



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 Administration Office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, June 19, 2018 at 3:30pm**

- 1. Call to order by Vice Chairperson Tad Dobyns**
- 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 Consent Agenda

Approval of Regular meeting minutes for: May 15, 2018

6. Executive Director's Report:

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

7. Unfinished Business

Secured System log in
Lead the Way Training Continuous

8. New Business:

Resolution 2894 Approving the Amended MHA By Laws Revised June 2018
Resolution 2895 Approval of Tenant write off
Resolution 2896 Senior Center Lease agreement

9. Other Business:

Copy of the MHA Public Housing Newsletter

10. Comments from Commissioner:

11. 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 MHA at (573) 581-2294 press 2 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 April 17, 2018

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, May 15, 2018 at 3:30 PM at the MHA Administration Building, 828 Garfield Avenue, Mexico, MO 65265. Commissioner and Board Chair Christine Miller 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 May 15, 2018 in the MHA Community Building at 828 Garfield, Mexico, Missouri 65265. Commissioner and Board Chair Christine Miller called the meeting to order at 3:35pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Vacancy
Commissioner Christine Miller
Commissioner Tad Dobyns
Commissioner Rita Jackson
Commissioner Joyce Jackson

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
Program Manager	Dawn Mahaney

3. Adoption of Agenda

C Miller requested a motion to adopt the Agenda. Commissioner J Jackson made a motion and T Dobyns second. All commissioners present voted “aye”, and Chairperson Christine Miller declared the motion approved.

Yes:	R Jackson, T Dobyns, J Jackson
No:	None
Absent:	None

4. Comments from the public:

None

5. Approval of Consent Agenda(if applicable)

Approval of special meeting minutes for: April 17, 2018

Chairperson Christine Miller requested a motion to approve the Consent Agenda. A motion was made by Commissioner R Jackson and seconded by Commissioner J Jackson. All Commissioners present voted "aye" and Chairperson Christine Miller declared the motion carried.

Yes:	R Jackson, T Dobyns, J Jackson
No:	None
Absent:	None

6. Unfinished Business

C Miller stated the BOC needs to resolve the issue of Mo Statue 99.052 stating one BOC member can be a city employee. Board Chair C Miller will abstain from any votes in this May 15, 2018 Board Meeting.

BOC is still in need of reviewing and making changes to the MHA By Laws so no motion will be made at this board meeting.

Lead the Way Training Continued, T Dreyer passed out updated Missouri Sunshine Law Booklets to be reviewed. BOC reviewed the Missouri Statues 99.010 The Housing Authority Law.

7. New Business

Board Resolution 2893, Approving the SEMAP FY March 2018 Submission

Chairperson Christine Miller called for motion to approve Board Resolution 2893. A motion was made by Commissioner R Jackson and seconded by Commissioner J Jackson. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	T Dobyns, R Jackson, J Jackson
No:	None
Absent:	None
Abstained:	C Miller

Board Resolution 2894, Approving the Amended MHA By Laws Revised May 2018

Chairperson Christine Miller called for motion to Table Board Resolution 2894. A motion was made by Commissioner J Jackson and seconded by Commissioner T Dobyns. Upon a roll call vote of the motion, the following vote was recorded:

Yes:	T Dobyns, R Jackson, J Jackson
No:	None
Absent:	None
Abstained:	C Miller

8. Other Business:

J Jackson made a motion to forward Chadwick Frye and Amy Prater Resident Board Member for Mexico Housing Authority applications to the Mayor for appointment to the MHA Board. T Dobyys seconded this motion to forward MHA Resident Board Member applications to the Mayor.

9. Comments from Commissioners:

None

10. Adjournment of Open Meeting:

Chairperson Christine Miller requested a motion to adjourn the Open meeting on May 15, 2018, Commissioner R Jackson made the motion and Commissioner T Dobyys seconded. The regular session meeting was adjourned at 4:14 pm

ATTEST:

Tad Dobyys, Vice Chairperson

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 April 11, 2018, I posted public notice of the April 17, 2018 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

June 19, 2018 Board Meeting

Finance Report – May 2018 Results

Pages 1-4 – Detail monthly PH expenses versus budget.

