



MEXICO HOUSING AUTHORITY



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

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

AGENDA Regular MEETING
at
Garfield Community Center,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, October 20, 2020 at 3:30pm

1. **Call to order** by Chairperson Denise Harrington.
2. **Roll Call** by Tammy Dreyer, Executive Director.
3. **Adoption of Agenda.**
4. **Comments from the Public** (limit 3 minutes per person).
5. **Approval of Regular Meeting Minutes.**

Approval of Regular meeting minutes of September 15, 2020.

6. **Executive Director's Report:**

- a. Financials (sent by email)
- b. S8/PH Report (bed bugs)
- c. S8/PH Waitlist
- d. Contract/Capital Fund/Modernization Projects
- e. Maintenance Reports

7. **Unfinished Business.**

Revised By Laws

Resident Board Member

Clarification that the Board Chair had no intention to interview MHA staff, we will introduce staff at BOC meeting and discuss job description.

The Board Chairs meeting with Resident Association will take place at designated meeting time per suggestion from St Louis HUD Field Office.

8. **New Business.**

Resolution 2938 ACOP Revision November 2020

Resolution 2939 Reasonable Accommodation Assistant Animal Policy/Pet Policy

Resolution 2940 Acceptance of CARES Act Funds Expenditures

Resolution 2941 By Laws Revision

9. **Other Business.**

10. **Comments from Commissioner.**

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

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 September 15, 2020

The Board of Commissioners of the Housing Authority of the City
of Mexico convened in an Open Meeting on Tuesday,
September 15, 2020 at 3:30 PM at Garfield Community Center.
Commissioner Denise Harrington 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 September 15, 2020. Commissioner Denise Harrington called the meeting to order at 3:37pm.

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

The following Commissioners were present:

Commissioner Tad Dobyns
Commissioner Denise Harrington
Commissioner Rita Jackson
Commissioner Martin Keller
Commissioner vacant

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney

3. **Adoption of Agenda**

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

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

4. **Comments from the public:**

None

5. **Approval of Consent Agenda (if applicable)**

R Jackson stated that the arrival time of a late BOC Member needs stated on the roll call. D Harrington requested a motion to approve Consent Agenda. Commissioner T Dobyns made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

6. Unfinished Business

none

7. New Business

none

8. Other Business:

none

9. Comments from Commissioners:

None

10. Adjournment into Executive Session at 3:40 pm

11. Adjournment of Open Meeting:

Commissioner D Harrington requested a motion to adjourn the Open meeting on September 15, 2020, Commissioner R Jackson made a motion and Commissioner M Keller seconded. The open session meeting was adjourned at 5:00 pm

ATTEST:

Denise Harrington, Board Chair

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on September 9, 2020, I posted public notice of the September 15, 2020 Board of Commissioners meeting and made available to the public by request at

the MHA office during regular business hours and on the MHA website at www.mexicoha.com, copies of the Agenda and Board Packet for review.

Tammy Dreyer

date

Mexico Housing Authority
Income Statement-Combining

6 Months Ended 9/30/2020

	Low Rent	Section 8	Local Fund	Total
Operating Revenues				
Net tenant rental revenue	\$ 181,896.30	\$ 0.00	\$ 0.00	\$ 181,896.30
Tenant revenue - other	10,613.85	0.00	0.00	10,613.85
HUD PHA operating grants	441,679.23	323,872.54	0.00	765,551.77
Capital grants	143,871.69	0.00	0.00	143,871.69
Investment income - unrestricted	2,002.30	139.50	3.92	2,145.72
Fraud recovery	0.00	3,279.81	0.00	3,279.81
Other revenue	4,603.00	1,571.59	0.00	6,174.59
Gain or loss on disposition of capital assets	4,600.00	0.00	0.00	4,600.00
Total Operating Revenues	<u>789,266.37</u>	<u>328,863.44</u>	<u>3.92</u>	<u>1,118,133.73</u>
Operating Expenses				
Administrative salaries	59,768.61	26,926.40	0.00	86,695.01
Employee benefits - administrative	25,245.66	13,054.02	0.00	38,299.68
Office expenses	10,718.75	2,605.11	0.00	13,323.86
Travel	28.51	0.00	0.00	28.51
Other admin.	9,103.63	1,902.31	100.00	11,105.94
Total Administrative	<u>104,865.16</u>	<u>44,487.84</u>	<u>100.00</u>	<u>149,453.00</u>
Tenant services - salaries	96.00	0.00	0.00	96.00
Tenant services - other	6,554.84	2,233.24	0.00	8,788.08
Total Tenant Services	<u>6,650.84</u>	<u>2,233.24</u>	<u>0.00</u>	<u>8,884.08</u>
Water	38,758.21	0.00	0.00	38,758.21
Electricity	6,250.70	0.00	0.00	6,250.70
Gas	529.47	0.00	0.00	529.47
Sewer	40,346.04	0.00	0.00	40,346.04
Total Utilities	<u>85,884.42</u>	<u>0.00</u>	<u>0.00</u>	<u>85,884.42</u>
Maintenance labor	43,089.40	0.00	0.00	43,089.40
Maintenance materials	50,280.04	0.00	0.00	50,280.04
Maintenance contracts	47,155.46	0.00	0.00	47,155.46
Employee benefits - maintenance	21,476.54	0.00	0.00	21,476.54
Total Maintenance	<u>162,001.44</u>	<u>0.00</u>	<u>0.00</u>	<u>162,001.44</u>
Property insurance	33,267.42	0.00	0.00	33,267.42
Liability insurance	3,007.74	38.52	0.00	3,046.26
Workmen's compensation	4,451.32	947.71	0.00	5,399.03
All other insurance	3,391.38	211.55	0.00	3,602.93
Total Insurance	<u>44,117.86</u>	<u>1,197.78</u>	<u>0.00</u>	<u>45,315.64</u>
Protective services - other contract costs	1,102.01	0.00	0.00	1,102.01
Total Protective Services	<u>1,102.01</u>	<u>0.00</u>	<u>0.00</u>	<u>1,102.01</u>
Other general expenses	0.00	0.00	256.50	256.50
Payments in lieu of taxes	9,601.19	0.00	0.00	9,601.19
Bad debt - tenant rents	1,077.50	0.00	0.00	1,077.50
Total General Expenses	<u>10,678.69</u>	<u>0.00</u>	<u>256.50</u>	<u>10,935.19</u>
Housing assistance payments	0.00	262,443.00	0.00	262,443.00
HAP portability-in	0.00	1,279.00	0.00	1,279.00
Total Housing Assistance Payments	<u>0.00</u>	<u>263,722.00</u>	<u>0.00</u>	<u>263,722.00</u>
Total Operating Expenses	<u>415,300.42</u>	<u>311,640.86</u>	<u>356.50</u>	<u>727,297.78</u>
Operating Income (Loss)	<u>373,965.95</u>	<u>17,222.58</u>	<u>(352.58)</u>	<u>390,835.95</u>

Other Financial Items

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

Mexico Housing Authority
Income Statement-Combining

6 Months Ended 9/30/2020

	Low Rent	Section 8	Local Fund	Total
Extraordinary maintenance	27,206.05	0.00	0.00	27,206.05
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	27,834.30	15,281.30	0.00	43,115.60
Property betterments & additions	180,891.83	0.00	0.00	180,891.83
Total Other Financial Items	<u>235,932.18</u>	<u>15,281.30</u>	<u>0.00</u>	<u>251,213.48</u>
Net Income (Loss)	\$ <u>138,033.77</u>	\$ <u>1,941.28</u>	\$ <u>(352.58)</u>	\$ <u>139,622.47</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 6 Months Ended 9/30/2020

