



MEXICO HOUSING AUTHORITY



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

AGENDA Regular MEETING
at
MHA office,
828 Garfield Avenue, Mexico, MO 65265
Scheduled for
Tuesday, June 21, 2022 at 2:00pm

1. **Call to order** by Chairperson
2. **Roll Call** by Dawn Mahaney, Interim 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 minutes from May 17, 2022 meeting
6. **Executive Director's Report:**
 - a. Financials (fiscal year end comparison)
 - b. S8/PH Report
 - c. S8/PH Waitlist
 - d. Contract/Capital Fund/Modernization Projects
7. **Unfinished Business.**
8. **New Business.**
Resolution 2965 Senior Center lease 2022
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 241 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 May 17, 2022

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, May 17, 2022, at 2:00 PM at Administration Building. 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 May 17, 2022. Commissioner R Jackson called the meeting to order at 2:13pm.

2. **Roll Call** by Interim Executive Director Dawn Mahaney:

The following Commissioners were present:

Commissioner Tad Dobyms
Commissioner Rita Jackson
Commissioner Martin Keller
Commissioner

Commissioners absent:

Commissioner Sandy Lecoque

Others present:

Interim Executive Director/Secretary

Dawn Mahaney

3. **Adoption of Agenda**

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

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

4. **Comments from the public:**

None

5. **Approval of Meeting Minutes**

R Jackson requested a motion to approve Meeting Minutes for March 15, 2022. 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

D Mahaney started with a summary of the reports verbally. Financials are in the EOFY processing and have not been received from the accountant yet. D Mahaney gave her report on the PH occupancy numbers of 100% Occupied and that we just did a HCV voucher release at the end of April. D Mahaney also spoke of the two major contracts going on right now which are the office remodel and the concrete parking on Wade St.

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: Sandy Lecoque

7. Unfinished Business

None

8. New Business

Resolution 2964 Revision of the Personnel Policy 2022 adding the Juneteenth as a Federal Holiday

R Jackson requested a motion to accept the Resolution 2964. 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: Sandy Lecoque

9. Other Business:

None

10. Adjournment of Open Meeting:

Commissioner R Jackson requested a motion to adjourn the Open meeting on May 17, 2022, Commissioner M Keller made a motion and Commissioner T Dobyms seconded. The open session meeting was adjourned at 2:35pm

R Jackson, Board Chair

Dawn Mahaney, Interim Executive Director

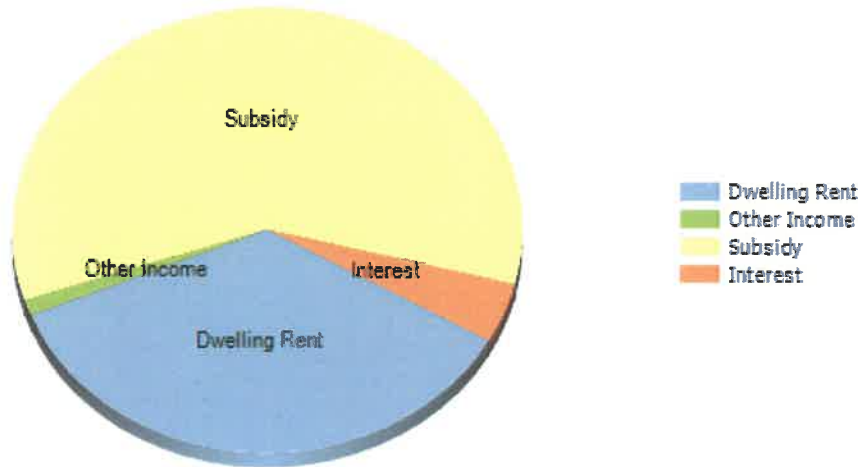
Certification of Public Notice

I, Dawn Mahaney, Interim Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on May 13, 2022, I posted public notice of the May 17, 2022 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.

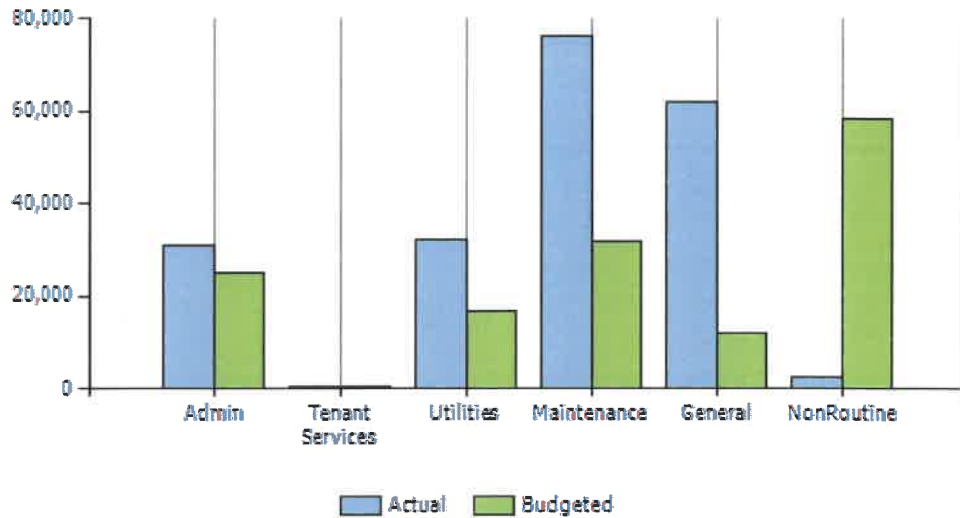
Dawn Mahaney

**Mexico Housing Authority
Low Rent Analysis of Current Month
03/31/22**

Analysis of Income



Analysis of Expenses



Cash Disbursements for the month totaled:	\$	165,936
Cash Receipts for the month totaled:	\$	117,722
General Fund Cash balance at end of month is:	\$	991,332
Investment balance at end of month is:	\$	905,267

