

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

TENATIVE AGENDA REGULAR MEETING MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265 Scheduled for Tuesday, July 21, 2015 at 3:30pm

- 1. Call to order by Chairperson Rita Jackson**
- 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 for: June 16, 2015**
- 6. Approval of Consent Agenda**

None

7. Executive Director's Report

- a. Financial Reports
- b. Section 8 Report
- c. Public Housing Report
- d. Contract/Capital Fund/Modernization Projects
- e. Maintenance Reports

8. Unfinished Business:

- Tabled Board Resolution 2812, Updated Senior Center Lease.
- Senior Center will do a presentation.

9. New Business:

Board Resolution 2812 Approving Updated Senior Center Lease, Board Resolution 2817 Approving Write Offs of Tenant Accounts Receivable, Board Resolution 2818 Amendment of By-Laws.

10. Other Business:

Copy of the Section 8 Management Assessment Program (SEMAP) Score 81%
Copy of the MHA Public Housing Newsletter August 2015

11. Executive Session/Closed Meeting:

None

12. Adjournment of Open Meeting:

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 Jennifer May, Program Assistant at (573) 581-2294, extension 222, 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 June 16th, 2015

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, June 16th, 2015 at 3:30 PM at the MHA Community Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner Rita Jackson presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on June 16th, 2015 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:30pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Dale Dowell
Commissioner Joyce Jackson late arrival
Commissioner Tad Dobyns
Commissioner Joella (Jo) Biggs

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
MHA Attorney	Jim Clampitt
ADM Representative	Paul Scheetz

3. Adoption of Agenda

R. Jackson requested a motion to adopt the Agenda for June 16th, 2015 for the Regular Meeting of the Mexico Housing Authority. Chairperson Rita Jackson requested a motion to adopt the revised agenda, Commissioner Dale Dowell made the motion and Commissioner Joyce Jackson seconded. All Commissioners voted "aye" and Chairperson Rita Jackson declared the motion approved.

4. Approval of regular meeting minutes for: May 19, 2015

Chairperson Rita Jackson called for a motion to approve the minutes from the open meeting of May 19, 2015, with the changes to Resolution 2816 in regards to street name Tyronn Lue

Boulevard not Avenue. A motion was made by Dale Dowell and second by Joyce Jackson. All Commissioners voted “aye” and Chairperson Rita Jackson declared the motion approved.

5. Comments from the public:

None

6. Executive Director’s Report

Financial Report

Executive Director presented her report which consisted of Financial Reports from Urlaub. The reports were reviewed and discussed, with no additions or corrections

Section 8

The Section 8 report was reviewed and discussed.

Public Housing

The Public Housing report was reviewed and discussed.

Capital Projects and Maintenance

The Capital fund projects and maintenance report were reviewed and discussed.

Chairperson Rita Jackson requested a motion to approve the Executive Director’s reports. A motion was made by Commissioner Tad Dobyns and seconded by Commissioner Joyce Jackson. All Commissioners voted “aye” and Chairperson Rita Jackson declared the motion carried.

7. Unfinished Business

~Tabled Board Resolution 2812, Updated senior Lease and presentation by Sally from the Senior Center to attend the July 2015 meeting.

8. New Business

Board Resolution 2814 Approving Repayment Agreement for the HCV funds back to Program Reserves Account

Chairperson Rita Jackson called for motion to approve as presented. A motion was made by Joyce Jackson and seconded by Dale Dowell. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	R. Jackson, D. Dowell, T. Dobyns, J. Jackson, J. Biggs
No:	None
Absent:	None

Board Resolution 2815 Approving Disposition Application for 600 and 700 block Bolivar

Chairperson Rita Jackson called for a motion to approve as presented. A motion was made by Tad Dobyns and seconded by Jo Biggs. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R. Jackson, J. Jackson, D. Dowell, T. Dobyns, Jo Biggs
No: None
Absent: None

Board Resolution 2816 Approving the Renaming of Walnut Street

Chairperson Rita Jackson called for motion to approve as presented. A motion was made by Dale Dowell and second by Joyce Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes: R. Jackson, D. Dowell, T. Dobyns, J. Jackson, J. Biggs
No: None
Absent: None

9. Other Business:

Correction Paul from ADM will speak in Closed Meeting.

