



MEXICO HOUSING AUTHORITY



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

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

AGENDA Regular MEETING
at
Administration Building,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, January 18, 2022, at 2:00pm

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

Approval of Board Meeting minutes from December 21, 2021.
6. **Executive Director's Report:**
 - a. Financials
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
 - e. Maintenance Reports
7. **Unfinished Business.**
8. **New Business.**

Review Community Center lease
Review Senior Center lease
9. **Other Business.**

10. **Adjournment.**

A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: www.mexicoha.com

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact MHA at (573) 581-2294 press 3 and leave a message, at least one working day prior to the meeting.

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF MEXICO
HELD ON December 21, 2021

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, December 21, 2021 at 2:00 PM at Garfield Community Center. Commissioner Rita Jackson presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on December 21, 2021. Commissioner R Jackson called the meeting to order at 2:08pm.

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

The following Commissioners were present:

Commissioner Tad Dobyms
Commissioner Rita Jackson
Commissioner Martin Keller
Commissioner

Commissioners excused:

Commissioner Sandy Lecoque

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney

3. **Adoption of Agenda**

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

Yes:	M Keller, T Dobyms, R Jackson
No:	None
Absent:	S Lecoque,

4. **Comments from the public:**

None

5. **Approval of Meeting Minutes**

R Jackson requested a motion to approve Meeting Minutes for November 16, 2021. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

6. Executive Director’s Report

T Dreyer started with a summary of the reports verbally. T Dreyer started a new budget summary which she reviewed with the Board. She gave the updates on the contracting report and maintenance report as well. T Dreyer gave her report on the PH occupancy numbers of 99% and that we were at 143 active vouchers.

R Jackson requested a motion to accept the Executive Director Report. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson
No: None
Absent: S Lecoque,

7. Unfinished Business

The Board would like to get more information on building one bedroom units on Christy Drive.

R Jackson requested a motion to allow the ED to bring back information on building PH units. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson
No: None
Absent: S Lecoque,

8. New Business

Resolution 2959 Approving PHA Pay Scale for 2022 and 2023

M Keller made motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: M Keller, T Dobyms, R Jackson
No: None
Absent: S Lecoque

Resolution 2960 Approving Write Offs for FYE 2022

T Dobyms made motion and M Keller second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson
No: None

Absent: S Lecoque

9. Other Business:

None

10. Adjournment of Open Meeting:

Commissioner R Jackson requested a motion to adjourn the Open meeting on December 21, 2021, Commissioner M Keller made a motion and Commissioner T Dobyns seconded. The open session meeting was adjourned at 2:25pm

ATTEST:

R Jackson, Board Chair

Tammy Dreyer, Executive Director

Certification of Public Notice

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on December 15, 2021, I posted public notice of the December 21, 2021 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

Monthly Budget
December 2021

Operating Fund 2021		Disbursed	
	845,916.00		845,916.00
Expended as of December 2021			884,393.81
Rent received YTD			411,955.40
		Estimated balance of Operating Fund (eLOCCS)	
Estimated Total with Recevables			373,477.59
Contracting status			
Open CFP 2020			522,053.00
Expended			480,172.74
Remaining			71,880.26
CFP 2021			542,764.00
Expended			
Remaining			
Reserve Funds used to date			
	408,798.56		
Current Bank account total			
	958,748.81		