**Mexico Housing Authority
Balance Sheet - Combining
As of March 31, 2022**

Assets

	Low Rent	Section 8	Local Fund	Total
Current Assets				
Cash-unrestricted	\$ 991,332.38	\$ 142,245.66	\$ 11,411.38	\$ 1,144,989.42
Accounts receivable - HUD other projects	70,938.33	8,601.00	0.00	79,539.33
Accounts receivable - miscellaneous	149.00	0.00	0.00	149.00
Accounts receivable - tenants (net)	13,634.88	0.00	0.00	13,634.88
Accrued interest receivable	3,741.59	29.28	0.00	3,770.87
Investments - unrestricted	905,266.84	29,244.80	0.00	934,511.64
Prepaid expenses and other assets	79,143.13	1,458.28	0.00	80,601.41
Inventories (net)	29,508.69	0.00	0.00	29,508.69
Inter program - due from	30,204.79	0.00	0.00	30,204.79
Total Current Assets	<u>2,123,919.63</u>	<u>181,579.02</u>	<u>11,411.38</u>	<u>2,316,910.03</u>
Property and Equipment				
Land	296,135.76	0.00	0.00	296,135.76
Buildings	15,884,542.04	27,883.88	0.00	15,912,425.92
Furniture, equipment and machinery - administration	427,066.63	15,281.30	0.00	442,347.93
Accumulated depreciation	(11,999,670.57)	(25,299.14)	0.00	(12,024,969.71)
Net Property and Equipment	<u>4,608,073.86</u>	<u>17,866.04</u>	<u>0.00</u>	<u>4,625,939.90</u>
Total Assets	<u>\$ 6,731,993.49</u>	<u>\$ 199,445.06</u>	<u>\$ 11,411.38</u>	<u>\$ 6,942,849.93</u>

Liabilities and Net Position

Current Liabilities				
Accounts payable	\$ 13,892.46	\$ 1,621.49	\$ 0.00	\$ 15,513.95
Accrued wage/payroll taxes payable	5,421.09	1,090.03	0.00	6,511.12
Accrued compensated absences - current portion	6,561.20	1,841.88	0.00	8,403.08
Accounts payable - other government	27,858.27	0.00	0.00	27,858.27
Tenant security deposits	30,353.13	0.00	0.00	30,353.13
Unearned revenue	6,076.00	0.00	0.00	6,076.00
Accrued liabilities - other	15,895.19	0.00	0.00	15,895.19
Inter program - due to	0.00	29,297.26	907.53	30,204.79
Total Current Liabilities	<u>106,057.34</u>	<u>33,850.66</u>	<u>907.53</u>	<u>140,815.53</u>
Long-Term Liabilities				
Accrued compensated absences - non-current	2,685.22	940.13	0.00	3,625.35
Total Long-Term Liabilities	<u>2,685.22</u>	<u>940.13</u>	<u>0.00</u>	<u>3,625.35</u>
Total Liabilities	<u>108,742.56</u>	<u>34,790.79</u>	<u>907.53</u>	<u>144,440.88</u>
Net Position				
Investment in capital assets	4,608,073.86	17,866.04	0.00	4,625,939.90
Unrestricted	1,948,361.17	130,550.77	10,688.76	2,089,600.70
Restricted	0.00	10,304.84	0.00	10,304.84
Capital expenditures-contra	1,106,856.16	0.00	0.00	1,106,856.16
Net income (loss)	(1,040,040.26)	5,932.62	(184.91)	(1,034,292.55)
Total Net Position	<u>6,623,250.93</u>	<u>164,654.27</u>	<u>10,503.85</u>	<u>6,798,409.05</u>
Total Liabilities and Net Position	<u>\$ 6,731,993.49</u>	<u>\$ 199,445.06</u>	<u>\$ 11,411.38</u>	<u>\$ 6,942,849.93</u>

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

Mexico Housing Authority
Income Statement-Combining
12 Months Ended 3/31/2022

	Low Rent	Section 8	Local Fund	Total
Operating Revenues				
Net tenant rental revenue	\$ 465,548.85	0.00	0.00	\$ 465,548.85
Tenant revenue - other	22,982.79	0.00	0.00	22,982.79
HUD PHA operating grants	959,023.70	707,595.29	0.00	1,666,618.99
Capital grants	375,274.24	0.00	0.00	375,274.24
Investment income - unrestricted	5,899.39	229.40	3.21	6,132.00
Fraud recovery	0.00	163.22	0.00	163.22
Other revenue	17,743.07	16,626.90	250.00	34,619.97
Gain or loss on disposition of capital assets	6,000.00	0.00	0.00	6,000.00
Total Operating Revenues	<u>1,852,472.04</u>	<u>724,614.81</u>	<u>253.21</u>	<u>2,577,340.06</u>
Operating Expenses				
Administrative salaries	154,859.26	57,749.38	0.00	212,608.64
Advertising and marketing	1,958.25	335.47	0.00	2,293.72
Employee benefits - administrative	70,951.38	23,673.71	0.00	94,625.09
Office expenses	30,805.63	6,516.26	0.00	37,321.89
Legal expenses	5,243.29	98.96	0.00	5,342.25
Travel	6,671.35	1,310.57	0.00	7,981.92
Other admin.	30,066.14	8,101.92	438.12	38,606.18
Total Administrative	<u>300,555.30</u>	<u>97,786.27</u>	<u>438.12</u>	<u>398,779.69</u>
Tenant services - other	3,166.33	0.00	0.00	3,166.33
Total Tenant Services	<u>3,166.33</u>	<u>0.00</u>	<u>0.00</u>	<u>3,166.33</u>
Water	71,726.20	0.00	0.00	71,726.20
Electricity	22,928.87	0.00	0.00	22,928.87
Gas	3,056.12	0.00	0.00	3,056.12
Sewer	89,254.96	0.00	0.00	89,254.96
Total Utilities	<u>186,966.15</u>	<u>0.00</u>	<u>0.00</u>	<u>186,966.15</u>
Maintenance labor	93,216.22	0.00	0.00	93,216.22
Maintenance materials	209,857.52	40.39	0.00	209,897.91
Maintenance contracts	167,832.96	0.00	0.00	167,832.96
Employee benefits - maintenance	42,693.31	0.00	0.00	42,693.31
Total Maintenance	<u>513,600.01</u>	<u>40.39</u>	<u>0.00</u>	<u>513,640.40</u>
Property insurance	74,494.26	0.00	0.00	74,494.26
Liability insurance	6,414.72	82.52	0.00	6,497.24
Workmen's compensation	8,681.10	2,027.09	0.00	10,708.19
All other insurance	8,243.81	542.10	0.00	8,785.91
Total Insurance	<u>97,833.89</u>	<u>2,651.71</u>	<u>0.00</u>	<u>100,485.60</u>

