5,
94300-060	Unit Turnaround Contract	-		
94300-070	Electrical Contracts	10,000		10,
94300-080	Plumbing Contracts	50,000		50,
94300-090	Extermination Contracts	15,000		15,
94300-100	Janitorial Contracts	-		
94300-110	Routine Maintenance Contracts	5,000		5,
94300-120	Other Misc. Contract Costs	30,000		30,
94000	Total Maintenance	687,818		687,
	Protective Services			
95100	Protective Services - Labor	-		
95500	Employee Benefits - Protective Services	1,500	•	1,
95200	Protective Services Contract Costs	1,500		1,1
95300	Protective Service Other Total Protective Services	1,500		1,
95000	Total Protective Services	1,500		
	Insurance			
96110	Property	142,110		142,
96120	General Liability	10,580		10,
96130	Worker's Comp.	11,440		11,
96140	Other Insurance	10,090		10,
96100	Total Insurance Expense	174,220	-	174,
	General Expenses			r
96200	Other General Expense	-		
96210	Compensated Absences	20,530		20,
96300	Payments In Lieu of Taxes	29,640		29,
96400	Bad Debt-Tenants	10,000	CONTRACTOR SALVANG	10,
96800	Severance Expense	-		
96000	Total General Expenses	60,170	-	60,
96900	Total Operating Expenditures	1,590,271	-	1,590,
	T 0 1 51 1 0 1 1 1	(452 445)		(152,
97000	Cash Flow from Operations	(152,145)		(102,
	Other Financial Items-Sources & (Uses)			
10010	Operating Transfers In	. 1		
10020	Operating Transfers Out			
70610	HUD Grants-Capital Contributions	JAN BURNES		
11020/96710	Debt Service Payment (Principal & Interest)			
97100	Extraordinary Maintenance	_	-	
0,100	Capital Expenditures	(122,000)	利力 (大学 (本) 大学 (大学)	(122,
	Other Items (PYA)	1.22,000/		,,
	Total Other Financial Items	(122,000)	-	(122,
				16
10000	Net Cash Flow	(274,145)	-	(274,
10000				

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority			
Address	828 Garfield Street			
City, State	Mexico, MO 65265			
HA Code	Mexico, Mo 03203	MO010	Built Date	2/28/19
Fiscal Year E	ndina	3/31/2026	Date of Last Renovation	On Goi
	et (Original, Revision #)	Original	Average Bedroom Size	2.00
ACC Units	et (original, iteriolei, li)		Occupancy Type (family, senior, i	
	Available (UMAs)		Building Type (high-rise, garden,	
	cupancy Rate	99%	Anticipated Number of Turnovers	100
Estimated Un	it Months Leased	2,412		
FDS Line #	Account Title		Total Project Budget	PUM
Operating I	ncome:			
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-CF	р	-	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
70000	Total Operating Income		1,100,120	
O				
Operating E	Expenditures:			
	Administrative		000 004	94.69
91100	Administrative Salaries		228,364	
91500	Employee Benefits - Administr	ative	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
	Tanant Camira			
00100	Tenant Services		T -	0.00
92100	Tenant Service Salaries	an ilaan	-	0.00
92300	Employee Benefits - Tenant S	ervices	-	0.00
92200	Relocation Costs		- 5.075	
92400	Tenant Services-Other		5,075	2.10 2.10
92500	Total Tenant Services		5,075	2.10
	Utilities			
93100	Water		113,050	46.88
93200	Electricity		19,400	8.04
	Gas		3,050	1.26
93300			5,000	0.00
93400	Fuel		135,210	56.07
93600	Sewer		135,210	0.00
93800	Other		270 740	112.25
93000	Total Utilities		270,710	112,23