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 30,047.00	\$ 181,896.30	\$ 361,750.00	\$ 179,853.70
Tenant revenue - other	1,701.10	10,613.85	15,000.00	4,386.15
HUD PHA operating grants	58,966.47	403,158.66	746,317.00	343,158.34
Investment income - unrestricted	400.64	2,002.30	21,380.00	19,377.70
Other revenue	1,239.78	4,603.00	10,500.00	5,897.00
Gain or loss on disposition of capital assets	0.00	4,600.00	0.00	(4,600.00)
Total Operating Revenues	<u>92,354.99</u>	<u>606,874.11</u>	<u>1,154,947.00</u>	<u>548,072.89</u>
Operating Expenses				
Administrative salaries	10,235.96	59,768.61	145,070.00	85,301.39
Auditing fees	0.00	0.00	5,600.00	5,600.00
Advertising and marketing	0.00	0.00	400.00	400.00
Employee benefits - administrative	4,326.66	25,245.66	68,750.00	43,504.34
Office expenses	1,914.49	10,718.75	24,400.00	13,681.25
Legal expenses	0.00	0.00	4,000.00	4,000.00
Travel	0.00	28.51	14,400.00	14,371.49
Other admin.	1,965.12	9,103.63	28,160.00	19,056.37
Total Administrative	<u>18,442.23</u>	<u>104,865.16</u>	<u>290,780.00</u>	<u>185,914.84</u>
Tenant services - salaries	0.00	96.00	0.00	(96.00)
Tenant services - other	3,003.63	6,554.84	5,000.00	(1,554.84)
Total Tenant Services	<u>3,003.63</u>	<u>6,650.84</u>	<u>5,000.00</u>	<u>(1,650.84)</u>
Water	13,342.74	38,758.21	82,120.00	43,361.79
Electricity	1,200.72	6,250.70	19,000.00	12,749.30
Gas	115.82	529.47	2,900.00	2,370.53
Sewer	8,073.15	40,346.04	108,520.00	68,173.96
Total Utilities	<u>22,732.43</u>	<u>85,884.42</u>	<u>212,540.00</u>	<u>126,655.58</u>
Maintenance labor	9,031.50	43,089.40	101,550.00	58,460.60
Maintenance materials	7,371.89	48,412.42	110,000.00	61,587.58
Maintenance contracts	7,158.97	38,614.76	123,460.00	84,845.24
Employee benefits - maintenance	3,142.01	21,476.54	46,790.00	25,313.46
Total Maintenance	<u>26,704.37</u>	<u>151,593.12</u>	<u>381,800.00</u>	<u>230,206.88</u>
Property insurance	5,603.14	33,267.42	66,200.00	32,932.58
Liability insurance	501.29	3,007.74	6,020.00	3,012.26
Workmen's compensation	796.87	4,451.32	8,770.00	4,318.68
All other insurance	565.23	3,391.38	6,780.00	3,388.62
Total Insurance	<u>7,466.53</u>	<u>44,117.86</u>	<u>87,770.00</u>	<u>43,652.14</u>
Protective services - other contract costs	66.00	1,102.01	2,000.00	897.99
Total Protective Services	<u>66.00</u>	<u>1,102.01</u>	<u>2,000.00</u>	<u>897.99</u>
Compensated absences	0.00	0.00	13,460.00	13,460.00
Payments in lieu of taxes	9,601.19	9,601.19	14,920.00	5,318.81
Bad debt - tenant rents	0.00	1,077.50	10,000.00	8,922.50
Total General Expenses	<u>9,601.19</u>	<u>10,678.69</u>	<u>38,380.00</u>	<u>27,701.31</u>
Total Operating Expenses	<u>88,016.38</u>	<u>404,892.10</u>	<u>1,018,270.00</u>	<u>613,377.90</u>
Operating Income (Loss)	<u>4,338.61</u>	<u>201,982.01</u>	<u>136,677.00</u>	<u>(65,305.01)</u>
Other Financial Items				
Operating transfer in	0.00	0.00	(20,000.00)	(20,000.00)
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	2,590.30	27,834.30	35,000.00	7,165.70
Property betterments & additions	82.26	36,113.94	155,000.00	118,886.06
Total Other Financial Items	<u>2,672.56</u>	<u>63,948.24</u>	<u>170,000.00</u>	<u>106,051.76</u>

Urtaub & Co., PLLC

See Accountant's Compilation Report

Mexico Housing Authority
Income Statement-Section 8 Voucher

1 Month Ended 9/30/2020

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 25,896.30	\$ 43,992.00	\$ 69,888.30
Investment income - unrestricted	5.98	0.00	5.98
Fraud recovery	688.78	688.77	1,377.55
Other revenue	262.39	0.00	262.39
Total Operating Revenues	<u>26,853.45</u>	<u>44,680.77</u>	<u>71,534.22</u>
Operating Expenses			
Administrative salaries	3,968.51	0.00	3,968.51
Employee benefits - administrative	2,141.03	0.00	2,141.03
Office expenses	468.57	0.00	468.57
Other admin.	466.74	0.00	466.74
Total Administrative	<u>7,044.85</u>	<u>0.00</u>	<u>7,044.85</u>
Liability insurance	6.42	0.00	6.42
Workmen's compensation	199.22	0.00	199.22
All other insurance	42.31	0.00	42.31
Total Insurance	<u>247.95</u>	<u>0.00</u>	<u>247.95</u>
Housing assistance payments	0.00	45,026.00	45,026.00
HAP portability-in	213.00	0.00	213.00
Total Housing Assistance Payments	<u>213.00</u>	<u>45,026.00</u>	<u>45,239.00</u>
Total Operating Expenses	<u>7,505.80</u>	<u>45,026.00</u>	<u>52,531.80</u>
Operating Income (Loss)	<u>19,347.65</u>	<u>(345.23)</u>	<u>19,002.42</u>
Other Financial Items			
Prior period adjustments	0.00	0.00	0.00
Replacement of equipment	15,281.30	0.00	15,281.30
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>15,281.30</u>	<u>0.00</u>	<u>15,281.30</u>
Net Income (Loss)	<u>\$ 4,066.35</u>	<u>\$ (345.23)</u>	<u>\$ 3,721.12</u>

**Mexico Housing Authority
2019 CFP Report
09/30/20**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Advances			
CFP Advances	<u>\$ 359,790.59</u>	<u>\$ 481,630.00</u>	<u>\$ 121,839.41</u>
Expenditures			
General Capital Activity	<u>359,790.59</u>	<u>481,630.00</u>	<u>121,839.41</u>
Total Expenditures	<u>\$ 359,790.59</u>	<u>\$ 481,630.00</u>	<u>\$ 121,839.41</u>
Excess (Deficiency) of Funds Advanced	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Mexico Housing Authority
Income Statement-COVID
1 Month and 6 Months Ended 9/30/2020

	Current Month	Year to Date
Operating Revenues		
HUD PHA operating grants	\$ 5,404.47	\$ 41,905.66
Total Operating Revenues	<u>5,404.47</u>	<u>41,905.66</u>
Operating Expenses		
Other admin.	0.00	474.46
Total Administrative	<u>0.00</u>	<u>474.46</u>
Tenant services - salaries	0.00	96.00
Tenant services - other	2,814.17	6,053.22
Total Tenant Services	<u>2,814.17</u>	<u>6,149.22</u>
 Total Operating Expenses	 <u>2,814.17</u>	 <u>6,623.68</u>
 Operating Income (Loss)	 <u>2,590.30</u>	 <u>35,281.98</u>
Other Financial Items		
Prior period adjustments	0.00	0.00
Replacement of equipment	2,590.30	16,380.30
Property betterments & additions	0.00	18,901.68
Total Other Financial Items	<u>2,590.30</u>	<u>35,281.98</u>
 Net Income (Loss)	 <u>\$ 0.00</u>	 <u>\$ 0.00</u>

**Mexico Housing Authority
Financial Analysis
09/30/20**

Low Rent **04/30/20** **05/31/20** **06/30/20** **07/31/20** **08/31/20** **09/30/20** **10/31/20** **11/30/20** **12/31/20** **01/31/21** **02/28/21** **03/31/21**