Mexico Housing Authority
Income Statement-Combining
9 Months Ended 12/31/2021

	Low Rent	Section 8	Local Fund	Total
Operating Revenues				
Net tenant rental revenue	\$ 343,500.40	\$ 0.00	\$ 0.00	\$ 343,500.40
Tenant revenue - other	20,281.29	0.00	0.00	20,281.29
HUD PHA operating grants	745,598.67	514,349.29	0.00	1,259,947.96
Capital grants	204,567.34	0.00	0.00	204,567.34
Investment income - unrestricted	618.98	108.41	2.39	729.78
Fraud recovery	0.00	491.91	0.00	491.91
Other revenue	15,732.02	11,786.64	250.00	27,768.66
Gain or loss on disposition of capital assets	6,000.00	0.00	0.00	6,000.00
Total Operating Revenues	<u>1,336,298.70</u>	<u>526,736.25</u>	<u>252.39</u>	<u>1,863,287.34</u>
Operating Expenses				
Administrative salaries	117,419.04	42,366.19	0.00	159,785.23
Auditing fees	1,103.25	0.00	0.00	1,103.25
Advertising and marketing	1,584.32	253.39	0.00	1,837.71
Employee benefits - administrative	55,045.92	17,493.25	0.00	72,539.17
Office expenses	24,513.70	5,164.12	0.00	29,677.82
Legal expenses	1,789.04	98.96	0.00	1,888.00
Travel	3,336.09	550.99	0.00	3,887.08
Other admin.	17,344.88	5,440.52	249.92	23,035.32
Total Administrative	<u>222,136.24</u>	<u>71,367.42</u>	<u>249.92</u>	<u>293,753.58</u>
Tenant services - other	2,946.33	0.00	0.00	2,946.33
Total Tenant Services	<u>2,946.33</u>	<u>0.00</u>	<u>0.00</u>	<u>2,946.33</u>
Water	61,206.65	0.00	0.00	61,206.65
Electricity	13,432.88	0.00	0.00	13,432.88
Gas	1,519.24	0.00	0.00	1,519.24
Sewer	59,172.72	0.00	0.00	59,172.72
Total Utilities	<u>135,331.49</u>	<u>0.00</u>	<u>0.00</u>	<u>135,331.49</u>
Maintenance labor	69,233.67	0.00	0.00	69,233.67
Maintenance materials	168,473.98	40.39	0.00	168,514.37
Maintenance contracts	96,907.29	0.00	0.00	96,907.29
Employee benefits - maintenance	33,688.29	0.00	0.00	33,688.29
Total Maintenance	<u>368,303.23</u>	<u>40.39</u>	<u>0.00</u>	<u>368,343.62</u>
Property insurance	54,674.37	0.00	0.00	54,674.37
Liability insurance	4,745.52	61.01	0.00	4,806.53
Workmen's compensation	6,668.19	1,585.22	0.00	8,253.41
All other insurance	6,126.35	400.98	0.00	6,527.33
Total Insurance	<u>72,214.43</u>	<u>2,047.21</u>	<u>0.00</u>	<u>74,261.64</u>
Protective services - other contract costs	996.50	0.00	0.00	996.50
Total Protective Services	<u>996.50</u>	<u>0.00</u>	<u>0.00</u>	<u>996.50</u>
Payments in lieu of taxes	14,383.96	0.00	0.00	14,383.96
Bad debt - tenant rents	2,540.50	0.00	0.00	2,540.50
Total General Expenses	<u>16,924.46</u>	<u>0.00</u>	<u>0.00</u>	<u>16,924.46</u>
Housing assistance payments	0.00	446,375.00	0.00	446,375.00
HAP portability-in	0.00	9,862.00	0.00	9,862.00
Total Housing Assistance Payments	<u>0.00</u>	<u>456,237.00</u>	<u>0.00</u>	<u>456,237.00</u>
Total Operating Expenses	<u>818,852.68</u>	<u>529,692.02</u>	<u>249.92</u>	<u>1,348,794.62</u>
Operating Income (Loss)	<u>517,446.02</u>	<u>(2,955.77)</u>	<u>2.47</u>	<u>514,492.72</u>

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

**Mexico Housing Authority
Income Statement-Combining**

9 Months Ended 12/31/2021

	Low Rent	Section 8	Local Fund	Total
Other Financial Items				
Extraordinary maintenance	13,024.43	0.00	0.00	13,024.43
Casualty losses - non-capitalized	10,835.58	0.00	0.00	10,835.58
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	77,645.60	0.00	0.00	77,645.60
Property betterments & additions	771,863.10	0.00	0.00	771,863.10
Total Other Financial Items	<u>873,368.71</u>	<u>0.00</u>	<u>0.00</u>	<u>873,368.71</u>
Net Income (Loss)	<u>\$ (355,922.69)</u>	<u>\$ (2,955.77)</u>	<u>\$ 2.47</u>	<u>\$ (358,875.99)</u>