FDS Line #	Account Title	Total Project Budget	PUM
	Maintenance		
94100	Labor	173,680	72.02
94500	Employee Benefits - Maintenance	79,138	32.82
94300	Maintenance Materials	200,000	82.93
94200	Maint. Contract:	250,500	
94300-010	Garbage and Trash Removal Contracts	50,000	20.73
94300-010	Heating & Cooling Contracts	50,000	20.73
94300-020	Snow Removal Contracts	20,000	8.29
94300-030	Elevator Maintenance	20,000	0.00
94300-040	Landscape & Grounds Contracts	5,000	2.07
94300-050	Unit Turnaround Contract		0.00
94300-060	Electrical Contracts	10,000	4.15
		50,000	20.73
94300-080	Plumbing Contracts	15,000	6.22
94300-090	Extermination Contracts	15,000	0.00
94300-100	Janitorial Contracts	5,000	2.07
94300-110	Routine Maintenance Contracts	30,000	12.44
94300-120	Other Misc. Contract Costs		285.21
94000	Total Maintenance	687,818	200.21
	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
	<u>Insurance</u>		50.00
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
00000	T (10 C) C Frankling	1,590,271	659.41
96900	Total Operating Expenditures	1,590,271	039.41
97000	Cash Flow from Operations	(152,145)	(63.09)
	Other Financial Items Courses 9 /Ileas		
10010	Other Financial Items-Sources & (Uses) Operating Transfers In		0.00
10010	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
97 100	Capital Expenditures	(122,000)	(50.59)
		(122,000)	0.00
	Other Items (PYA) Total Other Financial Items	(122,000)	(50.59)
	Total Other Financial Reins	(122,000)]	(00.00)
	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

Method of Allocation 90%LR,10%S8 50%LR/50%S8 88%LR/12%S8 60%LR/40%S8 100%LR/0%S8 88%LR/12%S8 OMB Approval No. 2577-0026 Date Executive Director or Desginated Official Other £ Allocation of Salaries by Program Programs Other (10) 73,237 54,976 Programs 9,840 6,240 5,200 14,976 18,720 18,261 0.19 18,261 54,976 Section 8 6 Development 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) 8 Fiscal Year End Modernization 3/31/2026 CFP 0 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. 549,876 39,520 43,680 173,680 402,044 147,832 41,600 48,880 79,138 Management 45,760 46,800 22,464 22,460 18,720 68,694 228,364 0.81 뜨 9 38,085 3,467 3,293 3,640 4,073 14,473 6,833 4,333 3,120 1,872 3,120 23,612 Amount Mexico, MO 65265 (5) Estimated Payment Requested Budget Year Months 12 22222 5 2 2 2 2 2 2 2 2 2 2 Š 3 2 2 39,520 41,600 43,680 48,880 173,680 52,000 52,000 22,460 37,440 37,440 283,340 Salary Rate <u>@</u> 39,520 36,920 41,600 47,840 21,220 69,000 35,360 Present Salary Date Rate (2) Locality: A-NT A-NT A-NT A-NT H-H (1a) 22222 ۵ By Organizational Unit and Function ¥45×8× Protective Ser. Benefits Total Salary and Employee Benefits × & d × × ž × Administrative Benefits Maintenance Benefits Tenant Ser. Benefits Position Title and Name All positions, as identified, do not exceed PROTECTIVE SERVICES 100% of any individual employee's time. **TENANT SERVICES** (1) ADMINISTRATION Total Salaries and Wages MAINTENANCE Total Protective Services Total Employee Benefits Total Tenant Services Total Administration Total Maintenance Contracting and Inventory Mexico Housing Authority Name of Housing Authority Maintenance Mech III Maintenance Mech II Maintenance Mech I Maintenance Mech I Maintenance Mech I Executive Director Mower (part-time) Finance Manager Program Assist Program Assist Program Assist

Substitute form HUD-5.