- 1) Pages 1 & 2 detail the **FYE 03/2018** (not available for the May board meeting) and show an operating income YTD of \$255,764. This means we have UNDERSPENT our budgeted expenses by this amount. MHA is keeping expenses well in check. One area to note on page 1 is “Maint. Contract” close to bottom of page. This shows an over-expenditure of \$77,832 which is monies generated from the sale of Bolivar and Tripoli properties. HUD has approved only certain maintenance expenditures for these funds which are “un-budgeted” expenses.
- 2) Pages 3 & 4 detail the current year April-May 2018 for FYE 03/2019. Nothing is out of line or point of concern for these two months

Pages 5 - Financial Analysis of Low Rent (PH) and Section 8 programs:

- 1) Low Rent – occupancy rate = 99%; with average monthly rent received from tenant for FYE2019 being \$140.35/month.
- 2) Section 8 – units leased first of the month = 124; with average HAP rent payment for FYE2019 being \$328.98/month.

Pages 6-7 – Income Statement for PH Operating Fund

Page 8 – Income Statement for Section 8 fund

Page 9 – Balance Sheet – all funds

- 1) Current cash/invested assets:
 - PH (Low Rent) = \$2,375,266.32
 - Section 8 - \$189,369.80
 - Local Fund (generated from HQS Inspections) = \$11,434.46

Pages 10-12 – Bills Expended Report May 2018

Low Rent Operating Budget

FDS Line #	Account Title	FYE 03/2018	FYE 03/2018 Budget REVISED	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	1,211,707	1,245,655	(33,948)
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	142,588	150,300	7,712
91500	Employee Benefits - Administrative	76,313	75,440	(873)
91200	Auditing Fees	6,115	5,480	(635)
91300	Management Fees	-	-	0
91900A	Accounting Fees	7,437	7,500	63
91400	Advertising and Marketing	5,540	5,710	170
91600	Office Expenses	28,661	28,110	(551)
91700	Legal Expense	7,051	5,540	(1,511)
91800	Travel	4,260	4,620	360
91900	Other Administrative Costs	20,485	14,760	(5,725)
91000	Total Administrative	298,449	297,460	(989)
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	-	-	
92400	Tenant Services-Other	911	980	
92500	Total Tenant Services	911	980	69
	<u>Utilities</u>			
93100	Water	55,730	56,270	540
93200	Electricity	18,473	17,380	(1,093)
93300	Gas	5,817	4,400	(1,417)
93400	Fuel		-	0
93600	Sewer	94,254	104,430	10,176
93800	Other		-	
93000	Total Utilities	174,273	182,480	8,207
	<u>Maintenance</u>			
94100	Labor	92,210	103,740	11,530
94500	Employee Benefits - Maintenance	42,969	44,450	1,481
94200	Maintenance Materials	140,214	164,610	24,396
	Maint. Contract:	85,502	7,670	(77,832)
94300-010	Garbage and Trash Removal Contracts			
94300-020	Heating & Cooling Contracts			
94300-030	Snow Removal Contracts			
94300-040	Elevator Maintenance			
94300-050	Landscape & Grounds Contracts			

Low Rent Operating Budget

FDS Line #	Account Title	FYE 03/2018	FYE 03/2018 Budget REVISED	Variance Expenses vs. Budget
94300-060	Unit Turnaround Contract			
94300-070	Electrical Contracts			
94300-080	Plumbing Contracts			
94300-090	Extermination Contracts			
94300-100	Janitorial Contracts			
94300-110	Routine Maintenance Contracts			
94300-120	Other Misc. Contract Costs			
94000	Total Maintenance	360,895	320,470	(40,425)
	Protective Services			
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	Total Protective Services			
	Insurance			
96110	Property	58,811	58,810	(1)
96120	General Liability	6,685	6,690	5
96130	Worker's Comp.	7,837	7,840	3
96140	Other Insurance	5,994	5,990	(4)
96100	Total Insurance Expense	79,327	79,330	3
95200	Protective services - other contract costs	300	-	(300)
	Total Protective Services	300	-	(300)
	General Expenses			
96200	Other General Expense	-	-	0
96210	Compensated Absences	13,459	15,000	1,541
96300	Payments In Lieu of Taxes - Accrual	17,325	17,380	55
96400	Bad Debt-Tenants	11,003	9,500	(1,503)
96800	Severance Expense			0
96000	Total General Expenses	41,787	41,880	93
96900	Total Operating Expenditures	955,943	1,006,970	(33,043)
	OPERATING INCOME (LOSS)	255,764		