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**Mexico Housing Authority
Income Statement-Combining**

12 Months Ended 3/31/2022
Section 8

	Low Rent	Section 8	Local Fund	Total
Protective services - other contract costs	1,234.50	0.00	0.00	1,234.50
Total Protective Services	<u>1,234.50</u>	<u>0.00</u>	<u>0.00</u>	<u>1,234.50</u>
Compensated absences	15,584.62	3,984.05	0.00	19,568.67
Payments in lieu of taxes	27,858.27	0.00	0.00	27,858.27
Bad debt - tenant rents	34,029.32	0.00	0.00	34,029.32
Bad debt - other	0.00	191.79	0.00	191.79
Total General Expenses	<u>77,472.21</u>	<u>4,175.84</u>	<u>0.00</u>	<u>81,648.05</u>
Housing assistance payments	0.00	596,798.00	0.00	596,798.00
HAP portability-in	0.00	12,713.00	0.00	12,713.00
Total Housing Assistance Payments	<u>0.00</u>	<u>609,511.00</u>	<u>0.00</u>	<u>609,511.00</u>
Total Operating Expenses	<u>1,180,828.39</u>	<u>714,165.21</u>	<u>438.12</u>	<u>1,895,431.72</u>
Operating Income (Loss)	<u>671,643.65</u>	<u>10,449.60</u>	<u>(184.91)</u>	<u>681,908.34</u>
Other Financial Items				
Extraordinary maintenance	13,024.43	0.00	0.00	13,024.43
Casualty losses - non-capitalized	35,909.19	0.00	0.00	35,909.19
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	1,029,210.56	0.00	0.00	1,029,210.56
Total Other Financial Items	<u>1,155,789.78</u>	<u>0.00</u>	<u>0.00</u>	<u>1,155,789.78</u>
Net Income (Loss) Before Depreciation	<u>(484,146.13)</u>	<u>10,449.60</u>	<u>(184.91)</u>	<u>(473,881.44)</u>
Depreciation expense	555,894.13	4,516.98	0.00	560,411.11
Net Income (Loss)	<u>\$ (1,040,040.26)</u>	<u>\$ 5,932.62</u>	<u>\$ (184.91)</u>	<u>\$ (1,034,292.55)</u>

Mexico Housing Authority
Income Statement-AMP # 1 (Consolidated)
12 Months Ended 3/31/2022

	Actual	Budget	Variance
Operating Revenues			
Net tenant rental revenue	\$ 465,548.85	\$ 458,000.00	\$ (7,548.85)
Tenant revenue - other	22,982.79	27,040.00	4,057.21
HUD PHA operating grants	959,023.70	1,000,385.00	41,361.30
Capital grants	375,274.24	0.00	(375,274.24)
Investment income - unrestricted	5,899.39	7,500.00	1,600.61
Other revenue	17,743.07	24,300.00	6,556.93
Gain or loss on disposition of capital assets	6,000.00	0.00	(6,000.00)
Total Operating Revenues	<u>1,852,472.04</u>	<u>1,517,225.00</u>	<u>(335,247.04)</u>
Operating Expenses			
Administrative salaries	154,859.26	162,130.00	7,270.74
Advertising and marketing	1,958.25	2,110.00	151.75
Employee benefits - administrative	70,951.38	73,400.00	2,448.62
Office expenses	30,805.63	32,680.00	1,874.37
Legal expenses	5,243.29	3,860.00	(1,383.29)
Travel	6,671.35	4,450.00	(2,221.35)
Other admin.	30,066.14	23,850.00	(6,216.14)
Total Administrative	<u>300,555.30</u>	<u>302,480.00</u>	<u>1,924.70</u>
Tenant services - other	3,166.33	3,930.00	763.67
Total Tenant Services	<u>3,166.33</u>	<u>3,930.00</u>	<u>763.67</u>
Water	71,726.20	91,810.00	20,083.80
Electricity	22,928.87	20,150.00	(2,778.87)
Gas	3,056.12	2,280.00	(776.12)
Sewer	89,254.96	88,760.00	(494.96)
Total Utilities	<u>186,966.15</u>	<u>203,000.00</u>	<u>16,033.85</u>
Maintenance labor	93,216.22	95,050.00	1,833.78
Maintenance materials	209,857.52	233,000.00	23,142.48
Maintenance contracts	167,832.96	137,930.00	(29,902.96)
Employee benefits - maintenance	42,693.31	44,920.00	2,226.69
Total Maintenance	<u>513,600.01</u>	<u>510,900.00</u>	<u>(2,700.01)</u>
Property insurance	74,494.26	72,910.00	(1,584.26)
Liability insurance	6,414.72	6,330.00	(84.72)
Workmen's compensation	8,681.10	8,680.00	(1.10)
All other insurance	8,243.81	8,040.00	(203.81)
Total Insurance	<u>97,833.89</u>	<u>95,960.00</u>	<u>(1,873.89)</u>
Protective services - other contract costs	1,234.50	1,330.00	95.50
Total Protective Services	<u>1,234.50</u>	<u>1,330.00</u>	<u>95.50</u>
Compensated absences	15,584.62	6,960.00	(8,624.62)
Payments in lieu of taxes	27,858.27	25,500.00	(2,358.27)
Bad debt - tenant rents	34,029.32	15,000.00	(19,029.32)
Total General Expenses	<u>77,472.21</u>	<u>47,460.00</u>	<u>(30,012.21)</u>
Total Operating Expenses	<u>1,180,828.39</u>	<u>1,165,060.00</u>	<u>(15,768.39)</u>
Operating Income (Loss)	<u>671,643.65</u>	<u>352,165.00</u>	<u>(319,478.65)</u>
Other Financial Items			
Extraordinary maintenance	13,024.43	23,880.00	10,855.57
Casualty losses - non-capitalized	35,909.19	0.00	(35,909.19)
Prior period adjustments	0.00	0.00	0.00
Replacement of equipment	77,645.60	77,640.00	(5.60)
Property betterments & additions	1,029,210.56	600,000.00	(429,210.56)
Total Other Financial Items	<u>1,155,789.78</u>	<u>701,520.00</u>	<u>(454,269.78)</u>