The next meeting of the Mexico Housing Authority Board of Commissioners is tentatively scheduled for Tuesday, July 21, 2015 at 3:30 pm at the Community Center 828 Garfield, Mexico, MO 65265.

10. Executive Session/Closed Meeting

Call to order: The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) to meet in Closed Meeting session on June 16, 2015 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner & Board Chair Rita Jackson called the meeting to order at 3:59pm

Roll Call by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Rita Jackson
Commissioner Dale Dowell
Commissioner Joyce Jackson
Commissioner Tad Dobyns
Commissioner Joella (Jo) Biggs

Commissioners excused:

Others present:

Executive Director/Secretary Tammy Dreyer

Chairperson Rita Jackson requested a motion to adjourn the Closed Meeting, Commissioner Dale Dowell made the motion and Commissioner Jo Biggs seconded. The Closed Meeting session was adjourned at 4:10pm.

11. Adjournment:

Chairperson Rita Jackson requested a motion to adjourn the Open meeting, Commissioner Tad Dobyns made the motion and Commissioner Joyce Jackson seconded. The regular session meeting was adjourned at 4:11pm

ATTEST:

Rita Jackson, Chairperson

Tammy Dreyer, Executive Director

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 3 Months Ended 6/30/2015

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 27,110.00	\$ 84,271.00	\$ 306,170.00	\$ 221,899.00
Tenant revenue - other	1,701.03	6,098.29	12,170.00	6,071.71
HUD PHA operating grants	61,073.50	203,739.00	754,321.00	550,582.00
Investment income - unrestricted	20.08	52.21	1,860.00	1,807.79
Other revenue	103.87	747.20	14,500.00	13,752.80
Gain or loss on disposition of capital assets	0.00	81,564.07	0.00	(81,564.07)
Total Operating Revenues	<u>90,008.48</u>	<u>376,471.77</u>	<u>1,089,021.00</u>	<u>712,549.23</u>
Operating Expenses				
Administrative salaries	13,232.26	33,734.40	164,180.00	130,445.60
Auditing fees	0.00	0.00	5,540.00	5,540.00
Advertising and marketing	0.00	304.00	1,840.00	1,536.00
Employee benefits - administrative	5,769.74	16,674.46	64,780.00	48,105.54
Office expenses	1,958.81	4,210.71	30,000.00	25,789.29
Legal expenses	190.48	439.48	2,300.00	1,860.52
Travel	188.78	188.78	11,960.00	11,771.22
Other admin.	2,748.33	3,319.18	18,400.00	15,080.82
Total Administrative	<u>24,088.40</u>	<u>58,871.01</u>	<u>299,000.00</u>	<u>240,128.99</u>
Tenant services - other	191.74	404.40	6,000.00	5,595.60
Total Tenant Services	<u>191.74</u>	<u>404.40</u>	<u>6,000.00</u>	<u>5,595.60</u>
Water	5,932.90	10,386.85	70,400.00	60,013.15
Electricity	1,186.54	1,281.18	17,540.00	16,258.82
Gas	260.46	296.57	5,020.00	4,723.43
Sewer	6,956.95	14,602.30	110,920.00	96,317.70
Total Utilities	<u>14,336.85</u>	<u>26,566.90</u>	<u>203,880.00</u>	<u>177,313.10</u>
Maintenance labor	11,370.63	28,886.70	151,540.00	122,653.30
Maintenance materials	4,831.93	15,397.81	60,000.00	44,602.19
Maintenance contracts	7,952.65	13,643.75	81,410.00	67,766.25
Employee benefits - maintenance	4,443.54	12,679.07	87,540.00	74,860.93
Total Maintenance	<u>28,598.75</u>	<u>70,607.33</u>	<u>380,490.00</u>	<u>309,882.67</u>
Property insurance	4,670.46	14,011.30	59,000.00	44,988.70
Liability insurance	495.00	1,485.00	5,980.00	4,495.00
Workmen's compensation	680.19	2,518.51	11,040.00	8,521.49
All other insurance	552.58	1,657.74	6,670.00	5,012.26
Total Insurance	<u>6,398.23</u>	<u>19,672.55</u>	<u>82,690.00</u>	<u>63,017.45</u>
Compensated absences	0.00	0.00	17,500.00	17,500.00
Payments in lieu of taxes	0.00	0.00	10,230.00	10,230.00
Bad debt - tenant rents	0.00	0.00	10,300.00	10,300.00
Total General Expenses	<u>0.00</u>	<u>0.00</u>	<u>38,030.00</u>	<u>38,030.00</u>
Total Operating Expenses	<u>73,613.97</u>	<u>176,122.19</u>	<u>1,010,090.00</u>	<u>833,967.81</u>
Operating Income (Loss)	<u>16,394.51</u>	<u>200,349.58</u>	<u>78,931.00</u>	<u>(121,418.58)</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 3 Months Ended 6/30/2015