Balance Sheet

Cash-unrestricted	\$1,513,428.05	\$1,523,919.20	\$1,549,561.71	\$1,574,136.27	\$1,569,445.27	\$1,578,910.15						
Investments - unrestricted	894,082.05	895,128.26	895,139.01	895,139.01	895,139.01	895,480.05						
Tenant accounts receivable	5,515.70	9,116.00	10,706.70	15,293.20	16,816.10	18,096.10						

Income Statement

Net tenant rental revenue	32,547.95	29,175.00	29,443.00	29,505.00	31,178.35	30,047.00						
Operating expenses	31,037.67	78,222.32	73,334.08	59,377.30	74,904.35	88,016.38						
Operating income/loss (monthly)	64,349.12	14,507.29	24,933.93	27,026.19	5,551.19	1,666.05						
Operating income/loss (ytd)	64,349.12	78,856.41	103,790.34	130,816.53	136,367.72	138,033.77						
Units leased	201.00	201.00	201.00	201.00	201.00	201.00						
Occupancy rate	99%	99%	99%	99%	99%	99%						
Average monthly rent	161.93	145.15	146.48	146.79	155.12	149.49						

Section 8

Balance Sheet

Cash-unrestricted	\$ 114,704.67	\$ 134,336.63	\$ 123,970.60	\$ 129,308.56	\$ 147,277.53	\$ 145,485.45
Investments - unrestricted	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80	29,244.80

Income Statement

Housing assistance payments	43,046.00	43,129.00	43,131.00	44,461.00	43,650.00	45,026.00
Operating expenses	7,309.43	7,858.35	10,142.69	7,637.55	7,678.04	7,292.80
Operating income/loss (monthly)	(1,194.47)	(3,878.39)	(2,364.86)	7,879.00	(2,221.12)	3,721.12
Operating income/loss (ytd)	(1,194.47)	(5,072.86)	(7,437.72)	441.28	(1,779.84)	1,941.28
Units leased	131.00	130.00	127.00	133.00	133.00	134.00
Average HAP cost (monthly)	328.60	331.76	339.61	334.29	328.20	336.01

[illegible]

A - Low Rent Waiting List
Housing Authority of the City of Mexico
Bedroom Size: ALL

Effective Date : 10/13/2020

Bedroom Size: 3

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	2	0	0	0	0	0	0	2
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	15	0	0	0	0	0	0	15
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	30	5	4	1	0	0	0	40
Hispanic	0	0	0	0	0	0	0	0	0
White	0	29	4	3	1	0	0	0	37
Black	0	14	1	1	0	0	0	0	16
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	0	0	0	0	0	0	0	0
Other	0	2	0	0	0	0	0	0	2

B - Section 8 Mexico
Housing Authority of the City of Mexico
Section 8

Effective Date : 10/13/2020

Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	2	1	0	0	0	0	0	3
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	8	2	0	0	0	0	0	10
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	4	4	6	5	0	0	0	0	19
Hispanic	0	0	0	1	0	0	0	0	1
White	3	9	4	2	0	0	0	0	18
Black	0	4	4	3	0	0	0	0	11
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	0	1

10/15/2020 9:15:18 AM

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MEXICO HOUSING AUTHORITY



PO Box 484 – 828 Garfield Avenue – Mexico, Missouri 65265 Phone: (573) 581-2294 – Fax: (573) 581-6636 –
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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

September 2020

Current CFP Contracts

1. **2020-07 Exterior painting** of (17) buildings located on Breckenridge, Singleton, Wade, Missouri, Liberty, Buchanan, W Holt, Bolivar. This includes the replacement of damaged/rotten siding, window seals, and brick mold. This work is being completed to address deuterating wood, mortar and peeling paint issues noted on MHA last Reac Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, two bidders responded. The bid opening was 7/28/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Brick City, Painting and Drywall with a bid of \$ 88,703.01
2. **2020-08 Retaining Walls** Installation of retaining walls on Central & Wade. This work is being completed to address erosion issue noted on MHA last Reac Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal method was used, a sole bidder responded The bid opening was 9/1/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 27,699.00
3. **2020-09 Roofs** replacement/repair on (7) buildings, located on TLB, Garfield & Calhoun. This work is being completed due to roofs sagging/bulging which will be points on next Reac inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal method was used, two bidders responded The bid opening was 9/8/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 40,949.00
4. **2020-10 Emergency bath remodel** located at 904 Union. This work was completed due to the bathtub had a crack in it resulting in water damage to floors and walls. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Non-Competitive Proposal (Emergency) method was used, a sole bidder responded The bid opening was 9/20/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 4,091.00
5. **2020-11 Emergency Door Replacement** located at MHA office and 1311 Holt. This work is being completed to address issues noted on MHA last Reac Inspection and egress issues. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Non-Competitive Proposal (Emergency) method was used, a sole bidder responded The bid opening was 10/01//20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 2,683.00

6. **2020-12 Unit Restoration** located at 1022 Breckenridge; this work is being completed as part of MHA modernization renovations process. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal method was used, a sole bidder responded The bid opening was 10/01/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 21,976.00

On Going Modernization Projects

1. We have replaced 139 countertops; we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets, and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. Replacing flooring as needed upon make ready to vinyl planking (1-2bdrm)
5. Replacement of screen doors
6. Removal of trees as needed
7. Replacement of water heater to electric

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

- 1.

Completed Contracting

1. Driveway entry gates at the Senior Center has been completed
2. Trinity ADA sidewalk completed
3. 2020-10 Bath Remodel is complete

Housing Authority of the City of Mexico

Monthly Report for Housing Authority Board

9/1/2020 TO 9/30/2020

WORK ORDERS

Received	Processed
166	159

Routine Work Received	Avg. Completion Time Routine
161	14.386 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
0	0.000 Hrs.
All Other Work Received	Avg. Completion Time Other
5	171.477 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	19
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 7

W/O #	Work Order Date
140134	09/18/2020
139830	09/29/2020
140208	09/29/2020
140211	09/30/2020
140217	09/30/2020
140220	09/30/2020
140225	09/30/2020

Work orders completed from prior months: 10

W/O #	Work Order Date	Completion Date
139796	08/10/2020	09/01/2020
139958	08/27/2020	09/01/2020
139951	08/25/2020	09/01/2020
139953	08/25/2020	09/01/2020
139954	08/26/2020	09/01/2020
139957	08/13/2020	09/01/2020
139955	08/26/2020	09/01/2020
139825	08/13/2020	09/14/2020
139799	08/13/2020	09/14/2020
139846	08/17/2020	09/17/2020

Work orders still outstanding from prior months: 2

W/O #	Called In Date	PHA/Proj/Site/Bldg/Unit
139773	08/10/2020	1 01 109
139816	08/12/2020	1 01 095

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

Report Criteria

PHA:

Project:

Starting Date: 9/1/2020

Ending Date: 9/30/2020

Staff Generated Work Orders: False



MEXICO HOUSING AUTHORITY



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

RESOLUTION 2938
RESOLUTION APPROVING THE
REVISION TO THE ADMISSIONS AND
CONTINUED OCCUPANCY POLICIES (ACOP)

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of Public Housing and,

WHEREAS, HUD requires all housing authorities to have a written Admissions and Continued Occupancy Policy (ACOP) and to periodically revise the policy, and

WHEREAS, the ACOP was prepared in accordance with prescribed guidelines and in the correct form to allow for periodic corrections and changes and;

WHEREAS, a thirty-day comment period was not necessary due to non significant changes, waivers set forth by HUD during a Pandemic, and new regulations and

NOW, THEREFORE BE IT RESOLVED that this resolution be hereby adopted by the Board of Commissioners of the Mexico Housing Authority, has approved /authorized the adoption of Resolution 2938 revision to the ACOP.