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr-May2018 Results	FYE 03/2019 Budget	Variance Expenses vs. Budget
Operating Income:				
70000	Total Operating Income	194,985	184,474	10,511
Operating Expenditures:				
	<u>Administrative</u>			
91100	Administrative Salaries	18,032	26,652	8,620
91500	Employee Benefits - Administrative	12,180	13,720	1,540
91200	Auditing Fees	-	992	992
91300	Management Fees	-	-	0
91900A	Accounting Fees	(521)	1,133	1,654
91400	Advertising and Marketing	58	363	304
91600	Office Expenses	2,805	4,250	1,445
91700	Legal Expense	809	1,015	206
91800	Travel	558	2,550	1,992
91900	Other Administrative Costs	1,054	2,557	1,503
91000	Total Administrative	34,976	53,231	52,177
92000	Asset Management Fees			
	<u>Tenant Services</u>			
92100	Tenant Services - Salaries			
92300	Employee Benefits - Tenant Services			
92200	Relocation Costs	-	-	
92400	Tenant Services-Other	50	833	
92500	Total Tenant Services	50	833	783
	<u>Utilities</u>			
93100	Water	4,220	9,378	5,158
93200	Electricity	1,908	2,897	989
93300	Gas	662	733	71
93400	Fuel		-	0
93600	Sewer	15,111	17,405	2,294
93800	Other		-	
93000	Total Utilities	21,902	30,413	8,511
	<u>Maintenance</u>			
94100	Labor	13,495	21,035	7,541
94500	Employee Benefits - Maintenance	7,977	7,922	(56)
94200	Maintenance Materials	14,082	15,833	1,751
	Maint. Contract:	9,754	14,917	5,163
94300-010	Garbage and Trash Removal Contracts			
94300-020	Heating & Cooling Contracts			
94300-030	Snow Removal Contracts			
94300-040	Elevator Maintenance			
94300-050	Landscape & Grounds Contracts			
94300-060	Unit Turnaround Contract			

Low Rent Operating Budget

FDS Line #	Account Title	Actual Apr-May2018 Results	FYE 03/2019 Budget	Variance Expenses vs. Budget
94300-070	Electrical Contracts			
94300-080	Plumbing Contracts			
94300-090	Extermination Contracts			
94300-100	Janitorial Contracts			
94300-110	Routine Maintenance Contracts			
94300-120	Other Misc. Contract Costs			
94000	Total Maintenance	45,308	59,707	14,399
	<u>Protective Services</u>			
95100	Protective Services - Labor			
95500	Employee Benefits - Protective Services			
95200	Protective Services Contract Costs			
95300	Protective Service Other			
95000	Total Protective Services			
	<u>Insurance</u>			
96110	Property	9,746	9,802	56
96120	General Liability	1,349	1,115	(234)
96130	Worker's Comp.	1,280	1,307	26
96140	Other Insurance	711	998	287
96100	Total Insurance Expense	13,087	13,222	135
95200	Protective services - other contract costs	50	-	(50)
	Total Protective Services	50	-	(50)
	<u>General Expenses</u>			
96200	Other General Expense	1,062	-	(1,062)
96210	Compensated Absences	-	2,493	2,493
96300	Payments In Lieu of Taxes - Accrual	-	2,867	2,867
96400	Bad Debt-Tenants	-	1,667	1,667
96800	Severance Expense	-	-	0
96000	Total General Expenses	1,062	7,027	5,964
96900	Total Operating Expenditures	116,435	166,371	81,970
	OPERATING INCOME (LOSS)	78,550		

**Mexico Housing Authority
Financial Analysis
05/31/18**

Low Rent **04/30/18** **05/31/18** **06/30/18** **07/31/18** **08/31/18** **09/30/18** **10/31/18** **11/30/18** **12/31/18** **01/31/19** **02/28/19** **03/31/19**

Balance Sheet

Cash-unrestricted	\$1,385,603.72	\$1,360,307.93										
Investments - unrestricted	880,809.91	880,809.91										
Tenant accounts receivable	2,490.38	4,469.03										

Income Statement

Net tenant rental revenue	29,021.00	28,069.00										
Operating expenses	42,153.30	74,281.54										
Operating income/loss (monthly)	53,844.27	(15,457.48)										
Operating income/loss (ytd)	53,844.27	38,386.79										
Units leased	199.00	200.00										
Occupancy rate	98%	99%										
Average monthly rent	145.83	140.35										

Section 8

Balance Sheet

Cash-unrestricted	\$ 160,020.17	\$ 172,813.52										
Investments - unrestricted	15,993.80	15,993.80										