	Current Month	Year to Date	Budget	Variance
Other Financial Items				
Operating transfer in	0.00	0.00	(20,000.00)	(20,000.00)
Extraordinary maintenance	0.00	5,386.81	0.00	(5,386.81)
Replacement of equipment	0.00	0.00	0.00	0.00
Property betterments & additions	0.00	29,544.30	109,000.00	79,455.70
Total Other Financial Items	<u>0.00</u>	<u>34,931.11</u>	<u>89,000.00</u>	<u>54,068.89</u>
Net Income (Loss)	<u>\$ 16,394.51</u>	<u>\$ 165,418.47</u>	<u>\$ (10,069.00)</u>	<u>\$ (175,487.47)</u>

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Mexico Housing Authority
Income Statement-Section 8 Voucher

3 Months Ended 6/30/2015

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 18,673.00	\$ 207,171.77	\$ 225,844.77
Investment income - unrestricted	1.78	0.00	1.78
Fraud recovery	45.50	45.50	91.00
Other revenue	2,147.61	0.00	2,147.61
Total Operating Revenues	<u>20,867.89</u>	<u>207,217.27</u>	<u>228,085.16</u>
Operating Expenses			
Administrative salaries	5,727.80	0.00	5,727.80
Employee benefits - administrative	3,340.12	0.00	3,340.12
Office expenses	319.78	0.00	319.78
Travel	16.42	0.00	16.42
Other admin.	380.02	0.00	380.02
Total Administrative	<u>9,784.14</u>	<u>0.00</u>	<u>9,784.14</u>
Liability insurance	18.30	0.00	18.30
Workmen's compensation	239.79	0.00	239.79
All other insurance	119.70	0.00	119.70
Total Insurance	<u>377.79</u>	<u>0.00</u>	<u>377.79</u>
Housing assistance payments	0.00	156,514.00	156,514.00
HAP portability-in	2,046.00	0.00	2,046.00
Total Housing Assistance Payments	<u>2,046.00</u>	<u>156,514.00</u>	<u>158,560.00</u>
Total Operating Expenses	<u>12,207.93</u>	<u>156,514.00</u>	<u>168,721.93</u>
Operating Income (Loss)	<u>8,659.96</u>	<u>50,703.27</u>	<u>59,363.23</u>
Other Financial Items			
Replacement of equipment	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 8,659.96</u>	<u>\$ 50,703.27</u>	<u>\$ 59,363.23</u>

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**Mexico Housing Authority
Financial Analysis
06/30/15**