Passed this 20th day of October 2020

Denise Harrington, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority



MEXICO HOUSING AUTHORITY



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BOARD RESOLUTION 2939

Mexico Housing Authority Reasonable Accommodation Animal Policy/Pet Policy Revision and Update

WHEREAS, the Board of Commissioners of the Mexico Housing Authority recognizes the need to prepare for reasonable accommodated assistance animals to assist residents in daily life; and

WHEREAS, the Mexico Housing Authority has a responsibility to provide for the safety and well-being of its residents and employees; and

WHEREAS, the Mexico Housing Authority has the duty to ensure that appropriate and reasonable steps are taken to allow service animal and support animals on site by regulation set forth by HUD.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT, The attached Assistance Animal Policy and update to the Pet Policy language shall be, and the same is hereby adopted by the Board of Commissioners of the Mexico Housing Authority, as the official assistance animal policy for the Authority; and The Executive Director of the Mexico Housing Authority, or his/her designee, is hereby authorized and directed to implement the Policy in accordance with its terms, as may be amended from time-to-time by the Executive Director.

Passed this 20th day of October 20.

Denise Harrington, Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

MEXICO HOUSING AUTHORITY ASSISTANCE ANIMAL POLICY

1. INTRODUCTION:

It is the intent of the Mexico Housing Authority to comply with the US Department of Housing and Urban Development (HUD) rules and regulations regarding Assistance Animals in Public Housing. Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals or “therapy animals” perform many disability-related functions. Therefore, the following rules have been established to govern the ownership and care of assistance animals in and on properties owned and operated by the Housing Authority of the City of Mexico, MO.

Residents of the Mexico Housing Authority (MHA) are permitted to own assistance animals provided the following rules are observed. The Mexico Housing Authority allows domesticated assistance animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums, or a turtle in the units. Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus are not subject to Mexico Housing Authority pet policy. The resident must register the animal with MHA. Registration includes the certification from a licensed Veterinarian of required inoculations, information to identify the animal, and the name and address of the owner and the name and address of a responsible party to care for the animal if the owner is unable to. The resident shall furnish The MHA information at each reexamination as to the status of the animal, the continued need for the animal, and the information contained herein above residents are not allowed to keep pets.

First and foremost, the Assistance Animal Notice reaffirms HUD's long-held position that assistance animals are not pets. Therefore, usually, unlike with pets, a provider may not impose limitations on the size, breed or number of assistance animals. Moreover, a provider may not charge a deposit, fee, or any kind of surcharge with respect to an assistance animal, although the tenant may be held responsible for any damage caused by the tenant's assistance animal. In addition, while a provider may not impose the same type of rules on tenants with an assistance animal that it would on tenants who have a pet, the Notice is clear that an individual with disabilities who has an assistance animal is responsible for the feeding and maintenance of the assistance animal, including providing veterinary care for the animal, as well as controlling the animal.

In general, an assistance animal is an animal that does work, performs tasks, assists, and/or provides therapeutic emotional support for an individual with a disability. Previously, HUD did not distinguish between a service animal and a support animal. Under the Assistance Animal Notice, however, HUD now makes such a distinction. Accordingly, the Notice specifies that there are two types of assistance animals: (1) service animals and (2) support animals.

Consistent with the Americans with Disabilities Act (the “ADA”), a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. In other words, only a dog may qualify as a service animal – as long as it also meets the other criteria, i.e., it is individually trained to do work or perform tasks for the benefit of an individual with a disability, other than provide emotional support.

A support animal, on the other hand, is any other animal that does work, performs tasks, provides assistance, and/or provides therapeutic emotional support for an individual with a disability. There is no requirement that a support animal be trained. It may be either trained or untrained. Therefore, even though a dog may not qualify as a service animal, it may still qualify as a support animal.

The first part of the Notice discusses assessing a request for an assistance animal and attempts to provide guidance on how a provider may make such an assessment. The second section discusses the process of documenting an individual’s need for an assistance animal.

Assessing a Request for an Assistance Animal

Whether an individual seeks to have a service animal or a support animal, there must be a request for the assistance animal. Although HUD only discusses the manner in which a request may be made in the context of a request for a support animal, HUD’s comments would seem applicable without regard to whether an individual seeks to have a service animal or a support animal. In short, according to HUD, a request may be made orally or in writing. A request may be made by the individual who wants the animal or by someone else on behalf of the individual seeking to have the animal. In addition, there is no requirement to use specific words or phrases (e.g., “reasonable accommodation,” “assistance animal,” etc.). The request may be made either before or after the individual has brought the animal into his or her unit.

Unfortunately, HUD’s guidance for assessing a request for an assistance animal is a bit confusing and, therefore, difficult to follow. Below, I try to summarize more clearly what the Notice says.

Assessing a Request for a Service Animal

As previously noted, only dogs may qualify as a service animal. Therefore, if the animal which an individual seeks to have treated as a service animal rather than as a pet is not a dog, the animal cannot qualify as a service dog no matter what individual training it may have. However, the animal may still possibly qualify as a support animal.

On the other hand, if the animal in question is a dog, the next question is whether the dog’s training is readily apparent. “Readily apparent” means that the dog is observed performing certain tasks (e.g., guiding an individual who is blind or has low vision; pulling a wheelchair; providing assistance with stability or balance to an individual with an observable mobility impairment). If the dog’s training is readily apparent, the inquiry ends.

If the dog's training is not readily apparent, the housing provider may make the following inquiries: (1) whether the dog is required because of a disability and, if the answer is yes, (2) whether the dog has been trained to do specific work or perform specific tasks for the benefit of the person's disability. If the answer to the first question is yes and the individual identifies one or more specific tasks for which the dog has been trained to perform, the request must be granted.

It is important to keep in mind, though, that the housing provider may not inquire into, or require specific information regarding, the nature or extent of an individual's particular disability. Nor may the provider ask for, or require, proof of training.

Assessing a Request for a Support Animal

Once a request for a support animal has been made, the first question is whether the individual requesting the assistance animal is, in fact, an individual with a disability. If the requestor has an observable disability, e.g., a disability which is clearly visible, or obvious, such as a seeing impairment, hearing impairment, physical or mobility impairment, or, perhaps, certain neurological or mental impairments, then no further information or documentation regarding the existence of the disability is necessary. However, the housing provider must still determine whether there is a nexus, or relationship, between the individual's disability and the individual's need for the requested support animal.

If the requestor's disability is not observable, or obvious, the housing provider may request information that verifies that the person seeking the accommodation has a disability. If no such information is obtained or provided, the request may be denied. If sufficient verification of the existence of a disability is obtained or provided, the provider, again, must determine whether there is a nexus between the individual's disability and the need for the requested animal.

Documenting the Need for an Assistance Animal

Documentation, or verification, regarding the need for an assistance animal should be provided by a licensed health-care professional, e.g., a physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, or nurse. The health-care professional should have a personal relationship with the individual requesting the assistance animal and have personal knowledge of that individual. According to HUD, personal knowledge refers to "knowledge used to diagnose, advise, counsel, treat, or provide health care or other disability-related services to their patient/client."

HUD states explicitly that, generally, documentation obtained from the internet is not sufficient to meet the requirements for verifying the existence of a disability and/or a disability-related need for an assistance animal. Again, the goal is to obtain legitimate, reliable information from a licensed health-care professional who has a personal relationship with the individual making the request and who, therefore, has the requisite personal knowledge to make the necessary type of assessment.

In terms of the type of information a housing provider may seek or expect to receive, the Notice lists the following:

- The requestor's/patient's name;
- Whether the health-care professional has a professional/personal relationship with the requestor;
- Whether the requestor has a physical or mental impairment that substantially limits one or more major life activities; and
- Whether the requestor needs the animal(s) because the animal (i) does work, provides assistance, or performs at least one task that benefits the requestor because of the requestor's disability or (ii) provides therapeutic emotional support to alleviate a symptom or effect of the requestor's disability.