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See Accountant's Compilation Report

Mexico Housing Authority
Income Statement-AMP # 1 (Consolidated)
12 Months Ended 3/31/2022

	Actual	Budget	Variance
Net Income (Loss) Before Depreciation	<u>(484,146.13)</u>	<u>(349,355.00)</u>	<u>134,791.13</u>
Depreciation expense	<u>555,894.13</u>	<u>0.00</u>	<u>(555,894.13)</u>
Net Income (Loss)	<u>\$ (1,040,040.26)</u>	<u>\$ (349,355.00)</u>	<u>\$ 690,685.26</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 12 Months Ended 3/31/2022

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
Net tenant rental revenue	\$ 41,957.45	\$ 465,548.85	\$ 458,000.00	\$ (7,548.85)
Tenant revenue - other	660.00	22,982.79	27,040.00	4,057.21
HUD PHA operating grants	70,049.00	869,995.20	869,995.00	(0.20)
Investment income - unrestricted	5,172.72	5,899.39	7,500.00	1,600.61
Other revenue	711.05	17,743.07	24,300.00	6,556.93
Gain or loss on disposition of capital assets	0.00	6,000.00	0.00	(6,000.00)
Total Operating Revenues	<u>118,550.22</u>	<u>1,388,169.30</u>	<u>1,386,835.00</u>	<u>(1,334.30)</u>
Operating Expenses				
Administrative salaries	10,727.00	154,859.26	162,130.00	7,270.74
Advertising and marketing	0.00	1,958.25	2,110.00	151.75
Employee benefits - administrative	3,762.93	70,951.38	73,400.00	2,448.62
Office expenses	3,374.61	30,805.63	32,680.00	1,874.37
Legal expenses	1,205.50	5,243.29	3,860.00	(1,383.29)
Travel	3,102.65	6,671.35	4,450.00	(2,221.35)
Other admin.	8,688.32	30,066.14	23,850.00	(6,216.14)
Total Administrative	<u>30,861.01</u>	<u>300,555.30</u>	<u>302,480.00</u>	<u>1,924.70</u>
Tenant services - other	220.00	3,166.33	3,930.00	763.67
Total Tenant Services	<u>220.00</u>	<u>3,166.33</u>	<u>3,930.00</u>	<u>763.67</u>
Water	10,007.94	71,726.20	91,810.00	20,083.80
Electricity	6,328.42	22,928.87	20,150.00	(2,778.87)
Gas	803.95	3,056.12	2,280.00	(776.12)
Sewer	15,041.12	89,254.96	88,760.00	(494.96)
Total Utilities	<u>32,181.43</u>	<u>186,966.15</u>	<u>203,000.00</u>	<u>16,033.85</u>
Maintenance labor	10,567.80	93,216.22	95,050.00	1,833.78
Maintenance materials	35,931.69	163,977.65	150,000.00	(13,977.65)
Maintenance contracts	25,579.99	124,684.33	90,540.00	(34,144.33)
Employee benefits - maintenance	3,925.35	42,693.31	44,920.00	2,226.69
Total Maintenance	<u>76,004.83</u>	<u>424,571.51</u>	<u>380,510.00</u>	<u>(44,061.51)</u>
Property insurance	6,606.63	74,494.26	72,910.00	(1,584.26)
Liability insurance	556.40	6,414.72	6,330.00	(84.72)
Workmen's compensation	670.97	8,681.10	8,680.00	(1.10)
All other insurance	705.82	8,243.81	8,040.00	(203.81)
Total Insurance	<u>8,539.82</u>	<u>97,833.89</u>	<u>95,960.00</u>	<u>(1,873.89)</u>
Protective services - other contract costs	66.00	1,234.50	1,330.00	95.50
Total Protective Services	<u>66.00</u>	<u>1,234.50</u>	<u>1,330.00</u>	<u>95.50</u>
Compensated absences	15,584.62	15,584.62	6,960.00	(8,624.62)
Payments in lieu of taxes	13,474.31	27,858.27	25,500.00	(2,358.27)
Bad debt - tenant rents	24,242.22	34,029.32	15,000.00	(19,029.32)
Total General Expenses	<u>53,301.15</u>	<u>77,472.21</u>	<u>47,460.00</u>	<u>(30,012.21)</u>
Total Operating Expenses	<u>201,174.24</u>	<u>1,091,799.89</u>	<u>1,034,670.00</u>	<u>(57,129.89)</u>
Operating Income (Loss)	<u>(82,624.02)</u>	<u>296,369.41</u>	<u>352,165.00</u>	<u>55,795.59</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 12 Months Ended 3/31/2022

	Current Month	Year to Date	Budget	Variance
Other Financial Items				
Extraordinary maintenance	0.00	13,024.43	23,880.00	10,855.57
Casualty losses - non-capitalized	0.00	35,909.19	0.00	(35,909.19)
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	0.00	77,645.60	77,640.00	(5.60)
Property betterments & additions	<u>2,500.00</u>	<u>653,936.32</u>	<u>600,000.00</u>	<u>(53,936.32)</u>
Total Other Financial Items	<u>2,500.00</u>	<u>780,515.54</u>	<u>701,520.00</u>	<u>(78,995.54)</u>
Net Income (Loss) Before Depreciation	<u>(85,124.02)</u>	<u>(484,146.13)</u>	<u>(349,355.00)</u>	<u>134,791.13</u>
Depreciation expense	<u>547,572.73</u>	<u>547,572.73</u>	<u>0.00</u>	<u>(547,572.73)</u>
Net Income (Loss)	<u>\$ (632,696.75)</u>	<u>\$ (1,031,718.86)</u>	<u>\$ (349,355.00)</u>	<u>\$ 682,363.86</u>

Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 12 Months Ended 3/31/2022

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Budget
Operating Revenues							
Net tenant rental revenue	\$ 41,957.45	\$ 38,166.66	\$ (3,790.79)	\$ 465,548.85	\$ 458,000.00	\$ (7,548.85)	101.65%
Tenant revenue - other	660.00	2,253.33	1,593.33	22,982.79	27,040.00	4,057.21	85.00%
HUD PHA operating grants	70,049.00	72,499.58	2,450.58	869,995.20	869,995.00	(0.20)	100.00%
Investment income - unrestricted	5,172.72	625.00	(4,547.72)	5,899.39	7,500.00	1,600.61	78.66%
Other revenue	711.05	2,025.00	1,313.95	17,743.07	24,300.00	6,556.93	73.02%
Gain or loss on disposition of capital assets	0.00	0.00	0.00	6,000.00	0.00	(6,000.00)	0.00%
Total Operating Revenues	<u>118,550.22</u>	<u>115,569.57</u>	<u>(2,980.65)</u>	<u>1,388,169.30</u>	<u>1,386,835.00</u>	<u>(1,334.30)</u>	<u>100.10%</u>
Operating Expenses							
Administrative salaries	10,727.00	13,510.83	2,783.83	154,859.26	162,130.00	7,270.74	95.52%
Advertising and marketing	0.00	175.83	175.83	1,958.25	2,110.00	151.75	92.81%
Employee benefits - administrative	3,762.93	6,116.66	2,353.73	70,951.38	73,400.00	2,448.62	96.66%
Office expenses	3,374.61	2,723.33	(651.28)	30,805.63	32,680.00	1,874.37	94.26%
Legal expenses	1,205.50	321.66	(883.84)	5,243.29	3,860.00	(1,383.29)	135.84%
Travel	3,102.65	370.83	(2,731.82)	6,671.35	4,450.00	(2,221.35)	149.92%
Other admin.	8,688.32	1,987.49	(6,700.83)	30,066.14	23,850.00	(6,216.14)	126.06%
Total Administrative	<u>30,861.01</u>	<u>25,206.63</u>	<u>(5,654.38)</u>	<u>300,555.30</u>	<u>302,480.00</u>	<u>1,924.70</u>	<u>99.36%</u>
Tenant services - other	220.00	327.50	107.50	3,166.33	3,930.00	763.67	80.57%
Total Tenant Services	<u>220.00</u>	<u>327.50</u>	<u>107.50</u>	<u>3,166.33</u>	<u>3,930.00</u>	<u>763.67</u>	<u>80.57%</u>
Water	10,007.94	7,650.83	(2,357.11)	71,726.20	91,810.00	20,083.80	78.12%
Electricity	6,328.42	1,679.16	(4,649.26)	22,928.87	20,150.00	(2,778.87)	113.79%
Gas	803.95	190.00	(613.95)	3,056.12	2,280.00	(776.12)	134.04%
Sewer	15,041.12	7,396.66	(7,644.46)	89,254.96	88,760.00	(494.96)	100.56%
Total Utilities	<u>32,181.43</u>	<u>16,916.65</u>	<u>(15,264.78)</u>	<u>186,966.15</u>	<u>203,000.00</u>	<u>16,033.85</u>	<u>92.10%</u>
Maintenance labor	10,567.80	7,920.83	(2,646.97)	93,216.22	95,050.00	1,833.78	98.07%
Maintenance materials	35,931.69	12,500.00	(23,431.69)	163,977.65	150,000.00	(13,977.65)	109.32%
Maintenance contracts	25,579.99	7,545.00	(18,034.99)	124,684.33	90,540.00	(34,144.33)	137.71%
Employee benefits - maintenance	3,925.35	3,743.33	(182.02)	42,693.31	44,920.00	2,226.69	95.04%
Total Maintenance	<u>76,004.83</u>	<u>31,709.16</u>	<u>(44,295.67)</u>	<u>424,571.51</u>	<u>380,510.00</u>	<u>(44,061.51)</u>	<u>111.58%</u>
Property insurance	6,606.63	6,075.83	(530.80)	74,494.26	72,910.00	(1,584.26)	102.17%
Liability insurance	556.40	527.50	(28.90)	6,414.72	6,330.00	(84.72)	101.34%
Workmen's compensation	670.97	723.33	52.36	8,681.10	8,680.00	(1.10)	100.01%
All other insurance	705.82	670.00	(35.82)	8,243.81	8,040.00	(203.81)	102.53%
Total Insurance	<u>8,539.82</u>	<u>7,996.66</u>	<u>(543.16)</u>	<u>97,833.89</u>	<u>95,960.00</u>	<u>(1,873.89)</u>	<u>101.95%</u>

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Mexico Housing Authority
Income Statement-Operating Fund
1 Month and 12 Months Ended 3/31/2022