Low Rent 04/30/15 05/31/15 06/30/15 07/31/15 08/31/15 09/30/15 10/31/15 11/30/15 12/31/15 01/31/16 02/29/16 03/31/16

Balance Sheet

Cash-unrestricted	\$ 773,087.59	\$ 757,735.07	\$ 795,439.44									
Investments - unrestricted	871,497.24	871,497.24	871,497.24									
Tenant accounts receivable	3,281.05	5,534.78	7,068.56									

Income Statement

Net tenant rental revenue	29,590.00	27,571.00	27,110.00									
Operating expenses	26,957.71	75,550.51	73,613.97									
Operating income/loss (monthly)	166,996.13	(17,972.17)	16,394.51									
Operating income/loss (ytd)	166,996.13	149,023.96	165,418.47									
Units leased	209.00	209.00	208.00									
Occupancy rate	99%	99%	99%									
Average monthly rent	141.58	131.92	130.34									

Section 8

Balance Sheet

Cash-unrestricted	\$ 76,283.96	\$ 84,596.53	\$ 69,298.49									
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Income Statement

Housing assistance payments	53,226.00	52,287.00	51,001.00									
Operating expenses	2,889.06	4,193.78	3,079.09									
Operating income/loss (monthly)	49,065.00	3,898.79	6,399.44									
Operating income/loss (ytd)	49,065.00	52,963.79	59,363.23									
Units leased	143.00	142.00	139.00									
Average HAP cost (monthly)	372.21	368.22	366.91									

(5)

Housing Choice Voucher Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Vouchers	151	151	151									
Total Leased Vouchers	143	142	139									
Waiting List												
Average Monthly Funding Eligibility HAP	127	133	141									
Monthly HAP for current month	48,836	48,836	48,826									
Admin Fee Earned	53,226	52,287	51,001									
Admin Fee Expense	3,571	4,576	3761									
Tenant Protection												
Eligibility per ACC unit month	8	8	8									
Current Average ACC unit	323.42	323.42	323.42									
Port Ins	372.21	368.22	366.91									
Port Outs	1.00	1.00	1.00									
	0.00	0.00	0.00									

Public Housing Management Report FY 2015

	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
Occupancy Report												
Total Units	209	209	209									
Units Occupied End of Month	208	209	208									
Waiting List												
1 Bedroom	28	31	31									
2 Bedroom	22	25	30									
3 Bedroom	9	11	14									
4 Bedroom	13	13	12									
Handicap	11	11	11									
Rental Income												
Rent Charged	29590.00	27291.00	26661.00									
Rent Collected	27910.60	29333.05	27814.25									
Tenants Arrears	2676.05	3217.84	4704.41									
14-Day Notices	27.00	16.00	16.00									
PHAS Occupancy	99.50%	100.00%	99.50%									

MEXICO HOUSING AUTHORITY

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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

July 2015

Current Modernization Projects

1. Retaining wall on Christy just needs to be graded, it has been too wet to complete.
2. Exterior Paint on Bolivar, Liberty, Buchanan, Breckenridge, Boulevard, Wade, Holt, Hassen, Calhoun, Union, and Singleton has been postponed until July 15, 2015 start date.
3. Test unit on Garfield has been primed and painted to see if the product (Sherwin Williams made this specifically for glazed brick) has some durability.
4. We have received countertops for two units. We project to start this by the end of the month.
5. Maintenance has removed several overgrown trees, shrubs and vegetation on MHA property. This has been an ongoing project as weather permits.
6. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
7. Parking lot stripping has Hassen, Breckenridge, Buchanan, Singleton, and Wade.
8. Continuing efforts on grounds as in edging, vegetation control at concrete crack, seed and straw traffic areas.

Current Capital Fund

1. The contract on Hassen concrete has been delayed several times this season due to excessive rain. Estimated time to be complete is August 2015.
2. Landscaping on Hassen to begin as soon as the concrete is completed.
3. Grinding of sidewalks and driveways has been completed.