Income Statement

Housing assistance payments	40,675.00	40,793.00										
Operating expenses	3,561.17	5,653.11										
Operating income/loss (monthly)	10,113.62	8,273.55										
Operating income/loss (ytd)	10,113.62	18,387.17										
Units leased	122.00	124.00										
Average HAP cost (monthly)	333.40	328.98										

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 2 Months Ended 5/31/2018

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 28,069.00	\$ 57,090.00	\$ 354,510.00	\$ 297,420.00
Tenant revenue - other	1,196.50	2,414.50	13,960.00	11,545.50
HUD PHA operating grants	67,889.00	129,390.00	689,103.00	559,713.00
Investment income - unrestricted	911.14	1,760.38	10,190.00	8,429.62
Other revenue	921.97	4,330.30	13,730.00	9,399.70
Total Operating Revenues	<u>98,987.61</u>	<u>194,985.18</u>	<u>1,081,493.00</u>	<u>886,507.82</u>
Operating Expenses				
Administrative salaries	12,348.08	18,031.89	155,320.00	137,288.11
Auditing fees	0.00	0.00	5,950.00	5,950.00
Advertising and marketing	58.14	58.14	2,175.00	2,116.86
Employee benefits - administrative	7,095.04	12,180.44	81,560.00	69,379.56
Office expenses	1,306.82	2,804.63	25,500.00	22,695.37
Legal expenses	809.00	809.00	6,090.00	5,281.00
Travel	259.51	558.28	15,300.00	14,741.72
Other admin.	838.88	533.33	22,140.00	21,606.67
Total Administrative	<u>22,715.47</u>	<u>34,975.71</u>	<u>314,035.00</u>	<u>279,059.29</u>
Tenant services - other	50.00	50.00	5,000.00	4,950.00
Total Tenant Services	<u>50.00</u>	<u>50.00</u>	<u>5,000.00</u>	<u>4,950.00</u>
Water	4,220.16	4,220.16	56,270.00	52,049.84
Electricity	1,921.66	1,908.08	17,380.00	15,471.92
Gas	648.68	662.26	4,400.00	3,737.74
Sewer	7,153.72	15,111.36	104,430.00	89,318.64
Total Utilities	<u>13,944.22</u>	<u>21,901.86</u>	<u>182,480.00</u>	<u>160,578.14</u>
Maintenance labor	9,168.50	13,494.50	126,210.00	112,715.50
Maintenance materials	8,854.14	14,082.47	95,000.00	80,917.53
Maintenance contracts	6,591.43	9,753.56	101,130.00	91,376.44
Employee benefits - maintenance	5,326.99	7,977.49	47,530.00	39,552.51
Total Maintenance	<u>29,941.06</u>	<u>45,308.02</u>	<u>369,870.00</u>	<u>324,561.98</u>
Property insurance	4,872.96	9,745.92	58,810.00	49,064.08
Liability insurance	674.66	1,349.32	6,690.00	5,340.68
Workmen's compensation	640.19	1,280.38	7,840.00	6,559.62
All other insurance	355.65	711.30	5,990.00	5,278.70
Total Insurance	<u>6,543.46</u>	<u>13,086.92</u>	<u>79,330.00</u>	<u>66,243.08</u>
Protective services - other contract costs	25.00	50.00	0.00	(50.00)
Total Protective Services	<u>25.00</u>	<u>50.00</u>	<u>0.00</u>	<u>(50.00)</u>
Other general expenses	1,062.33	1,062.33	0.00	(1,062.33)
Compensated absences	0.00	0.00	14,960.00	14,960.00
Payments in lieu of taxes	0.00	0.00	17,200.00	17,200.00
Bad debt - tenant rents	0.00	0.00	10,000.00	10,000.00
Total General Expenses	<u>1,062.33</u>	<u>1,062.33</u>	<u>42,160.00</u>	<u>41,097.67</u>
Total Operating Expenses	<u>74,281.54</u>	<u>116,434.84</u>	<u>992,875.00</u>	<u>876,440.16</u>
Operating Income (Loss)	<u>24,706.07</u>	<u>78,550.34</u>	<u>88,618.00</u>	<u>10,067.66</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 2 Months Ended 5/31/2018

	Current Month	Year to Date	Budget	Variance
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	0.00	0.00	60,000.00	60,000.00
Property betterments & additions	40,163.55	40,163.55	173,600.00	133,436.45
Total Other Financial Items	<u>40,163.55</u>	<u>40,163.55</u>	<u>213,600.00</u>	<u>173,436.45</u>
Net Income (Loss)	<u>\$ (15,457.48)</u>	<u>\$ 38,386.79</u>	<u>\$ (124,982.00)</u>	<u>\$ (163,368.79)</u>