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
			-	
			-	
	411			

Total Nonroutine Maintenance - - -

Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
	Trade Jeep for SUV	30,000	SEES TO THE SEE	30,000
	Golfcart	12,000		12,000
	Truck for Maint	40,000	COLUMN TO SERVICE SERV	40,000
	Lawnmower	10,000		10,000
	Perma-Jack Mud Jacking	25,000		25,000
	Sewer Machinery	5,000		5,000
				-
				<u>-</u>
				-

Total Capital Expenditures 122,000 122,000

Summary of Budget Justification

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

FDS Line #	Account Title	Comments
11220	Gross Potential Rent	Average Rent \$235.16 x 203 units x 12 mo = \$572,860
11220	Gloss Fotential Kent	Average Nette \$255.10 x 200 drille x 12 mb \$\psi \cdot
11230	Less: Vacancy Loss Rent	\$572,860 x 1% = \$5,730
11230	Less. Vacancy Loss Nem	ψ072,000 × 170 Ψ0,700
11240	Gross Potential Subsidy	2025 subsidy calculation \$830,408
11240	Oloss Fotertial Gubsidy	2020 Subsidy Galouiditon 4000 1100
11260	Less: Subsidy Loss - Vacancy	not applicable
11250	Less: Subsidy Loss - Proration	\$830,408 x 3% = \$24,912, as of 3/1/25 subsidy is projected at 97%
11230	Ecss. Cubsidy Ecos 1 Tordion	4555, 166 x 476 42 1/6 12 1 1 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1
71100	Interest Income	Based on 10 month actuals
71100	interest meonie	Buddu dif 10 filosis delatio
71500	Other Income	Based on 10 month actuals
71300	Other meditie	Bood of To World Golden
	Utilities	Based on 2024 actuals + 2% increase
	Othites	
	<u> </u>	
91500	Employee Benefits - Administrative	FICA/Medicare: \$283,340 x 7.65% = \$21,675
31300	\$283,340	Unemployment: \$283,340 x 1% = \$2,833
	Ψ200,040	Health: \$3,315 x 12 months = \$39,780
		Retirement: \$283,340 x 8% = \$22,667
		Total \$86,955
		10101 400,000
04500	Employee Benefits - Maintenance	FICA/Medicare: \$173,680 x 7.65% = \$13,287
94500	\$173,680	Unemployment: \$173,680 x 1% = \$1,737
	\$173,000	Health: \$4,185 x 12 months = \$50,220
	ļ	Retirement: \$173,680 x 8% = \$13,894
		Total \$79,138
		1 (λα1 ψ7 3, 130
06300	PILOT	\$567,131 - 270,711 = 296,420 x 10% = \$29,642
96300	PILOT	\$307,101 - 210,711 - 230,420 X 1070 - \$\psi 20,042
	-	
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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%
a particular services	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 adminstative expenses and employee benefits will be as follows:

Low Rent 88%

Section 8 12%

St/Local 0%





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
awn Mahaney, Board Secretary	

3/24/25, 1:41 PM

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp. 04/30/2027)

DATE

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):