7

Housing Authority of the City of Mexico
 Monthly Report for Housing Authority Board
 6/1/2015 TO 6/30/2015

WORK ORDERS

Received	Processed
386	380

Routine Work Received	Avg. Completion Time Routine
176	11.762 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
0	0.000 Hrs.
All Other Work Received	Avg. Completion Time Other
210	29.127 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	21
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 6

W/O #	Work Order Date	Reason Not Complete
126786	06/05/2015	.
126904	06/11/2015	.
127060	06/26/2015	.
127100	06/29/2015	.
127082	06/29/2015	.
127088	06/30/2015	.

Work orders completed from prior months: 0

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:

Project:

Starting Date: 6/1/2015

Ending Date: 6/30/2015

Staff Generated Work Orders: False

MEXICO HOUSING AUTHORITY

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BOARD RESOLUTION

RESOLUTION NO. 2812 RESOLUTION APPROVING SENIOR CENTER LEASE

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 program through the Operating Fund, and

WHEREAS, the Senior Center lease agreement needed updated to reflect the needs of the Mexico Housing Authority, and

WHEREAS, the rental amount should not be set so high as to create a burden but to be set to offset the cost of housing the organization so that it does not put an undue burden on the Housing Authority's operating budget, and

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 21st day of July, 2015, that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the Community Center Lease agreement.

Passed this 21st day of July, 2015

Rita Jackson, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

MEXICO HOUSING AUTHORITY

828 GARFIELD AVENUE

MEXICO, MISSOURI 65265

LEASE OF REAL ESTATE

THIS LEASE (the "Lease") is made and entered into this _____ day of _____, _____, by and between HOUSING AUTHORITY OF THE CITY OF MEXICO, MISSOURI (hereinafter referred to as "Lessor"), and MEXICO SENIOR CENTER, INC., a Missouri non-profit corporation (hereinafter referred to as "Lessee").

In consideration of the mutual covenants contained herein the Parties agree as follows:

1. **PREMISES:** Lessor leases to Lessee and Lessee leases from Lessor, premises located at 606 Park Street, Mexico, Audrain County, Missouri and more particularly described as follows:

Lots 1,2,3,4 & 5 of Garfield Heights Addition Subdivision II, Block I, in the
City of Mexico, County of Audrain and State of Missouri.

2. **TERM:** The term of this Lease shall be for one year, beginning on the _____ day of _____, _____, and terminating on the _____ day of _____, This lease can be null and void by a thirty (30) day notice by either party at anytime by written notice.

3. **RENT:** The total annual base rent under this Lease shall be \$ _____ or _____ annual lump sum or payable in equal monthly installments of \$ _____ per month in advance on the first (1st) day of each calendar month during the term of this Lease. All payments shall be mailed to the Housing Authority of the City of Mexico, Missouri, P.O. Box 484, Mexico, Missouri 65265 or hand delivered to the Lessor's office in Mexico.

4. **USE OF PREMISES:** The premises are to be used solely for the purposes of Mexico Senior Center, Inc. business. Lessee shall restrict its use to such purposes and shall not use or permit the use of premises for any other purpose without the advance written consent of Lessor. Lessee shall not allow any waste or nuisance on the premises or use or allow the premises to be used for any unlawful purpose. Lessee agrees the Lessee will keep the premises free from any debris, trash, filth, and will not do anything to create a danger or fire or cause an increase in insurance rates or to cause a cancellation of insurance. Plumbing fixtures shall be used for the purposes intended only, and cloth, grease, cardboard or any other materials not designed for disposal in this manner shall not be placed in and disposed of in any plumbing fixture. Lessee shall comply with all municipal ordinances, and the building and safety codes and health regulations of the City of Mexico.