Mexico Housing Authority
Income Statement-Section 8 Voucher
2 Months Ended 5/31/2018

	Administration	HAP	Total
Operating Revenues			
HUD PHA operating grants	\$ 13,005.00	\$ 94,418.00	\$ 107,423.00
Investment income - unrestricted	221.00	0.00	221.00
Fraud recovery	607.22	607.21	1,214.43
Other revenue	1,295.02	0.00	1,295.02
Total Operating Revenues	<u>15,128.24</u>	<u>95,025.21</u>	<u>110,153.45</u>
Operating Expenses			
Administrative salaries	5,278.17	0.00	5,278.17
Advertising and marketing	8.69	0.00	8.69
Employee benefits - administrative	3,132.44	0.00	3,132.44
Office expenses	415.40	0.00	415.40
Travel	77.90	0.00	77.90
Other admin.	27.34	0.00	27.34
Total Administrative	<u>8,939.94</u>	<u>0.00</u>	<u>8,939.94</u>
Liability insurance	90.80	0.00	90.80
Workmen's compensation	112.56	0.00	112.56
Total Insurance	<u>203.36</u>	<u>0.00</u>	<u>203.36</u>
Housing assistance payments	0.00	81,468.00	81,468.00
HAP portability-in	1,084.00	0.00	1,084.00
Total Housing Assistance Payments	<u>1,084.00</u>	<u>81,468.00</u>	<u>82,552.00</u>
Other general expenses	70.98	0.00	70.98
Total General Expenses	<u>70.98</u>	<u>0.00</u>	<u>70.98</u>
Total Operating Expenses	<u>10,298.28</u>	<u>81,468.00</u>	<u>91,766.28</u>
Operating Income (Loss)	<u>4,829.96</u>	<u>13,557.21</u>	<u>18,387.17</u>
Other Financial Items			
Prior period adjustments	0.00	0.00	0.00
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>\$ 4,829.96</u>	<u>\$ 13,557.21</u>	<u>\$ 18,387.17</u>

**Mexico Housing Authority
Balance Sheet - Combining
As of May 31, 2018
Assets**

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 1,360,307.93	\$ 172,813.52	\$ 11,413.40	\$ 1,544,534.85
Cash-other restricted	85.77	0.00	0.00	85.77
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	4,207.33	0.00	0.00	4,207.33
Accrued interest receivable	458.16	9.20	0.00	467.36
Investments - unrestricted	880,809.91	15,993.80	0.00	896,803.71
Prepaid expenses and other assets	63,179.74	553.28	21.06	63,754.08
Inventories (net)	56,851.25	0.00	0.00	56,851.25
Inter program - due from	9,217.23	0.00	0.00	9,217.23
Total Current Assets	<u>2,375,266.32</u>	<u>189,369.80</u>	<u>11,434.46</u>	<u>2,576,070.58</u>
Property and Equipment				
Land	296,135.76	0.00	0.00	296,135.76
Buildings	13,313,591.41	27,883.88	0.00	13,341,475.29
Furniture, equipment and machinery - administration	299,291.91	0.00	0.00	299,291.91
Accumulated depreciation	(9,968,644.37)	(15,735.29)	0.00	(9,984,379.66)
Construction in progress	108,788.55	0.00	0.00	108,788.55
Net Property and Equipment	<u>4,049,163.26</u>	<u>12,148.59</u>	<u>0.00</u>	<u>4,061,311.85</u>
Total Assets	<u>\$ 6,424,429.58</u>	<u>\$ 201,518.39</u>	<u>\$ 11,434.46</u>	<u>\$ 6,637,382.43</u>