**Mexico Housing Authority
2020 CFP Report
12/31/21**

	Actual	Budget	Variance
Advances			
CFP Advances	\$ <u>480,172.74</u>	\$ <u>552,053.00</u>	\$ <u>71,880.26</u>
Expenditures			
General Capital Activity	<u>480,172.74</u>	<u>552,053.00</u>	<u>71,880.26</u>
Total Expenditures	\$ <u>480,172.74</u>	\$ <u>552,053.00</u>	\$ <u>71,880.26</u>
Excess (Deficiency) of Funds Advanced	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Mexico Housing Authority
Income Statement-Section 8 Voucher (COVID)
1 Month and 9 Months Ended 12/31/2021

	Current Month	Year to Date
Operating Revenues		
HUD PHA operating grants	\$ 904.43	\$ 7,398.29
Total Operating Revenues	<u>904.43</u>	<u>7,398.29</u>
Operating Expenses		
Administrative salaries	904.43	5,553.70
Other admin.	0.00	1,844.59
Total Administrative	<u>904.43</u>	<u>7,398.29</u>
Total Operating Expenses	<u>904.43</u>	<u>7,398.29</u>
Operating Income (Loss)	<u>0.00</u>	<u>0.00</u>
Other Financial Items		
Prior period adjustments	0.00	0.00
Replacement of equipment	0.00	0.00
Property betterments & additions	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Mexico Housing Authority
FYE 3/31/22

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Beginning RNP Equity	6,971.12	4,528.12	5,750.12	32.12	4,764.73	1,529.94	1,370.07	1,191.07	2,233.07	4,805.07	4,805.07	4,805.07	6,971.12
Revenues:													
Annual Contributions	43,900.00	49,366.00	44,686.00	55,603.00	46,909.00	50,353.00	50,353.00	51,874.00	52,197.00	4,805.07	4,805.07	4,805.07	445,147.00
Fraud Income (FAP)	-	-	-	81.61	81.61	82.73	-	-	-	-	-	-	245.96
Total Revenue	43,900.00	49,366.00	44,686.00	55,684.61	46,990.61	50,435.73	50,353.00	51,874.00	52,197.00	4,805.07	4,805.07	4,805.07	445,392.96
Expenses:													
HAP Payments	46,343.00	48,144.00	50,404.00	50,869.00	50,226.00	50,595.00	50,532.00	50,832.00	49,625.00	-	-	-	447,559.00
Bad Debt - Fraud	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	46,343.00	48,144.00	50,404.00	50,869.00	50,226.00	50,595.00	50,532.00	50,832.00	49,625.00	-	-	-	447,559.00
Net Income (Loss)	(2,443.00)	1,222.00	(5,718.00)	4,732.61	(3,235.39)	(159.27)	(176.00)	1,042.00	2,572.00	-	-	-	(2,166.05)
Ending RNP Equity-Financials	4,528.12	5,750.12	32.12	4,764.73	1,529.34	1,370.07	1,191.07	2,233.07	4,805.07	4,805.07	4,805.07	4,805.07	4,805.07
Ending RNP - VMS less fraud	4,267.86	5,489.66	(228.12)	4,504.49	1,269.10	1,109.83	930.83	1,972.83	4,544.83	4,544.83	4,544.83	4,544.83	4,544.83
Beginning UNP Equity	130,551.51	130,765.75	129,920.01	128,749.10	127,825.67	128,367.15	129,271.11	128,832.23	130,118.81	128,577.79	128,577.79	128,577.79	130,551.51
Revenues:													
Annual Contributions	7,128.00	7,032.00	7,035.00	7,035.00	7,035.00	7,760.00	7,035.00	5,862.00	5,862.00	-	-	-	61,804.00
Interest Income	1.44	1.10	1.13	88.74	3.17	3.33	2.83	3.36	3.51	-	-	-	108.41
Other Income	262.39	262.39	2,700.84	804.42	1,486.12	1,486.12	1,486.12	1,488.12	1,804.12	-	-	-	11,786.64
Fraud Income (Admin)	-	-	-	81.61	81.61	82.74	-	-	-	-	-	-	245.96
Total Revenue	7,391.83	7,295.49	9,736.97	8,005.77	8,607.90	9,354.19	8,525.75	7,353.48	7,669.63	-	-	-	73,945.01
Expenses:													
Admin Expenses	7,157.59	8,161.23	10,907.88	8,933.20	8,066.42	8,450.23	10,964.63	4,066.80	9,210.65	-	-	-	75,918.73
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	7,157.59	8,161.23	10,907.88	8,933.20	8,066.42	8,450.23	10,964.63	4,066.80	9,210.65	-	-	-	75,918.73
Net Income (Loss)	234.24	(865.74)	(1,170.91)	(928.43)	541.48	903.96	(2,438.88)	3,286.59	(1,541.02)	-	-	-	(1,973.72)
Ending UNP Equity	130,785.75	129,920.01	128,749.10	127,825.67	128,367.15	129,271.11	128,832.23	130,118.81	128,577.79	128,577.79	128,577.79	128,577.79	128,577.79