5. **ASSIGNMENT, SUBLEASE OR LICENSE:** Lessee shall not assign or sublease the premises or any portion thereof, or allow any other persons or businesses to occupy the premises without first obtaining the written consent of the Lessor, which consent may be withheld in the sole and absolute discretion of Lessor. Any unauthorized assignment, subleases or license to occupy by Lessee shall void and terminate this Lease at

the option of Lessor. The rights and interest of Lessee in this Lease are not assignable without written consent of Lessor.

6. ENTRY ON PREMISES BY LESSOR: Lessor, its officers, agents, directors, and employees, reserve the right to enter on the premises at reasonable times to inspect the premises, to perform any required maintenance, to make alterations or additions deemed necessary by Lessor, to show the premises to prospective tenants or for other reasonable purposes and Lessee shall permit Lessor to do so at anytime.

7. CONDITION OF PREMISES: Lessee has examined the premises and finds them to be in a safe and habitable condition; in good order and repair. Lessor makes no express warranties as to the condition of the rental premises.

8. UTILITIES: Lessee shall arrange for and bear the cost of all utility services furnished to the premises during the lease term. Lessee shall be responsible for replacing any lighting materials as needed.

9. INSURANCE: Lessee shall obtain and maintain in force a public liability insurance policy covering the demised premises during the term of the lease. The policy shall also protect Lessor against liability for injury or death of persons or loss or damage to property occurring on or about the demised premises, and Lessor shall be named as an additional insured on any public liability insurance policy obtained pursuant to this paragraph of this Lease. Such insurance policy shall contain a clause stating that the insurer will not cancel or change the insurance without first giving Lessor thirty (30) days prior written notice. Lessee shall be responsible for insuring Lessee's own personal property on the premises and will provide Lessor with a copy of Lessee's policy covering Lessee's personal property. Mexico Housing Authority should also be listed as an additional named insured on the personal property policy to protect the Lessor in case someone gets injured on Lessee's personal property. Any public liability policy obtained by Lessee pursuant to this paragraph of this Lease shall provide for insurance in an amount no less than One Million Dollars (\$1,000,000) in respect to any one occurrence, and not less than Two Million Dollars (\$2,000,000) in the aggregate. Lessee shall provide Lessor with a copy of such policy and shall confirm its continued existence in full force and effect upon request by Lessor. Failure of Lessee to comply with the terms of this paragraph of this Lease shall be deemed a material breach of this Lease.

10. ALTERATIONS AND MODIFICATIONS: Lessee shall not make any alterations or modifications to the premises without the prior written approval of Lessor, which consent may be withheld in Lessor's sole and absolute discretion. Any alterations or modifications formally approved by Lessor shall become part of the demised premises and title thereto shall vest in Lessor.

11. SURRENDER OF PREMISES: Lessee shall on the last day of the term, or on earlier termination of the Lease, quietly surrender and deliver the demised premises to Lessor in good condition and repair, ordinary wear excepted.

12. MAINTENANCE AND REPAIRS: Lessee shall be responsible for maintaining the yard and grounds, including grass cutting, weed control, snow and ice removal. Lessee shall be responsible for any painting which is required on the interior of the building.

Lessee shall promptly remove ice and snow as necessary and as required by local ordinance.

Lessor shall be responsible for normal routine maintenance on heating, cooling systems, electrical and plumbing systems, and the painting and upkeep of the exterior of the building, and basic upkeep of the driveway.

13. DESTRUCTION OF PREMISES: In the event of a destruction of the premises during the term of the Lease from any cause this Lease shall terminate. In the event of a partial destruction that does not render the premises unfit for occupancy, the premises may be restored by Lessor at Lessor's option and Lessee shall pay a reasonable rent during restoration for that portion fit for occupancy.