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

Previous editions are obsolete Form HUD-52574

Low Rent Operating Budget

PHA Name Address	Mexico Housing Authority 828 Garfield Street				
City, State	Mexico, MO 65265				2/28/1964
HA Code			Built Date		
Fiscal Year E	nding	3/31/2025	Date of Last Renova		On Going 2.00
	et (Original, Revision #)	Rev #1	Average Bedroom S		Mixed
ACC Units		203	Occupancy Type (fa	mily, senior, mixed	Duplex
	Available (UMAs)		Building Type (high	-rise, garden, etc.)	100
Estimated Oc	cupancy Rate	99%	Anticipated Number	or rurnovers	
FDS Line #	Account Title		Operating Fund	Capital Fund	Total Project Budget
Operating I					
11220	Gross Potential Rent		602,860	-71-X2000-7715 E-17	602,860
11230	Less: Vacancy Loss Rent		(6,030)	427 2 127 2 2 2 2	(6,030
70300	Net Tenant Rental Revenue		596,830		596,830
11240	Gross Potential Subsidy		847,374		847,374
11260	Less: Subsidy Loss - Vacan	CV	-		-
11250	Less: Subsidy Loss - Prorati		(19,001)	100000000000000000000000000000000000000	(19,001)
70600	Net Operating Subsidy	···	828,373		828,373
70600	HUD PHA Operating Grant-Cf	р	020,010	24,330	24,330
70400	Other Tenant Charges		28,580	24,000	28,580
	Excess Utilities		20,330	The state of the state of	20,000
70400 71100	Investment Income		26,070		26,070
			20,070	THE RESERVE	20,010
71400	Fraud Recovery		3,750	STATE OF THE PARTY	3,750
71500	Non-Dwelling Rent		11,100	N. H. W. HONNING	11,100
71500	Other Income		1,494,703	24,330	1,519,033
70000	Total Operating Income		1,454,703	24,330	1,013,000
	Expenditures: Administrative				400.000
91100	Administrative Salaries		180,000	-	180,000
91500	Employee Benefits - Administr	ative	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		-	the notification to	-
	Tenant Services				
92100	Tenant Services - Salaries			-	<u>-</u>
92300	Employee Benefits - Tenant S	ervices	-	-	-
92200	Relocation Costs		-		
92400	Tenant Services-Other		1,500		1,500
92500	Total Tenant Services		1,500	-	1,500
	<u>Utilities</u>				
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	- 1	180,0
94500	Employee Benefits - Maintenance	62,420	-	62,4
94200	Maintenance Materials	211,000	3,600	214,6
	Maint. Contract:			PARTY LINE
94300-010	Garbage and Trash Removal Contracts	43,050		43,0
94300-020	Heating & Cooling Contracts	30,000		30,0
94300-030	Snow Removal Contracts	24,000		24,0
94300-040	Elevator Maintenance	-		
94300-050	Landscape & Grounds Contracts	9,370	4,850	14,:
94300-060	Unit Turnaround Contract	960		
94300-070	Electrical Contracts	2,500		2,
94300-080	Plumbing Contracts	86,000	15,880	101,
94300-090	Extermination Contracts	13,620		13,
94300-100	Janitorial Contracts	1,070		1,0
94300-110	Routine Maintenance Contracts	7,350		7,
94300-120	Other Misc. Contract Costs	10,000	-	10,
94000	Total Maintenance	681,340	24,330	705,
	Protective Services			
95100	Protective Services - Labor	-	-	
95500	Employee Benefits - Protective Services	-	-	
95200	Protective Services Contract Costs	4,050		4,
95300	Protective Service Other	-		
95000	Total Protective Services	4,050	- 1	4,
	Insurance			
96110	Property	140,000		140,0
96120	General Liability	11,840		11,
96130	Worker's Comp.	9,500		9,
96140	Other Insurance	11,300		11,
96100	Total Insurance Expense	172,640	- 1	172,
	General Expenses			
96200	Other General Expense	-		
96210	Compensated Absences	20,530		20,
96300	Payments In Lieu of Taxes	33,150		33,
96400	Bad Debt-Tenants	10,000	REAL PROPERTY.	10,
96800	Severance Expense			63.0
96000	Total General Expenses	63,680	-	63,
		4 500 000	04 000	4 500
96900	Total Operating Expenditures	1,506,600	24,330	1,530,
07000	Cook Eleverine On and in the	(44.007)	- 1	(11,
97000	Cash Flow from Operations	(11,897)		(11,0
	Other Financial Itams Courses 9 (Hear)			
40046	Other Financial Items-Sources & (Uses)	T		
10010	Operating Transfers In	•		
10020	Operating Transfers Out			
70610	HUD Grants-Capital Contributions			
11020/96710	Debt Service Payment (Principal & Interest)	(40.550)		/40
97100	Extraordinary Maintenance	(13,550)	The second blums and	(13,
	Capital Expenditures	(138,730)	I SOMEWAY THE NAME OF	(138,
	Other Items (PYA)	(4.50.000)		(4.50
	Total Other Financial Items	(152,280)		(152,
		T		
10000	Net Cash Flow	(164,177)		(164,

Low Rent Operating Budget (PUM Basis)