Mexico Housing Authority
Section 8 Utilization Report
For the Year Ended December 31, 2021

	Actual	Budgeted
Annual Budget Authority	471,938	471,938
HUD-held Program Reserve	160,424	119,106
PHA-held NRA Balance	4,682	-
Administrative Fee Reserve	-	-
Total Funding Available	637,044	591,044

Monthly HAP payments target is \$49,254 based on budgeted funding. This represents 125% of HUD funding.

Baseline Units

151

Month	Units Leased	HAP Payments	% of Monthly HUD Funding Utilized	% of Year to Date HUD Funding Utilized	Year to Date Average HAP	Monthly Lease Up Rate	Year to Date Lease Up Rate
Jan	132	\$ 43,941.00	112%	112%	\$ 332.89	87%	87%
Feb	131	45,479.00	116%	114%	347.17	87%	87%
Mar	133	45,693.00	116%	115%	343.56	88%	87%
Apr	135	46,343.00	118%	115%	343.28	89%	88%
May	139	48,144.00	122%	117%	346.36	92%	89%
Jun	143	50,404.00	128%	119%	352.48	95%	90%
Jul	141	51,174.00	130%	120%	362.94	93%	90%
Aug	142	50,226.00	128%	121%	353.70	94%	91%
Sep	143	50,595.00	129%	122%	353.81	95%	91%
Oct	143	50,532.00	128%	123%	353.37	95%	92%
Nov	143	50,832.00	129%	123%	355.47	95%	92%
Dec	145	49,309.00	125%	123%	340.06	96%	92%

Date	Vendor	Contractor	Amount	GL Account
9/7/2021	Meeks	Anchor	\$19,596.47	94200
9/8/2021	Meeks	Anchor	\$715.61	94200
9/9/2021	Meeks	Anchor	\$508.23	94200
9/8/2021	Meeks	Anchor	\$14.99	94200
9/8/2021	Meeks	Anchor	\$196.36	94200
9/16/2021	Economy Metals	Robinett	\$876.54	94200
10/15/2021	robinett	robinett	\$39,467.00	94300120
11/18/2021	Contract 2020-15	Anchor	\$70,830.00	943000120
11/18/2021	Contract 2020-15	anchor	\$27,675.00	943000120
11/18/2021	contract 2021-04	robinett	\$44,738.10	943000120
11/18/2021	contract 2021-04	Robinett	\$11,700.00	943000120
12/1/2021	contract 2021-15	Anchor	\$7,870.00	943000120
12/1/2021	contract 2021-15	anchor	\$3,075.00	943000120
12/22/2021	contract 2020-17	anchor	\$42,935.26	943000120
12/22/2021	contract 2021-03	anchor	\$138,600.00	943000120
			\$408,798.56	

Reserves

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	4	0	0	0	0	0	0	4
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	1	10	3	2	0	0	0	0	16
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	6	6	10	1	0	0	0	23
Hispanic	0	1	2	0	1	0	0	0	4
White	1	14	3	4	0	0	0	0	22
Black	0	3	3	7	1	0	0	0	14
Indian/Alaskan	0	0	1	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	0	1	0	0	0	0	0	1
Other	0	0	1	1	0	0	0	0	2