Liabilities and Net Position

Current Liabilities				
Accrued wage/payroll taxes payable	\$ 7.56	\$ 0.00	\$ 0.00	\$ 7.56
Accrued compensated absences - current portion	6,083.43	674.23	28.08	6,785.74
Accounts payable - HUD PHA programs	0.00	10,663.60	0.00	10,663.60
Accounts payable - other government	17,324.95	0.00	0.00	17,324.95
Tenant security deposits	27,805.63	0.00	0.00	27,805.63
Unearned revenue	5,445.82	222.00	0.00	5,667.82
Inter program - due to	0.00	8,888.70	328.53	9,217.23
Total Current Liabilities	<u>56,667.39</u>	<u>20,448.53</u>	<u>356.61</u>	<u>77,472.53</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	5,629.81	762.96	25.26	6,418.03
Total Long-Term Liabilities	<u>5,629.81</u>	<u>762.96</u>	<u>25.26</u>	<u>6,418.03</u>
Total Liabilities	<u>62,297.20</u>	<u>21,211.49</u>	<u>381.87</u>	<u>83,890.56</u>
Net Position				
Investment in capital assets	4,008,999.71	12,148.59	0.00	4,021,148.30
Unrestricted	2,274,582.33	123,308.47	11,322.66	2,409,213.46
Restricted	0.00	26,462.67	0.00	26,462.67
Capital expenditures-contra	40,163.55	0.00	0.00	40,163.55
Net income (loss)	38,386.79	18,387.17	(270.07)	56,503.89
Total Net Position	<u>6,362,132.38</u>	<u>180,306.90</u>	<u>11,052.59</u>	<u>6,553,491.87</u>
Total Liabilities and Net Position	<u>\$ 6,424,429.58</u>	<u>\$ 201,518.39</u>	<u>\$ 11,434.46</u>	<u>\$ 6,637,382.43</u>

CHECK REGISTERS				B = Bi-Weekly
				M = Monthly
				Q = Quarterly
				A = Annually
Check #	Dollars	Date	Vendor	
PH Fund				
00063522	\$97.82	05/01/2018	Always Care	M
00063523	\$2,213.74	05/01/2018	Ameren Missouri	
00063524	\$12,150.00	05/01/2018	Anchor Contractors LLC	
00063525	\$53.57	05/01/2018	Butler Supply, Inc.	
00063526	\$809.00	05/01/2018	Clampitt Law LLC	
00063527	\$413.71	05/01/2018	Delta Dental Lockbox	M
00063528	\$98.10	05/01/2018	Draincables Direct	
00063529	\$100.98	05/01/2018	Employee travel per diem	
00063530	\$92.00	05/01/2018	PH tenant account close-out	
00063531	\$100.98	05/01/2018	Employee travel per diem	
00063532	\$2,970.40	05/01/2018	Housing Interiors, Inc.	
00063533	\$16.22	05/01/2018	Miller Tire Company	
00063534	\$733.70	05/01/2018	Missouri American Water Co.	
00063535	\$973.14	05/01/2018	Mommens Heating & Cooling, LLC	
00063536	\$100.98	05/01/2018	Employee travel per diem	
00063537	\$1,950.00	05/01/2018	Sam Robinett Construction, Inc	
00063538	\$741.40	05/01/2018	Sherwin Williams Co.	
00063539	\$152.08	05/01/2018	Walmart Community/GEMB	
00063540	\$1,722.00	05/04/2018	Ameren Missouri	
on-line trsfr	\$1,207.19	05/07/2018	Ameritas Retirement plan	B
00063541	\$213.00	05/17/2018	PH tenant account close-out	
00063542	\$356.60	05/18/2018	Ameren Missouri	
00063543	\$11.16	05/18/2018	Butler Supply, Inc.	
00063544	\$9,534.91	05/18/2018	City of Mexico	M
00063545	\$35.00	05/18/2018	Crown Linen	
00063546	\$580.56	05/18/2018	Dayne's Waste Disposal, Inc.	M
00063547	\$1,340.15	05/18/2018	Erdel & Wood Home	
00063548	\$700.00	05/18/2018	Guardian Pest Control	M
00063549	\$6,769.40	05/18/2018	Home Depot Credit Services	
00063550	\$1,989.55	05/18/2018	Lacrosse Lumber-Mexico	
00063551	\$420.00	05/18/2018	Lindsey Software	M
00063552	\$30.80	05/18/2018	Love's Transfer, LLC	
00063553	\$88.76	05/18/2018	MFA Audrain & Montgomery Co.	
00063554	\$384.28	05/18/2018	MFA Oil Company-KC	
00063555	\$187.22	05/18/2018	Marco Technologies LLC	M
00063556	\$875.87	05/18/2018	Miller Tire Company	
00063557	\$3,486.46	05/18/2018	Missouri American Water Co.	
00063558	\$579.21	05/18/2018	Mommens Heating & Cooling, LLC	
00063559	\$12,679.00	05/18/2018	Sam Robinett Construction, Inc	
00063560	\$1,680.00	05/18/2018	Sherwin Williams Co.	
00063561	\$112.64	05/18/2018	Sims Welding & Machine Shop	
00063562	\$732.21	05/18/2018	Socket	M
00063563	\$44.66	05/18/2018	Standard Insurance Co.	M
00063564	\$68.80	05/18/2018	Staples Advantage	
00063565	\$282.95	05/18/2018	The P I Company	M