PHA Name	Mexico Housing Authority				
Address	828 Garfield Street				
City, State	Mexico, MO 65265				
HA Code	mexico, me const	MO010	Built Date		2/28/1964
Fiscal Year Er	ndina	3/31/2025	Date of Last Renovation		On Going
Type of Budge	et (Original, Revision #)	Rev #1	Average Bedroom Size		2.00
ACC Units	,	203	Occupancy Type (family, senior, m	ixed)	Mixed
Unit Months A	Available (UMAs)	2,436	Building Type (high-rise, garden, e	tc.)	Duplex
	cupancy Rate	99%	Anticipated Number of Turnovers		100
	it Months Leased	2,412			
FDS Line #	Account Titl	e	Total Project Budget	PU	M
Operating I	ncome:				
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		-	0.0	0
11250	Less: Proration Amount		(19,001)	(7.8	38)
70600	Net Operating Subsidy		828,373	343.	49
70600	HUD PHA Operating Grant-C	FP	24,330	10.	09
70400	Other Tenant Charges		28,580	11.	85
70400	Excess Utilities			0.0	
71100	Investment Income		26,070	10.	
71400	Fraud Recovery			0.0	
71500	Non-Dwelling Rent		3.750	1.5	
71500	Other Income		11,100	4.6	
70000	Total Operating Income		1,519,033 629.88		
70000	Total Operating income		1,010,000		
Operating F	xpenditures:				
oporating 2	Administrative				
91100	Administrative Salaries		180,000	74.	64
91500	Employee Benefits - Adminis	trative	50,000	20.	
91200	Auditing Fees	Hauve	6,450	2.6	
91300	Management Fees		0,100	0.0	
91310	Bookkeeping Fees		8.800	3.6	
			1,760	0.7	
91400	Advertising and Marketing		32,500	13.4	
91600	Office Expenses		4,400	1.8	
91700	Legal Expense		5,000	2.0	
91800	Travel		29,040	12.	
91900	Other Administrative Costs			131	
91000	Total Administrative		317,950	131	.04
92000	Asset Management Fees		-	0.0	00
	Tenant Services				
92100	Tenant Service Salaries		-	0.0	0
92300	Employee Benefits - Tenant S	Services	-	0.0	
92200	Relocation Costs			- 0.00	
92400			1,500 0.62		
92500	Tenant Services-Other Total Tenant Services		1,500 0.62		
52000			1 .,,,,,		
	Utilities				
93100	Water		110,850	45.	
93200	Electricity		19,020	7.8	
93300	Gas		3,000	1.2	
93400	Fuel		-	0.0	
93600	Sewer		132,570	54.	
93800	Other		-	0.0	
93000	Total Utilities		265,440	110	.07

	Account Title	Total Project Budget	
	Maintenance		
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
		•	
	Protective Services		
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
	Insurance		50.05
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 71.59
96100	Total Insurance Expense	172,640	71.59
	General Expenses		
96200	Other General Expense	. 1	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
50000	Total Colloral Expenses		
96900	Total Operating Expenditures	1,530,930	634.81
97000	Cash Flow from Operations	(11,897)	(4.93)
91000	Cash i for from operations	(1.,,00.)	1,
	Other Financial Items-Sources & (Uses)		
10010	Operating Transfers In	<u>-</u>	0.00
10020	Operating Transfers Out	<u>-</u>	0.00
70610	HUD Grants-Capital Contributions	-	0.00
1020/96710	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)