Income Limit Breakdown

High:	0
Low:	1
Very Low:	4
ExtLow:	35

58

Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	6	0	0	0	0	0	0	6
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	9	0	2	0	0	0	0	11
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	12	6	6	3	0	0	0	27
Hispanic	0	1	0	0	1	0	0	0	2
White	0	19	4	3	1	0	0	0	27
Black	0	4	2	4	2	0	0	0	12
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	0	0	0	0	0	0	0	0
Other	0	1	0	1	0	0	0	0	2

PH

Income Limit Breakdown

High:	0
Low:	2
Very Low:	3
ExtLow:	36



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

December 2021

Current CFP Contracts

1. **2020-17 Exterior painting** of (20) buildings located on Boulevard, Hassen, Union, Calhoun. This includes the replacement of damaged/rotten siding, window seals, and brick mold. This work is being completed to address deteriorating wood, mortar and peeling paint issues noted on MHA last REAC Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, two bidders responded. The bid opening was 3/16/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Brick City, Painting and Drywall with a bid of \$103,000.00.
2. **2021-02 Concrete replacement @ Garfield and Seminary.** This work is being completed due to deficiencies found on our last REAC Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, two bidders responded. The bid opening was 4/20//2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$126,262.00.
3. **2021-03 Concrete Replacement @ 828 Garfield.** This work is being completed due to deficiencies found on our last REAC Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, two bidders responded. The bid opening was 5/4/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Anchor Construction with a bid of \$154,750.00.
4. **2021-07 Insurance Restoration @ 1103 Buchanan,** Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 6/29/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 19,847.33.
5. **2021-09 Insurance Restoration @ 925 Garfield – Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 9/7/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 18,822.23**
6. **2021-10 Community Center Remodel** Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 8/03/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 33,843.00

On Going Modernization Projects

1. We have replaced 151 countertops; we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets, and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. Replacing flooring as needed upon make ready to vinyl planking (1-2bdrm)
5. Replacement of screen doors
6. Removal of trees as needed
7. Replacement of water heater to electric

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

1. Continued Concrete Replacement

Completed Contracting

1. ..

Housing Authority of the City of Mexico
Monthly Report for Housing Authority Board
 12/1/2021 TO 12/31/2021

WORK ORDERS

Received	Processed
97	95

Routine Work Received	Avg. Completion Time Routine
71	15.331 Hrs.

Emergency Work Received	Avg. Completion Time Emergency
1	0.533 Hrs.

All Other Work Received	Avg. Completion Time Other
25	42.428 Hrs.

PRODUCTION

Routine work orders with completion time over 24 hours:	8
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 2

W/O #	Work Order Date
142887	12/27/2021
142903	12/30/2021

Work orders completed from prior months: 3

W/O #	Work Order Date	Completion Date
142805	11/30/2021	12/01/2021
142806	11/30/2021	12/01/2021
142802	11/30/2021	12/01/2021

Work orders still outstanding from prior months: 0

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

Report Criteria

PHA:

Project:

Starting Date: 12/1/2021

Ending Date: 12/31/2021

Staff Generated Work Orders: False



MEXICO HOUSING AUTHORITY



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

Community Center Lease Agreement and Facility Use Policy and Lease Agreement

This lease agreement made and entered into this _____ day of _____, 20____, by and between The Mexico Housing Authority of the City of Mexico, Missouri (“Lessor”) and _____ (“Lessee”). Lessor, for and in consideration of the agreements of Lessee hereafter mentioned, hereby leases to Lessee, the premises located at 828 Garfield, Mexico, MO 65265 and known as the Mexico Housing Authority Community Center. This lease is executed between Mexico Housing Authority, hereinafter referred to as MHA, and lessee listed, hereinafter referred to as Lessee, and becomes effective as of _____, 20__ (date) at _____pm/am and ending time _____pm/am on _____, 20__ (date), for _____ hours. The term of this lease shall be for the specific date and time referred to in this lease only, unless specifically agreed to in writing and approved by MHA personnel. All recognized and responsible organizations and individuals will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space. MHA reserves the right to cancel and/or deny rental privileges at any time. The MHA Community Center is a SMOKE FREE, ALCOHOL FREE, DRUG FREE, and VIOLENCE FREE building.