14. TERMINATION: Lessor may terminate this Agreement prior to the expiration of the Lease term in the event: (a): (i) Lessee shall fail to pay rent or other sums which Lessee is obligated to pay pursuant to any provision of this Lease when and as it is due; or (ii) Lessee breaches any covenant or agreement of Lessor contained within this Lease, and such failure to pay rent or such breach is not cured within thirty (30) days after Lessee receives written notice from Lessor of such breach; or (b) Lessor loses its funding or otherwise ceases to exist as a business entity. Lessee shall have the option to cancel this lease by giving thirty days advance notice in the event that State and/or Federal funding is eliminated for CMAAA.

15. HOLDS HARMLESS: Lessor shall not be liable to Lessee or any of Lessee's guests, invitees, agents or employees for any loss, injury or damage to them or their persons or property while they are on said property. All persons and personal property in or on said property shall be at the sole risk and responsibility of Lessee. Lessee hereby expressly and without reservation agrees to save Lessor harmless in all such matters, unless such injury or damage is committed deliberately and with malice by the Lessor.

16. COSTS OF ENFORCEMENT: If the Lessee defaults in the performance of any obligations imposed on Lessee by this lease agreement, including, but not limited to, a default in the payment of any money or a refusal of the Lessee to vacate the premises, then Lessee covenants and agrees to pay the Lessor all costs and fees involved in correcting the default and/or collecting the money including reasonable attorney's fees incurred by the Lessor, notwithstanding the fact that a suit has not yet been instituted, and if a suit is instituted, the Lessee shall also pay the costs of the suit.

17. NO WAIVER: Failure of the Lessor to insist upon the strict performance of the terms, covenants, agreements and conditions herein contained, or any of them, shall not constitute or be construed as a waiver or relinquishment of the Lessor's right thereafter to enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect. Further, acceptance of rental payments during any such breach shall not be construed as a waiver or relinquishment of any of Lessor's rights under this lease.

18. ABANDONMENT OF PERSONAL PROPERTY BY LESSEE: At the termination of this lease, Lessee shall remove all of Lessee's personal property from the premises and leave the premises in a "broom clean" condition. Any personal property of Lessee remaining on the real estate after the termination of this Lease shall be deemed abandoned and shall become the property of Lessor and if said property is disposed of by the Lessor, the Lessee will pay the cost of the trash hauling fees and removal.

19. NOTICE OF DEFECT: Lessee will give Lessor notice of any known defect, breakage, malfunction, or damage to or in the structure, equipment or fixtures in or on said premises. This covenant, however, does not obligate, and is not to be understood, interpreted, construed, or in any way to imply that Lessor is obligated or expected to repair or correct such defect breakage, malfunction, or damage except as already provided.

20. TRASH RECEPTACLES: Lessee shall provide appropriate receptacles for the collection, storage, and removal of garbage, rubbish and other waste and arrange for the prompt removal of same.

21. ESTOPPEL CERTIFICATES: Lessee agrees, within ten (10) days after written request by Lessor, to execute, acknowledge and deliver to and in favor of any proposed mortgagee or purchaser of the demised premises, an estoppel certificate, in the form customarily used by such proposed mortgagee or purchaser.

22. HAZARDOUS SUBSTANCES:

a. As used herein, "Hazardous Substances" shall mean any substance, material or waste that is regulated by any federal, state or local government, or quasi-governmental authority because of its toxicity, infectiousness, radioactivity, explosiveness, ignitability, corrosiveness or reactivity; and "Environmental Requirements" shall mean all legal requirements relating to industrial hygiene, protection of human health, hazard communication, employee right-to-know, environmental protection, or the use, handling, storage, disposal, control, transportation or emission of any Hazardous Substances.

b. Lessee shall not cause or knowingly permit any Hazardous Substances to be brought upon, generated, produced, kept or used in or about the premises by Lessee or any of Lessee's employees, agents, officers, directors, invitees, or licensees, without Lessor's written consent.

c. Lessee agrees to indemnify and hold Lessor and Lessor's parties harmless from and against any and all claims, liabilities, penalties, fines, judgments, forfeitures, losses (including without limitations reasonable attorney's fees, consultant fees, expert fees, and costs), arising out of or in connection with Lessee's failure to comply with any and all Environmental Requirements in connection with any Hazardous Substances.