In the event the animal that the requestor seeks to have as an assistance animal is not a common household pet or animal, i.e., a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal traditionally kept in the home for pleasure, the requestor will have a substantial burden to demonstrate a disability-related therapeutic need for the specific animal or specific type of animal being requested. Such animals are referred to as unique, uncommon animals in the Notice.

Unique animals include reptiles (other than turtles), barnyard animals, monkeys, kangaroos, and other non-domesticated animals. The type of information that should be provided by the health-care professional who is verifying that the requestor is disabled and has a disability-related need for the requested unique animal may include:

- The date of the last consultation with the requestor/patient;
- Disclosure of any unique circumstances justifying the need for a particular type of unique animal (e.g., the animal is trained to do work or perform tasks that cannot be performed by a dog; allergies prevent the disabled person from using a dog; and/or without the particular animal, the symptoms or effects of the individual's disability will be significantly increased); and
- Whether the health-care professional has reliable information about the specific animal and/or whether the health-care professional recommended the particular animal or type of animal.

In the Notice, HUD states that a housing provider may not require a health-care professional to use a particular form. Nor, according to HUD, may the housing provider require a health-care professional to provide notarized statements or to make statements under penalty of perjury. However, other than some references to the Joint Statement of the Department of Housing and Urban Development and the Department of Justice, Reasonable Accommodations Under the Fair Housing Act (the "Joint Statement"), which was issued in

2004, HUD cites no specific authority or basis for these proscriptions. In addition, HUD explicitly declares that neither the Notice nor the Joint Statement have the force or effect of law and are not intended to bind the public in any way. Therefore, a failure to adhere to such guidance does not necessarily constitute a violation of the FHA or its corresponding regulations.

2. APPROVAL:

All assistance animals must be registered with the Housing Authority. Residents must have the prior approval of the Housing Authority by signing a copy of this policy before moving an assistance animal into their unit.

3. PET DEPOSIT:

An assistance animal does not require any deposit.

4. INOCULATIONS:

All animals must be spayed and or neutered with certification of the procedure provided to MHA from a licensed veterinarian. All assistance animals are to be licensed yearly with the City of Mexico (Clerk's Office) and residents must provide MHA with yearly proof of veterinary shots required for proper licensing.

5. GENERAL CONDITIONS:

- A. All assistance animals shall remain inside the apartment unless on a leash and directly controlled by the owner or his representative. No will chain will be allowed on property, if maintenance or management comes across any chain or tie out it will be removed immediately.
- B. Residents shall take adequate precautions to maintain the unit in a sanitary condition at all times and eliminate any animal odors within or around the unit.. Residents are responsible for proper disposing of all pet waste. Proper disposal means placing waste in garbage bags or other sealable containers and having the materials removed with the weekly trash pickup. The animal owner shall provide and properly maintain litter boxes for cat waste. Cat litter shall not be flushed down the sewer system.
- C. Residents shall not permit any disturbances by their assistant animal which would interfere with the peaceful enjoyment of other residents; whether by loud or continuous barking, howling, biting, scratching, chirping, or other activities of disturbance.
- D. Residents who violate these rules are subject to:
 - 1. The removal of the assistance animal from the unit within 14 days of notice,
and/or
 - 2. Eviction

- E. Residents shall notify the Housing Authority of the address and telephone number of the custodian for animals during extended absences from the unit.

The privilege of assistance animal ownership may be revoked at any time subject to the Housing Authority's Grievance Procedure if the animal becomes destructive, a nuisance, or safety hazard to other residents, or if the animal owner fails to comply with all of the requirements of this policy/agreement.

Please list Assistance Animal.:

1. **Breed** _____ **Male** ☐ **Neutered** Yes ☐ No ☐ **Female** ☐ **Spayed** Yes ☐ No ☐

2. **Breed** _____ **Male** ☐ **Neutered** Yes ☐ No ☐ **Female** ☐ **Spayed** Yes ☐ No ☐

I have read and fully understand the above policy/regulations regarding assistance animals and agree to comply with the terms and conditions contained therein.

_____ date _____
Head of Household

MEXICO HOUSING AUTHORITY
PET POLICY
November 2020

1. INTRODUCTION:

It is the intent of the Mexico Housing Authority to comply with the US Department of Housing and Urban Development (HUD) rules and regulations regarding pets in Public Housing. Therefore, the following rules have been established to govern the ownership and care of pets in and on properties owned and operated by the Housing Authority of the City of Mexico, MO.

Residents of the Mexico Housing Authority (MHA) are permitted to have one (1) domesticated pet provided the following rules are observed Mexico Housing Authority will allow only a common household and domesticated pet such as a dog, cat, bird, rodent (including a rabbit), fish in an aquarium, or a turtle in the housing unit. No visiting pet is allowed to reside in any unit for any given time.

2. EXCLUSIONS:

Common household pets do not include reptiles except turtles. If this definition conflicts with state or local law or regulation, the state, local law or regulation shall govern.

This policy does not apply to animals that are used to assist persons with disabilities. Please reference the MHA Assistance Animal Policy. Assistive animals are allowed with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe and sanitary manner, to refrain from disturbing their neighbors, and to maintain the health and safety of their pet(s). Therefore, a person with a disability may keep a service or support animal that is needed as a reasonable accommodation for his or her disability. A reasonable accommodation can be requested by completing and submitting a Request for Reasonable Accommodation form to the Housing Authority. The Housing Authority may verify the classification of service or support animal in order to grant an exemption under this policy.

3. APPROVAL:

All domesticated pets must be registered with the Housing Authority. Residents must obtain prior approval of the Housing Authority by signing a copy of this policy before moving a pet into their unit.

4. PET DEPOSIT:

A refundable pet deposit of \$100.00 for the domesticated pet is required at the time of registering the pet with Mexico Housing Authority. The deposit or unused portion will be refunded to the tenant within a reasonable time frame after the pet or family vacate the unit, and associated pet damages have been assessed. Should the Housing Authority determine that the pet deposit does not cover excessive damage further charges may apply.

5. TYPES AND NUMBER OF PETS ALLOWED:

A maximum number of one (1) domesticated pet is allowed in any unit. Domesticated pets are defined as dogs, cats, guinea pigs, caged birds, and fish aquariums no larger than twenty (20) gallons. No pet may exceed twenty (20) pounds in weight. No exotic animal or reptile shall be allowed. No vicious or intimidating pet including but not limited to Rottweiler, Chow, Pit Bull, Doberman, Pinscher, German Shepherd, or as determined by the Executive Director.

6. INOCULATIONS.

All cats and dogs must be spayed and or neutered with certification of the procedure provided to MHA from a licensed veterinarian. All pets are to be licensed and meet The City of Mexico Code Chapter 3, Animals. Animal Care and Control, yearly with the City of Mexico (Clerk's Office) and residents must provide MHA with yearly proof of veterinary shots required for proper licensing.

7. GENERAL CONDITIONS:

- A. All residents must provide proper and adequate water, food, and shelter for their pet. No pet may be kept in violation of state or local humane, or health laws. The Housing Authority reserves the express right to enter the resident's unit to check the well-being and / or remove the pet if there is a good cause or reason to do so. MHA also reserves the right to enter and remove the pet and transfer it to the proper authorities subject to the provisions of Missouri State law and / or local ordinances without prior notice.
- B. The pet shall remain inside the apartment unless on a leash and directly controlled by the owner or his representative. The pet must be with owner when outdoors on a leash or chain. The chain must be removed from the lawn area after each use.
- C. Residents shall take adequate precautions to maintain the unit in a sanitary condition at all times and eliminate any pet odors within or around the unit. Pet owners are not allowed to let pet droppings and waste accumulate. Residents are responsible for proper disposing of all pet waste. Proper disposal means placing waste in garbage bags or other sealable containers and having the materials removed with the weekly trash pickup. The pet owner shall provide and properly maintain litter boxes for cat waste. Cat litter shall not be flushed down the sewer system. In the event that maintenance staff has to remove pet waste, the pet owner shall be charged \$40.00 without any prior notice.
- D. Residents shall not permit any disturbances by their pet, which would interfere with the peaceful enjoyment of other residents; whether by loud or continuous barking, howling, biting, scratching, chirping, or other activities of disturbance.
- E. Residents are responsible for all damages including the cost of fumigation caused by their pet.
- F. Residents are prohibited from feeding stray animals. The feeding of stray animals shall constitute having a pet without permission.