Scope of Use of Premise: To use and occupy the Premises for the purpose(s) of:

And to have non-exclusive use of the common areas, driveways, and parking lots of the Premises.

Indemnity: No liability, either expressed or implied, will be incurred by lessor, its agents, servants, and employees, for any injuries to lessee, its agents, servants, employees, assigns, successors, invitees, and licensees, or for any damage to property, arising out of the use of the premises, caused by any reason, including the negligence of lessor, its agents, servants, and employees. Lessee hereby releases and agrees to hold Lessor, its agents, servants, and employees, harmless and to indemnify them from and against any and all claims that may be asserted against lessor, its agents, servants, and employees, by lessee, its agents, servants, employees, assigns, successors, invitees, and licensees, including, but not limited to, claims based on Lessor’s negligence or negligence of its agents, servants, employees, and for attorney’s fees. Lessee agrees to obtain insurance and to name lessor as an additional insured under all of its liability policies.

Subletting and Assignment: Lessee may not assign this lease or sublet the Premises without written consent of Lessor.

Rules, Regulations and Laws: Lessee commits to observe and comply with all rules, regulations, and laws now in effect or which may be enacted during the term of this lease by any municipal, county, state or federal authorities having jurisdiction over the Premises, and to indemnify Lessor for any damage by violation thereof.

Termination, Extension, and Notice: The parties hereby agree that Lessor and Lessee have the right to terminate this Lease on the giving of at least 24-hour notice to other party. This Lease may be terminated by Lessor in the event of the breach of any of the agreements of Lessee herein contained, in

which case Lessee shall pay and discharge all costs and expenses (including reasonable attorneys' fees) incurred by Lessor that shall arise from enforcing the agreements of the Lease.

Statement of Policy: Lessor's Rental Polices are as follow:

The facility is available between the hours of 8 a.m. to 8 p.m., 7 days per week, **excluding holidays** (unless otherwise approved by MHA). The MAXIMUM capacity size of the facility is 100 people. All events are allowed 4 hours per event, unless otherwise approved by MHA staff.

Guidelines/Rules and Regulations:

- Firearms and weapons of any kind are PROHIBITED.
- Alcohol and Drugs are PROHIBITED.
- Smoking is only allowed 25 feet from building.
- Criminal violence or fighting of any type will not be tolerated.
- Lessee and guests must adhere to the starting and ending times of the agreement. Reservation time includes time for setup and cleanup, additional time is at \$20.00 per hour overage fee for a Mexico Housing tenant, and \$40.00 per hour overage fee for the general public or other organizations.
- Lessee is responsible for the conduct of both participants and spectators and must provide adequate supervision.
- Lessee must be over the age of 18 and must be present at the event at all times during the rental period stated.
- Lessee may not sublet or transfer their rights or privileges to any other individual, group, or organization.
- Lessee agrees that deposit is to be paid in full before reservation date can be confirmed.
- Lessee agrees not to disturb neighboring tenants and that music and noise levels should be kept to a level for peaceful enjoyment.
- Lessee agrees to have rental area clean and in respectable condition. This includes the following:
 - Removing all trash and excessive dirt;
 - Sweeping and mopping all floors;
 - Cleaning kitchen countertops and appliances;
 - Removing all food, decorations, and personal items from the center;
 - Must unfold and stack all tables and chairs and place them in the respective racks after event;
 - No crepe paper, nails, tacks, staples, posters, banners, etc. are to be used in the decorating;
 - ABSOLUTELY no tape is to be used on the wall's fixtures, or ceiling. Nothing can be hung from the ceiling. All decorations are to be placed on the floor or tables;
- Lessee is responsible for all damages to the building, equipment, and outside premises during their event.
- Lessee agrees to pay for all costs which may be associated with damages or missing equipment that may incur during their event.
- Lessee is responsible for turning off ALL lights and locking ALL doors.
- Lessee must provide adequate supervision for any activity involving children or minors.