Operating Budget

Schedule of All Positions and Salaries

and Urban Development

U.S. Department of Housing

Method of Allocation 90%LR,10%S8 50%LR/50%S8 88%LR/12%S8 88%LR/12%S8 50%LR/50%S8 100%LR/0%S8 (12)OMB Approval No. 2577-0026 Date Executive Director or Desginated Official Other 3 Allocation of Salaries by Program Programs Other (10) 57,598 79,492 Programs 8,280 6,678 4,160 21,840 16,640 57,598 21,894 21,894 0.21 Section 8 6) Development 8 Fiscal Year End 3/31/2025 Modernization CFP 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. 8 554,626 35,360 43,680 3,750 144,784 37,440 21,840 16,640 35,360 188,870 62,420 **Janagement** 60,720 48,972 35,360 82,364 35,360 409,842 0.79 220,972 5 9 Office of Public and Indian Housing 38,953 2,947 2,947 2,947 2,947 3,640 313 5,750 4,638 3,467 3,640 2,947 2,773 23,214 15,739 Amount Mexico, MO 65265 (5) Estimated Payment Requested Budget Year Months 2 2 2 2 2 2 2 2 2 12 2 2 2 2 2 2 2 2 2 7 ģ 3 41,600 35,360 33,280 35,360 35,360 35,360 43,680 3,750 55,650 43,680 278,570 188,870 Rate ල 33,280 33,280 33,280 41,600 53,000 40,040 41,600 31,200 33,280 Present Salary Date Rate 2 Locality: A-NT A-NT A-NT A-NT A-NT A-NT A-NT A-NT T-N-T (1a) ۵ 22222 By Organizational Unit and Function H H M M M M H H M M M M Protective Ser. Benefits Total Salary and Employee Benefits ž × Administrative Benefits Maintenance Benefits Tenant Ser. Benefits Position Title and Name PROTECTIVE SERVICES All positions, as identified, do not exceed 100% of any individual employee's time. **TENANT SERVICES** (1) ADMINISTRATION Fotal Salaries and Wages MAINTENANCE Total Protective Services Total Employee Benefits Total Tenant Services Total Administration Total Maintenance Contracting and Inventory Mexico Housing Authority Name of Housing Authority Maintenance Mech III Maintenance Mech I Maintenance Mech I Maintenance Mech I Maintenance Mech I Program Manager Executive Director Mower (part-time) Finance Manager Program Assist Receptionist

Substitute form HUD-5.

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)

Schedule & Support of Nonroutine Items

PHA Name:

Mexico Housing Authority

FYE:

3/31/2025

Nonroutine Maintenance (FDS Line # 97100)

Item	Description	Operating Fund	Capital Fund	Total
Address	Busted pipes repairs	13,550		13,550
			-	-
				-
				-
				-
				-
				-
				-
				-
				-
				<u> </u>
				-

Total Nonroutine Maintenance

13,550 - 13,550

Capitalized Expenditures

Item	Description	Funded by Operations	Capital Fund	Total
- Postorios	Snow Plow	3,530		3,530
	Computer	1,070		1,070
	Truck for Maint	53,150		53,150
	Sewer Lines	41,680		41,680
	HVAC	39,300		39,300
			ALM SAFETY MINES	
				<u> </u>
				<u>-</u>
			CHELL THAT SEE	<u>-</u> _
				-
				
			X SURLEGISTES	
		A STATE OF THE STA		
				-

Total Capital Expenditures

138,730

138,730

Summary of Budget Justification

Mexico Housing Authority 3/31/2025 PHA Name:

FYE:

FDS Line #	Account Title	Comments
11220	Gross Potential Rent	Based on 10 month actuals
11220	Grogs Fotomar None	
11230	Less: Vacancy Loss Rent	Based on 10 month actuals
11240	Gross Potential Subsidy	2024 subsidy calculation \$847,374
11260	Less: Subsidy Loss - Vacancy Less: Subsidy Loss - Proration	not applicable Based on subsidy received
11250	Less: Subsidy Loss - Profation	Dased bit subsidy received
71100	Interest Income	Based on 10 month actuals
71100	The second second	
71500	Other Income	Based on 10 month actuals
	Utilities	Based on 9 month actuals
04500	Employee Benefits - Administrative	Based on 10 month actuals
91500	Employee Benefits - Administrative	Dased off To Month actuals
94500	Employee Benefits - Maintenance	Based on 10 month actuals
96300	PILOT	\$596,826 - 265,403 = 331,423 x 10% = \$33,142
90300	11201	\$55,525 250,100 \$51,125 × 1575 \$1.12

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%
laws cons	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 adminstative expenses and employee benefits will be as follows:

Low Rent 88%

Section 8 12%

St/Local 0%