G. Residents who violate these rules are subject to:

1. The removal of the pet from the unit within 14 days of notice,
and/or
2. Eviction

H. Residents shall notify the Housing Authority of the address and telephone number of the custodian for the pet during extended absences from the unit.

The privilege of pet ownership may be revoked at any time subject to the Housing Authority's Grievance Procedure if the animal becomes destructive, a nuisance or safety hazard to other residents, or if the pet owner fails to comply with all of the requirements of this policy/agreement.

Please list household pet: Number of Pets _____

1. Breed _____ Male ☐ Neutered Yes ☐ No ☐ Female ☐ Spayed Yes ☐ No ☐
MHA
Permit
Weight _____ Number _____ City Tag _____ Yes _____ No _____

I have read and fully understand the above policy/regulations regarding pets and agree to comply with the terms and conditions contained therein.

Head of Household Signature

Date

Spouse or Co-Head Signature

Date

Mexico Housing Authority Signature

Date

_____ I certify that I have read the MHA Pet Policy

_____ I certify that I have read the MHA Pet Policy and my Household has no Pet.

_____ I certify that I have request for an assistant animal that provides services or support.



MEXICO HOUSING AUTHORITY



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Board Resolution 2940

RESOLUTION of Acceptance of the Cares Act Fund Expenditure 2020 Public Housing and Housing Choice Voucher Programs

WHEREAS, U.S. Department of Housing and Urban Development (HUD) has guidance and additional flexibility to states and units of local government who are utilizing their existing federal disaster recovery funds to support low- and moderate-income persons and vulnerable populations during the coronavirus outbreak. the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) received these funds, and

WHEREAS, HUD wants to support the need to take full advantage of the CARES Act funding and to facilitate use of these funds on a timely basis. Our primary goals continue to be providing access to safe, decent, and affordable housing for those who need it, while at the same time providing you the resources necessary to ensure that our employees remain safe, and

WHEREAS, actual expenditure of Cares Act Funds offers significant spending flexibility during these unprecedented times. Similarly, the Act offered us flexibility for spending HCV administrative fees, both those provided by the Act and through the regular FY 20 Housing Choice Voucher Program appropriations. Eligible costs include activities: (1) to support or maintain the health and safety of assisted individuals and families during this crisis; (2) to retain and support participating owners; and (3) to pay for routine administrative expenses associated with the HCV program, 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 20th day of October, 2020, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners accepted the expenditure of the Cares Act Funds, 2020.

Passed on 20th day of October 2020.

Denise Harrington, Board Chair

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

COVID-19 Expense \$117,448 Rec'd

May-20

Purchase Date	Item purchased	Vendor	Amount	GL	Check #	Check date	Pulled from ELOCCS
5/8/2020	Aaron Hargus Payroll 8 hrs @ \$12.00 hour	Payroll	\$ 96.00	w/payroll			X
4/22/2020 & 4/23/2020	Thermometers and facemasks	Commerce Bank	\$ 330.36	2020-19	64726	5/21/2020	X
5/14/2020	Latex Gloves	Staples	\$ 27.64	2020-19	64722	5/19/2020	X
5/1/2020	Petty Cash for Covid Supplies	Petty Cash	\$ 200.00		64684	5/1/2020	X
5/16/2020	Lawnmower	Moridge Manufacturing	\$ 11,650.00	2020-19	64695	5/14/2020	X

TOTAL

\$12,304.00

Current balance remaining

\$105,144.00

COVID-19 Expense

Public Housing \$117,448.00

Jun-20

Purchase Date	Item purchased	Vendor	Amount	GL	Check #	Check date	Pulled from ELOCCS
5/22/2020	computer installation	IMS	\$ 156.25	91900020		6/12/2020	X
6/3/2020	computer installation	IMS	\$ 62.50	91900020		6/12/2020	X
6/1/2020	network cable installation	May Communications	\$ 105.00	91900020		6/12/2020	X
5/8/2020	laptop	commerce bank (walmart.com)	\$ 166.24	202019		6/12/2020	X
5/8/2020	laptop	commerce bank (walmart.com)	\$ 166.64	202019		6/12/2020	X
5/10/2020	laptop	commerce bank (walmart.com)	\$ 166.64	202019		6/12/2020	X
5/16/2020	2 computers, printer, mouse, speakers	commerce bank (walmart.com)	\$ 1,058.68	202019		6/12/2020	X
6/4/2020	monitor	commerce bank (walmart.com)	\$ 51.53	202019		6/12/2020	X
6/5/2020	fans	commerce bank (walmart.com)	\$ 34.26	202019		6/12/2020	X
5/16/2020	masks	commerce bank (amazon.com)	\$ 75.90	202019		6/12/2020	X
5/30/2020	cleaning/sanitizing supplies	commerce bank (wal-mart)	\$ 163.85	202019		6/12/2020	X
5/31/2020	thermometer	commerce bank (walgreens)	\$ 53.98	202019		6/12/2020	X
5/31/2020	masks and cleaning supplies/tenant items	commerce bank (wal-mart)	\$ 133.61	202019		6/12/2020	X
			\$ 2,395.08				
			\$102,748.92				

Remaining Balance/PH

Section 8 \$15,652.00

Date	items purchased	Vendor	Amount	\$8 GL	check date
5/22/2020	computer installation	IMS	\$ 156.25	2119	6/12/2020 paid with PH account
6/3/2020	computer installation	IMS	\$ 62.50	2119	6/12/2020 paid with PH account
6/1/2020	network cable installation	May communications	\$ 105.00	2119	6/12/2020 paid with PH account
5/8/2020	laptop	commerce bank (walmart.com)	\$ 166.24	2119	6/12/2020 paid with PH account
5/8/2020	laptop	commerce bank (walmart.com)	\$ 166.64	2119	6/12/2020 paid with PH account
5/10/2020	laptop	commerce bank (walmart.com)	\$ 166.64	2119	6/12/2020 paid with PH account
5/16/2020	2 computers, printer, mouse, speakers	commerce bank (walmart.com)	\$ 1,058.68	2119	6/12/2020 paid with PH account
6/4/2020	monitor	commerce bank (walmart.com)	\$ 51.53	2119	6/12/2020 paid with PH account
6/5/2020	fans	commerce bank (walmart.com)	\$ 34.26	2119	6/12/2020 paid with PH account
			\$ 1,967.74		
			\$13,684.26		

Remaining Balance

Public Housing July 2020

Item purchased

cleaning supplies for office

Rec'd from HUD \$117,448.00
Public Housing

Vendor

Walmart CC
Sound Solutions
Lacrosse Lumber
IMS

Amount

GL

\$	40.14	2020-19
\$	2,140.00	2020-19
\$	31.73	94200
\$	16,761.68	91600020
\$	18,973.55	

Balance Remaining

\$83,775.37

Section 8

items purchased

Postage for COVID info

Section 8

Rec'd from HUD \$15652.00

Vendor

Purchase Power

Amount

S8 GL

\$265.50

Balance Remaining

\$13,418.76

Public Housing August 2020

Item purchased

cleaning supplies for office

Rec'd from HUD \$117,448.00

Public Housing

Vendor

Sound Solutions
Commerce Bank/Otterbox
424North Customs
IMS

Balance Carry Over \$83,775.37

Amount **GL** **Check #** **Check date** **Pulled from ELOCCS**

\$	2,140.00	91900020		8/1/2020	x
\$	74.92	2020-19			x
\$	140.00	2020-19		8/24/2020	x
\$	474.46	2020-19		8/24/2020	