- Lessee must not tamper with the security cameras on the Premises.
- Lessor's Maintenance or Management has the right to come and go as he/she feels fit while the event is going on.

Rental Fees:

Lessee must be in good standing with MHA. MHA reserves the right to deny any person who is not in good standing with MHA or whom have had past lease problems. MHA has the right to cancel any event at any time.

Organization	Rental Fee	Deposit	Total
MHA Public Housing Tenant	\$50.00 for leased period (\$20.00 per additional hour)	\$100.00	\$150.00
MHA Staff or Board Member	Free	Free	Free
Non-profit organizations for benefit of the community	Free	Free	Free
General Public and other organizations	\$150.00 for leased period (\$40.00 per additional hour)	\$100.00	\$250.00

Security Deposit:

Security deposits are due and leases must be signed before date can be confirmed. Security deposits will be mailed to the lessee designated on the lease within 30 days from the date the key is returned. Security deposits will not be fully refunded in cases which there are damages and/or the community center is left dirty and not returned back to its original condition. See list of charges below:

Problem	Charge
Trash removed from each trash container	\$10.00 each
Sinks/Counter/table tops dirty in each bathroom or either sink in kitchen	\$20.00 each
Food left in either fridge or dirty	\$10.00 each
Floors not swept/spills	\$50.00
Lights left on	\$50.00
Damages	Prices vary/depends on damage
Any other item deemed unclean by Management	Charge of \$25.00 per hour

Inclement Weather:

Paying lessees will be given the right to reschedule their event to a different date and time without paying an additional deposit and rental fee. The approval of the rescheduled event will be based on the

availability of the facility and is subject to MHA approval. Lessee's who reserve on a weekly or monthly basis for recurring events, no carryover of funds from month to month will be allowed for events in which are cancelled due to inclement weather.

Key Pickup and Return:

Keys must be returned during the next business day or dropped in drop box immediately after the event. If the key is not returned by the next business day, there will be a locksmith charge to change the Community Centers locks. Please see schedule below for specifics:

Day	Pick up Schedule	Return Schedule
Weekday event during business hours	Same day	Same day
Weekday event after business hours	Same day	Next business day
Weekend events	Friday	Monday

Hold Harmless Clause:

Lessee agrees to Hold Harmless, indemnify and defend the Housing Authority, and its Commissioners, Employees, Directors, Officers, Agents, Successors, Representatives, and assigns against any claims or action that may arise during the term of the rental contract/lease and usage of the Community Center and its facilities by Lessee or Invitees or Lessee hereby agree to the rules and regulations of the Mexico Housing Authority's lease agreement and facility policy. I fully accept responsibility for any damages or theft that may occur during my scheduled event and agree to pay Mexico Housing Authority for the costs incurred by these damages. I agree not to hold Mexico Housing Authority or its staff responsible for any personal damages, injury, or accident that may occur during my scheduled event and that any violation of this Lease Agreement is subject to loss of the use of the Center and/or charges for damages. I have read and fully understand the Terms and Conditions of the Lease as is evidenced by my signature.

Lessee's
Signature _____ Date _____

Community Center Lease Agreement SUMMARY

Name of Lessee _____

Tenant# _____

Address _____

Phone Number _____

Type of Event _____

Rental Date _____

Rental Time _____

Rental Fee _____ Deposit _____ Total _____

Approximate number of People, (not to exceed 100-person capacity) _____

Notes:

For office use only:

Date key picked up:

Key #:

Key returned date:

Paid in full/refund of deposit:

Initials:

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, 2021, by and between Housing Authority of The City of Mexico, Missouri (hereinafter referred to as "Lessor"), and Central Missouri Agency on Aging and/or 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, 2021**, and terminating on the **30th** day of **June, 2022**, 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 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: CENTRAL MISSOURI AGENCY ON AGING AND/OR MEXICO SENIOR CENTER, INC

By: _____

Title _____

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

By _____ date _____