23. SIGNAGE: Lessee shall not erect any sign or signs on the exterior demised premises without the prior written consent of Lessor. All signs shall comply with applicable ordinances and determination of such requirements and compliance therewith shall be the responsibility of Lessee.

24. BINDING NATURE OF LEASE: This Lease is binding on all parties who lawfully succeed or take the place of the Lessor or Lessee.

25. WAIVER OF JURY TRIAL: Lessor and Lessee hereby waive trial by jury in any action, proceeding, or counterclaim brought by either of the parties hereto against the other one or in respect of any matter whatsoever arising out of or in any way connected with this lease, the relationship of Lessor and Lessee hereunder, Lessee's use or occupancy of the premises, and/or any claim of "injury or damage".

IN WITNESS WHEREOF, the parties have affixed their signatures hereto.

LESSOR: HOUSING AUTHORITY OF THE CITY OF MEXICO, MISSOURI

By: _____

Tammy Dreyer, Executive Director

Date: _____

LESSEE: MEXICO SENIOR CENTER, INC.

By: _____

Title _____

By: _____

Board Member

By: _____

Board Member

By: _____

Board Member

Date: _____

MHA costs associated with Mexico Senior Center

	Annual \$
Property Insurance	\$ 1,800.33
Refrigeration expense	\$ 250.00
Annual Mtce expenses	<u>\$ 850.00</u>
TOTAL	\$ 2,900.33
Estimated Monthly Expense	\$ 241.69

MEXICO HOUSING AUTHORITY

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

RESOLUTION NO. 2817 RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

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 into 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 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 21st day of July 2015, 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 \$1973.00 to be written off as bad debt for the FYE 2015/2016, and the accounts forwarded to a collection agent for further action.

Passed this 21st day of July 2015.

Rita Jackson Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

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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. 2818 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 duly called and held on the 21st day of July 2015, 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 21st day of July 2015.

Rita Jackson Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

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

July 2015

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 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. Any commissioner required by provisions of this section to be a tenant of the housing authority who ceases to be such shall there by forfeit his office. In the event a tenant commissioner forfeits his office, a special elections shall be held for the purpose of filling the vacancy. All vacancies will have a recommendation certificate from the MHA board to the City Clerk office for the mayor and council to appoint this candidate. 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 tow (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 may consider proper concerning the business, affairs, and policies of the Authority. Checks requires two signatures, one of a board member 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 member 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 at 3:30 p.m. on the 3rd Tuesday of each month at the Community Center of the City of Mexico Housing Authority. 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 Community Center of the City of Mexico Housing Authority.

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 call. A call for a special meeting may be delivered to each member of the Authority, telephoned or may be mailed at least two days prior to the date of such special meeting, to the business or home address of each member of the Authority. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, 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, 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.

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 the all minutes of the previous meeting
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 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 yea 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.



U.S. Department of Housing and Urban Development

St. Louis Field Office
Robert A. Young Federal Building
1222 Spruce Street - 3rd Floor
St. Louis, Missouri 63103-2836

June 16, 2015

Ms. Tammy Dreyer
Executive Director
Housing Authority of the
City of Mexico
828 Garfield,
Mexico, MO 65265

Dear Ms. Dreyer:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the Housing Authority of the City of Mexico. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables the Department of Housing and Urban Development (HUD) to better manage the Section 8 tenant-based program by identifying Public Housing Agency's (PHA) capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Housing Agency's final SEMAP score for the fiscal year ended March 31, 2015 is **81 percent**. The following are your scores on each indicator:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	N/A
8	Payment Standards	5
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	0
12	Annual HQS Inspections	10
13	Lease-Up	0
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
TOTAL SCORE		81%

Your overall performance rating is **Standard**.

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