\$ 2,829.38

Balance \$80,945.99

Section 8

Rec'd from HUD \$15652.00

Vendor

Received Additional funding

Section 8
items purchased

Postage for COVID info

Balance Carry Over \$13,418.76

Amount **S8 GL** **Check #** **check date**

\$19,805.00

Balance \$33,223.76

Public Housing September 2020 Rec'd from HUD \$117,448.00

Balance Carry Over \$80,945.99

Public Housing

Item purchased

Vendor

Pulled from ELOCCS

cleaning supplies for office

Walmart/commerce bank cc

IMS

Apple Store/Commerce bank cc

Amazon/commerce bank cc

Amount

GL

Check #

Check date

\$38.92

2,590.30

2,498.27

276.98

2020-19

2020-19

2020-19

2020-19

9/17/2020

9/1/2020

9/17/2020

9/17/2020

Balance \$75,541.52

Section 8

Section 8

items purchased

Vendor

Balance Carry Over \$33,223.76

Amount

S8 GL

Check #

check date

IMS

Pearl Motor Company

\$

2,590.30

\$12,691.00

1475.74

9/30/2020

Balance \$17942.46

Public Housing October 2020

Item purchased

cleaning supplies for office

Rec'd from HUD \$117,448.00
Public Housing

Vendor
Henderson Implement

Balance Carry Over \$75,541.52

\$	Amount	GL	Check #	Check date	Pulled from ELOCCS
	28,225.00	2020-19	64932	10/7/2020	x

Balance \$

Section 8

Section 8 items purchased

Postage for COVID info

Vendor

Balance Carry Over \$17,942.46
Amount

\$8 GL Check # check date

Balance \$



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. 2941

RESOLUTION APPROVING AMENDMENT OF BY-LAWS

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for administration and management of public housing through the Performance Funding System (PFS), Section 8 Housing Assistance Program, and certain other federally funded grant programs, and

WHEREAS, the original by-laws was established in 1958, and

WHEREAS, numerous amendments with resolutions has been made by certain Article and Section number, and

WHEREAS, re-wrote as Amended By-laws to bring all Articles and Sections to current standards, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners 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 Amended By-Laws of the Housing Authority of Mexico to current standards, as herein presented.

Passed this 20th day of October 2020.

Denise Harrington, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

BY-LAWS AMENDMENT OF THE HOUSING AUTHORITY OF THE CITY OF MEXICO, MISSOURI

November 2020

ARTICLE I-THE AUTHORITY

- Section 1. **Name of Authority**
The name of the Authority shall be the “Housing Authority of the City of Mexico, Missouri”.
- Section 2. **Purpose**
The purpose of the Housing Authority of Mexico is to serve and empower people of Mexico, MO needing assistance in obtaining decent, safe, sanitary and affordable housing through a proactive administration of programs and funds in cooperation with other public and private agencies dedicated to the improvement of housing and human development.
- Section 3. **Office of Authority**
The main office of the Authority will be at such address of 828 Garfield, Mexico, MO 65265. Other offices of the Authority shall be at such place in the City of Mexico, State of Missouri as the Authority may designate from time to time by resolution.

ARTICLE II-BOARD OF COMMISSIONERS

- Section 1. **General Powers**
The business and affairs of the Authority shall be managed by a Board of five (5) commissioners, one of which shall be a tenant of the housing authority, which shall exercise all of the powers of the Authority as are directed and authorized by law and these by-laws.
- Section 2. **Terms of Office**
As stated in Missouri Revised Statutes, Chapter 99, Municipal Housing, 99.050. The mayor shall appoint five persons who shall be taxpayers who have resided in the said city for one year prior to such appointment as commissioners of the authority created for said city. Thereafter commissioners shall be appointed as aforesaid for a term of office of four years except that all vacancies shall be filled for the unexpired term. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner. A commissioner shall receive no compensation for his services for the authority, in any capacity, but he/she shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. When the office of the chairman of the authority of thereafter becomes vacant, the

authority shall select a chairman from among its commissioners. An authority shall select from among its commissioners a vice chairman, and it may employ a secretary (who shall be executive director), technical experts and such other officers, agents and employees, permanent and temporary, as it may require, and shall determine their qualification, duties and compensation. The housing authority tenant commissioner shall be an elective member of the commission, in addition to being the tenant in good standing of the housing authority, shall possess the other qualifications required for the office by the provisions of sections 99.010 to 99.230 of the Missouri Statutes, Chapter 99, Municipal housing. No commissioner may serve more than two consecutive full terms on the board. This term limitation shall not apply if there are no other qualified applicants and the remaining board agrees to another term. After a commissioner has served two consecutive terms, that person may be reappointed to that board after the expiration of one full calendar year from the conclusion of those two terms.

ARTICLE III – OFFICERS

Section 1. Officers

The officers of the Authority shall be a Chairperson, a Vice-Chairman, and a Secretary. That being a five (5) commissioners and one (1) Secretary being the Executive Director. Officers of the Board should be trained within six (6) months of appointment and every two (2) years during their term.

Section 2. Chairman

The Chairman shall preside at all meetings, and she/he shall be responsible for assuring the terms and conditions of the by-laws and/or addendums are carried out. The Chairman along with the Secretary is responsible for the Meeting Agenda. The Chairman shall countersign all necessary orders and checks. At each meeting the Chairman shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority. Checks requires two signatures, one of a board members as instructed and the Executive Director. The Chairperson shall assure that all actions taken by the Authority at meetings adhere to appropriate State Laws to the best of his/her ability. The Chairman is the spokesperson for the Board of Commissioners. The Chairperson shall be authorized to execute any contracts, bonds, deeds, mortgages or other instruments which the Board of Commissioners has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Commissioners or by these by-laws or by statute to some other officer or agent of the Authority. The chairperson shall perform such other duties as may be prescribed by the Board of Commissioners from time to time.

Section 3.

Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman. In case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

Section 4.

Secretary

The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority. He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all current duties incident to his/her office. He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Authority. Checks requires two signatures, one of a board members as instructed and the Executive Director. He/she shall show necessary expenditure, financial and occupancy reports at each regular meeting. He/she shall be charged with the management of the Authority. The compensation of the Secretary shall be determined by the Board of Commissioners on an annual basis.

The Assistant and/or his/her designee to the Executive Director shall perform the duties of the Executive Director in the absence or incapacity of the Director. In case of the resignation or death of the Executive Director, the Assistant shall perform such duties as are imposed on the Executive Director until such time as the Board of Commissioners shall select a new Executive Director.

Section 5.

Additional Duties

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, by-laws, sunshine law, or rules and regulations of the Authority.

Section 6.

Election or Appointment

The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the commissioner of the authority and shall hold office for one year or until their successors are elected and qualified. Elections will take place annually during the regular meeting of March for each fiscal year beginning April. The Secretary will preside over this meeting only for the purpose of election of officers.

Section 7. **Vacancies**

Any commissioner may resign at any time by giving written notice to the Chairperson. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Should the office of Chairman or Vice-Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Assistant or he/she designee to the Executive Director shall be appointed until such vacancy is filled. If a vacancy occurs on the board, the Mayor shall appoint a new member to serve the balance of the unexpired term. A certificate is required from the MHA board to the City Clerk of its recommendation to fill vacancy.

Section 8. **Additional Personnel**

The Authority may from time to time employ such Personnel as it deems necessary to exercise its powers, duties and functions as prescribed by The Housing Authorities Law of Missouri and all other Laws of the State of Missouri applicable thereto. The selection and compensation of such personnel shall be determined by the Executive Director (Secretary) and the Secretary (Executive Director) shall be determined by the Board of Commissioners subject to the laws of the State of Missouri.