CHECK REGISTERS

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Check #	Dollars	Date	Vendor	
00063566	\$119.48	05/18/2018	U.S. Cellular	M
00063567	\$253.49	05/18/2018	Ultra-Chem, Inc.	
00063568	\$9,399.31	05/18/2018	United Health Care Ins. Co.	M
00063569	\$175.39	05/18/2018	Westlakes Hardware MO-019	
00063570	\$714.84	05/18/2018	Wright Electric LLC	
on-line trsfr	\$1,207.19	05/21/2018	Ameritas Retirement plan	B
00063571	\$5,275.00	05/25/2018	Anchor Contractors LLC	
on-line trsfr	\$340.00	05/29/2018	Canon Financial	M
	\$87,364.90			
Section 8 Fund				
00019112	\$204.00	05/01/2018	Ahmann, Thomas & Linda	M
00019113	\$1,478.00	05/01/2018	Ameren Missouri	M
00019114	\$282.00	05/01/2018	JUDY BIRD	M
00019115	\$3,379.00	05/01/2018	Berkshire Estates, LP	M
00019116	\$500.00	05/01/2018	Century 21	M
00019117	\$2,006.00	05/01/2018	Chris Bohr	M
00019118	\$1,811.00	05/01/2018	Jerry Boles	M
00019119	\$875.00	05/01/2018	Brenda Bryan	M
00019120	\$540.00	05/01/2018	Henry Butts	M
00019121	\$527.00	05/01/2018	Paul Carlson	M
00019122	\$6,745.00	05/01/2018	Cedar Grove LLC	M
00019123	\$323.00	05/01/2018	SAMMY DYSART	M
00019124	\$474.00	05/01/2018	Davidson, Dan	M
00019125	\$799.00	05/01/2018	STEVE HARTING	M
00019126	\$136.00	05/01/2018	Hamilton Jennifer L	M
00019127	\$294.00	05/01/2018	Hudson, Dustin	M
00019128	\$1,962.00	05/01/2018	Barbara Jones	M
00019129	\$1,056.00	05/01/2018	K & C Properties, LLC	M
00019130	\$1,229.00	05/01/2018	Lick Branch Properties, LLC	M
00019131	\$3,485.00	05/01/2018	MEXICO MEADOWS	M
00019132	\$392.00	05/01/2018	RALPH MIKA	M
00019133	\$500.00	05/01/2018	Frank Marth	M
00019134	\$154.00	05/01/2018	Estil Meeks	M
00019135	\$1,377.00	05/01/2018	Maco Management	M
00019136	\$267.00	05/01/2018	Joshua Newlon	M
00019137	\$279.00	05/01/2018	Warren Nordwald	M
00019138	\$550.00	05/01/2018	Stuart Pfeifer	M
00019139	\$869.00	05/01/2018	ROGERS, GREGORY MARK	M
00019140	\$222.00	05/01/2018	Repogle, Clarence P.	M
00019141	\$248.00	05/01/2018	Don Rittmann	M
00019142	\$137.00	05/01/2018	Rural Real Estate Holdings LLC	M
00019143	\$44.00	05/01/2018	SAP INVESTMENTS	M
00019144	\$255.00	05/01/2018	Schinkel Rentals	M

CHECK REGISTERS

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Check #	Dollars	Date	Vendor	
00019145	\$388.00	05/01/2018	Smith Properties	M
00019146	\$487.00	05/01/2018	Virgil O. Schroff Trust	M
00019147	\$488.00	05/01/2018	Roger Shuck	M
00019148	\$1,947.00	05/01/2018	DBA Country Place	M
00019149	\$197.00	05/01/2018	Thomas, Garnett and Joann	M
00019150	\$1,012.00	05/01/2018	CLIFFORD WILSON	M
00019151	\$163.00	05/01/2018	Walker, Kenneth	M
00019152	\$231.00	05/01/2018	La Shonia West	M
00019153	\$684.00	05/01/2018	William David Holdings LLC	M
00019154	\$278.00	05/01/2018	YELTON, GARY & SUSAN	M
00019155	\$933.00	05/01/2018	Cotton Top II, LLC	M
00019156	\$559.00	05/01/2018	James Zumwalt	M
00019157	\$191.00	05/17/2018	MEXICO MEADOWS	M
00019158	\$1,265.98	05/25/2018	Hous Auth City of Charleston	M
	\$42,222.98			

Housing Choice Voucher Report FY 2017/2018

[illegible]

[illegible][illegible]



MEXICO HOUSING AUTHORITY

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

CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

June 2018

Current Modernization Projects

1. We have replaced 86 occupied countertops.
2. Continuing the upgrades on the light fixtures, vanities, faucets and door knobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink
5. We are also replacing unit tile as needed and funds available.