	Current Month	Budget	Variance	Year to Date	Budget	Variance	Percent of Budget
Protective services - other contract costs	66.00	110.83	44.83	1,234.50	1,330.00	95.50	92.82%
Total Protective Services	66.00	110.83	44.83	1,234.50	1,330.00	95.50	92.82%
Compensated absences	15,584.62	580.00	(15,004.62)	15,584.62	6,960.00	(8,624.62)	223.92%
Payments in lieu of taxes	13,474.31	2,125.00	(11,349.31)	27,858.27	25,500.00	(2,358.27)	109.25%
Bad debt - tenant rents	24,242.22	1,250.00	(22,992.22)	34,029.32	15,000.00	(19,029.32)	226.86%
Total General Expenses	53,301.15	3,955.00	(49,346.15)	77,472.21	47,460.00	(30,012.21)	163.24%
Total Operating Expenses	201,174.24	86,222.43	(114,951.81)	1,091,799.89	1,034,670.00	(57,129.89)	105.52%
Operating Income (Loss)	(82,624.02)	29,347.14	111,971.16	296,369.41	352,165.00	55,795.59	84.16%
Other Financial Items							
Extraordinary maintenance	0.00	1,990.00	1,990.00	13,024.43	23,880.00	10,855.57	54.54%
Casualty losses - non-capitalized	0.00	0.00	0.00	35,909.19	0.00	(35,909.19)	0.00%
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Replacement of equipment	0.00	6,470.00	6,470.00	77,645.60	77,640.00	(5.60)	100.01%
Property betterments & additions	2,500.00	50,000.00	47,500.00	653,936.32	600,000.00	(53,936.32)	108.99%
Total Other Financial Items	2,500.00	58,460.00	55,960.00	780,515.54	701,520.00	(78,995.54)	111.26%
Net Income (Loss) Before Depreciation	(85,124.02)	(29,112.86)	56,011.16	(484,146.13)	(349,355.00)	134,791.13	138.58%
Depreciation expense	547,572.73	0.00	(547,572.73)	547,572.73	0.00	(547,572.73)	0.00%
Net Income (Loss)	\$ (632,696.75)	\$ (29,112.86)	\$ 603,583.89	\$ (1,031,718.86)	\$ (349,355.00)	\$ 682,363.86	295.32%

Mexico Housing Authority
Income Statement-COVID
1 Month and 12 Months Ended 3/31/2022

	Current Month	Year to Date
Operating Revenues		
HUD PHA operating grants	\$ 0.00	\$ 10,580.20
Total Operating Revenues	<u>0.00</u>	<u>10,580.20</u>
Operating Expenses		
Maintenance materials	<u>0.00</u>	<u>0.20</u>
Total Maintenance	<u>0.00</u>	<u>0.20</u>
Total Operating Expenses	<u>0.00</u>	<u>0.20</u>
Operating Income (Loss)	<u>0.00</u>	<u>10,580.00</u>
Other Financial Items		
Prior period adjustments	0.00	0.00
Replacement of equipment	0.00	10,580.00
Property betterments & additions	<u>0.00</u>	<u>0.00</u>
Total Other Financial Items	<u>0.00</u>	<u>10,580.00</u>
Net Income (Loss)	<u><u>\$ 0.00</u></u>	<u><u>\$ 0.00</u></u>

Mexico Housing Authority
Income Statement-AMP # 1 (Program Type)

12 Months Ended 3/31/2022

	Low Rent	Low Rent - COVID	CFP	Total
Operating Revenues				
Net tenant rental revenue	\$ 465,548.85	\$ 0.00	\$ 0.00	\$ 465,548.85
Tenant revenue - other	22,982.79	0.00	0.00	22,982.79
HUD PHA operating grants	859,415.00	10,580.20	89,028.50	959,023.70
Capital grants	0.00	0.00	375,274.24	375,274.24
Investment income - unrestricted	5,899.39	0.00	0.00	5,899.39
Other revenue	17,743.07	0.00	0.00	17,743.07
Gain or loss on disposition of capital assets	6,000.00	0.00	0.00	6,000.00
Total Operating Revenues	<u>1,377,589.10</u>	<u>10,580.20</u>	<u>464,302.74</u>	<u>1,852,472.04</u>
Operating Expenses				
Administrative salaries	154,859.26	0.00	0.00	154,859.26
Advertising and marketing	1,958.25	0.00	0.00	1,958.25
Employee benefits - administrative	70,951.38	0.00	0.00	70,951.38
Office expenses	30,805.63	0.00	0.00	30,805.63
Legal expenses	5,243.29	0.00	0.00	5,243.29
Travel	6,671.35	0.00	0.00	6,671.35
Other admin.	30,066.14	0.00	0.00	30,066.14
Total Administrative	<u>300,555.30</u>	<u>0.00</u>	<u>0.00</u>	<u>300,555.30</u>
Tenant services - other	3,166.33	0.00	0.00	3,166.33
Total Tenant Services	<u>3,166.33</u>	<u>0.00</u>	<u>0.00</u>	<u>3,166.33</u>
Water	71,726.20	0.00	0.00	71,726.20
Electricity	22,928.87	0.00	0.00	22,928.87
Gas	3,056.12	0.00	0.00	3,056.12
Sewer	89,254.96	0.00	0.00	89,254.96
Total Utilities	<u>186,966.15</u>	<u>0.00</u>	<u>0.00</u>	<u>186,966.15</u>
Maintenance labor	93,216.22	0.00	0.00	93,216.22
Maintenance materials	163,977.45	0.20	45,879.87	209,857.52
Maintenance contracts	124,684.33	0.00	43,148.63	167,832.96
Employee benefits - maintenance	42,693.31	0.00	0.00	42,693.31
Total Maintenance	<u>424,571.31</u>	<u>0.20</u>	<u>89,028.50</u>	<u>513,600.01</u>
Property insurance	74,494.26	0.00	0.00	74,494.26
Liability insurance	6,414.72	0.00	0.00	6,414.72
Workmen's compensation	8,681.10	0.00	0.00	8,681.10
All other insurance	8,243.81	0.00	0.00	8,243.81
Total Insurance	<u>97,833.89</u>	<u>0.00</u>	<u>0.00</u>	<u>97,833.89</u>
Protective services - other contract costs	1,234.50	0.00	0.00	1,234.50
Total Protective Services	<u>1,234.50</u>	<u>0.00</u>	<u>0.00</u>	<u>1,234.50</u>
Compensated absences	15,584.62	0.00	0.00	15,584.62
Payments in lieu of taxes	27,858.27	0.00	0.00	27,858.27
Bad debt - tenant rents	34,029.32	0.00	0.00	34,029.32
Total General Expenses	<u>77,472.21</u>	<u>0.00</u>	<u>0.00</u>	<u>77,472.21</u>
Total Operating Expenses	<u>1,091,799.69</u>	<u>0.20</u>	<u>89,028.50</u>	<u>1,180,828.39</u>
Operating Income (Loss)	<u>285,789.41</u>	<u>10,580.00</u>	<u>375,274.24</u>	<u>671,643.65</u>
Other Financial Items				
Extraordinary maintenance	13,024.43	0.00	0.00	13,024.43
Casualty losses - non-capitalized	35,909.19	0.00	0.00	35,909.19
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	67,065.60	10,580.00	0.00	77,645.60

