

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. 2840

A Resolution To Approve The Submission of the Annual Section Eight Management Assessment Program (SEMAP) Report to the US Department of Housing and Urban Development (HUD) for the Fiscal Year Ending March 31, 2016

Whereas, the US Department of Housing and Urban Development (HUD) has established the Section Eight Management Assessment Program (SEMAP) for the purpose of measuring the annual performance of public housing agencies (PHAs) that administer the Section 8 housing choice voucher program; and

Whereas, SEMAP applies to PHA administration of the tenant-based Section 8 rental voucher and rental certificate programs (24 CFR part 982); and

Whereas, SEMAP assesses 14 indicators of performance designed to assess whether Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost; and

Whereas, SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings; and

Whereas, SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively; and

Whereas, PHAs can use the SEMAP performance analysis to assess and improve their own program operations; and

Whereas, the Executive Director has compiled Section 8 Housing Choice Voucher Program data as required for the annual SEMAP submission to the US Department of Housing and Urban Development; and

BOARD RESOLUTION

RESOLUTION NO. 2840

A Resolution To Approve The Submission of the Annual Section Eight Management Assessment Program (SEMAP) Report to the US Department of Housing and Urban Development (HUD) for the Fiscal Year Ending March 31, 2016

Now, therefore be it resolved, that at a regular Board meeting of the Board of Commissioners duly called and held on the 17th day of May 2016, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners of The Housing Authority of City of Mexico, Missouri hereby adopts the Resolution 2840 approving the annual Section Eight Management Assessment Program (SEMAP) report for Fiscal Year Ending March 31, 2016.

Passed this 17th day of May 2016.

Chris Miller, Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Mexico Housing Authority	03/31/2016	05/30/2016

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☒

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☐ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	479	1-BR FMR	526	2-BR FMR	704	3-BR FMR	874	4-BR FMR	1052
PS	473	PS	572	PS	731	PS	919	PS	1075

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☒ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response Yes ☐ No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes ☐ No ☒ If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

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BOARD RESOLUTION

RESOLUTION NO. 2841 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 renewal is due for annual update 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 17th day of May, 2016, that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the Senior Center Lease agreement.

Passed this 17th day of May, 2016

Chris Miller, Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

Calendar Year 2015

	Annual \$
Property Insurance	\$ 1,835.58
New HVAC unit	\$ 5,900.00
Mowing expenses	\$ 494.00
Annual Mtce expenses	<u>\$ 900.00</u>
TOTAL	\$ 9,129.58
Estimated Monthly Expense	\$ 760.80
Current Monthly Lease Income	\$ 125.00
Net Profit (Loss)	\$ (635.80)
Annual Loss	\$ (7,629.58)

MEXICO HOUSING AUTHORITY

828 GARFIELD AVENUE

MEXICO, MISSOURI 65265

LEASE OF REAL ESTATE

THIS LEASE (the "Lease") is made and entered into this First day of July, 2016, 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 1st day of July, 2016, and terminating on the 30th day of June, 2017. 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: _____

Housing Choice Voucher Report FY 2016/2017

[illegible]

Public Housing Management Report FY 2016/2017

[illegible]

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CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

May 2016

Current Modernization Projects

1. We have completed eighteen occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing light above the kitchen sink
4. We are growing grass!!!

Current Capital Fund

1. Window replacement on MacFarlane is complete
2. The replacement of 30 water heater is complete and the City of Mexico has inspected the work and minor changes needed to be fixed.

Current Contracting

1. Soon RFP for Pest Control will posted. To begin Nov 2016.
2. Soon RFP for Annual Inspection contract will be posted to begin Jan 2017.
3. Signed agreement for 2016 Energy Audit to be completed by Bob Diesbach.

Housing Authority of the City of Mexico
 Monthly Report for Housing Authority Board
 4/1/2016 TO 4/30/2016

WORK ORDERS

Received	Processed
166	164

Routine Work Received	Avg. Completion Time Routine
146	13.404 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
5	8.817 Hrs.

All Other Work Received	Avg. Completion Time Other
15	42.917 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	18
Emergency work orders with completion time over 24 hours:	0

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

W/O #	Work Order Date	Reason Not Complete
129649	04/29/2016	
129654	04/29/2016	

2

(Caulk window & Hot water heater)

Work orders completed from prior months: 3

W/O #	Work Order Date	Completion Date
129487	03/31/2016	04/01/2016
129469	03/28/2016	04/01/2016
129448	03/23/2016	04/07/2016

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:

Project:

Starting Date: 4/1/2016

Ending Date: 4/30/2016

Staff Generated Work Orders: False