ARTICLE IV-MEETINGS

Section 1. **Regular Meeting**

The Commissioners of the Housing Authority of the City of Mexico, Missouri, shall hold regular meetings, including by telecommunications, at 2:00 p.m. on the 3rd Tuesday of each month at the City of Mexico Housing Authority 828 Garfield Ave, Mexico, MO 65265. Monthly agenda will be posted 24 hours prior to the meeting at its building location. (excluding weekends and holidays) Upon commissioners' approval and legitimate reasons, meeting time and place can occasionally be changed temporarily, however, it must state in the agenda.

Section 2. **Annual Meeting**

The Annual meeting of the Board of Commissioners shall be held on the third Tuesday of March at the City of Mexico Housing Authority 828 Garfield Ave, Mexico, MO 65265.

Section 3. **Special Meetings**

The Chairman or the Executive Director of the Authority may, when deems it expedient, shall call a special meeting of the Authority for the purpose of transacting any business designated in the agenda. Special or emergency Board meetings may be called by providing at least

24 hours' notice to Board Members, with notification made by phone call or email. Meeting notices and agenda shall be posted to the MHA website and at MHA Administration Office. At such special meeting, including by telecommunication, no business shall be considered other than as designated in the agenda, but if quorum is present any and all business may be transacted at such special meeting.

Section 4. **Notices of the Meetings**

According to Missouri Revised Statutes Section 610.020, all public government bodies shall give notice of the time, date, and place of each meeting, and its tentative agenda. The notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. Notice conforming with all of the requirements of this section shall be given at least twenty-four hours, exclusive of weekends and Holidays when the facility is closed, prior to the commencement of any meeting of a governmental body unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonable possible shall be given. When it is necessary to hold a meeting on less than twenty-four hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonable convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

Section 5. **Quorum**

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, including by telecommunication, action may be taken by the Authority upon a vote of a majority of the Commissioners.

Section 6. **Open/Closed Meetings Act**

The Board of Commissioners will follow all applicable state and federal statutes regarding the holding of open and closed meetings. The provisions of Missouri Statutes 99, Chapter 610.021 of the Closed Meeting procedure and limitation—public records presumed open unless exempt—objections to closing meetings or records, procedure will govern all actions by the Board of Commissioners.

Section 7. **Operating Rules/Voting/Minutes**

Robert's Rules of Parliamentary Procedures shall be the guide for conducting all meetings of the Board. The Board will also follow all applicable state and federal statutes as well as the provisions of the Open Meetings Act. The voting on all questions coming before the Board shall

be by roll call with the yea's and nay's entered upon the minutes of the meeting. The recording of all open meetings of the Board shall be kept in accordance with applicable requirements. The minutes shall be written so as to minimally include:

1. The date, time and place of the meeting
2. The members of the Board of commissioners recorded as either present, or absent and late arrival
3. A brief general description of the discussion(s),
4. A formal record of the motions and record of votes taken in regards to topics/resolutions.

Section 8. **Resignation and Absence**

A commissioner may resign by giving written notice to the Chairperson. A commissioner will be considered to have resigned if he or she has three (3) consecutive absences from regularly scheduled meetings without cause. Prior notification to the Authority is required for cause.

Section 9. **Meeting by Conference, Telephone or Telecommunications**

Board meetings may be conducted by any means of communication whereby all persons participating in the meeting can simultaneously hear each other and fully participate. Participation in such a meeting applies as in attendance for that meeting.

ARTICLE V-ORDER OF MEETINGS

Section 1. **Order of Business**

At the regular and/or special meeting of the Authority the following
Shall be the order of business:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment (limited to three (3) minutes each)
5. Approval of minutes from the previous meeting or meetings
6. Approval of Consent Agenda (if applicable)
7. Report of the Executive Director
8. Unfinished Business
9. New Business
10. Other Business
11. Closed Meeting, (if applicable)
12. Adjournment

Section 2. **Resolutions**

Shall be typed, signed by appropriate officers and held in a resolution binder and electronic file of the Authority. All copies from the monthly

board books of the Secretary shall be placed in a board book of the Authority.

Section 3. **Manner of Voting**

The voting on all questions coming before the Housing Authority shall be by roll call and the yeas and nays shall be entered upon the minutes of such meeting or listed as board approved in all yeas.

ARTICLE VI – AMENDMENTS and OTHER PROVISIONS

Section 1. **Amendments to By-Laws**

The by-laws of the Authority shall be amended only with the approval of at least three of the members (which is a Quorum) of the Authority at a regular or a special meeting. The By-Laws will be reviewed annually and preferably at the Annual Meeting.

Section 2. **Committees**

The Chairperson of the Board shall have the authority to appoint such committees, which, in his/her discretion, are deemed necessary or appropriate to further the best interest of the Housing Authority of Mexico, MO. There shall be no limit as to the number or makeup of said committees. At least one (1) member of the Board of Commissioners shall serve on each such committee.

Section 3. **Conflict of Interest**

The purpose of this section is to eliminate a conflict of interest or the appearance of a conflict of interest by a commissioner.

1. No employee of the Housing Authority shall be an immediate family member, live in or other close familial status of a commissioner or appointing official(s), unless family member is an employee prior to the commissioner or appointing official takes office. In such instances, the commissioner shall abstain from taking any action relating to the family member(s). The term “immediate family member” shall mean spouse, parent, child, brother, sister, father-in-law, mother-in-law, grandparent, and child, brother-in-law or sister-in-law.

2. If a commissioner has a conflict of interest, real or apparent, based on his/her relationship or the relationship of his/her immediate family member, in a contract or program, financial or otherwise, she/he shall abstain from any discussion and vote concerning the contract or program.

3. No commissioner may ask any employee to perform work or other activities unless it is directly related to his/her duties during official work time, including overtime and comp time and has approval of the Executive Director.

4. No commissioner may use vehicles, materials, tools, equipment or other items, owned, leased, or rented by the organization for personal use.
5. The resident commissioner has no other duties or responsibilities and shall not represent any other resident, resident organization or other organization.
6. Avoid the appearance of conflicts of interest.
7. Preventing conflicts of interest as defined in the state law and the ACC.

ARTICLE VI I – INDEMNIFICATION OF COMMISSIONERS AND OFFICERS

The Authority shall indemnify any commissioner or officer, or former commissioner or officer, of the Authority against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement or incurred in connection with the defense or settlement of any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, to which the commissioner or officer was or is a party or is threatened to be made a party by reason of the fact that he is or was such a commissioner or officer, to the extent that any such expenses or amounts were actually and reasonably incurred, provided:

- (a) that he/she acted in good faith in what he/she reasonably believed to be in or not opposed to the best interests of the Authority; and
- (b) that, in any matter the subject of a criminal action, suit, or proceeding, he/she had no reasonable cause to believe that his/her conduct was unlawful.

The determination as to (a) and (b) above shall be made (i) by the Board of Commissioners by a majority vote of a quorum consisting of commissioners who were not and are not parties to or threatened with any such action, suit or proceeding, or any other action, suit or proceeding arising from the same or similar operative facts; or (ii) if such quorum is not obtainable, or even if obtainable if a majority of such quorum of disinterested commissioners so directs, in a written opinion by independent legal counsel; or (iii) by a court of competent jurisdiction in which the action, suit or proceeding was brought.

Notwithstanding the foregoing, in any action by or in the right of the Authority, no indemnification shall be made in respect of any claim, issue or matter as to which such present or former commissioner or officer shall have been adjudged to be liable for negligence or misconduct in the performance of his/her duty to the Authority unless, and only to the extent that, a court of competent jurisdiction in which the action or suit was brought shall determine, in addition to the determinations made above, upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such present or former commissioner or officer is fairly and reasonably entitled to indemnity for such expense as the court shall deem proper.