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Mexico Housing Authority
Income Statement-AMP # 1 (Program Type)

12 Months Ended 3/31/2022

	Low Rent	Low Rent - COVID	CFP	Total
Property betterments & additions	653,936.32	0.00	375,274.24	1,029,210.56
Total Other Financial Items	<u>769,935.54</u>	<u>10,580.00</u>	<u>375,274.24</u>	<u>1,155,789.78</u>
Net Income (Loss) Before Depreciation	<u>(484,146.13)</u>	<u>0.00</u>	<u>0.00</u>	<u>(484,146.13)</u>
Depreciation expense	547,572.73	0.00	8,321.40	555,894.13
Net Income (Loss)	<u>\$ (1,031,718.86)</u>	<u>\$ 0.00</u>	<u>\$ (8,321.40)</u>	<u>\$ (1,040,040.26)</u>

**Mexico Housing Authority
2020 CFP Report
03/31/22**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Advances			
CFP Advances	\$ 518,855.27	\$ 522,053.00	\$ 3,197.73
Expenditures			
General Capital Activity	<u>518,855.27</u>	<u>522,053.00</u>	<u>3,197.73</u>
Total Expenditures	<u>\$ 518,855.27</u>	<u>\$ 522,053.00</u>	<u>\$ 3,197.73</u>
Excess (Deficiency) of Funds Advanced	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

**Mexico Housing Authority
2021 CFP Report
03/31/22**

	Actual	Budget	Variance
Advances			
CFP Advances	<u>\$ 132,634.40</u>	<u>\$ 542,764.00</u>	<u>\$ 410,129.60</u>
Expenditures			
General Capital Activity	<u>132,634.40</u>	<u>542,764.00</u>	<u>410,129.60</u>
Total Expenditures	<u>\$ 132,634.40</u>	<u>\$ 542,764.00</u>	<u>\$ 410,129.60</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

1 Month and 12 Months Ended 3/31/2022

	Current Month	Year to Date	Budget	Variance
Operating Revenues				
HUD PHA operating grants	\$ 73,860.00	\$ 707,595.29	\$ 82,673.00	\$ (624,922.29)
Investment income - unrestricted	20.44	229.40	1,000.00	770.60
Fraud recovery	(328.69)	163.22	0.00	(163.22)
Other revenue	1,609.42	16,626.90	5,320.00	(11,306.90)
Total Operating Revenues	<u>75,161.17</u>	<u>724,614.81</u>	<u>88,993.00</u>	<u>(635,621.81)</u>
Operating Expenses				
Administrative salaries	5,865.83	57,749.38	60,460.00	2,710.62
Auditing fees	0.00	0.00	1,260.00	1,260.00
Advertising and marketing	0.00	335.47	90.00	(245.47)
Employee benefits - administrative	1,990.97	23,673.71	31,550.00	7,876.29
Office expenses	731.75	6,516.26	5,490.00	(1,026.26)
Legal expenses	0.00	98.96	1,800.00	1,701.04
Travel	708.52	1,310.57	990.00	(320.57)
Other admin.	1,842.45	8,101.92	5,060.00	(3,041.92)
Total Administrative	<u>11,139.52</u>	<u>97,786.27</u>	<u>106,700.00</u>	<u>8,913.73</u>
Maintenance materials	0.00	40.39	0.00	(40.39)
Total Maintenance	<u>0.00</u>	<u>40.39</u>	<u>0.00</u>	<u>(40.39)</u>
Liability insurance	7.17	82.52	4,720.00	4,637.48
Workmen's compensation	147.29	2,027.09	0.00	(2,027.09)
All other insurance	47.04	542.10	0.00	(542.10)
Total Insurance	<u>201.50</u>	<u>2,651.71</u>	<u>4,720.00</u>	<u>2,068.29</u>
Housing assistance payments	50,992.00	596,798.00	0.00	(596,798.00)
HAP portability-in	157.00	12,713.00	2,560.00	(10,153.00)
Total Housing Assistance Payments	<u>51,149.00</u>	<u>609,511.00</u>	<u>2,560.00</u>	<u>(606,951.00)</u>
Other general expenses	0.00	0.00	600.00	600.00
Compensated absences	3,984.05	3,984.05	2,240.00	(1,744.05)
Bad debt - other	191.79	191.79	0.00	(191.79)
Total General Expenses	<u>4,175.84</u>	<u>4,175.84</u>	<u>2,840.00</u>	<u>(1,335.84)</u>
Total Operating Expenses	<u>66,665.86</u>	<u>714,165.21</u>	<u>116,820.00</u>	<u>(597,345.21)</u>
Operating Income (Loss)	<u>8,495.31</u>	<u>10,449.60</u>	<u>(27,827.00)</u>	<u>(38,276.60)</u>
Other Financial Items				
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Depreciation	<u>8,495.31</u>	<u>10,449.60</u>	<u>(27,827.00)</u>	<u>(38,276.60)</u>
Depreciation expense	4,516.98	4,516.98	0.00	0.00
Net Income (Loss)	<u>\$ 3,978.33</u>	<u>\$ 5,932.62</u>	<u>\$ (27,827.00)</u>	<u>\$ (38,276.60)</u>

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Mexico Housing Authority
Income Statement-Section 8 Voucher
12 Months Ended 3/31/2022