Current Capital Fund

Current Contracting

1. Exterior paint, gutters, downspouts, and soffit on Lafayette, Singleton, Central, Northside of Trinity, and Union is 95% complete.

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
5/1/2018 TO 5/31/2018

WORK ORDERS

Received	Processed
322	322

Routine Work Received	Avg. Completion Time Routine
109	16.052 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
5	1.000 Hrs.

All Other Work Received	Avg. Completion Time Other
208	38.564 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	17
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 0

Work orders completed from prior months: 1

W/O #	Work Order Date	Completion Date
134740	04/19/2018	05/04/2018

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:

Project:

Starting Date: 5/1/2018

Ending Date: 5/31/2018

Staff Generated Work Orders: False



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BOARD RESOLUTION

RESOLUTION NO. 2894

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 19th day of June 2018, 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 19th day of June 2018.

Tad Dobyns, Vice Chairperson

ATTEST:

Tammy Dreyer, Board Secretary
Executive Director, Mexico Housing Authority

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

June 2018

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 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 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 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.



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. 2895 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 annually write-off delinquent accounts.

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 19th day of June 2018, 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 \$665.85 to be written off as bad debt for the FYE 2018/2019, and the accounts forwarded to a collection agent for further action.

Passed this 19th day of June 2018.

Tad Dobyns, Vice Chairperson

Tammy Dreyer, Board Secretary
Executive Director Mexico Housing Authority

Housing Authority of the City of Mexico

A/R Balance Due Report

Effective Posting Date: Most Current Data

PHA	Prj	Site	Bldg	Unit	Tenant # and Name	Delinquent	SecDep Cr	General Open Cr	Util Reimb Open Cr	Amount Due	Net Due
1	01			039	16475	100.00				100.00	100.00
1	01			155	16438	26.85				26.85	26.85
1	01			149	14246	30.00				164.00	164.00
1	01			142	16882	87.00				87.00	87.00
1	01			007	16710	103.00				103.00	103.00
1	01			134	16250	22.00				22.00	22.00
1	01			154	16811	55.00				55.00	55.00
<hr/>											
	PHA: 1		Project: 01	Totals	Count:	7	423.85			557.85	557.85
1	02			195	16743	79.00				79.00	79.00
<hr/>											
	PHA: 1		Project: 02	Totals	Count:	1	79.00			79.00	79.00
1	04			241	16689	19.00				19.00	19.00
1	04			228	16915	10.00				10.00	10.00
<hr/>											
	PHA: 1		Project: 04	Totals	Count:	2	29.00			29.00	29.00
<hr/>											
	PHA: 1		Totals	Count:	10	531.85				665.85	665.85
<hr/>											
	Grand Totals				Count:	10	531.85			665.85	665.85



MEXICO HOUSING AUTHORITY

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BOARD RESOLUTION

RESOLUTION NO. 2896 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 19th day of June 2018, that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the Senior Center Lease agreement.

Passed this 19th day of June 2018

Tad Dobyns, Vice 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 First day of July, 2018, 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, 65265, Audrain County, Missouri.

2. TERM: The term of this Lease shall be for one year, beginning on the **1st** day of **July, 2018**, and terminating on the **30th** day of **June, 2019**, this lease can be null and void by a thirty (30) day notice by either party at any time by written notice.

3. RENT: The total annual base rent under this Lease shall be \$1800.00 or one thousand eight hundred dollars annual lump sum or payable in equal monthly installments of \$150.00 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 at 828 Garfield Ave, Mexico, MO 65265.

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 any time.

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. Lessee shall provide a policy endorsement showing Lessor as an additional insured under Lessee's policies, as required in this paragraph.

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. Hold 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.

15. 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 attorney's fees and court cost.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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 its employees, agents, officers, directors, invitees, or Licensees harmless from and against any and all claims, liabilities, penalties, fines, judgments, forfeitures, losses (including without limitation, 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.

22. 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.

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

24. 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: _____

Attachment to Lease Agreement-Smoke Free Policy Addendum signature and date received

By _____ date _____