	Administration	Administration COVID	HAP	Total
Operating Revenues				
HUD PHA operating grants	\$ 100,051.00	\$ 7,398.29	\$ 600,146.00	\$ 707,595.29
Investment income - unrestricted	229.40	0.00	0.00	229.40
Fraud recovery	81.61	0.00	81.61	163.22
Other revenue	16,626.90	0.00	0.00	16,626.90
Total Operating Revenues	<u>116,988.91</u>	<u>7,398.29</u>	<u>600,227.61</u>	<u>724,614.81</u>
Operating Expenses				
Administrative salaries	52,195.68	5,553.70	0.00	57,749.38
Advertising and marketing	335.47	0.00	0.00	335.47
Employee benefits - administrative	23,673.71	0.00	0.00	23,673.71
Office expenses	6,516.26	0.00	0.00	6,516.26
Legal expenses	98.96	0.00	0.00	98.96
Travel	1,310.57	0.00	0.00	1,310.57
Other admin.	6,257.33	1,844.59	0.00	8,101.92
Total Administrative	<u>90,387.98</u>	<u>7,398.29</u>	<u>0.00</u>	<u>97,786.27</u>
Maintenance materials	40.39	0.00	0.00	40.39
Total Maintenance	<u>40.39</u>	<u>0.00</u>	<u>0.00</u>	<u>40.39</u>
Liability insurance	82.52	0.00	0.00	82.52
Workmen's compensation	2,027.09	0.00	0.00	2,027.09
All other insurance	542.10	0.00	0.00	542.10
Total Insurance	<u>2,651.71</u>	<u>0.00</u>	<u>0.00</u>	<u>2,651.71</u>
Housing assistance payments	0.00	0.00	596,798.00	596,798.00
HAP portability-in	12,713.00	0.00	0.00	12,713.00
Total Housing Assistance Payments	<u>12,713.00</u>	<u>0.00</u>	<u>596,798.00</u>	<u>609,511.00</u>
Compensated absences	3,984.05	0.00	0.00	3,984.05
Bad debt - other	95.90	0.00	95.89	191.79
Total General Expenses	<u>4,079.95</u>	<u>0.00</u>	<u>95.89</u>	<u>4,175.84</u>
Total Operating Expenses	<u>109,873.03</u>	<u>7,398.29</u>	<u>596,893.89</u>	<u>714,165.21</u>
Operating Income (Loss)	<u>7,115.88</u>	<u>0.00</u>	<u>3,333.72</u>	<u>10,449.60</u>
Other Financial Items				
Prior period adjustments	0.00	0.00	0.00	0.00
Replacement of equipment	0.00	0.00	0.00	0.00
Property betterments & additions	0.00	0.00	0.00	0.00
Total Other Financial Items	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss) Before Depreciation	<u>7,115.88</u>	<u>0.00</u>	<u>3,333.72</u>	<u>10,449.60</u>
Depreciation expense	4,516.98	0.00	0.00	4,516.98
Net Income (Loss)	<u>\$ 2,598.90</u>	<u>\$ 0.00</u>	<u>\$ 3,333.72</u>	<u>\$ 5,932.62</u>

**Mexico Housing Authority
Balance Sheet - Local Fund
As of March 31, 2022**

Assets

Current Assets	
Cash-unrestricted	\$ 11,411.38
Total Current Assets	<u>11,411.38</u>
Property and Equipment	<u> </u>
Net Property and Equipment	<u>0.00</u>
Total Assets	<u>\$ 11,411.38</u>

Liabilities and Net Position

Current Liabilities	
Inter program - due to	\$ 907.53
Total Current Liabilities	<u>907.53</u>
Total Liabilities	<u>907.53</u>
Net Position	
Unrestricted	10,688.76
Net income (loss)	<u>(184.91)</u>
Total Net Position	<u>10,503.85</u>
Total Liabilities and Net Position	<u>\$ 11,411.38</u>

VMS DATA

May-22	Units	\$
EXPENSES		
Port Out - HAP	0	-
Protected Tenants (HAP & Util)	2	480.00
Other Vouchers	134	
All Other HAP Payments (HAP & Util) 1st of Month (not including Protected and other HAP after 1st of mth)		45,174.00
All Other HAP Payments (HAP & Util) after 1st of Month		-
Total units leased 1st of the month including protected and Port outs	136	
Vouchers leased (HAP Contract) on last day of month	130	
Total all Section 8 HAP Payments made for month		45,654.00
OTHER EXPENSES		
additional Hap Paid out due to rent increase back date (included above already)	0	-

	HAP	A/F
INCOME		
Port In - Franklin, Skalnik, Bodine, Vanvactor, Andrews	4	235.70
Section 8 Fraud/bad debt		
Additional HAP Rec'd (return from LL)		
HUD Funding Received (1st of month)		8,071.00
HUD Misc received		6,882.00
TOTAL Income		15,188.70
Vouchers issued but not under contract	10	

LOW RENT DATA

of units leased @ end of May 2022

201

Public Housing

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	8	1	0	0	0	0	0	9
Near Elderly	0	1	0	0	0	0	0	0	1
Handi/Disabled	0	12	1	1	0	0	0	0	14
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	24	7	4	2	0	0	0	37
Hispanic	0	1	0	0	1	0	0	0	2
White	0	32	5	3	1	0	0	0	41
Black	0	6	3	2	1	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	2	1	0	0	0	0	0	3
Other	0	1	0	0	0	0	0	0	1

Income Limit Breakdown

High:	0
Low:	5
Very Low:	7
ExtLow:	45

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

Effective Date : 6/13/2022

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	5	0	0	0	0	0	0	5
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	8	4	3	0	0	0	0	15
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	14	10	8	1	0	0	0	33
Hispanic	0	1	2	0	1	0	0	0	4
White	0	21	6	5	0	0	0	0	32
Black	0	3	5	5	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	2	1	1	0	0	0	0	4
Other	0	0	1	0	0	0	0	0	1

Income Limit Breakdown

High:	0
Low:	2
Very Low:	6
ExtLow:	44



MEXICO HOUSING AUTHORITY



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

BOARD RESOLUTION

RESOLUTION NO. 2965 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 21st day of June 2022, that the Board of Commissioners of the Housing Authority of the City of Mexico hereby approves the Senior Center Lease agreement.

Passed this 21st day of June 2022

Rita Jackson, Chairperson

Dawn Mahaney, Board Secretary
Interim 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 1st day of July, 2022, 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, 2022**, and terminating on the **30th** day of **June, 2023**, 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: _____

Dawn Mahaney, Interim 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 _____